

TO: Dr. Mike Riggle
 FROM: Rosanne Williamson
 RE: FOIA Requests
 DATE: November 10, 2014

Attached you will find a FOIA request received by the district and our response.

Received From	Request	Received Request	Date Replied	Responded w/in required deadline	How response was sent
Hopkins, Deniece	<ul style="list-style-type: none"> • Names of all non-certified support staff employees and their hire dates; • All support staff job titles; • Work sites and corresponding addresses; • The number of hours scheduled to work per week (or percentage appointment); • The number of months scheduled to work per year; • Bargaining unit status (i.e., whether or not they are covered by a collective bargaining agreement.) and , if they are in a bargaining unit, the name of the labor organization with which that unit is affiliated; • Copies of any contracts the district has with subcontractors currently engaged in district support staff work (e.g., transportation services, food services, custodial services, etc.) 	10.17.14	10.23.14	Yes	email
<p>Please find our response attached. The documents above have been made available on line. These items were not copied for the Board packet.</p>					



Elaine Geallis <egeallis@glenbrook225.org>

10.17.14 IEA-NEA Hopkins FOIA Response

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

Thu, Oct 23, 2014 at 1:33 PM

To: deniece.hopkins@ieanea.org

Bcc: egeallis@glenbrook225.org

Dear Ms. Hopkins,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 10/17/14 we received your request for the following information:

- Names of all non-certified support staff employees and their hire dates;
- All support staff job titles;
- Work sites and corresponding addresses;
- The number of hours scheduled to work per week (or percentage appointment);
- The number of months scheduled to work per year;
- Bargaining unit status (i.e., whether or not they are covered by a collective bargaining agreement.) and , if they are in a bargaining unit, the name of the labor organization with which that unit is affiliated;
- Copies of any contracts the district has with subcontractors currently engaged in district support staff work (e.g., transportation services, food services, custodial services, etc.)

District response:

Please find items attached that are responsive to your request.

Sincerely,

Rosanne Williamson, Ed.D.
Secretary, Board of Education
Assistant Superintendent for Educational Services
Glenbrook High School District 225
3801 West Lake Avenue
Glenview, IL 60026

6 attachments

 **FOIA BECKS.pdf**
490K

 **FOIA FIRST STUDENT.pdf**
592K

 **FOIA October 2014 Response.xls**
109K

 **FOIA QUEST.pdf**
922K

 **FOIA XEROX RFP.pdf**
273K

 **FOIA XEROX SOW.pdf**
507K



Illinois Education Association-NEA

Libertyville Region Office

Memorandum

1860 W. Winchester Road, Suite 202 • Libertyville, IL 60048-5353 • 847/932-4140 • Fax 847.932.4144

October 9, 2014, 2014

FOIA Compliance Officer
Northfield Twp HSD 225
3801 W Lake Ave
Glenview, IL 60026 1292

Dear Sir or Madam,

Pursuant to the Freedom of Information Act and the Illinois Educational Labor Relations Act, the following is a request for the following information electronically (preferably as an Excel file if at all possible):

- Names of all non-certified support staff employees and their hire dates;
- All support staff job titles;
- Work sites and corresponding addresses;
- The number of hours scheduled to work per week (or percentage appointment);
- The number of months scheduled to work per year;
- Bargaining unit status (i.e., whether or not they are covered by a collective bargaining agreement.) and, if they are in a bargaining unit, the name of the labor organization with which that unit is affiliated;
- Copies of any contracts the district has with subcontractors currently engaged in district support staff work (e.g., transportation services, food services, custodial services, etc.)

Please note that this request is going out to numerous school districts, across a large region, for data gathering and research purposes. This effort, therefore, is not only in regard to employees in your district. Additionally, it is not related to any matters regarding employees you may have currently represented by IEA (e.g., upcoming contract talks, etc.)

Please forward this information electronically at your earliest convenience. My email address is deniece.hopkins@ieanea.org. A follow-up e-mail of this request may be sent soon to facilitate this, but please allow the receipt of this letter to be the official request.

Lastly, please do not let inability to provide one or more of the specific items requested above to delay in preparing and providing the information that may be more readily accessible.

If you have any questions, don't hesitate to call. Thank you in advance for your attention to this request.

Sincerely,

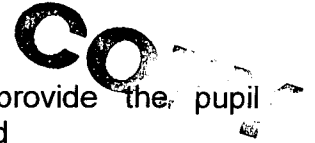
Deniece Hopkins

Deniece Hopkins
IEA – NEA
1860 W. Winchester Road Ste 202
Libertyville, IL 60048-5353
(O) 847/932.4140
(F) 847/932.4144
(E) deniece.hopkins@ieanea.org

PUBLIC SCHOOL PUPIL TRANSPORTATION SERVICES AGREEMENT

THIS AGREEMENT along with the terms and conditions stated in the bid documents is made and entered into as of the _____ day of _____ 2006, by and between the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois with principal offices at 1835 Landwehr Road, Glenview, Illinois 60026, (hereinafter called "DISTRICT"), and Laidlaw Transit, Inc., d/b/a Laidlaw Education Services, hereinafter called "CONTRACTOR", with its principal business offices located at 55 Shuman Boulevard, Suite 400, Naperville, Illinois 60563.

WITNESSETH



WHEREAS, DISTRICT has selected CONTRACTOR to provide the pupil transportation services for extracurricular activities described herein; and

WHEREAS, CONTRACTOR desires to provide such transportation services,

NOW, THEREFORE, in consideration of the covenants hereinafter contained, the parties agree as follows:

1. **TERM**

The term of this Agreement shall commence the first day of school in August 2006 and shall continue through last day of school of the 2008/09 school year. This agreement may be extended by mutual written agreement for two (2) additional one year periods.

2. **SCOPE OF SERVICES REQUIRED**

CONTRACTOR shall, during the term of this Agreement, supply and maintain such school buses (in quantity and capacity) and personnel as are required to fulfill DISTRICT's needs for "Extracurricular Transportation" as defined below.

"Extracurricular Transportation" shall mean the safe transportation of any and all pupils or other authorized persons as may be requested by DISTRICT for field trips, excursions, athletic activities or any other purpose designated by DISTRICT.

3. **CONTRACTOR REQUIREMENTS**

In the interpretation of this Agreement and the relations between CONTRACTOR and DISTRICT, CONTRACTOR shall be construed as being an independent contractor employed to provide transportation services only. Neither CONTRACTOR nor any of its employees shall be held or deemed in any way to be an agent, employee or official of DISTRICT. CONTRACTOR shall be responsible for, and hold DISTRICT harmless from any liability for unemployment taxes or contributions,

payroll taxes or other federal or state employment taxes. CONTRACTOR shall not hire or retain any individual that has been convicted for one of the offenses listed in Section 10-21.9 of the School Code. All expenses of operation maintenance shall be paid by CONTRACTOR. Further, CONTRACTOR agrees to

- A. Maintain facilities and bus fleet including preventative maintenance program.
- B. Recruit, select and train bus drivers.
- C. Keep records on all personnel.
- D. Keep time logs of arrivals and departures.
- E. Maintain and keep current on all Federal and State laws regarding transportation, along with school board policy.
- F. Maintain a written quality control manual.
- G. If necessary, provide data for DISTRICT to prepare necessary reports.
- H. Keep confidential history file on student bus conduct reports.
- I. Supply sufficient numbers of regular and substitute drivers to be available and properly trained.
- J. Be capable and experienced in school bus fleet operation and management.

4. EQUIPMENT

All school buses supplied by CONTRACTOR in performance of this Agreement will meet or exceed the standards established by the laws and regulations of the State of Illinois. CONTRACTOR will maintain the school buses used to provide transportation services under this Agreement in accordance to the laws and accepted industry maintenance standards. Such buses will be kept in a clean and sanitary condition and be open to examination by the SCHOOL DISTRICT at all times.

- A. All school buses are owned by CONTRACTOR.
- B. All buses are equipped with a working two-way radio communication system capable of transmitting on an exclusive frequency. All vehicles supplied under the Agreement, unless otherwise agreed, will be no less than 71 passenger capacity.
- C. At all times during the performance of this Agreement, the average age of all buses shall be no more than five (5) years and no bus shall be shall be more than ten (10) years old, unless otherwise agreed.
- D. The CONTRACTOR will be required to keep thorough, up to date records of all operating data and maintenance work done, and the DISTRICT shall have access

to these files. Examples would include: fuel mileage, oil usage, tire replacement and work repair orders.

E. The Assistant Superintendent for Business Affairs and his/her appointed representative retains the right to designate the maximum number of passengers per bus, as long as such number does not exceed the maximum number permitted by law.

5. **DRIVERS AND TRAINING** All driver and driver/trainer employees hired must have individual traffic and criminal records researched by CONTRACTOR to assure compliance with State and Federal laws. In addition, all drivers will be required to follow all Glenbrook High School District 225's transportation policies and regulations. Assigned driver and driver/ trainer qualifications will meet or exceed those specified to the CONTRACTOR by the DISTRICT, and each driver or driver/ trainer must possess a valid commercial driver's license as of the dates of service. Upon request of DISTRICT, and to the extent permitted under all applicable laws requiring that CONTRACTOR maintain the confidentiality of driver records, CONTRACTOR shall provide DISTRICT with the results of criminal checks and drug screens on drivers, driver / trainers or driver applicants. CONTRACTOR and DISTRICT shall coordinate delivery of such information in a manner to preserve confidentiality and meet legal requirements concerning such information.

CONTRACTOR shall provide qualified driver/trainers and qualified drivers, trained and licensed in accordance with the laws of the State of Illinois and the rules and regulations of DISTRICT to operate school buses. Not less than sixty (60) days prior to the start of any school year, DISTRICT shall advise CONTRACTOR of DISTRICT's requirements for training or qualification for drivers or driver/ trainers. CONTRACTOR will, to the extent such requirements do not conflict with state or federal laws, implement such requirements into its hiring and training programs for drivers servicing DISTRICT's students. Accordingly, CONTRACTOR agrees that each driver shall:

(1) Possess a valid license or permit issued by this State authorizing such person to operate a school bus.

(2) Be certified by a duly licensed medical practitioner as medically qualified and free of medical or physical conditions, which, absent reasonable accommodation, would limit safe operation of a school bus. The physical examination shall be conducted prior to employment and periodically thereafter.

(3) Successfully complete a course of training, including classroom instruction in school bus safety, pupil discipline, human relations, defensive driving, first aid, use of fire extinguisher, traffic laws, DISTRICT's policies and regulations and behind-the-wheel school bus driving instruction.

(4) Possess a satisfactory driving record and criminal history record, after review of such records prior to employment and periodically thereafter to the extent permitted or available by law.

(5) Prior to employment and from time-to-time thereafter, to the extent permitted by law, undergo such tests as may reveal, within a reasonable degree of medical or scientific certainty, the presence or absence of drugs or controlled substances in the body and such tests as may clinically reveal alcoholism or alcohol abuse. Negative findings for such tests shall be a condition of employment.

(6) Satisfy all requirements of the U.S. Department of Transportation, Federal Highway Administration in rendering transportation services regulated by that agency.

(7) Meet any other criteria required by law or by DISTRICT's policies, rules or regulations.

CONTRACTOR shall hold each driver responsible for:

(a) Supervising the loading and unloading of his or her bus at every pick-up and delivery point;

(b) Keeping informed of all rules and regulations affecting the operation of school buses and standards of conduct;

(c) Complying with all federal, state and local traffic laws while operating buses under this Agreement;

(d) Wearing an appropriate DISTRICT photo identification badge while on duty;

(e) Notifying CONTRACTOR's dispatcher by radio in the event of any traffic accident or medical emergency that involves a vehicle used in the performance of this Agreement. CONTRACTOR's dispatcher shall promptly advise the appropriate authorities and the DISTRICT's designee of the accident or emergency. CONTRACTOR's employees shall not be required to perform any medical functions for passengers.

B. Training Requirements

CONTRACTOR shall provide thorough instruction to drivers in compliance with state and federal safety and operations guidelines and regulations. The DISTRICT shall have the right to review course content. At a minimum, new hires will receive twenty (20) hours of classroom instruction and fifteen (15) hours of behind-the-wheel instruction prior to transporting students.

Additionally, CONTRACTOR will provide, to the extent required by the State of Illinois, instruction relative to defensive driving, CPR and First Aid for new hires and periodically for experienced employees as required by state regulation. Monthly safety

meetings will be held for all drivers, as required by state law. The meetings will cover safety topics as well as other issues of importance to the DISTRICT and CONTRACTOR.

6. **ROUTES AND SCHEDULES**

DISTRICT will give CONTRACTOR at least three (3) days advanced notice of field trips and athletics events.

7. **RECORDS AND REPORTS**

CONTRACTOR shall maintain such records and submit such information to DISTRICT to prepare reports, as are deemed necessary by the DISTRICT.

8. **INDEMNIFICATION**

CONTRACTOR agrees to indemnify, hold harmless and defend DISTRICT, it's governing board, officers, employees and agents from and against every claim or demand which may be made by any person, firm, or corporation, or any other entity arising from or caused by any act of neglect, default or omission of CONTRACTOR in the performance of this Agreement, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of DISTRICT, it's agents or employees.

9. **INSURANCE**

CONTRACTOR shall, at its expense, procure and keep in force during the entire term of this Agreement, General Liability and Automobile Liability Insurance to protect CONTRACTOR, its drivers and other personnel. CONTRACTOR shall provide General Liability limits of not less than \$5,000,000 each occurrence and aggregate bodily injury and property damage and \$5,000,000 Personal Injury each occurrence and aggregate; automobile liability limits of not less than TWENTY MILLION DOLLARS (\$20,000,000.00) combined single limit for bodily injury and damage to property for all owned, hired and non-owned autos. CONTRACTOR shall also maintain uninsured/underinsured motorist coverage and medical payments coverage in the amount of \$1,000,000. CONTRACTOR agrees to provide to DISTRICT a certificate of insurance evidencing such coverage and designating DISTRICT as an additional insured as its interest may appear for both the General and Auto Liability programs, and reference to the hold harmless and indemnification provisions in this contract. All insurance policies shall provide that no coverage shall be canceled except by thirty (30) days written notice to CONTRACTOR and DISTRICT. Insurer shall maintain a minimum A.M. Best's & Company rating of A or CONTRACTOR shall obtain insurance from a company mutually agreed upon between the CONTRACTOR and the DISTRICT. CONTRACTOR shall provide DISTRICT with a certificate of insurance as evidence of having statutory workers' compensation coverage at levels and in forms required by the laws in which CONTRACTOR shall operate for this Agreement.

10. **FORCE MAJEURE**

In the event CONTRACTOR is unable to provide the transportation services as specified in this Agreement because of any act of God, civil disturbance, fire, riot, war, terrorism, picketing, strike, labor dispute, governmental action or any condition or cause beyond CONTRACTOR's control, DISTRICT shall excuse CONTRACTOR from performance under this Agreement.

11. **ASSIGNMENT**

The services contemplated under this Agreement are deemed to be in the nature of personal services. CONTRACTOR shall not assign this Agreement without prior consent of DISTRICT. The parties agree that assignment by CONTRACTOR of any sums due and owing CONTRACTOR under this Agreement shall not constitute an assignment of the Agreement.

12. **BREACH OF CONTRACT**

If either party shall violate any of the covenants or duties imposed upon it by this Agreement, such violation shall entitle the other party to terminate this Agreement. The party desiring to terminate for such cause shall give the offending party thirty (30) days written notice and the opportunity to remedy the violation. If at the end of such time the party notified has not removed the cause of complaint or remedied the purported violation, then this Agreement shall be deemed terminated.

13. **PLACE OF CONTRACT**

COPY

All references in this contract to the "state" shall mean the State of Illinois. All regulations, laws and requirements of the state shall mean the regulations, laws or requirements of the State of Illinois.

14. **SEVERABILITY**

In the event any provision specified herein is held or determined by a court of competent jurisdiction to be illegal, void or in contravention of any applicable law, the remainder of the Agreement shall remain in full force and effect.

15. **EVALUATION**

The DISTRICT's representative and CONTRACTOR shall meet quarterly to discuss the level of performance. CONTRACTOR shall receive written notice of any unsatisfactory evaluation.

