



SPECIFICATIONS FOR JANITORIAL SERVICES

Bid Opening:
February 25, 2021 at 10:30 a.m.
1151 Kilbourne Road, Gurnee, IL 60031
(847) 599-6800

Village of Gurnee

Request for Proposals:
Janitorial Cleaning Services at
Gurnee Public Works
1151 Kilbourne Road
&
Village Hall
325 N. O'Plaine Road

The Village of Gurnee is now accepting proposals to provide services stated in this RFP. The services are subject to all terms and conditions, and specifications in this RFP.

Objective(s):

To provide the most appropriate and cost effective janitorial services for the maintenance and cleaning of the Village of Gurnee Public Works facility, 1151 Kilbourne Road, and the Village Hall, 325 N. O'Plaine Road, Gurnee, Illinois.

Special Note:

The following information is intended to serve as an overview of the Village of Gurnee's janitorial needs.

- I. Description of Services.** The proposed services to be purchased are generally described as Janitorial Cleaning Services. Said services to be purchased shall meet all of the general specifications and requirements found within these Documents.
- II. Legal Compliance.** All Bidders must comply with Illinois Statutory requirements regarding labor, including but not limited to the Equal Employment Opportunity Laws. In addition, all Bidders must comply with all other applicable federal, state, and local laws, orders, rules, and regulations.

III. Instructions to Bidders:

- A. Obtaining Proposal Documents.** Proposal Documents may be obtained at the Public Works facility (1151 Kilbourne Road, Gurnee, IL 60031) or at Gurnee Village Hall (325 N O'Plaine Road, Gurnee, IL 60031) between the hours of 7:30 A.M. and 3:00 P.M., Monday through Friday
- B. Preparation of Proposals.** All proposals for the services shall be made on the blank Proposal pages found within the Proposal Document. An authorized official must sign all proposals. Proposals that contain omissions, erasures, alterations, or additions not called for, conditional or alternate bids unless called for, or that contain irregularities of any kind may be rejected at the discretion of the Village.
- C. Mandatory Prebid Meeting.** All bidders shall attend the prebid meeting to view both the Public Works and Village Hall facilities. The prebid will take place on February 17, 2021 starting at 1151 Kilbourne, Gurnee at 9:00 am.

D. Clarifications. Bidders' questions on the intent or meaning of the documents found within the Proposal Documents should contact Heather L. Galan, Acting Public Works Director/Village Engineer via e-mail at hgalan@village.gurnee.il.us. The Village reserves the right to make clarifications, corrections, or changes in this Request for Proposal at any time prior to the time proposals are opened. All Bidders or prospective Bidders will be informed of said clarifications, corrections, or changes.

E. Delivery of Proposals. Each proposal shall be submitted in a sealed envelope plainly marked with the title of the "Request for Proposal: Public Works & Village Hall Janitorial Services" with Bidder's full legal name and shall be addressed and delivered to 1151 Kilbourne Road before 10:30 a.m. on February 25, 2021. Proposals may be delivered by mail or in person. **Proposals transmitted electronically by fax or other similar means will not be accepted.** Proposals received after the time specified above will be returned unopened.

F. Withdrawal of Proposals. No proposal shall be withdrawn for a period of 90 days after the opening of any proposal.

G. Review of Proposals. The proposal submitted in response to the RFP shall be evaluated by Village staff and approved by the Village Board, with consideration of, but not limited to the following:

1. Adequacy and completeness of the proposal with regard to the information requested in the RFP.
2. Comprehensiveness of the proposed janitorial services.
3. Cost of the proposed services and ongoing support and maintenance for all services listed in
 - Appendix A: Public Works Scope of Services,
 - Appendix B: Village Hall Scope of Services, and
 - Appendix C: General Scope of Services.
4. The ability of the vendor to provide timely and effective support.
5. Experience of vendor.
6. Information gathered from current clients.

