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**REQUEST FOR BIDS**  
**INSTRUCTIONS AND SPECIFICATIONS FOR:**

**Custodial Services for the Village of Oak Park**  
**Bid Number: 17-202**  
**Issuance Date: 8/9/17**

The Village of Oak Park will receive bids from qualified custodial services companies to provide full-time custodial services for all Village-owned facilities. Bids will be accepted at the Public Works Center, 201 South Blvd., Oak Park, IL 60302 Monday through Friday, 7:30 a.m. to 4:00 p.m. until 10:00 a.m. local time on Friday, August 25<sup>th</sup>, 2017. Bids will be reviewed and the results of the review will be presented to the Village Board of Trustees of the Village of Oak Park.

Bids must be enclosed in a sealed envelope marked "Custodial Services for the Village of Oak Park".

There will be a mandatory pre-bid meeting on Wednesday, August 16<sup>th</sup>, 2017 at 9:00 a.m. at the Public Works Center located at 201 South Blvd., Oak Park, IL 60302. Specifications and bid forms may be obtained at the Public Works Center at the address listed above or by calling 708-358-5700 or by e-mail request to the Building Maintenance Contract Coordinator, Alfredo Gutierrez [fgutierrez@oak-park.us](mailto:fgutierrez@oak-park.us).

The Board of Trustees reserves the right to accept or reject any and all bids or to waive technicalities, or to accept any item of any bid. Information is available from the Building Maintenance Contract Coordinator at 708-358-5700.

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

Do not detach any portion of this document. Upon formal award to the successful contractor, a written agreement will be executed in substantially the form attached.

**Submission of Bids**

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

TO: Alfredo Gutierrez, Building Maintenance Contract Coordinator  
Department of Public Works  
201 South Blvd.  
Oak Park, IL 60302

**SECTION I**  
**BID INSTRUCTIONS, TERMS AND CONDITIONS**

**Preparation and Submission of Bid:**

All bids must be delivered to the Public Works Center by the specific time indicated on the cover page. Bids arriving after the specified time will not be accepted. Mailed bids that are received by the Village after the specified hour will not be accepted regardless of the post-marked time on the envelope. Bids must be signed by an officer of the company who is authorized to enter into agreements on behalf of the company. Bids shall be sealed in an envelope and marked as stated on the cover page.

**Bid Bond**

The contractor shall provide a bid bond in the amount of ten percent (10%) of the total bid price. The attached form may be used or the contractor may provide cash or a certified check in the amount specified. The bid bonds, cash or checks will be returned once the selected contractor has entered into an agreement for this work and has provided the Contract bond.

**Contract Bond**

The successful contractor shall, within ten (10) calendar days after award of the contract, furnish a contract bond in the amount of twenty-five thousand (\$25,000) dollars. The bond shall ensure faithful performance of the work, and the payment for materials, labor and of the subcontractors. The bond shall be with a surety or sureties with a rating of "A" or better by A.M. Best and Company and such sureties shall be approved by the Village. Bonds in the form of certified or cashier's check shall be made payable to the Village of Oak Park, Illinois. The contract bond shall be furnished in the same number of copies as the number of copies of the agreement to be executed.

**Award of Agreement**

The agreement will be awarded in whole or in part to the responsible contractor whose bid, conforming to the request for bids, will be most advantageous to the Village; price and other factors considered.

**Costs of Preparation**

The Village will not be responsible for any expenses incurred in preparing and submitting a bid or entering into the applicable agreement.

**Taxes not Applicable**

The Village of Oak Park as an Illinois municipality pays neither Illinois Sales Tax nor Federal Excise Tax (State Tax Exemption Identification Number E9998-1823-06). Contractors should exclude these taxes from their prices.

**Withdrawal of Bids:**

Any contractor may withdraw its bid at any time prior to the time specified in the advertisement as the closing time for the receipt of bids, by signing a request therefore. No contractor may withdraw or cancel its bid for a period of sixty (60) calendar days after the advertised closing time for the receipt of bids. The successful contractor may not withdraw

or cancel its bid after having been notified that the bid was accepted by the Village Board of Trustees.

#### **Investigation of Contractors**

The Village will make such investigations as are necessary to determine the ability of the contractor to fulfill bid requirements. If requested, the contractor should be prepared to present evidence to the Village of Oak Park of ability and possession of necessary facilities and financial resources to comply with the terms of the attached specifications and bids. In addition, the contractor shall furnish the Village with any information the Village may request, and shall be prepared to show completed work of a similar nature to that included in its bid. The Village reserves the right to visit and inspect the premises and operation of any contractor.

#### **Rejection of Contractor**

The Village will reject any bid from any person, firm or corporation that appears to be in default or arrears on any debt, agreement or the payment of any taxes. The Village will reject any bid from a contractor that failed to satisfactorily complete work for the Village under any previous agreement.

