

**ADDENDUM NO.1**  
**FEBRUARY 13<sup>TH</sup>, 2014**  
**REQUEST FOR PROPOSALS, PROJECT NO. 14-104**  
**JANITORIAL SERVICES FOR THE VILLAGE OF OAK PARK**

The Village of Oak Park is providing this Addendum No. 1 for the above named project.

1. The pre-bid meeting date is incorrectly listed on pages 24-25:

The pre-bid meeting on the first page of the RFP states that it is on Thursday, February 13<sup>th</sup> at 10:00 a.m. but on pages 24-25 it is listed as Wednesday, February 12<sup>th</sup> at 9:00am.

Delete any reference to the pre-bid meeting date of Wednesday, February 12<sup>th</sup>. The correct date is **Thursday, February 13<sup>th</sup>, 2014 at 9:00 a.m. at the Public Works Center, 201 South Blvd., Oak Park, IL 60302.**

2. **Section VIII, Village of Oak Park EEO Report, pages 38-40**, has been revised and will be provided at the pre-bid meeting on Feb. 13<sup>th</sup>. Revised pages are also included at the end of this Addendum.
3. Delete the paragraph **"CATALOGS"** on page 2. This paragraph is not applicable in this RFP.
4. Delete the second paragraph under **"RATE ADJUSTMENT"** on page 11. This paragraph is not applicable in this RFP.
5. Insert the following paragraph in **Section III, Detailed Specifications, Paragraph L "Billing Requirements" page 12:**

The contractor must pay all employees at least the Federal Minimum Wage and must comply with all applicable provisions of the Fair Labor Standards Act. Upon the Village's request, the contractor will provide the Village with documentation acceptable to the Village Attorney demonstrating the hours each employee worked and payments made to each employee who provides services to the Village. The Village may independently audit the contractor to verify compliance with this provision. Failure to comply with the requirements of this section will be an event of default under this contract, and further, failure to comply may result in ineligibility for an award of a Village contract or subcontract for up to three (3) years.

6. Replace section **"INSURANCE"** beginning on page 4 and ending on page 6 with the following:

**Insurance:**

The Contractor will be required to obtain and maintain in force during the performance of the contract insurance as required herein. Contractors shall not begin work until all the required insurance has been obtained and until the Village has received proof, acceptable to the Village Attorney, of the Contractor's insurance as required herein.

1. Worker's Compensation Insurance with amounts of coverage sufficient to provide for all compensation levels and amounts as mandated by the State of Illinois Worker's Compensation Statutes. The insurer shall agree to waive all rights of subrogation against the Village, its officers, employees and volunteers.

2. Commercial General Liability Insurance with a minimum limit per occurrence of \$1,000,000 for personal injury and \$1,000,000 for property damage. The policy will name the Village of Oak Park as an additional insured with respect to liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, officials, employees or volunteers.
3. Contractors shall include all subcontractors as insureds under its policies, or shall furnish separate certificates and endorsements for each subcontractor. All subcontractors will also be required to purchase and maintain the insurance required herein.
4. Any deductibles or self-insured retention must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the Village, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.
5. Insurance is to be placed with insurers with a Best's rating of no less than A: VII.

For further information contact:

Vic Sabaliauskas, Building Maintenance Superintendent  
Village of Oak Park, Department of Public Works  
201 South Blvd.  
Oak Park, Illinois, 60302  
Tel.: 708/358-5700  
Fax: 708/358-5711  
E-mail: [vics@oak-park.us](mailto:vics@oak-park.us)

**SECTION VIII**  
**M/W/DBE STATUS AND EEO REPORT**

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. For assistance in completing this form, contact the Department of Public Works at 708-358-5700.

1. Contractor Name: \_\_\_\_\_

2. Check here if your firm is:

- ☐ Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
- ☐ Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
- ☐ Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
- ☐ None of the above

[Submit copies of any W/W/DBE certifications]

3. What is the size of the firm's current stable work force?

\_\_\_\_\_ Number of full-time employees

\_\_\_\_\_ Number of part-time employees

4. Similar information will be requested of all subcontractors working on this contract. Forms will be furnished to the lowest responsible Contractor with the notice of contract award, and these forms must be completed and submitted to the Village before the execution of the contract by the Village.

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

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

# EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. An incomplete form will disqualify your Bid. For assistance in completing this form, contact the Public Works Department at 708-358-5700.

**An EEO-1 Report may be submitted in lieu of this report**

Contractor Name \_\_\_\_\_

Total Employees \_\_\_\_\_

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaska Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaska Native	Asian & Pacific Islander	
Officials & Managers												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Semi-Skilled												
Laborers												
Service Workers												
TOTAL												
Management Trainees												
Apprentices												

This completed and notarized report must accompany your Bid. It should be attached to your Affidavit of Compliance. Failure to include it with your Bid will be disqualify you from consideration.

\_\_\_\_\_, being first duly sworn, deposes and says that he/she is the \_\_\_\_\_

(Name of Person Making Affidavit)

(Title or Officer)

of \_\_\_\_\_ and that the above EEO Report information is true and accurate and is submitted with the intent that it

be relied upon. Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

( Signature )

( Date )

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I  
**REQUEST FOR PROPOSALS**  
**INSTRUCTIONS AND SPECIFICATIONS FOR:**

**Janitorial Services for the Village of Oak Park**  
**Proposal Number: 14-104**  
**Issuance Date: 2/6/14**

The Village of Oak Park will receive proposals for janitorial services at the Public Works Center located at 201 South Blvd., Oak Park, IL 60302, Monday through Friday, 7:30 a.m. to 4:00 p.m. Proposals will be accepted until 11:00 a.m. local time on Tuesday, February 25<sup>th</sup>, 2014. Proposals will be reviewed in private and the results of the review will be presented to the Village Board of Trustees of the Village Of Oak Park.

Proposal must be enclosed in a sealed envelope, marked "Janitorial Services for the Village of Oak Park".

**There will be a mandatory pre-proposal meeting on Thursday, February 13<sup>th</sup>, 2014 at 9:00 a.m. at the Public Works Center located at 201 South Blvd., Oak Park, IL 60302. Attendance is mandatory for proposal submission as some documents will only be available in hard-copy form.** Specifications and proposal forms may be obtained at the Public Works Center at the address listed above or by calling 708-358-5700.

The Board of Trustees reserves the right to accept or reject any and all proposals or to waive technicalities, or to accept any item of any proposal. Information is available from the Building Maintenance Superintendent, Vic Sabaliauskas, at 708-358-5700.

The documents constituting component parts of their contract, comprised of pages, are the following:

I	REQUEST FOR PROPOSALS
II	PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
III	DETAILED SPECIFICATIONS
IV	PROPOSAL FORM
V	PROPOSER CERTIFICATION
VI	TAX COMPLIANCE AFFIDAVIT
VII	AFFIDAVIT OF COMPLIANCE
VIII	E.E.O. REPORT
X	NO PROPOSAL EXPLANATION

Do not detach any portion of the document.

## II PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS

### AWARD OF CONTRACT

The contract will be awarded to that responsible bidder whose proposal, conforming to the request for proposals, will be the most advantageous to the Village; price and other factors considered. The terms of the contract shall be those contained in this Request for Proposals and any other agreement acceptable in form to the Oak Park Village Attorney. No purchase order, receipt or other document purporting to state contractual terms shall modify the terms set out in the contract unless that document bears a stamp stating Reviewed and Approved as to Form by the Law Department and is signed by the Village Manager.

### PREPARATION AND SUBMISSION OF PROPOSAL

Bidders must submit their proposal on the forms furnished. All proposals must be delivered to the Public Works Center at 201 South Blvd., Oak Park, IL 60302 by the specified time indicated on the cover page. Proposals arriving after the specified time will not be accepted. Mailed proposals, which are delivered after the specified hour will not be accepted regardless of the postmark date on the envelope. All blank spaces on the proposal form must be completed, if applicable. Authorized signature must be by an officer whose title shall be stated. Proposal shall be sealed in an envelope and marked as stated on the cover page.

### WITHDRAWAL OF PROPOSALS

Any bidder may withdrawal his/her proposal at any time prior to the time specified in the advertisement as the closing time for the receipt of proposals by signing a request therefore. However, no bidder shall withdraw or cancel his/her proposal for a period for sixty (60) calendar days after said advertised closing time for the receipt of proposals; the successful bidder shall not withdraw or cancel his/her proposal after having been notified by the Village that said proposal has been accepted by the Village Board of Trustees.

The Village Board of Trustees reserves the right to accept or reject any and all proposals, to waive technicalities, or to accept any item of any proposal unless the proposer includes a restrictive limitation.

### COMPETENCY OF BIDDER

No proposal will be accepted from or contract awarded to any person, firm or corporation that appears to be in default, or in any debt of any contract. The bidder, if requested, must present evidence to the Village of ability and possession of necessary facilities and financial resources to comply with the terms of the attached specifications and proposals.

### CATALOGS

Each bidder shall submit catalogs, descriptive literature, and detailed drawings, where applicable, to fully illustrate and describe the material and/or work he/she proposes to furnish.

## **CONDITIONS**

Bidders are advised to become familiar with all conditions, instructions and specifications governing the proposal. Once the award has been made, failure to have read all the conditions, instructions and specifications of the contract shall not be cause to alter the original contract or to request additional compensation.

## **CONSIDERATION OF PROPOSALS**

The Village of Oak Park Building Maintenance Superintendent or his designee shall represent and act for the Village in all matters pertaining to the proposal and contract in conjunction therewith. The Village reserves the right to reject any or all proposals and to disregard any informality on the proposals, when in its opinion, the best interest of the Village will be served by such action.

No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the Village of Oak Park upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said Village, or had failed to perform faithfully any previous contract with the Village.

The bidder, if requested, must present within forty-eight (48) hours evidence satisfactory to the Building Maintenance Superintendent, or his designee, of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

## **SUBLETTING OF CONTRACT**

No contract awarded by the Village of Oak Park shall be assigned or any part subcontracted without the written consent of the Village of Oak Park. In no case shall such consent relieve the bidder selected from their obligations or change the terms of the contract.

## **INSPECTION**

The Building Maintenance Superintendent shall have a right to inspect, by its authorized representative, any material components or workmanship as herein specified. Materials, components, or workmanship that have been rejected by the Building Maintenance Superintendent as not in accordance with the terms of the contract specifications shall be replaced by the bidder selected at no cost to the Village.

## **TERM OF CONTRACT**

***The contract awarded to the bidder selected shall be a three-year (36 month from start date) contract with two (2) one-year renewal options. Each renewal term will require separate approval by the Village Board of Trustees. The maximum contract life will be five (5) years.***

## **INTERPRETATION OF CONTRACT DOCUMENTS**

Any bidder in doubt as to the true meaning of any part of the specifications or other contract documents may request an interpretation thereof from the Building Maintenance Superintendent. The person requesting the interpretation shall be responsible for its prompt delivery. At the request of the bidder, or in the event the Building Maintenance Superintendent deems the interpretation substantive, the interpretation will be made by written addendum issued by the Building Maintenance Superintendent. No oral explanations will be binding.

In the event that a written addendum is issued, either because of a change in the specifications initiated by the Village, a copy of such addendum will be mailed to all prospective bidders. The Village will not assume responsibility for receipt of such addendum. In all cases, it will be the bidder's responsibility to obtain all addenda issued. Bidder will provide written acknowledgment of receipt of each addendum issued with the proposal submission.

## **HOLD HARMLESS**

Bidder agrees to indemnify, save harmless and defend the Village of Oak Park, its agents, servants and employees, and each of them against and hold it and them harmless from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service expenses, compensation, court costs and attorneys' fees which the undersigned now has/have or which may hereafter accrue, directly or indirectly, for or on account of any and all known and unknown, foreseen and unforeseen, bodily and personal injuries to any person, or any death at any time resulting from such injury, or any damage to any property and the consequences thereof which may arise or which may be alleged to have arisen out of or in connection with the work covered by the contract.

## **TERMINATION OF CONTRACT**

The Village reserves the right to terminate the whole or any part of the contract, upon written notice to the bidder, in the event that sufficient funds to complete the contract are not appropriated by the Village of Oak Park.

The Village further reserves the right to terminate the whole or any part of the contract, upon written notice to the bidder, in the event of default by the bidder. Default is defined as failure of the bidder to perform any of the provisions of their contract or failure to make sufficient progress so as to endanger performance of the contract in accordance with its terms. In the event of default and termination, the Village may procure, upon such terms and in such manner as the Building Maintenance Superintendent may deem appropriate, supplies or services similar to those so terminated. The bidder shall be liable for any excess costs for such similar supplies or services unless acceptable evidence is submitted to the Building Maintenance Superintendent that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the bidder.

