

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 21

999 West Dundee Road, Wheeling, Illinois 60090



**Invitation to Bid for
Custodial Cleaning Supplies Bid #1903**

Bid Opening April 18, 2019



Community Consolidated School District 21

999 West Dundee Road • Wheeling, Illinois 60090
847.537.8270
www.ccsd21.org

Dr. Michael Connolly, Superintendent

Board of Education

Phil Pritzker, *President* • Staci Allan, *Vice President* • Debbi McAtee, *Secretary*
Arlen S. Gould • Bill Harrison • Jessica Riddick • Jennifer Tani

March 29, 2019

Dear Vendor:

The Board of Education of Community Consolidated School District 21 is soliciting sealed bids for Custodial Cleaning Supplies for the 2019-2020 school year. The purpose of this transmittal is to invite you to bid on the project and provide you with the necessary instructions, specifications and reply forms.

Included are the "General Conditions & Instructions to Bidders", five (5) "Affidavit/Certification Sheets", "Project Specifications", a "Vendor Information Sheet" and Bid Reply Sheets. Where required, each should be completed in detail, signed, notarized, and returned in a sealed envelope **clearly** marked, "**SEALED BID - Custodial Cleaning Supplies Bid #1903**".

The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interests of this school district.

Bids are due on or before **Thursday, April 18, 2019 at 9:30 A.M. CST** and will be opened and publicly read at that time or shortly thereafter in the Gill Administration Center, 999 West Dundee Road, Wheeling, Illinois 60090.

If you have any questions regarding this bid, please contact me at (847) 520-2773.

Sincerely,

Dan Oberg
Director of Business Services
CCSD21

Attachment: General Conditions & Instructions to Bidders
 Affidavit and Certification Sheets (5)
 Project Specifications and Bid Reply Sheets
 Contractor Questionnaire
 Vendor Information Sheet

Invitation to Bid For:
Custodial Cleaning Supplies Bid #1903
GENERAL CONDITIONS & INSTRUCTIONS TO BIDDERS

I. GENERAL

- A. Bid shall be submitted in an envelope plainly marked with the title of the bid, and date and time of opening.
- B. Bid shall be sealed and delivered to the Business Office on or before the time scheduled for the opening. Late bids will not be considered.
- C. The bid shall contain the full name of the bidder and be signed by an authorized company representative who is legally qualified to sign such documents. Where required, each page of this bid must be signed.
- D. Unsigned bids will not be considered.
- E. Community Consolidated School District 21 is not subject to Federal Excise Tax or Illinois Retailer Occupational Tax.
- F. Prices quoted shall include all charges for packing, transportation, delivery to the school building and assembly as designated on the bid.
- G. Correspondence shall be addressed to the Business Office.
- H. Bids are available for inspection in the Business Office by appointment after award of orders.
- I. Oral, telephone, telegraphic or facsimile transmitted bids will not be accepted.

II. ERRORS AND OMISSIONS

All bids shall be submitted on the forms provided with each space properly completed. The special attention of bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and bidders will be held strictly to the bid as submitted. Should a bidder find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meanings, (s)he shall advise the Director of Business Services who will issue the necessary clarification to all prospective bidders by means of addendum.

III. FIRM BID

All bids will be considered to be firm for the period of July 1, 2019 through June 30, 2020.

IV. WITHDRAWAL OF BIDS

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

V. INVESTIGATION OF BIDDERS

- A. The Business Office will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to that included in this bid.
- B. The Board Of Education reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the Contract.

VI. MODIFICATION

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

VII. RESERVATION OF RIGHTS BY THE DISTRICT

The Board of Education reserves the right to reject any or all bids, to waive irregularities and to accept that bid which is considered to be in the best interest of the district. Any such decision shall be considered final.

VIII. COMPLIANCE WITH LEGISLATION

- A. It shall be mandatory upon the contractor(s) to whom the contract is awarded and upon any subcontractor thereof to pay, where applicable, to all laborers, workmen and mechanics employed by them not less than the general prevailing rate of wages in the locality for each craft or type or workmen or mechanic needed to perform such work and the general prevailing rate for legal holiday and overtime work as ascertained by the Department of Labor.
- B. It shall be mandatory that the contractor will not discriminate against any employee or applicant for employment upon any grounds prohibited by the Illinois Human Rights Act (Chapter 68, 1-101, et seq., Ill. Rev. Stat.) and further that (s)he will comply with all provisions of the Illinois Human Rights Act including, but not limited to, rules and regulation of the Illinois Human Rights Act.
- C. It shall be mandatory that the contractor will not discriminate against any employee or applicant for employment upon any grounds prohibited by the Illinois Human Rights Act. Every party to a public contract and every eligible bidder must have a written sexual harassment policy that shall include, at a minimum, the following information:
 - 1. The illegality of sexual harassment;
 - 2. The definition of sexual harassment under State law;
 - 3. A description of sexual harassment, utilizing examples;
 - 4. The contractor's internal complaint process including penalties;
 - 5. The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission;
 - 6. Directions on how to contact the Department and Commission; and
 - 7. Protection against retaliation as provided by Section 6-101 of the Human Rights Act. The contractor must provide a copy of such written policy to the Department of Human Rights upon request.

