

FLOSSMOOR SCHOOL DISTRICT 161

INVITATION TO BID

Flossmoor School District 161 will accept sealed bids for: Contracted Security Services

Submit your bids to the attention of: Dr. Dana Smith, Superintendent
41 E. Elmwood Drive
Chicago Heights, IL 60411

Mandatory pre-bid meeting: Tuesday, August 21, 2018 at 9:00am at Normandy Villa School, 41 E. Elmwood Drive, Chicago Heights, IL 60411

Bids must be received at the above address no later than: **August 27 2018 at 12:00 Noon CDT.**

Contract Term: Three [3] Years

Your bid MUST be submitted in a SEALED ENVELOPE CLEARLY MARKED:
"CONTRACTED SECURITY SERVICES"

CONDITIONS AND INSTRUCTIONS TO BIDDERS

The Board of Education of Flossmoor School District 161 will receive bids for Contracted Security Services until **August 27, 2018 at 12:00 Noon CDT**, at which time they will be opened and read aloud. Bids received after this time will be returned, unopened and not considered.

There will be a mandatory pre-bid meeting for all prospective bidders to discuss specifications and supplementary attachments, to answer questions regarding bid documents and the District, and to tour the building. **ATTENDANCE AT THIS MEETING IS MANDATORY. BIDS WILL NOT BE ACCEPTED FROM COMPANIES THAT DO NOT HAVE A REPRESENTATIVE AT THE MEETING.** The mandatory pre-bid meeting will begin promptly at 9:00am

Bids are to be addressed to: Dr. Dana Smith, Superintendent
41 E. Elmwood Drive
Chicago Heights, IL 60411

The Board of Education reserves the right to reject any or all bids in whole or in part or to accept that bid which is in the best interest of Flossmoor School District 161. Award of contract shall be based upon the bid criteria included in this document. A contract will be awarded only after a formal notice is given to a contractor as determined by the Board of Education. The Board of Education reserves the right to waive all irregularities and immaterial formalities.

All bidders shall submit a non-collusion affidavit and four (4) required certifications with their bid as per the enclosed forms.

BIDDER'S REPRESENTATIONS AND COVENANTS

1. The submission of a Bid constitutes the Bidder's representation, and is conclusive evidence that: (1) the Bidder has read and has become thoroughly familiar with the requirements of the Bid and the Bid Documents; (2) the Bidder has investigated and has inspected the site and is satisfied as to the conditions to be encountered in performing the work described in the Bid Documents; and (3) the Bidder is fully informed as to the labor conditions relating to the specifications and security work to be performed. The failure of any Bidder to obtain or examine any form, or the failure of the Bidder to become familiar with the conditions relating to the specifications, shall in no way relieve the Bidder from any obligation with respect to the Bid.
2. The Bidder represents that this Bid is submitted without any connection with any other party submitting a Bid for the security work covered by these Documents. The Bidder further represents that this Bid is fair and has been made without any aspect of collusion, price-fixing or fraud and that no employee or agent of the Board is directly or indirectly interested in any benefits to be derived from this Bid.
3. Bidder certifies that it has adopted and implemented a written sexual harassment policy in full compliance with Section 2-105A (4) of the Illinois Human Rights Act, 775 ILCS 5/2-1 05(A) (4), and in case of Bidder having 25 or more employees, a drug-free workplace policy and practice in full compliance with Section 3 of the Illinois Drug-Free Workplace Act, 30 ILCS 580/3.
4. Bidder certifies that it is not barred from bidding on this project, or entering into the contract, by Section 33E-3 or 33E-4 of the Criminal Code of 2012 (720 LLCs 5/33E-3, 33E-4). Sections 33E-3 and 33E-4 prohibit the receipt of a public contract by a Contractor who has been convicted of bid-rigging or bid-rotating.

5. Bidder certifies that it is not ineligible for award of the contract because of debarment for a violation of any of the above-referenced laws and regulations and acknowledges that any breach of the foregoing provisions shall constitute a breach of the contract. Failure of the Contractor to follow this Section shall be cause for Flossmoor School District 161 to immediately terminate the contract.
6. Certification forms which must be signed by a duly authorized agent of the Bidder and submitted with the bid are included here as Exhibits. Failure to submit the properly signed certifications may subject the bid to disqualification.