16. **COMPENSATION**

CONTRACTOR shall submit monthly billing statements no later than ten (10) days prior to each monthly Board meeting delineating services provided during the previous month. The billing should also delineate all deductions related to the implementation of the penalty clause. Penalty clause deductions will appear on the billing for subsequent month's service, thereby being deferred for a 30-day period. See Attachment A.

17. **RULES**

DISTRICT shall have the authority to establish rules covering the conduct of students. The failure of any driver assigned to the performance of this Agreement to obey and enforce all rules established by the DISTRICT with respect to the transportation of students by bus, shall be sufficient reason for the removal of such driver from the performance of this contract upon the request of the DISTRICT.

18. **SAFETY PRECAUTIONS**

- A. All traffic regulations must be observed at all times.
- B. Each driver shall remain with his/her bus at all times whether in route or at a school building.
- C. Each driver shall use care to guard students, prevent undue overcrowding, and maintain order on the bus without use of force or fear. Any student refusing to obey the driver will be reported to the school authorities whose decision and action in the matter will be final.
- D. All students riding the buses will be carried to their designated stops. No student shall be allowed to get off at a stop other than his/her designated stops.
- E. In the cases of emergency, which necessitates the cancellation of bus service on the part of either party, DISTRICT or CONTRACTOR shall be notified as soon as it is apparent that school will be closed or that buses will not operate and the extracurricular activity has been cancelled. Whenever the buses will not operate because of hazardous driving conditions, caused by snow or other Acts of God, CONTRACTOR shall make every effort to notify the Assistant Superintendent of Business Affairs or his/her designee within a reasonable time of the activity/trip. If DISTRICT notifies CONTRACTOR that the activity/trip has been cancelled for any other reason than what is provided in this paragraph, DISTRICT will not be obligated to pay for the cancelled extracurricular activity.

19. **INTERRUPTION IN SERVICE**

In the event CONTRACTOR is unable to provide the services delineated in this contract, DISTRICT may contract for similar service elsewhere and CONTRACTOR shall be liable for any additional costs which DISTRICT may incur in securing such services.

20. **NOTICES TO PARTIES**

All notices to be given by the parties to this Agreement shall be in writing and served by depositing same in the United States Mail, postage prepaid, registered or certified mail.

Notices to DISTRICT shall be addressed to:

Kimberley Ptak, Director of Operations and Purchasing
Northfield Township High School District 225
1835 Landwehr Road
Glenview, IL 60026

And:

Notices to CONTRACTOR shall be addressed to:

Barbara Williams, Branch Manager
Laidlaw Education Services
200 Shepard Ave.
Wheeling, IL 60090

With a copy to:
Laidlaw Education Services
55 Shuman Boulevard
Suite 400
Naperville, IL 60563
Attention: General Counsel
Fax: (630) 355-1842

DISTRICT or CONTRACTOR may change its address of record for receipt of official notice by giving the other written notice of such change and any necessary mailing instructions.

21. **ENTIRE AGREEMENT**

This Agreement sets forth the entire agreement between DISTRICT and CONTRACTOR concerning the subject matter hereof. There are no representations; either oral or written, between DISTRICT and CONTRACTOR other than those contained in this Agreement.

22. COMPLIANCE WITH THE LAW

Notwithstanding any contrary provision in this Agreement, CONTRACTOR shall comply with federal, state and local laws, rules and regulations in providing transportation services described herein.

IN WITNESS WHEREOF, the parties hereto have executed the Agreement in duplicate the day and year first hereinabove written.

LIDLAW TRANSIT, INC.
d/b/a Laidlaw Education Services

By: [Signature]
Title: Vice President / GM

Attest:

By: Carol A. Metz
Title: Admin.

Glenbrook District #225

[DISTRICT]

By: Kimberly Uptak / Kim Uptak
Title: Director of Purchasing / Ops

Attest:

By: _____
Title: _____

ATTACHMENT A

Contractor shall perform the following services for the agreed upon compensation of \$35.00 per hour per bus with a minimum compensation of three (3) hours per bus, per trip.

A. All tolls and parking incurred during a trip are the responsibility of the district and should either be paid at time of service or will be included as part of trip invoicing upon completion of trip.

B. Any overnight trips requiring driver to stay with a group will include an additional fee of \$100 per driver per night.

THE
GLENBROOK
HIGH SCHOOLS

Northfield Township High School District 225

1835 LANDWEHR ROAD
GLENVIEW, ILLINOIS 60025-1289
PHONE: (847) 486-4725
FAX: (847) 486-4734

Assistant Superintendent for Business Affairs

May 19, 2008

Mr. John P. Buxton
Region Operations Manager – Northern Illinois
First Student, Inc.
184 Shuman Blvd, Suite 300
Naperville, IL 60563

Re: Extension Agreement for Glenbrook HSD #225

Dear John:

Enclosed, please find 2 originals of the extension agreement between First Student and Glenbrook HSD #225. I have signed both copies, and my secretary has attested to my signature. Once they have been countersigned, I would appreciate receiving one signed original.

If you have any questions, please don't hesitate to contact me at 847-486-4725. Thank you.

Sincerely,



Dr. Craig A. Schilling
Assistant Superintendent of Business Affairs

CAS/lbw

**FIRST AMENDMENT AND EXTENSION TO THE PUPIL
TRANSPORTATION SERVICES AGREEMENT BETWEEN NORTHFIELD
DISTRICT #225 AND FIRST STUDENT**

THIS AMENDMENT ("Amendment") is made by and effective as of the 19 th day of May, 2008 by and between NORTHFIELD DISTRICT #225 with principal offices at 1835 Landwehr Road, Glenview, IL 60026 hereinafter called "DISTRICT" and First Student, with its national headquarters at 705 Central Ave., Suite 500, Cincinnati, OH 45202 and principal business offices for purposes of this Agreement located at 184 Shuman Blvd., Suite 300, Naperville, IL 60563 hereinafter called "CONTRACTOR," and collectively called "Parties."

WHEREAS, the Parties entered into that certain Pupil Transportation Services Agreement dated July 1, 2006; (hereinafter the "Agreement"); and all contingencies placed upon the bid specifications, and

WHEREAS, the Parties desire to amend certain provisions of the Agreement and extend its term effective July 1, 2009;

NOW, THEREFORE, the Parties mutually agree as follows:

All terms used herein, unless otherwise defined in this Amendment, shall have the same meaning as set forth in the Agreement. Following the effective date of this Amendment, future references to the Agreement in any communication or document between the DISTRICT and CONTRACTOR shall mean the Agreement incorporating the changes and/or additions in this Amendment. The terms of this Amendment shall control over any conflicting/inconsistent terms from the Agreement but otherwise the Agreement will remain in full force and effect.

1. **TERM** The term of the Agreement shall extend for two (2) additional years, commencing July 1, 2009 and continuing through June 30, 2011; thereafter this Agreement may be extended on a year-to-year basis by mutual agreement of the parties, subject to the operation of Ill. Compiled Stat., Ch. 105, Sec. 5/296.1, as amended from time to time.
2. **COMPENSATION** Commencing July 1, 2009, the rates of compensation payable hereunder during the ensuing Contract Year shall be calculated in accordance with Exhibit "A" and are based on current number of routes. The percentage increase for all rates in the 2009-10 school year will be based upon the average change in percentage of the CPI-U year over year in effect as of January 1,

2009. The percentage increase for all rates in the 2010-11 school year will be based upon the average change in percentage of the CPI-U year over year in effect as of January 1, 2010.

3. **INDEMNIFICATION** CONTRACTOR agrees to indemnify, hold harmless and defend DISTRICT, its employees, agents and Board Members from and against every claim or demand which may be made by any person, firm, or corporation, or any other entity arising from or caused by any act of neglect, default or omission of CONTRACTOR in the performance of this Agreement, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of DISTRICT, its agents, employees or Board Members.
4. **INSURANCE** Insurance maintained by CONTRACTOR pursuant to this Agreement shall name DISTRICT as additional insured as its interest may appear for claims arising under this Agreement.
5. **ASSIGNMENT** This Agreement shall not be assigned by the parties hereto, without the written consent of the District, which consent shall not be unreasonably withheld or delayed. However, the Contractor may assign this Agreement if the assignment is made to a parent, subsidiary, related or affiliated company. At all times the parent, First Group America Inc., shall be ultimately responsible for performance under this Agreement

6. **NOTICE TO PARTIES**

All notices to be given by the Parties to this Agreement shall be in writing and serviced by depositing same in the United States Mail, certified mail.

Notices to DISTRICT shall be addressed to:

Craig Schilling, Assistant Superintendent for Business Affairs
Northfield District #225
1835 Landwehr Road
Glenview, IL 60026

Notices to CONTRACTOR shall be addressed to:

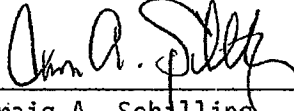
Mr. John Buxton
Region Operations Manager - Northern Illinois
First Student
184 Shuman Blvd, Suite 300,
Naperville, IL 60563

With a copy to:

General Counsel
FirstGroup America
705 Central Avenue
Suite 300
Cincinnati, OH 45202


IN WITNESS WHEREOF, this Amendment has been signed and executed in duplicate on behalf of the parties hereto by persons duly authorized on the day and year first written above.

NORTHFIELD DISTRICT 225

By: 
Craig A. Schilling

Title: Asst. Superintendent for
Business Affairs

ATTEST:

By: 
Lisa Beth Wall

FIRST STUDENT

By: 

Title: Region VP
7/28/08

ATTEST:

By: 

Attachment A
Northfield District #225

<u>School year</u> <u>Routes</u>	2008- 09	2009-10	2010-11
		Rates to increase by the average change in CPI-U from December 2007 to December 2008	Rates to increase by the average change in CPI-U from December 2008 to December 2009
<u>71 passenger per bus/per day</u>	\$212.18		
<u>84 passenger - per bus/per day</u>	\$218.00		
<u>All Day Shuttle - per day</u>	\$278.10		
<u>Late Activity - per bus/per day</u>	\$44.29		
<u>GLENBROOK OFF CAMPUS - per occurrence</u>	\$463.50		
<u>Trips - per hour (3.0 hours minimum per bus/per trip)</u>	\$37.13		

Start Date	Last Name	First Name	Position	Assignment
07/01/2002	Adam	Razzouk	Maintenance	Evening Custodian
10/15/1987	Adlon	Kyle	Maintenance	Day Custodian
08/27/2009	Afendras	Marigo	Instructional Assistant	Transition Aide
07/01/2013	Agins	Joan	Secretarial/Clerical	Accountant
03/22/2010	Ahmed	Zia	Support Staff	Technology
03/03/2009	Ainscough	Erik	Maintenance	Evening Custodian
08/21/2012	Albeker	Laura	Secretarial/Clerical	Department Assistant
08/26/2002	Allen	Patrick	Maintenance	Evening Custodian
03/17/2008	Aloy	Nicolette	Secretarial/Clerical	Department Assistant
08/09/2004	Alpert	Amelia	Secretarial/Clerical	Executive Assistant
11/14/2005	Anderson	Amanda	Support Staff	Asst Athletic Trainer
08/22/2005	Anderson	Lars	Instructional Assistant	1:1 Aide
08/25/2009	Anderson Jr	Walter	Instructional Assistant	1:1 Aide
08/22/2006	Antolovic	Halina	Instructional Assistant	Transition Aide
08/06/2007	Arechar	Miguel	Maintenance	Evening Custodian
01/14/2010	Asquini	Michael	Maintenance	Maintenance
07/01/2013	Bachula	Chester	Maintenance	Plant Operations Supervisor
09/10/2001	Baerson	Edith	Secretarial/Clerical	Executive Assistant
06/16/2003	Baig	Tariq	Support Staff	Technology
07/01/2002	Bailey	Claudia	Secretarial/Clerical	Executive Assistant
01/24/2011	Balabanos-Bank	Margaret	Instructional Assistant	General Assignment
09/13/2011	Barber	Kyle	Instructional Assistant	TLC Aide
07/03/2000	Barham	Hirms	Maintenance	Evening Custodian
08/21/2007	Barkho	Sahar	Maintenance	Day Custodian
02/23/1998	Benitez	Javier	Maintenance	Day Custodian
10/06/2008	Bennett	Juliet	Paraprofessional	Safety/Security
08/21/2012	Benvenuti	Jack	Instructional Assistant	Transition Aide
09/27/2011	Benvenuti	Joy	Instructional Assistant	Student Instruction Aide
09/04/2007	Beranek	Cynthia	Instructional Assistant	Lab Manager
09/22/1998	Berger	Louise	Secretarial/Clerical	College Coordinator
08/22/2006	Berk	Lauren	Instructional Assistant	Student Instruction Aide
08/28/2014	Biscotakis	Georgia	Instructional Assistant	Classroom Aide
12/20/1993	Bish	Scott	Maintenance	Maintenance
09/03/2002	Boarini	Matthew	Maintenance	Evening Custodian
08/25/2014	Boczek	Robert	Paraprofessional	Safety/Security
08/08/2001	Boklewski	Jean	Secretarial/Clerical	Executive Assistant
08/16/2010	Bond	Robert	Support Staff	Head Swim Coach GBQ
04/06/2011	Bourne	Eileen	Secretarial/Clerical	Department Assistant
08/27/1993	Boyle	Michael	Instructional Assistant	Lab Manager
08/25/2014	Brander	Dawn	Secretarial/Clerical	Receptionist
02/25/1999	Braun	Kevin	Instructional Assistant	Lab Manager
07/23/2003	Brown	Kelly	Support Staff	Head Swim Coach GBQ
08/24/2001	Brown-Harris	Melissa	Paraprofessional	Safety/Security
08/25/2014	Cain	Andrea	Instructional Assistant	General Assignment
09/12/1990	Calabrese	Randy	Maintenance	Grounds
09/26/1994	Calucci	Susan	Maintenance	Locker Room Attendant
01/06/2014	Canary	Margaret	Instructional Assistant	Transition Aide
09/21/1979	Carabez	Hector	Instructional Assistant	DLS Cross Categorical

09/08/1997	Carello	Phil	Instructional Assistant	DLS Cross Categorical
08/21/1989	Carlson	Paul	Support Staff	AV Coordinator
09/20/2010	Cartagena	Hector	Maintenance	Evening Custodian
09/19/2001	Casey	Barbara	Paraprofessional	Safety/Security
08/07/2007	Casey	John	Instructional Assistant	Lab Manager
08/04/2003	Catsaros	Anthony	Support Staff	Athletic Trainer
08/26/2002	Catsaros	Helen	Paraprofessional	Safety/Security
08/19/2013	Chacheva	Asya	Instructional Assistant	General Assignment
08/19/2014	Chandiles	Maria	Secretarial/Clerical	Department Assistant
08/08/2011	Chernyavsky	Michael	Maintenance	Evening Custodian
08/26/2002	Chowdhury	Rubel	Maintenance	Maintenance
09/05/2006	Coady	Angela	Instructional Assistant	1:1 Aide
07/28/1997	Collazo	Antonio	Maintenance	Evening Custodian
01/03/1990	Collazo	Egrain	Maintenance	Maintenance
08/22/2006	Collins	Steven	Instructional Assistant	General Assignment
02/28/2000	Collins	Susan	Paraprofessional	Safety/Security
10/06/2014	Condon	Emily	Instructional Assistant	1:1 Aide
01/08/2001	Coombs	Katherine	Secretarial/Clerical	Schedular
08/18/2006	Cowell	Robert	Instructional Assistant	ELL Aide
09/03/1997	Cowin	Angela	Secretarial/Clerical	Attendance Specialist
10/30/2006	Crews	Evelyn	Instructional Assistant	Lab Manager
08/25/2014	Cummings	Robert	Instructional Assistant	General Assignment
07/23/2001	Curington	Allen	Maintenance	Day Custodian
08/11/2014	Czajka	Francis	Paraprofessional	Security Coordinator
08/19/2013	Czaplewski	Mary	Instructional Assistant	1:1 Aide
08/25/2008	Daniels	Darlene	Paraprofessional	Safety/Security
08/06/2007	Dankha	Adam	Maintenance	Grounds
04/21/2008	Davito	Jeanne	Secretarial/Clerical	Executive Assistant
03/10/2008	De La Paz	Angel	Secretarial/Clerical	Accountant
10/15/2007	Dean	Debbie	Secretarial/Clerical	Department Assistant
10/03/1988	DeMaio	Robert	Maintenance	Maintenance
08/09/2010	Demeas	Daisy	Maintenance	Evening Custodian
11/28/2011	Denofrio	Nicole	Instructional Assistant	Classroom Aide
08/25/2000	Deschamps	Kimberly	Paraprofessional	Safety/Security
04/21/2008	Dobin	Mikhail	Maintenance	Evening Custodian
08/11/2008	Dobrin	Marlene	Secretarial/Clerical	Department Assistant
02/24/1999	Doebler	Christopher	Support Staff	Technology
08/24/1995	Doody	Kenneth	Instructional Assistant	Classroom Aide
08/25/2014	Drake	Richard	Instructional Assistant	1:1 Aide
05/13/2014	Dupke	Shane	Secretarial/Clerical	Department Assistant
12/29/1998	Duran	Mario	Maintenance	Day Custodian
	Duran	Mario	Maintenance	Locker Room Attendant
09/04/2007	Dusza	Christopher	Support Staff	Technology
02/20/2008	Edwardson	Lindsay	Instructional Assistant	Classroom Aide
10/07/1998	Egebrecht	Diane	Paraprofessional	Safety/Security
08/11/2014	Etherton	Carol	Secretarial/Clerical	Library Assistant
08/01/2002	Ewen	Robert	Maintenance	Evening Custodian
07/31/2008	Fastert	Matthew	Support Staff	Fitness Coordinator
08/11/2009	Ferrer	Joel	Maintenance	Evening Custodian
01/05/1998	Flannery-Day	Mary	Secretarial/Clerical	Department Assistant
	Flannery-Day	Mary	Secretarial/Clerical	Department Assistant
02/20/2014	Flaws	Kenneth	Paraprofessional	Safety/Security

