Community Consolidated School District 181

Request for Proposal (RFP) for District Wide Crossing Guard Services

May 10, 2019

Prepared by:
Mr. Michael Duggan, Director of Facilities
115 W. 55th Street
Clarendon Hills, IL 60514
(630) 861-4983
## Notice and Request for Proposal (RFP)

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Notice and Request for Proposal (RFP)

Notice is hereby given that Community Consolidated School District 181 (the District) requests proposals for Crossing Guard Services at 19 locations in the Villages of Hinsdale and Clarendon Hills, Illinois. These crossings serve:

- Clarendon Hills Middle School - 301 Chicago Ave, Clarendon Hills, IL 60514
- Prospect Elementary School - 100 N. Prospect Ave, Clarendon Hills, IL 60514
- Hinsdale Middle School - 100 S. Garfield St, Hinsdale, IL 60521
- Madison Elementary School - 611 S. Madison St., Hinsdale, IL 60521
- Monroe Elementary School - 210 N. Madison St., Hinsdale IL 60521
- Oak Elementary School - 950 S. Oak St., Hinsdale, IL 60521
- The Lane Elementary School - 500 N. Elm St., Hinsdale, IL 60521

The District's objective in issuing this Request for Proposal (RFP) is to provide a means by which to select a single qualified contractor (Qualified Contractor) for Crossing Guard Services. Proposals will be received until 10:00 am on Wednesday, May 29, 2019, at the District Office, 115 W. 55th Street, Clarendon Hills, IL 60514, at which time proposals shall be publicly opened. Proposals must be in accordance with Article 19b of the Illinois School Code and the RFP guidelines. For more information contact Mr. Mike Duggan, Director of Facilities, 115 W. 55th Street, Clarendon Hills, IL 60514, (630)-861-4983 mduggan@d181.org.

To obtain a copy of the Request for Proposal in its entirety, please visit the District website, D181.org, and navigate to the Business and Operations page under the “Contracts, Bids and Proposals” section.

Proposals submitted must be sealed and clearly marked as:
Community Consolidated School District 181
District Wide Crossing Guard Services Proposal
Mr. Mike Duggan, Director of Facilities
115 W. 55th Street,
Clarendon Hills, IL 60514

Proposals must be either hand delivered to the District Office, or mailed certified return receipt requested and received any time prior to, but no later than 10:00 am, Wednesday May 29, 2019. The District cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a proposal has been "received" by the District before the specified deadline. Proposals received after the time specified in the Request for Proposals (RFP) will not be considered. NO EMAIL SUBMISSIONS WILL BE ACCEPTED.
Interested parties are asked to contact the Director of Facilities if a site visit is necessary.

The District reserves the right to terminate this project prior to bids being received, to reject any and all proposals and to be the sole judge of the value and merit of the proposals offered.

Upon review of the proposals received in response to the RFP, the District may enter into a contract with the provider that best meets the needs of the District.

The District reserves the right to waive any irregularities, reject any and all proposals and to be the sole judge of the value and merit of the proposals offered.

Mike Duggan, Director of Facilities
Instructions to Firms

Schedule
Posted to website and sent to newspaper by Thursday, May 9, 2019.
Questions and Clarifications by Wednesday, May 22, 2019.
Submissions due Thursday, May 29, 2019.

The Board reserves the right to modify any part of the above schedule.

To obtain a copy of the Request for Proposal in its entirety, please visit the District website, D181.org, and navigate to the Business and Operations page under the “Contracts, Bids and Proposals” section.

Additional Requests for Clarification
Prospective contractors may request that the Board of Education clarify information contained in this RFP. Deadline for requesting clarification is Wednesday, May 22, 2019. All such requests must be made in writing, sent by email to, Michael Duggan, Director of Facilities, mduggan@d181.org.

Addenda to RFP
If clarification of the specifications/instructions is required, the School District will clarify the specifications/instructions in the form of an addendum posted to the school district’s website.

Submission of Qualifications and Proposals
Submission of qualifications and proposals will be accepted until 10:00 a.m. Wednesday, May 29, 2019. Qualifications and proposals shall be submitted in their entirety, including any forms provided with these specifications and included in the RFP. Firms are to submit one (1) copy of qualifications and proposals.

All submitters must complete, sign and submit the attached Certifications of Compliance With Illinois Drug Free Workplace Act, Eligibility to Bid, Bid Rigging Certification, Certification of Compliance With Prevailing Wage Act, Non-collusion Agreement, No Smoking.

