CHAMPAIGN UNIT 4 SCHOOL DISTRICT

EMPOWERING EACH LEARNER TO THRIVE IN A DIVERSE AND CHANGING WORLD

CHAMPAIGN UNIT 4 BOARD OF EDUCATION

REQUEST FOR FIRE SPRINKLER INSPECTIONS FOR THE 2026-27 SCHOOL YEAR

FOR

CHAMPAIGN UNIT 4 SCHOOL DISTRICT
CHAMPAIGN, ILLINOIS

DATE: **February 10, 2026**

PROPOSALS WILL BE RECEIVED UNTIL: **1:00PM CST March 10,2026**

RE**:** The Champaign Community Unit School District No. 4, Champaign County, Illinois (hereinafter referred to as "DISTRICT"), a Public-School District, is accepting submission of sealed bids for Fire Sprinkler Inspections for the school year of 2026-27. Bids must be effective for 90 days following the deadline for submitting bids.

The fiscal year for the DISTRICT is July 1 through June 30. This year's contract shall become effective July 1 2026 with an option for two (2) additional years' service(2027-28 and 2028-29 school years) beyond the original contract period with said options also being for the period July 1 through June 30. It is assumed the number of calendar days for the second and third years will contain the same number of days that are scheduled for the initial contract year.

All bids must contain an option price for two (2) additional years' service beyond the original contract period. Said options shall be exercised by the Board of Education based on satisfactory performance of each previous year's contract.

RFQ Opening: **March 10, 2026 at 1:30 PM (CST) Champaign Unit 4 School District, Distribution Building, 806 Pioneer St, Champaign Unit 4, IL 61820.** The date and time as

stated is also the time of the public opening. All vendors are welcome to attend the bid opening.

If you plan to hand deliver your RFP submission on the due date, please note you must check in at the reception desk. Please allow time for this as late submission will not be accepted.

Copies of the RFP documents are available on the district's website at https://www.champaignschools.org/o/cu4sd/page/district-bids-and-rfps

Refer all questions relative to the RFP, terms, conditions and specifications to the Director of Purchasing in writing (including via email at sanderje@u4sd.org) verbal inquiries will not be accepted. During the time the bid is in the **open solicitation and unawarded phase**, Respondents may not contact any District staff other than the Director of Purchasing. Inquiries which result in a change to the RFQ will be included in an Addendum issued by the District.

By:Mike Sanderson, Director of Purchasing

CHAMPAIGN UNIT 4 BOARD OF EDUCATION- FIRE SPRINKLER INSPECTIONS FOR THE 2026-27 SCHOOL YEAR.

Champaign, Illinois

Date: February 10, 2026

PROPOSALS WILL BE RECEIVED UNTIL: **1:00 PM (CDST) on March 10,2026**

IF YOU DESIRE TO SUBMIT A PROPOSAL, PLEASE DO SO ON THE FORMS PROVIDED AND RETURN TO THIS OFFICE.

Addressed to: Director of Purchasing

Champaign Unit 4 School District

806 Pioneer St, Champaign, Illinois 61820

GENERAL CONDITIONS AND INSTRUCTIONS FOR ALL QUALIFICATIONS

The Board of Education (hereinafter occasionally referred to as Board or District as the context may require) reserves the right to reject any or all Qualifications submitted. One copy of this RFP is enclosed for your convenience.

To be considered, all proposals must be received by Tuesday March 10, 2026 at 1:00 p.m. Timely delivery is at the risk of the respondent. An original copy of proposals must be enclosed in a sealed envelope and the package must clearly be labeled "BID – Fire Sprinkler Inspections Bid 2026/27". All proposals must be submitted to Mike Sanderson, Champaign Community Unit School District No. 4, 806 Pioneer st, Champaign, IL 61820. Electronic or faxed proposals will not be accepted in response to this RFP.

"RFP" refers to this advertised Request for Proposal. Persons and entities responding to this RFP with a Proposal are referred to as "Respondent". Submissions in response to this RFP

are referred to as “Proposals”. Once an RFP is awarded and a contract formed in writing or otherwise, the Respondent is referred to as the Contractor. The Board of Education reserves the right to cancel purchase orders if the delivery or completion is not performed in accordance with the RFP documents, any resulting contract and the date stated on the purchase order.

Winning Bid may be awarded to the Respondent which submits a Proposal complying with these conditions and specifications and best meets the requirements of the District. All rights are reserved by the Board of Education to select the Proposal that in its judgment is in the best interest of the District and meets the needs or purposes intended. Such decisions shall be final and not subject to recourse.

The Respondent’s signature on the following page of this Form will be construed as acceptance of and willingness to comply with all provisions of the Acts of the General Assembly of the State of Illinois including, without limitation, laws, rules and regulations relating to wages of laborers, and discrimination and intimidation of employees. The proposal and the resulting Contract are specifically subject to the Equal Employment Opportunity requirements of the Illinois Human Rights Act, Federal statutes and the policies and procedures of the District. Respondent agrees to comply in all respects with Federal, State, and local laws, ordinances and regulations pertaining to the Proposal and to the performance of the Contract in the event the Respondent is awarded the RFP. Provisions of applicable statutes enacted by governmental bodies having jurisdiction are hereby incorporated by reference as though fully set forth herein and became a part of this RFP and specifications.

Various statutes of the State of Illinois prohibit interest of School Board members in contracts and others prohibit interest of employees in contracts of the District, as do District policies. Respondent by submitting a Proposal agrees to refrain from entering into any contract with the District where a Board member or employee of the District has a prohibited interest. Complete, sign and return the following forms: General Conditions and Instructions for all Proposals, Proposal Form, Bid-Rigging Certification, Minority and Women-Owned Business Concern Representation, Certificate Regarding Debarment, Suspension, Ineligibility and Exclusion, Certificate Regarding Lobbying, OFAC Compliance, Vendor Conflict of Interest Disclosure Form, and any other required submittals and certifications.

No Proposals may be withdrawn after the official opening. All proposals submitted must be valid for a minimum period of sixty (60) days after the date set for the public opening. Please check the Terms and Conditions for any variation of this requirement.

All prices are F.O.B., Champaign, Illinois, which is further defined as meaning the price submitted in the Proposal or the Proposal Form is the total price to the District, including all freight and delivery charges. Under no circumstances may prepaid charges be added to the invoice. A substitute item will be considered only if it is an item of regular manufacture as evidenced by literature, catalogs, etc. and not a pro-type or first article test item. Substitute or "as equal" items may be submitted with all supporting documents in advance of the RFP due date for review and approval or rejection by the District. Such items are to be submitted to the Director of Purchasing for review. Permitted substitutions must be identified in the Proposal. The successful Respondent must submit a separate invoice for each purchase order. The information on that invoice shall cover ONLY that one purchase order.

On the attached list, please type on the RFP documents the information that is requested. If there is insufficient room for your information, please present data on a separate sheet (one item to a sheet).

Any interested party, including all Respondents, may examine the RFP summary after Qualifications have been opened and awarded by the Board of Education. An RFP summary will be available on the District's Board of Education platform Board Docs at https://www.champaignschools.org/page/board-of-education .

Vendor's signature on the Proposal Form must be an actual signature. A stamped, facsimile, or typed signature may disqualify the Proposal. Include in the Proposal all your terms and conditions; terms and conditions set forth in the RFP are generally required of all District contracts and are accepted by Respondent unless specifically identified as exceptions in the Proposal.

Please address all questions relative to any Proposal in writing to the Director of Purchasing at Champaign Unit 4, 806 Pioneer Street, Champaign, Illinois 61820 (via email to sanderje@u4sd.org) All requests for information must be submitted before close of business March 3, 2026. Responses to questions will be reviewed and if a response or clarification to the RFQ is issued it will be issued via addendum to the RFQ and published on the District website. Any request for information submitted after the deadline will not receive a response. **Under no circumstances may any bidder or its representative(s) contact any employee or representative of the Champaign Unit 4 regarding this RFP prior to the closing date, other than in writing to the Director of Purchasing. Any violation of this condition may result in a Respondent being considered non-compliant and ineligible for award.**

THIS SECTION BELOW MUST BE COMPLETED IN FULL AND

SIGNED, FAILURE TO COMPLY MAY RESULT IN DISQUALIFICATION OF BID.

The undersigned hereby certifies that he/she has read and understands the contents of this solicitation and agrees to furnish at the prices shown any or all of the items and/or services, subject to all Instructions, Terms and Conditions, Specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or request additional compensation.

GENERAL CONDITIONS AND INSTRUCTIONS FOR ALL RFQ FORMS:

Address	Name of Business
City & State Zip	Signature of Authorized Representative
(Area Code) Telephone Number	Federal Employer Identification Or Social Security Number

Champaign Unit 4 School District

General terms and Conditions

"District" means Champaign Unit 4 School District, Champaign County, Illinois.

"IFB" means an Invitation for Bid issued by the District at any time or times, identified by a unique bid name.

"RFP" means a Request for Proposal or a Request for Quotation for items or services identified by the District.

"Bidder" means a person or entity submitting a bid to the District in response to an IFB or an RFP; including successful Bidders who may also be referred to as "Contractor".

1. **BID OPENING**. Sealed bids will be received at the District until the date and time specified at which time they shall be opened in public. No other bids will be considered after this date and time unless it is evidenced and determined that the bid was in the District's possession prior to the scheduled bid opening time and date. Late bids shall be rejected and shall remain unopened. The District does not prescribe the method by which bids are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of the reason, in transmission of the bids. All bids delivered in person shall be deposited with the District at 806 Pioneer st, Champaign, IL 61820.

