



## REQUESTS FOR PROPOSALS

Building Cleaning Services for Oswegoland Park District

### District Facility Locations:

Boulder Point  
Zero Boulder Hill Pass  
Montgomery, IL

Civic Center  
5 Ashlawn Avenue  
Montgomery, IL

South Point  
810 Preston Lane  
Oswego, IL

**Must be submitted by September 30, 2020**

## **BIDDING & CONTRACT REQUIREMENTS**

### **Advertisement for Bids**

The Oswegoland Park District is requesting sealed proposals from qualified interior cleaning contractors to provide building cleaning services. The selected contractor must have experience in this type of work and will be required to furnish references. Contractors will be required to comply with equal employment opportunities and the Illinois Department of Labor prevailing wage rates for Kendall County.

**Proposal Documents** may be obtained starting on Thursday, September 17, 2020 at the Oswegoland Park District—Prairie Point Center, 313 E. Washington St., Oswego, Illinois 60543 during **current business hours 9:00 a.m.- 2:00 p.m., Monday through Friday** or online at [www.oswegolandparkdistrict.org/get-involved/bids-proposals](http://www.oswegolandparkdistrict.org/get-involved/bids-proposals). The Oswegoland Park District is not responsible for communications received or not received through any other source. Bidding documents will not be mailed.

**Sealed Proposal Opening:** 10:30 a.m., Thursday, October 1, 2020 at the Oswegoland Park District Administrative office, 313 East Washington, Oswego, Illinois 60543. Oswegoland Park District will publicly open and read proposals immediately after specified Sealed Proposal Opening time.

The Oswegoland Park District reserves the right to reject any or all bids.

Published in the Oswego Ledger on September 17, 2020.

**SEALED PROPOSALS DUE DATE:**

Sealed Proposals must be received by 10:30 a.m., Wednesday, September 30, 2020 at the Oswegoland Park District Administrative office, 313 E. Washington Street, Oswego, Illinois 60543. Proposals not physically received by the District in time, will be returned, unopened to the firm. All proposals should be addressed to:

Oswegoland Park District  
Re: **(contractor name)**  
“Building Cleaning Services”  
Attention: Mike Fee  
313 E. Washington Street  
Oswego IL 60543

Proposal packets are available at Prairie Point Center, 313 E. Washington Street, Oswego, Illinois 60543 or online at [www.oswegolandparkdistrict.org/get-involved/bids-proposals](http://www.oswegolandparkdistrict.org/get-involved/bids-proposals)  
Each contractor is to submit their proposal as indicated in the Specifications, and use Attachment A to submit the pricing for the proposal.

**MANDATORY SITE VISIT:**

***A mandatory site visit for all three locations will be held on  
Thursday, September 24, 2020 beginning at the South Point location beginning at 9 a.m.***

**Rejection of Proposals:**

- A. The District reserves the right to cancel invitations for proposals or requests for proposals without penalty when it is in the best interest of the District. Notice of cancellation shall be sent to all individuals or entities solicited.
- B. The District reserves the right to reject any or all proposals, to waive any minor informality or irregularity in any bid, to negotiate changes and/or modifications with the lowest responsible bidder and to make award to the response deemed to be the most advantageous to the District. Bidders shall be required to comply with all applicable federal, state and local laws, including those relating to employment of labor without discrimination on the basis of age, race, color handicap, sex, national origin or religious creed.
- C. Any bid not conforming to the specifications or requirements set forth by the District in the bid request may be rejected.
- D. Proposals may also be rejected if they are made by a bidder that is deemed un- responsible due to a lack of qualifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.

## **TERM OF ENGAGEMENT:**

A contract between the Oswegoland Park District and the successful bidder for the cleaning services herein described shall be for *one-full year of service*, with the option to renew for up to two (2) additional one-year extensions. This contract shall be subject to:

- Satisfactory negotiation of terms including a price acceptable to both the Oswegoland Park District and the selected firm and the concurrence of the Park Board.
- Annual review by the Oswegoland Park District

This agreement shall not be assigned or transferred without the approval of the Oswegoland Park District. The Oswegoland Park District may enter into successive one-year contracts with the successful bidder without completing the bidding process. This is at the sole discretion and approval of the Oswegoland Park District.

## **SPECIFICATIONS**

### **Building Cleaning Services**

### **DEFINITIONS:**

The Term "District" whenever used in the contract documents shall be construed to mean the Oswegoland Park District.

### **Conditions:**

The Contractor is responsible for being familiar with all conditions, instructions, and documents governing this contract. Failure to make such preparations shall not excuse the Contractor from performance of the duties and obligations imposed under the terms of the contract.

### **Insurance Requirements:**

The Contractor will be required to meet the Oswegoland Park District insurance requirements. Unless otherwise specified the Contractor shall, before commencing any work, provide a certificate of Insurance to the Oswegoland Park District naming the District as an additionally named insured in the following minimum amounts with specific coverage.

- Commercial General Liability Insurance Coverage of not less than one million dollars (\$1,000,000.00) in the aggregate,
- Worker's Compensation Insurance with limits as required by the applicable statutes of the State of Illinois,
- Commercial Automobile Liability Insurance covering Contractor's owned, non-owned, and leased vehicles with coverage limits of not less than one million dollars (\$1,000,000.00) per accident, and
- Umbrella or Excess Liability Insurance coverage of not less than one million (\$1,000,000.00) per occurrence.

### **Prevailing Wage for Kendall County, Illinois:**

Contractor must comply with the Prevailing Wage Act.

## **Scope of Work:**

### **A. Facilities**

The District has three facilities which require Building Cleaning Services:

- **Boulder Point** is a one story building and is open from 8:30 a.m. to 7:00 p.m. Monday-Thursday, 8:30 a.m. to 4:30 p.m. Friday and 9:00 a.m. to 12:00 p.m. Saturday.
- **Civic Center** is a one story building and is open from 8:30 a.m. to 7:00 p.m. Monday-Thursday, 8:30 a.m. to 4:30 p.m. Friday, and 9:00 a.m. to 12:00 p.m. Saturday.
- **South Point** is a one story building and is open 8:30 a.m. to 7:00 p.m. Monday-Thursday, 8:30 a.m. to 4:30 p.m. Friday, and 9:00 a.m. to 12:00 p.m. Saturday.