## **INSURANCE**

The bidder selected shall keep in force at all times during the performance of their contract insurance as required herein. Bidder selected shall not commence work under the contract until



all the required insurance has been obtained and until the Village has been furnished with certificates of insurance stating that such policies will not be canceled, transferred or terminated prior to written notice to the Village. The bidder selected shall not allow any subvendor to commence work on any subcontract until insurance as required by the contract has been obtained and certificates furnished. All insurance shall be in form and substance and issued by companies satisfactory to the Village and shall be of the following kinds and with at least the following limits of coverage:

1. Worker's Compensation Insurance with amounts of coverage sufficient to provide for all compensation levels and amounts as mandated by the State of Illinois Worker's Compensation Statutes. The insurer shall agree to waive all rights of subrogation against the Village, its officers, employees and volunteers.
2. The Village, its officers, officials, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the bidder selected; products and completed operations of the bidder selected; premises owned, occupied or used by the bidder selected. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, officials, employees or volunteers.

Limits for the above coverage will be at \$1,000,000/\$1,000,000 for both bodily injury and property damage.

3. The Village, its officers, officials, employees, and volunteers are to be covered as insured as respects Automobile Liability Insurance in amounts not less than \$1,000,000/ 1,000,000 and Property Damage Liability Insurance in amounts not less than \$200,000 if any teams of motor vehicles are engaged in operations within the terms of the contract on the site of the work to perform thereunder.

Such insurance shall cover the use of all such motor vehicles engaged in operating within the terms of their contract on the site of the work to be performed unless coverage is included in the insurance specifications in Paragraph 2 of their section.

4. Bidder selected shall include all subvendors as insured under its policies or shall furnish separate certificates and endorsements for each subvendor. All coverages for subvendors shall be subject to all of the requirements stated herein.
5. Any deductibles or self-insured retention must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retention's as respects the Village, its officers, officials, employees and volunteers; or the bidder selected shall procure a bond guaranteeing payment of losses and related investigations, claim administrations and defense expenses.
6. Insurance is to be placed with insurers with a Best's rating of no less than A:VII. Whenever possible, the bidder selected should attempt to secure the above listed coverage's on an "occurrence" basis, as opposed to a "claim-made" basis.

7. The bidder selected shall include the Village as an additional named insured on both General and Auto Liability policies. All insurance premiums shall be paid without cost to the Village. Additionally, an endorsement stating the same will be provided to the Village.
8. The bidder selected shall keep and hold the Village harmless from and against all costs, damages, claims, or expenses it may suffer, incur or sustain or become liable for, or on account of any injury to or death of its employee or to any other person, or damage to or injury to real estate or personal property caused by or arising out of the services to be performed.

#### **MINORITY BUSINESS AND WOMEN BUSINESS ENTERPRISE REQUIREMENTS**

The Village of Oak Park, in an effort to reaffirm its policy of nondiscrimination, encourages the efforts of the bidder to take affirmative action in providing for Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

#### **AWARD OR REJECTION OF PROPOSALS**

The award of the proposal, although pricing is important, will not be made solely based on that factor. Bidders must agree to full inspection(s) and interview(s) by anyone designated by the Village of Oak Park. The Village Of Oak Park will not sacrifice integrity and quality of work solely for low cost or any other single factor.

#### **BIDDER'S KNOWLEDGE**

Bidders shall familiarize themselves with the specifications and conditions, which will affect the completion of the contract.

#### **BIDDER'S QUALIFICATION**

It shall be required that each proposal furnished to the Village of Oak Park, include as part of the proposal, the names of four (4) satisfied government references in the suburban Cook County area in which their organization has performed janitorial services under a Governmental Contract within the last two (2) years. A form is attached for this purpose.

#### **METHOD OF PROPOSAL**

Bidders shall submit unit price proposals as required for the work covered by the specifications. Prices shall cover complete work and all costs incidental thereto, unless otherwise indicated. The quantities set forth on the proposal are either estimated or assumed quantities only, and will be used strictly for canvassing of proposals.

#### **CORRECTIONS**

All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections typed adjacent, and must be initialed in ink by the person signing the proposal.

## **OTHER CONDITIONS**

The Village reserves the right to increase or decrease the contract scope of the services by a maximum of twenty percent (20%).

## **SUBMISSION OF PROPOSALS**

The proposal shall be submitted on the proposal form included herewith. The proposal shall be submitted in a sealed envelope and shall bear the return address of the bidder, and shall be addressed as follows:

TO: Vic Sabaliauskas, Building Maintenance Superintendent  
Department of Public Works  
201 South Blvd.  
Oak Park, IL 60302  
(708) 358-5700  
FAX (708) 358-5711

### **PROPOSAL FOR:** **Janitorial Services for the Village of Oak Park**

## **IMPORTANT NOTICE**

Work shall begin within fourteen (14) days from the **Notice to Proceed** letter from the Building Maintenance Superintendent. All work shall be completed in accordance with the detailed specifications following, unless the Building Maintenance Superintendent grants an extension.

### III DETAILED SPECIFICATIONS

These specifications outline janitorial cleaning services needed by the Village of Oak Park and will enable qualified bidders to bid on furnishing of such services. Read each specification carefully.

#### **A. Locations To Be Serviced**

1. Oak Park Village Hall - 123 W. Madison . This building includes the Police Department on the lower level.
2. Public Works Service Center - 201 South Blvd.
3. Dole Learning Center - 255 Augusta Blvd.
4. Metra Station - 1119 North Boulevard

#### **B. Supplies and Equipment**

1. Supplies  
All cleaning supplies are furnished by bidder (see attached detailed specifications). The Village of Oak Park supports the use of environmentally-friendly ("green") cleaning supplies and chemicals. As part of this cleaning contract, the Village is requesting that the successful bidder use at least 50% green cleaning products. The bidder shall submit a list of cleaners, materials, chemicals, etc. to the Building Maintenance Superintendent or his/her designee, as well as documentation verifying the products are "green". Verification may include MSDS sheets, catalogue cuts or product manufacturer spec sheets. The Village shall have the sole discretion to accept or decline the use of any green products intended to be used by the cleaning contractor if the Village feels the information received regarding the status of the green product is erroneous, misleading or inaccurate.
2. Cleaning Tools, Equipment, and Signage  
All tools and equipment are furnished by bidder.
3. Plastic Bags / Can Liners  
Supplied by bidder.
4. Paper Towels, Toilet Paper and Feminine Hygiene Products and Hand Soap  
Supplied by the Village.

#### **C. Work Schedule**

Note: All schedules are subject to change per the approval of the Building Maintenance

Superintendent.

1. Village Hall consists of approximately 31,655 square feet on the main and upper levels, and 17,350 square feet in the lower level (Police Dept).

<b>Work Schedule</b>			
<i>Location/Size</i>	<i>Department</i>	<i>Time</i>	<i>Daily Schedule</i>
Lower Level (PD)	Police	Between 12:00 A.M. (midnight) and 10:00 A.M.	Monday-Sunday
Main and Upper Level	Various	Between 12:00 A.M. (midnight) and 8:00 A.M.	Monday-Friday

Janitorial staff shall come and go as a group through main south entrance and sign in and out at the Police Desk.

TYPE OF SPACES AND SURFACES TO BE CLEANED IN VILLAGE HALL and POLICE DEPT.: offices, common areas, stairs, conference rooms, accessible windows & glass surfaces, rest rooms, floors, elevators, drinking fountains.

FOR POLICE DEPT. ONLY: Detention Cells / Areas, Locker Rooms, and the above.

2. Public Works Center:
  - a. 201 South Blvd.:
    - Basement level: men's locker room with restroom; women's locker room with restroom; five workshop areas with offices.
    - First floor level: Fleet Service area with lunch / break room; men's and women's locker rooms with restrooms; two office areas; conference room; unisex restroom with entrance located outside (total of three restrooms on first floor level). Fleet Service area to be cleaned during the day only between the hours of 6:30 a.m. and 4:00 p.m. Access to this area is prohibited after 4:00 p.m.
    - Second floor level: Administration and Engineering Services: eleven offices; fourteen cubicle-type workstations; lunch room; two conference rooms; two restrooms (men's and women's) and one kitchen area which includes a kitchen sink, refrigerator and 3 microwaves, the cleaning of which is included in this scope of work. Refrigerator interior (excluding the freezer) shall be cleaned thoroughly once each month on the last Friday of the month. The Building Maintenance Superintendent will issue a notice to all Village of Oak Park employees who use this refrigerator to remove any personal belongings before the last Friday of each month. Any perishable items left behind shall be discarded by the cleaning contractor. Condiments in sealed containers shall not be discarded. Kitchen sink shall be cleaned daily and all microwaves shall be cleaned weekly.

<b>Work Schedule for Public Works</b>			
<i>Location/Size</i>	<i>Department</i>	<i>Time</i>	<i>Daily Schedule</i>
201 South Blvd.	Fleet Service (first level)	6:30 A.M. to 4:00 P.M.	Monday-Friday
201 South Blvd.	Public Works	Between 12:00 A.M. (midnight) and 6:00 A.M.	Monday-Friday

TYPE OF SPACES AND SURFACES TO BE CLEANED: offices, common areas, conference rooms, stairs, accessible windows & glass surfaces, rest rooms, floors, elevators, drinking fountains, Fleet Service area.

The Public Works Center cleaning tasks are to be completed by the night cleaning crew.  
**The Fleet Service area is to be cleaned by the day porter.**

3. Dole Learning Center consists of approximately 2,740 square feet.

<b>Work Schedule</b>			
<i>Location/Size</i>	<i>Department</i>	<i>Time</i>	<i>Daily Schedule</i>
255 Augusta	Learning Center	Between 12:00 A.M. (midnight) and 6:00 A.M.	Monday-Saturday

TYPE OF SPACES AND SURFACES TO BE CLEANED: common areas, stairs, accessible interior windows & glass surfaces, rest rooms, floors, elevator, drinking fountains.

4. Metra Station consists of approximately 13,650 square feet, including a Warming Station.

<b>Work Schedule</b>			
<i>Location/Size</i>	<i>Department</i>	<i>Time</i>	<i>Daily Schedule</i>
1119 North Boulevard	Metra	Must start at 6:00 A.M. Hours between 6:00 A.M.- 10:00 A.M.	Monday-Friday

Square footages listed in this RFP are overall totals and are subject to change throughout the life of the contract. The totals listed may or may not be included in the total area to be cleaned by the cleaning contractor.

TYPE OF SPACES AND SURFACES TO BE CLEANED: offices, stairs, ramps, common areas, accessible interior windows & glass surfaces, rest rooms.

## **D. Term of Service and Firm Price**

### **CONTRACT LIFE**

The contract life shall be for a thirty-six (36) month period with two one-year (1 yr) renewal options. The Village may exercise a renewal option for the fourth (4<sup>th</sup>) and fifth (5<sup>th</sup>) years of the contract by giving written notice to the vendor.

### **RATE ADJUSTMENT**

Price escalation will be allowed and subject to one (1) adjustment annually, effective on the contract anniversary date. The requested increase must be that of the general industry. In this event, written notification stating the requested increase and supporting document justification must be forwarded to the Village at least one month prior to the contract anniversary date. The annual adjustment shall be based upon 100% of the percentage of change of the **latest published Index** (as defined below) as compared to the Index for the previous year. The Index shall be the United States Department of Labor, Bureau of Labor Statistics, Revised Consumer Price Index for all Urban Wage Earners for Chicago, Illinois - Gary, Indiana - Kenosha, Wisconsin (all items, 1982-84 = 100). Notwithstanding anything contained herein to the contrary, the annual adjustment shall not be greater than five percent (5%) of the previous year's cost for services provided under this contract in any year. If the bidder fails to justify the requested increase, the Village reserves the right to reject the request and cancel the balance of the contract.

If any price reductions are announced during the contract period, the Village shall receive the benefit of such reductions. This request shall also be in the form of a written notification and shall become effective thirty (30) days from the date the notice was received by the Village.

## **E. Appropriation**

Any continuation of janitorial cleaning is contingent upon any appropriation being approved by the Village Board of Trustees of the Village of Oak Park for funding of cleaning services. The Village reserves the right to cancel the contract in the event that funds are not appropriated for the service.

## **F. Identification**

All cleaning staff will wear company identification badges. Identification will be strictly enforced.

## **G. Supervision**

At least one English-speaking supervisor will be present during the night shifts when employees of the bidder selected are working at any Village location. A supervisor will be available upon request to perform spot checks with a representative of the Building Maintenance Department.

## **H. Experience**

Five (5) years of continuous operation in the professional cleaning business is required.

