

TO: Dr. Mike Riggle

FROM: Rosanne Williamson

RE: FOIA Requests

DATE: March 4, 2015

| Received From | Request | Received Request | Date Replied | Responded w/in required deadline | How response was sent |
|---|--|------------------|--------------|----------------------------------|-----------------------|
| Commons, James | RFP & Responses 1. Student Bus Service a) Electronic copy of the single most recent request for proposals (RFP) that was issued by the district b) Electronic copy of the winning RFP response from the selected vendors c) Electronic copy of the signed contract with each vendor 2. Waste Services a) Electronic copy of the single most recent request for proposals (RFP) that was issued by the district b) Electronic copy of the winning RFP response from the selected vendors c) Electronic copy of the signed contract with each vendor | 03.05.15 | 03.13.15 | yes | email |
| The responsive documents are available on line. | | | | | |



Elaine Geallis <egeallis@glenbrook225.org>

03.05.15.FOIA.Commons

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

Fri, Mar 13, 2015 at 3:44 PM

To: e2015@jamescommons.com

Cc: Kim Ptak <kptak@glenbrook225.org>

Bcc: egeallis@glenbrook225.org

Dear Mr. Commons,

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 3/5/15 we received your request for the following information:

- RFP & Responses
 1. Student Bus Service
 - a) Electronic copy of the single most recent request for proposals (RFP) that was issued by the district
 - b) Electronic copy of the winning RFP response from the selected vendors
 - c) Electronic copy of the signed contract with each vendor

District response: Please see attached.

2. Waste Services
 - a) Electronic copy of the single most recent request for proposals (RFP) that was issued by the district

District response: N/A - pricing is from Northwest Suburban Coop Purchasing Program

- b) Electronic copy of the winning RFP response from the selected vendors

District response: N/A

- c) Electronic copy of the signed contract with each vendor

District response: Please see attached.

If you have any specific questions regarding this FOIA, please feel free to contact

Ms. Kim Ptak

Director of Operations

kptak@glenbrook225.org

[847-486-4722](tel:847-486-4722)

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

2 attachments

 **Response.WasteDisposal.pdf**
143K

 **ResponseTransportation.pdf**
1628K

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|--|--|
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| | |

Section D – Written Request for District Public Records

foia@glenbrook225.org

All requests to inspect and/or to obtain a copy of a District record must be made in writing. This form is provided for convenience – its use is not required. Please submit all requests to the District's Freedom of Information Officer. Copying fees, if any, must be paid before copies will be provided. The Freedom of Information Officer can give you an estimate of the copying fees, if any.

James Commons
 Name of individual(s) requesting District records
934 Wedgewood Drive
 Address
Glenview IL 60025
 City State Zip
e2015@jamescommons.com
 Email address
 Telephone number
3/5/2015
 Date of request

Please check if this request of records is being made for a commercial purpose. Section 2 of the Freedom of Information Act states: "Commercial purpose means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education. Section 3.1 states: "It is a violation of this Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body."

Please check if a fee waiver or reduction is being requested. Section 6 of the Freedom of Information Act states: "Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit."

Please indicate your reason for requesting a fee waiver: _____

Check if you are requesting:

| Record description (Please be specific) | Electronic | Inspection | Copy |
|--|------------|------------|------|
| | Copy | | |
| | | | |
| RFP + Responses for Bus and Waste Services | X (PDF) | | |

- A) Please provide an electronic copy of the single most recent request for proposals (RFP) that was issued by the district for:
 - (1) Student bus service
 - (2) Waste disposal service (trash/recycle)
- B) For the two RFPs described above, please provide an electronic copy of the winning RFP response from the selected vendors
- C) For the two RFPs described above, please also provide an electronic copy of the signed contract with each vendor.

STUDENT TRANSPORTATION BID SPECIFICATIONS

NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT NO. 225

3801 West Lake Avenue

Third Floor

Glenview, Illinois 60026

Kimberly L. Ptak – Director of Operations & Purchasing

NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225
3801 West Lake Avenue
Glenview, Illinois 60026

Specifications for Student Transportation Bid for the 2011/12, 2012/13, and 2013/14
school years.

Invitation to Bidders

The Northfield Township High School District No. 225 will accept sealed bids from qualified vendors for our student transportation for the 2011/12, 2012/13, and 2013/14 until 10:00 AM., on Tuesday, November 23, 2010, at 3801 West Lake Avenue, Third Floor, Glenview, IL 60026. Bids will be publicly opened and read at 10:00 AM on Tuesday, November 23, 2010 at 3801 West Lake Avenue, Third Floor, Glenview, Illinois 60026.

Conditions of Contract

1. The transportation contract shall be between the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois, hereafter called "District" of 3801 West Lake Avenue, Glenview, Illinois 60026 and the successful transportation contractor, hereinafter referred to as "Contractor".
2. The Contractor shall provide the District with bus service for transportation to and from school, ninth through twelfth grade transportation, after school activity buses, interscholastic and intramural buses, shuttle buses between campuses and all special transportation needs such as school field trips, athletic events etc. This transportation contract shall be for a three (3) year period commencing with the first day of school in August 2011 and ending with the last day of school of the 2013/14 school year. If mutually agreed upon by both parties, the contract may be renewed for an additional two (2) years.
3. The Contractor shall maintain and operate its vehicles at all times in a safe and efficient lawful manner and in accordance with such instructions and directions as may, from time to time, be issued by the District and shall comply with all lawful orders, rules and regulations of the State of Illinois and the United States and the ordinances of the municipalities applicable thereto.
4. The Contractor shall, at its expense, procure and maintain in effect any and all licenses, permits and certifications, which are or may be required by regulatory bodies for the performance of student transportation services.
5. The Contractor shall assume all costs of the transportation/operation, including but not limited to, the cost of purchase of vehicles, including two-way radios, gas, maintenance, all types of insurance including unemployment insurance, supplies, accessories necessary

for safe operation, and all salary and benefits for drivers, mechanics and all other transportation employees.

6. The Contractor shall not assign or sublet any contract entered into with the District in whole or in part without prior written consent of the Board of Education.
7. There shall be no restriction to prevent the District, at its option, to transport student groups of any size in private cars or school owned vehicles, contract with individual parents to transport their students attending public schools or to expand or reduce daily transportation service to meet the needs of regular as well as handicapped students in accordance with the demands of such needs.