IX. SIGNATURE CONSTITUTES ACCEPTANCE

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

X. CONTRACTS

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid. The work shall be performed and/or materials supplied in accordance with the specifications as indicated in the Bid Specifications.

XI. EQUAL EMPLOYMENT OPPORTUNITY

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

- A. The contractor will not discriminate against any employee or applicant for employment because of race, creed, sex, color, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship.
- B. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- C. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex or national origin.
- D. The contractor will furnish all information and reports required by Executive order No. 11246 of September 24, 1965, and by rules, regulations and orders of the Secretary of Labor, or pursuant thereto and will permit access to his books, records and accounts by the contracting agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations and orders.

- E. In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations or orders, this contract may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further government contracts or Federally assisted construction contracts, in accordance with the procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law.

- F. The contractor shall include the provisions of paragraph A through D in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to 204 Executive Order No 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor shall take such action with respect to any subcontractor or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for noncompliance, provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

XII. COMPLETION DELIVERY TIME

Delivery must be made as specified on the dates indicated in the Bid Specifications. All prices must be quoted F.O.B. destination. Shipments shall become property of consignee after delivery and acceptance.

XIII. EVALUATION & AWARD OF BID

The Board of Education reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to different Bidders or all items to a single Bidder unless otherwise noted on bid specifications.

The Board of Education will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit cost(s) listed will prevail and be considered accurate.

XIV. ASBESTOS MATERIALS

Any materials used in this project shall be asbestos free and shall not contain “asbestos containing building materials” as defined by Federal Regulations A.H.E.R.A., EPA, and Illinois Department of Public Health.

XV. INSURANCE REQUIREMENTS

All insurance coverage shall be provided by Illinois insurance company policyholder ratings no lower than “A” and financial ratings not lower than “V” in the Best’s Insurance Guide’s latest edition in effect as of the date of the contract. The insurance carrier must give the School District thirty (30) day notice of cancellation. Community Consolidated School District No, 21 must be named as additional insured.

XVI. DELIVERY POINTS

Delivery points shall be made to the following addresses when specific locations are not indicated in the bid specification section of this document:

Cooper Middle School 1050 W. Plum Grove Cir Buffalo Grove, IL 60089	Holmes Middle School 221 S. Wolf Road Wheeling, IL 60090	London Middle School 1001 W. Dundee Road Wheeling, IL 60090
District Office 999 W. Dundee Road Wheeling, IL 60090	Field School 51 St. Armand Lane Wheeling, IL 60090	Longfellow School 501 S. Arlington Hts. Road Buffalo Grove, IL 60089
Tarkington School 310 Scott Street Wheeling, IL 60090	Hawthorne School 200 Glendale Street Wheeling, IL 60090	Frost School 1805 Aspen Drive Mt. Prospect, IL 60056
Poe School 2800 N. Highland Avenue Arlington Hts., IL 60004	Twain School 515 Merle Lane Wheeling, IL 60090	Kilmer School 655 Golfview Terrace Buffalo Grove, IL 60089
Riley School 1209 E. Burr Oak Drive Arlington Hts., IL 60004	Whitman School 133 S. Wille Avenue Wheeling, IL 60090	

XVII. TOTAL PRICE FOR ALL ITEMS BID

A total bid dollar amount, regardless of whether or not you are bidding all items must be entered in the appropriate section of the Bid Form before signing and submitting your bid.

XVIII. 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, action 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 or 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 or use thereof.
- C. Caused in whole or part by any act, error or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any to them regardless of whether or not it is caused by a part to be indemnified hereunder.
- D. 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.
- E. 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.

XIX. DEFECTIVE WORKMANSHIP

The Contractor agrees to protect the District against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transport or delivery.

XX. 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 the bidder's risk of untimely receipt by the school district. **Bids submitted by facsimile or via e-mail will not be considered.**

XXI. DRUG FREE WORKPLACE

The Illinois Drug Free Workplace Act (Ill. Rev. Stat., ch. 127, par. 132.311) applies to this contract and it is necessary to comply with the provisions of the "Act" if the contractor is a corporation, partnership, or other entity (including a sole proprietorship), which has 25 or more employees. By submission of a bid to be considered for an award and by execution of the contract in an amount of \$5,000 or more, the contractor certifies that it will provide a drug free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the contractor's workplace; specifying the actions that will be taken against employees for violations of such prohibition; and notifying the employee, that, as a condition of employment on such contract the employer shall abide by the terms of the statement, and notifying the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- B. Establishing a drug free awareness program to inform employees about the dangers of drug abuse in the workplace; the contractor's policy of maintaining a drug free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug violations.
- C. Providing a copy of the statement required by subparagraph (A) to each employee engaged in the performance of the contract and to post the statement in a prominent place in the workplace.
- D. Notifying the Department within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of the conviction of an employee for a violation of any criminal drug statute occurring in the workplace.

- E. Imposing or requiring, within thirty (30) days after receiving notice from an employee of a conviction or actual notice of such a conviction, an appropriate personnel action, up to and including termination, or the satisfactory participation in a drug abuse assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

- F. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.

- G. Making a good faith effort to continue to maintain a drug free workplace.

XXII. NON-COLLUSION AFFIDAVIT

State Of Illinois

)
) **SS.**
)

Cook County

The undersigned bidder or agent, being duly sworn, on oath that (s)he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that 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.

