



Minutes of Pre-Bid Meeting
August 18, 2014
Des Plaines Public Library
Janitorial Contract for the Des Plaines Public Library

Present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Gary Valente.

Also Present: Derek Jankowski, ABC Commercial, Inc., Teresa Vucic, Active Maintenance, Inc., Bozena Trojan, Bomar Commercial Cleaning, Monika Talar, Crystal Maintenance Services Corp., Justin Franciose, Eco Clean Maintenance, Inc. Neco Patlan, GSF USA, Inc., Jed Swartz, JaniKing, Victor Szafranski, MSCH Janitorial Services, Greg C

Meeting began at 10:00 a.m.

Roberta Johnson, Assistant Director, introduced Holly Richards Sorensen, Library Director, Gary Valente, Head of Building and Security Services and Carol Kidd, Human Resources Manager. Roberta Johnson stated that prospective bidders should direct their questions to her by email or telephone. Carol Kidd will email the minutes of the meeting and any addendums to attendees. The minutes and addendums will also be posted on the library website.

Holly Richards Sorensen, Library Director, stated that the library goes out for bid every three years for the janitorial contract. Director Sorensen also stated that the building is 82,000 square feet, four floors, is open 72 hours a week and that all cleaning is to be done after the library is closed. The current cleaning company is Crystal Maintenance.

Gary Valente, Head of Building & Security Services, stated that he would give a tour of the library building and that questions would be answered after the tour. He also stated that copies of the bid document were available at the meeting.

Gary Valente stated that the bid document asks for hourly rates for total carpet shampooing and extraction along with fabric and upholstery cleaning. Also asked for in the bid document is an hourly rate for emergency cleanup of blood-borne pathogens

during normal hours of library operations. Gary Valente stated that janitorial service is required seven days a week and is to be done during the hours that the library is closed.

Gary Valente gave a tour of the library to prospective bidders.

The meeting resumed in the second floor conference room.

Gary Valente stated that the cleaning company would be responsible for cleaning the upper and lower bookshelves, spot cleaning the windows (what the public can reach) cleaning the atrium sculpture twice a year.

Minutes prepared by Carol Kidd.