

PROPOSAL FOR THREE YEAR JANITORIAL CONTRACT FOR THE DES PLAINES PUBLIC LIBRARY, DES PLAINES, ILLINOIS, No. 06-2017

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., Friday, July 21, 2017.

The intent of this invitation to bid is to obtain the services of a qualified contractor for a period of three years, to begin September 16, 2017 and end September 15, 2020.

GENERAL INFORMATION

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

The 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 an approximately 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. Awarded contractor janitorial staff shall be made aware that their images will be recorded by the Library digital video surveillance system. Awarded contractor janitorial staff shall enter and exit the building upon start and completion through the southwest staff door located nearest the parking garage on the 1st level.
2. Awarded contractor shall be responsible for securing the Library and disarming and re-arming the building security system after each cleaning.
3. Awarded 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. Awarded contractor will schedule the cleaning crew supervisor to be at the Library two times per week.
5. Awarded contractor will schedule a minimum of three employees to work a total of at least four hours each per night for a total of 12 working hours per night. No other persons are permitted in the Library after closing.
6. All work shall be performed after normal hours of Library operation and completed before opening.
7. A representative of the awarded contractor will meet monthly with the Library Head of Building and Security Services 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's Head of Building and Security Services will communicate on a regular basis to the awarded contractor representative via email about any issues and/or concerns.

9. All members of the awarded 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.
10. The awarded contractor will provide the Library their workers' names, addresses, and/or work permits upon request. This list must be updated monthly to reflect any changes in the awarded contractor cleaning crew.
11. The Library reserves the right to request a change in janitorial cleaning crew at any time.
12. 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.

EQUIPMENT REQUIREMENTS

Awarded 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 and maintained in good working order:

- 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)
- 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 by Library staff for emergency clean up within the Library.

All janitorial equipment to be kept in good working order and replaced as needed. The Library Head of Building and Security Services will inventory and inspect all equipment inside the janitor closets on a monthly basis.

The Library will supply all needed paper products, soap and plastic trash liners to the janitorial closets located on each floor. The awarded contractor shall provide all other cleaning supplies, disinfectants, and miscellaneous necessary supplies.

ADDITIONAL JANITORIAL SERVICES

1. Awarded 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 awarded contractor. This hourly price rate to be separate from the cleaning bid, but to be provided by the contractor at the bid opening.
2. Awarded contractor will 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. Awarded 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. Awarded contractor will provide an hourly price rate for blood-borne pathogen cleanup. Emergency cleanup from the awarded contractor of blood-borne pathogens may be requested during or after normal library hours. The response time of the contractor will be no longer 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 contractor at the bid opening.