QUESTIONS AND INTERPRETATION OF BID DOCUMENTS

Questions pertaining to the Bid Documents and any request for clarification or interpretation of the Bid Documents must be made in writing to Dr. Dana Smith, Superintendent (dsmith@sd161.org), no less than four (4) calendar days prior to the bid opening. Questions or requests received after this time will not be considered.

Replies to questions, interpretations and any corrections or changes to Bid Documents will be made in writing and shall constitute an Addendum to the Bid Documents. Such Addendum will be sent to all parties receiving bid packages at least three (3) days prior to the bid opening. Responses to questions, interpretations, and clarifications made orally or in a manner, not complying with the above procedure shall not be made a part of the Bid Documents, and the Bidder shall not rely upon them.

BIDDING CONDITIONS

1. Prices and Notations must be typed or in ink. No erasures permitted. Mistakes may be crossed out and corrections entered and initialed in ink by the person signing the quotation. Do not change the specification. Report any irregularities by separate letter. A contractor-initiated change, deletion or addition changing the conditions stated above may void that contractor's bid.
2. Quotations - Must be signed with firm name and by a responsible and authorized officer or employee of contractor. Obligations assumed by such signature are binding upon Bidder.
3. Taxes - The District is exempt from federal excise and state sales taxes and such taxes shall not be included in the bid price. Federal excise tax exemption certificates will be furnished if necessary.
4. Default – Default is defined as the failure of a Bidder or the Contractor to fulfill the obligations described in these bid documents or the resulting contract. In case of default of the Contractor, Flossmoor School District 161 may cancel the contract and procure the services from other sources and hold the Contractor responsible for any excess costs occasioned thereby.
5. Prompt Payment - Standard terms are to be invoiced once per month for security services with terms of net 45 days for payment. Uncontested invoices not paid by the due date, with such due date being at least 60 days from the date of issue of the invoice, shall bear interest according to the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 et. seq.
6. Withdrawal of Bids - Bids may be modified or withdrawn prior to the date and time of the bid opening upon written request to the Superintendent, executed in conformance with the signature requirements for submission of Bids, provided the subsequent submission complies with all bid submission rules stated herein. Withdrawal of a Bid will not prejudice a Bidder's right to submit a new Bid prior to the time designated for submission of Bids. After the bid opening date, no Bidder may withdraw his/her/its Bid for a period of ninety (90) days from the bid opening date.

7. Period of Firm Quote - All bids will be firm for orders issued within a period of ninety (90) days from the date established for the opening of bids.
8. Receipt of Bids - Late bids will not be accepted. The responsibility of getting bids to the Superintendent rests entirely with the bidder notwithstanding delays resulting from postal handling or any other means.
9. Bid Opening - Bids will be opened and read on the date and time shown on the cover page in the Flossmoor School District 161 Administrative Offices.
10. Rejection of Bids - The Board reserves the right to reject any or all bids in whole or in part. Any or all Bids may be rejected if there is any reason to believe that collusion exists among the Bidders or for any other reason the Board believes to be in the best interests of Flossmoor School District 161. The Board shall be under no obligation to accept the lowest financial Bid. Individual Bids may be rejected for irregularities of any kind, including without limitation, alteration of form, additions not called for, conditional Bids, incomplete Bids, and unexplained erasures. Individual Bids may also be rejected if, in the opinion of the Board, such Bid does not meet the standard of quality established by the specifications or is otherwise desired by the Board. The foregoing provisions are for illustrative purposes and shall in no way limit the right of the Board to reject all Bids. The Board retains the right to waive any technical defects, irregularities, and/or omissions in the Bids received if the best interest of the Board shall be served. The Board further retains the right to award a contract by item, group of items, or parts thereof if so divisible and if the best interests of the Board would be served, or to award contracts to one or more Bidders.
11. Award -The bid will be awarded, if at all, to the lowest, responsive and qualified contractor which the Board of Education will determine in its sole discretion. The Board will use the criteria listed below, which criteria will not be exhaustive. This Bid does not necessarily contemplate an award based solely on price. In determining the Lowest Responsible Bidder, the following criteria, without limitation, will be considered by the Board, as applicable:
 - Completeness and accuracy of responses to all proposal document requests and a qualitative analysis of the responses.
 - Price
 - The Board's assessment of the contractor's ability to responsibly fulfill District 161's needs, including, but not limited to, evaluation of the following:
 - References and customer feedback obtained by District 161 for current and previous clients (served within the last two years by contractor). Feedback from primary and/or secondary Illinois public schools is preferred.
 - Longevity of the contractor in the security services industry for primary and/or secondary public schools.
 - Financial soundness and stability.
 - Comprehensiveness and thoroughness of customer contract procedures, training program, understanding and approach and transition plan.