(S)He further says that no person or persons, firms or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Bidder or Agent

For _____
Firm or Corporation

Subscribed and sworn to before me this _____ day of _____, 20__

My Commission Expires:_____

NOTARY PUBLIC

CERTIFICATE OF NON-DISCRIMINATION

The Vendor certifies that it shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, ancestry, age, marital status, or physical or mental handicap. The Vendor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color sex, national origin, ancestry, age, marital status, or physical or mental handicap. Such action shall include, but not limited to, the following; employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Vendor further certifies that it will post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of nondiscrimination.

The Vendor further certifies that it shall, in all solicitations or advertisements for employees placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex or national origin.

VENDOR:

By: _____
Its Duly Authorized Representative

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20__

My Commission Expires: _____

NOTARY PUBLIC

CERTIFICATE OF BIDDER ELIGIBILITY

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for rigging or bid rotation.

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

_____, as part of its bid certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4.

Name: _____

Firm: _____

By: _____

Authorized Agent of Contractor

Title: _____

SUBSCRIBED and SWORN TO before me

This ___ day of _____, 20___.

NOTARY PUBLIC

VENDOR'S CERTIFICATIONS

Illinois Drug-Free Workplace Act

Business Name: _____ Date: _____, 20__

Business Address: _____

Telephone: _____ Fax: _____

The undersigned contractor hereby certifies (check the one that applies):

____ Having fewer than twenty-five (25) employees does hereby certify that it is not subject to the requirements of Section 3 of the Illinois Drug-Free Workplace Act (ILCS 127,132.313).

____ Having twenty-five (25) or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (ILCS 127,132.313) that the bidder 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 certify that the bidder is not eligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

BY:

(Signature)

(Typed or Printed Name of Signer)

(Typed or Printed Title of Signer)

ATTEST:

(If a corporation)

(Typed or Printed Name of Signer)

(Typed or Printed Title of Signer)

Date

SUBSCRIBED and SWORN TO before me

This ____ day of _____, 20__.

NOTARY PUBLIC

CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

_____ (Contractor), does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act, (775 ILCS 5/2-105) that (he, she, it) has adopted a written sexual harassment policy that includes at the minimum the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois law; (iii) a description of sexual harassment, utilizing examples; (iv) internal complaint process including penalty; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation.

By: _____
Authorized Agent

Date: _____

SUBSCRIBED and SWORN TO before me

This ____ day of _____, 20__.

NOTARY PUBLIC

CUSTODIAL CLEANING SUPPLIES

BID #1903

I. INVITATION TO BID:

The Board of Education of Community Consolidated School District 21, Wheeling, Illinois seeks bids from potential suppliers for Custodial Cleaning Supplies.

Sealed proposals for the items described herein will be received at the District Office of Community Consolidated School District 21, Attention: Mr. Dan Oberg, Director of Business Services, 999 West Dundee Road, Wheeling, Illinois 60090 until 9:30 A.M. CST on Thursday, April 18, 2019. Bid opening will be shortly after.

II. FURTHER INFORMATION:

Further information may be obtained from the Community Consolidated School District 21 Office. Please call (847) 520-2773.

III. REJECTION OF BIDS:

The School Board reserves the right to reject any and all proposals and waive all irregularities. (See General Conditions Section VII and XIII)

IV. BID AWARD:

It is anticipated that the Community Consolidated School District 21 Board of Education will award the bid at the next regular Board Meeting.

V. BID SPECIFICATIONS:

Each bidder must meet the following bid specifications:

Provide prices, which include all shipping/delivery charges, for the listed items found on the separate Bid Reply Sheets for delivery to the address noted below or to the district schools as noted on the purchase order request.

Community Consolidated School District 21

999 West Dundee Road

Wheeling, Illinois 60090

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 21
CUSTODIAL CLEANING SUPPLIES**

**BID #1903
April 18, 2019**

OVERVIEW:

Community Consolidated School District 21 (CCSD 21) is an elementary school district located in Wheeling, Illinois. The district has ten elementary schools, three middle schools and the Gill Administration Center.

SCHOOL	ADDRESS	CITY, STATE
Cooper Middle School	1050 W. Plum Grove Circle	Buffalo Grove, IL
Holmes Middle School	221 S. Wolf Road	Wheeling, IL
London Middle School	1001 W. Dundee Road	Wheeling, IL
Field Elementary School	51 St. Armand Lane	Wheeling, IL
Frost Elementary School	1805 Aspen Drive	Mt. Prospect, IL
Hawthorne Early Childhood	200 Glendale Street	Wheeling, IL
Kilmer Elementary School	655 Golfview Terrace	Buffalo Grove, IL
Longfellow Elementary School	501 S. Arlington Heights Rd.	Buffalo Grove, IL
Poe Elementary School	2800 N. Highland Avenue	Arlington Heights, IL
Riley Elementary School	1209 Burr Oak Drive	Arlington Heights, IL
Tarkington Elementary School	310 Scott Street	Wheeling, IL
Twain Elementary School	515 Merle Street	Wheeling, IL
Whitman Elementary School	133 S. Wille Avenue	Wheeling, IL
Gill Administration Center	999 W. Dundee Road	Wheeling, IL