**I. References**

A list of at least four (4) government accounts past or present, with addresses, telephone numbers, and the names of contact persons must accompany the proposal forms submitted.

**J. Discounts**

The Village reserves the privilege to discount monthly invoice for work not performed under the contract. A discount will be demanded only after written notice is given to the bidder selected outlining a specific complaint and describing how the contract is not being fulfilled. On the first occurrence of a complaint, one-week (six working days) grace period will follow the mailing of the letter. During the grace period, the bidder selected will have an opportunity to evaluate performance and take corrective measures. After the grace period, if improvement is not evident to the Director, a discount will be levied against the monthly invoice. Upon the second occurrence of the same complaint, only four (4) working days will be given as a grace period. Subsequent complaints for service not delivered will cause an automatic discount. The discount is not to be considered as a penalty, but rather as a reflection of the time and material necessary for the Village to have in-house staff performance services in lieu of those contracted for but not received. Application of the discount will not affect the Village's right to terminate the contract.

**K. Termination of Contract**

The Village reserves the right to terminate the contract at anytime giving the bidder selected thirty (30) days written notice without regard to cause.

**L. Billing Requirements**

Monthly invoices must be sent to the Building Maintenance Superintendent at the Public Works Center located at 201 South Blvd., Oak Park, IL 60302. **Invoices must be broken down by amount per Village location serviced.**

**M. Security**

The bidder selected shall keep all exterior doors locked during the performance of work and assure that all exterior doors are locked at the end of shifts. Offices with security systems shall have the systems activated immediately after work is completed in that area. Failure to activate alarm systems or lock doors may result in the vendor selected being assessed a fine for the replacement of any missing materials. The cost shall be withheld from payment(s).

**N. Key Deposit**

The bidder selected shall be responsible for any lost keys, card keys, and any inherent damages (i.e. re-keying of whole facility). The cost shall be withheld from payment(s). The decision to re-key the facility is solely at the discretion of the Director.

**O. Holidays (The following schedule applies to Village Hall other than the Police Department, Public Works Center, and Dole**



## **Learning Center only)**

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

### **P. Mandatory Qualifications for Bidder's Personnel**

Cleaning crew shall include at least one (1) supervisor during night shifts.

1. No more than 50% of the cleaning crew may be trainees at any one time.
2. Supervisor must be fluent in the English language and capable of reading and writing English.
3. Day porter should capable of reading and writing English.
4. Custodians shall be employees of the bidder selected. Day laborers are not acceptable.
5. Custodians employed by the bidder selected shall be fully trained and skilled in safe and proper housekeeping techniques. Specific training required must include HIV/AIDS contamination cleanup, as well as clean up of any other blood borne pathogens and appropriate hazmat/biohazard disposal according to OSHA standards (*see below*).
6. The bidder selected shall provide sufficient documentation to demonstrate adequate training has been provided upon commencement of the contract. Bidder selected shall submit statement outlining training program and method of verifying employee competency. Failure to do so may be ample cause for rejection of proposal. The use of custodians who are not adequately trained may be sufficient grounds for termination of the contract.
7. The bidder selected shall provide the Village with a current list of all employees who will perform work at the Village locations upon commencement of the contract. Each of these employees shall be adequately trained. If the bidder selected uses employees not on the list, the Village may order that person(s) off the property and deduct the cost of a full eight (8) hours of labor from the monthly invoice. Repeated use of employees not on the current list may be grounds for termination of the contract.
8. A background check **MUST** be completed and received by the Village before for any individual assigned to work on Village property. It is recommended that the bidder selected keep on file with the Village a list of persons who may work at Village properties so that replacements can be made quickly. The bidder selected **MUST** remove any employee who is convicted of a felony crime during his/her employment. After initial background checks have been made, they must be done annually for any person working at the Village sites after one year. Failure to obtain background checks annually as specified can result in termination of the contract.
9. The Village reserves the right to require immediate removal of any employee of the vendor selected deemed unfit for service for ANY reason. This right is non-negotiable and the bidder selected agrees to this condition by accepting this contract. The bidder selected shall have enough qualified personnel to replace a terminated employee within 24 hours. Failure to do so can result in the termination of the contract.

**Q. OSHA Requirements and Use of Environmentally-Friendly ("Green") Products:**

1. Material Safety Data Sheets – bidder selected shall furnish the Village of Oak Park copies of Material Safety Data Sheets (MSDS), for all products used, prior to beginning service on any facility. Bidder selected must update copies of the MSDS on an annual basis. In addition, each time a new chemical or cleaning product is introduced into any facility, a copy of that product's MSDS must be provided to the Director prior to the product being used in any facility. (The Material Safety Data Sheets must be in compliance with OSHA Regulation 1910.1200, paragraph g).
2. Labeling of Hazardous Materials – bidder selected shall comply with OSHA regulation 1919.1200, paragraph f, concerning labeling of all chemical containers.
3. Caution Signs – bidder selected shall use "caution signs" as required by OSHA Regulation 1910.44 and 1910.145 at no cost to the Village. Caution signs shall be on-site upon commencement of contract.
4. OSHA Guidelines of Blood Pathogens – bidder selected shall comply with the OSHA Standard 29CFR1910.1030 Blood Borne Pathogens as it pertains to the training, safety and equipment needed for all employees engaged in custodial service. Bidder selected shall be responsible for compliance on date of contract acceptance and shall provide proof to the Building Maintenance Superintendent.
5. The Village of Oak Park supports the use of environmentally-friendly ("green") cleaning supplies and chemicals. As part of this cleaning contract, the Village is requesting that the successful bidder use at least 50% green cleaning products. The bidder shall submit a list of cleaners, materials, chemicals, etc. to the Building Maintenance Superintendent or his/her designee, as well as documentation verifying the products are "green". Verification may include MSDS sheets, catalogue cuts or product manufacturer spec sheets. The Village shall have the sole discretion to accept or decline the use of any green products intended to be used by the cleaning contractor if the Village feels the information received regarding the status of the green product is erroneous, misleading or inaccurate.

Due to the nature of custodial work, proof of compliance with OSHA regulation 1920.1200, Hazard Communication, shall be provided to the Building Maintenance Superintendent upon commencement of this contract.

Failure of the bidder selected or his/her employees to comply with all applicable laws, regulations and rules shall permit the Village to immediately terminate this contract without liability.

**R. Meetings**

1. Meetings between the bidder selected and a Village designee will be held each month. The purpose of these meetings is to discuss any problems and to ensure ongoing compliance with the contract. Any discrepancies shall be noted and discussed during these meetings.
2. The bidder selected shall provide a Quality Control Form which allows the bidder

and/or Village to document that required work was completed, or any discrepancies noted. **(Copies of these forms shall accompany this bid packet)**. Copies of the forms should also be made available at the monthly meetings and be open for discussion.

3. The Building Maintenance Superintendent or his/her designee shall be responsible for filling out the required documentation for any discrepancies as applicable.

## **S. Standard Daily Procedure – Except When Noted Otherwise**

### **Cleaning of Offices, Workstations, Conference Rooms and Lunch / Break Rooms**

1. Dust all work level surfaces (tables, desks and countertops, window sills, etc.).
2. High / low dusting: chair rungs, bases, window / door frames, etc.
3. Dust bookshelves and wash appliances (microwaves, refrigerators, etc.).
4. Thoroughly vacuum carpet and damp mop clean non-carpeted surfaces. *This includes edging under and behind desk furniture and cabinets which can be reached without moving object.*
5. Spot clean walls, partitions, drawers and file cabinets.
6. Empty and clean all trash, waste, and recycling containers, and deposit contents in designated dumpsters. Bidder selected will provide and utilize plastic liners. All trash, waste, and recycling containers, ***including covers/lids***, will be wiped down on the outside and inside once per week. Do not remove items from floors, chairs, boxes, etc.
7. Inspect area; secure doors and lights (doors found locked shall be re-locked).
8. Wipe and polish telephones.
9. Wash or wipe down partition tops once per week.
10. Spray and wipe clean all windows within reach.

### **Cleaning of Restrooms and Locker Rooms**

1. Announce arrival.
2. Clean with sanitary spray and polish to a shine all dispensers, mirrors, sinks and faucets. Wipe clean and polish all splash areas.
3. Spray drains gooseneck, and wipe clean; polish all under-counter chrome.
4. Hand scrub toilet, fixtures, and urinal interiors with a liquid abrasive and flush afterwards.  
***(DO NOT USE ACID BASED CLEANERS)***

5. Sweep floor, clean around wall, under toilets and urinals. Wet mop entire floor surface, using CLEAN CLEAR WATER WITH THE REQUIRED PERCENTAGE OF FLOOR SOAP WHICH CONTAINS A GERMICIDAL INGREDIENT. **Mops used in restrooms should not be used in any other areas.** Use "wet floor" signs. Painted wall surfaces, stalls, lockers, ceramic tile, and urinal partitions will be washed as needed, and ceramic tile will be cleaned with grout cleaner and resealed in January, April, July, and October. Vendor selected must supply a schedule for the quarterly cleaning referenced above and inform the Village when this is performed.
6. Dust all partition and locker tops, lights and ceiling vents.
7. Empty and clean all trash and waste containers and deposit contents in designated dumpsters. Bidder selected will provide and utilize plastic liners. All trash and waste containers, **including covers/lids**, will be wiped down on the outside and inside once per week. (Do not remove items from floors, chairs, boxes, etc.)
8. Walls, stalls, lockers and urinal partitions shall present a clean appearance free from water streaks, stains, soil, markings, or other unsightly omissions and free from dust on top edges.
9. Fill paper towel and toilet seat liner dispensers and add toilet paper to holders. Leave one extra roll of toilet paper in each stall. Fill all soap and feminine hygiene product dispensers.
10. Inspect work and turn off lights.

**Cleaning of All Elevators, including chair lift and Council Chamber lift at Village Hall**

1. Tag elevator out of service. Remove marks from walls and clean and wash all interior and adjacent exterior walls. Wash knobs and control box, vents, ceiling and ceiling lights. Polish all metal surfaces.
2. Without damaging surface, scrape any gum or sticky items from the floor or walls.
3. Wash exterior of outside doors and interior of car door with a detergent solution or stainless steel cleaner as required. Polish doors and metal surfaces with a dry cloth removing all marks.
4. Vacuum tracks of doors and grooves.
5. Wet mop with all-purpose floor cleaner (*using floor warning signs*).

6. Return elevator to service.

### **Cleaning of Drinking Fountains**

1. Using proper brush to clean the drain holes in the center of the fountain bowl.
2. Use a brass/stainless steel surface cleaner to remove stains and polish brass/stainless steel.
3. Wipe all surfaces carefully with a clean cloth and sanitary solution to remove all stains and a polish cleaner for the metal, then wipe with a clean dry cloth or paper towel.
4. Remove any splashes or cleaning solution spilled on wall or floor.
5. Wipe clean and sanitize all bottled water dispensers and overflow devices.

### **Cleaning of Common Areas**

1. Sweep and damp mop (*using clean clear water with a clean mop and an all-purpose floor soap and floor warning signs*) the stairs and landings and immediate walkways approaching lobby or public areas. \*Include hallway stairs next to elevators if applicable.
2. Vacuum the area rugs and mats and damp mop flooring underneath.
3. Clean windows and door panels at the entrances (inside and out). Polish all metal surfaces.
4. Empty and clean all trash, waste, and recycling containers and deposit contents in designated dumpsters. Bidder selected will provide and utilize plastic liners. All trash, waste, and recycling containers will be wiped down, ***including covers/lids***, on the outside and inside once per week. Do not remove items from floors, chairs, boxes, etc.
5. Remove any cobwebs and spot clean walls.
6. Damp dust windowsills, vents, and wall hangings.
7. Wipe clean using clean cloth or sponge (*with all-purpose cleaner*) the wall directory and other information boards, signs, or wall hangings (including vending machines, doors, and handrails).
8. Damp dust (*with a clean towel or sponge*) all furniture, tables, racks, flower stands, doors, plaques and other items.
9. Vacuum all areas (carpeted and upholstered furniture).
10. Wet mop floors (*using clean, clear water with required percentage of floor soap and floor warning signs*).

11. Replace furniture to original configuration.
12. Dust all high / low surfaces (*window / door frames, exposed beams and exposed ductwork*)
13. Spray and wipe dry all windows within reach.

#### **Cleaning of Windows and Glass Surfaces**

1. Spray and wipe dry all windows within reach daily. The entrance doors and adjacent windows to all buildings are to be cleaned nightly and will be thoroughly washed every two weeks on **Tuesday**. If weather does not permit, it will be accomplished the following day.
2. Every two weeks on **Tuesday** the Village Hall courtyard windows, north and south entrance canopies, north and south entrance doors and adjacent windows will be thoroughly washed inside and out. If weather does not permit, it will be accomplished the following day.
3. All windows in Village Hall will be cleaned inside and outside in April & October.