CONTRACT

Upon award of the bid, Contractor shall execute a contract incorporating all provisions of these bid documents into the contract, including but not limited to the Bidding Conditions set forth above and the following provisions:

1. The contract for Contracted Security Services will be for three years, commencing on September 11th. This contract can be terminated by Flossmoor School District 161 for any reason or no reason at all with a thirty (30) day written notification to contractor. Renegotiation of the price charged in subsequent years of the agreement must not exceed the "Consumer Price Index for All Urban Consumers" annualized rate for December of the current school year.
2. The attached position descriptions are subject to change by the District based on the District's needs which may include decreasing, increasing, or eliminating the positions.
3. All Contractor personnel must at all times wear: (1) the approved uniform; and (2) the approved identification badge. No Contractor personnel will be permitted to enter or remain on District property unless both of these conditions are met.
4. The Contractor shall provide the District with a list of all supervisory personnel including the cell phone numbers where each person may be reached.
5. The Contractor shall maintain a file of "Child Abuse Clearances" and "Criminal Background Checks" for all current employees and a complete roster of current employees in the District's Business Office. The Contractor, at its sole expense, shall conduct background investigations of all of its employees, agents and others who will interact in proximity to Flossmoor School District 161 students, and, in accordance with Section 10-21.9 of the Illinois School Code (105 ILCS 5/10-21.9), shall provide results of each background investigation to the Flossmoor School District 161 Superintendent prior to the person beginning any work on District 161 property, and shall comply with all requirements of Section 10-21.9 as may be amended from time to time. The Contractor shall not allow anyone to work in District 161 whose criminal background check reveals items that would prohibit them from working with children under Illinois law or reveals other criminal convictions or other conduct which lawfully may be considered and which calls into question such individual's fitness to work with children. The Contractor shall submit immediately upon the award of the contract the name, date of birth and social security number of all employees who are to perform work for District 161 under the contract and certification that they have met the requirements herein. In the event the Contractor fails to comply with the provisions of this paragraph and/or 105 ILCS 5/10-21.9, and as a result a suit or claim is instituted by a student for harm caused by an employee of the Contractor, or caused by an employee of a subcontractor to the Contractor, then Contractor agrees to fully defend and indemnify, including reimbursement of attorney's fees and costs, the Board against any claims or liabilities arising out of Contractor's failure to comply with this requirement.
6. The Contractor is responsible for the conduct of its personnel. The Contractor must provide written policies and procedures with its Bid regarding unlawful conduct by its personnel. The contractor shall fully cooperate with the District and with any Law Enforcement authorities in the investigation of suspected unlawful activities. If personnel employed by the Contractor are found to have committed unlawful activities, the Contractor shall be responsible to the District for restitution which will include, but not necessarily be limited to, all actual losses, damages, costs of investigation, and costs of prosecution.
7. The Contractor shall notify the District immediately of conditions which will limit hours or decrease the daily work crews, such as illness or injury. In addition, the Contractor shall notify the District in advance of any condition or situation, which will affect the performance of the security work under this contract. In either case, the

Contractor shall submit a plan, in writing, of how the affected work is to be rescheduled.