The three facilities are all located within five to 10 minutes of each other by car within the Oswegoland Park District. All three facilities will require routine cleaning (i.e. washrooms, mopping of floors, dusting, vacuuming, trash collection, etc.). Services must be provided after the facility hours of operation, which is typically 10:00 p.m. – 4:30 a.m. Monday-Sunday. We will provide a two (2) week notice on times outside of this. Please see the Scope of Work checklists at the end of this Bid Proposal Form for specific information regarding cleaning details.

See enclosed facility maps for square footages.

### **B. All cleaning supplies are to be furnished by the selected contractor**

The selected Contractor will supply all cleaning materials, vacuums, mops, etc. to complete the cleaning of the facilities at its expense. The District will not be responsible for reimbursing the Contractor for any of these costs.

### **C. Specific Tasks**

Please refer to the attachments which provide a listing of cleaning tasks to be completed to clean each of the respected facilities. These are minimum requirements and should not be construed to be all encompassing. Additional work may be required to be completed at different times throughout the year to maintain the buildings in a clean good condition. For example, mopping listed as “weekly” or “as needed” will need to be done every night during winter months to remove salt tracked in by customers.

The selected contractor will determine through the building walkthrough what additional services may be necessary to maintain the facilities in a clean good condition and account for these services in their proposal. From time-to-time, some additional services may also be requested by the District which will be discussed and negotiated prior to any work being completed.

### **D. Background checks** will be required and completed by the Oswegoland Park District on all employees of the selected contractor who will be assigned to perform the cleaning of the buildings.

### **E. Communication skills**

Cleaning staff must be able to communicate with District personnel such that mutual understanding of tasks is not lost in the translation.

## **F. Equal Employment Opportunity**

Equal Employment Opportunity shall be a material term of this agreement. Decisions regarding awarding the contract will be made without regard to race, color, religion, sex, national origin/ancestry status, disability, age, marital status, military status, unfavorable discharge from military status, arrest record or citizenship status.

### **Manner of Payment:**

The Oswegoland Park District follows the Illinois "Prompt Payment Act" established by Illinois State Statutes (50 ILCS 505/1 et seq.) and, as such, the District Board approves invoices within thirty (30) days after receipt of the invoice and sends payment within thirty (30) days after the invoice has been approved by the District Board.

### **Billing/invoicing:**

All billing and invoicing will be done on a monthly basis after services have been rendered. A key deposit of \$250.00 will be required before the start of the contract and will be returned at the end of the contract when the keys are in the possession of the District.

## **PROPOSAL EVALUATION CRITERIA**

### **Mandatory Elements**

1. The cleaning firm (hereafter: "firm") is independent and licensed to practice in the State of Illinois. The proposal should state the size of the firm, the location of the office from which the work on this engagement is to be planned and organized, and the number and nature of the staff to be employed in this engagement on a full-time and/or part-time basis.
2. The firm has no conflict of interest with regard to any other work performed by the firm for the Oswegoland Park District.
3. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal and returning the signed pages addressed in Supplemental Documents of this solicitation.
4. The firm has an understanding of the specific needs of the Oswegoland Park District as it relates to the services provided.
5. The firm which proposes the best plan for maintaining the buildings cleanliness in good condition and details how this will be done. The firm should identify the principal supervisory and/or management staff, including tenure of firm's employees, who would be assigned to this contract. The firm should also provide information on the relevant experience of the firm and its employees on similar engagements.
6. The Oswegoland Park District retains the right to approve or reject staff replacements of the successful bidder. All staff assigned for cleaning of District buildings must be employees of the contractor. No third party employees are acceptable.
7. References/Past performance of firm.
8. The firm is bonded/insured at the levels approved by the Oswegoland Park District.

### **District Ordinances:**

The contractor will strictly comply with all ordinances of the Oswegoland Park District and laws of the State of Illinois.

### **Termination of Contract:**

The District reserves the right to terminate the whole or any part of this contract at any time, with or without notice, if deemed in the Oswegoland Park District's best interests.

**Award of Bid:**

All proposals will be tabulated, and a recommendation shall be prepared and forwarded to the Park Board for approval. The award of the contract will be determined at the District Board meeting on **Thursday, December 17, 2020**, with a commencement of service on **January 4, 2021**, or a mutually agreed upon date.

**ADDITIONAL ITEMS:****Indemnification:**

To the fullest extent permitted by law, Contractor shall indemnify, defend, save and hold harmless the District, its trustees, officers, employees, agents, volunteers, attorneys and lenders (collectively the "Indemnitees") from and against all loss and expense (including, but not limited to, reasonable attorney's fees and other costs and expenses) by reason of the liability imposed by law upon the Indemnitees, or any of them, for damages because of bodily injury, occupational sickness or disease, including death, resulting therefrom, sustained by any employees of Contractor or subcontractors, while performing the work or while at the site where work under the Contract is being conducted or elsewhere, while engaged in the performance of Work under the Contract, or sustained by any person or persons other than employees of Contractor, however such injuries may be caused, whether attributable to a breach of statutory duty or administrative regulation or otherwise, and such injuries for which liability is imputed to the Indemnitees, or any of them, or claims for property damage because of injury to or destruction of tangible property, directly or indirectly arising or alleged to arise out of the performance of or the failure to perform the work or the failure to protect the work or the site, or the condition of the work, the site, adjoining land or driveways, or streets or alleys used in connection with the performance of the work. Without limiting the generality of the foregoing, the defense and indemnity set forth in this section includes, subject only to the limitations contained in this section, all liabilities, damages, losses, claims, demands and actions on account of bodily injury, death or property loss to an Indemnitee or to any other person or entities, whether based upon, or claimed to be based upon, statutory, contractual, tort or other liability of any Indemnitee. In addition, such defense and indemnity shall include all liabilities, damages, losses, claims, demands and actions for defamation, false arrest, malicious prosecution or any other infringement or similar rights.