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 21
CUSTODIAL CLEANING SUPPLIES BID #1903**

V. BID SPECIFICATIONS (Continued)

1. **Bids (and samples, if any) must be received in our office no later than Thursday, April 18, 2019, at 9:30 A.M. (CST)** at the Gill Administration Center, 999 West Dundee Road, Wheeling, Illinois 60090, when they will be publicly opened and the contents announced.
2. No minimum order requirements may be made by a bidder.
3. Brand names should be specified and samples of supplies are required as indicated on the Bid Reply Sheets. **If samples are not received when the bid is due that item may not be considered.** Samples will be returned at the bidder's expense upon written request. Written requests for the return of samples must be included in the bid. In the absence of a written request upon opening of the bid, District 21 will assume no responsibility for the return of the sample.
4. **When items specified states NO SUBSTITUTES, district will not accept substitute(s) for that item(s).** Delivery of Custodial Cleaning Supplies must be made Monday through Friday from 7:00 A.M. to 2:30 P.M. (CST) only.

Estimated turnaround time for delivery

COMPANY NAME

SIGNATURE OF BIDDER

PRINT NAME

TITLE

DATE OF BID RESPONSE

VI. BID AWARD:

Community Consolidated School District 21 reserves the right to award the bid to a single vendor or multiple vendors for the bid items. Limited funds are budgeted for the purchase of these items. Should the bid price be more than anticipated, CCSD21 reserves the right to reduce quantities as appropriate to remain within the budgeted allocation for the purchase.

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 21

CUSTODIAL CLEANING SUPPLIES

BID #1903

GENERAL CONDITIONS

1. The Vendor agrees to comply with the provisions of the Occupational Safety and Health Act of 1970 (29 U.S.C.A. 651 et seq.) and the standards and regulations issued thereunder and shall certify that all items furnished under this bid will conform to and comply with said standards.
2. Vendor agrees to comply with provisions of the Consumer Products Safety Act of 1972 (15 U.S.C.A. 205 et seq.) and shall certify that items furnished under this bid conform to applicable standards.
3. Bids be considered only if made without connection with any other person or firm submitting a bid, if in all respects fair and without collusion and if neither members of the Board nor other officer of the School District is directly or indirectly interested in the bid or in any portion of the profits thereof.
4. Title to the goods herein described shall not pass until said goods have actually been received by Board or its Consignee, notwithstanding any agreement to the contrary, including, but not by way of limitation, and any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss to such actual receipt by Board or its consignee shall be borne by Vendor. Nothing herein contained, however, shall be construed to deprive Board of its interest, or limiting such interest, in goods herein described prior to such actual receipt.
5. All material and workmanship shall be subject to inspection and test by Board or its designee. The Board reserves the right to reject any goods which contain defects in material or workmanship, which fail to meet the specifications contained herein or any warranties (express or implied). Rejected goods shall be removed at the expense of the Vendor, including all transportation costs, promptly after notification of rejection. As to rejected goods, Vendor shall bear all costs of inspection and all risk of loss.
6. Payment by the Board for goods or supplies hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specifications contained herein.
7. Purchase order number and vendor name must appear on each invoice submitted to the Board for payment.

8. Signature Constitutes Acceptance - The signing of these bid forms shall be construed as acceptance of all provisions contained herein and that the Vendor has read the Contract Documents and is fully aware of the terms thereof.
9. Exceptions - Exceptions to these terms and conditions of deviations from the written specifications must be shown in writing and attached to the bid form.
10. The Board reserves its rights to reject any goods and to cancel all or any part of this sale if the Vendor fails to deliver all or any part of the goods described in the invitation to bid in accordance with the terms, conditions, and specifications contained herein. Acceptance of any part of the goods covered by the invitation to bid shall not obligate the Board to accept future shipments nor deprive it of its original nor deprive it of its rights to revoke any acceptance theretofore given. If Vendor ceases to conduct its operations in the ordinary course of business (inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against the Vendor, or if a receiver for Vendor is appointed or applied for, or if an assignment for the benefit of creditors is made by Vendor, 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.
11. Vendor makes the following warranties of Board and uses the goods herein described:
(a) It will, at the date of delivery, have good title to any and all goods supplied 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 particular uses intended, will be free from defects, whether patent or latent in material or workmanship, and will be in full conformity with the specifications contained therein. Vendor agrees that the foregoing warranties shall service acceptance of goods, and that said warranties shall be in addition to any warranties for additional scope given to Board by Vendor.
12. Contractor agrees to indemnify, defend, and hold harmless the Board, its successors, assigns, customer, agents, and users of the goods herein described against any and all loss, damage, or injury arising out of or resulting from 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. Vendor agrees that it will assume the defense of any and all such suits and pay all costs, judgments, and expenses incidental thereto.
13. Bidder must make delivery upon receipt of order unless otherwise specified in the invitation to bid. Bidder must indicate time required for delivery on bid.
14. The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes for the Federal, State, County and other local government agencies, which may in any manner affect the preparation of proposals or the performance of the contract.