8. In the event of a strike, act of God, force majeure or other such event resulting in the closing of the building(s), no payment(s) shall be made for that period of time when Security Services are not required and/or performed.
9. Absenteeism is a significant factor that adversely affects the quality of the Security Services received by the District. Each Bidder is to submit and the successful Contractor is to maintain effective Recruitment and Retention plans. Adequate Staffing Levels are to be maintained by the contractor. The contractor is to maintain a pool of Trained/Qualified substitutes, available at short notice, to ensure that the District is adequately staffed in the event of illness or injury.
10. The District reserves the right to audit payroll records and/or time cards.
11. The District reserves the right to require that the Contractor remove any employee from the District contract for unsatisfactory performance, appearance, behavior or attitude.
12. The Contractor and its employees and agents shall strictly comply with all applicable local, county, State and federal laws, regulations and rules, including without limitation those regulating the issuance of contracts and employment. The Contractor and its employees shall abide by all Board of Education policies and Flossmoor School District 161 work rules. Additionally, the Contractor shall comply with all laws and regulations pertaining to equal opportunity and fair employment practices, including the Illinois Human Rights Act. The Contractor shall not discriminate against any worker, employee, or applicant, or any other member of the public because of race, religion, color, age, sex, handicap, marital status, national origin, or unsatisfactory military discharge, nor otherwise commit an unfair labor practice.
13. The Contractor acknowledges that, as an independent contractor of Flossmoor School District 161, records in the possession of the Contractor related to the Security Services bid, contract and services may be subject to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/5-1 et seq. The Contractor shall immediately provide District 161 with any such records requested by District 161 to timely respond to any FOIA request received by District 161. District 161 will review all such records to determine whether FOIA exemptions apply before disclosing the records. If the Contractor refuses to provide a record that is the subject of a FOIA request to Flossmoor School District 161 and the Attorney General or a court of competent jurisdiction subsequently requires the release of the record or penalizes District 161 in any way, the Contractor shall reimburse District 161 for all costs, including attorneys' fees, incurred by District 161 related to the FOIA request and records at issue.
14. All District 161 buildings and grounds are no smoking areas. It is the policy of Flossmoor School District 161 to establish and maintain an Alcohol & Drug-Free Workplace. The Contractor shall have in-place an effective Substance Abuse Policy (Drug and Alcohol), which conforms to the District's policies and all applicable Federal, State, and Local rules and regulations.
15. Pursuant to the minimum coverage amounts listed below, the Contractor shall submit proof of General Liability Insurance, Workers' Compensation Insurance, Automobile Liability Insurance and umbrella liability insurance to the limits described in the attachment with companies licensed to do business in Illinois with an A.M. Best rating of "A" that is satisfactory to the District. Such insurance shall carry an endorsement to the effect that the Insurance Company will defend the District as a party in the event the District becomes a party to any litigation because of the activities of the contractor, sub-contractor, or any direct or indirect employee of same under the terms of this contract for injuries to property or person. Such insurance shall name the District and its Board of Education as an additional primary insured on a noncontributory basis and shall include all members of the Board of Education, officers, employees and agents in all of their official capacities for claims arising out of the performance of this contract. Contractual liability shall be provided under the Commercial General Liability policy to include the Contractor's indemnification

obligations under this contract. Proof of insurance shall be provided to the District evidencing this coverage and must include the requirement of a ten (10) day written notice prior to any amendment or cancellation of such coverage.

16. The Contractor shall furnish a Performance Bond in the amount of one hundred percent (100%) of the Contract Sum. The bond surety must carry an A.M. Best rating of "A." Such bond shall be in a form and with a surety acceptable to the District and shall not include a limitation period shorter than provided by Illinois law. The Performance Bond shall guarantee the performance of the duties placed on the Contractor under this Contract and its compliance with any applicable laws and shall indemnify Flossmoor School District 161 and its Board of Education members, officers, employees and agents (the "Indemnitees"), from any liability or loss to the indemnitees from any failure of the Contractor to fully perform each or all of said duties. The Performance Bond must be updated for any contract extension that is approved by the District.
17. This bid must also be accompanied by security in the amount of ten percent (10%) of the total bid. The security must be in the form of a bid bond, or cashier's or Certified Check made payable to Flossmoor School District 161. The bond shall be carried with a bonding company rate of "A+ or better" by Standard & Poor's ratings and licensed to do business in the State of Illinois. The deposit, except that of the successful bidder, will be returned promptly after the determination of the successful bidder.
18. The contract shall be governed and construed in accordance with the laws of the State of Illinois and any dispute to enforce the contract shall be brought in a state or federal court located in Cook County, Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.
19. To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless Flossmoor School District 161, the Board of Education, its members, employees, agents, officers, officials and successors from and against any and all liabilities, taxes, tax penalties, interest, losses, penalties, damages and expenses of every kind, nature and character, including costs and attorney's fees, arising out of, or relating to, any and all claims, liens, damages to person (including death) or property, obligations, actions, suits, judgments, settlements, or causes of action of every kind, nature and character, in connection with or arising out of the contract and bid documents and any acts or omissions of the Contractor or its employees or agents. The indemnities set forth herein shall survive the expiration or termination of the Contract. In claims by any employee of Contractor's against any person or entity indemnified under this section, the indemnification obligation under this section shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor under workers' compensation acts, disability benefit acts or other employee benefit acts.
20. Contractor shall offer available employee positions with contractor to any qualified District 161 employees whose employment was terminated as a result of this contract.
21. Contractor shall at all times comply with a policy of nondiscrimination and equal employment opportunity for all persons and to take affirmative steps to provide equal opportunity for all persons.

