



City of Wilmington

1165 S. Water Street
Wilmington, IL 60481

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REQUEST FOR PROPOSALS

FOR

CLEANING SERVICES

Issued on: July 12, 2018

Due Date: August 15, 2018 at 10:00 A.M.

Administered by: Joie Ziller, City Administrator

NOTICE TO BIDDERS

CITY OF WILMINGTON REQUEST FOR PROPOSALS CLEANING SERVICES

The City of Wilmington will receive sealed proposals from experienced vendors who specialize in CLEANING SERVICES.

A mandatory pre-bid meeting is scheduled for August 8, 2018 at 9:00 A.M. at Wilmington City Hall with tours of both locations.

Proposals will be accepted until August 15, 2018 at 10:00 A.M. upon which time they will be publicly opened at Wilmington City Hall located at 1165 S. Water Street, Wilmington, IL 60481.

Proposal documents may be obtained from Wilmington City Hall located at 1165 S. Water Street or downloaded from the City's website at www.wilmington-il.com.

Questions should be directed to: Joie Ziller, City Administrator
jziller@wilmington-il.com

**CITY OF WILMINGTON
REQUEST FOR PROPOSAL
CLEANING SERVICES**

INTRODUCTION:

The City of Wilmington, IL (the “City”) seeks proposals for Cleaning Services for a period from September 1, 2018 – September 30, 2020 (2 years). Such services will include maintenance of the City General Properties.

Bidders are required to submit written proposals that present the Bidder’s qualifications and understanding of the work to be performed. The Bidder’s proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content. Awarded bidders must complete a background check, at their expense, of all employees working under this contract and they must pass the check to clean all facilities.

INSTRUCTIONS TO CONTRACTORS:

All proposals must be addressed to:

Joie Ziller, City Administrator
City of Wilmington
1165 S. Water Street
Wilmington, IL 60481

All proposals must be in a sealed envelope and clearly marked “Sealed Bid – Cleaning Services”. The name and address of the proposing business must be shown on the face of the envelope.

All proposals must be received by 10:00 A.M. on August 15, 2018. One (1) original and one (1) copy of the proposal must be enclosed in the sealed envelope. All proposals will be publicly opened at 10:00 A.M. August 15, 2018 in the Council Chambers located at Wilmington City Hall, 1165 S. Water Street, Wilmington, IL. No facsimile, electronic, verbal or telephone proposals will be accepted. Proposers are cautioned that failure to comply may result in non-acceptance of the offer.

CLEANING SERVICES REQUEST FOR PROPOSAL SCHEDULE

July 13, 2018	RFP notice published placed on City's website
July 18, 2018	RFP notice published in the Free Press Newspaper
August 8, 2018	Mandatory Pre-Bid Meeting at 9:00 A.M Wilmington City Hall with tours of both locations.
August 15, 2018	Proposal receipt deadline. Bids are due and will be opened at Wilmington City Hall at 10:00 A.M. No late proposals will be accepted.
August 15, 2018	Present Recommendation to the Buildings, Grounds, Parks Committee at the regular scheduled meeting at 5:30 P.M.
August 21, 2018	Approval by City Council at the regular scheduled meeting at 7:00 P.M.
August 24, 2018	Staff will notify vendors of award decision
September 1, 2018	Contract term begins

GENERAL CONDITIONS AND FINANCIAL PROVISIONS:

CONTRACTOR QUALIFICATIONS: The successful Contractor must be properly registered and authorized to perform cleaning services with all appropriate federal and State entities and licensed to do business within the City of Wilmington. The Contractor shall have a person available during normal business working hours to address any problems or complaints.

TERMS OF CONTRACT: The initial contract term will be from September 1, 2018 through September 30, 2020.

CONTRACT AGREEMENT: All subsequent contract agreements as a result of an award hereunder, shall incorporate all terms, conditions, and specifications contained herein, and in response hereto, unless mutually amended in writing.