The provisions of the indemnity provided for herein shall not be construed to indemnify any Indemnitee for its own negligence or bad faith. If any, to the extent not permitted by law or to eliminate or reduce any other indemnification, right or remedy which the District is otherwise entitled to assert.

## **BIDDING & CONTRACT REQUIREMENTS**

### Supplemental Documents

- A. The following documents shall be completed, signed and submitted with the bid form:
  - a. Prevailing Wage Affidavit
  - b. Insurance Requirements
  - c. Certificate of Compliance Freedom of Information Act
  - d. Certificate of Compliance Drug Free Workplace Act
  - e. Certificate of Compliance IL Human Rights Act
  - f. Certificate of Compliance
  - g. References and Jobs of Similar Scope





## PREVAILING WAGE AFFIDAVIT

I, \_\_\_\_\_ on oath hereby state and certify  
that \_\_\_\_\_  
President

\_\_\_\_\_ pursuant to a contract dated \_\_\_\_\_  
Company

with the Oswegoland Park District, an Illinois Municipal Corporation, has complied and will comply with all laws, including those relating to the employment of labor and the payment of the current general prevailing rate of hourly wages for each craft or type of worker or mechanic needed to execute the contract or perform such work, also the current general prevailing rate for legal holiday and overtime work, as ascertained by the Illinois Department of Labor for Will and/or Kendall County, Illinois, and those prevailing rates are paid and shall be paid for each craft or type of worker needed to execute the aforesaid contract or to perform such work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



## INSURANCE REQUIREMENTS

**INSURANCE** – The contractor and subcontractor shall maintain during the progress of the Work, and if required to return during the warranty period, insurance with the minimum limits and coverages as shown below or, if higher, the requirements set forth in prime contract documents:

- (A) **WORKERS COMPENSATION** meeting the statutory requirements of the State in which the work is to be performed and containing Employers Liability insurance in an amount of \$500,000 for each insured limit. A **waiver of subrogation** in favor of **OSWEGOLAND PARK DISTRICT** shall be provided.
- (B) **COMMERCIAL GENERAL LIABILITY** insurance providing limits of \$1,000,000 each occurrence and \$2,000,000 aggregate (Per Project). The policy must include OSWEGOLAND PARK DISTRICT as an additional insured and others if required in a prime contract. Coverage provided for the additional insureds shall be on a primary and noncontributory basis. Coverage must include premises/operations, independent contractors, products/completed operations and contractual liability. Coverage shall be provided on the latest edition of ISO Form CG 0001 or equivalent (General Liability) and ISO Forms CG 2010 07/04 and CG 2037 07/04 or equivalent (Additional Insured). All exclusionary endorsements attached to these forms must be indicated on the certificate of insurance. A waiver of subrogation in favor of OSWEGOLAND PARK **DISTRICT** shall be provided.
- (C) **COMMERCIAL AUTOMOBILE LIABILITY** insurance providing coverage on all owned, non-owned and hired vehicles with limits and endorsements equal to (B) above.
- (D) **COMMERCIAL UMBRELLA LIABILITY** insurance with limits of \$1,000,000 per occurrence and \$1,000,000 aggregate providing excess coverage over (A), (B) and (C) above **including the additional insured and waiver of subrogation requirements (follow form)**.
- (E) A certificate of insurance, on an approved form, must be delivered to OSWEGOLAND PARK DISTRICT prior to commencing the work and must state that coverage will not be altered, cancelled or allowed to expire without 30 days **written notice** to **OSWEGOLAND PARK DISTRICT**.
- (F) It is agreed that the contractor and subcontractor shall purchase and maintain property insurance for material and equipment used on the jobsite. It is further agreed that the contractor and subcontractor shall have **no recourse** or rights of subrogation for loss or damage to any such property from **OSWEGOLAND PARK DISTRICT** or any other party to the prime contract.
- (G) **Equivalent insurance coverage must be obtained from each of your suppliers**, if any, before permitting them on any job site. Otherwise, their protection must be included within your insurance policies.

- (H) It is understood and agreed that authorization is hereby granted to **OSWEGOLAND PARK DISTRICT** to withhold payments to the contractor until a properly executed certificate of insurance is delivered.
- (I) Contractor agrees to maintain the above insurance for the benefit of **OSWEGOLAND PARK DISTRICT** and the firm for a **period of two years** or the expiration of the statute of limitations, whichever is greater.

By: \_\_\_\_\_

Title: \_\_\_\_\_

SUBSCRIBED AND SWORN TO

before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



**CERTIFICATE OF COMPLIANCE  
FREEDOM OF INFORMATION ACT**

5 ILCS 140/1 et seq.

\_\_\_\_\_, the Contractor under a  
certain contract dated \_\_\_\_\_ with the Oswegoland Park District  
(District) for \_\_\_\_\_  
hereby certifies that the Contractor agrees to maintain all records and documents for  
projects of the District in compliance with the Freedom of Information Act, 5 ILCS 140/1  
et seq.

In addition, Contractor shall produce records which are responsive to a request  
received by the District under the Freedom of Information Act so that the District may  
provide records to those requesting them within the time frames required. If additional  
time is necessary to compile records in response to a request, then Contractor shall so  
notify the District and if possible, the District shall request an extension so as to comply  
with the Act.

In the event that the District is found to have not complied with the Freedom of  
Information Act due to Contractor's failure to produce documents or otherwise  
appropriately respond to a request under the Act, the Contractor shall indemnify and hold  
the District harmless, and pay all amounts determined to be due including but not limited  
to fines, costs, attorney's fees and penalties.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

SUBSCRIBED AND SWORN TO

before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



**CERTIFICATE OF COMPLIANCE  
DRUG FREE WORKPLACE ACT**

Illinois Revised Statutes  
1991, Ch. 127, Sec. 132.311 et seq.