Evaluation shall be based upon the professional judgment of the Village from review of the materials provided and other relevant sources.

If, in the opinion of the Village, a proposal contains false or misleading statements or references, the Village reserves the right to disqualify the vendor's proposal.

The Village reserves the right to obtain clarification of any point in a vendor's proposal, or to obtain additional information necessary to properly evaluate a particular proposal. Failure to respond to such a request for additional information or clarification may result in disqualification.

H. Rejection of Proposals. Proposals that are not submitted on the Proposal form or that are not prepared in accordance with these Instructions to Bidders may be rejected. If not rejected, the Village may demand correction of any deficiency and

accept the deficiently prepared proposal upon compliance with these Instructions to Bidders.

The Village Board may reject any or all proposals or award in whole or in part, and to waive any informalities if deemed to be in the best interest of the Village of Gurnee to do so.

A proposal may be disqualified if it is determined that the cost proposal was arrived at by way of collusion, consultation, communication, or agreement as to any matter relating to said cost proposal, with any others including other vendors who are competitors.

- I. Acceptance of Proposals.** Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Bidders. The Village reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the Village and to the public; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Bidders should not rely upon, or anticipate, such waivers in submitting their proposal.

Upon acceptance of the successful proposal(s) by the Village, the contract for services will be comprised of:

- successful Bidder's proposal and
- Specifications for Janitorial Services document including all appendices.

- J. Forfeiture.** The work herein specified shall be prosecuted with such forces as the Village may deem adequate for its completion within the time specified for completion. If the rate at which the work is performed is, in the judgment of the Village, not such as to insure its progress and completion in the time and manner herein specified, or if, at any time, the Vendor refuses or neglects to prosecute the work with forces sufficient for its completion within the specified time, or if in any event, the Vendor fails to proceed with the work in accordance with the requirements and conditions of the Specifications, the Village shall have full right and authority after giving three (3) days written notice to the Vendor of its intention to do so, to take the work out of the hands of the vendor and/or to terminate the contract with said Vendor and award contract to next lowest bidder.

IV. Regular Janitorial Services Work Outline. The successful bidder is responsible for janitorial services as outlined in Appendix A: Public Works Scope of Services, Appendix B: Village Hall Scope of Services and Appendix C: General Scope of Services

VILLAGE OF GURNEE, ILLINOIS

JANITORIAL SERVICES FOR PUBLIC WORKS & VILLAGE HALL

BID FORM

Submission Information:
Opening of Bids Feb. 25, 2021
Time: 10:30 A.M. local time
Location: 1151 Kilbourne Road,
Gurnee, IL 60031

We, the undersigned, agree to provide janitorial services to the Village of Gurnee for a period of two (2) years, with the possibility of three (3) extensions of up to one (1) year each, starting April 1, 2021 through March 31, 2023 and to meet conditions set forth in the specifications and instructions to bidders.

Description	Cost per Month	Total Annual Cost
Janitorial Services for Gurnee Public Works	\$	\$
Janitorial Services for Gurnee Village Hall	\$	\$

The undersigned hereby certifies that he/she has read and understands the contents of this solicitation and agrees to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this contract shall not be cause to alter the original contract or request additional compensation.

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

TYPED/PRINT NAME OF PERSON SIGNING: _____

TITLE OF PERSON SIGNING: _____

ADDRESS OF COMPANY: _____

TELEPHONE NUMBER: _____

REFERENCES

List below other organizations (users of similar size and structure to the Village of Gurnee preferred) for which these or other similar services have been provided:

Agency Name _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Dates of Service _____

Agency Name _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Dates of Service _____

Agency Name _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Dates of Service _____

Agency Name _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Dates of Service _____

Agency Name _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Dates of Service _____