SIGNED PROPOSAL CONSIDERED AN OFFER: Receipt of a signed proposal shall be considered an offer on the part of the Contractor. The terms, conditions and specifications of this proposal will become part of the contract, if the proposal shall be deemed approved and accepted by Wilmington City Council. In the event of a default on the part of the Contractor after acceptance, the City may take such action as it deems appropriate including legal action for damages or specific performance.

PAYMENT TERMS: Payment terms are NET 30 days following receipt of correct invoice. Invoices must be submitted to:

City of Wilmington
Attn: Accounts Payable
1165 S. Water Street
Wilmington, IL 60481

City of Wilmington is responsible for all payments to the Contractor under this contract.

SUBCONTRACTING: The Contractor shall not have the right or power to assign, subcontract, or transfer interest in this contract. The Contractor is prohibited from subcontracting any services covered in the scope of work.

CHANGES: The City of Wilmington shall have the right, at any time, to alter the specifications to meet increased or decreased needs. If any such changes cause an increase or decrease in the cost or the time required for the performance, or otherwise affects any other provision of this agreement, an equitable adjustment shall be made and this agreement shall be modified in writing accordingly.

AVAILABILITY OF FUNDS: Any and all payments to the Contractor shall be deemed binding only to the extent of appropriated funds for the purpose set forth in this proposal.

NON-DISCRIMINATION: The Contractor shall not discriminate against any individuals and will take proactive measures to assure compliance with all Federal and State requirements concerning fair employment, employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination based upon age, race, color, religion, sex, national origin or disability.

GOVERNING LAWS: This contract is made under and shall be governed and construed in accordance with the laws of the State of Illinois.

ADVERTISING: In submitting a proposal to the City of Wilmington, the Contractor agrees not to use the results of their proposal as a part of any commercial advertising without prior approval of City of Wilmington Government.

CONFIDENTIALITY OF PROPOSALS: In submitting a proposal the Contractor agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of City of Wilmington Government until after the award of the contract. Contractors not in compliance with the provision may, at the option of the City of Wilmington, be disqualified from contract award. Only discussions authorized by the issuing agency are exempt from this provision.

ELABORATE PROPOSALS: Elaborate proposals in the form of brochures or other presentations beyond that is necessary to present a complete and effective proposal are not desired.

COST FOR PROPOSAL PREPARATION: Any costs incurred by Contractors in preparing or submitting proposals are the Contractors' sole responsibility. The City of Wilmington will not reimburse any Contractor for any costs incurred prior to award of this contract.

TIME FOR ACCEPTANCE: Each proposal shall state that it is a firm offer which may be accepted within a period of 60 days following the submittal date. Although the contract is expected to be awarded prior to that time, the 60-day period is requested to allow for unforeseen delays.

RIGHT TO SUBMITTED MATERIAL: All responses, inquiries, or correspondence relating to or in reference to this Request for Proposals, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the Contractors shall become the property of the City of Wilmington when received.

COLLUSIVE BIDDING: The vendor's signature on the City of Wilmington "Request for Proposal (RFP)" is a guarantee that the prices quoted have been arrived at without collusion with other eligible Contractors and without effort to preclude City of Wilmington Government from obtaining the lowest possible competitive price.

GENERAL INDEMNITY: The Contractor shall save, hold harmless, and indemnify the City of Wilmington, its Mayor, City Council, and its officers, agents, and employees (herein after collectively referred to as "Wilmington"), and shall pay on behalf of, protect, defend, and assume entire responsibility and liability for losses, expenses, damages, demands and claims in connection with or arising out of any injury, alleged injury, or death to any person, damage or alleged damage to property of the City of Wilmington or others sustained or alleged to have been sustained in connection with, arising out of, resulting from, proximately caused by, directly or indirectly attributable to, or due to some act, error, omission, or activity of Contractor, the Contractor's performance, or the intended performance of any work, service, or obligations stated in or resulting from this request for proposal or agreement subsequent to this request for proposal, performed by the Contractor, their employees, agents, and representatives. The Contractor further agrees to defend any suit or action brought against Wilmington based on any such alleged injury, death, or damage indemnified above and to pay all damages, cost and expenses in connection therewith or resulting there from. This indemnity shall be binding on the heirs, executors, administrators, legal representatives, successors, and assigns of the Contractor. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amounts required in the general liability insurance requirements. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