No Consideration After Date and Time Specified
Proposals and qualifications submitted after 10:00am on Wednesday, May 29, 2019 will not be considered and will be returned, unopened to the appropriate submitter. Postmarks or dating of documents will be given no consideration in the case of late information. The firm
assumes the risk of any delay in handling or delivery of mail. The board is not responsible for delayed deliveries and does not recognize postmarks as representing the fact that a submission has been “received” by the Board before the specified deadline. Qualification and proposals sent by facsimile or electronic mail will not be accepted or considered. It is the sole responsibility of the firm that the response reaches the School District on time, at the place, and in the manner required herein, to avoid disqualification.

Right to Reject Any or All
The board reserves the right to reject any or all information, in whole or in part. The Board of Education reserves the right to waive any and all irregularities and formalities. All decisions of the Board shall be considered final. The Board reserves the right to reject information from a submitter who, in the Board’s opinion, does not exhibit past experience or the qualifications per the RFP requirements.

No Relief for Errors or Omissions
All information shall be submitted with each space properly completed. No claim for relief because of errors or omissions in the information will be considered.

Withdrawal or Changes
Submitted proposals and qualifications may be withdrawn by letter, or fax, email or in person prior to the time and date established for the submissions of qualifications and proposals.

No Modification without Written Approval
Once the qualification and proposals have been opened, such qualifications and proposals may not be modified in any way without the written approval of the district. All firms will be bound by any and all math calculations, misquotes or mistakes of any kind once the information has been opened.

No Gratuity in Connection with Qualifications
No employee of the district is to be extended any form of gratuity in connection with this RFP.

Right to Investigate Firm’s Ability to Fulfill Contract Terms
The District reserves the right to make such investigation as is necessary to determine the ability of the firm to fulfill all requirements and contract terms
General Conditions

The Board of Education reserves the right to reject any or all prices or offers submitted.

Please return a copy of the required forms in a **SEALED** envelope with the proposal name and your firm’s name and address clearly indicated on the envelope.

Proposals submitted must be sealed and clearly marked as:

**Community Consolidated School District 181**  
**District Wide Crossing Guard Services Proposal**  
**Mr. Mike Duggan, Director of Facilities**  
**115 W. 55th Street,**  
**Clarendon Hills, IL 60514**

Offers will be awarded to the lowest responsible proposer complying with these conditions and specifications. All rights are reserved by the Board of Education to determine the selection that in its judgment meets the needs or purposes intended. Such decisions shall be final and not subject to recourse.

The proposer signature on the following page of this proposal 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 relating to wages of laborers, preference to citizens of the United States and residence within the State of Illinois, and discrimination and intimidation of employees. This proposal and the resulting Contract are specifically subject to the Equal Employment Opportunity requirements of the Illinois Fair Employment Practices Commission and the resolution of the Board of Education dated March 24, 1975. Proposer agrees to comply in all respects with Federal, State, and local laws and ordinances pertaining to this proposal and to the performance of the Contract in the event proposer is awarded the proposal. Provisions of applicable Acts are hereby incorporated by reference and have become a part of this proposal and specifications.

The State of Illinois School Code (Section 33-5) is very explicit in its direction concerning the relationship of the parties involved in contracts and transactions. “No member or employee of the Board shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article, the expense, price or consideration of which is paid by the District; nor in the purchase of any real estate or property belonging to the District, or which shall be sold by virtue of legal process at the suit of the District. Whoever violates any provision of this Section shall be guilty of a Class A misdemeanor (P.A.-2267).

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

No re-cap of the proposal summary will be mailed. Any interested party, including all proposers,
may examine the proposal summary after offers have been opened and awarded.

Vendor’s signature on this proposal form must be an actual signature. A stamped, facsimile, or typed signature may disqualify the proposal. Unless notified otherwise, should no offer be received, the firm may be subject to being removed from the proposers list.

The above General Conditions and Instructions are applicable to all offers. Additional Terms and Conditions and Specifications are supplied for each proposal.

________________________________
Signature

________________________________
Title

________________________________
Date
General Scope of Service

Introduction
Community Consolidated School District 181 (the “District”) is seeking proposals for a contractor to provide Crossing Guard Services. The contractor shall render a full-service program to provide adult crossing guards for the District. The contractor will administer and coordinate the program.

Any inquiries regarding this request, or the entities identified, should be made on or before May 22, 2019 to:

Mr. Michael Duggan
Director of Facilities
Community Consolidated School District 181
115 W. 55th Street
Clarendon Hills, Illinois 60514
(630) 861- 4983
mduggan@d181.org

Scope of Services

Crossing Guards

- The contractor shall recruit, select, and employ crossing guards and alternate/substitute crossing guards as required to provide coverage at each crossing guard post on each day when guards are required in accordance with the attached specifications and the adopted school calendars provided by the District.