07/02/1986	Fleischauer	Scott	Maintenance	Maintenance
08/19/2009	Florczak	Alexander	Maintenance	Evening Custodian
10/23/2012	Foster	Rick	Maintenance	Evening Custodian
03/01/1991	Frantell	Richard	Maintenance	Maintenance
08/24/2003	Frid	Roman	Maintenance	Evening Custodian
12/11/2002	Friske	David	Maintenance	Day Custodian
08/26/2002	Furse	Catherine	Paraprofessional	Safety/Security
07/01/1997	Gabler	Susan	Secretarial/Clerical	Library Assistant
11/20/2000	Gambill	Gayle	Secretarial/Clerical	Payroll
02/19/2008	Gan	Alexandra	Secretarial/Clerical	Accountant
10/06/2014	Garza	Christopher	Instructional Assistant	1:1 Aide
09/26/2005	Geallis	Elaine	Secretarial/Clerical	Executive Assistant
11/08/2012	Geanconteri	Mary Lou	Secretarial/Clerical	Executive Assistant
07/06/2010	Geddeis	Karen	Support Staff	Director
08/25/2003	Gleason	William	Paraprofessional	Safety/Security
01/06/2014	Gonzalez	Luis	Maintenance	Evening Custodian
08/24/2011	Goodrich	Michelle	Instructional Assistant	Nursery School
03/10/1999	Goodrich	Rosanne	Secretarial/Clerical	Department Assistant
10/03/2006	Griffin	Peter	Instructional Assistant	1:1 Aide
01/01/2013	Guertin	Marianne	Paraprofessional	Safety/Security
08/22/2011	Guilde	Andrew	Instructional Assistant	General Assignment
08/11/2009	Gutierrez	Roberto	Maintenance	Evening Custodian
08/25/2009	Hahn	Susan	Instructional Assistant	Job Coach
03/21/1977	Haley	Charles	Maintenance	Day Custodian
08/29/2007	Hall	Susan	Instructional Assistant	Classroom Aide
11/16/2009	Halm	Alison	Instructional Assistant	Student Instruction Aide
08/21/2001	Halm	Steven	Instructional Assistant	Student Instruction Aide
10/13/2008	Halpern	Margot	Secretarial/Clerical	Attendance Specialist
08/22/2005	Hammer	Linda	Instructional Assistant	1:1 Aide
10/02/1989	Hargesheimer	Kathleen	Secretarial/Clerical	Test Coordinator
02/25/2013	Harrington	Rachel	Secretarial/Clerical	Attendance Specialist
01/24/2011	Hasnas	Kimberly	Instructional Assistant	Student Instruction Aide
01/03/2011	Hawke	Anita	Instructional Assistant	Classroom Aide
03/26/1999	Henriot	Jean-Louis	Maintenance	Maintenance
02/17/2009	Hessler	Ross	Maintenance	Evening Custodian
	Hessler	Ross	Maintenance	Maintenance
07/13/1987	Hickman	Patrick	Maintenance	Grounds
08/21/2012	Holmbeck	Jennifer	Instructional Assistant	Swim Pool
08/16/2011	Holmblad	Jonathan	Maintenance	Evening Custodian
08/15/2000	Huebner	Lynette	Secretarial/Clerical	Department Assistant
03/23/2010	Ibarra	Angelica	Secretarial/Clerical	Library Assistant
	Ibarra	Angelica	Secretarial/Clerical	Library Assistant
08/26/1997	Ijaz	Imran	Paraprofessional	Safety/Security
01/14/2005	Imbo	Ralph	Maintenance	Maintenance
07/12/2010	Iriarte	Miguel	Maintenance	Evening Custodian
11/08/1999	Iriarte	Rafael	Support Staff	Technology
08/21/2013	Jacob	Leslie	Instructional Assistant	Classroom Aide
08/25/2014	Joe	Alex	Instructional Assistant	Classroom Aide
03/01/1991	Johnson	Gregory	Maintenance	Evening Custodian
01/07/2002	Johnston	Traci	Secretarial/Clerical	Department Assistant
	Johnston	Traci	Secretarial/Clerical	Department Assistant

08/22/2006	Jost	John	Maintenance	Locker Room Attendant
08/25/2014	Jou-Kim	Christina	Instructional Assistant	Classroom Aide
12/19/1997	Julien	Brian	Maintenance	Evening Custodian
08/30/1989	Karp	Karen	Secretarial/Clerical	Executive Assistant
04/10/1995	Kats	Anatoliy	Maintenance	Day Custodian
08/25/2008	Keady	Michael	Paraprofessional	Safety/Security
04/03/2006	Kennedy	Joanne	Instructional Assistant	Classroom Aide
08/26/2014	Kim	Jiyoung	Instructional Assistant	Korean Liasion
05/16/2011	Kiraly	KyleAnne	Instructional Assistant	Classroom Aide
04/17/2000	Kirch	Karin	Secretarial/Clerical	Executive Assistant
10/09/1989	Kirchler	Bernice	Secretarial/Clerical	Executive Assistant
01/11/1994	Klopp	Mark	Maintenance	Maintenance
08/25/2014	Knight	Michelle	Instructional Assistant	1:1 Aide
08/26/2002	Koch	Sherry	Instructional Assistant	1:1 Aide
09/06/2011	Koliopoulos	Irene	Instructional Assistant	Student Instruction Aide
07/01/2014	Kolos	Dariusz	Maintenance	Asst Plant Operator
08/01/2002	Korshukov	Igor	Maintenance	Evening Custodian
08/25/2008	Kotlarz	Leanne	Instructional Assistant	Nursery School
11/13/1978	Kozeluh	Cynthia	Secretarial/Clerical	Executive Assistant
10/01/2013	Krakauer	Melanie	Support Staff	Public Relations
09/28/1981	Krock	Dean	Maintenance	Plant Operations Supervisor
08/25/2014	Kudert	Grant	Instructional Assistant	Classroom Aide
10/12/2009	Kujawinski	Phillip	Support Staff	Technology
03/02/2009	Kus	Alice	Secretarial/Clerical	Department Assistant
08/25/2014	Kusek	Jill	Instructional Assistant	Classroom Aide
08/26/1997	LaMie	Brad	Instructional Assistant	Fitness Center
08/22/2011	Lasky	Scott	Instructional Assistant	General Assignment
02/19/2013	Lee	Sarah	Instructional Assistant	Behavior Disorders
08/01/2005	Lempa	Colleen	Support Staff	Asst Athletic Trainer
09/22/2004	Levchenko	Elizabeth	Secretarial/Clerical	Test Coordinator
08/24/1998	Lopez	Rafael	Maintenance	Evening Custodian
02/02/2009	Lopez Jr	Victor	Paraprofessional	Safety/Security
01/05/1998	Lopez-Ramirez	Arturo	Maintenance	Evening Custodian
08/24/1998	Lopez-Ramirez	Raul	Maintenance	Evening Custodian
08/25/2014	Lopez-Rivera	Joan	Instructional Assistant	General Assignment
09/19/2005	Lukas	Rhonda	Secretarial/Clerical	Executive Assistant
08/25/2003	Mackie	Rosanne	Secretarial/Clerical	Executive Assistant
07/09/2008	Maddox	Suzan	Secretarial/Clerical	Executive Assistant
08/25/2014	Maier	Lisa	Instructional Assistant	General Assignment
02/15/2011	Maloney	Annette	Secretarial/Clerical	Executive Assistant
10/21/2008	Mancilla Garcia	Pedro	Maintenance	Evening Custodian
07/27/2009	Manly	Ryan	Support Staff	Technology
11/22/2002	Manso	Mary	Instructional Assistant	School Nurse
	Manso	Mary	Secretarial/Clerical	Home Instruction Coordinator
08/18/2014	Manusar	Mary	Instructional Assistant	School Nurse
08/25/2008	Marushka	Lydia	Instructional Assistant	Transition Aide
02/03/2003	Maskin	Debra	Secretarial/Clerical	Registrar
08/19/2013	Matsunaga	Bridget	Instructional Assistant	Swim Pool
08/25/2014	McCaffrey	Kevin	Instructional Assistant	LAC
08/11/2008	McGuire	Carolyn	Secretarial/Clerical	Department Assistant
11/04/2002	McInerney	William	Instructional Assistant	LAC

08/25/2014	McKenzie	Alexandra	Instructional Assistant	Classroom Aide
11/26/2007	McLaughlin	Kathleen	Instructional Assistant	DLS Cross Categorical
08/26/1997	Mechales	Stacey	Instructional Assistant	Classroom Aide
08/05/2013	Meister	Amy	Secretarial/Clerical	Department Assistant
08/25/2008	Mette	Delbert	Instructional Assistant	General Assignment
10/09/2006	Meyer	Eric	Support Staff	Technology
02/23/2000	Mocarski	Jerry	Paraprofessional	Safety/Security
08/09/1985	Monaghan	Joel	Support Staff	Auditorium Supervisor
08/20/2013	Monk	Russell	Support Staff	Fitness Coordinator
05/28/1986	Moozakis	Richard	Maintenance	Grounds
10/01/2014	Morley	Nicholas	Paraprofessional	Safety/Security
10/05/1998	Morris	Bonita	Secretarial/Clerical	Attendance Specialist
08/21/2012	Morse	Sandra	Instructional Assistant	Job Coach
09/06/2006	Mulloy	Joseph	Instructional Assistant	1:1 Aide
08/23/1999	Murdough	Charles	Support Staff	AV Coordinator
09/29/2010	Murdy	Brian	Maintenance	Asst Plant Operator
08/18/1997	Murray	Ann	Secretarial/Clerical	Executive Assistant
08/25/2014	Musa	Lena	Instructional Assistant	ELL Aide
02/06/2013	Nabolotny	Michael	Paraprofessional	Safety/Security
01/19/1989	Nardini	Andy	Maintenance	Day Custodian
08/21/2012	Nellans	Barbara	Instructional Assistant	Transition Aide
08/24/2011	Nelson	Angela	Maintenance	Locker Room Attendant
03/03/2011	Nelson	Jill	Instructional Assistant	1:1 Aide
01/19/1999	Neubauer	Amelia	Secretarial/Clerical	Department Assistant
08/11/2014	Nevin	Rosa	Secretarial/Clerical	Department Assistant
10/16/2014	Nolan	Patrick	Support Staff	Fitness Coordinator
08/14/2013	O'Brien	Kathleen	Secretarial/Clerical	Department Assistant
08/14/1984	O'Connell	Thomas	Support Staff	Athletic Trainer
10/15/2012	O'Dwyer	Catherine	Instructional Assistant	Classroom Aide
08/25/2014	Oliveric	Elvis	Instructional Assistant	Student Instruction Aide
10/12/2009	Olson	Ellyce	Secretarial/Clerical	Department Assistant
10/01/2007	Olson	Stephanie	Support Staff	Technology Trainer
11/04/2013	O'Neil	Calley	Support Staff	Technology Trainer
03/17/1997	Ossey	James	Instructional Assistant	General Assignment
08/24/2001	Ossey	Troy	Instructional Assistant	Lab Manager
01/05/1998	Ostrovskaya	Alla	Support Staff	Technology
08/21/2012	Pak	Polina	Instructional Assistant	Classroom Aide
08/30/2010	Palmer	Victoria	Secretarial/Clerical	Executive Assistant
08/11/2008	Panzer	Jodie	Instructional Assistant	Lab Manager
08/19/2013	Pavic	Lisa	Instructional Assistant	General Assignment
01/06/1992	Peacock	Jody	Secretarial/Clerical	Receptionist
04/19/2000	Pehlke	Robin	Secretarial/Clerical	Executive Assistant
10/08/2003	Pereira-Godoy	Ana	Instructional Assistant	Hispanic Liaison
08/28/2006	Perez	Rodolfo	Instructional Assistant	Classroom Aide
08/15/2011	Pierre	Frantz	Maintenance	Evening Custodian
08/21/2012	Pipkin	Stephen	Instructional Assistant	Classroom Aide
09/03/2013	Pollina	Michele	Secretarial/Clerical	Executive Assistant
08/12/2002	Pouplikollas	Alex	Maintenance	Day Custodian
11/27/1995	Pouplikollas	Lucinda	Secretarial/Clerical	Department Assistant
09/08/2014	Powers	Kimberly	Instructional Assistant	Swim Pool
06/13/2012	Preuss	Kristin	Instructional Assistant	Learning Disabilities
03/31/2014	Prizant	Andrea	Instructional Assistant	1:1 Aide