CONFLICT OF INTEREST: All Contractors must disclose in writing with their proposal the name of any owner, officer, director, or agent who is also an employee of the City of Wilmington Government. All Contractors must also disclose in writing with their proposal the name of any employee of City of Wilmington Government who owns, directly or indirectly, an interest of five percent (5%) or more in the Contractor's firm or any of its branches or subsidiaries. By submitting a proposal, the Contractor certifies that there is no relationship between the Contractor and any person or entity which is or gives the appearance of a conflict of interest related to this RFP.

ERRORS AND OMISSIONS: The Contractor shall not take advantage of any errors or omissions in this RFP. The Contractor shall promptly notify City of Wilmington Government of any omissions or errors found in this document.

INSURANCE COVERAGE: During the term of the contract, the Contractor at their sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:

- **Worker's Compensation** - The Contractor shall provide and maintain Worker's Compensation Insurance, as required by the laws of Illinois, as well as employer's liability coverage with minimum limits of \$500,000 for bodily injury per accident. This insurance must include and cover all of the Contractor's employees who are engaged in any work under this contract.
- **General Liability** – The Contractor shall provide and maintain General Liability Coverage at a rate no less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage.
- **Automobile** - Automobile Liability Insurance to include liability coverage, covering all owned, hired and non-owned vehicles used in connection with this contract. The minimum combined single limit shall be \$150,000 bodily injury and property damage; \$150,000 uninsured/under insured motorist; and \$1,000 medical payment.

INSURANCE REQUIREMENTS: Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of Illinois. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in Illinois. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing Illinois laws or this contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the contract.

OTHER INSURANCE PROVISIONS: The policy or policies are to contain, or be endorsed to contain, the following provisions:

- A. Contractor's insurance is to be considered primary for losses that occur as a direct result of the Contractor's actions.
- B. Coverage shall state that the Contractor's insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after 30 days written notice.

Upon award of this contract, the Contractor must provide a copy of their insurance certificate as a condition of this contract. The selected Contractor shall add the City of Wilmington as a Certificate Holder to their insurance policy.

PROPOSAL OPENING: The proposal deadline is 10:00 A.M. on August 15, 2018. On that date and time the package containing the proposals from each responding Contractor will be publicly opened. At that time the name of the Contractor(s) and the cost(s) offered will be announced. This is an open and public meeting. Interested parties may attend. However, it must be noted that these costs and their components are subject to further evaluation for completeness and correctness. Therefore, the cost(s) announced at that time may not be an exact indicator of the Contractor's pricing position. Neither can the assumption be made that the Contractor with the lowest price offered will be awarded the contract. See **"EVALUATION CRITERIA"** and **"AWARD OF BID"** for further explanation on the components involved with the award of this contract. After opening each bid, the name of the bidder, the amount of the bid, and full terms of the bid shall be open to public inspection.

EVALUATION CRITERIA: City of Wilmington Government, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. The proposals will be evaluated on a "best overall value" basis including, but not limited to, completeness and content of the proposal, pricing, quality, the Contractors ability to follow the specifications, the Contractors ability to provide a team of skilled, trained employees, the Contractors experience with similar projects and the Contractors responses to "Mandatory Issues". In addition to these considerations, the evaluators may request additional information, oral presentations or discussions with any or all of the responding Contractors to clarify elements of their proposal or to amplify the materials presented in any part of the proposal. However, Contractors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the Contractor.