#### **Conditions**

Contractors are advised to become familiar with all conditions, instructions and specifications governing the work. Contractors shall be presumed to have investigated the work site, conditions and scope of the work before submitting a bid.

#### **Compliance with Applicable Laws**

The contractor will strictly comply with all ordinances of the Village of Oak Park and Village Code and laws of the State of Illinois.

#### **Governing Law**

All agreements entered into by the Village of Oak Park are governed by the laws of the State of Illinois without regard to conflicts of law. Any action brought to enforce an agreement with the Village of Oak Park must be brought in the state and federal courts located in Cook County, Illinois.

#### **Subletting of Agreement**

No agreement awarded by the Village of Oak Park shall be assigned or any part sub-agreement without the written consent of the Village of Oak Park or as noted in the contractor's bid. In no case shall such consent relieve the contractor from its obligations or change the terms of the agreement.

#### **Interpretation of Agreement Documents:**

Any contractor with a question about this bid may request an interpretation thereof from the Village. If the Village changes the bid, either by clarifying it or by changing the specifications, the Village will issue a written addendum, and will mail a copy of the addendum to all prospective contractors. The Village will not assume responsibility for receipt of such addendum. In all cases, it will be the contractor's responsibility to obtain all addenda

issued. Contractors will provide written acknowledgment of receipt of each addendum issued with the bid submission.

**Minority Business and Women Business Enterprise Requirements**

The Village of Oak Park, in an effort to reaffirm its policy of non-discrimination, encourages the efforts of contractors and subcontractors 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.

**Licenses**

The contractor shall be responsible for becoming a licensed contractor in the Village.

**Agreement**

The selected contractor shall enter into an agreement with the Village to complete the work in a form substantially similar to the agreement attached hereto. The agreement shall be executed by the contractor and returned, together with the agreement bond within ten (10) calendar days after the agreement has been mailed to the contractor. The contractor shall execute three copies of the agreement. One fully executed copy will be returned to the contractor.

**Notice to Proceed**

Work shall begin within fourteen (14) days from the Notice to Proceed from the Village's Building Maintenance Contract Coordinator. All work shall be completed in accordance with the detailed specifications set forth herein, unless the Building Maintenance Contract Coordinator grants an extension.

**Fees and Cost**

In the event any action is brought to enforce any agreement entered into by the Village of Oak Park, or to collect any unpaid amount from the Village of Oak Park, each party bears the responsibility of paying its own attorneys' fees and costs.

**Dispute Resolution**

The Village of Oak Park does not agree to the mandatory arbitration of any dispute.

**Hold Harmless**

See attached form Agreement.

**Insurance**

See attached form Agreement.

**Termination of Agreement**

See attached form Agreement.

## SECTION II DETAILED SPECIFICATIONS

### **Scope of Work**

These detailed specifications are for the work required to perform custodial services at the specified Village-owned facilities.

The selected contractor shall furnish all labor, supervision, supplies, tools, equipment, vehicles and other means necessary or proper for performing and completing the work.

The agreement and work shall be carried out in conformance with the laws and regulations of the Village of Oak Park and these specifications. All work will be performed according to the standards set forth in the applicable building codes and standards, including mechanical, fire, plumbing, electric, accessibility, or any other applicable codes in force in the Village of Oak Park and State of Illinois.

### **A. Locations: The following is a list of Village-owned buildings included in the Scope of Work:**

<b><u>Building:</u></b>	<b><u>Address:</u></b>
Village of Oak Park Village Hall	123 Madison
Oak Park Police Department (lower level Village Hall)	123 Madison
Public Works Center (PWC)	201 South Blvd.
Metra Station:	1119 North Blvd.
Dole Learning Center:	255 Augusta
Police Sub-station:	618 Austin
Police Sub-station:	6311 North Ave.

### **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 Contract Coordinator 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 Hand Soap  
Supplied by the Village.

## C. Work Schedule

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

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

Work Schedule			
<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 8:00 A.M.	Monday-Sunday
Main and Upper Level	Various	Between 12:00 A.M. (midnight) and 8:00 A.M.	Monday-Friday

Custodial staff shall come and go as a group through main south entrance and sign in and out at the Police Dept. front desk on the lower level.

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

FOR POLICE DEPT: detention cells (toilets), locker rooms, restrooms and the above.

