

REQUEST FOR PROPOSAL FOR THE PROVISION OF
CLEANING SERVICES TO THE
DOWNERS GROVE PUBLIC LIBRARY

The Downers Grove Public Library is requesting proposals for a contract for the provision of cleaning services for a 67,738 square foot library.

Submit sealed, clearly labeled proposals, e.g. Proposal – Cleaning Service, to the Downers Grove Public Library Administration Office, 1050 Curtiss Street, Downers Grove, IL 60515 on weekdays between 9:00 a.m. and 5:00 p.m. from July 12, 2019 through 10:00 a.m. July 31, 2019. Proposals will be opened and publicly read aloud in the Downers Grove Public Library Meeting Room at 11:00 a.m. Wednesday, July 31st, 2019. Proposals received after 10:00 a.m. on Wednesday, July 31, 2019 will be excluded. All bidders will be required to submit a list of at least 5 clients 50,000 square feet or larger, and proof of liability insurance.

Request for proposal documents may be obtained on the library's website www.dglibrary.org beginning Monday, July 1, 2019. A mandatory pre-proposal meeting and walk-through will be held at 1:00 p.m. July 12, 2019. Submit proposals and direct questions to:

Ian Knorr

Building Operations Director

Downers Grove Public Library

1050 Curtiss St.

Downers Grove, Il 60515

Proposals will be evaluated by the Library Director and Building Operations Director. The selected proposal will be presented to the Library Board of Trustees at the August 28, 2019 Board Meeting.

All proposals shall be open for acceptance for a period of 60 days from deadline for receipt of quotes, and may not be revoked or withdrawn during that period. The library reserves the right to accept or reject any and all bids, to waive technicalities, and to accept or reject any item of any bid.

Legal advertisement for request for proposals published July 5, 2019.

EVALUATION OF PROPOSALS

1. Proposals will only be accepted from the principals of the firm that will be performing the work. The duties and obligations of this contract cannot be assigned.
2. All questions must be answered completely and on the forms provided. Additional pages may be added if more is needed to answer a question.
3. To be considered qualified, a contractor must provide a list of clients as specified in the appendix for each service.
4. In selecting the contractor, experience, services offered, and quality of service will be considered as well as cost.
5. The Library Board of Trustees reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

Cleaning Services Agreement

Company name:

Representatives name:

I. General

- 1.1 The Contractor shall employ personnel who are experienced and competent in all tasks to be provided under this agreement.
- 1.2 The Contractor's employees shall be carefully interviewed, screened, and covered by Bond. Every employee who works in the Library will be bonded for at least \$5,000.
- 1.3 The Contractor will furnish all necessary tools, machinery, cleaning supplies, and materials required for the completion of all the tasks to be provided. The Library shall provide paper supplies, hand soap for washroom and kitchen dispensers.
- 1.4 All tools, supplies, and equipment used on a daily basis shall be stored in the Library and used only for cleaning the Library premises. This includes such items as mops, buckets, vacuum cleaners, etc.
- 1.5 The Contractor will provide a monthly record of completed tasks.
- 1.6 The Contractor's employees shall not disturb papers on desks, tables, cabinets, etc. The Contractor's employees shall not use the Library's telephones, computers, copying machines, calculators, or other equipment or appliances.
- 1.7 In order to be considered for cleaning services, the Contractor must perform all services listed in Appendix A, Cleaning Specifications and Appendix A.1, Other Cleaning Services.
- 1.8 In order to be considered, all questions in Appendix A.2, Questions Concerning Cleaning Services, must be answered.
- 1.9 In all hiring related to this agreement, the Contractor is expected to advertise and afford equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, order of protection status, military status, sexual orientation, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service. The Contractor shall comply with the provisions of the Equal Employment Opportunity Clause, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights.
- 1.10. The contractor is expected to provide a letter of proof of training or a certificate verifying training for handling of bio-hazards as required by OSHA.

2. Term of Contract

2.1 The Contractor shall render all regular services as specified in this agreement to the complete satisfaction of the Downers Grove Public Library for three years. The library will be billed in monthly payments for the regular cleaning services listed in Appendix A for the duration of the contract. Other cleaning services, as listed in Appendix A.1 will be itemized and billed at the hourly rate agreed upon in the contract.

2.2 The Downers Grove Public Library or the Contractor may cancel this agreement at any time subject to ninety days prior written notice.

3. Insurance

3.1 The Contractor shall provide public liability and property damage insurance covering all of the Contractor's operations in the Library. General liability insurance coverage shall be for not less than \$1,000,000 each occurrence, with additional umbrella liability of not less than \$1,000,000.

3.2 The contractor shall provide Lost Key Coverage to indemnify the Library for the purchase and installation of new locks and keys should the contractor's employees lose or misplace keys to the Library.

3.3 The Contractor shall provide Worker's Compensation Insurance, including occupational disease provisions, as required by Illinois statute for all of the contractor's employees performing work related to this agreement.