APPENDIX A: PUBLIC WORKS SCOPE OF SERVICES

A. Daily Services (5x per week, Monday through Friday)

- i. Empty all interior and exterior trash receptacles. Collect all designated waste paper and trash in plastic trash bags furnished by the Village of Gurnee. Collect all bags in leak proof containers and dispose of immediately in dumpster. The Contractor shall also remove all liter, cans, papers and other containers marked TRASH. Clean surfaces on all trash receptacles. Replace plastic liners in all trash receptacles. Plastic liners must be adequately sized for the receptacle.
- ii. Pick up and deposit all recyclable materials into marked designated recycle containers.
- iii. Hot water, soap, deodorizer and appropriate disinfectant, such as a bleach solution or EPA registered germicide must be used for all janitorial services.
- iv. Sweep and damp mop with a neutral detergent all hard surface floors and entryways in the interior of the building.
- v. Vacuum all carpeted areas in the building. At a minimum this will include walk-off mats, entrances, corridors and carpets in offices and around desks.
- vi. Clean, disinfect and deodorize toilet room floors.
- vii. Clean, disinfect and deodorize all plumbing fixtures, toilets, urinals, sinks and shower stalls. Mineral and calcium deposits on any plumbing fixtures will not be accepted.
- viii. Clean, disinfect and deodorize all dispensers, mirrors, counters and cabinets.
- ix. Clean, disinfect and deodorize all restroom walls and toilet and urinal stall partitions.
- x. Clean, disinfect and deodorize all restroom entry area walls and doors.
- xi. Clean, disinfect and deodorize all sinks, counters and cabinets.
- xii. Maintain adequate supplies of provided 2 ply toilet paper, toilet and urinal deodorizers, paper towels and soap in restrooms.
- xiii. Clean, disinfect, deodorize and polish all drinking fountains and sinks. Mineral and calcium deposits will not be accepted.

- xiv. Clean, disinfect and deodorize all table surfaces in break rooms, public areas and hallways, desk tops and all public counters in office area. Use only non-abrasive cleaners.
- xv. Remove all finger marks, dirt, smudges and wash splatter from walls, doors, door jambs, windows, woodwork, light switch cover plates, light switches, electrical breaker panels (surfaces), door knobs and handles, entrance door push rails (front and back) and all associated surrounding areas.
- xvi. Check function of all dispensers and fixtures in all restrooms. Report maintenance problems to designated Village personnel.

B. Weekly Services

- i. At a minimum, damp mop with a neutral detergent and machine buff using a spray buff, all waxed floors to remove traffic marks and restore luster of wax, leaving an even wet look floor finish.
- ii. Wash all appliance exteriors (refrigerators, microwaves, coffee makers, etc.).
- iii. Vacuum all carpeted areas, including all hard to reach areas such as under counters, under furniture, under desks and all nooks and crannies.
- iv. Damp mop with a neutral detergent all carpet protectors (chair desk mats) in the interior of the building.
- v. Replace vacuum paper filter bags. Clean and/or replace vacuum safety filter and exhaust filter to a new or like new condition.
- vi. Dust all air diffusers and surfaces up to six feet using a treated duster. The Contractor shall accomplish dusting by the removal of soil from the area, not by moving it from one surface to another.

C. Monthly Services

- i. Vacuum all fabric office furniture and wall partitions. Wash all hard surface and vinyl office furniture and wall partitions with an appropriate cleaner. Remove all stains, foreign material, etc.
- ii. Clean, disinfect and deodorize to remove non-permanent stains and soil from the interior and exterior of all trash receptacles.
- iii. Dust all surfaces over six feet in height using a treated duster. The Contractor shall accomplish dusting by the removal of soil from the area, not by moving it from one surface to another.

- iv. Pour one gallon of clean fresh water with deodorizer and disinfectant down the floor drains in all restrooms, locker showers and janitorial closets.
- v. Clean and polish all door push plates and kick plates.

D. Quarterly Services

- i. Remove wash splatter, wax and dirt off of cove base in all corridors and rooms. Restore cove base to a polished appearance.
- ii. Wash and wipe clean all surfaces over six feet in height. This will include, but is not limited to, moldings, overhead pipes, fire alarm bells, emergency lighting, etc.