\_\_\_\_\_, the Contractor under a certain  
contract dated \_\_\_\_\_ with the Oswegoland Park District  
for \_\_\_\_\_ hereby certifies that said

Contractor shall, as a condition of the aforesaid contract, provide a drug free workplace by:

A. Publishing a statement:

1. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited at the contractor's workplace or work site;
2. Specifying the actions that will be taken against employees for violations of such prohibition.
3. Notifying the employee that, as a condition of employment on such contract, the employee will:
  - a. abide by the terms of the statement; and
  - b. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

B. Establishing a drug free awareness program to inform employees about:

1. the dangers of drug abuse in the workplace;
2. the contractor's policy of maintaining a drug free workplace;
3. any available drug counseling, rehabilitation, and employee assistance programs; and
4. the penalties that may be imposed upon employees for drug violations.

C. Making it a requirement to give a copy of the statement required by subsection (A) to each employee engaged in the performance of the contract and to post the statement in a prominent place in the workplace.

- D. Notifying the Oswegoland Park District within 10 days after receiving notice under part (b) of paragraph (3) of subsection (A) from an employee or otherwise receiving actual notice of such conviction.
- E. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by an employee who is so convicted as required by paragraph (H) below.
- F. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- G. Making a good faith effort to continue to maintain a drug free workplace throughout implementation of the foregoing.
- H. Employee sanctions and remedies. A contractor shall, within 30 days after receiving notice from an employee of a conviction of a violation of a criminal drug statute occurring in the workplace:
1. Take appropriate personnel action against such employee up to and including termination; or
  2. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

By: \_\_\_\_\_

Title: \_\_\_\_\_

SUBSCRIBED AND SWORN TO

before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



**CERTIFICATE OF COMPLIANCE  
ILLINOIS HUMAN RIGHTS ACT  
ON SEXUAL HARASSMENT**

775 ILCS 5/2 - 105

\_\_\_\_\_, the Contractor under a certain contract  
dated \_\_\_\_\_ with the Oswegoland Park District for \_\_\_\_\_  
\_\_\_\_\_ hereby certifies that

said Contractor shall, as a condition of the aforesaid contract, certify that there is available a written company sexual harassment policy that includes, at a minimum, the following information:

1. the illegality of sexual harassment
2. the definition of sexual harassment under State law
3. a description of sexual harassment using examples
4. the Contractor's internal complaint policies and procedures including penalties
5. the legal recourse, investigation, and complaint process available through the IL. Dept. of Human Rights and the Human Rights Commission and directions on how to contact both, and
6. protection against retaliation as provided by Section 6-101 of the IL. Human Rights Act.

A copy of this policy shall be provided to the IL. Dept. of Human Rights upon request.

By: \_\_\_\_\_

Title: \_\_\_\_\_

SUBSCRIBED AND SWORN TO

before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



## CERTIFICATE OF COMPLIANCE

\_\_\_\_\_, the Contractor under a certain contract dated \_\_\_\_\_  
\_\_\_\_\_ with the Oswegoland Park District for \_\_\_\_\_  
\_\_\_\_\_ hereby certifies that

- a) said Contractor is not barred from bidding on the aforesaid contract as a result of a violation of any applicable provision of the Criminal Code of 1961 (Ill. Rev. Stat.) 1989, Ch. 38, Sec. 33E-2 et.seq. (bid-rigging, bid rotation);
- b) said Contractor certifies that no delinquent taxes are outstanding or otherwise due to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1.

Contractor:

By: \_\_\_\_\_ Date: \_\_\_\_\_

SUBSCRIBED AND SWORN TO

before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Notary Public



## REFERENCES

General Information, list below current business references for whom you have performed work similar to that required by this proposal. **Bids will be rejected if not at least two (2) references are provided.** *If additional sheets are needed, please make copies.*

---

**Facility #1**

---

**Address**

---

**City, State, Zip Code**

---

**Telephone Number**

---

**Contact Person**

---

**Dates of Service**  
  

---

---

**Facility #2**

---

**Address**

---

**City, State, Zip Code**

---

**Telephone Number**

---

**Contact Person**

---

**Dates of Service**  
  

---

---

**Facility #3**

---

**Address**

---

**City, State, Zip Code**

---

**Telephone Number**

---

**Contact Person**

---

**Dates of Service**  
  

---

**ATTACHMENT A**  
**OSWEGOLAND PARK DISTRICT**  
**REQUEST FOR PROPOSAL BUILDING**  
**CLEANING SERVICES TOTAL COST**  
**SUMMARY**

**DUE: September 30, 2020**

**Firm Submitting Proposal:** \_\_\_\_\_

**Person Completing Bid:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax#** \_\_\_\_\_

**Email:** \_\_\_\_\_

For the performance of all items of work, furnishing all materials, equipment, labor, etc. necessary to complete as indicated in the specifications, we submit the following **lump sum** prices.

The term of this contract shall be for ***one full year of service***, with the option to renew for up to two (2) additional one-year extensions. Please provide the lump sum cost for year one and for the possible second and third year extensions, if needed.

<b>Lump sum base bid for Boulder Point:</b>	<b>2021</b> \$	_____
	<b>2022</b> \$	_____
	<b>2023</b> \$	_____

<b>Lump sum base bid for Civic Center:</b>	<b>2021</b> \$	_____
	<b>2022</b> \$	_____
	<b>2023</b> \$	_____

<b>Lump sum base bid for South Point:</b>	<b>2021</b> \$	_____
	<b>2022</b> \$	_____
	<b>2023</b> \$	_____

**SUPPLEMENTAL UNIT PRICES**

Bidder shall provide the following unit prices, to be used for additional services as needed:

**Hourly Rate for Additional Cleaning Services:** \$ \_\_\_\_\_ /hr. (If hourly rates differ per (type of) employee, please provide a list of (type of) employees with accompanying hourly rates).

The undersigned hereby certifies that he or she is an authorized agent of the company making the enclosed bid, and that such bidder is not barred from contracting with units of local government under sections 33E-3 or 33E-4 of the Public Contracts law (:720 ILCS 5/33E-1 et seq.).