2. Public Works Center - 201 South Blvd.:
  - Basement level: men's locker room with restrooms and showers (2); women's locker room with restrooms and showers (2); five (5) workshop areas with offices
  - First floor level: Fleet Service Area with lunch / break room; men's and women's locker rooms with restrooms; two (2) office areas; conference room; unisex restroom with entrance located outside (total of three restrooms on first floor level); and refrigerator in Fleet lunch room.
  - Second floor level: Administration and Engineering: thirteen (13) offices; seventeen (17) cubicle-type workstations; lunch room and refrigerator in lunch room.; two (2) conference rooms; two (2) restrooms (men's and women's);

Work Schedule for Public Works			
<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 9:00 P.M. and 6:00 A.M.	Monday-Friday

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

The Public Works Center cleaning tasks are to be completed by the night cleaning crew. **The Fleet Department is to be cleaned by the Day Porter between the hours of 6:30 A.M. and 4:00 P.M. only. Access to the Fleet shop is strictly prohibited before and/or after regular business hours (6:30 a.m. to 4:00 p.m.).**

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

Work Schedule			
<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, interior windows & glass surfaces, rest rooms, floors, elevator, drinking fountains and stairs

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

Work Schedule			
<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 (mostly concrete floors), interior and exterior 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. 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 contractor.

### **RATE ADJUSTMENT**

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 custodial 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 all 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 bid 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 any time and shall give the bidder selected thirty (30) days written notice without regard to cause.

**L. Billing Requirements**

Monthly invoices must be sent to the Building Maintenance Contract Coordinator 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 contractor 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  
Martin Luther King Day  
President'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 be 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 bid. 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 contractor 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 Contract

Coordinator.

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 Contract Coordinator 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 Contract Coordinator 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 in the office of the Building Maintenance Contract Coordinator at the Public Works Center (or an alternate location determined by the Building Maintenance Contract Coordinator). 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 Contract Coordinator 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 non-carpeted surfaces. *This includes edging under and behind desk furniture and cabinets which can be reached without moving*

**object. All mop heads shall be sanitized weekly and replaced monthly. DO NOT use kitchen/lunch room mops in bathrooms and DO NOT use bathroom mops in kitchen/lunch rooms. DO NOT use the same mop bucket water for kitchens/lunch rooms and bathrooms.**

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. Wash or wipe down partition tops once per week.
9. Spray and wipe clean all windows within reach once per week.
10. Once per month, discard old food items from refrigerators and clean entire interior of refrigerators (all shelves, door compartments, side walls, drawers, etc).
11. Daily: sweep and wet mop all stairs.

*Cleaning of rest rooms 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. Contractor 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 have 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*

1. Tag elevator out of service. Remove marks from, and clean all interior and adjacent exterior walls. Clean 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 a proper brush, 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. Every evening, empty and clean all trash, waste, and recycling containers and replace soiled can liners with new liners 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 once per week. The entrance doors and adjacent windows to all buildings are to be cleaned nightly. If weather does not permit, it will be accomplished the following day.
2. Every two weeks, wash inside and outside, the Village Hall courtyard windows, north and south entrance canopies, north and south entrance doors and adjacent windows. 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 contractor'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 Supervisor 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. ***Clogged sink drains as a result of mop bucket debris shall be the responsibility of the contractor to repair.***

4. Restore all cleaning materials to original storage area.
5. Turn-off all lights turned on by the cleaning crew.
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 6:30 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 Bid 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 Department*

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

<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annually</b>
~Offices ~ Vacuum, dust, empty trash and recycling ~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.); sanitize mop heads weekly; windows and glass surfaces	Vacuuming of certain corners under surfaces, etc., baseboards molding; clean refrigerators (interior and exterior); replace all mop heads	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

Call in order listed: Building Maintenance Contract Coordinator, 708-358-5700

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

***This diagram will be distributed at the pre-bid meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, August 16<sup>th</sup>, 2017 at 9:00 a.m.***

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

***This diagram will be distributed at the pre-bid meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, August 16<sup>th</sup>, 2017 at 9:00 a.m.***

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

***This diagram will be distributed at the pre-bid meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, August 16<sup>th</sup>, 2017 at 9:00 a.m.***

***Diagrams D.4 through D.6 – Public Works Facility:***

***D.4 – Basement Level***

***D.5 – 1<sup>st</sup> floor – Fleet Department***

***D.6 – 2<sup>nd</sup> floor – Administration and Engineering Offices***

***This diagram will be distributed at the pre-bid meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, August 16<sup>th</sup>, 2017 at 9:00 a.m.***

***Diagram E – N/A***

***Diagram F – N/A***

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

***This diagram will be distributed at the pre-bid meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, August 16<sup>th</sup>, 2017 at 9:00 a.m.***

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

***This diagram will be distributed at the pre-bid meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, August 16<sup>th</sup>, 2017 at 9:00 a.m.***

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

***This diagram will be distributed at the pre-bid meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, August 16<sup>th</sup>, 2017 at 9:00 a.m.***

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

***This diagram will be distributed at the pre-bid meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, August 16<sup>th</sup>, 2017 at 9:00 a.m.***

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

***This diagram will be distributed at the pre-bid meeting at the Public Works Customer Service Center at 201 South Blvd., Oak Park, IL. on Wednesday, August 16<sup>th</sup>, 2017 at 9:00 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***

<b>Level</b>	<b>Room</b>	<b>Area</b>
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	Conference Room	108 SQUARE FEET

Service Area (1 <sup>st</sup> Floor)		
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***



### **Licenses and Permits**

The contractor shall be responsible for becoming a licensed contractor with the Village.