Instructions to Bidders

1. All bids shall be placed in a sealed envelope addressed to Kimberly Ptak, Director of Operations and Purchasing, Northfield Township High School District No. 225, 3801 West Lake Avenue, Third Floor, Glenview, Illinois 60026, with the bidders name and address on the outside of the envelope and marked "Transportation Bid – 2011/12" and delivered to Kimberly Ptak, 3801 West Lake Avenue, Third Floor, Glenview, Illinois 60026 by 10:00 AM on Tuesday, November 23, 2010, at which time all bids will be opened and read aloud. All bids shall be valid for ninety (90) days beginning at 10:00 AM on Tuesday, November 23, 2010.
2. After reading the attached specifications, potential vendors with questions should contact Kimberly Ptak, Director of Operations and Purchasing via email: kptak@glenbrook225.org. Any questions received and answers given will be emailed to all bidders.
3. Each bid must be accompanied by a bid bond, certified check or bank draft made payable to the order of Northfield Township High School District 225 in the amount of \$50,000 as a guarantee that if the contract is awarded, the bidder will execute the contract, furnish the required performance bond and furnish the services specified. Certified checks or bid bond of all unsuccessful bidders will be returned promptly, after the awarding of the bid to the successful contractor. The certified check or bid bond of the successful bidder shall be returned promptly after the filing of said performance bond, proper execution of said contract, and the furnishing of the required insurance certificate.
4. The successful bidder shall be required to furnish a performance bond executed by a surety company satisfactory to the Board of Education in the amount of one half of the annual bid to guarantee the faithful performance of this contract. The bond shall be for the term of contract and shall be approved as to surety and as to form by the Board of Education and the attorney for the District. Should the bidder fail or neglect to furnish a satisfactory performance bond or refuse to sign the contract on the basis of this bid, or fail to meet the requirements or specifications, the bid bond, certified check or bank draft shall be forfeited as liquidated damages. It is the intention of the Board of Education to award the contract to the lowest responsible bidder, best meeting the requirements of the Board of Education. The Board of Education thereby reserves the right to accept or reject

any or all bids for any reason without recourse or to make the award in such a manner as the Board of Education may deem right and proper for the best interest for the District.

5. The Board of Education reserves the right to hold all bids for a period of ninety (90) days after the date of the bid opening and the bidder shall not withdraw his bid during the said ninety (90) day period.
6. The bidder shall inform himself fully of the District's transportation requirements. (For example, this would include viewing the various bus routes, schools, pick-up and drop-off locations, mileage, etc.). In essence, the Board expects the bidder to be familiar with all aspects of our transportation requirements. For the convenience of bidders, the District is providing various information about its transportation requirements, as set forth in Appendix A.
7. Proposals shall be submitted on forms provided by Northfield Township High School District No. 225 and must include:
 - Appendix B – Student Transportation Bid Sheet
 - Appendix C – Acknowledgement of Bid Specifications
 - Appendix D – Non-Collusion Affidavit
8. A signed and duly notarized Non-Collusion affidavit, attached hereto as Appendix C. Proposals submitted on forms other than the attached forms may be rejected. All proposals should be clearly marked "Transportation Bid – 2011/12".
9. Any proposals received after the date and time stated shall be returned to the bidder unopened.
10. Either party has the right to unilaterally terminate the transportation contract for subsequent school year/years, prior to March 1st, annually, without prejudice.
11. No bid will be accepted that contains any escalator or de-escalation (contingency) clauses for any purpose whatsoever, i.e., fuel, labor, insurance, etc.
12. Bidder shall provide a list of all customers within the past three (3) years, within a 50 mile radius of the district. Each list shall include the name and contact information of the principal administrator/owner of the company listed.
13. The successful bidder shall be required to enter into a written contract with the District, which incorporates all of the terms of these bid documents.
14. The Board reserves the right to award the bid in the best interest of the District.

District Requirements

The District shall be obligated to:

1. Provide the administration of the registration process and the fee collection for student transportation.
2. Prepare and process mailings and bus passes.
3. Provide the number of students registered at each bus stop prior to the first day of school.
4. Pay the Contractor's District approved monthly invoices following the regular monthly School Board Meeting, (generally the second and fourth Monday of each month).
5. Notify the Contractor of any known student/resident moves, additions or deletions.
6. Notify the Contractor of any field trips, extra curricular or athletic trip bus requirements three (3) days in advance of the day of the trip.

Note: The District is not required to provide transportation to the residents of Northfield Township High School District 225. The District's role is solely to act as an agent for parents contracting with the successful Bidder/Contractor for transportation for students to and from school.

Contractor Requirements

The Contractor shall be subject to all of the following terms:

1. Contractor Personnel:
 - A. It is understood that the Contractor, its officers, agents and employees shall be considered, and at all times, act in the capacity of an Independent Contractor and not as an employee of the District, for any purpose, and shall not acquire either by contract or by operation of law any rights or benefits provided for employees of the District. 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 the bus contractor.

The Contractor and its personnel shall be obligated to perform and/or comply with the following non-exclusive list of duties/requirements (A through T below):

- A. Maintain facilities and bus fleet including preventative maintenance program. The District will give preference to bidders with a bus depot and maintenance facility located within a ten (10) mile radius of the Glenbrook High Schools boundaries.
- B. Recruit, select and train bus drivers.

- C. Prepare and administer pre-service and in-service bus driver training, including safety and student discipline topics.
- D. Keep records on all personnel.
- E. Keep time logs of arrivals and departures.
- F. Maintain and keep current on all Federal and State laws regarding transportation, along with school board policy.
- G. Disclose any pending and/or past litigation, wherein the bidder is/was a Defendant.
- H. Work with the District to develop safe and economical bus routes, subject to the approval of the Assistant Superintendent of Business Affairs or his/her appointed representative.
- I. Maintain a written quality control manual that will be fully implemented by the Contractor. Such manual shall be available for review by the Assistant Superintendent of Business Affairs or his/her appointed representative.
- J. Investigate requests and complaints regarding student transportation services and make recommendations to the Assistant Superintendent of Business Affairs or his/her appointed representative.
- K. Prepare reports necessary to complete school district, state and local requests for information.
- L. Administer bus conduct reports as specified by the District and work with the school system on student discipline. The District shall assist the Contractor on keeping a proper student atmosphere on the bus.
- M. Keep confidential history file on student bus conduct reports.
- N. Whenever regular bus routes are on the road, a responsible person shall be at the base radio station with a telephone available.
- O. Dispatch buses, check drivers and be totally familiar with all bus routes, schedules, school locations, etc.
- P. Supply sufficient numbers of regular and substitute drivers to be available and properly trained so that full transportation service is always available. (is provided)
- Q. Secretarial duties, including, but not limited to telephone coverage, filing, map maintenance, report documentation, bus conduct forms, etc.