2. **BID PREPARATION**. Bids must be submitted on this form and all information and certifications called for must be furnished. Bids submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Bids may be modified or withdrawn prior to the time specified for the opening of the bids. Bids shall be filled out legibly in ink or typewritten with all erasures, strikeovers and corrections initialed in ink by the person signing the bid. The bid shall include the legal name of the bidder, the complete mailing address, a valid email address, and be signed in ink by a person or persons legally authorized to bind the bidder to a contract. Name of person signing should be typed or printed below the signature. **A checklist of required forms is included in the IFB or RFP and its use by the Bidder is recommended.**

3. **BID ENVELOPES**. Envelopes containing bids must be sealed and addressed to the District Purchasing Department. The name and address of the Bidder and the bid name must be shown on the envelope.

4. **ERRORS IN BIDS**. Bidders are cautioned to verify their bids before submission. Negligence on the part of the Bidder in preparing the bid confers no right for withdrawal or modification of the bid after it has been opened. In case of error in the extension of prices in the bid, the unit prices will govern and bind Bidder.

5. **RESERVED RIGHTS**. The District reserves the right at any time and for any reason to cancel an IFB or RFP, accept or reject any or all bids or any portion thereof, or to accept an alternate offer which meets all terms and conditions of the IFB or RFP. The District reserves the right to waive any minor informality or defect in any IFB or RFP and bid. Unless otherwise specified, the District will award a bid or reject bids within 90 days of the date of bid opening. The District may seek clarification from any Bidder at any time and failure to respond promptly is cause for rejection.

6. **INCURRED COSTS**. The District will not be liable for any costs incurred by Bidders in responding to an IFB or RFP.

7. **AWARD**. The District will evaluate bids and will award a contract to the lowest responsive and responsible bidder whose bid, conforming to the solicitation and specifications will be most advantageous to the District. Determination of the lowest responsible bidder conforming to the solicitation shall not be restricted to the price quotation alone, but will include such other factors (where applicable) as (a) adherence to all conditions and requirements of the technical specifications; (b) price; (c) qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; (g) repurchase or residual value; and (h) other such related items. The District is interested in obtaining the best overall value, and reserves the right to select based on its judgment of the bid that is best suited for the purpose intended. The District may (1) reject any or all bids, (2) accept other than the lowest bidder, and (3) waive informalities or minor irregularities in bids received. The District may accept any item or group of items of an offer, unless the bidder qualifies the bid by specific limitations. The District reserves the right to determine the lowest responsible bidder on the basis of an individual item, groups of items, or in any way determined to be in the best interests of the District. A written award or acceptance of a bid mailed or otherwise furnished to the successful Bidder within the time for acceptance specified in the bid shall result in a binding contract without further action by either party provided, the District at its discretion may elect to require a formal written contract in which event the binding contract is not formed until the written contract is signed.

8. **PRICING**. The price quoted for each item is the full purchase price**, including delivery to destination**, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of

every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period. If at any time after a contract is awarded, the successful Bidder(s) makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For the purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to successful Bidder's customers generally, or (2) in the successful Bidder's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this contract. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The successful Bidder shall invoice the District at such reduced prices indicating on the invoice that the reduction is pursuant to the "price reduction" provision of this contract. The successful Bidder, in addition, shall within ten (10) days of any general price reduction, notify the Executive Director of Budget and Purchasing of such reduction by letter. Failure to do so may result in termination of the contract. Option year pricing, if any, may include price increases as stated in the bid specifications.

9. **DISCOUNTS**. Prices quoted must be net after deducting all trade and quantity discounts.

10. **SPECIFICATIONS**. Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Substitute or "as equal" products may be submitted to the Purchasing Department not less than 5 days prior to the opening date of the IFB or RFP along with all supporting documentation. If the substitute or "as equal" product is accepted, the District will issue an Addendum approving the product. Bids on equivalent items will be considered, provided the bidder clearly states exactly what is proposed to be furnished, including complete specifications. Bidder by submission of a bid is offering a referenced brand item as specified or is bidding as specified when no brand is referenced, and does not propose to furnish an "equal." The District reserves the right to determine whether a substitute is equivalent to and meets the standard of quality and salient characteristics indicated by the referenced brand name and number.

11. **INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS**. Bidders shall promptly notify the Champaign Unit 4 Public School District of any ambiguity, inconsistency or error which they may discover upon examination of the IFB documents. Interpretations, corrections and changes to the IFB may only be made by the issuance of an addendum by the District. Each Bidder shall ascertain prior to submitting a bid that all addenda have been received and acknowledged in the offer.
12. **INDEMNIFICATION**. The Bidder agrees to indemnify and hold harmless the Board of Education of and Champaign Unit 4 School District, Champaign, Illinois according to the

terms and conditions of the Hold Harmless Agreement included in the IFB and signed by Bidder.

13. **DEFAULT**. If delivery of acceptable items or rendering of services is not completed by the time promised, the District reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by Bidder, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere and charge the Seller with any or all losses incurred. The District shall be entitled to recover its attorney fees and expenses in any successful action by the District to enforce this contract.

14. **INSPECTION**. Materials or equipment purchased are subject to inspection and approval at the District's destination. The District reserves the right to reject and refuse acceptance of items which are not in accordance with the IFB or RFQ, instructions, specifications, drawings or data or Bidder's warranty (express or implied). Rejected materials or equipment shall be removed by, or at the expense of, the Bidder promptly after rejection and if not removed within 10-calendar days after notice, such shall be returned via collect shipping.
15. **WARRANTY**. Bidder warrants that all goods and services furnished hereunder will conform in all respects to the terms of this proposal, including any drawings, specification or standards incorporated herein, and that they will be free from latent and patent defects in materials, workmanship and title, and will be free from such defects in design to the best of the Bidder's knowledge. In addition, Bidder warrants that said goods and services are suitable for, and will perform in accordance with, the purposes for which they are purchased, fabricated, manufactured and designed or for such other purposes as are expressly specified in this solicitation. Bidder further warrants, if installation of product or materials is included in the bid, that installation shall comply with manufacturer's instructions, or if none, in accordance with industry best practice. The District may return any nonconforming or defective items to the Bidder or require correction or replacement of the item at the time the defect is discovered, all at the Bidder's risk and expense. Acceptance of delivery shall not relieve the Bidder of its responsibility.
16. **REGULATORY COMPLIANCE**. Bidder represents and warrants that the goods or services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including without limitation, the Occupational Safety and Health Act as amended and any regulations of the Illinois State Board of Education and Regional Office of Education, Winnebago-Boone County region, with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Bidder shall furnish "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure to Employees Act, if applicable.
17. **ROYALTIES AND PATENTS**. Bidder shall pay all royalties and license fees. Bidder shall defend all suits or claims for infringement of any patent, copyright or trademark rights

and shall hold the District harmless from loss on account thereof.

18. **COMPLIANCE WITH LAWS AND REGULATIONS**. Bidder represents and warrants that throughout the term of any contract arising from award of a bid and any extension thereof, Bidder and all products shall be and shall remain in compliance with all applicable federal, state, and local laws and regulations.
19. **TERMINATION FOR CAUSE**.
    a. The District may terminate this contract in whole or in part, without liability:
        i. if deliveries are not made at the time and in the quantities specified,
        ii. if the Bidder fails to perform any of the provisions of the IFB, the bid, and the resulting contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these circumstances does not cure such failure within 30 days or such period of time as the District may direct,
        iii. if it is determined the successful Bidder knowingly falsified information provided to the District,
        iv. if it is determined the successful Bidder offered substantial gifts or gratuities to a District official, employee, or agent whether in their official capacity or not,
        v. or in the event of a breach or failure of the Contractor to comply with any of the other terms or conditions herein.

    b. The District shall notify the contractor in writing of the specific nature of the breach and shall request that it be cured. If the Contractor does not cure the breach within thirty (30) days of such notice, the District may immediately terminate this contract. To terminate, the District shall give notice to the Contractor in writing, and to the extent specified therein, Contractor shall immediately terminate deliveries under the contract. Termination of the contract shall not preclude the District from pursuing any and all remedies available to it at law or at equity.
    c. Any termination by the District, whether for default or otherwise, shall be without prejudice to any claims for damages or other rights of the District against Contractor.
    d. The District shall have the right to audit all elements of any termination claim and Contractor shall make available to the District on request all books, records, and papers relating thereto. The Contractor shall be paid only for the performance of work up to the date of termination if the District exercises its right to terminate.
20. **TERMINATION WITHOUT CAUSE**. Unless otherwise specified in the Invitation for Bid, a contract resulting from award of a bid may be unilaterally terminated by the District, for any or no reason, upon sixty (60) days written advance notice to the Bidder. Bidder may submit claims for actual work performed up to and including the day of notice of termination with appropriate documentation supporting such claim for materials, labor, or acquired inventory for equitable adjustment and any such material shall become the property of the District upon settlement.
21. **ASSIGNMENT**. The Bidder may not assign, subcontract, delegate or otherwise transfer

this contract or any of its rights or obligations hereunder, nor may it contract with third parties to perform any of its obligations hereunder except as contemplated in this contract, without the District's prior written consent.

