



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
630 969 5625
westmontlibrary.org

Providing the community with the keys to lifelong learning.

REQUEST FOR PROPOSALS FOR CLEANING SERVICES

The Westmont Public Library is requesting proposals for the provision of cleaning services. The scope of services, agreement terms, proposal requirements, and selection criteria are summarized in this document.

- A mandatory meeting for interested contractors will be held on Monday, March 11, 2019 at 9:30am at the Westmont Public Library, 428 N. Cass Avenue, Westmont, Illinois. The purpose of this meeting is to familiarize all prospective proposers with the requirements of this proposal and to inspect the Westmont Public Library facility.
- Sealed proposals, clearly labeled "Proposal for Cleaning Services", must be submitted no later than 5:00pm on Tuesday, March 26, 2019. All contractors must submit an electronic copy and a hard copy of the proposal.

Incomplete proposals, proposals that do not include the specified requirements, or proposals not received by the date and time above will not be considered. The library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any item of any proposal. Issuance of the RFP does not obligate the library to award a contract, nor is the library liable for any costs incurred by the proposer in the preparation and submittal of proposals. The Westmont Public Library retains the right to not select any bidders and/or re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all requirements and conditions. By submitting a proposal to provide cleaning services to the Westmont Public Library, the contractors agree to guarantee their proposal for 90 days from the date the proposals are due.

Proposals can be dropped off or mailed to:

Julia Coen, Library Director
Westmont Public Library
428 N. Cass Avenue
Westmont, IL 60559

SCOPE OF SERVICES

The facility is located at 428 N. Cass Avenue in Westmont IL, 60559 and is approximately 24,000 square feet.

The contractor shall supply service 7 days per week except on: New Year's Day, Easter, the Sunday before Memorial Day, Memorial Day, Independence Day, the Sunday before Labor Day, Labor Day, Thanksgiving, Christmas Eve, Christmas, and New Year's Eve.

Cleaning shall be rendered after the Library is closed for business and between the hours of 9:00 p.m. and 9:00 a.m. from Monday – Thursday and between the hours of 5:00pm and 9:00am from Friday – Sunday.

The Westmont Public Library will provide the following:

Trash can liners

Toilet paper

Hand soap

Hand towels

Specifications

1. Bathroom (4 total)

Daily

- Clean and sanitize toilets, urinals, sinks, mirrors, and countertops
- Stock soap dispensers, toilet paper, and hand towels
- Empty and line trash containers and sanitary receptacles
- Sweep and damp mop floors
- Clean metal handles on doors
- Clean toilet and urinal partitions

Monthly

- Remove hard water deposits and soap film from tiled floors and walls with disinfectant monthly or as needed

2. Entryway, stairs, and elevator

Daily

- Empty all trash cans and recycling receptacles and replace liners in entryway and exterior front entrance
- Vacuum all carpeted areas
- Clean and sanitize drinking fountains

Weekly

- Clean both sides of glass doors and windows at entrance
- Wipe down handrails on staircase
- Clean elevator railings, walls, operating buttons, and doors

3. Public Spaces

Daily

- Vacuum all carpeted areas
- Empty all trash cans and recycling receptacles and replace liners

Weekly

- Wipe down tables, service desks, computer tables/keyboards, and study tables with disinfectant cleaner

Monthly

- Dust doorframes, moldings, trims, windowsills, heating units, and wall corners monthly or as needed

4. Meeting rooms and study rooms

Daily

- Vacuum all carpeted areas
- Empty all trash cans and recycling receptacles and replace liners

Weekly

- Wipe down tables with disinfectant cleaner
- Clean door handles and light switches
- Clean glass on doors

5. Staff break room

Daily

- Vacuum all carpeted areas
- Empty all trash cans and recycling receptacles and replace liners
- Wipe and spot clean countertops, tabletops, garbage cans/lids, and sinks

Weekly

- Clean microwave, refrigerator exteriors

Monthly

- Dust doorframes, moldings, trims, windowsills, heating units, and wall corners monthly or as needed

6. Offices and staff workspaces

Daily

- Vacuum all carpeted areas
- Empty all trash cans and recycling receptacles and replace liners

Weekly

- Clean glass on doors and door handles
- Take recycling totes to street curb on Sundays

Monthly

- Dust doorframes, moldings, trims, windowsills, heating units, and wall corners monthly or as needed

7. Other

Please include separate proposals for these services or indicate if included in base price and the frequency with which they will be performed.