08/21/2006	Regal	Linda	Secretarial/Clerical	Executive Assistant
	Regal	Linda	Secretarial/Clerical	Executive Assistant
	Regal	Linda	Secretarial/Clerical	Executive Assistant
08/07/2002	Reilly	Anthony	Maintenance	Asst Plant Operator
08/26/1992	Reisman	Sherry	Instructional Assistant	1:1 Aide
	Reisman	Sherry	Instructional Assistant	DLS Cross Categorical
11/08/2004	Rivera	Jorge	Maintenance	Evening Custodian
09/01/2005	Rodriguez-Lopez	Juan	Maintenance	Evening Custodian
12/19/2003	Roman	Joel	Maintenance	Evening Custodian
01/06/2014	Ruder	Brian	Instructional Assistant	Transition Aide
08/14/1996	Rudolfi	Ellie	Secretarial/Clerical	Department Assistant
05/21/1997	Rudolfi	Fred	Maintenance	Evening Custodian
09/07/2004	Ryan	Terri	Secretarial/Clerical	Attendance Specialist
07/01/1994	Savage	Sean	Maintenance	Evening Custodian
08/26/1997	Sawicki	Donna	Paraprofessional	Safety/Security
08/28/1995	Schneider	Deborah	Secretarial/Clerical	Executive Assistant
08/25/2014	Schneider	Linda	Instructional Assistant	1:1 Aide
08/25/2000	Schulhof	Steven	Paraprofessional	Safety/Security
11/14/2013	Seaborg	Eric	Instructional Assistant	Student Instruction Aide
08/25/2009	Shaoul	Brian	Instructional Assistant	Transition Aide
08/04/2014	Shipp	Megan	Support Staff	Asst Athletic Trainer
12/03/1999	Shore	Suzanne	Instructional Assistant	School Nurse
09/16/1996	Siegert	Patricia	Secretarial/Clerical	College Coordinator
04/25/1988	Simmers	Kurt	Support Staff	Technology
08/05/1999	Simons	Benjamin	Maintenance	Grounds
08/27/2001	Sly	Lisa	Support Staff	Technology Trainer
08/27/1999	Sly	Robert	Support Staff	Technology
08/22/2011	Smith	Austin	Instructional Assistant	Classroom Aide
09/03/2013	Smith	Kenneth	Instructional Assistant	Behavior Disorders
01/08/2014	Smith	Kristin	Instructional Assistant	Student Instruction Aide
08/25/2008	Sorkin	Karla	Instructional Assistant	Transition Aide
08/11/2008	Sormaz	Sandra	Secretarial/Clerical	Registrar
03/02/2010	Sotelo	Daniel	Maintenance	Evening Custodian
08/24/2001	Sparkes	LeeElyn	Instructional Assistant	Classroom Aide
08/23/1999	Spellman	Julie	Instructional Assistant	General Assignment
09/29/1997	Spero	Peter	Support Staff	Technology
08/25/2014	Stankowicz	Frank	Paraprofessional	Safety/Security
08/27/1990	Stanonik	John	Instructional Assistant	Behavior Disorders
03/31/2008	Starcevich	Diana	Secretarial/Clerical	Department Assistant
08/19/2013	Stoczany	Kathryn	Instructional Assistant	Learning Disabilities
08/25/2009	Stoll	Luanne	Instructional Assistant	Classroom Aide
10/06/2000	Summerfelt	Michael	Paraprofessional	Safety/Security
02/05/1996	Surace	John	Maintenance	Evening Custodian
08/05/2013	Swanson	Jennifer	Secretarial/Clerical	Department Assistant
08/25/2014	Swierczek	Natalia	Instructional Assistant	Classroom Aide
09/18/2000	Szpisjak	Steven	Instructional Assistant	Classroom Aide
08/25/2014	Szymanski	Karolyn	Secretarial/Clerical	Attendance Specialist
10/01/2009	Taylor	Dawn	Instructional Assistant	Transition Aide
08/03/2000	Taylor	Joseph	Maintenance	Evening Custodian
12/07/1999	Thompson	Neville	Maintenance	Evening Custodian
01/24/2001	Ticho	Amy	Instructional Assistant	Classroom Aide
07/01/2014	Timm	Janet	Secretarial/Clerical	Payroll

10/03/2006	Timpe	Debbie	Secretarial/Clerical	Executive Assistant
08/20/2013	Tomczak	Blake	Instructional Assistant	1:1 Aide
11/26/1996	Torres	Margaret	Secretarial/Clerical	Schedular
10/13/2011	Travers	Renee	Secretarial/Clerical	IMC Coordinator
03/26/1990	Valles	Christine	Secretarial/Clerical	Executive Assistant
10/03/2006	Vander Kuur	Dennis	Instructional Assistant	Lab Manager
08/23/2010	Voss	Jonathan	Instructional Assistant	Classroom Aide
07/17/2000	Wagner	Tina	Secretarial/Clerical	Department Assistant
04/26/1999	Wall	Lisa	Secretarial/Clerical	Executive Assistant
02/28/1985	Wargaski	Margaret	Secretarial/Clerical	Executive Assistant
08/24/1999	Watermann	Patricia	Instructional Assistant	School Nurse
10/20/2003	Wawryk	Jennifer	Secretarial/Clerical	Executive Assistant
01/29/2013	Weiner	Justin	Instructional Assistant	General Assignment
02/19/2009	Werker	Susan	Secretarial/Clerical	Receptionist
02/05/2009	West	Carol	Instructional Assistant	Transition Aide
12/06/2004	Whisler	Daniel	Maintenance	Plant Operations Supervisor
08/23/2010	White	Anne	Instructional Assistant	Job Coach
05/11/2009	William	Ivan	Maintenance	Evening Custodian
01/08/2001	Williams	Bill	Maintenance	Evening Custodian
07/01/2002	Williams	Clifford	Maintenance	Evening Custodian
08/26/1998	Winkle	Gary	Paraprofessional	Safety/Security
06/16/1980	Winship	Richard	Support Staff	Auditorium Supervisor
08/25/2008	Winston	Carol	Instructional Assistant	Transition Aide
08/21/2007	Wolter	James	Instructional Assistant	Swim Pool
02/17/2004	Wood	James	Paraprofessional	Safety/Security
06/11/1997	Woods	Deborah	Secretarial/Clerical	Schedular
02/24/2014	Yocus	Lawrence	Paraprofessional	Safety/Security
07/27/2009	Zachariou	Konstantinos	Support Staff	Technology
08/22/2006	Zuckerman	Gail	Instructional Assistant	Classroom Aide
10/15/2001	Zurita	Arnold	Maintenance	Maintenance

Glenbrook High School Dist 225	3801 West Lake Ave. Glenview, IL 60026	ESP Manager	Non-Certified
Glenbrook North High School	2300 Shermer Rd. Northbrook, IL 60062		Non-Certified
Glenbrook South High School	4000 W. Lake Ave. Glenview, IL 60026	GESSA	Non-Certified
Glenbrook South High School	4000 W. Lake Ave. Glenview, IL 60026	GESSA	Non-Certified
Glenbrook South High School	4000 W. Lake Ave. Glenview, IL 60026	GESSA	Non-Certified
Glenbrook North High School	2300 Shermer Rd. Northbrook, IL 60062		Non-Certified
Glenbrook South High School	4000 W. Lake Ave. Glenview, IL 60026		Non-Certified
Glenbrook South High School	4000 W. Lake Ave. Glenview, IL 60026	GESSA	Non-Certified
Glenbrook High School Dist 225	3801 West Lake Ave. Glenview, IL 60026	ESP Manager	Non-Certified
Glenbrook High School Dist 225	3801 West Lake Ave. Glenview, IL 60026	ESP Manager	Non-Certified
Glenbrook South High School	4000 W. Lake Ave. Glenview, IL 60026		Non-Certified
Glenbrook High School Dist 225	3801 West Lake Ave. Glenview, IL 60026	GESSA	Non-Certified
Glenbrook North High School	2300 Shermer Rd. Northbrook, IL 60062		Non-Certified
Glenbrook High School Dist 225	3801 West Lake Ave. Glenview, IL 60026	GESSA	Non-Certified
Glenbrook Off Campus Center	1835 Landwehr, Glenview, IL 60026		Non-Certified
Glenbrook North High School	2300 Shermer Rd. Northbrook, IL 60062	ESP Manager	Non-Certified
Glenbrook South High School	4000 W. Lake Ave. Glenview, IL 60026		Non-Certified
Glenbrook South High School	4000 W. Lake Ave. Glenview, IL 60026		Non-Certified
Glenbrook South High School	4000 W. Lake Ave. Glenview, IL 60026		Non-Certified
Glenbrook South High School	4000 W. Lake Ave. Glenview, IL 60026		Non-Certified
Glenbrook North High School	2300 Shermer Rd. Northbrook, IL 60062	GESPA	Non-Certified
Glenbrook South High School	4000 W. Lake Ave. Glenview, IL 60026	ESP Manager	Non-Certified
Glenbrook South High School	4000 W. Lake Ave. Glenview, IL 60026		Non-Certified
Glenbrook South High School	4000 W. Lake Ave. Glenview, IL 60026		Non-Certified
Glenbrook South High School	4000 W. Lake Ave. Glenview, IL 60026	GESPA	Non-Certified
Glenbrook North High School	2300 Shermer Rd. Northbrook, IL 60062	GESSA	Non-Certified
Glenbrook South High School	4000 W. Lake Ave. Glenview, IL 60026	GESPA	Non-Certified
Glenbrook High School Dist 225	3801 West Lake Ave. Glenview, IL 60026	ESP Manager	Non-Certified
Glenbrook South High School	4000 W. Lake Ave. Glenview, IL 60026		Non-Certified
Glenbrook South High School	4000 W. Lake Ave. Glenview, IL 60026		Non-Certified

Department	Calendar	Start Date	End Date	Total Days	Total Hours	Total Minutes
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Off Campus Operations	186.5/8P	08/25/2014	06/11/2015	187	1025	45
Information Services	239 Day	07/01/2014	06/30/2015	239	1912	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Science	203-Day-NC	08/11/2014	06/17/2015	203	1624	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Science	203-Day-NC	08/11/2014	06/17/2015	203	1624	0
Student Activities	209-Day-NC	08/11/2014	06/25/2015	209	1672	0
Athletics	196 AAT	08/04/2014	05/29/2015	196	1568	0
Special Education	188.5/8P	08/25/2014	06/11/2015	189	1413	45
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Special Education	188.5/8P	08/25/2014	06/11/2015	189	1413	45
Plant Operations	203 Cust	08/11/2014	06/17/2015	203	1624	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Fiscal Services	260-Day	07/01/2014	06/30/2015	260	2080	0
Information Services	260-Day	07/01/2014	06/30/2015	260	2080	0
Student Services	260-Day	07/01/2014	06/30/2015	260	2080	0
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1492	0
English	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	203 Cust	08/11/2014	06/17/2015	203	1624	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1413	45
Off Campus	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Off Campus	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Mathematics	203 IA/LM	08/12/2014	06/18/2015	203	1624	0
Student Services	260-Day	07/01/2014	06/30/2015	260	2080	0
Off Campus	188.5/8P	08/25/2014	06/11/2015	189	1413	45
World Language	186.5/8P	08/25/2014	06/11/2015	187	559	30
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Dean's Office	260-Day	07/01/2014	06/30/2015	260	2080	0
Glenbrook Aquatics	260-Day	07/01/2014	06/30/2015	260	2080	0
Special Education	203-Day-NC	08/11/2014	06/17/2015	203	1624	0
Mathematics	207 IA/LM	08/12/2014	06/24/2015	207	1656	0
Principal's Office	203-Day-NC	09/15/2014	06/17/2015	178	1424	0
Social Studies	207 IA/LM	08/12/2014	06/24/2015	207	1656	0
Glenbrook Aquatics	260-Day	07/01/2014	06/30/2015	260	2080	0
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1508	0
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	206-Day	08/04/2014	06/12/2015	206	1648	0
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45

Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Instructional Materials Center	239 Day	07/01/2014	06/30/2015	239	1912	0
Plant Operations	203 Cust	08/11/2014	06/17/2015	203	1624	0
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1413	45
Instructional Materials Center	203 IA/LM	08/12/2014	06/18/2015	203	1624	0
Athletics	260-Day	07/01/2014	06/30/2015	260	2080	0
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1413	45
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Social Studies	197-Day NC	08/19/2014	06/17/2015	197	1477	30
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Special Education	188.5/8P	08/25/2014	06/11/2015	189	1413	45
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1492	0
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1225	15
Special Education	186.5/8P	10/06/2014	06/11/2015	158	1181	15
Student Services	203-Day-NC	08/11/2014	06/17/2015	203	1624	0
English	194 ESL RC	08/22/2014	06/15/2015	194	1455	0
Dean's Office	203-Day-NC	08/11/2014	06/17/2015	203	1624	0
English	207 IA/LM	08/12/2014	06/24/2015	207	1656	0
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	652	45
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Dean's Office	203-Day-NC	08/11/2014	06/17/2015	203	1624	0
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1492	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Human Resources	239 Day	07/01/2014	06/30/2015	239	1912	0
Fiscal Services	239 Day	07/01/2014	06/30/2015	239	1912	0
Fine Arts	203-Day-NC	08/11/2014	06/17/2015	203	1624	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Fine Arts	186.5/8P	08/25/2014	06/11/2015	187	373	0
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1508	0
Plant Operations	203 Cust	08/11/2014	06/17/2015	203	1624	0
Mathematics	203-Day-NC	08/11/2014	06/17/2015	203	1624	0
Technology	260-Day	07/01/2014	06/30/2015	260	2080	0
Science	186.5/8P	08/25/2014	06/11/2015	187	817	29
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Special Education	209-Day-NC	08/11/2014	06/25/2015	209	1672	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	431	57
Plant Operations	260-Day	07/01/2014	06/30/2015	260	1648	3
Technology	239 Day	07/01/2014	06/30/2015	239	1912	0
English	186.5/8P	08/25/2014	06/11/2015	187	1492	0
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1272	23
Instructional Materials Center	209-Day-NC	08/11/2014	06/25/2015	209	1672	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
PE/HE/DE	239 Day	07/01/2014	06/30/2015	239	1912	0
Plant Operations	203 Cust	08/11/2014	06/17/2015	203	1624	0
Principal's Office	260-Day	07/01/2014	06/30/2015	260	845	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	1235	0
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1492	0

Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	203 Cust	08/11/2014	06/17/2015	203	1624	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1508	0
Instructional Materials Center	260-Day	07/01/2014	06/30/2015	260	2080	0
Fiscal Services	260-Day	07/01/2014	06/30/2015	260	2080	0
Operations	239 Day	07/01/2014	06/30/2015	239	1912	0
Special Education	186.5/8P	10/06/2014	06/11/2015	158	1181	15
Asst Superintendent's Office	260-Day	07/01/2014	06/30/2015	260	2080	0
Special Education	239 Day	07/01/2014	06/30/2015	239	1912	0
Public Information	260-Day	07/01/2014	06/30/2015	260	1664	0
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1508	0
Plant Operations	203 Cust	08/11/2014	06/17/2015	203	1624	0
Family and Consumer Science	182 Tots	08/27/2014	06/05/2015	182	1092	0
Family and Consumer Science	209-Day-NC	08/11/2014	06/25/2015	209	1672	0
Special Education	188.5/8P	08/25/2014	06/11/2015	189	1413	45
Off Campus	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Plant Operations	203 Cust	08/11/2014	06/17/2015	203	1624	0
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1492	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Fine Arts	180-Day	08/27/2014	06/10/2015	180	180	0
Off Campus	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Off Campus	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Dean's Office	203-Day-NC	08/11/2014	06/17/2015	203	1624	0
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Student Services	239 Day	07/01/2014	06/30/2015	239	1912	0
Dean's Office	187-Day NC	08/25/2014	06/10/2015	187	1496	0
Off Campus	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Mathematics	186.5/8P	08/25/2014	06/11/2015	187	1492	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	1863	20
Plant Operations	260-Day	07/01/2014	06/30/2015	260	216	40
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
PE/HE/DE	186.5/8P	08/25/2014	06/11/2015	187	512	53
Plant Operations	203 Cust	08/11/2014	06/17/2015	203	1624	0
Mathematics	209-Day-NC	08/11/2014	06/25/2015	209	1672	0
Instructional Materials Center	239 Day	07/01/2014	06/30/2015	239	956	0
Instructional Materials Center	239 Day	07/01/2014	06/30/2015	239	956	0
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1413	45
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	203 Cust	08/11/2014	06/17/2015	203	1624	0
Technology	260-Day	07/01/2014	06/30/2015	260	2080	0
English	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Mathematics	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Glenbrook Aquatics	209-Day-NC	08/11/2014	06/25/2015	209	418	0
PE/HE/DE	209-Day-NC	08/11/2014	06/25/2015	209	1254	0