#### **Cleaning of Floors**

1. Composite Floor Tile / Linoleum

Floors are to be kept in a waxed and sealed condition such that floors can be swept / dust mopped and damp mopped (with clean, clear water) nightly with mild detergent using a clean mop. Floors are to be spray-buffed at least three (3) times per week. Floors are to be stripped and re-coated bi-annually with no slip floor wax in April and October. Wet floor warning signs must be used by vendor's employees.

2. Carpeting / Fabric-covered furniture

All carpeting will be vacuumed nightly. Throughout year, bidder selected will utilize measures to spot clean carpeting and furniture on a daily basis preventing any stains from appearing on carpeting or furniture.

Complete steam cleaning of carpeting and furniture will occur in April and October. Complete steam cleaning of high traffic areas (Council Chambers and meeting room) will be done in January, April, July, and October. Bidder selected will notify the Building Maintenance Superintendent one week in advance of date of bi-annual complete steam cleaning to enable Village staff to remove items from floor (*as needed*). Quarterly steam cleaning will take place on a Saturday to allow adequate drying time over the weekend.

3. Concrete

Concrete surfaces in occupied areas within the building will be swept / vacuumed and damp

mopped nightly using clean, clear water with required percentage of floor soap and floor warning signs. All concrete surfaces will be stripped, cleaned and resealed with a quality concrete sealer annually in April. All stains to be removed as required. Concrete in cells and cell areas will be stripped and resealed every April and October, and pressure washed on a quarterly basis.

#### 4. Quarry Tile

Floors will be swept and damp mopped (with clean, clear water) nightly with mild detergent. Floor warning signs must be used. Quarry tile will be stripped and resealed twice each year in the spring during the month of April and in the fall during the month of October.

### **Cleaning of Stairs and Ramps**

Follow instructions under Section III. S. Cleaning of Common Areas.

### **Miscellaneous Clean Up Duties**

1. Pick up swept dirt.
2. Empty mop bucket and rinse out mop.
3. Clear all sink drains of debris.
4. Restore all cleaning materials to original storage area.
5. Turn-off all required lights.
6. Clean-up garbage storage area outside Police sally port garage (provide neat appearance as possible).
7. Dumpster sites shall be kept clean and orderly.
8. Keep storage areas and custodian closets clean, safe and organized.

**T. The bidder selected shall perform all tasks listed in Section III. S. within sixty (60) days of award of the contract. Once all of the cleaning duties listed in Section III. S. are performed by bidder upon being awarded the contract, bidder shall follow the schedules for each cleaning duty as specified in Section III. S.**

### **U. Duties and Requirements Specific to the Day Porter Position**

The day porter shall knock and announce his or her presence in the restroom or locker room of the opposite sex. If anyone is in the restroom or locker room, the porter shall wait until it is empty before entering. Upon entering a restroom or locker room of the opposite sex, the porter shall place a sign or otherwise indicate his or her presence at the entrance.

Daily responsibilities including but not limited to the following: Porter must be available from 8:00 A.M. to 4:00 P.M.

At Village Hall, the Day Porter will, as directed:

1. Dust lamps.
2. Dust windowsills, window and door frames and furniture dust blinds and all other flat surfaces.
3. Clean all office windows (once a week).
4. Empty trash baskets and replace plastic liners.
5. Sweep under desks and edges of floor.
6. Wipe desks, cabinet tops and bookshelves.
7. Damp mop floors (*using clean mop and clean, clear water with required percentage of floor cleaner*).
8. Wipe down doors and door frames (*using clean towel or sponge*).
9. Vacuum carpets.
10. All other responsibilities as assigned by Building Maintenance staff (Check-in and out w/ Building Maintenance staff).
11. Clean areas and offices that are not accessible at night. These include:

**Detention Cells in Police Department (Village Hall, lower level):**

1. Check in and out with Watch Commander.
2. Begin cleaning at 8:00 A.M. Cleaning needs to be completed by 10:00 A.M.
3. Sanitize and disinfect all detention areas (except walls) using the following products:
  - ✓ Bleach -regular with 20% mixed to 80% water (Note--rotate use of bleach and germicidal cleaner)
  - ✓ Vinegar
  - ✓ Stainless steel polish and cleaner
  - ✓ Germicidal cleaner
  - ✓ Non-abrasive cleaner
  - ✓ All-purpose cleaner
  - ✓ Non-acid bowl cleaner

**\* Note:** From time to time, the detention cells in the Police Department may require cleaning during hours when no cleaning crews are on-site. Bidders must provide a twenty-four (24) hour emergency call-back number where a live supervisor or cleaning staff person can be reached. Cleaning staff must respond within two (2)



hours of the time the call was received. Additional hourly rate for emergency call-backs must be provided in Section IV Proposal Form of this RFP, along with the 24-hour call back number. Bidder understands that Police Department detention cells might contain blood, urine, vomit, or other blood borne pathogens that will require removal / cleaning (refer to Section Q. OSHA Requirements for appropriate cleaning procedures).

#### **Fleet Service Area**

1. Clean offices and lockers rooms per Section III. S. Cleaning of Offices, Workstations, Conference Rooms, Lockers Rooms
2. Clean break room per Section III. S. Cleaning of Offices, Workstations, Conference Rooms, Lockers Rooms and Section III. S. Cleaning of Floors
3. Clean Parts Department per Section III. S. Cleaning of Offices, Workstations, Conference Rooms, Lockers Rooms and Section III. S. Cleaning of Floors
4. Empty trash cans and replace with clear, plastic liners.
5. Sweep and mop floor using clean, clear water and required percentage of all-purpose floor cleaner. Use wet floor warning signs.
6. Clean all washrooms in Fleet Service Area per Section III. S. Cleaning of Offices, Workstations, Conference Rooms, Lockers Rooms
7. Wash down walls around the sink areas.
8. Clean all sinks (*using all- purpose cleaner*).
9. Clean and sanitize all drinking fountains.
10. Mop floor area around sink and drinking fountain areas.

#### **Village Hall**

1. Clean IT offices per Section III. S. Cleaning of Offices, Workstations, Conference Rooms, Lockers Rooms.
2. Clean floors per Section III. S. Cleaning of Floors.
3. Empty trash.
4. Clean computer room as requested with IT personnel present.
5. Clean all rest rooms per Section III. S. Cleaning of Rest Rooms at beginning and end of each shift and twice during shift or as required.
6. Clean Police Records Bureau.

**Note: All cobwebs in any Village area that is a part of this contract are to be removed as required.**

## V. TASK BY PERIOD

<i>Daily</i>	<i>Weekly</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Annually</i>
~Offices ~ Vacuum, dust, empty trash ~Restrooms ~ Detail daily cleaning ~Lobby ~ Floors, doors, stairs, elevator floor, door and buttons	High places: door frames; strip and clean certain surfaces (floor, quarry tile, etc.)	Vacuuming of certain corners under surfaces, etc., baseboards molding	Shampoo furniture and carpet ( <i>one  section each  quarter</i> ) i.e. east wing, west wing, north end, south end, etc.	Move tables, chairs, desk, file cabinets to clean floors, rafters, high windows, vents, etc.

## W. CUSTODIAL PROCEDURES FOR BIDDER'S EMPLOYEES

1. Do not go into cabinets, closets, or storage areas that you have not been authorized to access.
2. Do not remove any paper, boxes, or other items on the floor that are not in wastebaskets.
3. Place a large sign with letters a minimum of 6" tall on both the front and rear windshield of your car if you drive to work. The sign should say "Custodial Staff".
4. If you choose to eat in Village Hall, use the employee lounge only.
5. Do not use office telephones for personal calls.
6. Do not allow the public to enter the building if the building is closed.
7. Check facility carefully. If anything was broken or damaged when you came in, note it on the back of the check-sheet.
8. If you are harassed or witness vandalism or a crime, call the Police and report it immediately.
9. Never leave keys lying around. **If keys are lost or stolen, report the incident within one (1) hour.** Bidder selected will pay for replacement keys and change of locks on doors to high security areas.
10. When you leave the building, check every exterior door and window.
11. Use wet floor warning signs whenever floors are wet at a Village location.
12. Place any and all "found" valuables on desk in the Clerk's Office on the first floor.
13. In case of any emergency: Police/Fire x 2155 or 911.

***Diagram A - Village Hall Directory, Main Level***

***This diagram will be distributed at the mandatory pre proposal meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, February 12<sup>th</sup>, 2014 at 10:00 a.m.***

***Diagram B - Village Hall, Upper Level***

***This diagram will be distributed at the mandatory pre proposal meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, February 12<sup>th</sup>, 2014 at 10:00 a.m.***

***Diagram C - Village Hall, Lower Level (Police Department)***

***This diagram will be distributed at the mandatory pre proposal meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, February 12<sup>th</sup>, 2014 at 10:00 a.m.***

***Diagrams D.1 through D.3 – Public Works Facility:***

***D.1 – Basement Level***

***D.2 – 1<sup>st</sup> floor – Fleet Department***

***D.3 – 2<sup>nd</sup> floor – Administration and Engineering Offices***

***This diagram will be distributed at the mandatory pre proposal meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, February 12<sup>th</sup>, 2014 at 10:00 a.m.***

***Diagram E – N/A***

***Diagram F – N/A***

***Diagram G - Dole Learning Center Basement***

***This diagram will be distributed at the mandatory pre proposal meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, February 12<sup>th</sup>, 2014 at 10:00 a.m.***

***Diagram H - Dole Learning Center 1<sup>st</sup> floor***

***This diagram will be distributed at the mandatory pre proposal meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, February 12<sup>th</sup>, 2014 at 10:00 a.m.***

***Diagram I - Dole Learning Center 2<sup>nd</sup> floor***

***This diagram will be distributed at the mandatory pre proposal meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, February***

***12<sup>th</sup>, 2014 at 10:00 a.m.***

***Diagram J - Dole Learning Center 3<sup>rd</sup> floor***

***This diagram will be distributed at the mandatory pre proposal meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, February 12<sup>th</sup>, 2014 at 10:00 a.m.***

***Diagrams K and L - Metra Station***

***This diagram will be distributed at the mandatory pre proposal meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, February 12<sup>th</sup>, 2014 at 10:00 a.m.***

## X. APPROXIMATE SQUARE FEET OF CARPETING AND TILES FOR VILLAGE LOCATIONS

### **VILLAGE HALL**

1ST FLOOR QUARRY TILES	4,300 SQUARE FEET
1ST FLOOR CARPETING	14,000 SQUARE FEET
2ND FLOOR CARPETING	8,600 SQUARE FEET
1ST & 2ND FLOOR COMPOSITE TILES	224 SQUARE FEET
1ST FLOOR WASHROOMS CERAMIC TILES	410 SQUARE FEET
COUNCIL CHAMBERS ROOM CARPETING	4,120 SQUARE FEET

**Total Square Feet: 31,654**

### **POLICE DEPARTMENT**

CARPETING	3,260 SQUARE FEET
COMPOSITE TILES	12,000 SQUARE FEET
CERAMIC TILES	240 SQUARE FEET
CONCRETE FLOOR	1,850 SQUARE FEET

**Total Square Feet: 17,350**

### **PUBLIC WORKS CENTER**

Level	Room	Area
Basement	Men's Locker Room	1,276 SQUARE FEET
Basement	Women's Locker Room	428 SQUARE FEET
Basement	Workshops (with offices)	6,565 SQUARE FEET
Level One - Fleet Service Area (1 <sup>st</sup> Floor)	Break / Lunch Room	224 SQUARE FEET
Level One - Fleet Service Area (1 <sup>st</sup> Floor)	Offices (2)	270 SQUARE FEET

Level One - Fleet Service Area (1 <sup>st</sup> Floor)	Conference Room	108 SQUARE FEET
Level One - Fleet Service Area (1 <sup>st</sup> Floor)	Men's & Women's Locker Rooms	51 SQUARE FEET
Level One - Fleet Service Area (1 <sup>st</sup> Floor)	Restroom (Fleet)	72 SQUARE FEET
Level One - Fleet Service Area (1 <sup>st</sup> Floor)	North Restroom	74 SQUARE FEET
Level One - Fleet Service Area (1 <sup>st</sup> Floor)	South Restroom	37.5 SQUARE FEET
Level Two – Administration and Engineering (2 <sup>nd</sup> Floor)	Admin. & Engineering Services	780 SQUARE FEET
Level Two – Administration and Engineering (2 <sup>nd</sup> Floor)	North Offices (11)	1,809 SQUARE FEET
Level Two – Administration and Engineering (2 <sup>nd</sup> Floor)	Engineering Offices (2)	395 SQUARE FEET
Level Two – Admin, & Engineering (2 <sup>nd</sup> Floor)	Engineering Work Stations (14)	1,960 SQUARE FEET
Level Two – Administration and Engineering (2 <sup>nd</sup> Floor)	Lunch Room	500 SQUARE FEET
Level Two – Administration and Engineering (2 <sup>nd</sup> Floor)	Restrooms (2)	413 SQUARE FEET
Level Two – Administration and Engineering (2 <sup>nd</sup> Floor)	Conference Rooms (3)	1,031 SQUARE FEET

**Total Square Feet: 15,993.5**

**DOLE LEARNING CENTER**

CERAMIC TILES	680 SQUARE FEET
CONCRETE/WOOD FLOOR	1,010 SQUARE FEET
COMPOSITE TILES	1,050 SQUARE FEET

**Total Square Feet: 2,740****METRA STATION**

CONCRETE FLOOR	13,000 SQUARE FEET
COMPOSITE TILES	650 SQUARE FEET

**Total Square Feet: 13,650**



## IV PROPOSAL FORM (Pricing)

The undersigned proposes to furnish all labor and materials required to perform janitorial services for a thirty-six (36) month period, with two (2) one-year renewal options, all in accordance with the attached specifications and at the prices indicated below.