The City of Wilmington reserves the right to make independent investigations as to the qualifications of the Contractor. Such investigations may include contacting existing customers. Contractors should keep in mind that this is a Request for Proposals and not a request to contract. The City of Wilmington reserves the unqualified right to accept or reject any and all proposals, and to waive any irregularities as may be permitted by law when it is deemed that such action will be in the best interest of the City of Wilmington.

REFERENCE TO OTHER DATA: Only information which is received in response to this Request for Proposals will be evaluated. Reference to information previously submitted shall not be evaluated.

AWARD OF BID: The City of Wilmington, at its sole discretion, following an objective evaluation, will award this contract to the most responsible, responsive Contractor. Price will be a major consideration but will not be the determining factor in our selection. The award of this contract will be based and granted on **"BEST VALUE."** **"BEST VALUE"** will allow the City of Wilmington to consider factors beyond pricing such as whether the responsible Contractor is able to meet and/or exceed the required specifications. **"BEST VALUE"** will permit and reflect prudent stewardship of public funds and trust. Award of the contract to one Contractor does not mean that the other proposals lacked merit. Award of the contract signifies that after all factors have been considered, the selected proposal was deemed most advantageous to the City of Wilmington.

NOTIFICATION OF AWARD: After all prerequisites and specifications have been met by the Contractor and the award for Cleaning Services has been made, the successful Contractor will be notified within ten (10) working days of this award. The City of Wilmington will notify the successful Contractor in writing, either by a LETTER OF AWARD or a PURCHASE ORDER or both. VERBAL NOTIFICATION OF THE AWARD OF THIS CONTRACT IS NOT CONSIDERED A RELIABLE MODE OF NOTIFICATION AND, THEREFORE, WILL NOT BE RECOGNIZED AS AN OFFICIAL NOTIFICATION.

TERMINATION FOR CAUSE: The City of Wilmington reserves the right to terminate this contract at anytime for cause. The violation of any provision or condition contained in this contract, or the refusal, failure, or inability to carry out any provisions of this contract shall constitute sufficient grounds to terminate this contract for cause. Should the City of Wilmington elect to terminate this contract for cause, The City of Wilmington will notify the Contractor 30 days prior to the termination date and shall specify the cause for termination as well as the date the termination shall be effective. This termination notice will be issued via a written letter sent by certified U.S. mail. Immediate dismissals may be executed if deemed necessary by the City of Wilmington.

TERMINATION WITHOUT CAUSE: The City of Wilmington and the Contractor may terminate this contract without cause. Written notice of termination must be sent via certified U.S. mail no later than thirty (30) days prior to the termination date.

EMPLOYEE GUIDELINES:

DRUG POLICY: The Contractor certifies that it maintains a drug free work place environment to ensure worker safety and workplace integrity. The Contractor further agrees their employees shall comply with the City of Wilmington’s Drug-Free Workplace Policy.

AUTHORIZED PERSONNEL: While engaged in the performance of these Cleaning Services, only authorized employees of the Contractor are allowed at the City of Wilmington location where the work is being performed. During the performance of these services, the Contractor employees are not to be accompanied in the work area by acquaintances, family members, associates or any other person(s) who are not a current, authorized employee(s) of the Contractor. Contractor shall provide the Wilmington Police Department with all employee names and date of birth for background checks. Background checks at the expense of the awarded bidder.

EMPLOYEE GUIDELINES: The Contractor shall use only qualified personnel to provide the required services. The Contractor shall be responsible for insuring that employees abide by all rules and regulations set forth for the buildings and grounds.

SAFETY: The Contractor and any persons employed by the Contractor shall be required to adhere to all OSHA requirements and regulations that apply while performing any part of the work listed under the title “Scope of Work”. The Contractor and any persons employed by the Contractor shall be required to wear items as required by OSHA regulations while performing any part of the work listed under the title “Scope of Work”.