### **Alterations, Omissions and Extra Work**

The Village of Oak Park reserves the right to increase or decrease the quantity of any item or portion of the work, or to omit portions of the work as may be deemed necessary.

### **Job Site Conditions**

To the fullest extent possible, the contractor will not allow its work to interfere with the ongoing use of the facility. Contractor will take all necessary actions as directed by the Village in that regard.

**Material Storage:** The contractor shall be responsible for the storage and safety of his own materials. The Village assumes no liability whatever for any material damaged or stolen on the premises. Any damage to, or loss by theft or vandalism of any material, appurtenance, or appliance, after such has been applied, connected or installed on Village property, shall be the sole responsibility of the contractor until the project is completed and accepted by the Village.

**Safety Precautions:** The contractor is solely responsible for implementing effective safety precautions on and around the work site to protect workers and other persons who might be affected and shall exercise every precaution at all times for the protection of the property. The contractor shall not leave any combustible materials or other fire hazards overnight or allowed them to accumulate. The contractor shall abide by all applicable laws, standards, and regulations that apply to the completion of the work, including EPA and OSHA safety standards and regulations.

**Damage to Property:** Contractor shall repair, at no additional cost to the Village, all damage to Village property caused by the contractor resulting from his work. Where repair of existing work is called for, such patching and replacement shall be made to blend with existing work so that the patch or replacement will be inconspicuous after finishing.

**Daily Clean-up:** The contractor shall keep the premises clean and orderly during the course of the work and all debris shall be removed on a continuous basis.

### **Method of Payment**

The Village of Oak Park will pay monthly all undisputed invoices billed at the rates set forth in the contractor's bid within 30 days of approval as provided in the Local Government Prompt Payment Act, 50 ILCS505/4. The maximum interest rate for any payment not made within 30 days of approval is 1%.

### **Standard of Care**

The contractor shall endeavor to perform the services with the same skill and judgment which can be reasonably expected from similarly situated firms or entities.

The contractor shall comply with all federal, state, and local statutes, regulations, rules, ordinances, judicial decisions, and administrative rulings applicable to its performance under this Agreement as applicable, including, but not limited to, Cook County's minimum wage and sick leave ordinances, respectively Cook County Ordinance Number 16-5768 and Cook County Ordinance Number 16-4229, and the Village's Living Wage Ordinance, Village of Oak Park Ordinance Number 16-093, codified as Section 2-6-20 of the Village Code, all as amended. Current copies attached as exhibit A.

The contractor shall ensure that the services are provided, performed, and completed in accordance with all applicable statutes, ordinances, rules, and regulations, including, but not limited to, the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The contractor shall also comply with all conditions of any federal, state, or local grant received by the Village or the contractor with respect to this Agreement.

#### **Certified Payroll**

Contractor shall be solely responsible to maintain accurate records reflecting its payroll for its employees who perform any of the Work for the Village pursuant to this contract and shall submit certified payroll records to the Village's Director of Public Works at any time during the term of this contract. Contractor shall provide said certified payroll records within seven (7) days upon the request of the Director of Public Works.

#### **Change Orders**

Change Orders: Changes in the Work may be agreed to after execution of the agreement, and without invalidating the agreement, if the change order is in writing and signed. Any changes to the scope of work which result in an increase in the agreement price will be subject to an agreement addendum which must be signed by both parties. Any such change order will be prepared by the Village. The contractor may only proceed with the change upon receipt of the written change order signed by the Village.

Emergency Changes: Contractor may perform work not included in the scope of work if necessary to remedy a condition that poses an immediate threat to persons or property. Work of this nature shall be carried out only to the extent of bringing the condition under control. The Village shall be notified immediately. A change order will then be negotiated and executed for the work performed, and for work remaining, if any.

Minor Changes (Field Orders): The Village may verbally authorize minor changes in the scope of work in order to prevent a delay in the progression of the work. These field orders may not involve a change in the agreement price or be inconsistent with the scope of work.

Changes Due to Unknown Conditions: The contractor is not responsible for changes in the work that are due to conditions that were not reasonably observable or conditions that have changed. In such cases, the contractor shall notify the Village and a change order will be negotiated.