3.4 To the fullest extent permitted by law, the Contractor shall indemnify, keep and save harmless the Owner and its agents, officers, and employees, against all injuries, deaths, losses, damages claims, suits, liabilities, judgments, costs and expenses which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Contractor, its employees, or its subcontractors. The Contractor shall at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection there with, and, if any judgment shall be rendered against the Owner in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

3.5 With the proposal, the Contractor shall provide proof of insurance and bonding. On or before the effective date of this agreement, the Contractor shall provide a certificate of insurance evidencing that the Downers Grove Public Library has been named as additional insured and that the Contractor's insurance policies will not be changed or canceled during their term until after at least thirty days prior notice has been given by registered mail to the Downers Grove Public Library.

4. Cleaning Schedule and Specifications

4.1 The Downers Grove Public Library is 67,738 square feet. The Library is open seven days per week and has over 550,000 visitors each year.

4.2 The entire premises of the Downers Grove Public Library, excluding the elevator shafts and pits, are included in this agreement. Areas to be cleaned include all public areas, staff offices and work areas, meeting rooms, staff room, public and staff washrooms, kitchens, and storage and delivery rooms.

4.3 The Contractor shall provide all regular services described in Appendix A seven days per week, Sunday through Saturday, except on the following days: New Year's Day, Easter, the Sunday before Memorial Day, Memorial Day, Independence Day, the Sunday before Labor Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

4.4 Services shall be rendered after the close of normal working hours. Normal working hours are 7:30 a.m. through 9:30 p.m., Monday - Friday; 7:30 a.m. to 5:30 p.m., Saturday; and 12:30 p.m. to 5:30 p.m., Sunday.

4.5 In addition to the regular cleaning services specified in Appendix A, the Library requires other cleaning services to be performed by the Contractor as designated in Appendix A.1, Other Cleaning Services. Charges for such services shall be submitted as the services are performed and shall be billed at the rate(s) described in Appendix A.1, Other Cleaning Services.

5. Proposal for Three-Year Contract for Cleaning Services

The Contractor shall render all services as specified in this agreement to the complete satisfaction of the Downers Grove Public Library for the charges detailed below.

All Regular Cleaning Services specified in Appendix A, for the annual sum of:

Year 1 \$ _____ per month.

Year 2 \$ _____ per month.

Year 3 \$ _____ per month.

Services specified in Appendix A.1 Other Cleaning Services will be billed at the rates quoted in the Appendix for year 1, and will not increase more than:

___ % in year 2

___ % in year 3

6. Agreement Terms

This agreement will be effective on January 1, 2020 through December 31, 2023. The Library reserves the right to continue the contract for a fourth year at terms mutually agreeable to the Library and the Contractor, but not to exceed an increase of more than 5% of the annual amount of year three of the original contract.

Downers Grove Public Library or the Contractor may cancel this agreement at any time subject to ninety days prior written notice.

Downers Grove Public Library

Contractor

(Representative)

(Representative)

(Title)

(Title)

(Date)

(Date)

Appendix A, Regular Cleaning Specifications

OFFICES AND WORKROOMS

Empty waste receptacles and damp wipe inside and outside as necessary. Remove refuse to dumpster.	nightly
Vacuum carpeting including under desks and tables.	nightly
Mop floor in Circulation Workroom with approved detergent solution.	nightly
Edge tool vacuum all carpet.	monthly
Scrub floor in Circulation Workroom with approved detergent solution.	monthly
Clean wall molding.	bi-annually
Shampoo carpeting using water extraction method.	bi-annually
Clean vents and air diffusers (cover furniture with plastic).	annually
Dry clean area around vents and air diffusers.	annually
Clean staff desks as requested by staff.	as requested

Appendix A, Regular Cleaning Specifications

STAFFROOM

Empty waste receptacles and damp wipe inside and outside as necessary; remove refuse to dumpster.	nightly
Clean and wash kitchen tables and kitchen chairs.	nightly
Clean and polish sink and faucet.	nightly
Clean and wash kitchen countertops, surrounding wall areas, and stovetop.	nightly
Vacuum carpeting including under tables and chairs.	nightly
Mop floor with approved detergent solution.	nightly
Edge tool vacuum all carpeting and vacuum under couches.	monthly
Shampoo carpeting using water extraction method.	bi-monthly
Clean wall molding.	quarterly
Scrub floor with approved detergent solution.	quarterly
Clean air diffusers and vents (cover furniture with plastic).	annually
Dry clean area around air diffusers and vents.	annually

Appendix A, Regular Cleaning Specifications

WASHROOMS-4 PUBLIC, 2 IN KIDS ROOM, 2 IN STAFF ROOM,

Clean and wash inside and outside of toilets and urinals with approved germicidal detergent solution.	nightly
Clean and wash washbasins, fixtures and counters with approved germicidal detergent solution.	nightly
Wipe clean mirrors, dispensers, shelves, bright work, piping, and baby changing tables.	nightly
Clean and polish stainless partitions and partition doors with approved germicidal detergent solution.	nightly
Spot-clean doors, walls, and thermostats.	nightly
Remove graffiti.	nightly
Empty and clean wastebaskets and sanitary disposal receptacles; remove refuse to dumpster.	nightly
Fill toilet tissue, toilet seat covers, towel and soap dispensers to full limits with supplies furnished by the library.	nightly
Sweep and mop floors in washrooms and under drinking fountains with approved germicidal detergent solution.	nightly
Spot clean floors with approved germicidal detergent solution.	nightly
Spot clean walls with approved germicidal detergent solution.	as needed
Clean, sanitize, and polish drinking fountains.	nightly
Machine scrub floors in washrooms and under drinking fountains with approved germicidal detergent solution.	bi-monthly
Scrub tile walls with approved germicidal detergent solution.	quarterly
Clean air diffusers and vents.	annually
Dry clean areas near air diffusers and vents.	annually