Plant Operations	206-Day LR	08/01/2014	06/11/2015	206	1648	0
English	186.5/8P	08/25/2014	06/11/2015	187	1212	15
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Athletics	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1492	0
Instructional Materials Center	186.5/8P	08/25/2014	06/11/2015	187	1398	45
English	194 ESL LN	08/26/2014	06/11/2015	187	1398	45
English	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Principal's Office	260-Day	07/01/2014	06/30/2015	260	2080	0
Principal's Office	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Special Education	188.5/8P	08/25/2014	06/11/2015	189	1413	45
Off Campus	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Career and Life Skills	186.5/8P	08/25/2014	06/11/2015	187	1305	30
Principal's Office	260-Day	07/01/2014	06/30/2015	260	2080	0
Public Information	239 Day	07/01/2014	06/30/2015	239	1912	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Science	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Technology	239 Day	07/01/2014	06/30/2015	239	1912	0
Human Resources	239 Day	07/01/2014	06/30/2015	239	1912	0
Mathematics	186.5/8P	08/25/2014	06/11/2015	187	1398	45
PE/HE/DE	188.5/8P	08/25/2014	06/11/2015	189	1413	45
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Athletics	196 AAT	08/04/2014	05/29/2015	196	1568	0
Student Services	239 Day	07/01/2014	06/30/2015	239	1912	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Evening High School	128/6P VL	09/16/2014	06/04/2015	128	768	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Technology	260-Day	07/01/2014	06/30/2015	260	2080	0
Principal's Office	260-Day	07/01/2014	06/30/2015	260	2080	0
Student Activities	239 Day	07/01/2014	06/30/2015	239	1912	0
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	279	45
Student Services	239 Day	07/01/2014	06/30/2015	239	1912	0
Plant Operations	203 Cust	08/11/2014	06/17/2015	203	1624	0
Technology	239 Day	07/01/2014	06/30/2015	239	1912	0
Student Services	193 N A/8	08/18/2014	06/11/2015	193	434	15
Student Services	193 N A/8	08/18/2014	06/11/2015	193	723	45
Student Services	193 N A/8	08/18/2014	06/11/2015	193	1544	0
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Student Services	239 Day	07/01/2014	06/30/2015	239	1912	0
PE/HE/DE	186.5/8P	08/25/2014	06/11/2015	187	512	53
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1305	30
Social Studies	203-Day-NC	08/11/2014	06/17/2015	203	1624	0
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1508	0

English	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Instructional Materials Center	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Off Campus	203-Day-NC	08/11/2014	06/17/2015	203	1624	0
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1508	0
Technology	239 Day	07/01/2014	06/30/2015	239	1912	0
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1508	0
Student Activities	260-Day	07/01/2014	06/30/2015	260	2080	0
PE/HE/DE	203-Day-NC	08/11/2014	09/26/2014	34	272	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Dean's Office	203-Day-NC	08/11/2014	06/17/2015	203	1624	0
Off Campus	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Instructional Materials Center	207 IA/LM	08/12/2014	06/24/2015	207	1656	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Student Services	239 Day	07/01/2014	06/30/2015	239	1912	0
English	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Special Education	186.5/8P	08/25/2014	06/11/2015	187	606	7
Plant Operations	206-Day	08/04/2014	06/12/2015	206	1648	0
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
English	209-Day-NC	08/11/2014	06/25/2015	209	1672	0
Special Education	209-Day-NC	08/11/2014	06/25/2015	209	1672	0
PE/HE/DE	203-Day-NC	10/16/2014	06/11/2014	34	272	0
World Language	197-Day NC	08/19/2014	06/17/2015	197	1477	30
Athletics	260-Day	07/01/2014	06/30/2015	260	2080	0
Mathematics	186.5/8P	08/25/2014	06/11/2015	187	559	30
Off Campus	186.5/8P	08/25/2014	06/11/2015	187	1398	45
World Language	203-Day-NC	08/11/2014	06/17/2015	203	1624	0
Instructional Materials Center	239 Day	07/01/2014	06/30/2015	239	1912	0
Instructional Materials Center	239 Day	07/01/2014	06/30/2015	239	1912	0
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1492	0
World Language	207 IA/LM	08/12/2014	06/24/2015	207	1656	0
Information Services	260-Day	07/01/2014	06/30/2015	260	2080	0
English	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Operations	239 Day	07/01/2014	06/30/2015	239	1912	0
World Language	203 IA/LM	08/12/2014	06/18/2015	203	1624	0
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1165	37
Principal's Office	188.5/8P	08/25/2014	06/11/2015	189	1508	0
Principal's Office	260-Day	07/01/2014	06/30/2015	260	2080	0
English	198 ESL AP	08/11/2014	06/10/2015	199	1488	45
World Language	188.5/8P	08/25/2014	06/11/2015	189	1319	30
Plant Operations	203 Cust	08/11/2014	06/17/2015	203	1624	0
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1305	30
Dean's Office	209-Day-NC	08/11/2014	06/25/2015	209	1672	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
PE/HE/DE	209-Day-NC	08/11/2014	06/25/2015	209	1672	0
PE/HE/DE	186.5/8P	09/08/2014	06/11/2015	177	1323	45
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45

Student Services	239 Day	07/01/2014	06/30/2015	239	896	15
Residency	239 Day	07/01/2014	06/30/2015	239	478	0
Summer School	239 Day	07/01/2014	06/30/2015	239	537	45
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Special Education	188.5/8P	08/25/2014	06/11/2015	189	706	53
Special Education	188.5/8P	08/25/2014	06/11/2015	189	706	53
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	205 Cust	08/11/2014	06/17/2015	205	1640	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Student Services	239 Day	07/01/2014	06/30/2015	239	1912	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Dean's Office	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1508	0
Principal's Office	239 Day	07/01/2014	06/30/2015	239	1912	0
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1319	30
Off Campus	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Athletics	196 AAT	08/04/2014	05/29/2015	196	1568	0
Student Services	155 NA/7.5	08/18/2014	06/11/2015	156	1166	15
Student Services	260-Day	07/01/2014	06/30/2015	260	2080	0
Information Services	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Instructional Materials Center	260-Day	07/01/2014	06/30/2015	260	2080	0
Technology	239 Day	07/01/2014	06/30/2015	239	1912	0
English	186.5/8P	08/25/2014	06/11/2015	187	792	38
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Off Campus	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Off Campus	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Student Services	239 Day	07/01/2014	06/30/2015	239	1912	0
Plant Operations	203 Cust	08/11/2014	06/17/2015	203	1624	0
Science	186.5/8P	08/25/2014	06/11/2015	187	1305	30
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1413	45
Technology	260-Day	07/01/2014	06/30/2015	260	2080	0
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Special Education	188.5/8P	08/25/2014	06/11/2015	189	1413	45
English	203-Day-NC	08/11/2014	06/17/2015	203	1624	0
Special Education	186.5/8P	08/25/2014	06/11/2015	187	885	52
Instructional Materials Center	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1413	45
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Student Activities	203-Day-NC	08/11/2014	06/17/2015	203	1624	0
English	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Mathematics	188.5/8P	08/25/2014	06/11/2015	189	1413	45
Dean's Office	187-Day NC	08/25/2014	06/10/2015	187	1496	0
Off Campus	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
English	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Fiscal Services	239 Day	07/01/2014	06/30/2015	239	1912	0

Human Resources	239 Day	07/01/2014	06/30/2015	239	1912	0
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Student Services	260-Day	07/01/2014	06/30/2015	260	2080	0
Instructional Materials Center	197-Day NC	08/19/2014	06/17/2015	197	1576	0
Athletics	260-Day	07/01/2014	06/30/2015	260	2080	0
Science	207 IA/LM	08/12/2014	06/24/2015	207	1656	0
English	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Plant Operations	239 Day	08/11/2014	06/30/2015	216	1728	0
Business Office	260-Day	07/01/2014	06/30/2015	260	2080	0
Superintendent's Office	260-Day	07/01/2014	06/30/2015	260	2080	0
Student Services	192 N A/6	08/18/2014	06/11/2015	193	1443	45
Instructional Technology	239 Day	07/01/2014	06/30/2015	239	1912	0
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Human Resources	239 Day	07/01/2014	06/30/2015	239	1912	0
Off Campus	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1492	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1319	30
Student Activities	260-Day	07/01/2014	06/30/2015	260	2080	0
Special Education	186.5/8P	08/25/2014	06/11/2015	187	1398	45
PE/HE/DE	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Dean's Office	188.5/8P	08/25/2014	06/11/2015	189	1508	0
Principal's Office	260-Day	07/01/2014	06/30/2015	260	2080	0
Dean's Office	186.5/8P	08/25/2014	06/11/2015	187	1398	45
Information Services	260-Day	07/01/2014	06/30/2015	260	2080	0
Mathematics	188.5/8P	08/25/2014	06/11/2015	189	1413	45
Plant Operations	260-Day	07/01/2014	06/30/2015	260	2080	0

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NORTHFIELD HIGH SCHOOL DISTRICT #225

REQUEST FOR PROPOSAL (RFP)

FOOD AND MANGEMENT SERVICES CONTRACT

Northfield Township High School District #225 is receiving Request for Proposals (RFP) for the FOOD AND MANAGEMENT SEVICES CONTRACT. **RFPs are due Tuesday March 7, 2006 at 10:00am.** RFPs are to be submitted to:

Northfield High School District 225
Attention: Kimberly Ptak, Director of Purchasing and Operations
1835 Landwehr Road
Glenview, Illinois 60026

RFPs must be clearly marked: **“FOOD AND MANAGEMENT SERVICES CONTRACT – DO NOT OPEN”**.

Attached are the following:

1. EXHIBIT A “Request for Proposal”
2. EXHIBIT B “General Requirements”
3. EXHIBIT C “District & Contractor Responsibilities”
4. EXHIBIT D “Profile and Site Data”
5. EXHIBIT E “Current 2005/06 Staffing”
6. EXHIBIT F “Current 2005-2006 Menu & Price List”
7. EXHIBIT G “Insurance Requirements”
8. EXHIBIT H “Current Contractor Equipment”
9. EXHIBIT I “Award Criteria”
10. EXHIBIT J “School Calendar”
11. EXHIBIT K “Specifications”
12. EXHIBIT L “Financial Budget Forecasts”
13. EXHIBIT M “Anti Collusion Agreement”
14. EXHIBIT N “Acknowledgement of RFP Specifications”

The District looks forward to your participation in this RFP.

Sincerely,

Kimberly L. Ptak
Director of Purchasing & Operations

EXHIBIT A REQUEST FOR PROPOSAL

Northfield High School District #225 is presently soliciting proposals for the contract management of its food service program, for the **2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011** school years. The deadline for submissions of proposals is March 7, 2006 at 10:00am. Any proposal received after the date and time specified will not be considered.

PURPOSE

The purpose of this request is to provide for the management and operation of Northfield Township High School District #225's (District) food service program. The Food Service Management Company (FSMC) (Contractor) will provide support, direction, and consulting service for the operation of the food program including purchasing, receiving, storing, setting up cafeteria lines, counter service, cleanup, sanitation, training, hiring and supervising personnel, and presenting food in a way to create optimum student participation. The District currently serves lunch for high school students at Glenbrook North and Glenbrook South High School. The District is not part of the federal school lunch program and operates an ala carte breakfast and lunch program. See Exhibit D for profile and site data.

MANDATORY MEETING AND WALK THROUGH

A **mandatory meeting** will be held to answer questions on **February 17, 2006** at 12:00pm. The meeting will take place at Glenbrook South High School at 4000 W. Lake Avenue, Glenview IL. 60026 in room 166. Following the meeting, there will be a walk through of the cafeterias at Glenbrook South High School and Glenbrook North High School. **Please submit questions, in writing, prior to the meeting, so written answers can be provided at the meeting.** Written questions should be submitted to kptak@glenbrook.k12.il.us. Pictures and/or video will not be allowed during the walk-through.

TERM

This agreement shall be in effect for the 2006-2007, 2007-2008, 2008-2009, 2009-2010 and 2010-2011 school years and, if agreed upon by both parties, shall continue from year-to-year for a maximum of five (5) annual renewals. Either party has the right to terminate the contract for the upcoming school year by giving the other party notice on or before March 1 of the current school year.

The Board of Education reserves the right to accept or reject any or all proposals, and to waive technicalities, if deemed to be in the best interest of the District. Award of proposal will be based on the award criteria outlined in Exhibit I.

EXHIBIT B GENERAL REQUIREMENTS

1. All students that qualify for free Type "A" meals must be served a meal that meets the minimum requirements of the USDA and the State Agency. The costs involved will be absorbed in the program and not billed back to the District.
2. The District, upon recommendation of the Contractor, will establish the menu & selling price of all foods and beverages offered for sale within the District. The price list for the current 2005-2006 school term is contained in the Exhibit F.
3. No payment shall be made for meals that are spoiled or unwholesome at time of delivery.
4. The Contractor shall prepare, maintain and submit to the District the records necessary for the timely submission of accurate claims to the State for reimbursements for meals served to students that qualify for free meals. The District is not on the National School Lunch Program.
5. The Contractor shall maintain all accounting records and make available to the District for a minimum of three (3) years. The District has the right to audit these records at any time.
6. Collection and payment of all Federal, State and local taxes, licenses (business, health), etc. applicable to the food service program and/or the Contractor's direct employees thereof shall be the responsibility of the Contractor.
7. Sales tax liability will be at the Contractor's expense, and cannot be passed on to the District by the Contractor.
8. The District shall be responsible for establishing and notifying parents or guardians of program criteria for providing free meals to eligible students. It shall be the joint responsibility of the District and the Contractor to protect the anonymity of all students receiving free meals. Methods for insuring such anonymity shall be jointly agreed upon and included in the contract for services.
9. A Bid/Surety Bond in the amount of \$100,000 must be included with the Contractor's proposal. Any RFP without a surety bond will be disqualified. The bond will be returned to any unsuccessful Contractor upon award of the contract.

10. The successful Contractor will be required to submit a Performance Bond in the amount of half the total estimated revenue of the first year of the RFP. The cost of the bond must be included in your RFP.
11. Reimbursement payments made by the State Agency to the District for fee meals in accordance with the current USDA and ISBE statutes or regulations shall be credited to the Food Service Account.
12. The Contractor shall purchase all food and supply items required by the food service program. Such purchases shall include the use of competitive bidding, when applicable.
13. The Contractor shall pay all legitimate invoices for goods and services provided to the food service program within 30 days or less of the receipt of such invoices.
14. The Contractor shall employ all food service employees. The Contractor shall make all costs and payment for these personnel services. Current staffing shown in Exhibit E.
15. The Contractor's personnel shall at all times be above reproach and shall comply with all the District's policies. Personnel shall not conduct their affairs in a manner, which is detrimental to the physical, mental or moral well being of students. The District reserves the right to discuss the conduct or performance of the Contractor and request in writing, replacement of any personnel, within a reasonable time period, if such action is warranted under the circumstances. All personnel shall go through and pass a criminal background check prior to being hired to work in the district.
16. The Contractor shall comply with all Federal, State and local laws and regulations pertaining to wages and hours of employment for all personnel employed by the Contractor in the food service operations.
17. Should the Contractor abandon or neglect the service, or if at any time the District is convinced that the service is unreasonable or that the conditions of the Contract are being willfully violated, executed carelessly, or in bad faith Northfield High School District will notify the management company in writing, and if this notification be without effect within 60 days thereof, then, and in that case, the Contractor shall discontinue all work under the contract and the District shall have full authority to make arrangements for the reassignment of the Food Service Contract.
18. The physical status of all food service employees shall be in compliance with all local, county, and State health requirements for food service personnel.

19. The Contractor shall comply with the Executive Order 11246, entitled “Equal Employment Opportunity” as amended by Executive Order 11375, and as supplemented in Department of Labor regulations.

20. Any or all proposals may be rejected when it is in the interest of the District to do so.

21. The District reserves the right to require the Contractor to utilize and/or interview current food services employees at proposed rates and/or proposed employee model.

EXHIBIT C

DISTRICT & CONTRACTOR RESPONSIBILITIES

District:

1. The District shall be responsible for cleaning cafeteria tables and chairs, vents from hoods to the outside, wall painting, and frying oil disposal. The Contractor shall be responsible for cleaning food preparation, food serving, and dishwashing equipment and materials as well as washing floors in the production and serving areas.
2. Equipment maintenance and repair services except for improperly used and/or abused equipment.
3. Payment of all utilities.
4. Provide physical facilities for employees.
5. Provide extermination services.
6. Disposal services for waste materials deposited in appropriate containers by Contractor's employees and subsequent trash removal.
7. Local telephone service and equipment.
8. China and flatware replacements; small wares (pots, pans, etc.) replacements.
9. District shall make payment within forty-five (45) days to the contractor for the direct costs of operations plus administration and management fees following delivery date of invoice. Option for shorter payment terms is discussed in Exhibit K.

Contractor:

1. Food purchasing and respective invoice payments.
2. All wages, salaries, taxes, benefits, workers' compensation, etc. related to all food service workers and manager(s).
3. Menu printing.

4. Paper and cleaning supplies.
5. Uniforms and laundry services related to cafeteria needs, including linens aprons etc.
6. Long distance telephone service.
7. Product and public liability insurance.
8. All start up costs.
9. Criminal background checks.
10. All travel – required and requested.
11. Taxes & licenses.
12. Criminal background checks.
13. Cleaning food preparation, food serving, and dishwashing equipment and materials as well as washing floors in the production and serving areas.

