

LEGAL NOTICE
CALL FOR BIDS

The Des Plaines Public Library, Des Plaines, Illinois desires sealed bids for the following:

JANITORIAL CONTRACT FOR THE DES PLAINES PUBLIC LIBRARY

Specifications are available at the Des Plaines Public Library, 1501 Ellinwood, Des Plaines, Illinois and at dppl.org/rfps.

There will be a mandatory **Pre-Bid meeting on Monday, August 18, 2014** at the Des Plaines Public Library in the Conference Room – Second Floor at 10:00 a.m.

All sealed bids must be in the hands of Holly Richards Sorensen, Library Director by:

Wednesday, August 27, 2014 10:00 a.m.

at which time they will be publicly opened and read in the Conference Room.

Direct questions to Roberta Johnson at 847-376-2816 or rjohnson@dppl.org.

**PROPOSAL FOR JANITORIAL CONTRACT FOR THE DES PLAINES PUBLIC LIBRARY,
1501 ELLINWOOD STREET, DES PLAINES, ILLINOIS, 60016.**

Proposal to be submitted in a sealed envelope, plainly marked Bid for Janitorial Contract and in the hands of the Library Director, 1501 Ellinwood Street, Des Plaines, Illinois, 60016 before 10:00 a.m., Wednesday, August 27, 2014.

The intent of this invitation to bid is to obtain the services of a qualified contractor for a period of three years.

GENERAL INFORMATION

The Des Plaines Public Library reserves the right to accept or reject any or all bids.

The Janitorial Contract will be awarded for duration of three years.

The Des Plaines Public Library reserves the right to terminate the contract at any period within thirty (30) days by written notice to the contractor.

Contractor will provide a list of at least three current business references, having a space similar in area and volume of public traffic (1,000 to 1,500 people per day).

Contractor will provide sufficient evidence of insurance coverage, which shall consist of either a copy of the original insurance policy or a certified statement from the insurer listing the details from the policy.

All successful bidders must be in compliance with Illinois Statutes as follows:

PUBLIC CONTRACTS, 720 ILCS 5/33E-1, 5/33E-3, 5/33E-4, 5/33E-7, 5/33E-8 – Interference with Public Contracting – Bid Rigging and Rotating-Kickbacks-Bribery; and

PUBLIC CONTRACTS 65 ILCS 5/11-42.1-1 Delinquent Taxpayers; and

EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS ACT 30 ILCS 570; and

PREVAILING WAGE ACT 820 ILCS 130.

The Des Plaines Public Library is approximately an 82,000 square foot four story building. Floor treatment consists mostly of carpeting throughout. Approximately 5,000 square feet is mechanical or storage space and will not require janitorial service. Janitorial service is required seven (7) days a week and is to be done during the hours that the Library is closed.

The Library is closed for approximately 14 holidays throughout the year. The Library may also be closed on one or more non-holiday days during the year, in which case a designated cleaning task will be given to the contractor to perform.

Library hours are:

9:00 AM to 9:00 PM Monday – Friday.

9:00 AM to 5:00 PM on Saturday.

1:00 PM to 5:00 PM on Sunday.

GENERAL REQUIREMENTS

1. All janitorial staff shall be made aware that their images will be recorded by the Library digital video surveillance system.
2. Contractor shall be responsible for securing the Library and arming the building security system after each cleaning.
3. Contractor will provide a task list and schedule of when the required specific cleaning tasks will be performed. This list will be kept in each janitorial closet.
4. Contractor will schedule the cleaning crew supervisor to be at the Library two times per week.
5. Contractor will schedule a minimum of four employees to work a total of at least 16 hours per night.
6. All work shall be performed after normal hours of Library operation and completed before opening.
7. A representative of the janitorial contractor will meet monthly with the Library janitorial supervisor to discuss janitorial issues and performance. This representative must provide a cell phone number and email address for direct communication by the Library janitorial supervisor and be available at any time for emergencies.
8. The Library janitorial supervisor will communicate on a regular basis to the janitorial representative via email about any issues and/or concerns.
9. Contractor staff will clock in and out when entering or exiting the Library. No other persons are permitted in the Library after closing.

10. All members of the contractor staff will wear a photo ID badge displaying the company and staff name. These are to be worn at all times by the janitorial staff while working inside the Library.
11. The contractor will provide the Library their workers' names, addresses, or work permits upon request. This list must be updated monthly and reflect any changes in the Library cleaning crew.
12. The Library reserves the right to request a change in janitorial staff at any time.
13. The Library staff may communicate with the janitorial crew by leaving a special instruction task form near the time clock. This task form will require a response. At least one onsite janitorial contractor crew member needs to be able to read and speak English.