STATE AND FEDERAL REGULATIONS: The Contractor shall perform all work in accordance with State and Federal safety regulations in regards to work zones, work areas, equipment, vehicles, tools and supplies. The Contractor shall provide all necessary and required work zone protective devices and traffic channeling devices as required under State and Federal safety regulations.

PUBLIC SAFETY: The Contractor shall protect the safety and convenience of the general public. The Contractor shall perform work as needed and necessary to protect the general public from hazards.

CONTRACTOR SUPERVISION: The Contractor or the Contractor's authorized agent shall make sufficient routine inspections to ensure the Cleaning Service work is performed as required by the contract. The Contractor and the Contractor's authorized agent must be comprehend the English language, because of the necessity to read chemical labels, job instructions and signs, as well as the need for conversing with management personnel.

PROPOSAL INFORMATION:

Proposals for CLEANING SERVICES will be received by City of Wilmington Government until 10:00 A.M. on August 15, 2018. Proposals may be submitted by mail or delivered in person. NO facsimile, electronic, verbal or telephone proposals will be accepted. The City must receive all proposals at the following location PRIOR to the date and time specified. Any proposal received after the date and time prescribed shall NOT be considered for award and the proposal shall be returned to the Contractor.

Each proposal must be submitted in a sealed envelope, addressed to:

City of Wilmington
Attn: Joie Ziller, City Administrator
1165 S. Water Street
Wilmington, IL 60481

- Each sealed envelope containing a proposal must be plainly marked with the "CONTRACTOR'S NAME", "RFP TITLE", and the "RFP OPENING DATE & TIME".
- All proposals must be submitted on the required forms. All blank spaces for bid prices must be completed in ink or typewritten. Proposals must consist of one (1) original and one (1) copy. These proposals shall be marked as such – Original and Copy.
- Questions regarding this RFP must be submitted in writing directly to Joie Ziller, jziller@wilmington-il.com.
- The successful Contractor shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions, which can affect the work or the cost thereof. Accuracy of the Contractors proposal should be based on information provided during the pre-proposal meeting, site visitations and a careful review of

the RFP specifications including any addenda. After proposals have been submitted, the Contractor shall not assert there was a misunderstanding concerning the quantity or nature of the work to be performed in an effort to alter their responsibility to successfully perform the work without additional expense to the City of Wilmington.

- The Contractor to whom this project is awarded shall execute a written contract with the City of Wilmington Government to perform the work as outlined in these specifications and in accordance with all the conditions as described in this RFP.
- Each Contractor and their employees are expected to be trained and experienced in CLEANING SERVICES on a large scale.
- The City of Wilmington may make such investigations deemed necessary to determine the ability of the Contractor to perform the services outlined in these specifications. If requested, the Contractor shall provide the City of Wilmington with all such information and data for this purpose. The City of Wilmington reserves the right to reject any proposal if the evidence submitted by or derived from an investigation of such Contractor fails to satisfy the City of Wilmington that the Contractor is properly qualified to carry out the obligations of the contract and to complete the work specified in this RFP.

SCOPE OF PROPOSAL

The bidder shall be held to have examined the premises and site and specifications and to have satisfied themselves as to the condition of the premises, obstructions, the actual levels and other factors necessary for carrying out the work before the delivery of their proposal. The bidders shall also acquaint themselves with the character and extent of the City's operations in the area of the work, so that they may plan their services accordingly. No allowances or extra payment will be made to a Contractor for or on account of costs or expenses occasioned by failure to comply with the provisions of this paragraph or by reason of error or oversight on the part of the bidder or on account of interference by the City's or other Contractor's activities. It shall be expressly understood that the City's operations will take precedence over any other activity.

SPECIFICATIONS

The specifications outline the requirements for cleaning services for two (2) City buildings. A list of each building and address to assist you in your quote.

- City Hall 1165 S. Water Street
- Wilmington Police Department 129 Robert P. Weidling Drive

RESPONSIBILITIES OF CONTRACTOR

The following cleaning instructions are outlined by building, cleaning location within the building and cleaning schedule.

