

VILLAGE OF WOODRIDGE

BID #2013-02

JANITORIAL SERVICES CONTRACT

There will be a MANDATORY pre-bid walk-thru of all the facilities on

Wednesday, March 13, 2013 at 9:00 A.M.

All bidders must participate in this walk-thru in order to submit a bid. Bidders will meet at the Public Works Building located at 1 Plaza Drive, Woodridge. For directions please call 630-719-4753.

BID OPENING: WEDNESDAY MARCH 20, 2013 – 11:00 AM

JANITORIAL SERVICES SPECIFICATIONS

Required For Use By: Public Works Department
VILLAGE OF WOODRIDGE
Woodridge, Illinois 60517

- **CONTRACTOR'S CERTIFICATION - BID PROPOSAL - PAGE 18**
 - ** MUST BE EXECUTED AND NOTARIZED ****
 - **BIDS TO BE EXECUTED IN DUPLICATE**
- **ALL SIGNATURES TO BE SWORN BEFORE A NOTARY PUBLIC**
 - **ALL INSURANCE REQUIREMENTS MUST BE MET**

CONTRACT PERIOD: May 1, 2013 through April 30, 2015

BID DEPOSIT: **5% of Bid Amount**
(See Page 5, Item 5)
(Certified Check, Bank Cashier's Check or Bid Bond)

BOND REQUIRED: Performance Bond **(100% of Contract)** (See page 5, Item 6)

JANITORIAL SPEC(S) CHECKLIST ATTACHMENT 1

JANITORIAL SUPPLIES ATTACHMENT 2

Pre-Bid Walk-Through **Wednesday, March 13, 2013 – 9:00 a.m.**

BID OPENING - DATE/TIME/LOCATION: **Wednesday, March 20, 2013, 11:00 a.m.**
VILLAGE HALL
Five Plaza Drive
Woodridge, Illinois 60517-5014

Issued by:

Purchasing Department
Village of Woodridge, Illinois
Five Plaza Drive
Woodridge, Illinois 60517
(630) 719-4717

Kathleen Rush
Village Administrator

Nadine Alletto
Director of Finance

LEGAL NOTICE – BIDS

The Village of Woodridge will be accepting sealed bids for the items listed below. Bids will be accepted at the Woodridge Village Hall, Five Plaza Drive, Woodridge, until **Wednesday, March 20, 2013**, at the times shown below, at which time they will be opened and publicly read aloud.

Bid #2013-02

JANITORIAL SERVICES SPECIFICATIONS

11:00 a.m.

Specifications may be obtained at the Village Hall, weekdays, between 8:00 a.m. and 4:30 p.m. or online @ www.vil.woodridge.il.us. Questions may be directed to the Purchasing Department at (630) 719-4717.

There will be a **MANDATORY PRE-BID** walk-thru of all the facilities on **WEDNESDAY, MARCH 13, 2013** at 9:00 A.M. All bidders must participate in this walk-thru in order to submit a bid. Bidders will meet at the Public Works Building located at 1 Plaza Drive, Woodridge. For directions please call 630-719-4753.

A Bid Deposit of 5% of the bid amount is required with the bid submittal and is to be in the form of a bid bond, certified check or bank cashier's check. The successful bidder will be required to furnish to the Village and pay for a satisfactory performance bond.

In accordance with the law and the provisions of 820ILCS 130/0.01 et seq., entitled "an Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public works", not less than the prevailing rate of wages shall be paid to all laborers, workmen and mechanics performing work under this contract.

The Village of Woodridge reserves the right to reject any or all bids, to waive technicalities, and to accept any bid which is deemed to be in the best interest of the Village of Woodridge.