15. Any interpretation of the proposed Contract Documents will be made only by an addendum duly issued by the Purchasing Agent. A copy of such addendum will be mailed to each person receiving a set of such Contract Documents and to such other prospective bidders as shall have requested that they are furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive written interpretation prior to the time of the opening of bills will not be grounds for withdrawal of his proposal. Oral explanations will not be binding.
16. The award of the Contract will be made by official Board documents. Bidder's order form is not acceptable and cannot be used.
17. The Board is exempt from paying Illinois Use Tax (35 ILCS 105/3-5.4) and sales to the Board are exempt from Illinois Retailer's Occupation Tax (35 ILCS 120/2-5.11). As such, Vendor shall not include such taxes in its bid.
18. The board is exempt from paying Federal Excise Taxes (26 U.C.S.C.A4221). As such, Vendor shall not include such taxes in its bid.
19. ERRORS AND OMISSIONS - All proposals shall be submitted with each space properly completed. 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, it shall advise the Director of Business Services who will issue the necessary clarifications to all prospective bidders by means of addenda. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bid will be grounds for withdrawal of its proposal. Oral explanations will not be binding.

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 21
CUSTODIAL CLEANING SUPPLIES
BID #1903
4/18/19**

COMPANY NAME _____

PAPER/MISCELLANEOUS						
No.	Description	Unit of Measure	Qty	Specifications	Unit Price	Total Price
1	Trash Can Liners for Large Trash Cans	Case	400	40" x 48" 45 gl 16 mic natural 25/rl 10/rl/cs - Samples Required - NO SUBSTITUTES		
2	Trash Can Liners for Medium Sized Garbage Cans	Case	500	33" X 40" can liner 33 gl 16 mic natural 25/ml 10/rl/cs - Samples Required - NO SUBSTITUTES		
3	Trash Can Liners for Medium Sized Garbage Cans	Case	500	33" x 40" can liner 33 gl 22 mic natural 25/ml 10/rl/cs - Samples Required - NO SUBSTITUTES		
4	Trash Can Liners for Small Garbage Cans	Box	240	24" x 33" can liners 8 mic, 50 rolls/case, Gauge - 8 Microns Color/Finish - Natural Gallon Capacity - 12 to 16 - Samples Required - NO SUBSTITUTES		
5	Hard Rolled Paper Towels	Case	1500	8" X 800' Controlled hard roll towels, 6 rolls/case, substitutes allowed. Green seal certified required. Must have paper towel dispenser to fit. Must remove existing paper towel holders and install new ones. Must transport the existing or previous paper towel holders to the operations center. There are approximately 1000 throughout the district in 14 separate locations. Needs to be done during August 19-20 between 6am - 2pm. No time alterations are acceptable. Samples Required, Items 5 & 6 must be bid together.		

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 21
CUSTODIAL CLEANING SUPPLIES
BID #1903
4/18/19**

COMPANY NAME _____

PAPER/MISCELLANEOUS						
No.	Description	Unit of Measure	Qty	Specifications	Unit Price	Total Price
6	Hard Paper Towel Dispenser	Box	1200	High capacity touch free controlled towel dispenser, black. This must fit the rolled paper towels in item number 5. No cost on these at all. Must remove existing paper towel holders and install new ones. Must transport the existing or previous paper towel holders to the operations center. There are approximately 1000 throughout the district in 14 separate locations. Needs to be done during August 19-20 between 6am - 2pm. No time alterations are acceptable. We will continue to get free dispensers as they break or need replacing. Items 5 & 6 must be bid together. Samples Required.		
7	Single Fold Paper Towels	Case	250	Single fold paper towels 10 1/4" X 9 1/4", 5 5/16 folded width. 4000 towels per case, 16 packs a case. Green seal certified. Samples Required. No Substitutes.		
8	Paper Towel Dispenser	Box	1200	This must fit the single fold paper towels. No cost on these at all. The district has 100 dispensers throughout the 14 buildings. Dispensers will be provided at no cost to the district when replacements are needed. Items 7 & 8 must be bid together. Samples Required.		

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 21
CUSTODIAL CLEANING SUPPLIES
BID #1903
4/18/19**

COMPANY NAME _____

ALTERNATE BID TO #5,#6, #7, #8

No.	Description	Unit of Measure	Qty	Specifications	Unit Price	Total Price
5a	Hard Rolled Paper Towels	Case	1500	Must have universal paper towel dispenser to fit. Must remove existing paper towel holders and install new ones. Must transport the existing or previous paper towel holders to the operations center. There are approximately 1000 throughout the district in 14 separate locations. Needs to be done during August 19-20 between 6am - 2pm. Green seal certified. Samples Required , Items 5a & 6a must be bid together. Bid date range expanded from July 1, 2019 to June 30, 2020		
6a	Hard Paper Towel Dispenser	Box	1200	High capacity touch free controlled towel dispenser, black. This must fit the rolled paper towels in Item #5a. Must remove existing paper towel holders and install new ones. Must transport the existing or previous paper towel holders to the operations center. Bid date range expanded from July 1, 2019 to June 30, 2020. Samples Required.		
7a	Single Fold Paper Towels	Case	250	Must have universal paper towel dispenser to fit. Must remove existing paper towel holders and install new ones. Must transport the existing or previous paper towel holders to the operations center. There are approximately 100 throughout the district in 14 separate locations. Needs to be done during August 19-20 between 6am - 2pm. Green seal certified. Samples Required , Items 7a & 8a must be bid together. Bid date range expanded from July 1, 2019 to June 30, 2020.		
8a	Single Fold Paper Towel Dispenser	Box	1200	This must fit the single fold paper towels in Item #7a. The district has 100 dispensers throughout 14 buildings. Bid date range expanded from July 1, 2019 to June 30, 2020. Samples Required.		