EQUIPMENT AND CLEANING CHEMICALS

The City of Wilmington will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper. Restocking of cleaning equipment and chemicals will be coordinated with the City Administrator. The Contractor will submit a list of supplies needed prior to services being performed, and the City will purchase all supplies.

DAMAGE

The contractor shall report to the City Administrator any damaged facilities and/or broken items that need to be replaced on a weekly basis.

CITY HALL

to be cleaned once per week with the option for Contractor to provide listed services Friday after 4:30pm up until 8:00am Monday

Entrances, Lobby, Reception Area, Hallways

Weekly:

- Empty all trash receptacles, replace liners and wipe receptacles clean and remove trash to the dumpster located outside.
- Empty all paper recycle bins and remove to paper recycle dumpster located outside.
- Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
- Vacuum walk off mats and traffic lanes.
- Squeegee both sides of all glass doors removing prints and smudges; wipe frames.

- Squeegee both sides of all glass partitions removing prints and smudges; wipe frames.
- Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
- Clean drinking fountain(s) or water cooler(s) removing watermarks and splashes on sides, fronts and surrounding walls.
- Dust mop all hard surfaces.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
- Spot treat soiled carpet areas.

Monthly:

- Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
- Complete all high dusting, including exhaust fans and air ventilators within reach.
- Damp mop surface floors under walk off mats.
- Damp mop and sanitize the backs of walk off mats.

Quarterly:

- Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (weather permitting).
- Dust horizontal and vertical blinds.

General Offices, Council Chambers, Work Areas

Weekly:

- Empty all trash receptacles, replace liners and remove trash to the dumpster located outside.
- Empty all paper recycle bins and remove to paper recycle dumpster located outside.
- Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
- Squeegee both sides of all glass doors removing prints and smudges; wipe frames.
- Squeegee both sides of all glass partitions removing prints and smudges; wipe frames.
- Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, desktops, files, chair bases, telephones, computers, pictures, office furniture and manner of furnishings.
- Clean drinking fountain(s) or water cooler(s) removing watermarks and splashes on sides, fronts and surrounding walls.
- Dust mop all hard surfaces.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
- Spot treat soiled carpet areas.

Monthly:

- Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
- Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

- Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (weather permitting).
- Dust horizontal and vertical blinds.

Restrooms**Weekly:**

- Empty all trash and sanitary napkin receptacles, replace liners and wipe receptacles clean and remove trash to the dumpster located outside.
- Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed.
- Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
- Toilet seats to be wiped clean on both sides.
- Remove splash marks from walls and around basins.
- Dust horizontal surfaces, including partitions, top mirrors, and frames. Clean and polish mirrors.
- Sweep and dust mop hard surface floors.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
- Report any restroom repairs needed to the City Administrator.
- Wipe all restroom partitions on both sides.
- Scour and sanitize all basins, Polish bright work.
- Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills.
- Complete all high dusting, including exhaust fans and air ventilators within reach.

By Weekly (every two weeks):

- Remove used urinal screen deodorizers and replace with new urinal screen deodorizers.
- Pour fresh water down floor drains to refresh water in sewer line.

Kitchenette Area**Weekly:**

- Empty all trash receptacles, replace liners and wipe receptacles clean and remove trash to the dumpster located outside.
- Empty all paper recycle bins and remove to paper recycle dumpster located outside.
- Damp wipe & sanitize counters and table.
- Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed.
- Clean and sanitize sink. (Client responsible for dishes)
- Spot clean cabinets and exterior appliances to present a neat appearance.

- Dust mop all hard surfaces.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
- Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills.
- Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

- Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (weather permitting).
- Dust horizontal and vertical blinds.