22. **FORCE MAJEURE**. Each Party shall be excused from liability for the failure or delay in performance of any obligation under this Agreement by reason of any event beyond such Party's reasonable control including but not limited to Acts of God, fire, flood, explosion, earthquake, or other natural forces, civil or military authority, terrorists, war, civil unrest, accident, any strike or labor disturbance, shortage or inability to obtain critical material or supplies, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, or any other event similar to those enumerated above and beyond the Parties' control. Such excuse from liability shall be effective only to the extent and duration of the event(s) causing the failure or delay in performance and provided that the Party has not caused such event(s) to occur and continues to use diligent, good faith efforts to avoid the effects of such event and to perform the obligation. District's payment obligations under this Agreement shall be tolled for the duration of such force majeure and in proportion to the extent that Contractor's performance is delayed, suspended, or otherwise affected. If a Party's non-performance under this section extends for thirty (30) days or longer, the Party affected by such non-performance may terminate this Agreement by providing written notice thereof to the other Party.
23. **BID CERTIFICATION**. The Bidder's signature on a bid certifies: (a) The bid is genuine and not made in the interest of, or on the behalf of, any undisclosed persons, firms or corporation and is not submitted in conformity with any agreement or rules of any group association, or organization. (b) Bidder has not directly or indirectly induced or solicited any other Bidder to enter a false or sham bid. (c) Bidder has not solicited or induced any person, firm or group to refrain from bidding. (d) Bidder has not sought by collusion or otherwise to obtain for self-interest any advantage over any other Bidder or the Owner. The Bidder's signature on the Bid Form certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items and/or services, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of the IFB shall not be cause to alter any resulting contract, request additional compensation, or relieve Bidder from obligation to perform under this contract.

24. **MODIFICATIONS**. This contract can be modified only by written bi-lateral modification signed by the parties or duly authorized agents.
25. **ADDENDA**. If it becomes necessary to revise any part of the IFB or RFP, a written addendum will be issued by the District and posted on the District webpage and may also be posted with Bonfire. If the District issues written addenda, such addenda shall become part of the contract documents. A Bidder who fails to review an addendum and who has previously submitted an offer, shall not be relieved from any obligation in the bid submitted.
26. **BINDING EFFECT**. The terms, conditions, provisions, and undertakings of any contract formed by award of a bid shall be binding upon and inure to the benefit of each of the parties thereto and their respective successors and assigns.

27. **EQUAL OPPORTUNITY EMPLOYER**. The Champaign Unit 4 School District is an Equal

Opportunity Employer and encourages bids or proposals from any company or individual regardless of race, gender, national origin, religion or age.

-END OF GENERAL TERMS AND CONDITIONS-

SUPPLEMENTAL TERMS AND CONDITIONS

1. **INTENT.** It is the intent of these specifications that the Champaign Unit 4 School District (herein the "District") will procure all specified products of first class workmanship and services of professional quality to ensure complete and acceptable product and services performance in all aspects, within the budget limitations, and in accordance with offering procedures as outlined by the Statutes and Regulations of the State of Illinois, applicable Federal Statutes and Regulations, and policies of the Board of Education of Champaign Unit 4 School District, Champaign, Illinois. It is further the intent of these specifications to secure adequate competition from qualified suppliers however standards of quality will not be sacrificed based solely on price.
2. **DEFINITIONS.** The following terms used in this Supplemental Terms and Conditions have the indicated meaning:
    - "District" means Champaign Unit 4 School District, Champaign, Illinois.
    - "Board" means the Board of Education of the District.
    - "RFP" means a Request for Proposal issued by the District at any time or times, identified by a unique RFP number.
    - "Proposal" means as response submitted by a Respondent to an RFP.
    - "Respondent" means a person or entity submitting a Proposal to the District in response to an RFP.
    - A Respondent awarded a contract is referred to as the "Contractor".
    - A "Contract" is the agreement, in writing or otherwise, formed following award of an RFP.
3. **EVALUATION CRITERIA.** Although price is a consideration in the award of RFPs, award will not be based on price alone. Proposals in response to this RFP will be evaluated utilizing the following criteria, but not in any prescribed order.
    a. Price
    b. Qualifications of the Bidder to perform the services requested
    c. Adherence to these specifications
    d. Contractor past performance
    e. Service
    f. Review of references
    g. Financial stability of firm (provide a copy of your firm's most recent annual report, if requested)

The District reserves the right to reject any or all proposals or to accept the proposal or any part of a proposal, including substitutions, which embraces such combination of proposals as may promote its interest. The District may award an RFQ to any responsible Respondent.

4. **TAX IDENTIFICATION NUMBER.** The School District is required to have on file appropriate tax identification information concerning Respondent/Contractor. This information should be a Federal Employer's Identification
Number, but in the instance of some independent contractors, this number may be a Taxpayer's Identification (Social Security) Number.

IN ORDER FOR AN RFQ TO BE CONSIDERED BY THE SCHOOL DISTRICT, THE ABOVE REFERENCED TAX IDENTIFICATION NUMBER MUST BE PROVIDED ON THE FACE SHEET IN THE SIGNATURE SECTION. IT IS ALSO REQUESTED THAT YOU IDENTIFY THE LEGAL ORGANIZATIONAL STATUS OF YOUR FIRM IN THE SIGNATURE SECTION. PLEASE IDENTIFY WHETHER YOUR FIRM IS A CORPORATION, PARTNERSHIP, PROPRIETORSHIP, ETC. SHOULD YOU HAVE ANY QUESTIONS CONCERNING THIS TAX IDENTIFICATION NUMBER, PLEASE CONTACT THE FINANCE DEPARTMENT.

5. **RESPONSIBILITY TO COLLECT AND REMIT ILLINOIS USE TAX.** The Respondent acknowledges and understands that any Proposal for goods and services resulting in a Contract award to a Respondent requires that as a Contractor the person or entity and all affiliates of the person or entity will collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act (35 ILCS 105/1 et seq.) regardless of whether the person/entity or affiliate is a "retailer maintaining a place of business within this State" as defined by the Use Tax Act (35 ILCS 105/2).
6. **INTERPRETATION OF ERRORS.** Should questions arise that require interpretation, such questions shall be submitted to the Director of Purchasing in writing (also via email: sanderje@u4sd.org). Verbal inquiry is not accepted The District decision shall be conclusive and binding for all parties involved. No advantages shall be taken by any party of manifest clerical errors or omissions in the specifications. All Respondents are requested to notify the District immediately of any errors or omissions that may be discovered.
7. **RETURN OF RFQ INFORMATION**. The District has established that only one copy of an RFP will be sent to a vendor. It is imperative that, if submitting a Proposal, an original signature exists on the RFP documents submitted. If additional copies of original RFP documents are made on a copy machine or are requested, they must also contain original signatures where applicable. When multiple copies are submitted one copy shall be labeled as "Original" on the face page
8. **USE OF PREMISES.** The Respondent shall have access to the relevant District grounds and facilities for the purpose of familiarization with the conditions, delivery points for products, and/or sites for performance of service(s), if applicable, in order to fulfill the requirements of the Contract; all subject to compliance with District policies for visitors on school grounds.
9. **OWNERSHIP OF MATERIALS AND EQUIPMENT.** All materials and/or equipment

supplied by or for the Respondent shall remain the Respondent's property until such time as accepted by the District.

10. **EQUIVALENCY AND SUBSTITUTES.** The District shall be the sole and final judge whether any substitute is of equivalent or better quality. This decision is final and will not be subject to recourse. Substitutions may be submitted with supporting documentation to the Director of Purchasing. RFQ specifications are to be used as identifying those minimum salient characteristics in determining the quality or materials, performance of product(s), methodology in provision of services and workmanship required, however, the District may purchase services, equipment and
materials that in the District's judgment will best serve the interests of the school district even if at a higher cost based on features that are considered desirable and exceeding those minimum requirements or that represent a breakthrough technology for that industry.

11. **STORAGE OF EQUIPMENT.** The Contractor shall be responsible for the storage and safeguarding of the equipment provided in performing an awarded RFQ and resulting contract. The Contractor shall have the necessary quantities available at the required time, but shall not make delivery to the premises until agreed upon or requested.
12. **SCOPE OF WORK.** This RFP requires that the Respondent/Contractor provide all necessary services, personnel, labor materials, and equipment; and furnish and deliver said products and services in accordance with all terms, conditions and specifications set forth in the RFP; provided, that such terms and conditions are subject to the terms of the final Contract

13. **PROPERTY DAMAGE AND INJURY.** The Contractor shall take all necessary precautions to prevent damage to the premises or properties of others. In case of any damage, resulting from operations under the Contract, Contractor shall make proper restitution. The Contractor shall exercise due caution for the protection of persons, and shall protect the District from expense and hold the District harmless from liability by reason of injury, including death, to any person or persons, or from any damage to the property of others occurring as a result of Contractor's performance under the Contract in accordance with the signed Hold Harmless Agreement. The Contractor's signature on the Proposal Form; certifies to the District that the Contractor has the required insurance coverage for any vehicle that may be utilized in the delivery of products or materials on the District's property.

14. **INSURANCE REQUIREMENTS.** All Respondents/Contractors shall have a Certificate of Insurance and provide policy endorsements evidencing specific coverage of the types of insurance in the amounts specified below and deliver to the Purchasing department upon award of an RFQ such qualifying certificate or certificates of insurance.
Coverage shall be placed with a responsible company licensed to do business in the State of Illinois, and with a

    minimum insurance rating of A: VII as found in the current edition of A M Best's Key Rating Guide. Each policy shall bear an endorsement precluding the cancellation or reduction of said policies without providing to the District thirty

    (30) days prior notice thereof in writing. All required insurance shall be maintained by the Contractor in full force and effect during the life of the Contract, and until such time as all work has been approved and accepted by the District. The Contractor is responsible for all

insurance deductibles and Self-Insured Retentions. During the term of the Contract, Contractor shall maintain insurance at or above the limits specified, and each such policy shall include the District as an additional insured. Such policies shall cover any loss or liability that may be incurred by the District, its board members, administrators, employees, staff members, agents, attorneys, and all other representatives, resulting from Contractor's maintenance, operation, or use of a Vehicle in performing transportation services pursuant to the attached Contract, or from Contractor's performance of any other duty under the Contract. Contractor shall furnish all such policies, with proper certification, to the District upon execution of the Contract. All such policies shall contain a cancellation clause requiring the insurer for each respective policy to notify the District at least thirty (30) days in advance of the expiration of that policy or any decreases in the scope of its coverage below the requirements of this Section or the attached specifications. In the event of such expiration or decrease, the District may withhold money due and owing to Contractor, or which may become due and owing to Contractor, in an amount sufficient to obtain insurance to the levels required by this Section, and may then apply those funds for that purpose. All deductibles required by all such policies shall be paid by Contractor, and the District shall have no obligation to pay them.