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 21
CUSTODIAL CLEANING SUPPLIES
BID #1903
4/18/19**

COMPANY NAME _____

PAPER/MISCELLANEOUS						
No.	Description	Unit of Measure	Qty	Specifications	Unit Price	Total Price
9	Toilet Tissue, 1 Ply	Case	300	Ecosoft Toilet tissue 1 Ply 4.5 in x 4.05 in white 80 rolls per case MUST BE GREEN SEAL CERTIFIED , must be those dimensions to fit the existing dispensers. Samples Required. NO SUBSTITUTES		
10	Toilet Tissue, 2 Ply	Case	500	Angel Soft Ps bath tissue, 2 Ply, white, 3.85 in x 4.05 in. 450 sheets per roll, 80 rolls per case GREEN SEAL CERTIFIED - Samples Required. NO SUBSTITUTES		
11	Foamy Hand Soap	Case	200	Lite'n Foamy hand hair and body wash sunflower fresh 4 gal per case, must have free dispensers up to 100 per year, must be bid with item 26, NO SUBSTITUTES		
12	Wet Mop Blue Cotton	Case	50	Heavy Duty Loop mop standard, 4 ply small blue 5 in 24 oz, System/Universal, Color Blue, Head Material Blend Scrubber, Headband Size 1 in. Antimicrobial NO, Mop Head Size Large, 12 per case.		
13	Wet Mop WHITE Cotton	Case	40	Heavy duty 4 ply blend loop, wet mop, large 5 inch 24 oz, System/Universal, Head Material Blend Scrubber NO, Color Family White 4-Ply Headband Size 1 in. Antimicrobial NO, Mop Head Size Large, 12 per case.		
14	Nitrile Gloves	Case	45	Ambidextrous nitrile gloves, blue, extra large, Latex Free, 100/box/1000/case		

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 21
CUSTODIAL CLEANING SUPPLIES**

BID #1903

4/18/19

COMPANY NAME _____

PAPER/MISCELLANEOUS						
No.	Description	Unit of Measure	Qty	Specifications	Unit Price	Total Price
15	Nitrile Gloves	Case	20	Ambidextrous nitrile gloves, blue, large, Latex Free, 100/box/1000/case		
16	Stripper Pad	Case	60	3M 7200 Stripper Pad 20 inch by 14 inch in black. 10/case NO SUBSTITUTES		
17	Blue Cleaner Pad	Case	80	3M 5300 Blue Cleaner Pad 20 inch by 14 inch in blue. 10/case NO SUBSTITUTES		
18	Blue Scrubbing Pad	Case	35	3m Blue Scrubbing Pad 19 inch. 5 each/case NO SUBSTITUTES		
19	Green Scrubbing Pad	Case	25	3M Green Scrubbing Pad 19 inch. 5 each/case NO SUBSTITUTES		
20	Black Stripping Pad	Case	50	3M Stripper Pad 7200 Pad 19 inch. 5 each/case NO SUBSTITUTES		
21	Red Burnish Pad	Case	40	Burnish Pad, Red, 13 inch, 5 each/case		
22	Tan Burnish Pad	Case	20	Burnish Pad, Tan, 19 inch, 600 to 1500 RPM, 5 each/case		
23	Utility Pads Blue	Case	40	Utility pads blue 4 5/8 by 10 inches, 3M, NO SUBSTITUTES		
24	Utility Pads Brown	Case	40	Utility pads brown 4 5/8 by 10 inches, 3M, NO SUBSTITUTES		
25	Cut White Sheeting Rags	Box	150	Rags, Bed Sheeting, White, Lintless, 25 lb. box - Sample Required, NO SUBSTITUTES		
26	Foam Soap Dispenser	Box	150	Lite'n Foamy dispenser, white, bid with item 11		

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 21
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4/18/19**

COMPANY NAME _____

PAPER/MISCELLANEOUS						
No.	Description	Unit of Measure	Qty	Specifications	Unit Price	Total Price
27	Waxing Mop Head	Case	30	Waxing standard loop mop head Rayon 5" headband, size large, 12/case		
28	Vacuum Cleaner Bags, Windsor Sensor XP15	Package	170	Vacuum cleaner bags for Windsor XP15 model, 10/pkg		
29	Vacuum Cleaner Bags for Advance Spectrum 15P	Package	150	Vacuum cleaner bags for Advance Spectrum 15P, 10/pkg		
31	Maxi Sanitary Napkin	Box	50	Impact Products: Natural Maxi Sanitary Napkin (MFG item #25169798) Natural plus maxis feature reinforced four wall protection for leak protection side to side and front to back, a cottony dry cover for dryness, a secure center to reduce bunching and twisting and an Anti-Leak Core to lock in fluid. 500/case NO SUBSTITUTES		
32	Tampon	Box	50	Impact Products: Natural Tampon (MFG item #25176488) Naturelle tampons are enclosed in a protective sleeve and have all of the features the leading brands have including easy to smooth tip applicator, and easy to grasp grip with Posilock feature. 400/case NO SUBSTITUTES		