DESCRIPTION OF POSITIONS AND SERVICES NEEDED

Flossmoor School District 161 desires the following positions and services. Bidder's proposal shall explain Bidder's ability to provide the following staffing or any alternative models.

Security Officers: Two [2]

The following is a summary of the primary duties of the security officers. The District reserves the right to modify these duties in consultation with the Contractor. For the regular school day, security officers must monitor hallways, perimeter and special events, direct students during passing periods and process visitors for authorization on premises. Security officers will be expected to intervene in disturbances and confrontations, deter and protect property, faculty and students from injury, theft and vandalism. Security officers may also assist bus services in loading and unloading of students. Security officers are needed approximately 180 days per year, Monday through Friday, with major holidays and traditional school breaks (*i.e.* summer, winter and spring breaks) excepted. Hours of regular service are 7:00 a.m. – 3:30 p.m. During the non-regular school year, including summer school, hours shall be less and positions will be decreased.

QUALIFICATIONS OF BIDDER

Documentation to be submitted with bid:

- a. Evidence of liability insurance in scope and amount equivalent to the liability insurance provided by the Board of Education pursuant to Section 10-22.3 of the *Illinois School Code* (see below for categories and amounts).

- b. Evidence of a benefits package for contractor's employees who will perform the security services.
- c. A list of the number of employees who will provide the security services, the job classifications of those employees, and the wages the contractor will pay those employees. It is strongly preferred that the same two employees consistently provide the security services.
- d. A minimum 3-year cost projection, using generally accepted accounting principles and which the contractor will be prohibited from increasing if the bid is accepted by District 161, for each and every expenditure category and account for performing the security services.
- e. Composite information about the criminal and disciplinary records, including alcohol or other substance abuse, Department of Children and Family Services complaints and investigations, traffic violations, and license revocations or any other licensure problems, of any employees who may perform the security services, provided that the individual names and other identifying information of employees need not be provided with the submission of the bid, but must be made available upon request of the Board of Education.
- f. An affidavit, notarized by the president or chief executive officer of the contractor, that each of its employees has completed a criminal background check as required by Section 10-21.9 of the *Illinois School Code* within 3 months prior to submission of this bid, provided that the results of such background checks need not be provided with the submission of this bid, but must be made available upon request of the Board of Education.
- g. Licensed by the Illinois Department of Professional Regulations as a Private Security Contractor doing business for a minimum of five (5) consecutive years as the same Business Entity.
- h. Demonstrate experience in providing safety/security services to an educational facility with 800+ students for a minimum of three (3) consecutive years. Provide references with bid. Contractor should have experience at Junior High (6-8) grade levels.
- i. Drug and Alcohol policy testing procedures and frequency.
- j. Non-discrimination policy and minority recruitment efforts, and EEOC - 1 form (most recent filing is required).
- k. Upon request, copies of last five (5) years audited financial statements demonstrating the financial strength to support this work requirement.
- l. Certification regarding Sexual Harassment policy.
- m. Certificate of Compliance with the Illinois Drug-Free Workplace Act.
- n. Certification regarding Bid Rigging.
- o. Non-Collusion Affidavit and Certificate of Eligibility to Bid.