The cost of all policies required by this Section shall be reflected in the prices stated on the Proposal Form, and Contractor shall not be entitled to receive from the District any additional compensation for any such insurance costs. At all times during the term of the contract, the Contractor and its independent contractors shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

Employers Liability A. Each Accident B. Each Employee-disease C. Policy Aggregate-disease	 $1,000,000 $1,000,000 $1,000,000
Commercial General Liability ** A. Per Occurrence B. General Aggregate 1. General Aggregate- Property 2. General Aggregate – Per project 3. General Aggregate - Products/ Completed	$1,000,000 $5,000,000 $3,000,000 $3,000,000
Comprehensive Auto Liability	$5,000,000 bodily injury and property damaged combined

Uninsured Motorist Coverage	$150,000 per person, $500,000 aggregate
Fire Legal Liability (any one fire)	$100,000
General Umbrella Excess Liability	$3,000,000 - $5,000,000*
** Business Auto Liability ****	$1,000,000

*

INSURANCE TYPE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
Workers Compensation	Statutory

Minimum $3,000,000.00; maximum $5,000,000.00 as prescribed in the Bid documents.

** An Additional Insured Endorsement as well as endorsements for Waiver of Subrogation and Insurance is Primary and Non-Contributory to additional insured insurance coverage in addition to a Certificate of Insurance

**** Garage Liability (combines standard GL & Auto Liability) Garage Keepers Liability

If any policy or coverage is written as "claims made" then coverage must be maintained for 4 years after project completion.

Notwithstanding the existence of required insurance, Contractor agrees it is responsible for injury and damage to persons and property including such damages as may exceed the limits set forth above, resulting from its own negligence and the negligence of its owners, employees, agents and representatives and further for the negligence of others under Contractor's direction and control when arising from or in any way related to the bid and resulting

contract and Contractor's performance of its contract obligations.

The District and its officers and employees shall be named as additionally insured on all certificates of insurance. Insurance certificates shall also reference project name and RFQ NUMBER. Certificates should be faxed (and hard copy mailed) to: Champaign Unit 4 School District, 502 W Windsor Road, Champaign, Illinois 61820.

15. **METHOD OF AWARD.** The District reserves the right to award related items on a group basis if deemed in its best interest, even if not stated as such on the specifications. The District further reserves the right to make an aggregate award if in its best interest.
16. **GENERAL AWARD.** The award on this bid will not be made at the time specified for the receiving and opening of Proposals. The RFP will be awarded at a later date by the Board of Education.
17. **SCHEDULE OF AWARD.** In order that Respondents may more accurately complete a

Proposal, it is anticipated that the Board of Education will consider the award on this RFP within 90 days of the date of bid opening; the successful Respondent(s), if any, will be notified immediately thereafter.

18. **WITHDRAWING OF PROPOSALS.** No Proposal may be withdrawn by a Respondent after the time and date of the official public opening. All Proposal prices submitted must be valid for a period of ninety (90) days after the date
set for the bid opening. This period of time is reserved to permit the Board to evaluate Proposals, conduct tests, resolve issues and discrepancies in Proposals and make the award, if any.

19. **VALIDITY OF PRICES.** All Proposal prices must remain valid and firm on awarded RFPs until product(s) is/are delivered or the project completed, and until accepted by the District and invoiced by the Contractor.
20. **PERIOD FOR ACCEPTANCE OF PROPOSALS.** In compliance with the solicitation, the Respondent agrees, if this bid is accepted within ninety (90) calendar days from the date specified in the solicitation for the receipt of Proposals, to furnish any or all items upon which prices are proposed at the price set opposite each item, delivered at the designated point(s), within the time specified in the solicitation.
21. **COMPLETION DATES.** Contractors are to complete projects as required. Unless stated differently in the solicitation, the product(s) and/or service(s) are to be delivered or completed within the dates required. Should a Contractor be unable to comply with the required completion date, the Contractor is to notify the District immediately.
22. **INSPECTION AND ACCEPTANCE.** At the time the Contractor has completed work in accordance with the specifications, the Contractor shall, with the District, make a final inspection. After the final inspection, if the District and the Contractor agree, the Contractor shall submit invoices for payment in accordance with the payment section of these specifications.
23. **SIGNATURES.** It is required that the Respondent's signature appears on ALL the following forms:
    a. **Second page of General Conditions and Instructions for All RFPs Form**
    b. **Bid-Rigging Certification**
    c. **Minority and Women Owned Business Form**
    d. **Certification Regarding Debarment Form**
    e. **Certificate Regarding Lobbying Form**
    f. **OFAC Compliance Form**
    g. **Vendor Conflict of Interest Disclosure Form**
    h. **Form W-9 Department of the Treasury Internal Revenue Service**
    i. **Respondent's Certifications**
    j. **Proposal Form**
    k. **Other forms specified in the RFP**
24. **PAYMENT**. Payment on proper invoices submitted by Contractor will be made in compliance with the Local Government Prompt Payment Act, 50 ILCS 505/1, et. seq. and District Policy within forty-five (45) days after invoice approval by the District. THE FEDERAL EMPLOYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER MUST APPEAR ON EACH INVOICE REQUESTING PAYMENT. (See clause entitled, "Tax Identification Number", for further clarification.) Invoices are to be submitted to the Accounts Payable Department at 502 W Windsor Road, Champaign, Illinois 61820.

25. **WORK CHANGES.** Changes in the Contract or Purchase Order must be agreed upon in writing between the District and the Contractor before execution of any changes involved may be implemented or payment may be withheld pending a determination that such change is required and ratified by the District.
26. **SAFETY CODES.** It is required that all equipment be in full compliance with any and all Federal and State Statutes, including, without limitation, OSHA Safety Standards, Environmental Protection Agency and Life Safety Codes, Health Codes, the School Code, and any applicable regulations and ordinances of the City of Champaign and County of Champaign, Illinois.
27. **QUANTITIES.** After Proposals have been evaluated, the District reserves the right to increase or decrease quantities as stated on the RFP for budgetary reasons. The District further reserves the right to accept or reject any or all alternate offers, or to alter the original solicitation document in order to comply with budgetary requirements.

28. **PROPOSALS.** Respondents must return the following when submitting a sealed bid; references in the required forms to "Bid" shall mean "Proposal", references to "Bidder" shall mean "Respondent":
    a. Second page of General Conditions and Instructions for All RFPs Form
    b. Bid-Rigging Certification
    c. Minority and Women Owned Business Form
    d. Certification Regarding Debarment Form
    e. Certificate Regarding Lobbying Form
    f. OFAC Compliance Form
    g. Vendor Conflict of Interest Disclosure Form
    h. Form W-9 Department of the Treasury Internal Revenue Service
    i. Respondent's Certification
    j. Proposal Form
    k. Any required literature or information
29. **CONTRACT.** A response to this Request for Proposal (RFP) is an offer to contract with the District based upon the terms, conditions, and specifications contained in the District's RFP, any District issued and published addenda and the express terms of the Proposal except to the extent a Proposal excludes or modifies expressly identified RFP terms and conditions and proposes alternative provisions. Absent such exclusions, Proposals may become contracts upon award to the successful Respondent by the Board of Education; provided, the District may require, in the discretion of the District, the creation and execution of a separate formal contract in which case no contract is formed until a formal contract is created and until executed by the Board. All of the terms and conditions of the contract are contained in the RFP except to the extent any of the RFP terms and conditions are modified by mutually agreed terms and conditions in the Contract documents.

30. **TERM OF CONTRACT.** Resultant Contract period shall be from the effective date of award, or as identified in a written Contract, through the termination date specified in the RFP plus any specified option terms. The District exercises an option term by written notice signed by the Superintendent or Board President. The District's obligation under the Contract is contingent upon the availability of budgeted funds from which payment for Contract purposes can be made. No legal liability on the part of the District for any payment may arise until funds are made available for the Contract.

31. **OPTION TO EXTEND THE TERM OF THE CONTRACT**
    a. The District may unilaterally extend the term of the Contract for one or more option years, as identified in the RFP, annually by written notice to the Contractor at least thirty (30) days prior to contract expiration.

    b. If the District exercises this option, the extended Contract shall be considered to include this option provision. The option is deemed exercised when mailed or otherwise furnished to the contractor.

    c. Upon the exercise of any option period(s), the District may add additional facilities or locations to the Contract. Supplies/services will be provided for these facilities or locations for the time periods as specified. All Contract terms and conditions will apply to these facilities or locations added.

    d. The District may exercise the options contained in the "Option to Extend the Term of the Contract" clause of the Contract by providing the written notice as required by the clause. Upon the exercise of an option year period, supplies and services will be provided for the time periods as specified in the solicitation.

    e. The total duration of the Contract, including the exercise of any options under this clause, shall not exceed three (3) years.
32. **EVALUATION OF OPTIONS**
    a. The District will evaluate Proposals as indicated in the terms and conditions and may award an RFP to any responsible Respondent. Since option year pricing is based on limits established in the “Pricing” clause, option year pricing is automatically considered when evaluating the base year price. All options are therefore considered to be evaluated. Evaluation of options will not obligate the District to exercise the option(s).

    b. If exceptions are taken to the price provisions of the “Pricing” clause such exceptions are resolved by the terms of the Contract. Such Proposals will be evaluated without regard to any lower option year(s) maximum. However, if the Respondent offering a lower maximum is awarded a contract, the award will reflect the lower maximum.
33. **TEMPORARY CONTRACT EXTENSION.** The District reserves the right to temporarily extend the Contract for an additional ninety (90) calendar days from its original or any exercised option year expiration date without exercising a full option year for any reason and any and all pricing then in effect shall continue through the temporary extension period.