#### **Correction of Work Prior To Final Payment**

The Village has the right to stop work if the contractor fails to carry out the work in a manner acceptable to the Village. If the Village deems the contractor's work unacceptable, at the Village's election, the contractor shall do one of the following:

1. Promptly repair or replace the defective work, without expense to the Village, including costs associated with repairing any damage to property caused by the replacement work; or;
2. If the Village deems it unacceptable to have the contractor correct work which has been incorrectly done, a deduction from the agreement price shall be made based on the costs to the Village to have the work repaired. Such a deduction from the agreement price shall in no way affect the Village's other remedies or relieve the contractor from responsibility for defects and related damage occurring as a result of defective or unacceptable work.

#### **Contractor's Representative**

The contractor shall have at all times a competent supervisor on the job that shall have full authority to act for the contractor, and to receive and execute orders from the Building Maintenance Contract Coordinator or appointed representative. Any instructions given to such person executing work for the contractor shall be binding on the contractor as though given to him personally. Contractor's representative must be proficient in the use and interpretation of the English language.

#### **Workers**

The contractors shall employ competent laborers and shall replace, at the request of the Building Maintenance Contract Coordinator any incompetent, unfaithful, abusive or disorderly workers in their employ. Only workers expert in their respective branches of work shall be employed where special skill is required. Inappropriate behavior or examples of unproductive work effort will not be tolerated. The Village has the right to require a contractor's employee to be immediately removed from the work crew if the above behavior is exhibited.

#### **Time of Work**

Contractor shall only work on weekdays, (Monday through Friday), from 6:30 a.m. to 5:00 p.s., and weekends in the Police Dept. as required or agreed upon by all parties. No work will be allowed on weekends or on legal holidays as recognized by the Village of Oak Park, except as authorized by the Building Maintenance Contract Coordinator.

#### **Dispute Resolution**

All disputes, including collection disputes, shall be brought in the Circuit Court of Cook County, Illinois. This agreement shall be interpreted in accordance with the laws of the State of Illinois. In any dispute resolution process, each party shall bear its own costs, including

attorney's fees. Any purported agreement between the parties that states terms contrary to this paragraph M will be deemed per se invalid.

#### **Mandatory Qualifications for Contractor's Personnel**

Crews shall include at least one (1) supervisor during any given shift.

12. No more than 50% of the crew may be trainees at any one time.

13. Supervisors must be fluent in the English language and capable of reading and writing English.

14. Custodians employed by the contractor selected shall be fully trained and skilled in safe and proper techniques. Specific training required must follow the OSHA standards (see below).

15. The contractor selected shall provide sufficient documentation, if requested by the Village, to demonstrate adequate training has been provided upon commencement of the agreement. Contractor selected shall submit statement outlining training program and method of verifying employee competency. Failure to do so may be ample cause for rejection of bid. The use of technicians who are not adequately trained may be sufficient grounds for termination of the agreement.

16. The contractor selected shall provide the Village with a current list of all employees who will perform work upon commencement of the agreement. Each of these employees shall be adequately trained. If the contractor selected uses employees not on the list, the Village may order that person(s) off the property. Repeated use of employees not on the current list may be grounds for termination of the agreement.

17. The Village reserves the right to require immediate removal of any employee of the contractor selected deemed unfit for service for any reason. This right is non-negotiable and the contractor selected agrees to this condition by accepting this agreement. The contractor 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 agreement.

#### **GENERAL INFORMATION**

##### **Uniforms:**

Employees of the contractor shall wear uniforms or clothes that identify them as a Village contractor.

##### **Quality Control:**

The contractor's staff shall meet with the Building Maintenance Contract Coordinator or his/her designee once per week in the office of the Building Maintenance Contract Coordinator at the Public Works Center (or alternate location determined by the Building

Maintenance Contract Coordinator) during the first six months of the contract period, and as needed after that to discuss deficiencies. Contractor shall provide a plan and timeframe to correct any deficiencies identified.

Employees of the contractor shall submit a report to the Building Maintenance Contract Coordinator at the end of each work day if any problems, malfunctioning equipment or hazards are discovered throughout the work day.

Criminal background checks will be performed on all employees of the contractor prior to contract commencement and on any employee of the contractor that replaces a previous employee during the contract period. A current list of employees along with copies of their driver's licenses shall be kept on-file at the Public Works Center Customer Service office.

### BID FORM (Pricing)

The undersigned proposes to furnish all labor and materials required to perform custodial services for a thirty-six (36) month period all in accordance with the attached specifications and at the prices indicated below.