### Pricing for Year 1 of Contract:

Location	Cost of Service Per Month	Notes/Comments
Village Hall: 123 Madison	\$ 4,485.-	
Public Works Center: 201 South Blvd.	\$ 1,203.-	
Dole Learning Center: 255 Augusta	\$ 500.-	
Metra Station: 1119 North Blvd.	\$ 412.-	
<b>* Total Monthly Cost:</b>	\$ 6,600.-	

Price escalation for years two (2) and three (3) of the contract is subject to CPI. See Section D.  
Term of Service and Firm Price, Rate Adjustment for details.

## PROPOSAL FORM (Pricing) continued

24-Hour Emergency Call-back Number (for Police Department detention cells –

see Section U., page 21): (847) 414-5371

Additional Hourly Rate for Emergency Call-backs: \$ 20.00 / hr.

Proposal Signature: \_\_\_\_\_

State of ILLINOIS County of Cook

DEREK JANOWSKI  
(Type Name of Individual Signing)

being first duly sworn on oath deposes and says that the bidder on the above proposal is organized as indicated below and that all statements herein made on behalf of such bidder and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their proposal from the Contract Specifications and has checked the same in detail before submitting this Proposal; that the statements contained herein are true and correct.

Signature of bidder authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of bidder shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated: 2/22/2014

ABC COMMERCIAL, INC.  
Organization Name

(Seal - If Corporation)

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

Authorized Signature

8056 N. MILWAUKEE, NILES IL 60714  
Address

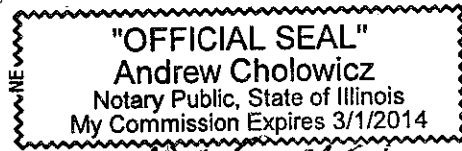
847 414-5371  
Telephone

## PROPOSAL FORM continued

Subscribed and sworn to before me this 24TH day of FEBRUARY, 2014.

Andrew Cholowicz in the State of IL. My Commission  
Notary Public

Expires on 3 / 1 / 2014



Complete Applicable Paragraph Below

(a) Corporation

The bidder is a corporation, which operates under the legal name of ABC CORP and is organized and existing under the laws of the State of Illinois. The full names of its Officers are:

President David J. Cholowicz

Secretary Walter Brodzinski

Treasurer Edith Brodzinski

The corporation does have a corporate seal. (In the event that this proposal is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

(b) Partnership

Names, Signatures, and Addresses of all Partners

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The partnership does business under the legal name of \_\_\_\_\_, which name is  
is registered with the office of \_\_\_\_\_ in the county of \_\_\_\_\_.

(c) Sole Proprietor

The bidder is a Sole Proprietor whose full name is \_\_\_\_\_.

If the bidder is operating under

a trade name, said trade name is \_\_\_\_\_.

which name is registered with the office of \_\_\_\_\_.

in the county of \_\_\_\_\_.

## PROPOSAL FORM continued

Signed: \_\_\_\_\_  
Sole Proprietor

In compliance with the above, the undersigned offers and agrees, if his/her proposal is accepted within ninety (90) calendar days from date of opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

# MUNICIPAL QUALIFICATION REFERENCE SHEET

MUNICIPALITY

ADDRESS

CONTACT

PHONE

WORK PERFORMED

CITY OF WHEATON  
303 W. WESLEY ST.  
WHEATON, IL 60189  
AL SCHLESKE (630) 973-0967  
630 973 0967

JANITORIAL SERVICES AT: CITY HALL,  
POLICE DEPT., PUBLIC WORKS, TRANSIT, LIBRARY

MUNICIPALITY

ADDRESS

CONTACT

PHONE

WORK PERFORMED

VILLAGE OF NILES  
1000 CIVIC CENTER DR  
NILES, IL 60714  
ERNE PAPUCCI  
(847) 588-8407

JANITORIAL SERVICES AT: CITY HALL,  
POLICE DEPT., PUBLIC WORKS, FITNESS CENTER

MUNICIPALITY

ADDRESS

CONTACT

PHONE

WORK PERFORMED

VILLAGE OF ADDISON  
ONE FRIENDSHIP PLAZA  
ADDISON, IL 60101  
LESTER MILLER  
(630) 625-2476

JANITORIAL SERVICES AT: VILLAGE HALL,  
POLICE DEPT., PUBLIC WORKS

V  
BIDDER CERTIFICATION

ABC COMMERCIAL INC as part of its proposal on a contract for Janitorial Services  
(Name of bidder selected)

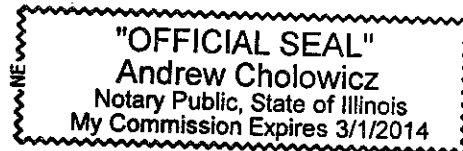
for locations of the Village of Oak Park, hereby certifies that said bidder selected is not barred from proposing on the aforementioned contract as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirements".

DEE EN JANKOWSKI  
(Authorized Agent of bidder selected)

Subscribed and sworn to before me this 29TH day of FEBRUARY, 2014.

Andrew Cholowicz  
Notary Public's Signature

Seal of Notary Public



VI  
TAX COMPLIANCE AFFIDAVIT

DEBRA JANOWSKI, being first duly sworn, deposes and says:

that he/she is OLIVER of  
(partner, officer, owner, etc.)

ABE CONCRETE, INC.  
(bidder selected)

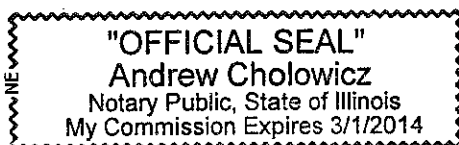
The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from contracting with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

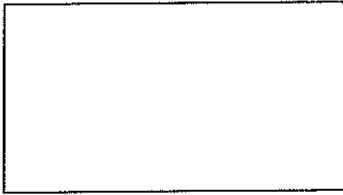
DEBRA JANOWSKI  
(name of bidder if the bidder is an individual)  
(name of partner if the bidder is a partnership)  
(name of officer if the bidder is a corporation)

The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to this 24TH day of FEBRUARY, 2014.

Andrew Cholowicz  
Notary Public





Minority Business and Women Business Enterprises Requirements:

The Village of Oak Park in an effort to reaffirm its policy of non-discrimination, encourages and applauds the efforts of bidders and subcontractors in taking affirmative action and providing Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

Reporting Requirements:

The following forms must be completed in their entirety, notarized and included as part of the proposal document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of your proposal.

VII. Fair Employment Practices Affidavit of Compliance

VIII. Village of Oak Park E.E.O. Report (2 Pages)

Disadvantaged Business Participation Reporting

In an effort to reaffirm its commitment to DBE participation, the Village of Oak Park asks each general bidder bidding on Public Works Projects to report on their utilization of Minority and Women Business Enterprises. Please list the MBE/WBE companies working as sub-bidders and/or suppliers on the DBE participation statement included herewith. Feel free to make additional copies of the form if necessary and include with your proposal.



VII  
**FAIR EMPLOYMENT PRACTICES  
AFFIDAVIT OF COMPLIANCE**

NOTE: This affidavit must be executed and submitted with the signed proposal form. No proposal can be accepted by the Board of Trustees of the Village of Oak Park unless said affidavit is submitted concurrently with the proposal.

DEBRA J. WILKINS being first duly sworn, deposes and says that he/~~she~~ is  
(Name of Person Making the Affidavit)

OWNER of ABC CONTRACTING, INC and that he/she has the  
(Title or Office)

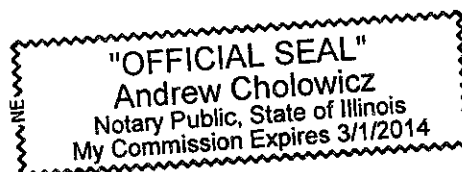
authority to make the following affidavit: that he/she has knowledge of the Village of Oak Park Ordinance relating to Fair Employment Practices and knows and understands the contents thereof; that he/she certifies hereby that ABC CONTRACTING, INC is an "Equal Opportunity Employer"

(Name of Company)

as defined by Section 2000 (E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference.

Subscribed and sworn before me their 24TH day of FEBRUARY, 20 14.

Andrew Cholowicz  
(Notary Public)



VIII  
VILLAGE OF OAK PARK  
E.E.O. REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park, will result in disqualification of your proposal. An incomplete form will disqualify your proposal. For assistance in completing this form, contact the Public Works Customer Service Center at 708-358-5700.

A. Federal EEO-1 report may be submitted in lieu of this report.

1. Bidder Name: ABC COMMERCIAL, INC.

2. Check if your company is: MBE:             
WBE:           

Not MBE/WBE: X

3. What is the size of the bidder's current stable work force?

Number of full-time employees: 40

Number of part-time employees: 12

4. Complete the attached chart.

5. Similar information will be requested of all sub-contractors working on this contract. Forms will be furnished to the low responsible bidder with the notice of contract award, and these forms must be completed and submitted to the Village prior to the execution of the contract by the Village.

# EEO Chart

## VILLAGE OF OAK PARK EEO REPORT, page 1 of 2

BIDDER NAME: ABC Contracting TOTAL # OF EMPLOYEES: 52

Job Categories	Total Employees	Total Males	Total Females	Male				Female			
				Black	Hispanic	Amer. Indian & Alaskan Nat.	Asian & Pacific Islander	Black	Hispanic	Amer. Indian & Alaskan Nat.	Asian and Pacific Islander
Officials & Managers	3	2	1			2				1	
Professionals											
Technicians											
Sales Workers	1									1	
Office & Clerical	1										
Semi-Skilled											
Laborers	46	20	26			18				23	
Service Workers	1					1					
Management Trainees											
Apprentices											
TOTALS	52	22	27			21				26	

This completed and notarized report must accompany your proposal. It should be attached to your Affidavit of Compliance. Failure to include it with your proposal will disqualify your company from consideration.

VILLAGE OF OAK PARK  
EEO REPORT, page 2 of 2

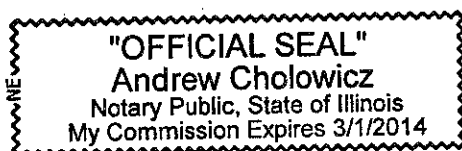
DEBRA JANIKOWSKI, being first duly sworn, deposes and says that he/she is  
(Name of Person Making Affidavit)

the CLINER and that the above EEO Report  
(Title of Officer)

information is true and accurate and is submitted with the intent that it be relied upon.

Subscribed and sworn to before me Andrew Cholowicz  
Public) (Notary

on this 24TH day of FEBRUARY, 2014.



Notary Public's seal

**IX**  
**NO PROPOSAL EXPLANATION**

If your company does not wish to submit a proposal for the attached contract, please return the proposal along with any comments you may have concerning this proposal or any related factors that prevented you from submitting a response.