- Carpet deep cleaning
- Upholstered chairs deep cleaning
- Window cleaning (exterior and interior, first floor and second floor)

CLEANING SERVICES AGREEMENT

Upon notification to the successful contractor that its proposal has been accepted by the library, this contract document and the proposal submitted by the contractor shall become the entire contract between the parties. No other contract form submitted by the contractor will be accepted by the library.

General terms

- The contractor shall employ experienced and trained personnel who are competent to complete all tasks provided in this agreement.
- The contractor shall perform all services listed under "Scope of Service" and work cooperatively with designated library staff.
- In hiring related to this agreement, the contractor is expected to advertise and afford equal opportunity without discrimination as required by law.
- The contractor shall fully comply with all OSHA and all other local, State and Federal safety standards. In the event of an accident of any kind, the contractor shall immediately notify the Library Director and provide a full explanation of the details of the accident.
- The contractor shall comply with all local, State, and federal laws or regulations concerning the preparation of its proposal and the performance of this contract.
- The contractor shall furnish all necessary equipment, tools, and materials required for cleaning services.
- The contractor is responsible for any loss of Westmont Public Library's property due to errors, mistakes, malfeasance, or misfeasance of its employees or products/equipment provided by the contractor.
- This contract may not be assigned by the contractor and the work may not be done by a subcontractor. By submitting a proposal, the contractor agrees that each worker assigned to this contract is a direct employee of the named organization.
- If the contractor fails to perform the work in a satisfactory manner or otherwise breaches the contract, the Library shall give notice to the contractor and provide an opportunity to correct the deficiencies. If the performance does not meet the standards of this contract within seven (7) calendar days, the Library may terminate the contract.
- The Westmont Public Library or contractor may cancel this agreement at any time subject to 30 days prior written notice.
- The contractor shall render all services as specified in this agreement to the complete satisfaction of the Westmont Public Library for three years.
- The library shall submit monthly payments to the contractor for all services outlined in this agreement in accordance with the Local Government Prompt Payment Act.

Material Safety Data Sheet

It is federal law that chemical manufacturers and importers develop an MSDS for each hazardous chemical they produce or import. The MSDS must be provided to a downstream distributor or user. Contractors awarded this contract, if the MSDS applies, must submit to the library the information regarding the specific chemical hazardous material and the common name.

Insurance

The contractor shall maintain insurance outlined below at its own expense during the term of this contract. The contractor shall provide proof of insurance and bonding on or before the effective date of this agreement with a certificate evidencing that the contractor's insurance policies will not be changed or canceled without at least 30 days prior written notice to the library.

Before starting work, the contractor shall provide certificates evidencing the insurance: (a) Worker's Compensation insurance, in compliance with the laws of the State of Illinois, (b) Employer's comprehensive general liability insurance for both personal injury and property damage for not less than \$1,000,000 for each accident with additional umbrella liability of not less than \$2,000,000, (c) Comprehensive business automobile liability insurance in the minimum amount of \$1,000,000 combined single limit, (d) The Library shall be named as an Additional Insured on a Primary and Non-Contributory basis on all insurance policies except for professional liability and workers' compensation.

The contractor shall provide lost key coverage to indemnify the library for purchase and installation of new locks and keys in the case that a contractor employee loses or misplaces a key to the library facility.

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the owner and its agents, officers, and employees from and against all injuries, deaths, losses, damage claims, suits, liabilities, judgments, costs and expenses, including but not limited to attorney's fees, which may arise directly or indirectly from the performance of contractor's work or the work of its employees. The contractor shall, at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection there with and if any judgment shall be rendered against the owner in any such action, the contractor shall, at its own expense, satisfy and discharge the same.

PROPOSAL REQUIREMENTS

Proposals will only be accepted from principles of the firm that will actually be providing the service. The duties and obligations of the contract cannot be assigned.

The Proposal package should include the following:

1. Cover letter

The cover letter should briefly state the proposer's understanding of the work to be performed. It should also include the name(s) of the person(s) authorized to represent the proposer, title, address, and telephone number.