The Village of Woodridge does not discriminate on the basis of disability in the admission or access to, treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all Village of Woodridge services, programs, and activities. The Village has a designated coordinator to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA), as required by Section 35.107 of the U.S. Department of Justice regulations, and to coordinate compliance with Section 504 of the Rehabilitation Act of 1973, as mandated by Section 8.5 of the U.S. Department of Housing and Urban Development regulations. For information, contact the Assistant Village Administrator, Village of Woodridge, Five Plaza Drive, Woodridge, Illinois, 60517; (630) 719-4705, TDD (630) 719-2497. Upon request, this information can be made available in large print, audiotape, and/or computer format.

I. GENERAL CONDITIONS

1. DEFINITIONS

The following words and phrases, as used herein, shall have the meaning ascribed to them, as follows:

A. BIDDER shall mean:

B. VILLAGE shall mean the Village of Woodridge, DuPage, Will and Cook Counties, Illinois, an Illinois Municipal Corporation.

2. PREPARATION AND SUBMISSION OF BID PROPOSAL

The Bidder must submit his/her proposal in duplicate on the forms furnished by the Village of Woodridge. All blank spaces on the proposal form must be filled in if applicable. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership or a duly authorized officer, attested to by the Corporate Secretary, of a Corporation. The proposal is contained in these documents and must remain attached thereto when submitted. All signatures and spaces are to be completed in ink or typewritten, where applicable. Prices/costs shall be in United States dollars. Incorrect completion, execution or submission of bids shall be sufficient grounds for rejection of a bid. **The following documents shall be executed at the time of submission of a bid:**

- Contractor's Certification Bid Proposal - Page #18
- **BID PROPOSAL PAGE #28**

ALL PROPOSALS SHALL BE SUBMITTED IN SEALED ENVELOPES CARRYING THE FOLLOWING INFORMATION ON THE FACE:

BIDDER'S NAME, ADDRESS, SUBJECT MATTER OF BID, DESIGNATED DATE OF BID OPENING AND HOUR DESIGNATED FOR BID OPENING.

3. WITHDRAWAL OF BID PROPOSAL

Bidders may withdraw their bids at any time prior to the time specified in the Bid Notice as the closing time for the receipt of bids.

However, no bid shall be withdrawn or cancelled for a period of sixty (60) calendar days after said advertised closing time for the receipt of bids, nor shall the successful bid be withdrawn, cancelled, or modified after having been accepted by the Village.

4. SUBMISSION OF ALTERNATE BIDS

Bidder may submit alternate bids provided that:

- Cash bid proposals meet Village Specifications and are submitted separately.
- The Village shall not consider an alternate bid which fails to meet specifications.

5. BID DEPOSIT

When required on Page 1 of these Specifications, all bids shall be accompanied by a bid deposit in the amount specified. Bid deposits shall be in the form of a certified check, a bank cashier's check drawn on a responsible bank doing business in the United States and shall be made payable to the Village of Woodridge, or bid bond.

The bid deposit of all except the three lowest bidders on each contract will be returned within twenty (20) calendar days after the opening of the bids. The remaining bid deposits on each contract will be returned, with the exception of the accepted Bidder, after the contract is awarded. The bid deposit of the accepted Bidder will be returned after acceptance by the Village of satisfactory performance bond where such bond is required or completion of contract where no performance bond is required.

6. SECURITY FOR PERFORMANCE

When required on Page 1 of these Specifications, the successful Bidder or Bidders shall, within thirteen (13) calendar days after acceptance of the bid by the Village, furnish a performance bond in the full amount of the contract, in a form acceptable to the Village.

In the event that the successful Bidder(s) fails to furnish the performance bond within thirteen (13) calendar days after acceptance of the bid by the Village, then the bid deposit of the successful Bidder shall be retained by the Village as liquidated damages and not as a penalty, it being agreed by the successful Bidder that said sum is a fair estimate of the amount of damages that said Village will sustain due to the successful Bidder's failure to furnish said bond.