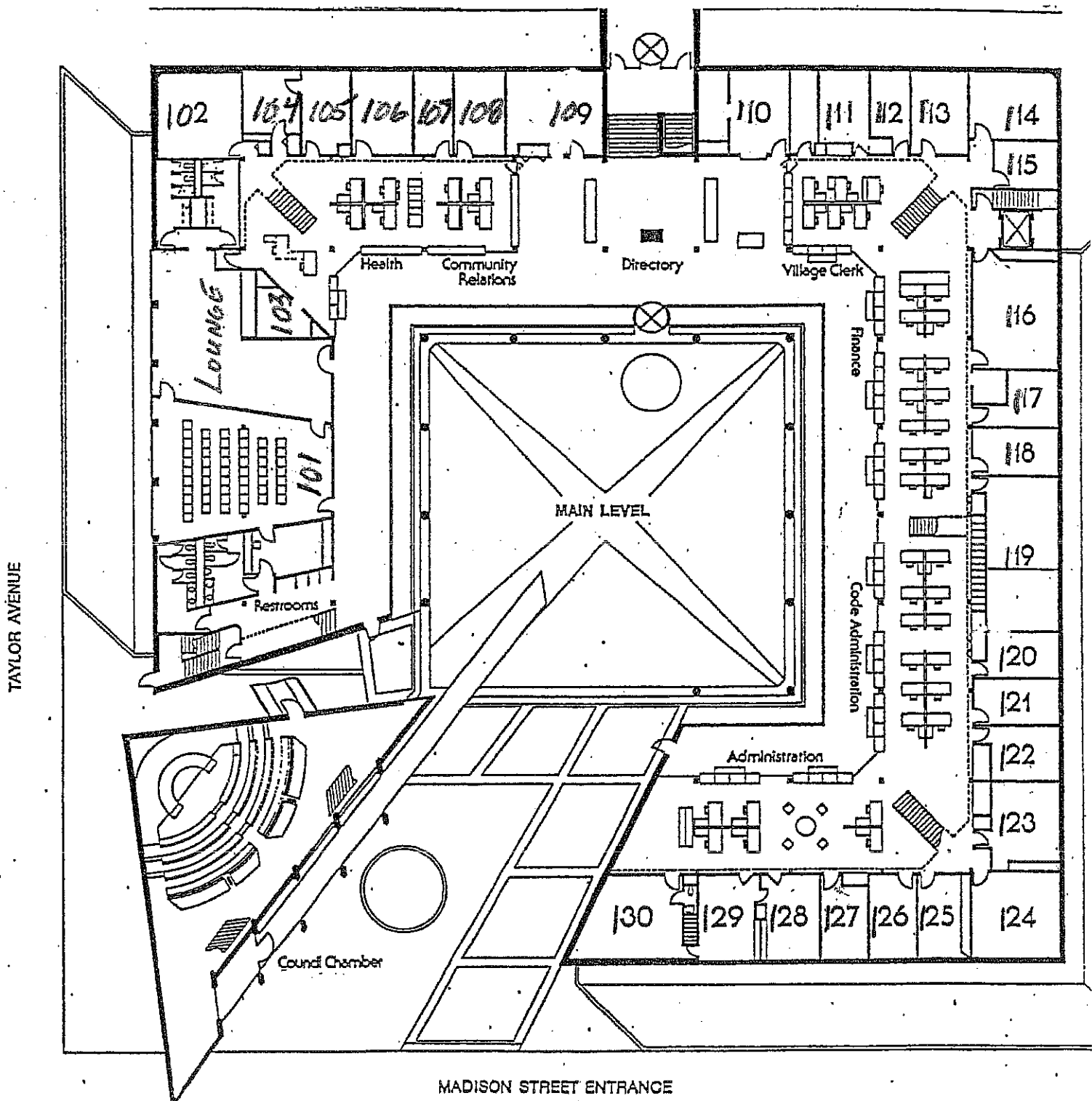
Thank you.

**PROPOSAL NO.: 14-104**

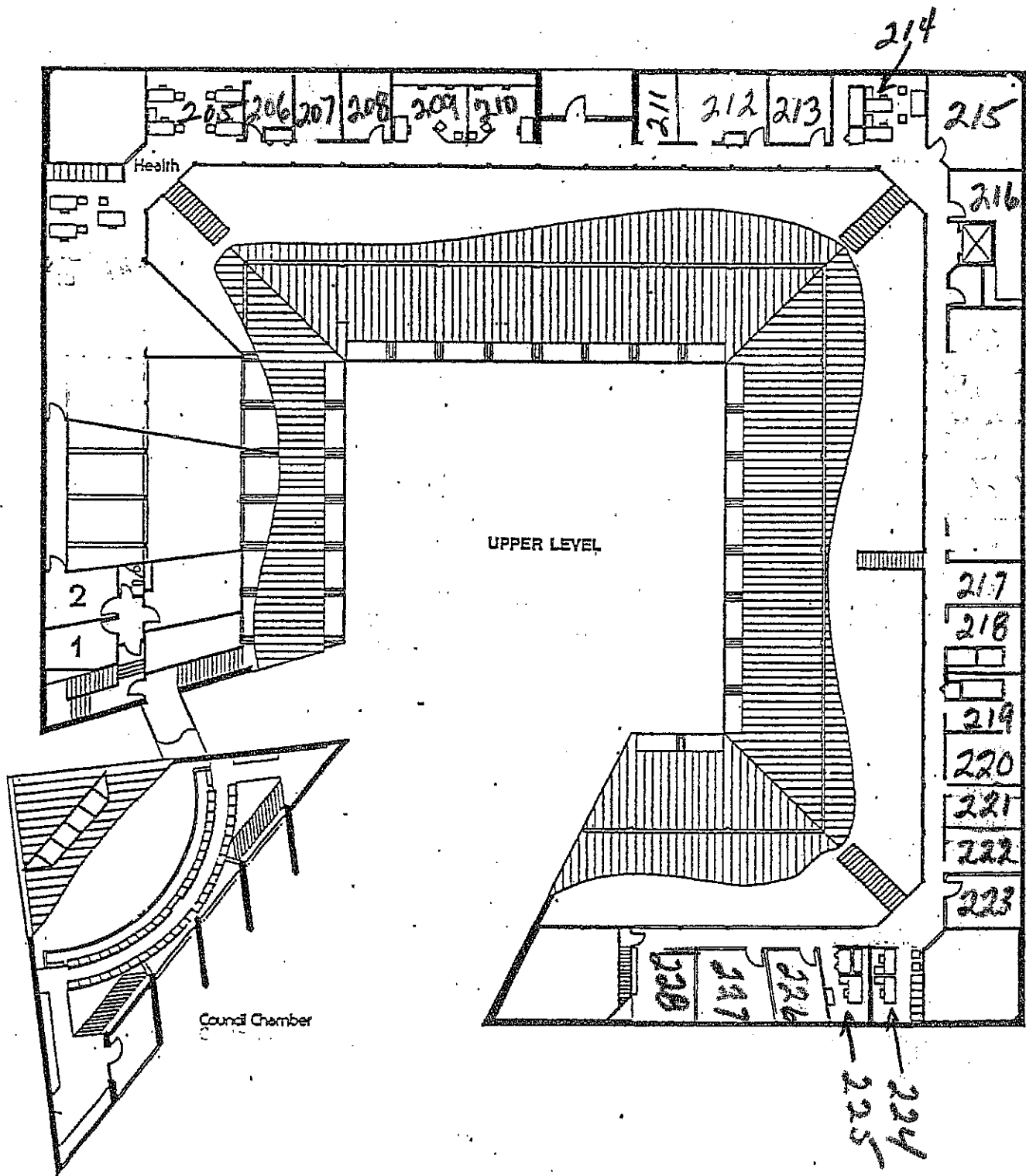
**PROJECT NAME: Janitorial Services for the Village Oak Park Village**

**COMMENTS:**

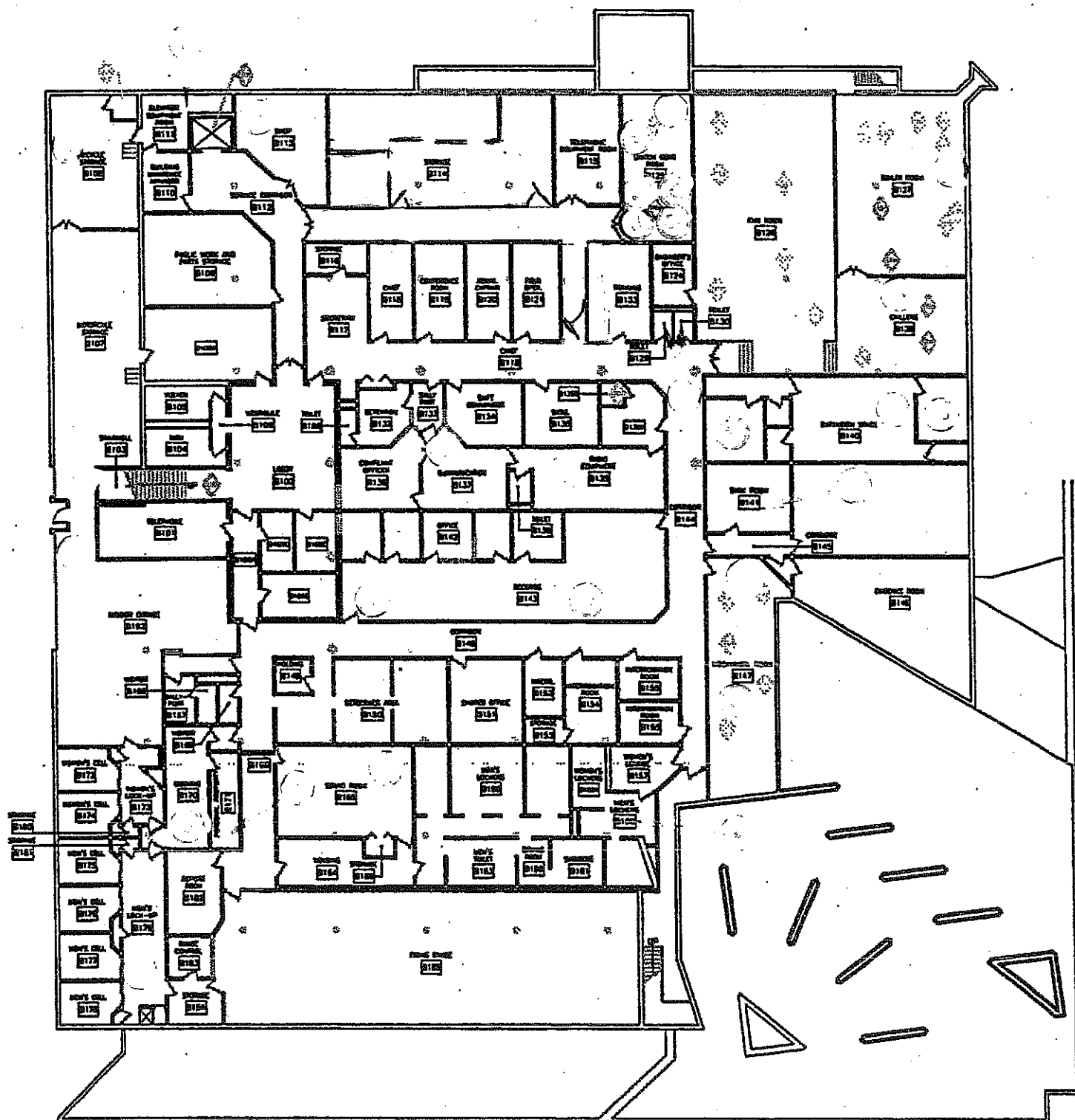
**Diagram A - Village Hall, Main Level**