- R. Be aware and keep the Assistant Superintendent of Business Affairs or his/her appointed representative advised on ideas for improvements in the transportation system and cost savings.
- S. Be capable and experienced in school bus fleet operation and management.
- T. Minimum telephone call coverage by the contractor or terminal manager shall be from 6:00 am to 6:00 pm, on school days.
- U. The number of full-time (or equivalent) employees to be used to perform the managerial, maintenance and clerical responsibilities shall be sufficient to fulfill all of the Contractor's obligations including the above-listed requirements.

2. School Buses:

- A. All school buses used in the performance of this contract shall be owned by the Contractor, or, if not so owned, the Contractor shall furnish the Board with a statement setting forth the name and address of the owner of each school bus before placing said school bus in service.
- B. All buses are to be equipped with a working 2-way radio communication system capable of transmitting on an exclusive frequency. Citizen band (CB) radios are not acceptable. All licenses, fees, etc. associated with the 2-way radio system shall be obtained by the contractor at their expense.
- C. All buses are to be equipped with continuous monitoring GPS. In addition to the capability to locate any bus at any time, the bidder must be able to provide the district with GPS path reports for any route, which will include all stops and stop times, no later than the end of the day of that route.
- D. A minimum of 4 buses (4 different routes) must be equipped with digital cameras, (front, rear and stairwell), with sound.
- E. All vehicles must be no less than 72 passenger capacity. The District reserves the right to require the use of 84 passenger buses.
- F. At any time during the performance of this agreement, the average age of all buses shall be no more than five (5) years old and no bus shall be more than ten (10) years old. Annually, within five (5) days of the start of school each year, the Contractor shall supply the Board of Education with a listing of buses used in the District, which shall include age and serial number of each bus.
- G. The Contractor shall keep all school buses used in the performance of the transportation requirements in a good state of maintenance and repair. The passenger section shall be kept in a clean and sanitary condition. The Contractor shall cause each school bus to be inspected in accordance with standards set forth by the State Board of Education and the Illinois Department of Transportation, as well as all local, State and Federal standards, but under no circumstances shall

there be less than two (2) inspections per year. All vehicles must carry and display a current school bus safety sticker at all times.

- H. 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.
- I. If the number of students to be transported increases during the school year, the Contractor must furnish additional buses as needed at the prices specified in the bid.
- J. If the number of students to be transported decreases during the school year, the Contractor must reduce the number of buses provided at no expense to the District.
- K. The Assistant Superintendent for Business Affairs and his/her appointed representative retains the right to designate the maximum number of passengers per bus.

3. Drivers and Training:

- A. All buses shall be operated at all times by trained, competent, and prudent drivers who shall meet the requirements for school bus drivers as set forth by the Illinois State Board of Education, "Illinois School Bus Driver Information". In addition, all drivers will be required to follow all Glenbrook High School District 225's transportation polices and regulations.
- B. The Contractor shall establish and implement a screening, hiring and training program which includes the following as a minimum:
 - a. Driver completes a written application form, which is provided by the Contractor including references.
 - b. Driver has an initial interview with the Contractor or manager to determine the applicant's aptitude for the job.
 - c. Drivers must have successfully completed an independent defensive driving course and documentation of such be made available to the district. Specifics of the course provider should be included in the bid response.
 - d. In conjunction with the school district, the Contractor shall conduct a criminal background check on the applicant, including his/her driving record. Contractor must insure that the applicant has had no conviction against public morals or a felony charge. The applicant's driving record, which is obtained from the State of Illinois, shall be available, upon

request, to the Superintendent of Schools or his/her appointed representative.

- e. Contractor must provide adequate pre-service training, including first-aid training, so that the driver has a thorough knowledge of the State of Illinois traffic laws and regulations. In addition, the Contractor must provide a minimum of three (3) hours of behind the wheel training with a qualified instructor before the driver takes his school bus road test with the Department of Motor Vehicles.
- f. Applicant drivers must pass physical, written and road tests and obtain a commercial driver's license before transporting students.
- g. The Contractor must provide route training before the driver is given the responsibility of transporting students. This would include, but not limited to:
 - 1. A specific map of the route indicating exact locations and names for pick-ups and drop-offs.
 - 2. Specific information about the route indicating danger points, road hazards, etc.
 - 3. Actual driving of the route, minimum of two times, at no cost to the District.
 - 4. Written directions (to and from destinations) for each bus route, to the District.
- h. The Contractor must provide for pre-service and on-going in-service training programs for the bus drivers. Drivers shall be required to attend the meetings. A minimum of six (6) in-service meetings shall be held each school year with a minimum length of one (1) hour each. The meeting topics and a printed training manual shall be geared to driver needs, including safety, discipline, drills, etc. Failure to attend may, at the sole option of the District, result in replacement of the non-attending driver. The Assistant Superintendent of Business Affairs, or appointed representative, shall be informed, in advance, when these meetings take place and be provided with a copy of the training manual.
- i. Periodic, short meetings may be conducted on topics that require immediate attention.
- j. The Contractor shall furnish and the Contractor's drivers shall be required to properly wear and display a photo identification badge at all times they are providing transportation services for the District.