POLICE DEPARTMENT

to be cleaned twice per week, with a preference of Monday & Thursday

Entrances, Lobby, Reception Area, Hallways

Twice per Week:

- Empty all trash receptacles, replace liners and wipe receptacles clean and remove trash to the dumpster located outside.
- Empty all paper recycle bins and remove to paper recycle dumpster located outside.
- Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
- Vacuum walk off mats and traffic lanes.
- Squeegee both sides of all glass doors removing prints and smudges; wipe frames
- Squeegee both sides of all glass partitions removing prints and smudges; wipe frames.
- Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
- Clean drinking fountain(s) or water cooler(s) removing watermarks and splashes on sides, fronts and surrounding walls.
- Dust mop all hard surfaces.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
- Spot treat soiled carpet areas.

Monthly:

- Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
- Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

- Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (weather permitting).
- Dust horizontal and vertical blinds.

General Offices, Conference/Training Room, Work Areas

Twice per Week:

- Empty all trash receptacles, replace liners and remove trash to the dumpster located outside.
- Empty all paper recycle bins and remove to paper recycle dumpster located outside.
- Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
- Squeegee both sides of all glass doors removing prints and smudges; wipe frames.
- Squeegee both sides of all glass partitions removing prints and smudges; wipe frames.
- Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, desktops, files, chair bases, telephones, computers, pictures, office furniture and manner of furnishings.
- Clean drinking fountain(s) or water cooler(s) removing watermarks and splashes on sides, fronts and surrounding walls.
- Dust mop all hard surfaces.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
- Spot treat soiled carpet areas.
- Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
- Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

- Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (weather permitting).
- Dust horizontal and vertical blinds.

Restrooms

Twice Per Week:

- Empty all trash and sanitary napkin receptacles, replace liners and wipe receptacles clean and remove trash to the dumpster located outside.
- Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed.
- Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
- Toilet seats to be wiped clean on both sides.
- Remove splash marks from walls and around basins.
- Dust horizontal surfaces, including partitions, top mirrors, and frames. Clean and polish mirrors.
- Sweep and dust mop hard surface floors.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
- Report any restroom repairs needed to the Chief of Police.
- Wipe all restroom partitions on both sides.
- Scour and sanitize all basins, Polish bright work.

- Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills.
- Complete all high dusting, including exhaust fans and air ventilators within reach.

By Weekly (every two weeks):

- Remove used urinal screen deodorizers and replace with new urinal screen deodorizers
- Pour fresh water down floor drains to refresh water in sewer line.

Kitchenette Area

Twice per Week:

- Empty all trash receptacles, replace liners and remove trash to the dumpster located outside.
- Empty all paper recycle bins and remove to paper recycle dumpster located outside.
- Damp wipe & sanitize counters and table.
- Stock and wipe. Polish dispensers as needed.
- Clean and sanitize sink. (Client responsible for dishes)
- Spot clean cabinets and exterior appliances to present a neat appearance.
- Dust mop all hard surfaces.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
- Spot wipe walls, light switches, and doors removing fingerprints, smudges and spills.
- Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

- Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (weather permitting).
- Dust horizontal and vertical blinds.

Holding Rooms and Bond Lobby

Weekly:

- Spot wipe partition glass removing prints and smudges.
- Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, furniture and all manner of furnishings.
- Clean drinking fountain(s) removing watermarks and splashes on sides, fronts and surrounding walls.
- Dust mop all hard surface floors.
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Sally Port**Weekly:**

- Empty all trash receptacles, replace liners and remove trash to the dumpster located outside.
- Thoroughly sweep floor.

Monthly:

- Brush down walls.
- Thoroughly water spray floor.

WORKMANSHIP

Performance will be evaluated upon the exception of a neat, professional looking appearance of the grounds.

Where, not more specifically described in any of the various sections of these specifications, workmanship shall conform to all the methods and operations of best standards and accepted practices of the trade or trades involved and shall include all items required for completion of the services. Personnel skilled in their respective lines of work shall execute all work.

The City may request a meeting with the Contractor at any time for the purpose of evaluating the Contractor's performance. Item not completed to the satisfaction of the City will be corrected by the Contractor within a mutually agreed upon timeframe. Failure by the Contractor to remedy concerns of the City may result in the termination of this contract.