2. References

To be considered qualified, a contractor must provide a list of 3 current or former clients whose facility is approximately 28,000 square feet or larger. The list ("Reference List") must include the name of the client, contact person, address, telephone number, date(s) when work performed and approximate size of facility. In addition, please provide a listing of all commercial/public buildings where the company is currently providing service.

3. Outline of materials and staff

Please provide the following information:

- a. An estimate of how many people will be in the building, for how long and a range of hours staff will on the premises.
- b. Tools or equipment that might need to be stored on the premises (vacuum, mops, brooms, etc.)

4. Cost of Service

Respondents shall use Exhibit A to provide:

- a. A fixed monthly cost for the cleaning services identified in the scope of services
- b. A fixed cost for specific extra services listed under #7 in the scope of services
- c. An hourly rate for on-call or out of scope work

5. Insurance, license, and bonding documentation

The contractor must submit completed certifications for the following:

1. Criminal Code
2. Required insurance documentation as outlined in the insurance section
3. Equal Employment Opportunity
4. Sexual Harassment Policy
5. Tax Certification

Additional information (optional)

This section should include any other data the proposer deem important to the evaluation of the proposal.

SELECTION CRITERIA

The following criteria will be considered, although not exclusively, in determining which contractor is hired:

- References
- Costs
- Experience
- Ability to meet the requirements outlined in the RFP

EXHIBIT A

Cost proposal for three-year contract (May 1, 2019 – April 30, 2022)

The contract amount represents the entire cost to perform the services and provide the products as outlined in the Request for Proposal for Cleaning Services. The entire cost must include all fees, permits, taxes and any other costs associated with performing the services. If the selected contractor does not sign the contract with Westmont Public Library within ten (10) working days after the award of the contract, the Westmont Public Library may award the contract to another contractor. By signing this proposal, the contractor understands and agrees to the provisions contained in this agreement – any requested changes to provisions must be in writing and attached to this proposal.

Year 1 \$ _____ at \$ _____ per month

Year 2 \$ _____ at \$ _____ per month

Year 3 \$ _____ at \$ _____ per month

Optional

Carpet deep cleaning \$ _____ per _____

Upholstered chairs deep cleaning \$ _____ per _____

Window cleaning exterior \$ _____ per _____

Window cleaning interior \$ _____ per _____

The library reserves the right to extend the contract at terms mutually agreeable to the library and contractor.

Westmont Public Library

Contractor

Representative

Representative

Title

Title

Date

Date

CRIMINAL CODE CERTIFICATION

Ch. 720, Article 5, Sec, 33E-11, 2002 Ill. Compiled Statutes,

I, _____ the individual whose signature appears below on this bid/contract for Cleaning Services, hereby certify that the contractor listed below is not barred from bidding on the contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Ch. 720, Article 5, 2002, Ill. Compiled Stat, as amended.

Contractor: _____

Signed: _____

Title: _____

SEXUAL HARASSMENT POLICY

I _____, having submitted a proposal for CLEANING SERVICES to the Westmont Public Library, hereby certifies that said contractor has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4).

By: _____
Authorized Agent of Contractor

TAX CERTIFICATION

I, _____, having been first duly sworn depose and state as follows:

I, _____, am the duly authorized agent for

_____ ("Contractor"), which has submitted a proposal to the Westmont Public Library for Cleaning Services and I hereby certify that Contractor is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:

- A. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or
- B. it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

By: _____ Title: _____

Subscribed and sworn to before me this _____ day of _____, 2019.

EQUAL EMPLOYMENT OPPORTUNITY

Section I. This EQUAL EMPLOYMENT OPPORTUNITY CLAUSE is required by the Illinois Human Rights Act and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq.

Section II. In the event of the Contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Rights Act, or the Rules and Regulations of the Department of Human Rights (hereinafter referred to as the Department) the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this Contract may be canceled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

During the performance of this Contract, the Contractor agrees:

- A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- B. That, if it hires additional employees in order to perform this Contract, or any portion hereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, or physical or mental handicap unrelated to ability, military status or an unfavorable discharge from military service.
- D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with the Act and Rules and Regulations, the Contractor will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the Contract.
- E. That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations.
- F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations.
- G. That it will include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Contract, the Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor

declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

ACKNOWLEDGED AND AGREED TO:

BY: _____

ATTEST: _____

DATE: _____