- C. The Contractor will be responsible for proper supervision over the drivers to insure the routes are being run correctly and on time. Also included in this supervision should be an annual written evaluation of all drivers in the areas of driving competency, understanding of laws, regulations and District policies.
- D. The Contractor shall furnish to the District, at the beginning of each school year, a listing of names, ages, addresses, bus driver license number, expiration date, and telephone numbers of all regular and substitute drivers, along with the routes they will be driving. This listing shall be maintained current by the Contractor.
- E. Each driver assigned to duties in the performance of this contract must be at least twenty-one (21) years of age, fully licensed as a bus driver by the State of Illinois. All drivers shall maintain a courteous attitude and neat appearance. A uniform appearance is recommended. All drivers must be able to communicate effectively in English.
- F. Each driver assigned to the performance of this agreement must meet or exceed all applicable standards for drivers' physical qualifications. The Assistant Superintendent of Business Affairs or his/her representative may, at its discretion, demand such additional physical examinations of drivers as it deems necessary and the Contractor shall pay the costs of such additional examinations. If new drivers are assigned to the performance of this agreement after its commencement, such new drivers must be examined five (5) days prior to such assignment. Any driver who is found to be physically unfit to operate a school bus will be removed immediately from performance of his/her transportation duties.
- G. The Contractor shall provide to all drivers, a manual or handbook outlining all Contractor and District policies. Included therein must be a written policy covering procedures to follow in emergency situations and all steps to follow if the bus is involved in an accident of any kind. There should also be a procedure outlining the steps to follow if a bus breaks down.

All drivers should be schooled and tested on these procedures to the extent that they will be prepared if any emergency does occur. The Contractor must, immediately notify the Assistant Superintendent of Business Affairs, or his/her appointed representative, when any accident has occurred, regardless of how minor.

- H. Bus drivers shall be hired, employed and under complete supervision by the bus Contractor, however, the Contractor shall replace any school bus driver, who in the sole opinion of the Assistant Superintendent of Business Affairs, or his/her appointed representative, is detrimental to the best interest of the students riding the bus(es) of the District.
- I. The Contractor shall keep personnel files on each bus driver, including, but not limited to, the drivers written application form, references, including those checked with written notes by the Contractor, employment record, driving record,

written evaluations, etc. The school district shall have access to these files upon request.

- J. The company shall require each route driver to conduct emergency evacuation drills a minimum of two (2) times per year. These drills shall have written documentation indicating date, route number, drivers signature and number of students involved and be placed on file for District review, upon request.
- L. The drivers shall be responsible for loading and unloading students and the discipline of the students while on the bus. Corporal punishment will not be used. The District shall assist the Contractor with the Contractor's responsibilities in accordance with District policy.
- M. All bus conduct rules shall be obeyed by both students and drivers. This shall include no smoking, drinking beverages, eating, profane language, etc. The drivers shall be responsible for a complete safety test BEFORE leaving on any trip. This test shall consist of, but not limited to the following: rear safety door, windows, fuel, tires, and electrical system, including lights.
- N. This section shall not conflict with standards set forth by the Illinois Department of Transportation and the State Board of Education Standards for School Bus Drivers. All drivers will meet standards as set forth by the Illinois Department of Transportation and the State Board of Education.

4. Contractor's Representative:

At the time of the execution of this agreement, the Contractor shall designate in writing to the Board, the name and address of the person who is responsible for the Contractor's performance of this agreement including, but not limited to, matters related to the employment, assignment, change and substitution of drivers, adherence to, and changes of bus stops, routes and the responsibility to keep and exhibit the records required to be kept under the terms of this contract.

Routing

- 1. The Contractor shall be responsible for the establishment of all bus routes. These will be developed according to District policy for length of ride, location of bus stops and walking distances. The District shall provide the number of students per bus stop prior to the start of school. The list will be updated on a continuous basis as to when student/resident moves, additions or deletions. Final approval by the Assistant Superintendent of Business Affairs or his/her appointed representative must be given before the routes are implemented.
- 2. The District, at its discretion, may provide routing/mapping software, which the Contractor must then employ to create and maintain bus routes.

3. The Assistant Superintendent of Business Affairs or his/her appointed representative retains the right to modify bus stops, routes and schedules once established. A minimum of three (3) days written notice of such changes shall be given the Contractor in advance of implementation of such changes except for emergency situations.
4. The Contractor will be charged with the responsibility of maximizing efficiency through routing and scheduling. There must be a continuing effort to combine routes when ridership is low because of declining enrollment areas.
5. The Contractor shall provide to the District all necessary information, which is needed in the preparation by the District of the Annual Claim for Pupil Transportation Report, and any other reports as required by the State Board of Education for the Board of Education.
6. The Contractor shall organize all bus routes to the approval of the Assistant Superintendent of Business Affairs, or appointed representative. The Contractor shall furnish to the District, without additional charge, a large map, color-coded (to represent each route), that the District can display in the administration office, no later than, the first day of school.
7. Only students and school-authorized personnel will be permitted to ride on buses used for school purposes. All other riders including family members of school bus drivers are excluded from riding the bus without prior approval of the Superintendent of Schools or his/her appointed representative. Students must have a current year bus pass with photo id.
8. Qualified students, as specified by the Board of Education, will not be refused a ride or evicted along the route by the school bus driver. Prohibitions to ride will be done according to School Board policy.
9. In no case shall bus routes provide for transportation beyond the school district boundaries at Board expense.
10. In going to and returning from school, the bus driver shall leave the point of origin for each route at a scheduled time and shall complete the route with a minimum variance of time. No bus shall be loaded with any passengers beyond the capacity of the bus.
11. The established bus routes shall be followed exactly as routed, by the bus drivers. Any proposed route changes will be referred to the District for a decision.

Routes

During each school year of this proposal, 2011/12, 2012/13 and 2013/14, the Contractor will provide the following bus transportation for designated students of the District. Each school year shall be defined by the school calendar established by the Board of Education.

1. **Daily Regular Routes** – Sufficient school buses shall be available for regular routes on days when school is in session, between the hours of 6:30 am and 8:00 am and the hours of 2:30 pm and 4:45 pm, under good weather and traffic conditions. If weather and traffic conditions require extended time for the providing of regular bus service, such extra time shall be provided, at no extra charge, to the District.
2. **Shuttle Service** – A shuttle bus shall be provided to shuttle students between Glenbrook North and Glenbrook South High Schools, and between Glenbrook North and Glenbrook South High Schools and Off-Campus. Bus must be available between the hours of 7:00am and 3:00pm. The District will set the schedule.
3. **Special Routes** – School buses shall be available for special routes as designated by the Board of Education. The Contractor shall have available, on any one day, the number of buses needed for the following school functions:
 - a. Late Arrival Days – These schedules are set by district staff at Glenbrook North and Glenbrook South.
 - b. Special Testing Days – to be arranged in advance consisting of double runs. These schedules are set by district staff at Glenbrook North and Glenbrook South.
4. **Charter Trips (i.e. Field Trips and Athletic Events)** – School buses shall be made available by the Contractor for field trips and athletic events. At least three (3) days notice will be provided.
5. **Late Activity Bus** – A late activity bus shall be made available with an approximate departure time of 5:00 – 5:30 pm at Glenbrook North High School and 5:00 – 5:30 pm at Glenbrook South High School.