Additional Janitorial Services:

1. Contractor will provide an hourly rate price of porter service that may be requested occasionally by the Library. This service may be requested to be performed during or after normal library hours. Porters will wear a uniform and photo ID, provided by the contractor. This hourly price rate to be separate from the cleaning bid, but to be provided by the contractor at the bid opening.
2. Contractor will be able to provide the service of total carpet shampooing and extraction along with fabric and upholstery cleaning. This service to be done after normal library hours. This hourly price rate to be separate from the cleaning bid, but to be provided by the contractor at the bid opening.
3. Contractor will provide an hourly price rate of janitorial personnel for general cleaning tasks that are outside of the normal scope of work. These tasks may be requested to be done during or after normal library hours. This hourly price rate to be separate from the cleaning bid, but to be provided by the contractor at the bid opening.
4. The Library janitorial supervisor may request emergency cleanup from the janitorial contractor of blood-borne pathogens during or after normal library hours. The response time of the contractor will be no more than two hours. All responding emergency cleaning staff are required to be trained by the contractor in the cleanup and disposal of blood-borne pathogens. Documentation of this training must be provided upon request. This hourly price rate to be separate from the janitorial bid, but to be provided by the janitorial contractor at the bid opening.

Equipment Requirements:

Contractor will provide the following janitorial equipment in each of the four janitorial closets, located on each of the four floors to remain on the library premises at all times:

- Commercial type heavy duty upright vacuum cleaner (Four)
- 55-gallon refuse cart on wheels for transport of trash and/or cleaning supplies (Two)
- Large refuse cart for transporting soiled trash liners (One)
- Industrial type mop, wringer, and bucket (Four)
- Caution / Restroom Closed yellow safety sign (Four)
- Toilet plunger (Four)
- Cart for transporting recyclable material (One)
- Heavy-duty backpack style vacuum cleaner with full set of attachments for vent cleaning and hard to reach areas and stair crevices (One)
- Non-cotton industrial type mop head for cleaning rough surface entrance tile (One)
- Lobby broom and dustpan (Two)

Contractor will also provide the following janitorial equipment to remain on the library premises at all times:

- One commercial type carpet shampooing/extraction machine, with hose attachments for upholstery cleaning
- One aluminum extension pole with dusting attachments, minimum length of 20 feet
- One broom and dustpan
- Miscellaneous cleaning tools, supplies, dusters, cotton rags, cleansers, and cleaning products.

The above equipment may be used at anytime by Library staff for emergency clean up within the Library.

All janitorial equipment to be kept in good working order and replaced as needed. Library janitorial supervisor will inventory and inspect all equipment inside the janitor closets on a regular basis.

The Library will supply all needed paper products, soap and plastic trash liners to the janitorial closets located on each floor. The contractor shall provide all other needed cleaning supplies, disinfectants, and miscellaneous necessary supplies. The contractor shall at no time use the Library paper supplies for general cleaning purposes.

**Des Plaines Public Library
Janitorial Specifications June 2014**

Entrances and Main Lobby Areas	Task	Frequency
Baseboard Heaters	Clean under	Daily
Book Returns / West hall and lobby	Clean and polish	Daily
Carpet / All areas	Vacuum	Daily
Carpet / All areas	Gum removal	Daily
Display Glass	Spot clean	Daily
Elevators	Clean and polish stainless	Daily
Elevators	Vacuum / spot clean carpet	Daily
Elevators	Gum removal	Daily
Entry Mats	Vacuum	Daily
Glass Doors / Interior	Spot clean	Daily
Ledges window (Low)	Dust and clean	Daily
Lincoln Sculpture	Dust	Daily
Main Staircase	Dust and wipe handrails	Daily
Main Staircase	Vacuum	Daily
Main Staircase	Wipe clean edge nosing	Daily
Non Slip Tile Floor	Sweep and spot mop (Nylon mop head only)	Daily
Pay Phones	Wipe and sanitize	Daily
Self -Check Workstations	Dust / wipe / clean	Daily
Self -Check / Hold material	Dust / wipe / clean	Daily
Smoke Diverter Glass	Spot clean	Daily
Tables / Meeting Rm Hall	Wipe and sanitize	Daily
Trash Cans	Empty and reline	Daily
Trash Cans	Wipe lids	Daily
Window Glass	Spot clean (Interior)	Daily
Elevators / Exterior call buttons and wall	Clean	Daily
Elevators	Interior walls / spot clean	Daily
Carpet / All areas	Spot clean	Weekly
Elevators	Vacuum thresholds	Weekly
Main Staircase	Dust and polish woodwork	Weekly
Non Slip Tile Floor	Machine scrub	Weekly
Stone Countertop	Hand scrub clean	Weekly