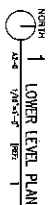
# Diagram B – Village Hall, Upper Level



**Diagram C – Village Hall, Lower Level ( PD )**










Oak Park  
PUBLIC WORKS FACILITY

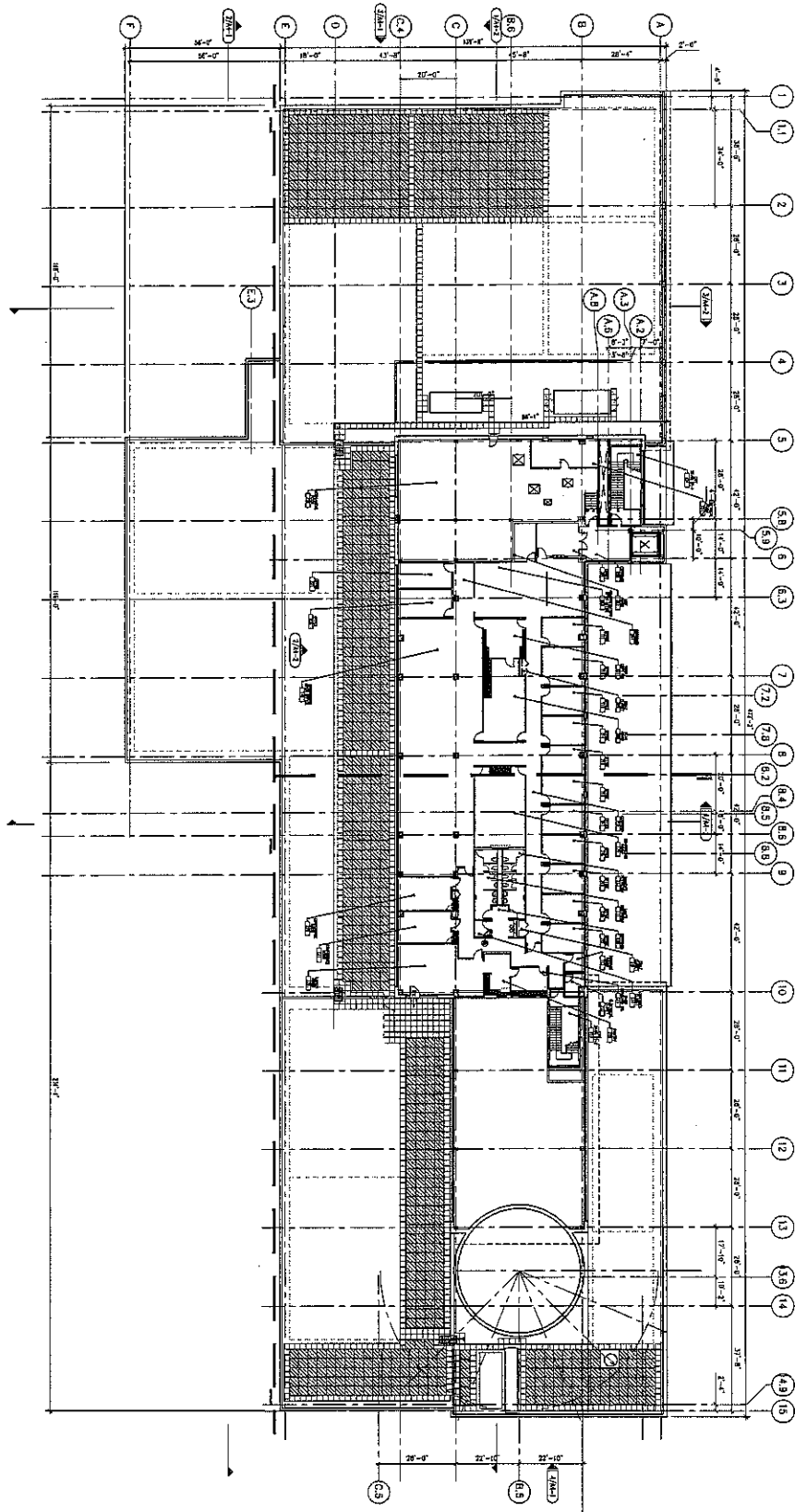
~~B5~~ - New  
02

9




<p><b>Holabird &amp; Root</b>          Architects-Engineers-Planners          300 West Adams Street, Suite 2000          Chicago, Illinois 60604          Telephone: 312 724 1100          Facsimile: 312 724 1211</p>		<p>Model 4, Item 11C, signed drawings are property of the client and are not to be reproduced without the written consent of the architect.</p> <p>No other copies may have been made of this project without the written consent of the architect.</p> <p>Copyright © 1997 by H. R. Holabird &amp; Root, Inc.</p> <p>Not published - All rights reserved.</p>	
<p>02/02/76 CONG. REC. REVI</p>	<p>01/17/76 ISSC FOR CONSTRUCTION</p>	<p>12/23/60 REE FOR MD</p>	<p>12/09/60 ISSC FOR FINAL REVIEW</p>
<p>02/27/76 STATE S. ENCL. REVIS</p>	<p>11/02/76 FORTIFICATION REVIS</p>		
<p>No. 100</p>	<p>No. 100</p>	<p>Revisions</p>	<p>Revisions</p>
<p>Date 10/26/76</p>	<p>Date 10/26/76</p>		
<p>  <b>OLD PARK</b>  <b>NEW PUBLIC WORKS FACILITY</b> </p>		<p> <b>FLOOR PLAN</b>  <b>100 LEVEL</b> </p>	
<p>  <b>A2-1</b> </p>		<p>  <b>A2-1</b> </p>	

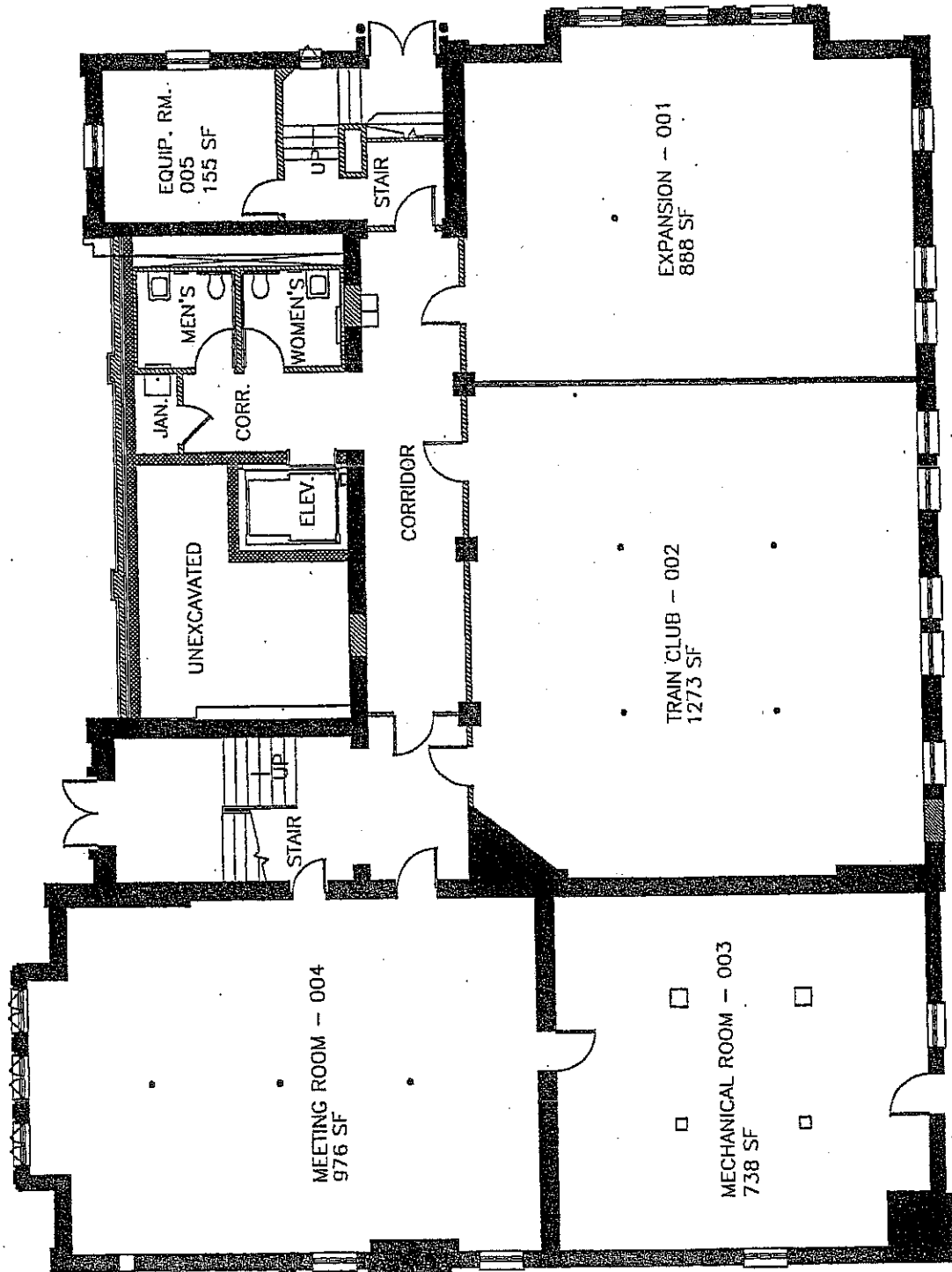
**Diagram D.4 - New Public Works Building 2nd Floor**  
**(Year 2)**



**1 SECOND FLOOR / ROOF PLAN**

<p><b>Holmblad &amp; Root</b> Architects and Engineering Planners 300 West Adams Street 440 South Dearborn Chicago, IL 60606 Telephone: (312) 336-8000 Facsimile: (312) 336-7211</p>	<p>Advised &amp; Saw, LLC, serving clients in residential and commercial markets. My experience was in a large, multi-million dollar project. The design team had been upgraded at the time we were hired. I was the only architect on the team. I was the only architect on the team. I was the only architect on the team.</p>	<p>Contract No. 1435 Date December 4, 2003 Owner C/D/A Contractor C/D/A Project</p>	<p> Oak Park NEW PUBLIC WORKS PROGRAM Floor Plan 200 LEVEL Sheet Notes A2-2</p>	<p>02/02/06 ISBE FOR CONSTRUCTION</p>	<p>01/27/06 ISBE FOR BID</p>	<p>12/23/05 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>
				<p>02/02/06 ISBE FOR CONSTRUCTION</p>	<p>01/27/06 ISBE FOR BID</p>	<p>12/23/05 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>
				<p>02/02/06 ISBE FOR CONSTRUCTION</p>	<p>01/27/06 ISBE FOR BID</p>	<p>12/23/05 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>
				<p>02/02/06 ISBE FOR CONSTRUCTION</p>	<p>01/27/06 ISBE FOR BID</p>	<p>12/23/05 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>	<p>02/02/06 ISBE FOR BID</p>

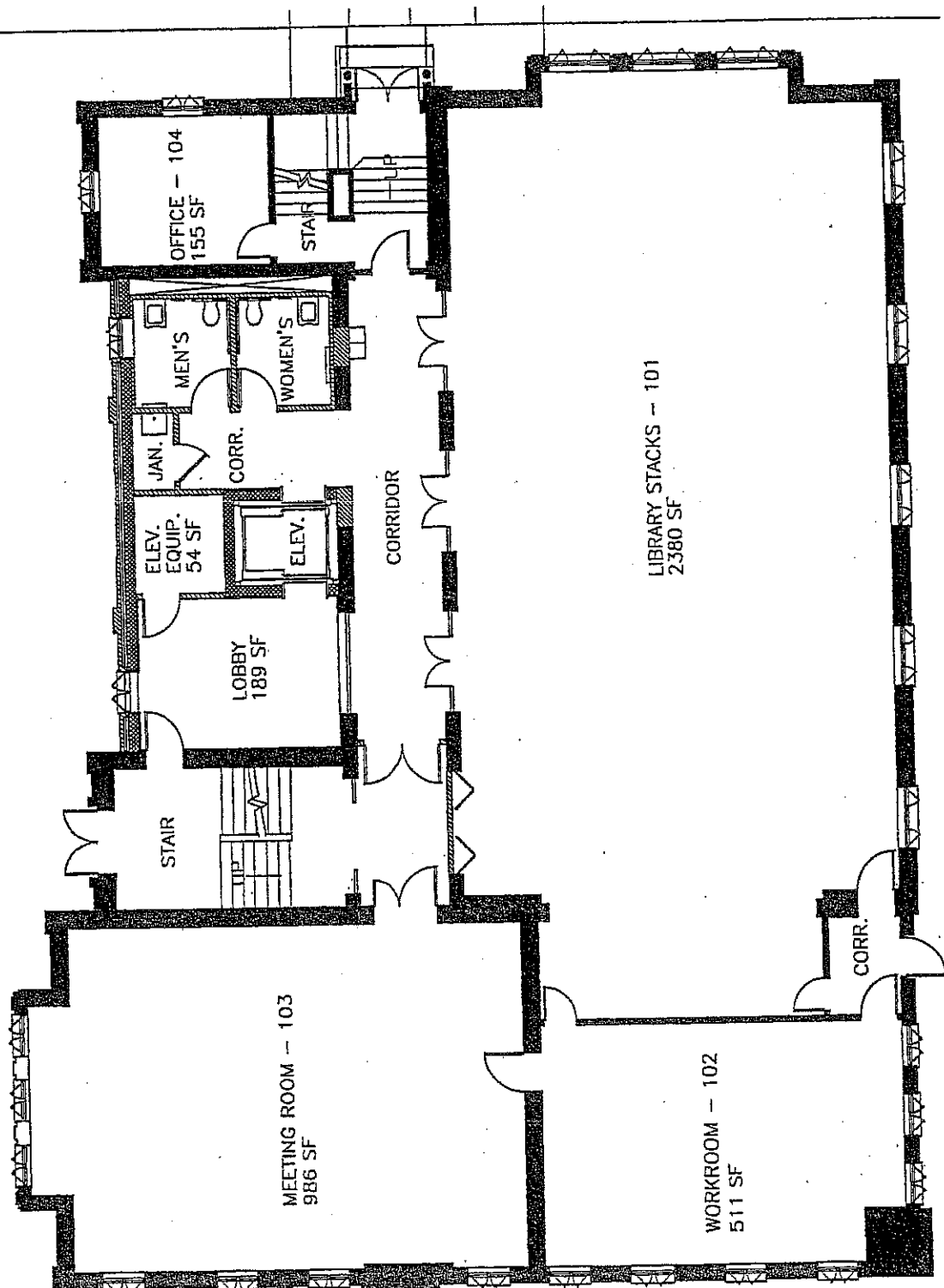
# Diagram G - Dole Learning Center, Basement