- The contractor shall, in agreement with the District, determine the appropriate times for crossing guard coverage at the various locations, based upon the arrival/dismissal times, lunch times where applicable and the distance of the intersections from the school, ensuring adequate and safe coverage at each intersection/posting.

- The contractor is responsible for the application process and determining the suitability and qualifications of the guards hired. All crossing guards employed by the contractor to perform services under this contract shall meet the qualifications specified on the Scope of Service and shall provide satisfactory background checks.

- The contractor shall remove, and replace, any assigned personnel deemed unacceptable by the District. Replacement personnel shall be assigned immediately.
after the removal of any personnel.

- The contractor shall provide, at a minimum, a total of eighteen (19) qualified crossing guards at eighteen (19) separate locations, which will be identified by the District, during the school year at specified school hours. A schedule of the arrival and dismissal times and locations will be included in Appendix 1. The contractor shall have the capacity to provide a crossing guard at additional locations, if deemed necessary.

- The contractor shall, if requested by the district, add or remove a crossing guard post, the cost for which shall be either added to or deducted from the monthly invoice respectively.

Field Supervision

- The contractor shall employ a field supervisor to make random on-site visitations at crossing guard sites. The contractor shall provide the name and contact information for the Field Supervisor to the District. The supervisor shall conduct on-site visitations to crossing guards’ sites daily.

Minimum Standards For Crossing Guards

- Qualifications - Crossing guards provided by the contractor to provide services under this contract shall:
  - Be at least eighteen (18) years of age
  - Be physically and mentally capable of performing the duties of a crossing guard
  - Have the ability to establish and maintain effective working relationships with children, parents, school officials and law enforcement officials
  - Have the ability to remain calm and use good judgment and initiative in an emergency situation
  - Be of good moral character and have never been convicted of any felony, a crime against children, or a crime of sexual assault.

Duties of Crossing Guards

Crossing guards shall:

- Halt vehicles when necessary by mechanical (when present) and hand signal to permit children to cross the road safely

- Maintain order among children assembled at street crossing points and permit them
to cross only when they can do so safely

- Report to the District the license plate number of motor vehicles that violate traffic laws or crossing guard instructions
- Make children aware of the elements of traffic safety and operation of pedestrian controls
- Identify children to school officials who do not follow safety regulations
- Wear a reflective traffic safety vest at all times when on duty

**Selection Procedures For Crossing Guards**

- The contractor shall check the criminal records including fingerprints of all guards through the Department of Justice and State Police. The contractor shall provide the District with all criminal record information obtained during the background check.

- The contractor shall conduct drug and alcohol tests for each applicant. Each applicant must pass the aforementioned test to receive employment from the contractor for one of the District’s guard posts.

**Training Program**

- The contractor shall provide each crossing guard with appropriate training for the position of crossing guard before assigning a guard to any post. The training program shall include but not be limited to the following:
  - The contractor agrees to provide all crossing guards performing under this contract with classroom training prior to assignments. The contractor further agrees that the training must cover handling traffic, crossing children safely, appearance, and emergency conditions including injuries and motor vehicle accidents, legal powers, duties, knowledge of the legal authority and limitations of the position, the requirements and courtesies in dealing with children, the motorist, and the general public. Such training shall also include instructions of good behavior, proper wearing of the uniform and an orientation in the job requirements as agreed upon by the contractor and the District.
  - The Contractor agrees to provide all crossing guards with on-the-job training to be conducted at the assigned locations, with instruction adequate to provide the assigned crossing guard an understanding of the duties and characteristics that may be unique to the location. Additional on-the-job training is to be provided whenever a change of any type affects the job duties at a particular crossing.
  - The Contractor shall make the crossing guards fully aware of the traffic regulations of the Village of Hinsdale and determine a proper procedure for reporting violations.
○ The Contractor shall establish operating regulations and general orders governing the conduct and procedures of crossing guards and shall inform the crossing guards as to said regulations and orders.
○ All crossing guards must wear a contractor provided identification card while on duty.
○ The Contractor shall provide a refresher-training course for all crossing guards no sooner than thirty (30) days before the beginning of each school year.

Materials To Be Supplied

● The Contractor shall provide each crossing guard with the following minimum equipment:
  ○ Complete uniform with contractor’s identifiable patch or badge
  ○ Regulation-size, hand-held stop sign
  ○ Traffic safety vest
  ○ High visibility raincoat

Reports & Meetings

Reports & Meetings – Contractor shall provide the following reports to the District in the frequencies specified:

● Master Crossing Guard List: This report shall include all crossing guards and the assigned posts, back up guards and supervisors assigned to the contract. This report is to be provided at the commencement of the school year and updated periodically as changes occur. This report shall be submitted via electronic mail to the District in Microsoft format, mduggan@d181.org.