7. EQUIVALENT PRODUCTS

In cases where a specified item is identified by a manufacturer's name, trade name or other reference, it is understood that the Bidder proposes to furnish the item as identified. If the Bidder proposes to furnish an "equal" item, the proposed "equal" item must be so indicated in the bid proposal. The Village shall be the sole determiner of the equalness of the substitute offered.

8. BASIS OF AWARD

The Village reserves the right to accept or reject any and all bids, in whole or in part, and to waive technicalities.

9. ACCEPTANCE OF BID

The Village shall make its determination with respect to bids within sixty (60) days, or within ninety (90) days where approval by other agencies is required, from the date of opening of bids. Should the Village fail to act within the times herein specified, all bids shall be rendered null and void.

10. CATALOGS

Each Bidder shall submit in DUPLICATE, catalogs, descriptive literature and detailed drawings, fully detailing features, designs, construction, appointments, finishes and the like, in order to fully describe the material or work proposed to be furnished.

11. DELIVERY

Any/All materials shipped to the Village of Woodridge must be shipped F.O.B. freight prepaid, designated location Woodridge, Illinois. The materials must then be delivered where directed, and unloaded by the successful Bidder, or his/her agent. All deliveries shall be deemed to be "inside delivery". Truck deliveries shall be accepted before 2:30 p.m. on weekdays only. No deliveries shall be accepted on Saturdays, Sundays or holidays. The quantity of material delivered by truck shall be ascertained from a weight certificate issued by a duly licensed public weight-master. In the case of delivery by rail, weight will be ascertained from bill of lading from originating line, but the Village reserves the right to re-weigh at the nearest available railroad scale.

12. GUARANTEES AND WARRANTEES

All guarantees and warrantees required shall be furnished by the successful Bidder and shall be delivered to the Village before the final payment voucher is issued.

13. SUBLETTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS

No contract awarded by the Village of Woodridge shall be assigned, in whole or in part, or any part of the same sub-contracted without the written consent of the Village Administrator. In no case shall such consent relieve the successful Bidder from his/her obligations or change the terms of the contract.

Any and all subcontractors shall be bound by contract to the same terms as the successful Bidder. Prior to commencing any work, subcontractors must place on file with the Village a certificate of insurance as outlined under "insurance".

The successful Bidder shall not transfer or assign any contract funds or claims due or to become due without the written approval of the Village Administrator having first been obtained.

14. COMPETENCY OF BIDDER

No bid shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears or is in default to the Village of Woodridge upon any debt contract, or other obligation or who has failed to perform faithfully any previous contract with the Village.

The Bidder, if required, must present within forty-eight (48) hours evidence satisfactory to the Village of performance ability, possession of necessary facilities, equipment, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents. The Village hereby reserves the right to reject any bid submitted by a Bidder who, in the sole and exclusive discretion of the Village, cannot completely perform the services or deliver the goods specified in these specifications.

15. COMPLIANCE WITH OSHA STANDARDS, THE AMERICANS WITH DISABILITIES ACT, VILLAGE ORDINANCES AND STATE LAWS

The equipment and services supplied to the Village of Woodridge must comply with all requirements and standards as specified by the Occupational Safety and Health Act. All policies and practices including Fall Protections as well as guards and protectors and appropriate markings must be in place before delivery and in force while performing the services required of this agreement. Items not meeting any OSHA specifications will be refused. Bidder may be required at his/her expense to provide training to Village employees in the operation of equipment and its maintenance at the convenience of the Village.

Each contracting agency shall ensure that every contract to which it is a party shall comply with all relevant aspects of the Americans with Disabilities Act.

The Bidder will strictly comply with all ordinances of the Village of Woodridge, the laws of the State of Illinois and United States Government.

Additionally, in accordance with the law and the provisions of 30 ILCS 570, entitled "Employment of Illinois Workers On Public Works Act," the Contractor shall be fully responsible to comply with and to certify that 90 percent of its workers assigned to this project are Illinois residents. The Contractor shall familiarize themselves with the requirements by referencing the Illinois Department of Labor's website at: <http://www.state.il.us/agency/idol>.