**EXHIBIT D
PROFILE AND SITE DATA**

	<u>Glenbrook North</u>	<u>Glenbrook South</u>
Address	2300 Shermer Road, Northbrook	4000 W. Lake Avenue, Glenview
Enrollment	Current: 2128 FY 06/07: 2088 FY 07/08: 2107 FY 08/09: 2151 FY 09/10: 2138 FY 10/11: 2181	Current: 2671 FY 06/07: 2698 FY 07/08: 2658 FY 08/09: 2626 FY 09/10: 2680 FY 10/11: 2641
Grade Levels	9-12	9-12
Breakfast Hours	7:15am – 10:00am	7:00-8:15am
Lunch Hours	10:45am – 1:15pm	10:40am – 1:15pm
Days of Operation	175	175
# of Free/Reduced	22/0	375/50
Open Lunch	Juniors/Seniors	Juniors/Seniors
Historical Sales	~\$850,000	~\$1,000,000

EXHIBIT E
CURRENT 2005/06 STAFFING

Glenbrook North	Hours
Prep / Cashier	7
Custodian	7.5
Cook	8
Prep / Server	4
Prep / Cashier	6.5
Prep / Cashier	7.5
Prep / Cashier	5
Cashier	4.3
Baker	7.5
Prep / Cashier	6.5
Server	4.5
Fryer	6.5
Prep / Server	7
Prep / Server	7
Prep / Lead Cashier	8

Glenbrook South	Hours
Cashier / Breakfast	7.8
Prep / Cashier	7.5
Prep / Cashier	4.8
Prep / Server	6.8
Server	4.3
Server	4.3
Custodian	7.5
Fry Cook	6.8
Prep / Cashier	6.5
Head Cashier	8
Server	4.3
Server	4.5
Cashier	6.8
Cashier	4.3
Baker	7.8
Prep / Server	6.5
Server	4.3
Assistant Cook	6.8
Server	4.3
Server	4.3
Cashier	4.5
Cook	7

EXHIBIT F
CURRENT MENU AND PRICING

(See Attached Spreadsheets)

EXHIBIT G INSURANCE REQUIREMENTS

The Food Services Provider shall provide Northfield Township High School District 225 a Certificate of Insurance naming Northfield Township High School District 225 as an additional insured with the types and limits as follows:

- Workers Compensation Insurance – Coverage A statutory limits/Coverage B \$1,000,000. A waiver of subrogation in favor of District 225 must be provided.

- A certificate of insurance showing at least \$5,000,000 total coverage for liability, products liability, etc. All insurance coverage shall be with a sound, reliable insurance company with an “A” or better Bests’ rating and shall hold the Board of Education and its employees, harmless from all liability incurred in the operation of this program. The District Board of Education and Staff of District 225 shall be named as additional insured with the following limits:

Each Occurrence - \$5,000,000
Personal Injury - \$5,000,000
Products Aggregate - \$5,000,000
General Aggregate - \$5,000,000

EXHIBIT H
CURRENT CONTRACTOR EQUIPMENT

The district currently owns the majority of equipment. The attached spreadsheet outlines all equipment that is owed by the current contractor.

EXHIBIT I AWARD CRITERIA

Evaluation Criteria

Proposal will be evaluated by a food services committee against the following criteria with assigned weights as indicated. Each area of the evaluation should be addressed in detail in the proposal using Exhibits K and L. The District retains the right to reject any or all RFPs, either in part or in their entirety, and to waive any technicalities, if in it's sole judgment, it will be in the best interest of the District to do so. The District reserves the right to award the contract to one or two Contractors.

Weight	Criteria
40	Financial – RFP Price
20	Quality of Food Program – Presentation of Food, Food Taste, Menu Diversity
10	Depth of Management – Special Emphasis on General Manager
10	Innovation and Improvement Ideas for our Food Service Program
10	Past Performance and References – Overall past performance with district 225 and other districts – daily operations and management approach.
5	Marketing Strategy, Communication, Training Strategy, Promotion of Nutrition & Wellness
5	Financial Stability
100	TOTAL

Evaluation Process

- The point system outlined above will be used to rank and compare vendors and to determine the top two or three candidates.
- A food services committee will do site evaluations and management interviews of the top two or three candidates as determined by the above point system.

EXHIBIT J
SCHOOL CALENDAR

(See Attached Document)

EXHIBIT K - SPECIFICATIONS

1. Background Experience

Provide corporate background and describe the extent of your company's experience in food services management and operations.

2. Financial Forecast

- Using Exhibit L, forecast your sales and expenses for the next five years based on enrollment projections in Exhibit D. In narrative format describe the management and administrative fee, the guaranteed return and capital investment/equipment as applicable.
- Provide a breakout of your proposed labor costs that should match total labor disclosed in Exhibit L. Labor breakout must include name of position, hours, hourly rate, benefits, management costs etc. Costs must also be shown on an annualized basis in order to tie to the total labor disclosed in Exhibit L.
- Provide an outline of your employee benefits.
- It is the expectation that all rebates (local and national) be passed on to the District. Please provide a narrative on rebates.
- Provide a description of your proposed accounting system, including methods of reporting sales and controls for inventory, personnel, accounting and cash handling.
- Do you offer a discount for payment terms less than 45 days and/or payment twice a month?
- Please detail any equipment you would provide in the cafeterias.

3. Quality of Food Program

- Describe your philosophy for each of the following:
 - a. Menu selection
 - b. Food quality
 - c. Portion qualities
 - d. Nutrition and nutritional awareness
- Provide a copy of your proposed breakfast, lunch and catering menu and pricing.
- Knowing our students place a premium on franchised items, what items can you bring into our cafeterias (i.e. Subway, Pizza Hut, Portillos etc)?
- What makes your menu, food selection and food presentation unique?

- Submit purchasing specifications for food including quality, grade, sizes, and counts for the following categories:

- Bread and Bakery Products
- Canned Fruit and Vegetables
- Frozen Fruit and Vegetables
- Fresh Produce
- Meat and Meat Products
- Milk, Milk Products, and Eggs
- Staple Groceries

4. Depth of Management

- Provide a narrative on the proposed management structure and involvement. Provide credentials of those managers with immediate oversight, these include the general manager, food service managers, district manager and vice president as applicable. Include an overall organizational chart.

5. Innovation and Improvement Ideas

- How would your proposed lunch program in the District differ from current operations, in terms of food quality, presentation, facility embellishments etc. Describe the cost and benefits of your proposed changes. What would you recommend to better serve customers?
- How would your staffing model differ from current staffing model? What efficiencies would be gained from your proposed staffing model?
- How would you increase awareness and participation of the school lunch program?
- Please describe your visions of the food service program as it relates to a major renovation. How would you envision our cafeteria to look, what facility changes would you recommend? Provide examples of recommended facilities changes that would better serve customers and utilize labor more efficiently.
- Please provide a recommendation of new or updated equipment needed to support food services program.
- Please share any other cost savings and/or efficiency ideas.

6. Marketing Strategy, Communication, Training Strategy, Promotion of Nutrition and Wellness

- Please describe your business plan as it relates to the following:
 - a. Marketing Strategy – promotion of school lunch
 - b. Communication with students, staff and administration
 - c. Training Strategy – what type of training do your staff receive, upon hire and on a continuous basis
 - d. Nutrition Programs

7. Past Performance/References

- Provide a list of all high school districts you serve. Include name and phone number of the district contact. Highlight those accounts that reflect similar demographics and have an a la carte program for at least the last five years.
- Provide a list of all accounts in Illinois that have been lost, full or partial, over the last three years and include reason for the loss.
- Provide and describe specific involvement in renovation projects where kitchens and service areas were completely replaced. Provide school names with locations and kitchen designers involved. Provide some examples of recommended facilities changes that would better serve all District customers (students and staff).

8. Financial Stability

- Provide copies audited financial statements for the past three years.

9. Other

- Highlight the major features of your proposal in an Executive Summary and identify location of any supporting information found in the proposal book.

EXHIBIT M
ANTI-COLLUSION AFFIDAVIT of COMPLIANCE

Being first duly sworn, deposes and says:

That he is _____
(Partner, Officer, Owner, etc.)

(Contractor)

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

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

Subscribed and sworn to this _____ day of _____, 2006.

By Signature of Notary

(SEAL)

EXHIBIT N
ACKNOWLEDGEMENT OF RFP SPECIFICATIONS

Please note any exceptions to the food services RFP specifications in the space below. Unless noted below, it is assumed that your RFP is in compliance with all specifications.

I hereby agree and sign that I have thoroughly read and understand the food services specifications and my RFP is in compliance with the specifications except as noted above.

_____	WITNESS
BY	
_____	_____
TITLE	
_____	_____
COMPANY	
_____	_____
ADDRESS	

DATE	

EXHIBIT M
ANTI-COLLUSION AFFIDAVIT of COMPLIANCE

Michael A. McTaggart
Being first duly sworn, deposes and says:

That he is Owner - *Michael McTaggart*
(Partner, Officer, Owner, etc.)

(Contractor) Quest Food Management Services, INC
1900 S Highland Ste 107
Lombard, IL 60148

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

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

Subscribed and sworn to this 6 day of March, 2006.

Carol L Bernhard
By Signature of Notary



EXHIBIT N
ACKNOWLEDGEMENT OF RFP SPECIFICATIONS

Please note any exceptions to the food services RFP specifications in the space below. Unless noted below, it is assumed that your RFP is in compliance with all specifications.

See attached on financials

I hereby agree and sign that I have thoroughly read and understand the transportation specifications and my RFP is in compliance with the specifications except as noted above.

Michael McLaughlin
BY

President
TITLE

Quest Food Management Services, INC
COMPANY

1900 S Highland Ste 107, Lombard, IL 60148
ADDRESS

3.06.2006
DATE

WITNESS

Sandra Lasprzak

THE
**GLENBROOK
HIGH SCHOOLS**

Northfield Township High School District 225
1835 LANDWEHR ROAD
GLENVIEW, ILLINOIS 60025-1289
PHONE: (847) 998-6100
FAX: (847) 486-4734

July 1, 2007

Quest Food Management Services, Inc.
1900 S. Highland
Lombard, IL 60148
Attention: Mike McTaggart

Letter of Understanding

Mike;

This letter is intended to memorialize our mutual understanding of the five-year food services managed services contract between Glenbrook High School District #225 ("the district") and Quest Food Management Services, Inc. ("Quest") for the five-year period beginning July 1, 2007 and ending June 30, 2012 with an option to renew for an additional five year period.

According to our agreement, the district will be responsible for providing adequate space, equipment, utilities and small wares to operate the food services program. Quest will return 9% of sales to the district for the 2007-2008 school year and 10% of sales for each year thereafter.

All price increases and changes in staffing levels must be approved by the district prior to going into effect. In addition, should the district not renew or extend the contract, the district agrees not to hire Quest Management Personnel without written permission from Mike McTaggart, president of Quest Food Management Services.

Prior to employment, all Quest employees go through a criminal background.

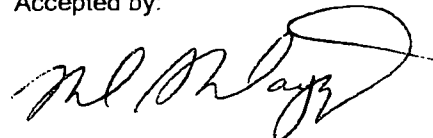
If the aforementioned terms meet with your approval, please sign the three originals and return them to my attention at 1835 Landwehr Road, Glenview, IL 60026. I will sign each copy and return the original to you.

Sincerely,



Kimberly L. Ptak
Director of Operations

Accepted by:



Mike McTaggart, President
Quest Food Management Services

AGREEMENT

This AGREEMENT entered into this 1st day of July, 2007 between Glenbrook District 225, with its principal office located at 1835 Landwehr Road, Glenview, IL 60026. (Hereinafter District 225) and Quest Food Management Services, Inc. (Hereinafter Quest), A Food Service Corporation with its principal office located at 1900 S Highland.

WITNESSETH

WHEREAS, District 225 seeks to employ a qualified and experienced Food Service Management Company to manage operation of District 225's Food Service Facilities; and

WHEREAS, District 225 intends to enter into a written Contract with Quest incorporating the terms and conditions set forth in the School's specifications and Quest's proposal.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, District 225 and Quest Management agree as follows:

1. Term of Agreement

This agreement shall be effective on August 1, 2007 and shall continue for five (5) school years, with an additional five year renewal option, unless terminated by Quest at the end of the school year with sixty (60) days written notice or by District 225 with 60-day notice. The agreement may be extended beyond the above specified time by mutual agreement of both parties.

2. Employment

A. Relationship of Parties

District 225 employs Quest as exclusive agent for District 225, to manage the Food Service operated out of the District 225 cafeterias on school days when students are in regular attendance, for the benefit of its students, staff and administration and Quest hereby accepts such engagement.

B. School's Rights

District 225 may supervise and control Quest's daily operation of District 225's food services to monitor compliance with Quest's obligations under this Agreement. District 225 may make reasonable rules and regulations governing food service operations and Quest shall comply with any such regulations promptly upon District 225's prior notice.

District 225 shall have the right to inspect the food service facilities at any time without prior notice to Quest.

3. Food and Beverage Services

Quest shall prepare meals and directly supervise the food service operations of District 225 in accordance with the following terms and conditions.

A. Selling Price

District 225 and Quest will establish the selling price of all foods and beverages offered for sale within the facilities. Quest reserves the right to increase prices to reflect the CPI for Food from the previous year. All charges for meals and beverages served, as part of the program shall be done to the credit of Quest. Quest shall own all food for sale in the Food Service and all sales shall be made as mutually agreed by District 225 and Quest. All receipts from the sale of food in the Food Service shall be deposited in a bank account in the name of Quest out of which the disbursements hereinafter provided should be made. Quest shall keep and maintain for the School complete records and books of accounts relating to the operation of the Food Service.

B. Extension of Credit

It is understood and agreed to by Quest that from time to time Quest will be asked to provide special services beyond the normal scope of the Food Service operation. Quest will extend credit to District 225 and to any other parties designated by the School for these functions. District 225 will guarantee payment within thirty (30) days of receipt of invoice. In the event invoices are not paid within thirty (30) days interest will be charged at the rate of 1 and 1/2 % per month.

C. Regulations

Quest agrees to comply with all applicable health regulations promulgated by Federal, State, County and City Governments and to procure for District 225's Food Service operation all necessary licenses and permits which may be required.

4. Management and Personnel

A. Quest's Personnel

Quest shall provide qualified management and hourly personnel to provide the services necessary to properly fulfil its obligations under this Agreement. District 225 reserves the right to request the replacement of any Quest employee who fails to adequately perform services or engages in misconduct during the term of this Agreement. District 225 High school reserves the right to run criminal background checks on Quest employees working on school premises.

Quest shall comply with all, federal, state and local laws and regulations related to wages and hours of employment and health and safety with respect to any of its employees involved in the District's food service operations. Quest shall also comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and any other Federal and State non-discrimination laws and regulations.

B. Quest agrees that no employees of District 225 will be hired by Quest without specific written permission of District 225 for the term of this contract 1 year thereafter. District 225 agrees that without specific written permission of Quest, former managers (Employees of Quest that perform food service managerial roles), of Quest working under this Agreement will neither be hired by District 225 for the term of this Agreement and 1 year thereafter, nor will District 225 permit former managers of Quest to be employed directly or indirectly, hire or contract with any employee of Quest, whether as an individual or as owner, majority stockholder, director, officer or employee of another firm in the District 225 food service for a period of 1 year subsequent to the termination of the Agreement. In the event that District 225 does hire, make any agreement with or permit the employment by a successor contractor of said managers performing the duties that Quest performs under this contract within the restricted period, District 225 shall pay Quest a fee equal to the previous year's rent. This provision will survive the termination of this Agreement.