Insurance

1. The Contractor shall obtain and maintain in full force and effect during the term of this proposed contract and pay the premium thereon a policy of public liability, property damage and bodily injury insurance insuring all passengers and parties at all times issued by an insurer authorized to transact business in this State and approved by the Board of Education. Such policy shall cover the Contractor, operator and the District with the District specifically named as an additional insured in the policy. A Certificate of Insurance must be filed annually, prior to the commencement of the school year, with the District stating the policy limits.
2. The Contractor shall, at its own expense, keep with companies, satisfactory to the District, insurance protections as follows:
 - A. Workers Compensation
 - Coverage A. Statutory
 - Coverage B/Employee Liability

Each accident: \$500,000
Each employee: \$500,000
Policy Limit: \$500,000

B. Vehicle Insurance

- Liability \$10,000,000 per occurrence
- Uninsured/Underinsured Motorist \$1,000,000. But in no event less than minimum required by state statute

C. Commercial General Liability

- Liability \$1,000,000 per occurrence
- Aggregate \$2,000,000

D. Umbrella Liability shall be provided at a limit of \$20,000,000 and must follow form over the Comprehensive General Liability, Automobile Liability and Employer's Liability.

Insurer providing above coverage must have a current rating of "A" or better as provided by A.M. Best's rating system.

3. If for any reason the insurance is cancelled, the insurance company shall notify the District thirty (30) days in advance of any full or partial cancellation.
4. Contractor must name the District as additional insured on a primary and noncontributory basis. A waiver of subrogation in favor of the Board of Education shall apply for general liability and workers compensation.

Indemnification

1. The Contractor is responsible for and shall hold harmless, indemnify and defend Northfield Township High School District No. 225, its agents, its employees and the School District Board Members from and against any and all loss, damage, injury, liability and claims or expenses by reason of any loss, personal injury, death or other damage that may be done to or suffered by any person, including employees of the Contractor, or the School District, arising in connection with the operations to be carried on by the Contractor.
2. The Contractor agrees to save, keep, hold harmless, and fully indemnify and defend Northfield Township High School District No. 225, its Board, officers or agents from all damages or claims for damages, costs, or expenses in law or equity that may at any time arise or be set up for an infringement of the patent rights, copyright, or trademark of any person or persons in consequence of the use in the performance of this contract of any article of which the Contractor is not the patentee or assignee or has not the lawful right to use.

Penalties - Charters

1. In the event that the time limits authorized herein, and in the starting and ending times, as set forth herein, are not adhered to by the Contractor, due to Contractor's fault, the Contractor shall be penalized as follows:

The penalties will be determined on a monthly basis.

| <u>Late Buses</u> | <u>Penalty *</u> |
|----------------------|------------------|
| 15 – 29 minutes late | \$25.00 |
| 30 – 44 minutes late | \$50.00 |
| 45 – 59 minutes late | \$75.00 |
| 60 + minutes late | \$100.00 |

*assessed on a per route basis.

2. In all cases, buses will complete a bus route despite the lateness and despite the penalty clauses invoked.
3. Students missed at designated bus stops within the framework of the bus schedule due to driver negligence or other negligence on the part of the Contractor shall be picked up and delivered by the Contractor to the students' proper destination. No additional charge will be assessed for this service by the Contractor.
4. In all cases where the Contractor anticipates delays or the missing of routes because of circumstances beyond the Contractor's control, the Contractor shall notify the Superintendent of Schools or his/her appointed representative of said situation immediately upon becoming aware of it. Failure to so notify the Superintendent of Schools or appointed representative shall make the Contractor liable to penalty clauses herein delineated.
5. These penalties shall be invoked on all runs made by any of the Contractor's school buses in the District in the A.M. and all runs in the PM, provided, however, those penalties will not compound on buses with multiple AM or PM runs. Penalties shall be invoked for all scheduled routes including charter, fieldtrips and athletics.
6. Penalties shall be deducted from the monthly billings.
7. Repeated violations of the time schedules shall be sufficient cause for the Board to invoke the breach of Contract section.
8. The Assistant Superintendent of Business Affairs or his/her appointed representative, as delineated in this section, shall make the determination of Contractor fault. If the Contractor disagrees with a determination related to a penalty, the Contractor may appeal to the Superintendent of Schools.

Evaluation

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

Payment

The Contractor shall submit monthly billing 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. However, the final bill from the Contractor to the Board shall include all penalty clause deductions not included previously. It shall be the responsibility of the Board to review the billings and to advise the Contractor if penalty clauses are incorrectly reported.

Please note in Appendix B if a discount is offered for shorter payment terms and/or payment twice a month.

Rules

The Board of Education shall have the authority to establish rules covering the performance of drivers and 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 Board 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 Board of Education or their appointed representative.

Observance of Laws

In performance of this agreement, the Contractor shall observe all laws of the State of Illinois, and the ordinances of the municipalities applicable thereto. In particular, the Contractor shall comply with the terms of 775 ILCS 5/2-105.

Safety Precautions

1. All traffic regulations must be observed at all times.
2. Each driver shall remain with his bus at all times whether in route or at a school building.
3. Each driver shall use all care to guard the students, prevent undue crowding, 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.

4. 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. No student shall be allowed to get off at a stop other than his/her designated stop.
5. Annually, the Contractor shall provide buses to the District for safety education purposes. Said buses are to be provided free of charge and shall be made available to each of the schools to implement a bus safety program as designated by the Assistant Superintendent of Business Affairs or his/her appointed representative. Drivers will be provided to assist in the safety programs at a rate of pay as established by the bid documents.

Emergency Request

In the event of an emergency situation at either of the schools covered by this proposal, which necessitates removal of students from said schools, the Contractor shall provide the required transportation within sixty (60) minutes of such request.