34. **PREVAILING RATE OF WAGE.** It is required on this RFP that the Contractor complies with all statutes, both Federal and State, governing payment of wages to employees. The Contractor certifies that by submitting their Proposal that they will pay the prevailing rate of wage in this area (if applicable) for the particular type of labor, in accordance with State of Illinois statutes and the Illinois Department of Labor. If applicable, the Contractor and each Subcontractor shall keep an accurate record to show names and occupation of all workmen employed by them in connection with this RFP. The actual hourly wage paid to each shall be recorded. These records shall be open for inspection during all working hours

to any authorized District agent and any authorized agent of the Illinois Dept. of Labor.

The following clause shall be a part of the Contract.

"If during the course of this contract the Department of Labor revises the prevailing rate hourly wages to be paid under this contract for any trade or occupation, the prevailing rate of wage is available on the Department of Labor official website. Contractor is directed to such website. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wage is paid by Contractor and all Subcontractors to each worker to whom a revised rate is applicable. Revisions to the prevailing wage as set forth above shall not result in an increase in the contract sum."

Should any Contractor need information concerning the prevailing rate of wage, said information is available in the Finance Department via email. the Contractor further certifies that all Subcontractors will comply with these same acts. If requested, Respondents will submit to the District required information concerning the basic rate of wages per hour that he is either currently or will be paying for the particular type of trade required.

35. **PROHIBITED CONTRACTOR EMPLOYEES ON SCHOOL PREMISES.** Contractor employees, agents and principals and its consultants and consultants employees and agents shall not perform work within District buildings for more than 30 school days within any school year (July 1 to June 30) unless a criminal history records check has been conducted by Contractor, the individual(s) is found to have not violated any of the drug or criminal offenses listed in the criminal history records check provisions in the School Code 105 ILCS 5/10-21.9(f) (the Act), and the Contractor so certifies the same to be true on the Certified Cleared Employee List. Notwithstanding the foregoing, the District may require, in its sole discretion, that any particular service provided by a Contractor under an RFQ be provided solely by Contractor employees who have had a criminal history records check.

    Contractor employees, agents and principals and its consultants and consultant's employees and agents shall not be

    permitted to be present on District grounds unless a Statewide Sex Offender Database check and a Statewide Child Murderer and Violent Offender Against Youth Database check has been conducted regarding all such employees in accordance with and subject to the provisions of the Act. Contractor employees, agents and principals and its consultants and consultant's employees and agents who are found to have had convictions of the enumerated criminal or drug offenses listed in the Act or who appear in the noted databases shall not be permitted at any time to be present on school grounds.

    Not less than 10 days prior to the commencement of work, Contractor shall submit to Owner a written certification on a form provided by Owner (Certified Cleared Employee List), signed by Contractor under oath that the employees listed on the certification have been the subject of a criminal history records check (for employees working more than 30 school days in District buildings), and a Statewide Sex Offender Database check and a Statewide Child Murderer and Violent Offender Against Youth Database check for all

employees accessing District grounds. Contractor shall update the certification as and when necessary to keep such certification list current.

36. **EMPLOYEE CONDUCT**. All of Contractor' s employees, agents, principals, and consultants shall abide by Federal, State and Local Laws and Board of Education policy while on District premises. No employee, agent or principal of Contractor and its consultants and vendors shall fraternize with any student of the school district. Any employee whose conduct is judged unfit by District shall not be permitted to work on the project. Contractor agrees to comply with and abide by all rules, regulations and policies of the District relating to access to and conduct upon District Premises.

    Contractor employees accessing school grounds are required to have in their possession identification issued by the District. All such persons must check in with the school main office to receive a visitor's identification at which time the individual must present a government issued photo identification which will be used to verify the individual's name appears on the Certified Cleared Employee List. At the conclusion of the work day, plastic or hard cover identification must be returned to the school.

    The District may from time to time and at multiple times in their discretion and without notice check the identification of all persons accessing school grounds by or through the Contractor to assure such persons appear on the certification list and have in their possession a valid District issued identification. Contractor warrants that it shall immediately notify the District if a certified cleared employee is convicted of an enumerated offense or their name appears on any of the noted Databases. A violation of this section is a material breach of contract.

37. **COMPLIANCE WITH FREEDOM OF INFORMATION ACT.** The District is required by law to comply with the provisions of the Freedom of Information Act, 5ILCS 140/1 et seq., as amended from time to time ("Act"). The Act requires the District to provide, if requested to do so by any person, copies of documents that maybe in your possession and related to this contract. As a condition of this contract, Contractor agrees to and shall provide to the District copies and all such documents when directed to do by the District. All such documents shall be delivered to the District's Finance Department NO LATER THAN five (5) working days after the date of the District's direction to provide such documents. Failure of the Contractor to provide documents within said five (5) working days as provided above shall result in the assessment of any and all penalties, damages, and/or costs incurred by the District to the Contractor which shall be paid immediately by the Contractor upon demand of the same by the District.

38. **RECORDS, RETENTION, AUDIT**
    a. Records. The Contractor shall have or upon award of this RFQ establish and maintain a reasonable accounting system that enables the District to readily identify Contractor's assets, expenses, costs of goods and use of funds related to the performance of the Contract (the Records). Such Records shall include, but not limited to, accounting records, written policies and procedures; subcontractor files (including proposals of successful and unsuccessful Respondents, bid recaps, etc.); all paid vouchers, including those for out- of–pocket expenses, other
    reimbursement supported by invoices; ledgers; cancelled checks; deposit slips, bank statements; journals; original estimates; estimating work sheets; contract amendments and change order files; back-charge logs and supporting documentation;

insurance documents, payroll documents; timesheets; memoranda; and correspondence.

b. Retention. The Contractor shall, at all times during its performance of the Contract and for a period of seven years after the completion of the Contract, maintain Records, together with all supporting or underlying documents and materials. The Contractor shall upon written request by the District at any time or times, whether during or after completion of the Contract, and at the Contractor's expense, produce the Records for inspection, copying and audit (including copies and extracts of records as required) by the District. The Records shall be made available to the District, upon three-day written notice, during normal business hours at Contractor's principal office if located in Champaign, Illinois or at such other location specified by the District including the District offices. Upon expiration of the retention period specified in this paragraph 38b, prior to destruction of the Records, Contractor shall provide not less than 30 days written notice of its intent to destroy any part or all of the Records, specifying the nature, character and extent of Records to be destroyed and the District may at its discretion and expense obtain all Records or copies of Records intended to be destroyed. The Contractor shall ensure the District's right to access and audit the Records in the possession, created or maintained by Contractor's agents, assigns, successors, and subcontractors. Contractor shall notify in writing its agents, assigns, successors and subcontractors of the requirements of records, retention and audit as set forth in this paragraph 38. Any and all contracts or agreements between Contractor and any other party related to the Contract shall expressly include the records, retention and audit provisions of this paragraph 38.

c. The District and its authorized representatives shall have the right to audit, to examine, and to make copies of or extracts from all Records (in whatever form they may be kept, whether written, electronic, or other), including, but not limited to, those kept by the Contractor, its agents, assigns, successors, and subcontractors.

Cost of any examination or audit of Records conducted by the District will be borne by the District (excluding any cost to produce Records under paragraph 38b), except where the examination or audit identifies overpricing or overcharges (of any nature) by the Contractor to the District in excess of one-half of one percent (0.5%) of the total Contract billings in which event the entire cost of the examination or audit shall be Contractor's cost and Contractor shall reimburse the District for the total cost of the examination or audit. If the examination or audit reveals substantive findings of fraud, misrepresentation, or non-performance by Contractor, its employees, agents, representatives, assigns, successors or subcontractors, the Contractor shall pay all costs of the examination or audit; and if paid by the District, reimburse the District for all such costs. In the event Contractor fails to pay such costs within 30 days of demand by the District, District may offset any such costs unpaid by Contractor from any balance due Contractor by the District or at the election of the District proceed to collect such costs by any available means including litigation in which event the costs of collection including reasonable attorney's fees shall also be paid by Contractor.

QUESTIONS

During the time the RFQ is in the **open solicitation and unawarded phase**, Respondents may not contact any District staff to inquire about the bidding process or any of the details contained in the RFP other than in writing directed to the Director of Purchasing (also via email: sanderje@u4sd.org). Verbal inquiries will not be accepted.

Communication with District representatives in a manner other than identified herein may result in disqualification.

End of Supplement Terms and Conditions -

CHAMPAIGN UNIT 4 SCHOOL DISTRICT
REQUIRED RFQ FORMS CHECK LIST

Listed below are the REQUIRED forms all Respondents are REQUIRED to submit with sealed Proposals on or before the RFQ due date and time. Failure to submit ALL required forms may result in Respondent being deemed non-responsive. FOR PURPOSES OF AN RFQ, ALL REFERENCES IN REQUIRED FORMS TO BID SHALL MEAN PROPOSAL, ALL REFERENCES TO BID SHALL MEAN RFQ AND ALL REFERENCES TO BIDDER SHALL MEAN RESPONDENT.