E. Semi-Annual Services

- i. Wash walls in all public halls where wall covering permits.
- ii. Clean and wax all woodwork, door push rails (front and back), and doors in all areas of the building. This may require special cleaning tools.
- iii. Clean the interior and exterior of all light diffuser lenses. Clean the interior of all light fixtures (reflector). Clean all lamps. Only use non-abrasive cleanser. Leave no streaks on lenses or reflectors. Use drop cloths as required to protect adjacent surfaces, fixtures and furniture.
- iv. Wash the interior of all windows and glass doors. Leave no streaks or unwashed places. Wash and wipe all sills and frames, leaving no water spots. Use drop cloths as required to protect adjacent surfaces, fixtures and furniture.

F. Annual Services

- i. Remove all dirt and wax from all hard surface floors by mopping or scrubbing with a detergent and wax remover. Rinse thoroughly and apply skid resistant wax of a type recommended by the flooring manufacturers. When wax is dry, machine buff to a smooth sheen, even wet look. Use only the strength of wax stripper needed and remove promptly and rinse to eliminate damage to floor tiles and adhesive.
- ii. Shampoo all carpets including all hard to reach areas such as under counters, under furniture and all nooks and crannies (move carpet protectors). The Contractor shall remove carpet stains, completely vacuum, shampoo using hot water extraction equipment and supplies and completely re-vacuum all carpet. The Contractor shall shampoo areas such as corners which are inaccessible, with manual scrubbing devices. After shampooing and allowing sufficient drying time, the Contractor shall vacuum the carpet following a pattern which will give

the carpet pile a uniform appearance. Use portable floor and carpet blowers/dryers to completely dry areas before traffic.

- iii. Wash all interior walls, doors and cove base to remove all dirt, grime and wax.
- iv. Vacuum and/or wash dirt from all air grilles and diffusers using neutral cleaners. Rinse thoroughly, leaving no streaks or unwashed areas carefully to avoid damage to ceiling tiles. Vacuum all surrounding dirty ceiling tiles and grid metal with brush attachments.
- v. Vacuum and shampoo all fabric office furniture. Wash all hard surface and vinyl office furniture and wall partitions with an appropriate cleaner. Remove all dirt, grime, wax, stains, foreign material, etc.
- vi. Vacuum or wash window coverings with an appropriate cleaning solution to remove all dirt and grime.

G. As Required Services

- i. The Contractor shall remove carpet stains, completely vacuum, shampoo using hot water extraction equipment and supplies and completely re-vacuum all carpet. Use portable floor and carpet blowers/dryers to completely dry area before traffic.
- ii. Remove spots, stains and all foreign matter (gum, smudges, etc.) from carpets, walk-off mats, tiles, floors, furniture, wall partitions, walls and sides of desks.
- iii. Clean walls, doors and cove base.
- iv. Set alarm and secure exterior doors.

APPENDIX B: VILLAGE HALL SCOPE OF SERVICES

A. Daily

- a. *Entryways, Lobby, General office, private office*
 - i. Empty garbage
 - ii. Empty recycling
 - iii. Vacuum ALL carpet
 - iv. Vacuum or dust mop hard floor areas
 - v. Clean drinking fountains
 - vi. Damp wipe soiled working surfaces
 - vii. Mop hard floor areas with appropriate cleaner and Village supplied dual compartment bucket
 - viii. Clean door and partition glass if needed

- b. *Breakroom, Conference Room "A" kitchenette*
 - i. Empty garbage
 - ii. Empty recycling
 - iii. Empty coffee maker basket and rinse soiled pots
 - iv. Vacuum or dust mop hard floor areas
 - v. Clean and disinfect counter tops, table, appliance handles, sink, faucet, microwave
 - vi. Spot clean cabinet fronts, appliances, vending machine, microwave interior
 - vii. Vacuum or dust mop hard floor areas
 - viii. Mop hard floor areas with appropriate cleaner and Village supplied dual compartment bucket
 - ix. Install detergent and start dishwasher