In cases of emergency, which necessitates the cancellation of bus service on the part of either party, the Board or the Contractor shall be notified as soon as it is apparent that school will be closed or that buses will not operate. Whenever buses will not operate because of hazardous driving conditions, caused by snow or other Act of God, the Contractor shall make every effort to notify the Superintendent, Principals, the Assistant Superintendent of Business Affairs or his/her designee by 5:30 am, and no later than 6:00 am. If the District notifies the Contractor that schools shall be closed due to snow or if bus service is cancelled for any other reason provided in this paragraph, the District will not be obligated to pay for the cancelled bus routes.

Interruption in Service

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

Force Majeure

The parties to the proposal shall be excused from performance hereunder during the time and to the extent that they are prevented from performing in the customary manner by Act of God, fire, strike, loss of transportation facilities, lock-out, or commandeering of materials, products, plants or facilities by the Government, when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

Breach of Contract

1. If the Contractor shall violate, breach or fail to perform any of the terms or conditions herein contained, including the provisions of the statutes, rules and regulations referred to above, the contract shall, at the option of the Board of Education, be void and the said District shall be entitled to damages, including attorney fees, resulting from said breach or failure on the part of the Contractor. The partial or total failure of the Contractor to perform its services as a result of extreme weather conditions, impassible roads or Acts of God shall not be judged a breach of the proposed contract. However, the Contractor shall not be paid for any lack of total performance. If terminated, said termination shall be effective on the date stipulated by the Board, but shall not be less than five (5) days after receipt of written notice by the Contractor.
2. If, in the opinion of the District, minor contract violations and/or non-performance problems occur, the District shall be entitled to damages including, but not limited to attorney fees incurred in enforcing or correcting such breach.
3. If, in the opinion of the District, performance is deemed unsatisfactory, the District shall provide written notice to the Contractor. The Contractor will have a 60-day period to remedy the situation. If the situation is not corrected in the 60-day time period, the District has the right to provide 60-day written notice of service termination.

SUPPLEMENTAL DISTRICT INFORMATION

Northfield Township School District 225 services the Glenview and Northbrook communities. There are two high schools in the District – Glenbrook North (GBN) and Glenbrook South.

Glenbrook North (GBN)

2300 Shermer Road
Northbrook, IL 60062

Enrollment: ~2185

Bus Riders: ~400

Current # of Routes: 10

Current # of Charters: ~250

Starting Time of School: 7:50 AM

Ending Time of School: 2:55 PM

Glenbrook South (GBS)

4000 W. Lake Ave
Glenview, IL 60026

Enrollment: ~2663

Bus Riders: ~700

Current # of Routes: 11

Current # of Charters: ~250

Starting Time of School: 8:00 AM

Ending Time of School: 3:15 PM

Attached please find a map of the District's boundaries and current bus routes for GBN and GBS.

Student Transportation Bid Sheet

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Contact Email: _____

I. Regular Transportation

A. FY 11/12 – Morning Routes

\$ _____ cost per bus per morning route

x 21 buses (Note: this is an estimate & may change once actual routes are established), or if it is later determined buses can be shared

x 179 days

\$ _____ Total Annual Cost for Morning Routes

FY 11/12 – Afternoon Routes

\$ _____ cost per bus per afternoon route

x 11 buses (Note: this is an estimate & may change once actual routes are established)

x 179 days

\$ _____ Total Annual Cost for Afternoon Routes

FY 11/12 – Morning and Afternoon Routes

\$ _____ Total Cost Bus / Day
(Sum of morning & afternoon routes – from above)

\$ _____ **GRAND TOTAL – ANNUAL COST**
(Annual cost of morning & afternoon routes – from above)

B. % INCREASE for FY 12/13

_____ %
% INCREASE for FY 13/14

_____ %

C. % INCREASE for USE of 84 PASSENGER BUSES

_____ %

STUDENT TRANSPORTATION BID SHEET

Company Name: _____

Contact Name: _____

Contact Number: _____

Daily Cost

| | | |
|-----------------|-----------------|-----------------|
| <u>FY 11/12</u> | <u>FY 12/13</u> | <u>FY 13/14</u> |
|-----------------|-----------------|-----------------|

II. INTERCAMPUS SHUTTLE

Provide the **daily cost** to run an intercampus shuttle bus between GBN, GBS, OCC and DO for 8 hours a day. Routes and times will be determined.

| | | |
|----------|------------|------------|
| \$ _____ | % _____ | % _____ |
| | % Increase | % Increase |

III. LATE ACTIVITY BUS

Provide the **daily cost** to run **one late activity bus at each school, daily**. Current practice is for the late activity bus to depart each school at 5:00 - 5:30 pm. Buses take students to main intersections nearest their home. Routes generally take 1 hour.

| | | |
|----------|------------|------------|
| \$ _____ | % _____ | % _____ |
| | % Increase | % Increase |

STUDENT TRANSPORTATION BID SHEET CONT'D

IV. CHARTER BUSES - please attach a tariff schedule documenting your pricing structure for charters. Tariff schedule must have all applicable fees - miles, minimums, maximums, fuel etc.

In addition, for comparison purposes, please price out the following four trips in accordance with your tariff schedule.

A. Cost / Hour \$ _____

B. Minimum # of Hours \$ _____

C. Applicable Mileage Charges \$ _____

D. Cost of a 3 hour athletic event less than 15 miles \$ _____

E. Cost of a 5 hour athletic event less than 15 miles \$ _____

F. Cost of an 8 hour fieldtrip 50 miles \$ _____

Student Transportation Bid Sheet

Company Name: First Student

Contact Name: Barry Ellerson

Contact Phone Number: 847-724-7200

Contact Email: barry.ellerson@firstgroup.com

I. Regular Transportation

A. **FY 11/12 – Morning Routes**

\$ 51.79 cost per bus per morning route

x 21 buses (Note: this is an estimate & may change once actual routes are established), or if it is later determined buses can be shared

x 179 days

\$ 194,679 Total Annual Cost for Morning Routes

FY 11/12 – Afternoon Routes

\$ 103.59 cost per bus per afternoon route

x 11 buses (Note: this is an estimate & may change once actual routes are established)

x 179 days

\$ 203,969 Total Annual Cost for Afternoon Routes

FY 11/12 – Morning and Afternoon Routes

\$ 155.38 Total Cost Bus / Day
(Sum of morning & afternoon routes – from above)