Pricing:                      Year 1                      Year 2                      Year 3

Location	Cost of Service Per Month	Cost of Service Per Month	Cost of Service Per Month
Village Hall: 123 Madison (including Police Dept.)	\$ 4,975.10	\$ 4,975.10	\$ 4,975.10
Public Works Center: 201 South Blvd.	\$ 2,523.40	\$ 2,523.40	\$ 2,523.40
Dole Learning Center: 255 Augusta	\$ 300	\$ 300	\$ 300
Metra Station: 1119 North Blvd.	\$ 521.50	\$ 521.50	\$ 521.50
<b>* Alternate Locations:</b>			
PD sub-station 618 Austin	\$ INC	\$ TBD	\$ TBD
PD sub-station 6311 North Ave.	\$ INC	\$ TBD	\$ TBD
<b>Total Monthly Cost (without Alternate Locations):</b>	\$ 8,320/month	\$ 8,320/month	\$ 8,320/month
<b>* Total Monthly Cost (Including Alternate Locations):</b>	\$	\$	\$

**BID FORM (Pricing) continued**

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

**see Section U., page 21):** (800) 956-2077

**Additional Hourly Rate for Emergency Call-backs:** \$ 25 / hr.

**Bid Signature:**



**State of** Illinois, **County of** Cook

Ricardo Regalado

(Type Name of Individual Signing)

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

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

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

**Dated:** 08 / 24 / 2017

**Organization Name**

(Seal - If Corporation)

**By:**



**Authorized Signature**

4520 W. Lawrence Ave  
**Address** Chicago, IL 60630

312-877-9127  
**Telephone**

BID FORM continued

Subscribed and sworn to before me this 24<sup>th</sup> day of August, 2017.

\_\_\_\_\_ in the State of \_\_\_\_\_. My  
Commission  
Notary Public

Expires on \_\_\_\_/\_\_\_\_/\_\_\_\_

Complete Applicable Paragraph Below

(a) Corporation

The contractor is a corporation, which operates under the legal name of Rozalado & Co and is organized and existing under the laws of the State of Illinois. The full names of its Officers are:

President Ricardo Regalado

Secretary Marley Scardina

Treasurer Tony Pedroza

The corporation does have a corporate seal. (In the event that this bid 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

365 N. Halsted St. Chicago, IL 60661  
Marley Scardina

The partnership does business under the legal name of Rozalado & Co, which name is

is registered with the office of COOK in the  
county of Illinois.

(c) Sole Proprietor

The contractor is a Sole Proprietor whose full name is



\_\_\_\_\_. If the contractor is operating under

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

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

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

Signed: \_\_\_\_\_

Sole Proprietor

In compliance with the above, the undersigned offers and agrees, if his/her bid 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

<u>MUNICIPALITY</u>	Franklin Park Village Hall
<u>ADDRESS</u>	9500 W. Belmont Ave. Franklin Park, IL 60131
<u>CONTACT</u>	Lisa Manzo
<u>PHONE</u>	
<u>WORK PERFORMED</u>	Janitorial services ongoing (5 days/week)
<u>MUNICIPALITY</u>	Franklin Park Police Dept.
<u>ADDRESS</u>	9451 W. Belmont Ave. Franklin Park, IL 60131
<u>CONTACT</u>	Chief Mike Witz
<u>PHONE</u>	
<u>WORK PERFORMED</u>	Janitorial services ongoing (6 days/week)
<u>MUNICIPALITY</u>	Village of Evanston
<u>ADDRESS</u>	2100 Ridge Ave. Evanston, IL 60201
<u>CONTACT</u>	Edgar Cano
<u>PHONE</u>	847-274-3794
<u>WORK PERFORMED</u>	Special service janitorial

**SECTION III  
CONTRACTOR CERTIFICATION**

Rozalado & Co., as part of its bid on an agreement for custodial Work  
(Name of Contractor selected) for the Village of Oak Park, hereby certifies that said contractor selected  
is not barred from proposing on the aforementioned agreement 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 Requirement".

[Signature]  
(Authorized Agent of Contractor selected)

Subscribed and sworn to before me this 24<sup>th</sup> day of August, 2017.

Donna J. Taylor  
Notary Public's Signature

- Notary Public Seal -



SECTION IV  
TAX COMPLIANCE AFFIDAVIT

Ricardo Regalado, being first duly sworn, deposes  
and says:

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

Rozalado & Co.  
(Contractor selected)

The individual or entity making the foregoing bid or bid certifies that he/she is not barred from entering into an agreement 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 bid or bid understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

By:  
Its:

Ricardo Regalado  
(name of contractor if the contractor is an individual)  
(name of partner if the contractor is a partnership)  
(name of officer if the contractor is a corporation)

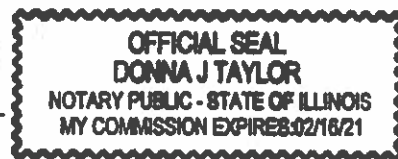
The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to before me this 24<sup>th</sup> day of August, 2017.