Desk Lamps	Dust	Weekly
Ledges / window (High)	Dust and clean	Monthly
Light Fixtures / 2nd Floor	Dust	Monthly
Skyword Sculpture / Atrium hanging	Dust and clean	Semi-annually
Public and Staff Areas / All floors		
Copiers	Dust / spot clean	Daily
Graffiti	Remove	Daily
Administration Counter area	Dust and clean	Daily
Administrative Asst. / desk area	Dust	Daily
Carpet	Gum removal	Daily
Carpet	Vacuum	Daily
Desk lamps	Dust	Daily
Furniture (Wood)	Dust	Daily
Glass Display Cases	Spot clean	Daily
Glass Doors / Interior	Spot clean	Daily
Glass Partitions	Spot clean	Daily
Lamps	Dust	Daily
Public Workstations	Spot clean	Daily
Receiving Area Painted Floor	Sweep / spot mop	Daily
Recycling Material / boxes / paper / cans / misc	Emptied / removed	Daily
Shredders	Empty inside recycling container	Daily
Stairways (Rear)	Sweep / spot mop	Daily
Switch/ Outlet Plates	Spot clean	Daily
Tabletops (Public)	Spot clean	Daily
Telephones (Staff)	Dust	Daily
Terrace (Open Seasonally)	Sweep floor	Daily
Terrace (Open Seasonally)	Wipe tables / chairs	Daily
Terrace (Open Seasonally)	Clean debris	Daily
Trash Receptacles	Replace liner / empty	Daily
Trash Receptacles	Wipe lids	Daily
Vinyl Flooring	Spot mop / sweep	Daily
Wall Surfaces	Spot clean finger marks	Daily
Water Fountains	Clean / sanitize	Daily
Window Glass(Interior)	Spot clean	Daily

Woodwork	Dust	Daily
Programing Room / floor	Spot mop / sweep	Daily
Programing Room / sink	Clean / sanitize	Daily
Programing Room / door glass / int & ext	Spot clean	Daily
Programing Room / aquarium glass	Spot clean	Daily
Whiteboards / 3rd / 4th FI Study Rms	Clean / wipe	Daily
Poet-Tree Corner / Carpet	Spot clean /vacuum	Daily
Bookshelves (Low)	Dust	Weekly
Bookshelves (Staff)	Dust	Weekly
Carpet	Spot clean	Weekly
Chairs (Public)	Spot clean	Weekly
Computers (Public)	Spot clean	Weekly
Computers (Public) Keyboard and Tray	Clean	Weekly
Desktops (Staff)	Wipe and clean (If cleared)	Weekly
Furniture / Fabric	Vacuum	Weekly
Furniture / Non-fabric	Spot clean / sanitize	Weekly
File Cabinets	Dust	Weekly
Glass Display Cases	Clean entirely	Weekly
Glass Doors / Interior	Clean entirely	Weekly
Glass Partitions	Clean entirely	Weekly
Janitor Closets	Cleaned	Weekly
Janitors Sink	Cleaned and sanitized	Weekly
Lamps	Wipe / polish	Weekly
Public Workstations	Woodwork / polish	Weekly
Stairways (Rear)	Clean handrails	Weekly
Stairways (Rear)	Complete mop	Weekly
Telephones (Staff)	Clean and sanitize	Weekly
Terrace (Open Seasonally)	Wipe window ledges	Weekly
Vinyl Furniture	Wipe / sanitize / spot clean	Weekly
Vinyl Flooring	Wet mop / Sanitize	Weekly
Window Ledges (Low)	Dust / wipe	Weekly
Woodwork	polish	Weekly
Poet-Tree Corner	Sanitize cushions	Weekly
Bookshelves (High)	Dust	Weekly
Chairs (Public)	Wipe down	Weekly