\$ 398,648 **GRAND TOTAL – ANNUAL COST**
(Annual cost of morning & afternoon routes – from above)

B. % INCREASE for FY 12/13

2.25 %
% INCREASE for FY 13/14

2.5 %

C. % INCREASE for USE of 84 PASSENGER BUSES

Ø %

STUDENT TRANSPORTATION BID SHEET

Company Name: _____

Contact Name: _____

Contact Number: _____

Daily Cost

| | | |
|-----------------|-----------------|-----------------|
| <u>FY 11/12</u> | <u>FY 12/13</u> | <u>FY 13/14</u> |
|-----------------|-----------------|-----------------|

II. INTERCAMPUS SHUTTLE

Provide the **daily cost** to run an intercampus shuttle bus between GBN, GBS, OCC and DO for 8 hours a day. Routes and times will be determined.

| | | |
|------------------|------------|------------|
| \$ <u>274.85</u> | % <u>0</u> | % <u>0</u> |
| | % Increase | % Increase |

III. LATE ACTIVITY BUS

Provide the **daily cost** to run **one late activity bus at each school, daily**. Current practice is for the late activity bus to depart each school at 5:00 - 5:30 pm. Buses take students to main intersections nearest their home. Routes generally take 1 hour.

| | | |
|-----------------|------------|------------|
| \$ <u>59.38</u> | % <u>0</u> | % <u>0</u> |
| | % Increase | % Increase |

STUDENT TRANSPORTATION BID SHEET CONT'D

IV. CHARTER BUSES - please attach a tariff schedule documenting your pricing structure for charters. Tariff schedule must have all applicable fees - miles, minimums, maximums, fuel etc.

In addition, for comparison purposes, please price out the following four trips in accordance with your tariff schedule.

A. Cost / Hour \$ 35

B. Minimum # of Hours \$ N/A

C. Applicable Mileage Charges \$ N/A

D. Cost of a 3 hour athletic event less than 15 miles \$ 105

E. Cost of a 5 hour athletic event less than 15 miles \$ \$175

F. Cost of an 8 hour fieldtrip 50 miles \$ 280

PUPIL TRANSPORTATION SERVICES AGREEMENT

IT IS HEREBY AGREED on this 7th day of February, 2011, by and between the BOARD OF EDUCATION OF NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225, (hereinafter referred to as the "BOARD") and FIRST STUDENT, INC. (hereinafter referred to as "CONTRACTOR"), that CONTRACTOR shall provide PUPIL TRANSPORTATION services with the following understandings:

1. All terms, conditions, and provisions set forth in the bid specifications, bid instructions, and in the bid submitted by the CONTRACTOR, are incorporated herein by reference and said documents are attached hereto as Exhibit A.

2. This contract shall begin on July 1, 2011 and terminate on June 30, 2014. Contract may be extended, if mutually agreed, for an additional two years.

3. In executing this Agreement, CONTRACTOR represents and warrants as follows:

a) CONTRACTOR is solely responsible for payment, according to law, of all income taxes and other required withholding for CONTRACTOR and his/her/its employees;

b) No workers compensation insurance or unemployment insurance shall be obtained by the BOARD concerning the CONTRACTOR, or employees of the CONTRACTOR. Said coverage, to the extent required by law, shall be provided by the CONTRACTOR.

c) CONTRACTOR has complied with all federal, state, and local laws regarding business permits, certificates, taxes, and licenses that may be required to carry out the work to be performed under this Agreement. It is expressly understood that the BOARD enters this Agreement on the express understanding that the CONTRACTOR possesses and will maintain throughout the term of this Agreement the certificate(s) and/or appropriate professional credentials required of the service to be performed hereunder. Proof of required certifications will be provided to the BOARD upon request. Failure to have or maintain the certificate(s) required hereunder is cause for immediate termination;

d) CONTRACTOR is in full compliance with the Illinois Preference Act and the Illinois Prevailing Wage Act, where applicable;

e) CONTRACTOR (employing 25 or more employees) is in full compliance with the Illinois Drug Free Workplace Act, as applicable;

f) CONTRACTOR shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, national origin, ancestry, citizenship status, age, sex, marital status, order of protection status, disability, or military services; and

g) CONTRACTOR has a written sexual harassment policy in compliance with the requirements of the Illinois Human Rights Act (775 ILCS 5/2-105(A)), if applicable.

4. CONTRACTOR shall invoice the BOARD monthly. All invoiced amounts are due and payable by the BOARD in accordance with the Local Governmental Prompt Payment Act, 50 ILCS 505/1 et seq.

5. The CONTRACTOR is solely responsible for payment, according to law, of all federal, state or local income taxes and other required withholdings for CONTRACTOR'S employees.

6. This Agreement may be terminated by either party if the other party is in breach of any material provisions of this Agreement, but only after written notice of default and an opportunity to cure said default has been provided. A party shall have fourteen (14) days after receiving written notification of default in which to cure the identified default.

Either party may terminate this Agreement, without cause, upon 30 day prior written notice to the other party of the intent to terminate without cause. The parties shall deal with each other in good faith during the (30) day notice period.

In the event this Agreement is terminated, the BOARD shall pay CONTRACTOR for services provided up to the date of termination.

7. Any notices required to be given pursuant to this Agreement shall be addressed to the following and sent via first class United States mail, return receipt requested, or via facsimile:

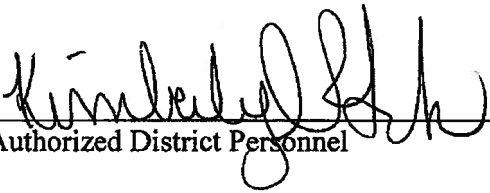
| | |
|--|--|
| <p>To the BOARD:</p> <p>Kimberly Ptak Director of Operations and Purchasing Glenbrook High School District 225 3801 W. Lake Avenue Glenview, IL 60026 FAX: (847)486-4734</p> | <p>To the CONTRACTOR:</p> <p>Name: First Student, Inc. Address: 1823 Centre Point Circle, Suite A City/State/Zip: Naperville, Illinois 60563 Fax: 630-596-4416</p> |
|--|--|

8. CONTRACTOR may not assign this Agreement without prior written agreement by the BOARD.

9. Each of the parties and their successors and assigns shall, and hereby covenant to, and indemnify and hold harmless, the other and the agents, officers, representatives, successors, and assigns of each at all times from and after the date of this Agreement and in respect to any damages insofar as such damages arise out of, are based upon, or result from the performance of this Agreement.