Donna J. Taylor

Notary Public's Signature  
Reporting Requirements

- Notary Public Seal -



The following forms must be completed in their entirety, notarized and included as part of the bid 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 bid.

**SECTION V**  
**ORGANIZATION OF PROPOSING FIRM**

Please fill out the applicable section:

**A. Corporation:**

The contractor is a corporation, legally named Rozalado & Co, and is organized and existing in good standing under the laws of the State of Illinois. The full names of its officers are:

President Ricardo Regalado

Secretary Marley Scardina

Treasurer \_\_\_\_\_

Registered Agent Name and Address: \_\_\_\_\_

The corporation has a corporate seal. (In the event that this bid 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. Sole Proprietor:**

The contractor is a Sole Proprietor. If the contractor does business under an assumed name, the

assumed name is \_\_\_\_\_, which is registered with the Cook County Clerk. The contractor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

**C. Partnership:**

The contractor is a partnership which operates under the name Rozalado & Co

The following are the names, addresses and signatures of all partners:

Ricardo Regalado  
365 N. Halsted St. Chicago, IL 60661

[Signature]  
Signature

Marley Scardina  
365 N. Halsted St. Chicago, IL 60661

[Signature]  
Signature

(Attach additional sheets if necessary.) If so, check here \_\_\_\_\_.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

**D. Affiliates:** The name and address of any affiliated entity of the business, including a description of the affiliation: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

SECTION VI  
BID BOND

WE Rozalado & Co.  
as PRINCIPAL, and State Farm Territorial Bond  
as SURETY, are held and firmly bound unto the Village of Oak Park, Illinois (hereafter referred to as "VOP") in the penal sum of Ten Percent (10%) of the total Bid price, as specified in the invitation for Bids. We bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly to pay to the VOP this sum under the conditions of this instrument.

WHEREAS THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, the said PRINCIPAL is submitting a written Bid to the VOP acting through its awarding authority for the completion of the work designated as the above section.

THEREFORE if the Bid is accepted and an agreement awarded to the PRINCIPAL by the VOP for the above-designated section and the PRINCIPAL shall within fifteen (15) days after award enter into a formal agreement, furnish surety guaranteeing the faithful performance of the work, and furnish evidence of the required insurance coverage, all as provided in specifications then this obligation shall become void; otherwise it shall remain in full force and effect.

IN THE EVENT the VOP determines the PRINCIPAL has failed to enter into a formal agreement in compliance with any requirements set forth in the preceding paragraph, then the VOP acting through its awarding authority shall immediately be entitled to recover the full penal sum set out above, together with all court costs, all attorney fees, and any other expense of recovery.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers this 24<sup>th</sup> day of August A.D. 2017.

PRINCIPAL Rozalado & Co. Rozalado  
(Company Name) (Company Name)

By: \_\_\_\_\_ By: \_\_\_\_\_  
(Signature & Title) (Signature & Title)

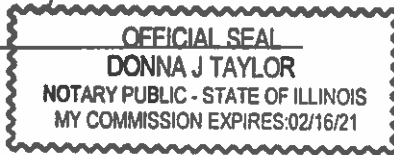
(If PRINCIPAL is a joint venture of two or more contractors, the company names, and authorized signatures of each contractor must be affixed)

Subscribed to and sworn before me on the

24<sup>th</sup> day of August, 2017.

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

NAME OF SURETY



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

Signature of Attorney-in-Fact

subscribed to and sworn before me on the

\_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

SECTION VII  
CONTRACT BOND



Contract Bond

Rozalado & Co., as PRINCIPAL, and Spide Fern Jan Bond as SURETY, are held and firmly bound unto the Village of Oak Park (hereafter referred to as "Village") in the penal sum of ~~\$100,000~~ \$25,000, well and truly to be paid to the Village, for the payment of which its heirs, executors, administrators, successors and assigns, are bound jointly to pay to the Village under the conditions of this instrument.

WHEREAS, THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, the Principal has entered into a written contract with the Village, acting through its President and Board of Trustees, for the construction of work, which contract is hereby referred to and made a part hereof as if written herein at length, and whereby the Principal has promised and agreed to perform the work in accordance with the terms of the contract, and has promised to pay all sums of money due for any labor, materials, apparatus, fixtures or machinery furnished to such Principal for the purpose of performing such work, including paying not less than the prevailing rate of wages in Cook County, where the work is for the construction of any public work subject to the Prevailing Wage Act, and has further agreed to save and indemnify and keep harmless the Village against all liabilities, judgments, costs and expenses which may in any manner accrue against the Village in consequence of granting such contract or which may in any manner result from the carelessness or neglect of the Principal, his agents, employees or workmen in any respect whatever; and has further agreed that this bond will inure to the benefit of any person, firm, company, or corporation, to whom any money may be due from the Principal, subcontractor or otherwise, for any such labor, materials, apparatus, fixtures or machinery so furnished and that suit may be maintained on such bond by any such person, firm, company, or corporation, for the recovery of any such money.