- c. *Bathrooms*
 - i. Empty garbage
 - ii. Replenish paper products as needed
 - iii. Replenish soap as needed
 - iv. Vacuum or dust mop hard floor areas
 - v. Clean and disinfect all surfaces and fixtures
 - vi. Mop hard floor areas with appropriate cleaner and Village supplied dual compartment bucket

- d. *Building*
 - i. Set alarm and secure exterior doors

B. Weekly

- a. *Entryways, lobby, general office, private office*
 - i. Dust baseboards, horizontal surfaces including office furniture, tables, hard surface chairs, office equipment, window ledges, picture frames, everything accessible
 - ii. Spot clean/ damp wipe marks on walls, fixtures, doors, etc.
 - iii. Disinfect and damp wipe phone handsets
 - iv. Damp wipe kick plates
 - v. Polish glass doors, sidelights, and partition glass

C. Monthly

- a. Vacuum office chairs
- b. Vacuum or dust mop attic stairway
- c. High dusting including wall-ceiling interface and cobweb removal
- d. Clean locker room
- e. Clean waste basket and recycling bins
- f. Vacuum under baseboard heaters and office furniture, in dust traps areas including trays, corners, and around

D. As needed (5-6x/month expected)

- a. *Community Room w/kitchenette, Council Chambers*
 - i. Empty garbage
 - ii. Empty recycling
 - iii. Damp wipe soiled working surfaces
 - iv. Vacuum or dust mop hard floor areas
 - v. Clean and disinfect counter tops, table, appliance handles, sink, faucet, microwave
 - vi. Spot clean cabinet fronts, appliances, vending machine, microwave interior
 - vii. Mop hard floor areas with appropriate cleaner and Village supplied dual compartment bucket

E. As directed

Colored cards or markers will be placed by staff requiring special cleaning needs. Cards shall include a note detailing desired work. (i.e. I have removed personal effects from desk, please dust and disinfect desk top.) Scope of this work shall not exceed routine janitorial type of work.

APPENDIX C: GENERAL SCOPE OF SERVICES

A. Inspections

- i. All monthly, quarterly, semi-annual and annual cleaning services are to be coordinated with and inspected by the Project Manager. Before commencing work on any of these items, the Contractor will contact the Project Manager and a written work schedule will be submitted stating what will be done, where Contractor will be cleaning, time of day Contractor will be performing the work and when Contractor will be finished with the cleaning. If no contact is made for coordination and inspection and no work schedule is submitted, work may be required to be redone at no charge to the Village. Monthly payment will be withheld until work is completed and notice and inspection requirements are met.

B. Supply and Equipment Storage

- i. When possible, satisfactory storage room(s) will be made available to the contractor for storage of equipment, materials and supplies used in the performance of the contract. The contractor must keep this area neat, orderly, clean and odor free at all times.

C. Miscellaneous

- i. Carpet and hard surface floor maintenance performed in accordance with manufacturer's specifications.
- ii. If the Contractor damages any Village-owned property or Village employee-owned property in the opinion of the Project Manager, the Contractor may make replacements and repairs to the approval of the Project Manager or the contracting agency may either hire another firm or assign Village personnel to repair the damage. This cost will be deducted from the contract payment due. Village-owned property is classified as, but not limited to electronic office equipment, office furniture, walls, carpet, dry erase boards, etc.
- iii. On the last scheduled day of performance, the Contractor shall provide all required services. Clean the building and leave all keys.
- iv. Special emphasis is placed on key control. If any key is lost by a contract employee, all locks affected will be rekeyed and all keys will be revised/reissued. This is a very expensive process and the successful bidder shall be held financially liable for all rekeying and reissue.