10. This Agreement may be amended or modified only by a written instrument signed by both parties.

11. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Illinois.


Authorized District Personnel


First Student



Waste Mgmt of IL, Inc
700 Butterfield Rd 4th Fl
Lombard, IL 60148
Tel - 800- 796 9696

**Commercial
SERVICE AGREEMENT
NON-HAZARDOUS WASTES**

SIC Code _____
Type of Business _____

WM AGREEMENT# _____
CUSTOMER ACCT# _____

REASON CODE _____ CRL EFFECTIVE DATE 12/1/11

ACCT. NAME GLENBROOK 225 MULTIPLE LOCATIONS
CONTACT **SEE ATTACHED ADDENDUM
SERV. ADDR

CITY, ST ZIP
TEL#
E-MAIL

BILL. NAME GLENBROOK 225
CONTACT ACCTS PAYABLE
SERV. ADDR 3801 W LAKE AVE

CITY, ST ZIP GLENVIEW St IL Zip 60026
TEL# 847-486-4723 Fax 847-486-4734
E-MAIL BCLARK@GLENBROOK.K12.IL.US.org

EQUIPMENT/SERVICE SPECIFICATIONS -

| Loc | Sys | Qty | Size | Lids | Wheels | Lock | Frequency | On Call | Schedule & Route No. | Charge(s) |
|---|-----|-----|------|--------------------------|--------------------------|--------------------------|-----------|--------------------------|--|--|
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> | Month <input type="checkbox"/> Lift <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> | Month <input type="checkbox"/> Lift <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> | Month <input type="checkbox"/> Lift <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> | Month <input type="checkbox"/> Lift <input type="checkbox"/> |
| Map Code: _____ Gate Code: _____ Other 1: N/A Other 2: N/A Other: N/A | | | | | | | | | | Total |
| Driver Notes: _____ | | | | | | | | | | Month <input type="checkbox"/> Lift <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> | Month <input type="checkbox"/> Lift <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> | Month <input type="checkbox"/> Lift <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> | Month <input type="checkbox"/> Lift <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> | Month <input type="checkbox"/> Lift <input type="checkbox"/> |
| Cross Street: _____ Hours of Service: _____ | | | | | | | | | | Total Month <input type="checkbox"/> Lift <input type="checkbox"/> |

To be completed, if applicable. Any blanks or unfilled or unmarked boxes or spaces shall be deemed to be inapplicable and not affect the validity of this Agreement:

| | | | |
|---|-------------|--|--------------------------|
| Container pull/push out required? | No (Yes/No) | * A fuel surcharge and environmental cost recovery charge, calculated as a percentage of the Charge(s), will be included on your invoice. Information about the Fuel/ Environmental Charge can be found on our website at www.wm.com under billing inquiry. State and Local taxes, if applicable, will also be added to the Charges. | Net Change / mth. |
| Container behind gate or enclosure? | No (Yes/No) | | |
| Customer's Waste Materials does not exceed an average weight of | lbs/yard | | |

Other applicable service terms (including Waste Material composition): _____ PLEASE SEE ADDENDUM A FOR ALL LOCATIONS AND PRICING

| | |
|--------------------------|-----------------------------------|
| CUSTOMER DEPOSIT | |
| P.O. NUMBER | |
| JOB NUMBER | |
| RECEIPT REQUIRED? | No (Yes/No) BILL TO ACCT # |
| TAXABLE | No (Yes/No) DISPOSAL SITE |

| SCHEDULE OF CHARGES* AS REQUIRED | |
|--|-----------------------------|
| Container Usage Fee | \$ |
| Locks | \$ 10.00 / Bin |
| Overage Charge | \$ /yard, min 2 yard charge |
| Extra Pickup Charges ***** | |
| | Per Lift |
| | Per Yard |
| Delivery Charge | \$ 50.00 |
| Container Exchange Charge | \$ 100.00 |
| Trip Charge (Unable to Service) | \$ 35.00 |
| Removal Fee | \$ 100.00 |
| Customer Service Assisted Payment Charge | \$ 8.00 |
| | \$ |
| | \$ |
| | \$ |

THE UNDERSIGNED INDIVIDUAL SIGNING THIS AGREEMENT ON BEHALF OF CUSTOMER ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS OF THIS AGREEMENT, ON THE SECOND PAGE, AND THAT HE/SHE HAS THE AUTHORITY TO SIGN ON BEHALF OF THE CUSTOMER.
--TERMS: DUE UPON RECEIPT--

| | |
|-----------------------------|--|
| CUSTOMER | |
| AUTHORIZED SIGNATURE | <i>Hillarie Siena</i> |
| TITLE | Assistant Superintendent DATE 12/1/11 |
| NAME (PRINT OR TYPE) | Hillarie Siena |
| COMPANY | |
| AUTHORIZED SIGNATURE | ELLA M PLAHM |
| SALESPERSON | DATE 12/1/11 |

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 Entered
 Scanned
 Filed

GLENBROOK 225

36 MONTH AGREEMENT - OPTION TO RENEW FOR 3 ADDITIONAL 1 YEAR TERMS

12/1/2011

| <u>ACCOUNT</u> | <u>ADDRESS</u> | <u>SERVICE</u> | <u>DAYS</u> | <u>RATE</u> |
|---------------------------------------|------------------|----------------|-------------|-------------|
| 180-65247 GLENBROOK HIGH SCHOOL | 1835 LANDWEHR RD | 1 6FL 2X | TUE/FRI | \$391.11 |
| | | 1 2FY 1X | TUESDAY | \$73.79 |
| | | | | |
| 180-66264 GLENBROOK NORTH HIGH SCHOOL | 2300 SHERMER RD | 3 8FL 5X | MON-FRI | \$2,178.97 |
| | | 1 8RY 4X | M/W/TH/FRI | \$424.57 |
| | | | | |
| 180-65227 GLENBROOK SOUTH HIGH SCHOOL | 4000 W LAKE AVE | 3 8FL 5X | MON-FRI | \$1,789.46 |
| | | 1 8RY 3X | M/W/F | \$227.88 |