5. Facilities and Equipment

A. Schools Responsibilities

District 225 shall furnish the necessary food service equipment including dishware, glassware, serving utensils and similar items. District 225 shall also supply the following services:

1. Janitorial services for the food service area, consisting solely of cleaning of floors, walls and fixtures of kitchens and floors, walls and draperies of cafeteria areas.
2. Equipment maintenance and repair services.
3. All utilities, including telephone service.
4. Physical facilities for male and female employees.
5. Extermination services.
6. Disposal services for waste materials deposited in appropriate containers by Quest's employees.
7. District 225 will provide suitable and secure office space, including, but not limited to desk, chairs, four-door file cabinet, safe, calculator and phone. Quest, at its own expense, shall provide any computer hardware required and license to District 225 the use of its software for management and operation of the Food Services during the life of this contract.

8. District 225 shall, without cost to Quest, provide Quest with the necessary space for the operation of said services, and shall furnish without cost to Quest all utilities and facilities reasonable and necessary for the efficient performance of this agreement by Quest, including but not limited to the following: heat, hot and cold water, steam, gas, lights, and electric current, garbage removal services, exterminator services, sewage removal, office space and equipment, and telephone service.

B. Quest's Obligations

1. Quest shall be responsible for cleaning of food preparation, food serving and dishwashing equipment and materials and maintaining the food service areas in a sanitary condition.
2. Quest shall provide laundry services for all linen, aprons, uniforms and similar items.
3. All food preparations and serving equipment owned by District 225 must remain on District 225 premises.
4. District 225's facilities may not be used by Quest to prepare food, meals or provide related services for other organizations without the approval of the School.
5. Quest must have state and local health certification for any facility outside the School in which it proposes to prepare meals and Quest must maintain its health certification for the duration of the contract. Quest must meet all applicable state and local health regulations in preparing and serving meals to the school.
6. Upon termination of the contract, Quest will surrender to the school all equipment and furnishings in the food service facilities in the same good condition, ordinary wear and tear accepted. Quest shall reimburse the School for any damage or loss to the school equipment or furnishings caused by Quest's negligence.

6. License and Taxes

- A. District 225 is exempt from all applicable state and local sales. District 225 will provide a tax-exempt certificate if so required by Quest.
- B. It is mutually understood and agreed by the parties hereto that the financial considerations for this Agreement has been determined based on the interpretation of applicable sales, use, occupation or similar taxes, including real or personal property taxes, if any. In the event any portion of authority or the responsibility for any tax is shifted or altered, either of which results in a substantially increased cost to Quest, then the financial consideration herein set forth shall be equitably adjusted in an amount equal to such change in cost, retroactively to the date of such change. District 225 reserves the right to contest or protest any such tax.

C. The responsibilities described in paragraph (B) shall expressly survive any termination of the Agreement. District 225 agrees to indemnify Quest against any liability, assessment or increase in Quests' cost, including but not limited to reasonable attorneys' fees and costs incurred in connection with any tax assessment or proceeding to contest or protest the tax liability. Nothing herein is intended to absolve Quest from the payment of city, state or federal income tax.

7. Financial

Quest will pay as rent an amount equal to 9% of sales for the first year of this agreement and 10% of sales for all years thereafter of Food and Vending sales net of any applicable taxes. Quest shall assume financial responsibility for all costs involved in operating the Food Service program, including the cost of providing lunch for free-eligible students.

8. Assignment

Quest shall not sell, subcontract, transfer or otherwise assign this Agreement or any portion hereof without District 225's prior written approval.

9. Insurance

Quest shall obtain and keep in force during the term of this Agreement, for the protection of School, a certificate of insurance naming District 225 its agents and employees as additionally insured, comprehensive general bodily injury and property damage liability insurance in the combined single limit of not less than One Million Dollars (\$1,000,000.00) including but not limited to personal injury liability, covering the operations of Quest under this Agreement.

An

The insurance policy shall contain a provision that coverage shall not be cancelled, modified or revised unless thirty (30) days prior written notice is provided to District 225. Quest shall submit a certificate of insurance evidencing that the required overages are in effect prior to commencing performance of services under this Agreement.

10. Attorney Fees

If any action or proceedings is necessary to enforce the provisions of this agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs and necessary disbursements in addition to any other relief to which it may otherwise be entitled.

11. Indemnity

Quest shall, at all times, fully indemnify, hold harmless, and defend District 225 from and against any and all claims and demands, actions, causes of action, and costs and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this Contract by

Quest and its employees, or because of any act or omission, neglect or misconduct of Quest.

Nothing contained herein shall be construed as prohibiting District 225 from defending itself from any claims, actions, or suits brought against them.

12. Entire Agreement

This Agreement between the parties and there are no additional Agreements or Understandings other than those contained herein unless mutually agreed to in writing as an amendment to the contract.

EXHIBIT M
ANTI-COLLUSION AFFIDAVIT of COMPLIANCE

Michael A. McTaggart
Being first duly sworn, deposes and says:

That he is Owner - *Michael McTaggart*
(Partner, Officer, Owner, etc.)

(Contractor) Quest Food Management Services, INC
1900 S Highland Ste 107
Lombard, IL 60148

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

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

Subscribed and sworn to this 6 day of March, 2006.

Carol L Bernhard
By Signature of Notary



EXHIBIT N
ACKNOWLEDGEMENT OF RFP SPECIFICATIONS

Please note any exceptions to the food services RFP specifications in the space below. Unless noted below, it is assumed that your RFP is in compliance with all specifications.

See attached on financials

I hereby agree and sign that I have thoroughly read and understand the transportation specifications and my RFP is in compliance with the specifications except as noted above.

Michael McJannet
BY

WITNESS

Sandra Tarpych

President
TITLE

Quest Food Management Services, Inc
COMPANY

1900 S Highland Ste 107, Lombard, IL 60148
ADDRESS

3.06.2006
DATE

NORTHFIELD HIGH SCHOOL DISTRICT #225
REQUEST FOR PROPOSAL (RFP)
COPY AND MAIL OUTSOURCING SERVICES

Northfield Township High School District #225 is receiving Request for Proposals (RFP) for COPY AND MAIL OUTSOURCING SERVICES. **RFPs are due Friday May 12, 2006 at 10:00am.** RFPs are to be submitted to:

Northfield High School District 225
Attention: Kimberly Ptak, Director of Purchasing and Operations
1835 Landwehr Road
Glenview, Illinois 60026

RFPs must be clearly marked: **“COPY AND MAIL OUTSOURCING SERVICES - DO NOT OPEN”**.

Attached are the following:

1. EXHIBIT A “Request for Proposal”
2. EXHIBIT B “Profile and Site Data”
3. EXHIBIT C “Phase 1 Specifications”
4. EXHIBIT D “Pricing and Operations”
5. EXHIBIT E “Insurance Requirements”
6. EXHIBIT F “Anti Collusion Agreement”
7. EXHIBIT G “Acknowledgement of RFP Specifications”
8. EXHIBIT H “Supplemental Mail Information”

The District looks forward to your participation in this RFP.

Sincerely,

Kimberly L. Ptak
Director of Purchasing & Operations

EXHIBIT A REQUEST FOR PROPOSAL

Northfield High School District #225 is presently soliciting proposals for copy and mail outsourced services for the **2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011** school years. The deadline for submissions of proposals is Friday May 12, 2006 at 10:00am. Any proposal received after the date and time specified will not be considered.

PURPOSE

The purpose of this request is to provide for the management and operation of Northfield Township High School District #225's (District) mail and copy operations. The Contractor will provide support, direction, and consulting service for the operation of these functions including training, hiring, supervising personnel, establishing processes and procedures, communicating with the end user.

QUESTIONS

Any questions should be submitted in writing to Kimberly Ptak at kptak@glenbrook.k12.il.us. Written questions and answers will be provided to all parties. If a walk through of current operations is requested, please contact Kimberly Ptak at 847-486-4722 to arrange a date and time.

TERM

This agreement shall be in effect for the 2006-2007, 2007-2008, 2008-2009, 2009-2010 and 2010-2011 school years and, if agreed upon by both parties, shall continue from year-to-year for a maximum of five (5) annual renewals. Either party has the right to terminate the contract for the upcoming school year by giving the other party notice on or before March 1 of the current school year.

PRICING

Pricing must be fixed for a 60-month term; there should be no increase in costs over the term.

There must be an assigned field manager to oversee operations.

Pricing must include 100% back-up coverage for sick days and/or vacation days.

Employees must be cross-trained.

Prevailing wages must be adhered to.

The Board of Education reserves the right to accept or reject any or all proposals, and to waive technicalities, if deemed to be in the best interest of the District.

**EXHIBIT B
PROFILE AND SITE DATA**

	<u>Glenbrook North</u>	<u>Glenbrook South</u>
Address	2300 Shermer Road, Northbrook	4000 W. Lake Avenue, Glenview
Enrollment	Current: 2128 FY 06/07: 2088 FY 07/08: 2107 FY 08/09: 2151 FY 09/10: 2138 FY 10/11: 2181	Current: 2671 FY 06/07: 2698 FY 07/08: 2658 FY 08/09: 2626 FY 09/10: 2680 FY 10/11: 2641
Grade Levels	9-12	9-12
Current Print Shop Hours	7:00am – 3:30pm	7:00am – 3:30pm

Courier – Required Stops	District Office – 1835 Landwehr, Glenview, IL Glenbrook South – 4000 W. Lake, Glenview, IL Glenbrook North – 2300 N. Shermer Rd, Northbrook, IL Off Campus – 1248 Waukegan Rd, Glenview, IL Glenview Post Office* Northbrook Post Office* LaSalle Bank in Northbrook
---------------------------------	--

*** Currently the courier makes these stops daily, it may be more cost efficient to arrange a daily pick-up from the post office.**

**EXHIBIT C
SPECIFICATIONS
IMPLEMENTATION JULY 1, 2006**

OUTSOURCED POSITIONS

1. The district plans to outsource the following positions effective July 1, 2006.
 - GBN Press Operator
 - GBS Press Operator
 - Mail Courier

SCOPE OF WORK

The above positions will be responsible for the following duties. Duties are categorized into duplicating, mail and courier functions.

DUPLICATING FUNCTIONS

Responsibilities –Provide reprographic services as required by client through in-house production or outside vendor resources. Submit monthly reports as required.

Duties -

Consult with client regarding job specifications.

Schedule copy jobs to meet deadlines and performance expectations.

Assist client with loading of print drivers, electronic job submission and scanning.

Perform finishing functions i.e. cutting, drilling, laminating, collating, insertion in binders, stapling, etc.

Produce copy jobs to specifications while meeting delivery date requested.

Maintain inventory of reprographic supplies; order as needed.

Maintain log of all copy jobs.

Create monthly Reprographics report for cross-charging purposes.

Perform equipment troubleshooting and preventive maintenance for copy center equipment and fleet of office copiers.

Provide consultation regarding equipment capabilities and functionality to provide best-in-class document production.

Make recommendations regarding cost saving opportunities.

Maintain housekeeping standards established by GLENBROOK DISTRICT 225.

MAIL FUNCTIONS

Responsibilities –*Perform all bulk mailing functions (i.e. mail merge, inserting, folding, sealing, postage).*

Duties -

Perform bulk mailing functions via folder/inserting machine.

Meter all outgoing USPS mail

District 225 locations

Provide consultation regarding equipment capabilities and functionality to provide best-in-class mail production.

Make recommendations regarding any cost savings opportunities

Maintain housekeeping standards established by the district

Run mail through postage machine.

COURIER FUNCTIONS

Responsibilities - *Provide service between GBN, GBS, District Office, Off-Campus, Glenview Post-office, Northbrook Post-office and La Salle Bank in Northbrook. Sort all inbound USPS and inter-office mail. Apply postage for outbound mail.*

Handle all bank deposits – must be willing to provide social security number for cash deposits.

Handle all coin orders.

Courier must be bonded.

EXHIBIT D
PRICING AND OPERATIONS
ITEMS TO BE ADDRESSED IN RFP

1. The district plans to outsource the following positions effective July 1, 2006.
 - GBN Press Operator
 - GBS Press Operator
 - Mail Courier (price must include vehicle allocation)

In your proposal, please include the individual monthly costs for each of these positions. Costs must be fixed for five years and must include annual salary; benefits, workers compensation insurance, vacation and sick day back up, management allocation etc. The price of the courier vehicle, insurance etc must be included in the courier cost.

2. The district believes the responsibilities outlined in Exhibit C can be achieved by the above three positions. With that said, please provide a summary of how you would structure these positions to properly meet the goals of the district. Please use visuals or organizational charts as appropriate.

Please describe your organizations processes to ensure the duties as outlined on the following pages are met. Staff must be adequately trained to perform all required duties meeting service standards established by the district.

3. Will positions be filled by employees of your company or temporary employees?
4. Explain your recommendation for mail flow in our district, include a recommended daily schedule. Tasks must include the following:
 - Delivery of inter-office mail
 - Sorting of inter-office and USPS mail
 - Coin Orders - *twice a week*
 - Bank Deposits – *twice a week*
 - Post-office drop off – *daily (should be as late as possible)*
 - Postage
 - Bulk Mailings
5. Please provide rates for use of temporary labor and/or overflow center. Please describe the equipment / capabilities of your offsite overflow center.
6. Please document your recommended hours of operation.
7. Please provide your recommendation for a folder/insertor equipment and postage machines. Please include an itemized list of equipment, monthly fixed costs and appropriate machine information. Include maintenance for equipment.

8. Please describe your company's quality processes for cost saving and process improving initiatives for your clients. Please provide examples of initiatives, which have been completed for other organizations.
9. Please describe any other value-add services your company can offer.
10. Please describe any deviations from specifications in the RFP, using Exhibit G.
11. Please provide three references from comparable high-school districts where comparable services are performed.

EXHIBIT E
INSURANCE REQUIREMENTS

The Food Services Provider shall provide Northfield Township High School District 225 a Certificate of Insurance naming Northfield Township High School District 225 as an additional insured with the types and limits as follows:

- Workers Compensation Insurance – Coverage A statutory limits/Coverage B \$1,000,000. A waiver of subrogation in favor of District 225 must be provided.
- A certificate of insurance showing at least \$5,000,000 total coverage for liability, products liability, etc. All insurance coverage shall be with a sound, reliable insurance company with an “A” or better Bests’ rating and shall hold the Board of Education and its employees, harmless from all liability incurred in the operation of this program. The District Board of Education and Staff of District 225 shall be named as additional insured with the following limits:

Each Occurrence - \$5,000,000
Personal Injury - \$5,000,000
Products Aggregate - \$5,000,000
General Aggregate - \$5,000,000

EXHIBIT F
ANTI-COLLUSION AFFIDAVIT of COMPLIANCE

Being first duly sworn, deposes and says:

That he is _____
(Partner, Officer, Owner, etc.)

(Contractor)

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

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

Subscribed and sworn to this _____ day of _____, 2006.

By Signature of Notary

(SEAL)

EXHIBIT G
ACKNOWLEDGEMENT OF RFP SPECIFICATIONS

Please note any exceptions to the RFP specifications in the space below. Unless noted below, it is assumed that your RFP is in compliance with all specifications.

I hereby agree and sign that I have thoroughly read and understand the food services specifications and my RFP is in compliance with the specifications except as noted above.

_____ BY	WITNESS
_____ TITLE	_____
_____ COMPANY	_____
_____ ADDRESS	_____
_____ DATE	_____

EXHIBIT H
SUPPLEMENTAL MAIL INFORMATION

Please see attached for a summary of large (> 150 piece) mailings currently done by the district. These are the mailings, which would need to go through the proposed central mail process using automated equipment.

Mail, Distribution and Fulfillment Services SOW

Service Information

Service Description

Mail, Distribution, and Fulfillment Services is a Xerox service offering providing the client with managed capabilities that include Mail Center and fax distribution, shipping and receiving, and document kitting and fulfillment. In a mail center operations assessment, Xerox analyzes the current customer operation to rank potential savings opportunities in the office and production mail functions such as labor, postage, and air express. Xerox then applies technology and business process change, while managing equipment, maintenance, supplies, and human resources, to deliver value and improve productivity. Office mail services typically include incoming, internal, and outgoing postal and express mail, fax distribution, and shipping and receiving. Production mail services typically include high volume inserting, presorting, bar-coding, labeling, and kit fulfillment.

NOTE: X-RAY SERVICES ARE NO LONGER PROVIDED DIRECTLY BY XEROX, BUT CAN BE PROVIDED BY A 3RD PARTY UNDER A DIRECTLY CONTRACTING WITH THE CLIENT. XEROX WILL NOT MANAGE THE 3RD PARTY AS A SUBCONTRACTOR TO XEROX.