Required Forms	Yes	Comments
Proposal Form	☐	
Bid Rigging Certification	☐	
Minority and Women Owned Business Concern Representation	☐	
Certificate Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion	☐	
Certificate Regarding Lobbying	☐	
OFAC Compliance	☐	
Vendor Conflict of Interest Disclosure Form	☐	
Bidder's Certification		

	☐	
Certified Cleared Employee List (If Included)	☐	Complete, sign, and notarize the form. If you are uncertain of which employees will be working on the project, note this information on the form that the employee information will be forth coming BEFORE you start on the project, if awarded the contract.
Certificate of Liability Insurance	☐	Document must be submitted prior to starting work, if awarded the contract. Failure to submit forms below may result in project start delay.
Vendor Entry Form/W-9	☐	

CHAMPAIGN UNIT 4 SHOOL DISTRICT

BID-RIGGING CERTIFICATION

I, _____, a
duly authorized agent of (Agent)

_____, do
hereby certify that neither (Contractor)

_____nor
any individual presently (Contractor)

affiliated with _____has been
barred from bidding on a (Contractor)

public contract as a result of a violation of either Section 33E-3 (bid-rigging) or Section 33E-4 (bid rotating) of the Illinois Criminal Code, contained in Chapter 750, Article 5 of the Illinois Compiled Statutes.

_____
Authorized Agent

_____
Contractor

CHAMPAIGN UNIT 4 SCHOOL DISTRICT

MINORITY, WOMEN and DISABLED-OWNED BUSINESS CONCERN REPRESENTATION

Minority-Owned Business: a minority-owned business concern means a business concern that: (1) is at least 51 percent unconditionally owned by one or more individuals who are considered to be a member of a minority group, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more members of a minority group; and (2) has its management and daily business controlled and operated by one or more such individuals. Individuals who certify that they are members of minority groups (African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans, and other minorities) are to be considered minority-owned enterprises.

Women-Owned Business: a business that is at least 51 percent owned by a woman or women who also control and operate it.

Disabled Owned Business: a business that is at least 51 percent owned by a person or persons with severe physical or mental disabilities which substantially limits one or more of the person's major life activities and which person or persons control and operate such business.

"Control" in this referenced context means exercising the power to make policy decisions. "Operate" means being actively involved in the day- to- day management of the business.

The District shall rely on written representations of concerns regarding their status as minority/women/disabled-owned businesses. Offeror agrees to submit information regarding the minority ownership of its subcontractors on request of District.

COMPLETE THE SECTION BELOW AND RETURN THIS FORM WITH BID. FAILURE TO DO SO MAY RENDER THE OFFEROR'S BID UNACCEPTABLE.

A. Representation.	The offeror represents that it is (	), is not (	) a minority-owned business concern.
B. Representation.	The offeror represents that it is (	), is not (	) a women-owned business concern.
C. Representation.	The offeror represents that it is (	), is not (	) a disabled-owned business concern.

Please Check Appropriate Box/Boxes

☐ African American (AFRAM) ☐ Caucasian (CAUC) ☐ Native American (NAAM)

☐ Hispanic American (HISP) American	☐Asian-Pacific American (ASIAP)	☐ Asian Indian (ASIAI)
☐ Other, please identify:	☐ Woman Owned (W)	☐ Disabled Owned (D)

The offeror has ☐/ has not ☐ used the following procedures in searching for and obtaining suppliers and subcontractors:

- Place Minority-Owned Businesses on solicitation lists.
- Ensure that Minority-Owned are solicited whenever they are potential sources.
- Consider contracting with consortia of Minority-Owned Businesses when an intended contract is too large for any one such firm to handle on its own or, if economically feasible, divide larger requirements into smaller transactions for which such organizations might compete.
- Make information on contracting opportunities available and establish delivery schedules that encourage participation by Minority- Owned Businesses.
- Use the services and assistance of the SBA and Department of Commerce Minority Business Development Agency, as appropriate.

Company Name _____ Address_____

City _____ State _____ Zip_____

Phone # _____ Fax #_____ FEIN #_____

Signature of Company Official _____

Title_____

Date_____

ILLINOIS STATE BOARD OF EDUCATION

100 North First Street

Springfield, IL 62777-0001

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, 2 CFR 417 Subpart C Responsibilities of Participants Regarding Transactions. The regulations were published in the May 25, 2010 Federal Register (pages 29183-29189). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.

CERTIFICATION

The prospective lower tier participant certifies, by submission of this Certification, that:

Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;

It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;

It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;

It will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion— Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions;

The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification.

Organization Name *Project Name*	*PR/Award Number or*
Name of Authorized Representative	*Title*
Original *Signature of Authorized Representative*	*Date*

Instructions for Certification

1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.

2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.

3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.

5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the "GSA Excluded Parties List System" at http://epls.arnet.gov/.

6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

ILLINOIS STATE BOARD OF EDUCATION
100 North First Street
Springfield, IL 62777-0001

CERTIFICATE REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit ISBE 85-37, "Disclosure of Lobbying Activities," in accordance with its instructions.
The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Organization Name	*PR/Award Number or Project*
Name of Authorized Representative	*Title*
Original *Signature of Authorized Representative*	*Date*

OFAC Compliance

The undersigned hereby certifies and represents that products and/or services provided under any contract with the Champaign Unit 4 School District resulting from this bid shall be in compliance with economic or trade sanctions or restrictions implemented by the United States government such as those administered by the Office of Foreign Assets Control ("OFAC") of the U.S. Department of the Treasury and shall not utilize or engage, for performance of any activities related to the products and/or services, any persons or entities that,

(i) appear on OFAC's Specially Designated Nationals and Blocked Persons List ("SDN List"), as that list may be updated from time to time or any other similar list maintained by OFAC; (ii) are owned or controlled by any person or entities appearing on OFAC's SDN List, as that list may be updated from time to time or any other similar list maintained by OFAC; or (iii) are located in any country subject to U.S. economic or trade sanctions, such as those administered by OFAC.

_____ _____

Organization Name Bid Number

_____

Name of Authorized Representative

_____

Title

_____

Original Signature of Authorized Representative

_____

Date

CHAMPAIGN UNIT 4 SCHOOL DISTRICT

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

DISCLOSURE STATEMENT:

All businesses ("Vendors" or "Vendor" or "Vendor's") that wish to conduct business with the Champaign Unit 4 School District, Champaign, Illinois ("CUSD 4") must complete this form. Please note that all contracts with CUSD 4 are subject to CUSD 4 Code of Ethics which prohibits CUSD 4 employees and Board of Education members from having certain relationships with persons or entities conducting (or proposing to conduct) business with CUSD 4 and which limits the acceptance of gifts from Vendors. The entire Board Member Conflict of Interest Board Policy 2.100 and Board Policy 5.120 may be viewed at https://boardpolicyonline.com/?b=champaign. The Code and its definitions are incorporated by reference into this Disclosure Form. If a Vendor has a disclosable relationship, the Vendor should assume the relationship may pose a conflict of interest until notified to the contrary in writing by a CUSD 4 administrative staff member authorized to confirm that a determination has been made that a conflict does not exist. A principle of the Code of Ethics is to ensure that relationships do not influence any official decision or judgment of CUSD 4 employees or Board of Education members. Accordingly, disclosure also should be made for any person connected with Vendor (e.g., officer, director, partner, shareholder, employee,) that is likely to: (i) materially contribute to Vendor's preparation, drafting, or presentation of a proposal or bid for services and/or supplies, (ii) materially contribute to Vendor's negotiation of a contract with CUSD 4, or (iii) perform material services under a contract with CUSD 4. Below, these persons are referred to as "Disclosable Persons."

CERTIFICATION:

I hereby certify that, except as disclosed below, to Vendor's knowledge, there is no conflict of interest involving the Vendor named below that would violate the CUSD 4 Code of Ethics, including that: (a) after inquiry, neither Vendor nor any Disclosable Person is involved or engaged in any private business venture or enterprise, directly or indirectly, with any CUSD 4 employee or Board of Education member or his or her family member; (b) no CUSD 4 employee or Board member or his or her family member owns or has a material personal financial interest (directly or indirectly) in Vendor or is engaged in a material personal business transaction with Vendor; and (c) no CUSD 4 employee or board of Education member or his or her family is employed by Vendor.

I further certify that neither the Vendor nor anyone acting on its behalf has requested that any CUSD 4 employee or CUSD 4 Board of Education member exert any influence to secure the award of this bid to the Vendor. Furthermore, no CUSD 4 Board of Education member, employee or agent has offered to influence to secure the award of this bid to the Vendor

VENDOR INFORMATION:

Vendor Name: _____

Vendor Address: _____

_____

Vendor Phone Number: _____

Vendor Email: _____

Vendor FEIN: _____

CHAMPAIGN UNIT 4 SCHOOL DISTRICT

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

DISCLOSURE STATEMENT:

I BELIEVE THE VENDOR NAMED ABOVE DOES have a potential conflict(s) of interest with a current CUSD 4 employee(s), or CUSD 4 Board of Education member(s).

☐ YES, the above statement is true.
NO, the above statement is **NOT** true.

☐

If you checked "**YES**" above, please provide the following information:

List all the Name(s) of CUSD 4 employee(s), CUSD 4 Board of Education member(s), or CUSD 4 employees' or CUSD 4 Board of Education's family member(s) with whom there may be a conflict of interest:

1. _____

2. _____

3. _____

Provide a brief description of the nature of the potential conflict(s) of interest:

SIGNATURE:

By my signature below, I certify that I am the Authorized Representative of the VENDOR named above and that all of the information provided above by signor is true and complete to the best of the signor's knowledge:

_____	_____
Print the Name of the Vendor's Authorized Representative	Print the Position Title of the Vendor's Authorized Representative
_____	_____
Print the Name of the Vendor's Authorized Representative	Date

CHAMPAIGN UNIT 4 SCHOOL DISTRICT

BIDDER'S CERTIFICATIONS

NON-COLLUSION AFFIDAVIT

The undersigned Bidder certifies that it has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by Bidder, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding, nor to induce anyone to refrain from bidding, and this Bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding. The undersigned Bidder further states that no person, firm, or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission, or thing of value based upon awarding of the Contract.

Name of Bidder (Please Print)

Bidder or authorized agent (Signature)/Date

EQUAL OPPORTUNITY

The undersigned hereby certifies that Bidder is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act.