● Complaint Report: The Contractor shall have an established procedure for handling, responding to, and documenting actions regarding all complaints received. A report of all complaints shall be provided to the District. This report shall include the following minimum information: Date of complaint, post location, guard identification, type of complaint, action taken, total number of complaints for the reporting period.

● Traffic and safety violations: The Contractor shall develop a procedure for reporting traffic and safety violations to the District.

● The District may request a meeting with the Contractor to discuss performance or address specific issues that may arise. Additionally, the Contractor may be requested to attend various meetings involving the school principals, parents, and similar entities regarding contract and/or safety-related issues. The Contractor will agree to attend these meetings, at no charge to the District, as necessary during the contract term.
Term of Engagement
The term of the engagement is from July 1, 2019 through June 30, 2021 plus two (2) one-year option periods beginning on the subsequent July 1st of each option year. Unless otherwise terminated prior to July 1st of each option year, the contract shall automatically renew for each of the one-year option years. Notwithstanding, the District's obligation under this 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 this contract.

Right to Reject and Selection Criteria
The Board reserves the right to reject any and all proposals submitted and to request additional information from all proposers.

Proposals will be reviewed and evaluated by a selection committee and the top candidates may be invited to participate in oral interviews. Criteria to be considered in evaluating proposals will include:

A) The technical experience of the firm
B) The qualifications of the staff and firm
C) Responsiveness in clearly understanding the work to be performed
D) Accessibility and ability to respond to District needs in a timely manner
E) References
F) Fees

Format and Response
Responses to the RFP must be organized in accordance with the outline, which follows:

Title Page
Identify the RFP name, firms address and telephone number of the proposer and the name and title of the proposer's contact person.

Table of Contents
Provide a clear and complete identification of the materials included in the response by section and page number. Where appropriate, cross-reference the material to specific sections and/or page number of the RFP.

Letter of Transmittal
The proposal should be accompanied by a letter of transmittal (no more than two (2) pages)
which summarizes the key points of the proposal and which is signed by an officer of the firm who is responsible for committing the firm’s resources.

**Profile of the Offeror:**

In this section, the offeror should include the following information:

A) The organization and size of the offeror, whether it is local, regional, national or international in operations.

B) Describe the firm, how it is organized, years experience related to providing services to school districts, and the resources it has committed to such districts

C) The location of the office from which the work is to be performed and the number of professional staff, listed by staff level, employed at that office

D) A description of the range of activities performed by the local office.

**Management Plan**

In this section, the offeror should include the following information:

A) Describe how your firm will manage the work addressed in the “Scope of Services”

**Summary of the Offeror's Qualifications**

In this section, the offeror should include the following information:

A) Resumes of key members who will be assigned to the project, including relevant experience and continuing professional education

B) Statements of the qualifications and experience of other staff who will be assigned to the project, including relevant experience and continuing professional education

C) Any limitations on the availability of staff or starting dates

D) Other service capabilities, which may be of interest to the District

E) Provide at least three (3), but no more than five (5), references from other public-sector clients
Certifications and Disclosures:
In this section, the offeror should include the following information:

A) Provide a detailed description of the level and types of insurance carried, including the deductible amount, to cover errors and omissions, improper judgments or negligence

B) Provide information on any litigation or administrative proceeding in which the firm was a party in any matter related to the professional activities of the firm during the five (5) years prior to the date of this RFP

C) Provide information on any pending litigation, investigation or proceeding in which a court or administrative agency is addressing any questions relating to the professional activities of the firm

Pricing
The contract unit price(s) shall remain firm for the duration of the contract. Offeror is required to submit a flat hourly rate by filling in the blanks on the form provided (Appendix 2) for each crossing guard utilized and each field supervisor and such hourly rate shall be inclusive of benefits, overtime, premium rates for shift differential, nights, weekends, or holidays.
Certifications

Certifications of Compliance With Illinois Drug Free Workplace Act

The undersigned, having 25 or more employees, 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 work 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)

___________________________
Submitted by (Signature)

___________________________
Title

Eligibility to Bid

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended (720 ILCS5/33E-3, -4).

_________________________________________  __________________________
Name of Bidder (Please Print)  Submitted by (Signature)

___________________________
Title
Bid Rigging Certification
The undersigned hereby certifies that the Bidder has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, been barred from bidding on a 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 38 of the Illinois Revised Statutes.