Newspaper Racks / 3rd Fl	Clean entirely	Monthly
Terrace Glass (Exterior)	Clean entirely	Monthly
Trash Receptacles	Wash receptacles	Monthly
Window Ledges (High)	Dust / wipe	Monthly
Diffusers	Vacuum	Quarterly
Vinyl Flooring	Wax / buff	Quarterly
Hanging Signage	Dust / clean	Semi-annually
Vents / overhead	Vacuum	Semi-annually
Vinyl Flooring	Complete strip / wax	Yearly
2nd Floor Staff Kitchen / Lounge		
Appliances / Misc	Wipe and sanitize int. / ext.	Daily
Countertop	Wipe and sanitize	Daily
Dishwasher	Empty and resshelf cookware	Daily
Glass Door	Spot clean fingerprints	Daily
Kitchen Cabinets	Wipe fingerprints	Daily
Microwaves	Wipe and sanitize inside / outside	Daily
Refrigerators	Wipe and sanitize / outside	Daily
Sink	Wipe and sanitize	Daily
Stove top	Wipe and sanitize	Daily
Tables	Clean and sanitize	Daily
Vending Machines	Wipe fingerprints	Daily
Vinyl Flooring	Spot mop / sweep	Daily
Window Glass (Interior)	Spot clean	Daily
Chairs / Furniture	Spot clean	Weekly
Sink	polish stainless	Weekly
Stove top	Ceramic surface cleaner only	Weekly
Window Ledge (Low)	Wipe	Weekly
Window Ledge (High)	Wipe	Monthly
Vinyl Flooring	Wax / buff	Quarterly
1st Floor Public Kitchen		
Countertop	Wipe and sanitize	Daily
Microwave	Wipe and sanitize inside / outside	Daily
Refrigerator	Wipe and sanitize / outside	Daily

Sink	Wipe and sanitize	Daily
Stove top	Wipe and sanitize	Daily
Trash Receptacles	Empty and reline	Daily
Vinyl Flooring	Spot mop / sweep	Daily
Sink	polish stainless	Weekly
Stove top	Ceramic surface cleaner only	Weekly
Trash Receptacles	Wash / sanitize receptacles	Weekly
Vinyl Flooring	Wet mop / Sanitize	Weekly
Vinyl Flooring	Wax and buff	Quarterly
Vinyl Flooring	Complete strip / wax	Annually
Restrooms / All		
Baby Changing Stations	Re-supply / sanitize	Daily
Grab Bars	Sanitize	Daily
Mirrors	Clean glass	Daily
Paper Dispensers	Re-supply and sanitize	Daily
Soap Dispensers	Re-supply and sanitize	Daily
Sinks and Countertops	Clean and sanitize	Daily
Stainless Steel / Chrome	Wipe / polish	Daily
Tile Flooring	Sweep / mop / disinfectant	Daily
Toilets and Urinals	Clean and sanitize	Daily
Trash	Empty and sanitize	Daily
Partitions	Spot clean	Daily
Walls / Behind fixtures	Spot clean	Daily
Vents / Overhead	Vacuum	Weekly
Partitions	Clean entirely / disinfect	Weekly
Meeting Rooms / All		
Carpet	Vacuum	Daily
Door glass	Spot clean	Daily
Tables	Spot clean	Daily
Tables and Chairs / Stainless round hall	Clean and sanitize	Daily
Carpet	Spot Shampoo	Weekly

Study Rooms / All

Carpet	Vacuum	Daily
Door glass	Spot clean	Daily
Tables	Spot clean	Daily
Carpet	Spot Shampoo	Weekly
Computer Lab / 4th		
Carpet	Vacuum	Daily
Door glass	Spot clean	Daily
Tables	Spot clean	Daily
Carpet	Spot Shampoo	Weekly

BID FOR: JANITORIAL CONTRACT FOR THE DES PLAINES PUBLIC LIBRARY
RETURN DATE: August 27, 2014

All of the above tasks to be performed for \$_____ per year.

The Des Plaines Library Board of Trustees reserves the right to waive any or all technicalities and reject any or all bids.

If this proposal is accepted and the undersigned shall fail to contract as aforesaid, the Des Plaines Public Library shall, at its option, determine that the bidder has abandoned this proposal and acceptance thereof shall be null and void and the forfeiture of security accompanying this proposal shall operate and the same shall be the property of the Des Plaines Public Library as liquidated damages.

If accepted in writing by the Des Plaines Public Library, Illinois, this proposal shall constitute a valid agreement.

Accompanying this proposal is a Bid Bond, Cashier's Check or Certified Check made payable to the Des Plaines Public Library in the amount of \$_____ (5% of Total Yearly Bid).

NOTE: Any questions regarding specifications should be addressed at the mandatory pre-bid meeting on Monday, August 18, 2014 at the Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, Illinois, in the Second Floor Conference Room at 10:00 a.m.

- Hourly rate for porter service to be performed during or after normal library hours
\$_____ per hour
- Hourly rate for total carpet shampooing and extraction along with fabric and upholstery cleaning
\$_____ per hour
- Hourly rate for general cleaning tasks that are outside of the normal scope of work
\$_____ per hour
- Hourly rate for emergency cleanup of blood-borne pathogens during normal hours of library operation
\$_____ per hour

ACCEPTANCE

The foregoing bid is hereby accepted by the order of the Board of Trustees of the Des Plaines Public Library, this _____ day of _____, 2014.

Carol Kidd, Library Secretary

Holly Richards Sorensen, Library Director