Name of Bidder (Please Print)

Bidder or authorized agent (Signature)/Date

SEXUAL HARRASSMENT

The undersigned hereby certifies that Bidder has complied and will comply with the requirement of Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into the Contract.

Name of Bidder (Please Print)

Bidder or authorized agent (Signature)/Date

NO SMOKING/NO TOBACCO

District are smoke free facilities. Bidder agrees that it and its employees will abide by the District's no smoking/no tobacco use policy (including snuff, electronic cigarettes and e-vapor products) at all times while on District grounds.

Name of Bidder (Please Print)

Bidder or authorized agent (Signature)/Date

DRUG FREE WORKPLACE

Each Bidder, if having twenty-five employees or more, does hereby certify, pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3), that it shall provide a drug-free workplace for all employees engaged in the performance of services under the Contract by complying with the requirements of the Illinois Drug-Free Workplace Act, and further certifies that it is not ineligible for award of this Contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Name of Bidder (Please Print)

Bidder or authorized agent (Signature)/Date

CHAMPAIGN UNIT 4 SCHOOL DISTRICT

BIDDER'S CERTIFICATION

GENERAL BIDDING CERTIFICATIONS

The undersigned further certifies that:

1. Bidder has read, understands, and agrees that the District's acceptance of Bidder's offer by issuance of an award will create a binding Contract; subject to any District requirement for a formal written contract.

2. The undersigned is an authorized agent of Bidder, and is expressly authorized to execute this Certification on Bidder's behalf, to bind Bidder to the terms and conditions contained in this Bid Package, and to execute the Contract immediately upon notification by the District in the event Bidder's Bid is successful and Bidder is selected by the District to perform the Contract.

3. Bid submission is in compliance with Illinois Compiled Statutes 105 ILCS 5/10-20.21 - Contracts, and 105 ILCS 5/10-22.34c, Third Party Non-Instructional Services

4. Bidder is the following type of business entity: _____Corporation
   _____Partnership
   _____Sole Proprietor

   Bidder is qualified to conduct business in the State of Illinois and is in good standing.

5. Bidder confirms it operates in compliance with HIPAA all other applicable legal requirements.

6. Bidder has and will at all times fully comply with the requirements of 105 ILCS 5/10-20.21(b) pertaining to the Illinois Use Tax Act.

7. All figures and responses submitted on the Bid Offer Form are true, complete, and accurate. All documents attached to and submitted with the Bid Offer Form are true, complete, and authentic.

8. Bidder's current financial statement is attached, which has been certified by a Certified Public
   Accountant or is authenticated by Bidders signature on this form as true, complete and accurate.

9. The Bid is firm and irrevocable for a period of sixty (60) days after Bid Opening, as detailed in the attached Instructions for Bidders.

_____ _____/_____

Name of Bidder (Please Print) Bidder or authorized agent (Signature)/Date

CHAMPAIGN UNIT 4 SCHOOL DISTRICT

HOLD HARMLESS AGREEMENT

The Board shall not be responsible for the acts or omissions of any Respondent and the Respondent's employees. The term "Respondent", for purposes of this Hold Harmless Agreement includes the entity or person submitting a Proposal to the District and enters into a Contract with the District resulting from the award of an RFQ. The term Board and District, for purposes of this Agreement, shall mean and include the Board of Education and Champaign Unit 4 School District, Champaign, Illinois. **The undersigned Respondent agrees to defend, hold harmless and indemnify** the Board of Education and every Board member, officer, agent, attorney, servant or employee of the Board from any lawsuit, action, proceeding, liability, judgment, claim, or demand which may arise out of:

Any injury to person or damage to property sustained by Respondent, its officers, agents, servants or employees or by any person, firm, or corporation employed directly or indirectly by them upon or in connection with their performance or failure to perform under any bid contract with the Board, except for such injury or damage wherein it is finally determined that the Board, its board members, officers, agents, attorneys, servants or employees were grossly negligent or committed willful misconduct;

Any injury to person or damage to property sustained by any person, firm, or corporation, caused by any negligent or intentional act, default, error or omission of Respondent, its officers, agents, representatives, servants, or employees or of any person, firm, or corporation, directly or indirectly employed by them upon or in connection with performance under any Contract between Respondent and the Board;

Fines, penalties, costs and expenses which may be incurred by or levied and assessed against the Board, or any board member, officer, agent, attorney, servant or employee of the Board in connection with Respondent's performance or failure to perform under any Contract with the Board.

Respondent at its own expense and risk shall defend any legal proceedings that may be brought against the Board, or any Board member, officer, agent, attorney, servant, or employee of the Board on any such claim or demand, and shall satisfy any judgment, fine or penalty which may be rendered or assessed against the Board, its Board member(s), or any officer, agent, attorney, servant, or employee of the Board arising out of any such claim or demand. The Board has and reserves the right to disapprove any attorney or law firm selected by Respondent to defend any such legal proceeding and to select an attorney or law firm to defend any such legal proceeding at Respondent's sole cost and expense. The Board shall have the right to set off against any sums due Respondent under any Contract with the Board the amount of any indemnity cost, expense and claim under this Agreement.

This indemnification, defense and hold harmless agreement shall apply to any lawsuit, action, proceeding, liability, judgment, claim or demand, of whatever name or nature, arising from or relating to acts or omissions of Respondent and/or its employees or agents with regard to the personnel, services, materials and goods provided to the Board by Respondent under any Contract with the Board, notwithstanding that Respondent may deem the same to be frivolous or without merit. It is intended that this Indemnity be interpreted in the broadest manner possible so as to insulate all of the entities, parties and individuals named above from any liability, cost or judgment, monetary or otherwise, as the same may relate to the personnel, services, material and goods provided to the Board under any Contract with Respondent; provided however, this indemnification, defense, and hold harmless agreement shall not apply to any lawsuit, action, proceeding, liability, judgment, claim, demand, fine or penalty to the extent and wherein it is finally determined that the Board, its Board members, officers,

agents, servants or employees were grossly negligent or committed willful misconduct which caused damage.

The provisions of this Hold Harmless Agreement shall survive termination of any Contract with the Board. Bidder:_

Print Name of Bidder's Authorized Representative Print Title of Bidder's Authorized Representative

_____

Signature of the Bidder's Authorized Representative Date

This Agreement Subscribed and Sworn to before me this _____day of _, 20____.

Notary Public Commission Expires:_____

Champaign Unit 4 School District

502 W Windsor

Champaign, Illinois 61820

Fire Sprinkler Inspection Bid 2026-27 School Year

CHAMPAIGN UNIT 4 SCHOOL DISTRICT

PART 2: SCOPE OF SERVICES

Timetable

District anticipates proceeding with the selection process according to the following schedule:

RFP Posted publicly:	**February 10, 2026**
Deadline for questions/clarifications:	**March 3, 2026**
Deadline for District responses to questions/clarifications:	**March 4, 2026**
Deadline for submission of proposals:	**March 10, 2026 at 1:00 p.m.**
Public proposal opening:	**March 10, 2026 at 1:30 p.m.**
Submission of chosen proposal to Board of Education:	**March 23, 2026**
Expected Award Date:	**March 24, 2026**

OBJECTIVE

The Champaign Community Unit School District No. 4, Champaign County, Illinois (hereinafter referred to as "DISTRICT") is soliciting the submission of sealed bids for Fire Sprinkler Inspections for the School Year 2026-27. Bids must be effective for 90 days following the deadline for submitting bids. The fiscal year for DISTRICT is July 1 through June 30. Bid must include an option for two (2) additional years' service beyond the original contract period with said options being for the period July 1 through June 30. It is assumed the number of calendar days for the second and third years will contain the same number of days as are scheduled for the initial contract year. All bids must contain an option price for two (2) additional years' service(2027-28 and 2028-29) beyond the original contract period. Said options shall be exercised by the Board of Education based on satisfactory performance of each previous year's contract

DISTRICT BACKGROUND

Champaign Unit 4 School District is a large unit school district serving more than 10,000 students in grades pre-K through 12 in Champaign, Savoy, and Bondville, Illinois. Our 19 campuses employ more than 2,000 teachers, administrators, and support personnel, including some of the brightest educators in the region. Our District represents the diversity of our world, fosters positive learning environments to prepare students for college and careers, and our schools empower students to succeed on any path they choose.

Neighboring the University of Illinois and Parkland College, Champaign Schools are able to build strong community partnerships that provide unique, world-class educational opportunities to our students. Read on to learn more about Champaign Schools, and view the District Report Card.

SCOPE OF WORK & SPECIFICATIONS

The DISTRICT intends to contract under this Bid, all required fire sprinkler inspections throughout various DISTRICT facilities to a qualified contractor. The need exists to have a proper source that is responsive and readily available to meet District needs and requirements with minimum delay in service. All potential bidders, who wish to be considered for any and all contract(s) for these services shall fulfill the requirements as listed herein. Contractor(s) must meet Illinois State Fire Marshal fire sprinkler inspector requirements and shall furnish all labor, tools, equipment, transportation and materials necessary to provide all required fire sprinkler inspections at all identified educational and auxiliary facilities located within the DISTRICT. All work and scheduling will be performed by the awarded contractor in coordination and per a schedule agreed upon by the District's Operations and Maintenance (O&M) Department and awarded contractor(s). Contractor(s) shall supervise and direct the work, using their best skill and expertise. Contractor(s) shall be solely responsible for all work assigned to them by the DISTRICT, including the means, methods, techniques, sequences and procedures for coordinating all portions of the work under the contract with the District's O&M Department.