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BOULDER POINT CLEANING - SCOPE OF WORK CHECKLIST (FRONT HALF)****Zero Boulder Hill Pass - Montgomery**

	Daily	Weekly	Monthly	Quarterly
<b>Lobby</b>				
Clean chairs/benches/walls	X			
Clean water fountain/step stool	X			
Clean windows/doors	X			
Clean/refill dispensers	X			
Dust mop/wet mop	X			
Empty garbage	X			
Empty recycling/shredder	X			
Vacuum rugs	X			
Wipe/clean doors/handles	X			
<b>Front Offices/gym offices</b>				
Clean under desks/wet mop	X			
Empty garbage/recycling	X			
Wipe down counters/phones	X			
Wipe/clean doors/handles	X			
<b>Room 1 (Gym)</b>				
Clean cubbies/walls/ledges	X			
Clean mirrors/windows/doors	X			
Clean/fill all dispensers	X			
Empty garbage/recycling	X			
Vacuum rug/floor/stairs	X			
Wipe/clean doors/handles	X			
Wipe/wet mop mats	X			
<b>Lock Door 6</b>				
Lock/clean door/windows	X			
Vacuum/clean surfaces	X			
<b>Bathrooms</b>				
Check misters/replace (if needed)			X	
Clean counters/sinks	X			
Clean doors/knobs/handles	X			
Clean mirror/changing station	X			
Clean step stools	X			
Clean/fill all dispensers	X			
Clean/wipe toilets	X			
Empty feminine hygiene boxes	X			
Empty garbage	X			
Pour Drain Alive down drains			X	
Sweep/wet mop floors	X			
Wipe down/doors/stalls/walls	X			

**BOULDER POINT CLEANING - SCOPE OF WORK CHECKLIST (BACK HALF)****Zero Boulder Hill Pass - Montgomery**

	Daily	Weekly	Monthly	Quarterly
<b>Room 2</b>				
Clean glass on door	X			
Clean windows	X			
Dust mop/wet mop	X			
Empty garbage/recycling	X			
Vacuum	X			
Wipe down tables/chairs/cubbies	X			
Wipe/clean counter/handles	X			
<b>Room 3</b>				
Clean mirrors/wall/windows	X			
Dust mop/wet mop	X			
Empty garbage/recycling	X			
Wet mop instructors room	X			
Wipe down equipment/bars	X			
Wipe/clean doors/handles	X			
<b>Room 4 Frig/office supplies</b>				
Dust mop/wet mop	X			
Empty garbage/recycling	X			
Wipe down counters	X			
Wipe/clean doors/knobs/handles	X			
<b>Room 5</b>				
Clean mirrors/windows	X			
Dust mop/wet mop	X			
Empty garbage	X			
Instructors Office	X			
Wipe down bars/equipment	X			
Wipe/clean doors/knobs/handles	X			
<b>Kitchen</b>				
Clean sink/water fountain	X			
Clean/fill dispensers	X			
Empty garbage/recycle	X			
Wipe counters	X			
Wipe out microwave	X			

	Daily	Weekly	Monthly	Quarterly
<b>Bathrooms</b>				
Check/clean/fill all dispensers (if needed)	X			
Check/replace air freshners (if needed)			X	
Clean counters and sinks	X			
Clean mirrors	X			
Clean/wipe toilets top to bottom	X			
Empty feminine hygiene boxes	X			
Empty garbage cans	X			
Pour Drain Alive down drains				X
Sweep floors/wet mop	X			
Wipe down stalls/walls/doors	X			
<b>Room 6A &amp; 6B</b>				
Clean glass/doors/knobs	X			
Dust mop/wet mop	X			
Empty garbage/recycling	X			
Vacuum rugs	X			
Wipe down tables/chairs/cubbies	X			
<b>Room 7</b>				
Clean glass on door/handles	X			
Dust mop/wet mop	X			
Empty garbage/recycling	X			
Vacuum rugs	X			
Wipe down tables/chairs/cubbies	X			
<b>Room 8</b>				
Clean glass on door/handles	X			
Dust mop/wet mop	X			
Empty garbage/recycling	X			
Vacuum rugs	X			
Wipe down tables/chairs/cubbies	X			
<b>Back Office</b>				
Clean counters	X			
Dust mop/wet mop	X			
Empty garbage/recycling	X			
Vacuum rugs	X			
Wipe down back desk area	X			
Wipe down chairs	X			
Wipe/clean water fountain/walls	X			
<b>Back Hallway</b>				
Wipe benches/surfaces	X			
Wipe down all ledges/windows	X			
Wipe/clean doors/knobs/handles	X			
Wipe/clean walls	X			

	Daily	Weekly	Monthly	Quarterly
<b><i>Closing Tasks</i></b>				
Organize the custodial closet		X		
Document any issues or repairs that are needed on the daily report sheet provided by the ESA Coordinator	X			
Turn off lights as instructed	X			
Lock doors/windows as instructed	X			
Set security alarm as instructed	X			
Dispose of all garbage/recycle to outside container	X			

**CIVIC CENTER CLEANING - SCOPE OF WORK CHECKLIST**

**5 Ashlawn Avenue - Montgomery**

	Daily	Weekly	Monthly	Quarterly
<b>Front offices</b>				
Clean under desks	X			
Empty garbage/recycle/shredder	X			
Vacuum	X			
Wet mop tile floor	X			
Wipe down desks/counters	X			
Wipe/clean doors/knobs/handles	X			
<b>Pool Office</b>				
Empty garbage/recycling	X			
Vacuum	X			
Wet mop floor	X			
Wipe down desks	X			
Wipe/clean doors/windows	X			
<b>Hall Offices - off of lobby</b>				
Empty garbage/recycling	X			
Vacuum	X			
Wipe down desks /chairs	X			
Wipe/clean doors/windows	X			
<b>Bathrooms</b>				
Check misters/replace (if needed)			X	
Clean counters/walls and sinks	X			
Clean mirror/changing table	X			
Clean/fill all dispensers	X			
Clean/wipe toilets	X			
Empty feminine hygiene boxes	X			
Empty garbage	X			
Pour Drain Alive down drains			X	
Sweep floors/wet mop	X			
Wipe stalls/walls/handles	X			
Wipe/clean doors/knobs/handles	X			
<b>Room 1</b>				
Clean mirrors/windows/garbage	X			
Dust mop floor	X			
Empty garbage	X			
Scrub and Shine diluted w/water			X	
Wet mop floor w/water only	X			
Wipe/clean handles and doors	X			