Basement Floor Plan



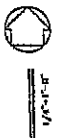
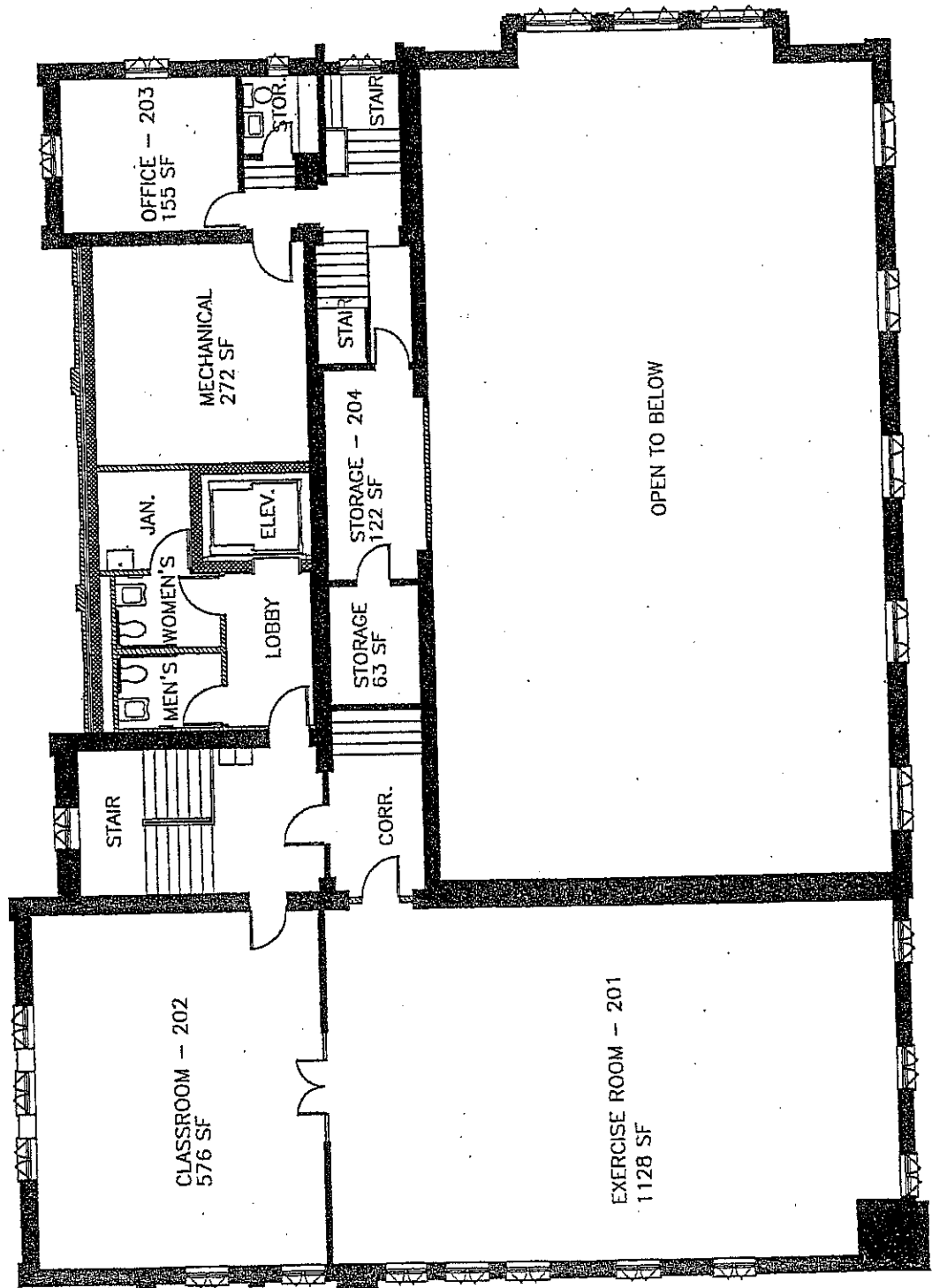
**Diagram H – Dole Learning Center, First Floor**



**First Floor Plan**



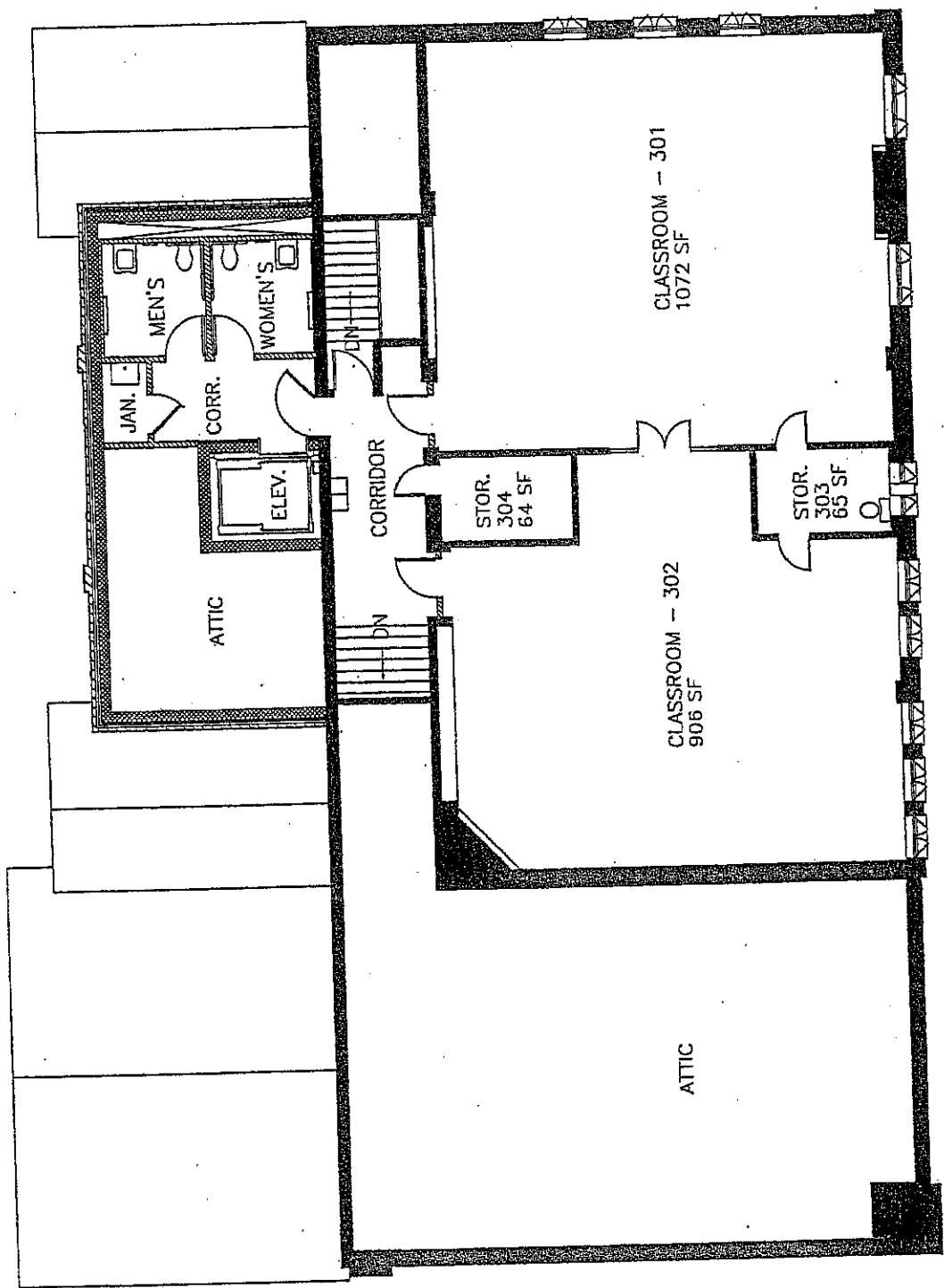
**Diagram I – Dole Learning Center, Second Floor**



**Second Floor Plan**



**Diagram J – Dole Learning Center, Third Floor**



Third Floor Plan



1/4" = 1'-0"

# Diagram K—Metra Commuter Station

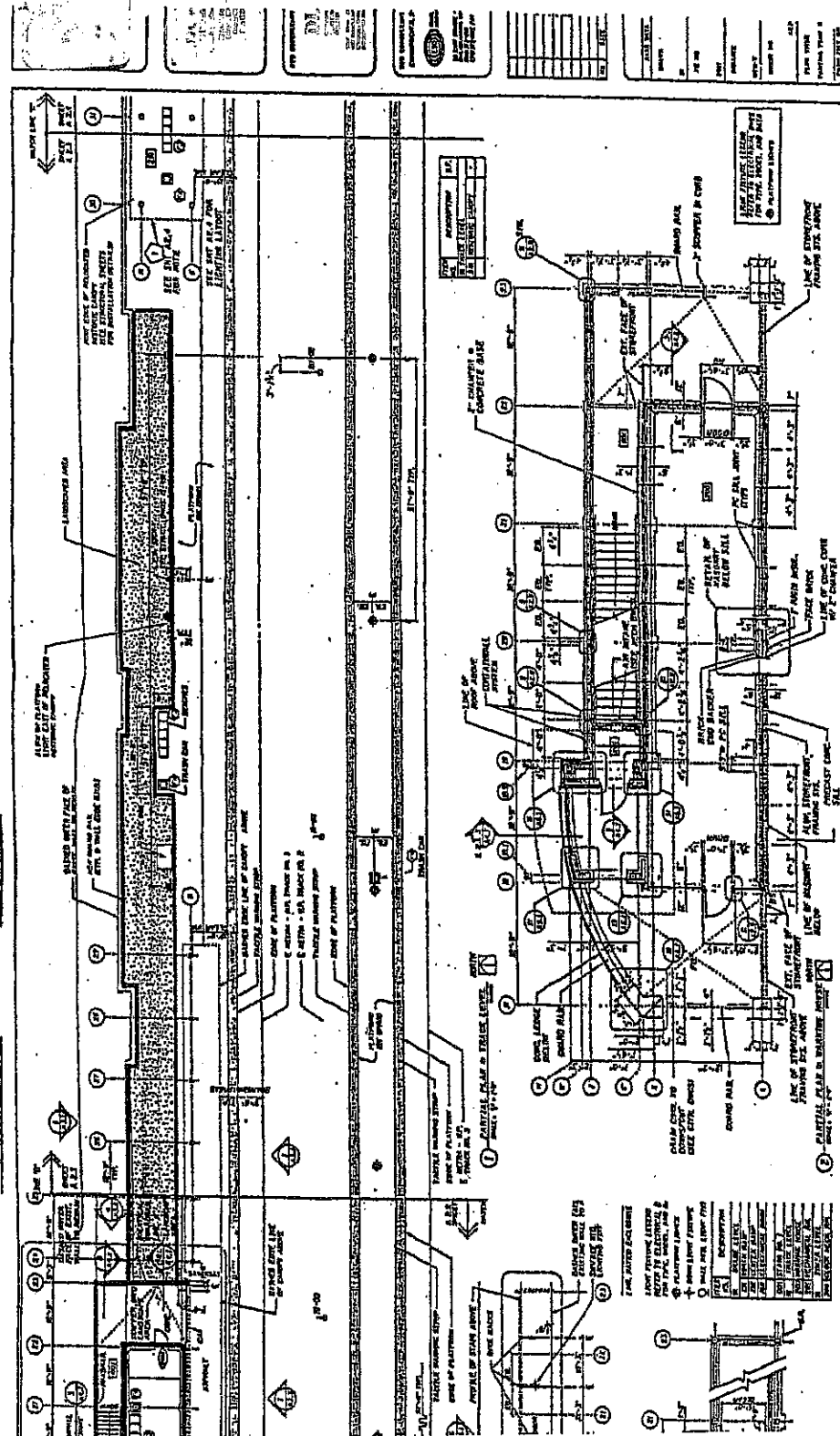




Diagram L—Metra Commuter Station