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 21
CUSTODIAL CLEANING SUPPLIES
BID #1903
4/18/19**

COMPANY NAME _____

CHEMICALS

***All products must be fresh from the manufacturer and not overstock**

No.	Description	Unit of Measure	Qty	Specifications	Unit Price	Total Price
1	Bowl Cleaner, Acid	Case	80	Acid (9% or more) Bowl Cleaner, Spartan m95, 12/qts/case. NO SUBSTITUTES		
2	Butchers Glass Cleaner	Case	70	Glance NA glass and multi-surface cleaner non-ammoniated, 2/case, 1.5 liter, RTD. NO SUBSTITUTES		
3	Speedball 2000 Heavy Duty Cleaner	Case	50	Speedball 2000 Cleaner Heavy Duty, 2/case, RTD, 1.5 liter, NO SUBSTITUTES		
4	Morning Mist #33 Disinfectant Cleaner	Case	200	Morning Mist #33 1.5 liter, RTD, 2/case. NO SUBSTITUTES		
5	GP Forward Soap	Box	50	GP Forward, 5 gallons, 2/case. NO SUBSTITUTES		
6	Diversey Stride	Box	60	Diversey Stride Citrus Neutral, 5 liter, RTD, 2/case. NO SUBSTITUTES		
7	Diversey Vectra Floor Finish	Box	70	VECTRA HIGH-PERFORMANCE FLOOR FINISH in Envirobox, 5 gallons. NO SUBSTITUTES		
8	Diversey Care Free Floor Finish	Box	130	CAREFREE FLOOR FINISH IN ENVIRO BOX, 5-GALLON CONTAINER. NO SUBSTITUTES		
9	Diversey Revive Snap Back Restorer	Case	50	Diversey Revive Snap Back Restorer, 2/case. NO SUBSTITUTES		
10	Diversey Extraction Rinse Carpet Care	Case	20	Diversey Extraction Rinse, 1.5 liter, RTD, 2/case. NO SUBSTITUTES		
11	Diversey Heavy Duty Prespray	Case	20	Diversey Heavy Duty Prespray, 1.5 liter, RTD, 2/case. NO SUBSTITUTES		

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 21
CUSTODIAL CLEANING SUPPLIES
BID #1903
4/18/19**

COMPANY NAME _____

CHEMICALS						
*All products must be fresh from the manufacturer and not overstock						
No.	Description	Unit of Measure	Qty	Specifications	Unit Price	Total Price
12	Diversey Wiwax Floor finish	Box	60	Diversey Wiwax, 1 gal, NO SUBSTITUTES		
13	Diversey Carefree Matte Floor Finish,	Box	50	Diversey Carefree Matte Floor Finish, 5 gallons. NO SUBSTITUTES		
14	Diversey Linosafe	Box	20	Diversey Linosafe, 5 gal, NO SUBSTITUTES		
15	Diversey Profi	Box	10	Diversey Profi, 5 gal, NO SUBSTITUTES		
16	Hillyard Tip-Off Finish	Box	10	Hillyard Tip-Off Finish, 5 gal, NO SUBSTITUTES		
17	Hillyard Nutra Rinse	Box	70	Hillyard Nutra Rinse, NO SUBSTITUTES		
18	Hillyard Shine All	Box	25	Hillyard Shine All, NO SUBSTITUTES		
19	Lambswool Dusters	Box	14	Genuine Lambswool, Soft and Washable. Extendable for hard to reach areas. Size 20". DEHP free, PVC free and Mercury free. 12/case		
20	Heavy Duty Renovation/Strip for Synthetic Sports Floors	Box	8	Salvation Stripper, 5 gal, NO SUBSTITUTES		
21	Hillyard Assurance Cleaner	Box	10	Hillyard Assurance Cleaner, 5 gallons NO SUBSTITUTES		
22	Virex 2 256 Germicidal Cleaner and Deodorant	Box	200	Virex 2 256 one-step germicidal cleaner and deodorant, blue, 5 liter, RTD, NO SUBSTITUTES		

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CUSTODIAL CLEANING SUPPLIES
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4/18/19**

COMPANY NAME _____

CHEMICALS

***All products must be fresh from the manufacturer and not overstock**

No.	Description	Unit of Measure	Qty	Specifications	Unit Price	Total Price
23	Fogger Spray	Case	25	SaniGuard Total Release Fogger , 8 oz cans, 12 per case SaniGuard Total Release Fogger provides same protection as sanitizing spray. SaniGuard kills 99.99% of the germs that cause MRSA, HIV, Staph, E-Coli and Influenza Type A (H1N1). 3 oz fogger treats up to 124 square feet. 12 cans per case, NO SUBSTITUTES		
24	Carpet Spotter	Case	20	Appeal 18 oz. Net Wt. Carpet and Upholstery Spotter (12-Cans per Case) , NO SUBSTITUTES		
25	Green Certified Foam Soap	Case	50	Green Certified Foam Soap for under the counter dispensers, 1500 mg, NO SUBSTITUTES		
26	Spray PAK Spray Disinfectant	Case	50	Spray Pak Disinfectant Spray, 12/16.5 oz cans/case. Specifically designed for school, municipal and governmental bids . Quaternary spray disinfectant hospital-type formula, sanitizes: Product Description: Spray PAK Spray Disinfectant kills the pandemic 2009 H1N1 virus on hand, non-porous, inanimate surfaces, abd kills HIV-1 (AIDS virus) on precleaned environmental surfaces or objects previously soiled with blood and body fluids. This germicidal kills Staphylococcus aureus, Salmonella enterica, Pseudomonas aeruginosa, Streptococcus pyogenes, Vancomycin-resistant Enterococcus faecalis (VRE), and Methicillin-resistant Staphylococcus aureus (MRSA) in 10 minutes. It is also effective against fungi such as Trichophyton mentagrophytes (causes ringworm or athlete's foot), in appropriate areas. Prevents mold and mildew on hard surfaces. NO SUBSTITUTES.		