	Daily	Weekly	Monthly	Quarterly
<b>Kitchen</b>				
Clean/refill all dispensers	X			
Dust mop/wet mop	X			
Empty garbage	X			
Wipe down all counters/sinks	X			
Wipe down appliances	X			
Wipe out microwave	X			
Wipe/clean handles/doors/knobs	X			
<b>Lobby</b>				
Clean drinking fountain	X			
Clean windows/doors/knobs	X			
Dust mop floor	X			
Empty garbage/recycle	X			
Vacuum rugs and mats	X			
Wet mop floor	X			
Wipe off play tables/chairs	X			
<b>Room 2A</b>				
Clean glass by door	X			
Clean sink	X			
Clean/lock windows	X			
Clean/refill all dispensers	X			
Dust mop/wet mop	X			
Empty garbage/recycling	X			
Vacuum rugs	X			
Wipe doors/handles/knobs	X			
Wipe down tables, chairs, cubbies	X			
<b>Room 2B</b>				
Clean glass by door	X			
Clean windows/lock	X			
Clean/refill all dispensers	X			
Dust mop/wet mop	X			
Empty/clean garbage/recycling	X			
Vacuum rugs	X			
Wipe down tables, chairs, cubbies	X			
Wipe/clean doors/knobs/handles	X			



	Daily	Weekly	Monthly	Quarterly
<b>Room 3</b>				
Clean windows and door window	X			
Clean/refill all dispensers	X			
Dust around corners/wall tiles	X			
Dust mop/wet mop	X			
Empty garbage/recycling	X			
Lock all door/windows	X			
Vacuum rugs	X			
Wipe down tables, chairs, cubbies	X			
Wipe/clean doors/knobs/handles	X			

<b>Closing Tasks</b>				
Organize the custodial closet		X		
Document any issues or repairs that are needed on the daily report sheet provided by the ESA Coordinator	X			
Turn off lights as instructed	X			
Lock doors/windows as instructed	X			
Set security alarm as instructed	X			
Dispose of all garbage/recycle to outside container	X			

**SOUTH POINT CLEANING - SCOPE OF WORK CHECKLIST**  
**810 Preston Lane - Oswego**

	Daily	Weekly	Monthly	Quarterly
<b>Main Vestibule</b>				
Clean windows/doors/handles	X			
Vacuum	X			
Wipe all ledges	X			
<b>Lobby</b>				
Clean doors/windows/handles	X			
Empty garbage/recycling	X			
Empty shredder	X			
Vacuum	X			
Wipe chairs off/straighten	X			
Wipe tv/frames/shelves/tables	X			
Wipe/clean front counter	X			
<b>Front Offices</b>				
Clean handles/doors knobs	X			
Clean under desks	X			
Dust all flat surfaces	X			
Empty garbage/recycling	X			
Vacuum	X			
Wipe down desk surfaces	X			
<b>Work Room</b>				
Empty garbage/recycling	X			
Vacuum	X			
Wipe off counters/handles	X			
<b>Conference Room</b>				
Empty garbage	X			
Vacuum	X			
Wipe off table/chairs	X			
<b>Kid's Connection Room #124</b>				
Clean glass on door/windows	X			
Clean sink/counters/knobs	X			
Dust mop/wet mop	X			
Empty garbage/recycling	X			
Fill/clean dispensers	X			
Vacuum	X			
Wipe ledges	X			
<b>Preschool Room #123</b>				
Clean glass on doors/windows	X			
Clean sink/counters/door knobs	X			
Dust mop/wet mop	X			
Empty garbage/recycling	X			
Fill/clean dispensers	X			
Vacuum	X			
Wipe ledges	X			