Note: The service description described here assumes a full implementation of the service. Some capabilities are optional. Optional capabilities that are not selected by the client will not be provided as part of the service.

NOTE - DISCARD THIS SERVICE INFORMATION SHEET PRIOR TO PRESENTING THE SOW TO THE CUSTOMER. IT IS NOT PART OF THE SOW AND IS NOT TO BE GIVEN TO THE CUSTOMER.

Mail, Distribution and Fulfillment Services SOW

Instruction Sheet

FORM PURPOSE:

The Statement of Work (SOW) is the document that Xerox uses to establish the deliverables for the value-add services for Managed Services contracts. The SOW defines the key activities that Xerox will do as part of the contracted Service and the extent to which these activities will be done. It also defines the specific objective criteria, known as Standards of Performance (SOPs), that will be used to measure Xerox's performance. Although our consistent failure to perform any of the defined activities in the SOW would need to be addressed, failure to meet the SOPs would constitute a serious contractual breach and must be corrected in order to avoid the cancellation of the contract for cause.

The definition of the activities in the SOW is called the Scope of the service, and the extent is called the Scale. Each row of the SOW table is a Scope component. The description of the Scope component is contained in the Work Process Descriptions column on the left side of the SOW table. The description of the Scale is contained in the Service Configuration Parameters column on the right side of the SOW table. The Scale of each component is described by populating the fill-in fields in the Service Configuration Parameters column.

Most of our service offerings have predefined Scope and Scale definitions and SOPs contained within the SOW template. Some of these are expected to normally be included with every solution containing the service; others are optional and depend upon customer need and preference. The Scope and Scale elements are configured to meet customer requirements and approved and validated in Deal Review.

GENERAL INSTRUCTIONS:

1. The Scope components should always be stated in clear, concise, and clearly deliverable terms, to avoid ambiguity.
2. The SOW should never include any contract terms or conditions. They cannot contain any material uncertainties, including any performance penalties or credits of any type. That would pose a risk to the "collectability" of the monthly charge for the equipment and/or value-add service.
3. The Scope components, Scale factors, and SOPs, together, should form the basis for determining the required resource levels for labor and equipment.
4. The Scope, Scale, and SOPs should be reviewed and agreed to by Services Ops, through the Deal Review process. This is the group responsible for meeting the deliverables that are detailed within the SOW.
5. Changes to the equipment configuration and/or value-add labor could have an effect on the SOW's defined Scope and Scale, and the possible impact on them should be assessed with each such change. Modifications to the SOWs should be made, as appropriate, as part of the Change Order or amendment process.
6. All services selected on the SOA or SCO must have components that support them contained within the SOW.
7. All SOW components that are included within the SOW are part of the contracted service. Any predefined Scope component that is not part of the contracted service must be deleted from the SOW prior to customer review and contract signature. To delete a component, delete the entire row from the table, but **do not renumber** the Service Market Codes.
8. The final contract SOW must not contain any blank rows. These should all be deleted from the table before the contract is given to the customer for review and signature.
9. All relevant Scale factors must be completed prior to customer signature. No Scale factors should be left blank.
10. Additional SOW components may be added to the SOW in the Other section. Do not significantly change the predefined Scope elements. They are market coded, so their general definition must be maintained. Minor changes to the Scope elements are permissible. Absolutely no changes to the Service Market Codes are permissible.

FILL-IN INSTRUCTIONS

- Fill-in the contract # and the effective date in the Page Header. To do this, select **View** from the Word toolbar, and then select **Header and Footer** from the submenu. Enter the contract # and the effective date and then select **Close** from the Header and Footer submenu.
- Enter the name of the Service in the space provided. If this is a predefined SOW, then the Service name already appears.
- Review each predefined Scope component. If it is to be included in the contracted service, then edit it as necessary and complete the Scale factors appropriately. If it is not to be included, then select **Table** from the Word toolbar, and then select **Select Row**. Then select **Table** again from the Word toolbar, and then select **Delete Row** from the submenu.
- Add additional Scope components, as necessary, in the Other section towards the end of the table. Use the TAB key at the end of the last row in the Other section to add additional rows to that section.

NOTE - DISCARD THIS INSTRUCTION SHEET PRIOR TO PRESENTING THE SOW TO THE CUSTOMER. IT IS NOT PART OF THE SOW AND IS NOT TO BE GIVEN TO THE CUSTOMER.

Statement of Work Addendum



Agreement # 7135702-001

Services Defined As Of: July 1 2013

Service(s) Provided: **Mail, Distribution and Fulfillment**

Service Component Work Process Descriptions	Service Configuration Parameters	Service Market Code ¹
<p>Mail Center Operations Assessment</p> <p>Through a mail center operations assessment, Xerox reviews and analyzes existing mail center operations to identify process improvements leading to greater efficiencies and levels of services, as well as cost reduction opportunities. The assessment process consists of two steps: a mail center analysis phase which details the current state and a mail center process optimization phase which details recommendations for process improvement and cost reduction.</p> <p>Mail Center Analysis</p> <p>Xerox performs an analysis of the people, operations, systems and procedures in each mail center to document the current state of mail center operations. Based on detail provided by the customer or through site inspection by Xerox personnel, a report detailing the methodology associated with current operations and current costs is provided for the customer to review. From this analysis, a solution may be developed to meet the client's objectives. Xerox typically examines the following in an analysis:</p> <ul style="list-style-type: none"> • The types and volume of incoming mail and other items received from "the outside" and internally. • The types and volume of outgoing mail (see USPS outgoing mail below) in bulk and separate pieces, the methods sent (USPS, overnight mail, presort company, re-mailers, couriers, etc.), the costs, charge-backs, security, accountability, special handling and discounts. • The tasks needed in relation to the volume and type of mail and other items handled to meet user needs. • The number of people for the tasks, their qualifications, duties, work schedules and the quality and efficiency of their work. • The processing methods, including equipment and costs. • The distribution methods and efficiency, including conveyance equipment, routed time schedule and mail depositories. • End user requests of exceptional nature. • The level of cooperation of end users, their understanding of mail services procedures and any training that may be required. • Conflicts in departmental responsibilities. • Mail center location, space consideration and utilization design. • Mail flow and work efficiency. • Management, record keeping, cost containment, cost savings and charge-back methods. 		<p>MS-100</p>

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Service Component Work Process Descriptions	Service Configuration Parameters	Service Market Code ¹
<p>Mail Center Process Optimization</p> <p>Based on the Mail Center Analysis, Xerox provides a report recommending leading-edge technology alternatives to improve efficiency and simplify processes. Recommendations typically address :</p> <ul style="list-style-type: none"> • Introduction of operations and policies and procedures manuals. • Optimizing Mail Center layouts for improved workflow. • Retrieval, sorting and delivery methods for incoming USPS mail, including research of unidentified mail. • Distribution methods for internal mail, incorporating a “sort on the run” approach to maximize the efficiency of mail distribution, and “day cards” to alert staff of the last pick up of the day. • Processing methods for outgoing USPS mail, using “state of the art” mail equipment and a method of presorting and bar-coding to reduce postage costs by as much as 20%. • Paper stock selection recommendations to reduce overall mailing weight, impacting postage costs. • Optimal use of USPS standard class, automated rates to reduce costs. • Management of departmental charge-back system for postage and air express. • Management of incoming and outgoing air express requirements, including rate shopping of domestic and international air express to decrease shipping costs by as much as 20%, and the introduction of automated tracking systems to provide a “closed loop” of accountability. • Management of incoming and outgoing accountable mail, including the introduction of automated tracking systems. • Management of courier services between company locations. • Management of cross-training between Mail Center functions. • Integration of fax / scan / e-mail technologies to improve mail services delivery. • Document redesign recommendations for process improvement and savings • Optimization of the sort scheme design to reduce the number of times that a piece of mail must be handled. • Proactively managing the amount of “Standard Mail” that needs to be sorted and distributed. • Implementation of performance standards and measurement programs. 		

Service Component Work Process Descriptions	Service Configuration Parameters	Service Market Code ¹
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Service Component Work Process Descriptions	Service Configuration Parameters	Service Market Code ¹
<p>Standard Incoming & Outgoing USPS and Express Mail Services</p> <p>Xerox manages all incoming and outgoing US Postal Service mail and Express Mail. Xerox implements optimized processes to meet the client's requirements as contracted.</p> <p>Standard Mail Services do not include opening mail or packages. Please see the service component entitled "Opening Incoming Mail, Packages, and Courier Deliveries" for details on this capability.</p> <p>Incoming Mail</p> <ul style="list-style-type: none"> • Inbound mail is sorted to cart in delivery sequence by product and priority: <ul style="list-style-type: none"> First class (letters and flats) USPS Accountable (Certified, Registered) Parcels Standard mail Look up mail / Quality mail • Mail volumes are recorded by container type. <p>Incoming Air Express Mail</p> <ul style="list-style-type: none"> • Record accountable mail information in a log: citing date, product type, bar code identifier, recipient name, and time. • Sort mail by delivery sequence and prepare for distribution on scheduled delivery runs. • Deliver express mail on demand if explicitly required by client. <p>Mail Distribution</p> <ul style="list-style-type: none"> • Deliver and pick up mail at all internal delivery locations. • Retrieve outgoing mail on scheduled mail runs. <p>Outbound USPS Mail</p> <ul style="list-style-type: none"> • Outbound mail delivered to mail-center metering area. • Outbound mail sorted by product, category, weight, size, and international. • Quality checks performed for outbound mail 	<p>General (each location)</p> <ul style="list-style-type: none"> • Employee population served at location 400 • Days of operation Monday thru Friday • Hours of operation 7:00 AM – 3:30 PM • Holiday staffing requirement None • Description of unusual peak processing periods: Start and end of school semester/year. <p>Physical</p> <ul style="list-style-type: none"> • Number of floors served in all buildings: 2 • Number of buildings served 5 • Maximum distance between buildings served 2 miles • Frequency of delivery: 1 per day • Number of mail stops serviced 5 • Total square footage in Mail Center 200 <p>Incoming Mail</p> <ul style="list-style-type: none"> • Average USPS volume envelopes 1,000 per day • Average USPS volume flats 25 per Day • Time of USPS Delivery 10:00 AM • Percent of Total Mail that is picked up at post office: None • Service used to pick up mail at Post Office (Xerox, Other, None): None • Are post office boxes or locked boxes used? (Y/N) N • 	<p>MS-200</p>

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Service Component Work Process Descriptions	Service Configuration Parameters	Service Market Code ¹
<p>including proper address, envelope integrity and proper seal.</p> <ul style="list-style-type: none"> • Meter mail by postal classifications. • Place posted mail in appropriate containers. • Record mail volumes and postage at the end of the day. • Stage mail for pick up by USPS or delivery to USPS. <p>Outgoing Air Express Mail</p> <ul style="list-style-type: none"> • Collect outgoing air express mail on mail collection runs. • Express mail separated by type: (e.g. Airborne, FedEx, Other vendors). • Perform quality checks on shipments. • Process shipments. • Stage shipments in vendor pick up area for pick up. • Record volumes by vendor. <p>Local Delivery Services</p> <ul style="list-style-type: none"> • Manage and track packages distributed through local delivery services. <p>Problem Resolution</p> <ul style="list-style-type: none"> • Trace and resolve mail problems with USPS, express, and local delivery services. 		
<p>Other</p>		<p>MS-A1</p>

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Management Services

The following Management Services are included as part of the Services to be provided pursuant to this Agreement.

Account Configuration

The Xerox location at the client site is configured with a mix of people, process, equipment, software and networking to achieve the contracted service levels.

Human Resources – Staffing, Recruiting, and Development

Xerox manages these aspects of human resources – employee sourcing and selection, training, back-up coverage, and employee development / performance improvement.

Materials Management

Xerox manages the ordering, receipt, handling, and storage of supplies and replacement parts for systems, as contracted.

Account Marketing

Xerox communicates the capabilities of the managed service to client departments and maintains client awareness so that services may be rendered where and when needed.

Equipment Service

Xerox manages and performs equipment service as contracted.

Technology Support

Xerox technology specialists are available as contracted, to support ongoing technical needs and troubleshoot operational issues.

Technology Management

Xerox manages its document services hardware and software technology as contracted, proposing additional technology acquisitions, as required to meet customer's needs.

Operations Management

Xerox manages the services operation, including people, processes, and technology, to assure operational service as contracted.

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Standards of Performance

Definitions:

1. **Timeliness:** The duration between the pick-up and delivery to the designated delivery point (box, department or central drop off point) of mail or packages by the Account Associate in accordance within the negotiated time.
2. **Delivery Accuracy:** Mail and/or packages are received by the appropriate end-user at the designated location.
3. **Incoming:** Time and date when an item is logged in as received by Xerox personnel.
4. **Outgoing Time** and date when an item is logged out as shipped by Xerox personnel.
5. **Same Day Delivery:** Item arrives at the destination the same day as it was shipped out.
6. **Kit Fulfillment Accuracy:** The assembly of a package according to a client's bill of materials (BOM).
7. **Bill of Materials (BOM):** A written list of items to be placed, with their sequence, into a unique package.
8. **Incoming Fax Delivery:** The date and time of the drop-off of the fax to the designated recipient.
9. **Outgoing Fax Transmission:** The date and time of the send transmission initiation to the designated recipient.
10. **Receipt of Incoming Fax:** The date and time the last page of the fax is received in the Fax Center.
11. **Receipt of Outgoing Fax:** The date and time the fax is logged in at the Fax Center.
12. **Fax Center:** The staffed Xerox location where facsimiles are processed.

Assumptions:

1. The Service Configuration Parameters ("Parameters") set forth in this Statement of Work ("SOW") have been agreed to by the parties and have been used by the parties to configure resources that are estimated to be sufficient to adequately support the scale and scope of the Service and to meet the Standards of Performance ("SOP") set forth herein for such Service. Xerox shall use reasonable efforts to meet service requests that exceed any maximums stated in the Parameters; provided, however, the failure to meet such service requests shall not constitute a breach by Xerox hereunder. If the scale and scope of any Service consistently exceeds the resources estimated by the parties to be adequate for such Service, the parties may meet to discuss appropriate actions to address the situation.
2. This SOW (and its SOP) applies to Mail, Distribution, & Fulfillment Services only. Any other Service provided under this Agreement must be reflected in a separate SOW.
3. The accuracy calculation requires maintaining a complaint log, which should contain the date, time, complainant and nature of complaint.

Reporting:

Xerox will provide a monthly report for mail, distribution and fulfillment service accuracy and timeliness.

Performance Criteria	Measurement	Description	Calculation
Incoming Mail & Packages: Delivery Timeliness	95% On-time	Mail and packages received for delivery will be delivered according to standard times agreed to with the client.	The measurement for Incoming Delivery Timeliness is calculated by dividing the total number of deliveries completed on time by the total number of deliveries completed on a monthly basis.

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Performance Criteria	Measurement	Description	Calculation
Incoming Mail & Packages: Delivery Accuracy	95% Accuracy	Mail and packages received will be delivered to the addressee on the package or envelope.	The measurement for accuracy is calculated by dividing the total number of pieces delivered minus the total number of documented delivery complaints by the total number of pieces delivered on a monthly basis. Example: Total Number of Pieces Delivered = 20,000 Total # of Documented Complaints = 7 $(20,000 - 7) / 20,000$ = 19,993 / 20,000 = 99.97%
Outgoing Mail, Packages & Kits: Shipping Timeliness	95% On-time	<ul style="list-style-type: none"> • Individual mail pieces and packages received for shipment will be mailed/ shipped according to standard times agreed upon with the client. • Mailing/shipping of single pieces will occur the same day as they are received as long as the item is received no later than 1 hour prior to scheduled pick-up by external delivery service. • Fulfillment shipment turnaround times will be negotiated with the client depending on the requirements of the job ticket. 	The measurement for Outgoing Shipment Timeliness is calculated by dividing the number of pieces shipped on time by the total number of pieces received for shipment on a monthly basis.

END OF STATEMENT OF WORK FOR MAIL, DISTRIBUTION, & FULFILLMENT SERVICES


 9/24/13

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