QUALIFICATIONS OF SECURITY PERSONNEL

(Supporting documentation to be submitted by Successful Bidder. REQUIRED)

- High School Diploma or Equivalent
- Speak and write fluent English
- Current Illinois Department of Professional Regulation P.E.R.C. Card
- No disqualifying criminal history-search report and complete set of fingerprints required prior to District 161 assignment
- Pre-employment, annual, and random drug screen
- Minimum 25 years of age
- Completion of the State Certified Basic Training Program (minimum of 20 hours)
- Eight (8) hours of semi-annual refresher training, submit training plan
- Four (4) hours of annual crisis training, submit training plan

THE DISTRICT MUST HAVE THIS DOCUMENTATION ON FILE PRIOR TO THE PLACEMENT OF SECURITY PERSONNEL WITHIN THE DISTRICT. FAILURE TO COMPLY MAY RESULT IN IMMEDIATE TERMINATION OF CONTRACT.

UNIFORMS / EQUIPMENT/ MATERIALS REQUIRED

Uniforms:

Security personnel must wear uniforms while on District premises. Such uniforms must provide for a professional appearance.

Radios and Phones:

The District will provide communication equipment (*i.e.* radios) for use on campus by security services personnel, administration, faculty and support staff. Contractor must ensure, however, that its supervisor(s) are equipped with cell phones at all work times.

Forms and Reports:

Bidders will provide the following completed documents (or samples), or similar documents used by the Contractor, as part of their bid submission:

1. Quality Assurance Plan
2. Firm Philosophy/Approach
3. Management Plan
4. Staffing Plan – Must include years of security experience for each person and years of experience at Contractor.
5. Transition Plan
6. Daily Incident Reports (sample)
7. Procedure Manual
8. Employee Time Reports (sample)
9. Security/Safety Evaluations upon request

REQUIRED INSURANCE AND BONDING

General Liability Insurance: \$1,000,000 CSL
 \$2,000,000 Aggregate

Workers Compensation Insurance: \$1,000,000

Automobile Liability Insurance: \$1,000,000

Umbrella Liability Insurance: \$5,000,000

FLOSSMOOR SCHOOL DISTRICT 161 MUST BE LISTED AS AN ADDITIONAL PRIMARY INSURED ON A NONCONTRIBUTORY BASIS.

Indemnification/Hold Harmless Clause

LIABILITY INSURANCE WITH DEDUCTIBLES OR SELF-INSURER RETAINERS WILL NOT BE ACCEPTED.

PRICING

TO BE COMPLETED BY BIDDER

TO BE COMPLETED BY BIDDER

	Per Hour		Total Hours		Annual Cost Per
For Each Supervisor	\$ _____	X	_____		\$ _____
For Each Security Officer	\$ _____	X	_____		\$ _____
Estimated Supervisors Cost				\$ _____	(Total 2018-19)
Estimated Security Officers Cost				\$ _____	(Total 2018-19)
Proposed Annual Cost (Based upon 180 days)					
To be completed by bidder.....\$ _____					

**Shifts include a ½ hour unpaid lunch.

rough separate written submission, Bidder shall provide information or materials explaining how Bidder manages overtime. The mission shall explain whether regularly staffed officers are assigned extended shifts or whether additional officers are assigned duty.

Authorized Company Representative

Date

Name of Contractor/Firm

Address

BID RIGGING CERTIFICATION

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

do hereby certify that neither _____ nor any individual
(contractor)

presently 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 of 2012 (720 ILCS 5/33E-1 *et.seq.*).

NAME OF CONTRACTOR

SIGNATURE

TITLE

PRINTED NAME

DATE

Required Certification #1

**CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY**

_____ does hereby certify pursuant to Section 2-
105 (Contractor),

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

NAME OF CONTRACTOR

SIGNATURE

TITLE

PRINTED NAME

DATE

Required Certification #2

**(Applicable Only to Contractors with 25 or
More Employees)**
**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____ (Contractor) does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 I.LCS 580/3) that (he, she, it) shall provide a drug-free workplace for all employees for all engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and further certifies, that (he, she, it) is not ineligible for award of this contract by reason of debarment for violation of the Illinois Drug-Free Workplace Act.

NAME OF CONTRACTOR

SIGNATURE

TITLE

PRINTED NAME

DATE

Required Certification #3