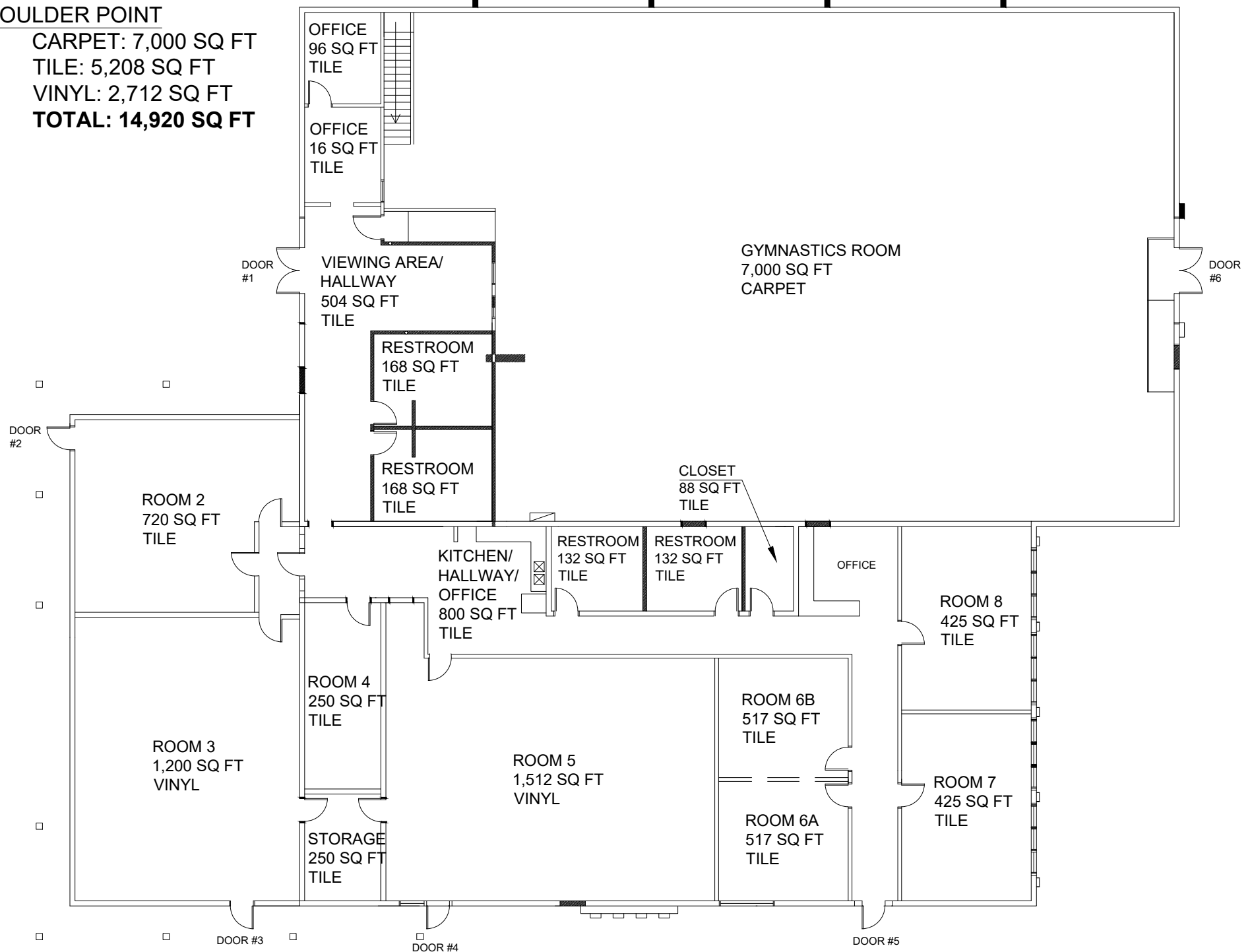
	Daily	Weekly	Monthly	Quarterly
<b>Multi Purpose Room #126</b>				
Clean glass on doors/windows	X			
Clean ledges	X			
Clean sink/counters/trash cans	X			
Dust mop/wet mop	X			
Empty garbage/recycling	X			
Fill/clean dispensers	X			
Vacuum	X			
<b>Kitchen</b>				
Clean sink/counters/ trash can	X			
Empty garbage/recycling	X			
Fill/clean dispensers	X			
Wet mop floor/under mats	X			
Wet mop under movable fridge	X			
<b>Front small vestibule</b>				
Clean handles/kick plates	X			
Clean windows/doors/ knobs	X			
Vacuum	X			
Wipe down sills of windows	X			
<b>Preschool Room #121</b>				
Clean glass on doors/windows	X			
Clean ledges	X			
Clean sink/counters/knobs	X			
Dust mop/wet mop	X			
Empty garbage/recycling	X			
Fill/clean dispensers	X			
Sweep/Vacuum	X			
<b>Preschool Room #122</b>				
Clean glass on doors/windows	X			
Clean sink/counters/doors	X			
Clean windows ledges	X			
Dust mop/wet mop	X			
Empty garbage/recycling	X			
Fill/clean dispensers	X			
Sweep/vacuum	X			
<b>Activity Room #116</b>				
Clean mirrors/windows/doors	X			
Clean sink/counters	X			
Dust mop/wet mop	X			
Empty garbage	X			
Sweep/vacuum	X			

	Daily	Weekly	Monthly	Quarterly
<b>Back Vestibule</b>				
Clean handles/kick plates	X			
Clean windows/doors	X			
Vacuum	X			
Wipe down ledges of windows	X			
<b>All Bathrooms</b>				
Clean handles	X			
Clean mirrors/changing table	X			
Clean sink	X			
Clean toilet	X			
Empty garbage & sanitary napkin holder	X			
Fill dispensers	X			
Pour Drain Alive down drains			X	
Wet mop floors	X			

<b>Closing Tasks</b>				
Organize the custodial closet		X		
Document any issues or repairs that are needed on the daily report sheet provided by the ESA Coordinator	X			
Turn off lights as instructed	X			
Lock doors/windows as instructed	X			
Set security alarm as instructed	X			
Dispose of all garbage/recycle to outside container	X			