____________________________________
Name of Bidder (Please Print)          Submitted by (Signature)

____________________________________
Title

Certification of Compliance With Prevailing Wage Act
The undersigned hereby certifies that in performing Performance Contract at Clarendon Hills Middle School, DuPage County, Illinois, Contractor has and will fully comply with the provisions of the Illinois Prevailing Wage Rate Act.

____________________________________
Name of Bidder (Please Print)          Submitted by (Signature)

____________________________________
Title
Non-collusion Agreement
The undersigned bidder or agent, being duly sworn, on other says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to bid on anyone such as letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that his/her bid is made without reference to any other bid and without any agreement, understating or combination with any other person in reference to such bidding.

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

______________________________________________________________
Name of Bidder (Please Print) Submitted by (Signature)

___________________________
Title

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF ______ 2019.

MY COMMISSION EXPIRES:

___________________________  ______________________

No Smoking
The undersigned hereby certifies that Bidder agrees that it and its employees will abide by the District’s no smoking policy at all times during performance of the contract.

______________________________
Signature of Bidder

______________________________
Name of Bidder

___________________________
Date
Additional Contractor Certifications

Sexual Harassment
The undersigned Contractor agrees that he/she/it and his/her/its employees and subcontractors will abide by the Board's sexual harassment policy.

______________________________
Print Name

______________________________    _________________
Signature                              Date

______________________________
Contractor
Appendix 1  
Crossing Guard Locations

Community Consolidated School District 181 Crossing Guard List - 2019/2020/2021

**Oak School**

School Hours: 8:45 am to 3:05 p.m

Lunch: 11:25 am to 12:20 pm

- 8th and Oak
- 9th and Oak
- County Line and 9th

**Madison School**

School Hours: 8:45 am to 3:05 p.m

Lunch: 11:25 am to 12:20 pm

- 8th and Madison
- Madison Parking Lot

**Prospect School**

School Hours: 8:45 am to 3:05 p.m

Lunch: 11:25 am to 12:20 pm

- Prospect and Norfolk

**Monroe School**

School Hours: 8:45 am to 3:05 p.m

Lunch: 11:25 am to 12:20 pm

- Monroe School Parking Lot
- Monroe and Walnut
- Monroe and Chicago Ave.
• Madison and Hickory

The Lane School

School Hours: 8:45 am to 3:05 p.m

Lunch: 11:25 am to 12:20 pm

• Elm and the Lane
• Oak and the Lane
• County Line and the Lane
• Garfield and The Lane

Hinsdale Middle School

School Hours: 8:25 am to 3:15 pm

• 3rd and Garfield
• 3rd and Lincoln
• 3rd and County Line

Clarendon Hills Middle School

School Hours: 8:25 am to 3:15 pm

• Chicago and Middaugh
• Chicago and Woodstock
CCSD 181 2019-20 Proposed Calendar

July 2019

August 2019

September 2019

October 2019

November 2019

December 2019

January 2020

February 2020

March 2020

April 2020

May 2020

June 2020

Student Attendance Days (SA) 174.00
Principal Faculty Conference (PFC) 2.00
Total Student Attendance Days 175.00

Inservice Days (ISD) 3.00
Opening Day (OD) 1.00
Closing Days (CD) 4.00
Planning Days (PD) 4.00
Total Days 184.00

Potential Staff Development Days 7.00
Potential Emergency Days 5.00

Non-Attendance Days Used in Emergency Days of need:

Calendar Legends

Student Attendance Days

Inservice Days

Opening & Closing Days

Planning Days

Inservice Days

Potential Staff Development Days

Potential Emergency Days

Approved 1-14-10
Appendix 2

RATES:

CONTRACTOR SHALL PROVIDE THE SERVICE PERSONNEL AT THE BELOW HOURLY RATE:

<table>
<thead>
<tr>
<th>SERVICE PERSONNEL</th>
<th>REGULAR</th>
<th>OVERTIME*</th>
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<tbody>
<tr>
<td>CROSSING GUARDS 2019/2020/2021</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>FIELD SUPERVISORS 2019/2020/2021</td>
<td>$</td>
<td>$</td>
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</tbody>
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*OVERTIME: SERVICE PERSONNEL SHALL BE BILLED AT THE “OVERTIME” RATE IF HOURS OF SERVICES ARE (i) REQUESTED WITH LESS THAN 48 HOURS PRIOR NOTICE TO CONTRACTOR, AND (ii) FOR A TIME PERIOD OUTSIDE OF THE REGULARLY SCHEDULED HOURS.