COST PROPOSAL/EXECUTION OF PROPOSAL:

By submitting this proposal, the potential Contractor certifies the following:

This proposal is signed by an authorized representative of the firm.

The Contractor can obtain insurance certificates as required within 10 calendar days after notice of award.

The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.

All labor costs, direct and indirect, have been determined and included in the proposed cost.

The Contractor is aware of prevailing conditions associated with performing these services.

The potential Contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions. If exceptions exist, they must be listed on a separate numbered sheet.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions in this RFP at the prices quoted, if this proposal is accepted within 60 days from the date of the opening.

Contractor: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

Email: _____

By: _____
Signature Printed Name

Title Date

Proposal Form
Request for Proposals for Cleaning Services

The following proposal for monthly cost of cleaning services for the City of Wilmington buildings as submitted by:

Name of Contractor: _____

City Hall, 1165 S. Water Street \$ _____

Wilmington Police Department, 129 Robert P. Weidling Drive \$ _____

Monthly Total: \$ _____

Worker's Compensation Certification

I hereby certify that effective the date of my Contract with the City of Wilmington and at all times in the performance of such Contract that:

I have and will maintain in full force and effect the Workers Compensation Insurance in compliance with the laws of the State of Illinois, and will provide a Certificate of Insurance to the City upon request, with the following insurance company:

Company Name

Agent's Name, Address, and Telephone Number

Policy Number and Effective Date

OR

I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Illinois to obtain and maintain a Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have, or will execute, with the City of Wilmington.

Date

Signature of Contractor

PRIME CONTRACTOR'S CERTIFICATION

I, _____, an Authorized Officer or Agent for
(Print Name of Authorized Officer or Agent)

_____, which is the Prime Contractor for
(Print Name of Prime Contractor)

(Name or Description of Contracted)

do hereby certify under oath that said Prime Contractor is not barred from contracting with any unit of State or local government as a result of a violation of either §33E-3 (Bid Rigging) or 33E-4 (Bid Rotating) of 720 ILCS 5/ Criminal Code of 2012. **NOTE: A person who makes a false statement, material to this certification, commits a Class 3 Felony.**

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent non-collusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) **of Section 5-4 of this Code.**

Possible violations of Section 33E can be reported to the Office of the Will County State's Attorney at (815) 727-8453 or the Wilmington Police Department at (815) 476-2811.

Signature of Authorized Officer or Agent

Dated

Title of Authorized Officer or Agent

Confidentiality Statement

The Contractor agrees to treat as confidential all information which may be derived from or be obtained in the course of this contract or which may come into the possession of the contractor or an employee as a result or in connection with this contract. The Contractor will provide all necessary precautions to ensure that all such information is treated as confidential by the contractor and the contractor’s employees. All employees of the Contractor will be required to agree to and sign a confidentiality statement when they come to any facilities owned by the City of Wilmington where they may see or have access to confidential, personal, and/or business information.

Confidential information includes all information related to the business of the City of Wilmington and its employees.

I understand that I am bound by a confidentiality and agree to adhere to the conditions within the Contract.

Name of Organization _____

Print Name _____

Signature _____ Date _____

Client References
Request for Proposal for Cleaning Services

Please list three (3) client references. The City reserves the right to contact the references set forth below and references other than, and/or in addition to, those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____

CONTRACTOR CHECKLIST

The following items must be completed and submitted with the bid packet:

_____ **COST PROPOSAL/EXECUTION OF PROPOSAL (Signed & Dated)**

_____ **BID PROPOSAL COST WORKSHEET**

_____ **WORKER'S COMPENSATION CERTIFICATION**

_____ **PRIME CONTRACTOR'S CERTIFICATE (Signed & Dated)**

_____ **CONFIDENTIALITY STATEMENT**

_____ **CLIENT REFERENCES**