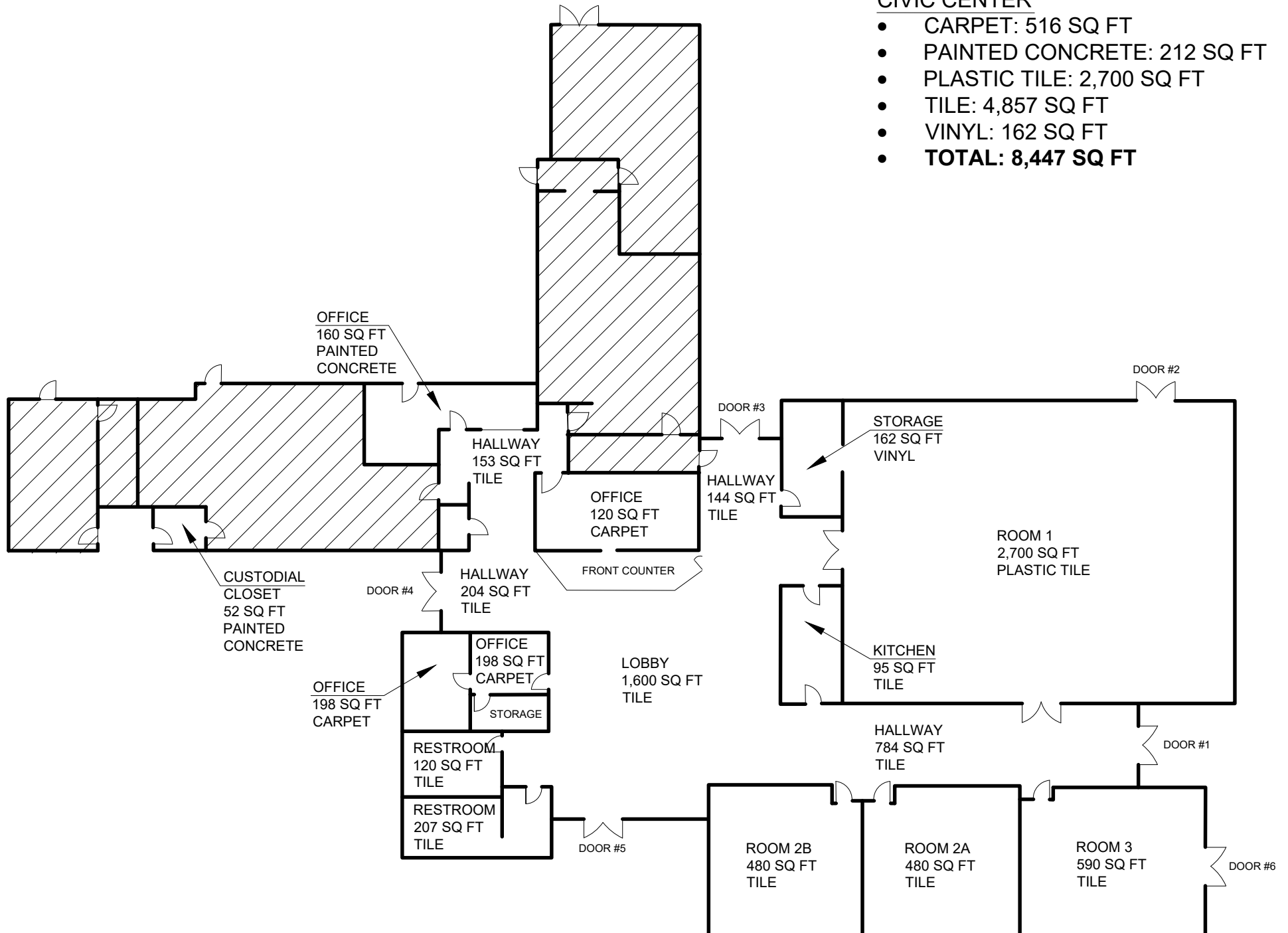
## BOULDER POINT

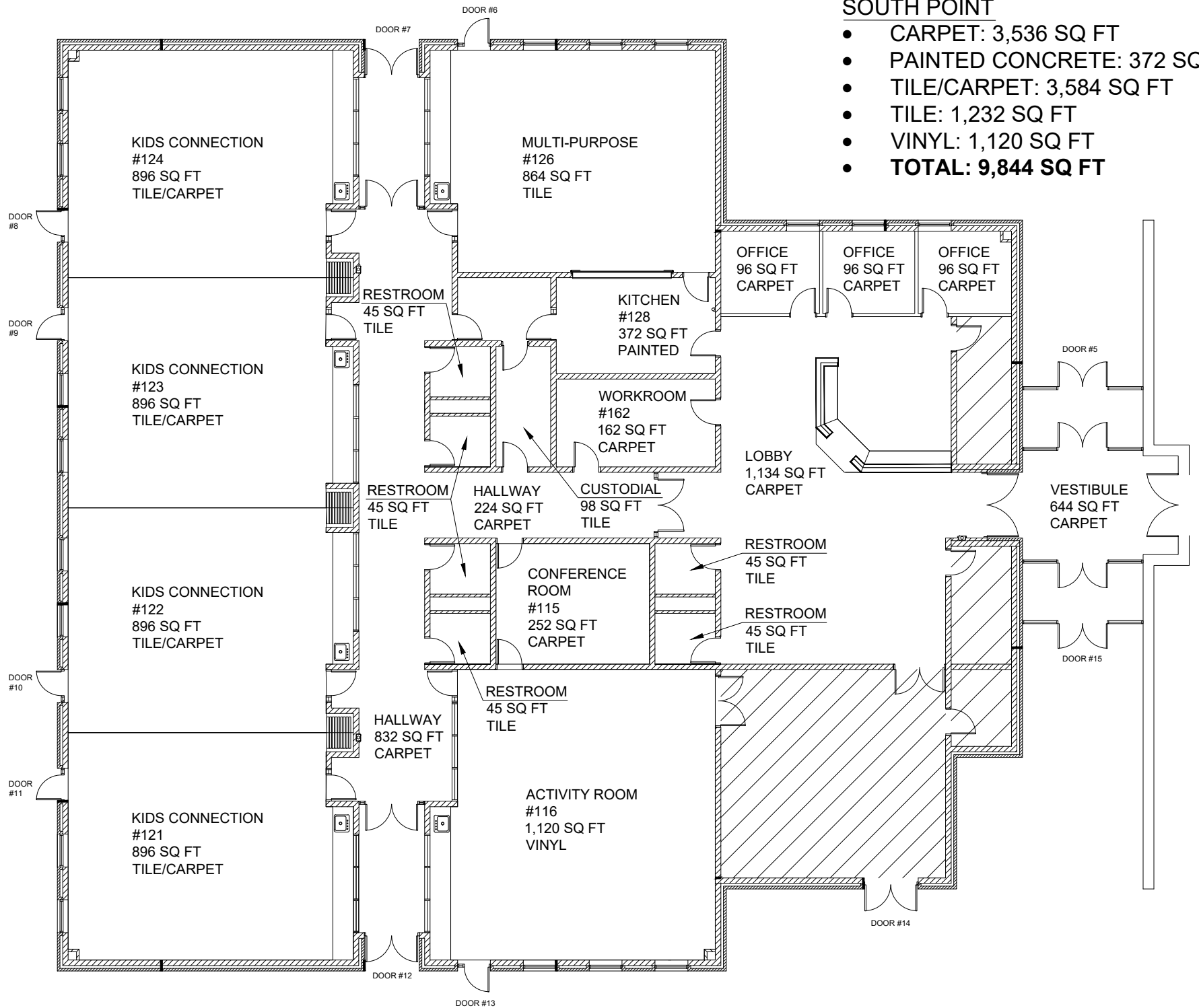
- CARPET: 7,000 SQ FT
- TILE: 5,208 SQ FT
- VINYL: 2,712 SQ FT
- **TOTAL: 14,920 SQ FT**



## CIVIC CENTER

- CARPET: 516 SQ FT
- PAINTED CONCRETE: 212 SQ FT
- PLASTIC TILE: 2,700 SQ FT
- TILE: 4,857 SQ FT
- VINYL: 162 SQ FT
- **TOTAL: 8,447 SQ FT**





## SOUTH POINT

- CARPET: 3,536 SQ FT
- PAINTED CONCRETE: 372 SQ FT
- TILE/CARPET: 3,584 SQ FT
- TILE: 1,232 SQ FT
- VINYL: 1,120 SQ FT
- **TOTAL: 9,844 SQ FT**