Appendix A, Regular Cleaning Specifications

LOBBIES

Vacuum carpeting	nightly
Vacuum floor mats.	nightly
Spot clean carpeting and floor mats.	nightly
Mop Floorazzo floor and stairs with approved detergent.	nightly
Empty waste receptacles and damp wipe inside and outside as necessary. Remove refuse to dumpster.	nightly
Spot clean inner and outer glass doors and floor level windows at each entrance.	nightly
Dust and wipe clean stairway railing and metal work at north entrance.	nightly
Remove graffiti.	nightly
Dust benches.	nightly
Completely clean inner and outer glass doors and floor level windows and window sills at each entrance.	weekly
Scrub Floorazzo floor and stairs with approved detergent.	monthly
Shampoo carpeting and floor mats using water extraction method.	bi-monthly
Clean vents and air diffusers (cover furniture with plastic).	annually
Dry clean areas near vents and air diffusers.	annually
Clean and wax metal trim at each entrance.	annually

CAFE

Mop floor with approved detergent solution.	nightly
Empty waste receptacles and damp wipe inside and outside as necessary. Remove refuse to dumpsters.	nightly
Clean and dust chairs, tables, and counters.	nightly
Scrub floor with approved detergent solution.	monthly

Appendix A, Regular Cleaning Specifications

GENERAL PUBLIC AREAS

Empty waste receptacles and damp wipe inside and outside as necessary. Remove refuse to dumpster.	nightly
Vacuum carpeting including under service desks, study tables, chairs, computer tables, benches.	nightly
Mop Mouse Cafe floor.	nightly
Spot clean carpeting.	nightly
Clean and dust chairs, tabletops, benches, cleared desk areas, cabinets, countertops, low shelving tops, window sills. Dust table lamps.	nightly
Remove graffiti.	nightly
Edge tool vacuum all carpeting.	monthly
Clean wall molding.	quarterly
Shampoo carpeting using water extraction method.	quarterly
Clean air diffusers and vents (cover furniture with plastic).	annually
Dry clean area around air diffusers and vents.	annually

Appendix A, Regular Cleaning Specifications

MEETING ROOM AND MEETING ROOM KITCHEN

Vacuum unobstructed areas of carpeting.	nightly
Spot clean carpeting.	nightly
Empty waste receptacles and damp wipe inside and outside as necessary; remove refuse to dumpster.	nightly
Mop kitchen floor with approved detergent solution.	weekly
Vacuum all carpeting.	monthly
Edge tool vacuum carpeting.	monthly
Shampoo carpeting using water extraction method.	bi-monthly
Scrub floor with approved detergent solution.	bi-annually
Clean vents and air diffusers (cover furniture with plastic).	annually
Dry clean area around air diffusers and vents.	annually

STAIRWAY

Dust metal work and handrails and wipe clean.	nightly
Mop Floorazzo with approved detergent solution.	nightly
Scrub Floorazzo with approved detergent solution.	monthly

ELEVATOR CAB

Mop Floorazzo with approved detergent solution.	nightly
Clean and polish door, inside and outside.	nightly
Clean door tracks, baseboards, etc. Polish as needed.	nightly
Scrub Floorazzo using approved detergent solution.	monthly

Appendix A, Regular Cleaning Specifications

DELIVERY/STORAGE AREAS

Machine scrub concrete floors. bi-annually

Seal concrete floors. bi-annually

MECHANICAL ROOMS

Machine scrub concrete floors annually

Seal concrete floors. annually

EMERGENCY STAIRWELLS

Machine scrub concrete floors. annually

Seal concrete floors. annually

Appendix A.1, Other Cleaning Services

Contractor shall give hourly rates for the services listed below. Such services shall be rendered as requested by Downers Grove Library. Charges for such services shall be itemized separately from the regular cleaning service charge in the monthly billing.

Additional shampooing of carpeting using dry foam extraction method	\$_____ per hour
Shampooing or dry cleaning of upholstery.	\$_____ per hour
Additional machine scrubbing and sealing of tile floor.	\$_____ per hour
Wall washing	\$_____ per hour
Cleaning of clock faces and exit signs	\$_____ per hour
Clear debris from around roof drains, spring and fall.	\$_____ per hour
Vacuum fabric walls	\$_____ per hour
Clean up construction debris	\$_____ per hour
Clean light fixtures	\$_____ per hour
Shovel snow	\$_____ per hour