NOW THEREFORE, if the Principal shall well and truly perform the work in accordance with the terms of the contract, and shall pay all sums of money due or to become due for any labor, materials, apparatus, fixtures or machinery furnished to it for the purpose of constructing such work, and shall commence and complete the work within the time prescribed in the contract, and shall pay and discharge all damages, direct and indirect, that may be suffered or sustained on account of such work during the time of performance thereof and until the work shall have been accepted, and shall save and indemnify and keep harmless the Village against all liabilities, judgments, costs and expenses which may in any manner accrue against the Village in consequence of granting such contract or which may in any manner result from the carelessness or neglect of the Principal, his agents, employees or workmen in any respect whatever; and shall in all respects fully and faithfully comply with all the provisions, conditions, and requirements of the contract, then this obligation will be void; otherwise it will remain in full force and effect.



IN WITNESS WHEREOF, the PRINCIPAL and the SURETY have caused this instrument to be signed by their respective officers this 24 day of August, 2017.

**NAME OF PRINCIPAL**

By: [Signature]  
Signature

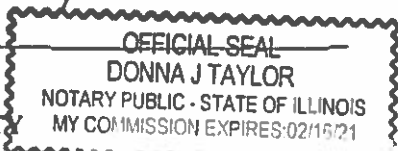
By: Ricardo Regalado  
Printed Name

Its: President  
Title

Subscribed to and Sworn before me on the  
24<sup>th</sup> day of August, 2017.

Notary Public

**NAME OF SURETY**



By: \_\_\_\_\_  
Signature of Attorney-in-Fact

Subscribed to and Sworn before me on the  
\_\_\_\_\_ day of \_\_\_\_\_, 2017.

Notary Public

**SECTION VIII**  
**COMPLIANCE AFFIDAVIT**

1. Ricardo Regalado (print name) being first duly sworn on oath depose and state:

1. I am the (title) President of the proposing company and am authorized to make the statements contained in this affidavit on behalf of the company;
2. I have examined and carefully prepared this Bid based on the request and have verified the facts contained in the Bid in detail before submitting it;
3. The proposing company is organized as indicated above on the form entitled "Organization of Proposing Company."
4. I authorize the Village of Oak Park to verify the company's business references and credit at its option;
5. Neither the proposing company nor its affiliates<sup>1</sup> are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to Bid rigging and Bid rotating, or section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirements".
6. The proposing company has the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the proposing company nor its affiliates is barred from agreementing with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the proposing company is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the proposing company under the agreement in civil action.
8. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the proposing company is an "Equal Opportunity Employer" 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. Also complete the attached EEO Report or Submit an EEO-1.
9. I certify that the contractor is in compliance with the Drug Free Workplace Act, 41 U.S.C.A. 702

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

Name and address of Business: Rozalado & Co. 4520 W. Lawrence Ave Chicago, IL 60630

Telephone 312-877-9127

E-Mail ricardo@rozaladocleaning.com

Subscribed to and sworn before me this 21<sup>st</sup> day of August, 2017.

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

- Notary Public Seal -

<sup>1</sup> Affiliates means: (i) any subsidiary or parent of the agreementing business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the agreementing business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the agreementing business entity.

**SECTION IX**  
**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: Rozalado & Co.
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?
- 40 Number of full-time employees
- 30 Number of part-time employees
4. Similar information will be requested of all sub-contractors working on this agreement. Forms will be furnished to the lowest responsible contractor with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Signature: 

Date: 08/21/17

## 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 Department of Public Works at 708-358-5700.

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

Contractor Name Rozakelo & Co.  
Total Employees 70

[illegible]

**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.**

Ofelia Pedroza, being first duly sworn, deposes and says that he/she is  
the L/R

(Name of Person Making Affidavit)

(Title or Officer)

of Rozalinda W 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 2<sup>nd</sup> day of Nov, 2017.

(Signature)

his 2<sup>nd</sup> day of \_\_\_\_\_  
\_\_\_\_\_  
(Date)

**SECTION X**  
**NO BID EXPLANATION**

If your company does not wish to bid on the attached specifications, the Village of Oak Park would be interested in any explanation or comment you may have as to what prevented your firm from submitting a bid.

Thank you.


Bid Name: Project No. 17-202

**Village of Oak Park Custodial Services**

Comments:

Signed: \_\_\_\_\_

Phone: \_\_\_\_\_

  
847-275-6701 / 312-877-9127