CONTRACTOR QUESTIONNAIRE

Pursuant to 105 ILCS 5/10-20.40 all school districts in the State of Illinois are required to annually report the number and value of contracts awarded to “minority owned businesses, female owned businesses, and businesses owned by persons with disabilities, as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act, and locally owned businesses” for contracts over \$25,000. In order to comply with this requirement, we request contractors to complete the following questionnaire and return with their bid responses.

Is Your Company a Locally Owned Business YES _____ NO _____ as it relates to this School District? For purposes of this questionnaire, “Locally Owned” means that the registered address or principal place of business of the company is located within the boundaries of the school district. For a corporation, LLC, LP, LLP, or LLLP, the registered address is the address for business on file with the Illinois Secretary of State. For all other business entities, the principal place of business is where the books and records of the business are kept and/or the management of the business works.

Guidance issued by the Illinois State Board of Education suggests that we inquire whether your company is certified as a minority, female, or disabled person owned business by a certifying agency (e.g., Chicago Transit Authority – Cook County – Illinois Department of Transportation – Metropolitan Transit Authority Metropolitan Water Reclamation District – U.S. Small Business Administration – State of Illinois) or that it would be eligible for certification if an application were made. The Guidance includes the definitions set forth below.

Definition of Ownership: “Minority owned business, female owned business, and business owned by a person with a disability” means a business concern which is at least 51% owned by one or more minority persons, females, or persons with a disability; or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons, females, or persons with a disability; and the management and daily business operations of which are controlled by one or more of the minority females, or persons with a disability who own it. (30 ILCS 575/2)

Is Your Company a Minority Owned Business? YES _____ NO _____ “Minority person” shall mean a person who is a citizen or lawful permanent resident of the United States and who is: (a) African American – a person having origins in any of the black racial groups in Africa; or (b) Hispanic - a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race; or (c) Asian American - a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands; or (d) Native American or Alaskan Native – a person having origins in any of the original peoples of North America. (30 ILCS 575/2)

Is Your Company a Female Owned Business? YES _____ NO _____ “Female” shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender. (30 ILCS 575/2)

Contractor Questionnaire (cont.)

Is Your Company a Business Owned By Persons with Disabilities? YES _____ NO _____ "Person with a disability" means a person who is a citizen or lawful resident of the United States and is a person qualifying as being disabled, where "Disabled" means a severe physical or mental disability that: (a) results from: amputation, arthritis, autism, blindness, burn injury, cancer, cerebral palsy, cystic fibrosis, deafness, head injury, heart disease, hemiplegia, hemophilia, respiratory or pulmonary dysfunction, mental retardation, mental illness, multiple sclerosis, muscular dystrophy, musculoskeletal disorders, neurological disorders, including stroke and epilepsy, paraplegia, quadriplegia and other spinal cord conditions, sickle cell anemia, specific learning disabilities, or end stage renal failure disease; and (b) substantially limits one or more of the person's major life activities. Another disability or combination of disabilities may also be considered as a severe disability for the purposes of item (a) if it is determined by an evaluation of rehabilitation potential to cause a comparable degree of substantial functional limitation similar to the specific list of disabilities listed in this definition. (30 ILCS 575/2).

COMPANY NAME _____

SIGNATURE _____

PRINT NAME _____

TITLE _____

ADDRESS OF COMPANY _____

CITY _____ STATE _____ ZIP CODE _____

EMAIL ADDRESS _____

DATE _____

VENDOR INFORMATION SHEET

Vendor: _____
Address _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____
Signature: _____ Date: _____
Print Name: _____
Title: _____

Return Bid in Sealed Envelope Marked:

Custodial Cleaning Supplies Bid #1903

Addressed to: Mr. Dan Oberg, Director of Business Services
Community Consolidated School District 21
999 West Dundee Road
Wheeling, Illinois 60090

All Bids Due: 9:30 a.m. CST – April 18, 2019

Submittal Checklist

Remember to submit the following items with your bid. Pages numbered 11 thru 15 must be signed and notarized.

- Page 11 Non-Collusion Affidavit
- Page 12 Certificate of Non-Discrimination
- Page 13 Certificate of Bidder Eligibility
- Page 14 Vendor's Certifications for Illinois Drug Free Workplace Act signed by representative and Attest.
- Page 15 Certificate of Compliance With Illinois Human Rights Act
- Pages 23 thru 31 Bid Reply Sheets
- Pages 32 thru 33 Contractor Questionnaire
- Page 34 Vendor Information Sheet completed