Scope of Work

The following DISTRICT sites located throughout Champaign County, Illinois that will require fire sprinkler inspections:

Site	Address
Booker T. Washington Elementary	606 W Grove St
Bottenfield Elementary School	1801 S Prospect Ave
Carrie Busey Elementary School	304 Prairie Rose Lane, Savoy
Centennial High School	913 Crescent Drive
Central High School	610 W University Ave
Columbia	402 N Randolph St

Distribution Center	806 Pioneer Street
Dr. Howard Elementary School	110 N. James St.
Early Childhood Center	809 N Neil Street
Edison Middle School	306 W Green Street
Garden Hills Academy	2001 Garden Hills Drive
International Prep Academy K-5	1611 W Kirby Ave
Kenwood Elementary School	1001 Stratford Dr
McKinley Fieldhouse	909 S. New St
South Side Elementary School	715 S New Street
Stratton Elementary School	902 N Randolph St
Transportation Building	1301 Hagan St
Westview Elementary School	703 W Russell St
Windsor Administrative Center	502 W Windsor Road

The following are the minimum inspection requirements:

- Valves:
    - o Easily accessible
    - o In good condition, no physical damage
    - o Positioned in a normal open or closed state
    - o Sealed, locked, or supervised correctly
    - o No external or internal leaks
    - o No leaks from the retarding chamber or alarm drain
    - o Properly labeled
- Wet System Gauges:
    - o In good condition, no physical damage
    - o Normal water supply pressure is properly maintained
- Dry System Gauges:
    - o In good condition, no physical damage
    - o Normal water supply pressure is properly maintained

- Waterflow and Supervisory Alarm:
    - In good condition, no physical damage
    - Waterflow alarm is properly functioning
- Hydraulic Sprinkler System
    - Ensure hydraulic nameplate is attached and visible
- Fire Department Connections
    - Ensure connections are visible with no damage
    - Ensure gaskets and valves aren't leaking or broken
- Pressure-Reducing Valves & Relief Valves:
    - In good condition, no physical damage
    - No leaks
    - Hand-wheels are installed and not broken
    - In an open position
    - Maintains downstream pressure in accordance with design
- Sprinkler Heads:
    - Check all sprinkler heads
    - Check pipes and fittings on the floor level
    - Ensure there are spare sprinkler heads
    - Ensure there are tools onsite for sprinkler head replacement
- Dry Pipe Valves:
    - Inspect the interior while resetting the device, if applicable
- Main Drain Waterflow:
    - Test main drain waterflow
    - Check for changes in the water supply piping condition

Additional Services

- Five (5) Year Internal Inspection Wet Pipe Systems
- Five (5) Year Internal Inspection Dry/Preaction Pipe Systems
- Three (3) Year Air Leakage Test of Dry Pipe Systems

• Five (5) Year Internal Inspection of Fire Department Connection and Sprinkler System Check Valves

• Five (5) Year Hydrostatic Testing of Fire Department Connection Piping System

• Replacement of System Pressure Gauges

• Manlift for One (1) Day at each location

• Labor and materials to perform this work

• Fire Sprinkler Inspections tags must be securely attached to the main control valve, riser, or a highly visible, accessible location near riser room. They must be placed where they can be easily seen by inspectors and maintenance personnel without hindering the system's operation

Contractor will provide written, comprehensive reports for each facility system inspected, as it completes inspections. All written reports shall identify all maintenance required including observations to include repair recommendations. All reports shall be submitted electronically via e-mail to a designated District representative. Contractor shall also supply hard copies upon request.

Contractor will work with District staff, at no additional cost, to explain findings listed on any inspection report, answer questions and review reports, as necessary.

With the exception of the first year where the O&M Department will coordinate site visits and report deadlines, all sites shall be inspected in between July 1 and the first day of school or as scheduled with the O&M Department. All required comprehensive reports shall be presented to the District no later than October 1. Failure to perform inspections or submit reports will result in the termination of contract and the use of an alternate vendor.

Inspections are to be performed in accordance with state, local and NFPA standards and codes.

It is the goal of the District to have contractor perform inspection as quickly and efficiently as possible with little to no interference with the daily routine and activities of the site. The expectation of the Contractor to perform services is to have the contractor arrive on site, and park in an area away from student drop off / pick up areas or an area designated by the O&M Department. ALL EMPLOYEES must sign-in at the main office (if office is closed then sign-in must occur as soon as office is open). Facility Manager may be needed to give access to project area or designate necessities of the project for the Contractor. Contractor will begin performing inspection and complete in the allotted time frame per the agreed upon schedule. Upon completion, contractor will secure (if necessary) and exit site.

During the course of the contract, the District may call upon contractor to offer consulting services. Consulting services will be requested by the O&M Department, and shall be priced per hour.

Schedule of Work & Availability

The O&M Department designee will work with awarded Contractor(s) on a reasonable inspection schedule as to where and when inspections will be performed throughout the year. All inspections will

be performed per this service schedule, weather permitting, and the O&M Department's instructions. Any amendment to the schedule shall only be made with the knowledge and written approval of the O&M Department. All amendments are at the sole discretion of the O&M Department. Failure to adhere to the agreed upon schedule may be cause for use of alternate contractor(s) and/or termination of contract.

The O&M Department designee will insure that inspector(s) has access to the facilities and that a representative of THE DISTRICT is present when necessary.

Contractor shall be available to perform any inspection or service during standard business hours, Monday through Friday, 7:00a.m. to 5:00p.m. Special circumstances or approval may be given to perform inspections outside of these hours. Adjustments to the service schedule may be necessary during the course of the year for holidays, summer hours, exam periods or other reasons deemed acceptable by the District. Any and all changes shall be approved by the O&M Department.

Additional Work Authorization

In the event that additional work is required outside of an approved or scheduled service or project, the Contractor shall not proceed without the written approval of the District; this includes any emergencies that may arise. The contractor shall be forewarned that only the District's Director of Maintenance may order or approve work to be performed.

Sub-Contracting

The DISTRICT prefers contractors who can complete all aspects of the project themselves. Subcontracting will be accepted, but shall be disclosed in the Bid. All sub-contractors will be held to the same terms as vendor.

District Sites

The DISTRICT reserves the right to add additional sites or delete sites as necessary for the duration of the contract. Pricing will be held or negotiated for any additional site based upon the pricing given herein.

During the course of the contract the DISTRICT may add or delete sites depending on the construction which may occur. If a new facility is added to a site the DISTRICT reserves the right to negotiate price, with Contractor, for said facility or negotiate a new price for any site which added buildings that ultimately change or alter the scope of work.

Site Visits

It is still the responsibility of each Bidder to fully understand and be knowledgeable of what is expected under this Bid and to thoroughly familiarize itself with each site listed herein. This includes the knowledge and familiarity of any local conditions which may affect the services required. No additional allowance will be made due to lack of knowledge of these conditions.

Bidders may and are encouraged to visit sites prior to submitting its bid, as it deems necessary to gain better knowledge of the services required and the fire systems that are on sites. Bidders must contact Mike Sanderson at sanderje@u4sd.org and make an appointment with the Director of Maintenance or their designee to obtain access to site(s).

Bidders must follow any and all sign-in procedures at each site, which begins by signing in at the front office. BIDDERS WILL NOT BE ALLOWED TO VISIT SITES WITHOUT AN APPOINTMENT.

Please note that site visitations are not mandatory, however lack of inspecting prior to bid submission will in no manner relieve the contractor from the necessary services under this Bid.

Pricing

Contractor shall provide in their pricing all supervision, labor, materials, equipment, tools, machinery, transportation, travel and any other services necessary for the proper execution and completion of inspection service under this Bid. No additional charges or hidden costs shall be allotted during the course of the contract.

Bidder shall provide a fixed price per site, as listed on the bid sheet, to perform the necessary annual inspections at a minimum to the specifications in this Bid. If services vary from specifications, bidder shall provide a detailed explanation of services included in pricing for consideration.

CHAMPAIGN COMMUNITY SCHOOL DISTRICT #4

Champaign, Illinois

BID FORM

FIRE SPRINKLER INSPECTIONS 2026-2027

_____ hereby agrees to provide bleacher inspections for Champaign Community School District #4 in accordance with specifications submitted by the Board of Education.

Location	2026-2027	2027-2028	2028-2029
Booker T. Washington Elementary	$	$	$
Bottenfield Elementary School	$	$	$
Carrie Busey Elementary School	$	$	$
Centennial High School	$	$	$
Central High School	$	$	$
Columbia	$	$	$
Distribution Center	$	$	$
Dr. Howard Elementary School	$	$	$
Early Childhood Center	$	$	$
Edison Middle School	$	$	$
Garden Hills Academy	$	$	$
International Prep Academy K-5	$	$	$
Kenwood Elementary School	$	$	$
McKinley Fieldhouse	$	$	$
South Side Elementary School	$	$	$
Stratton Elementary School	$	$	$
Transportation Building	$	$	$
Westview Elementary School	$	$	$
Windsor Administrative Center	$	$	$
GRAND ANNUAL TOTAL	$	$	$

ADDENDA ACKNOWLEDGEMENT:

The undersigned acknowledges receipt of the following addenda. If all addenda are not acknowledged, this bid will be considered irregular.

Addendum No. _____ through _____

Place an "x" next to each that applies:

_____ Minority-Owned Business Enterprise (MBE)

_____ Woman-Owned Business Enterprise (WBE)

_____ None of the Above

SIGNATURE AUTHORIZATION

IF AN INDIVIDUAL:

Signature of Bidder_____

Business Address_____

_____

Business Phone No._____

Business Fax No._____

Business Email_____

IF A PARTNERSHIP:

Firm Name_____

Signed By_____

Business Address_____

_____

Business Phone No._____

Business Fax No._____

Business Email_____

IF A CORPORATION:

Corporate Name_____

Signed by_____
President

Business Address_____

_____

Business Phone No._____

Business Fax No._____

Business Email_____

Attest_____
Secretary