16. SPECIAL HANDLING

Prior to delivery of any product which is caustic, corrosive, flammable or dangerous to handle, the successful Bidder will provide written directions as to methods of handling such products, as well as the antidote or neutralizing material required for first aid.

17. MATERIAL INSPECTION AND RESPONSIBILITY

The Village shall have a right to inspect any material to be used in carrying out this contract. The Village does not assume any responsibility for the availability of any materials and equipment required under this contract.

18. TOXIC SUBSTANCES

Successful Bidder shall notify the Village of, and provide material safety data sheets for all substances used or supplied in connection with this contract which are defined as toxic under the Illinois Toxic Substances Disclosure to Employees Act.

Materials, components, or completed work not complying therewith, may be rejected by the Village and shall be replaced by the successful Bidder at no cost to the Village. Any materials or components rejected shall be removed within a reasonable time from the premises of the Village at the expense of the successful Bidder.

19. PRICE REDUCTIONS

If at any time after a contract is awarded the successful Bidder(s) makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For the purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to successful Bidder's customers generally, or (2) in the successful Bidder's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this contract. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The successful Bidder shall invoice the Village at such reduced prices indicating on the invoice that the reduction is pursuant to the "price reduction" provision of this contract. The successful Bidder, in addition, shall within ten (10) days of any general price reduction, notify the Village Administrator of such reduction by letter. Failure to do so may result in termination of the contract.

20. TERMINATION OF CONTRACT

A. The Village may, by written notice of default to the successful Bidder, terminate the whole or part of this contract in any one of the following circumstances:

1. If the successful Bidder fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or fails to provide the supplies or to perform the service at the exact price accepted by the Village (and any charges for contract changes mutually agreed to by the Village and the successful Bidder); or
2. If the successful Bidder fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failure within such period of time as the Village Administrator may direct in writing.
3. If it is determined that successful Bidder knowingly falsified information provided to the Village.
4. If it is determined that successful Bidder offered substantial gifts or gratuities to a Village official, employee, or agent whether in their official capacity or not.
5. Any order is entered in any proceeding against the successful Bidder decreeing the dissolution of the successful Bidder and such order remains in effect for sixty (60) days.
6. The successful Bidder shall apply to any tribunal for the appointment of a trustee or receiver of any part of the assets of the successful Bidder, or commence any proceedings relating to the successful Bidder under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or other liquidation law of any jurisdiction, or any such application

shall be filed, or any such proceedings shall be commenced, against the successful Bidder, and the successful Bidder indicates its approval, consent or acquiescence, or an order shall be entered appointing such trustee or receiver or adjudicating the successful Bidder bankrupt or insolvent, or approving the petition in any such proceeding, and such order remains in effect for sixty (60) days.

- B. In the event the Village terminates this contract in whole or in part as provided in Paragraph (A) of this clause, the Village may procure, upon such terms in such manner as the Village Administrator may deem appropriate, supplies or services similar to those so terminated, and the successful Bidder shall be liable to the Village for any excess costs for such similar supplies or service, provided that the successful Bidder shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

21. EQUAL EMPLOYMENT OPPORTUNITY

Each contracting agency shall ensure every contract to which it is a party shall contain the following clause.

EQUAL EMPLOYMENT OPPORTUNITY

In the event of the contractor's non-compliance with the provisions of this equal employment opportunity clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of the Human Rights ("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 the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, order of protection status, national origin, or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from the 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 under utilization.
2. That, if it hires additional employees in order to perform this contract or any portion thereof, 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.
3. 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, marital status, national origin or

ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

4. 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 contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations.

If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such act and rules and regulations, the contractor will promptly so notify the department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

5. 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 the Department's rules and regulations.

6. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's rules and regulations.

7. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with 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 Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

SUBCONTRACTS

Each public subcontractor shall in turn include the equal employment opportunity clause set forth within these rules and regulations in each of its subcontracts under which any portion of the contract obligations are undertaken or assumed, said inclusion to be either verbatim or by reference so that the provisions of the clause will be binding upon such subcontractors.

CONTRACTS OR SUBCONTRACTS WITH RELIGIOUS ENTITIES

The requirements of the equal employment clause set forth above with respect to non-discrimination because of religion shall not apply to a religious corporation, association, educational institution or society with

respect to the employment of individuals of a particular religion for the carrying on by such corporation, association, educational institution or society of its activities.

22. INSURANCE SPECIFICATIONS

- A. The successful Bidder **shall not commence work** under the contract until he/she has obtained all insurance required herein and such insurance has been approved by the Village.
- B. The successful Bidder shall maintain limits no less than:

<u>TYPE OF INSURANCE</u>	<u>MINIMUM INSURANCE COVERAGE</u>
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COMMERCIAL GENERAL LIABILITY

1. Comprehensive Form	COMBINED SINGLE LIMIT PER OCCURRENCE FOR BODILY INJURY AND PROPERTY DAMAGE
2. Premises - Operations	\$1,000,000
3. Explosion & Collapse Hazard	
4. Underground Hazard	PERSONAL INJURY PER OCCURRENCE
5. Products/Completed Operations Hazard	\$1,000,000
6. Contractual Liability Coverage Included	
7. Broad Form Property Damage - construction projects only.	GENERAL AGGREGATE
8. Independent contractors	\$2,000,000
9. Personal Injury	

Business Automobile Liability Any Auto, Owned, Non-Owned Rented/Borrowed	COMBINED SINGLE LIMIT PER OCCURRENCE FOR BODILY INJURY AND PROPERTY DAMAGE
	\$1,000,000

Worker's Compensation and Occupational Diseases	STATUTORY LIMIT
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Employer's Liability Insurance per Occurrence	\$1,000,000
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Coverage shall be at least as broad as (1) Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village named as additional insured on a form at least as broad as the attached sample endorsement including ISO Additional Insured Endorsement (Attachment 1); (2) if requested, Owners and Contractors Protective Liability policy with the Village named as insured; (3) Insurance Services Office Business Auto Liability form number CA 0001, Symbol 01 "Any Auto"; and (4) Workers Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

- C. In the event of accidents of any kind, the successful Bidder shall furnish the Village with copies of all reports of such accidents at the same time that the reports are forwarded to any other interested parties.
- D. Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either: the insurer

shall reduce or eliminate such deductibles or self-insured retention as respects the Village, its officials, agents, employees, and volunteers; or the successful Bidder shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

23. INSURANCE POLICY(S) ENDORSEMENT

SHALL BE PROVIDED PRIOR TO THE COMMENCEMENT OF WORK.

VILLAGE OF WOODRIDGE ("The Village")

Attention: Purchasing
Five Plaza Drive
Woodridge, Illinois 60517

A. POLICY INFORMATION.

1. Insurance Company _____
2. Policy Number _____
3. Policy Term: (From) _____ (To) _____
4. Endorsement Effective Date _____
5. Named Insured _____
6. Address of Named Insured _____
7. Limit of Liability Any One Occurrence/
Aggregate \$ _____
8. Deductible or Self-Insured Retention (Nil unless otherwise
specified)
\$ _____

B. VERIFICATION OF COVERAGE

When required on Page 1 of these Specifications, the successful Bidder or Bidders shall, **within thirteen (13) calendar days** after acceptance of the bid by the Village, furnish the Village with certificates of insurance naming the Village, its officials, agents, employees and volunteers as additional insureds, and with original endorsements affecting coverage required. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

In the event that the successful Bidder(s) fails to furnish the insurance coverage within thirteen (13) calendar days after acceptance of the bid by the Village, then the bid deposit of the successful Bidder shall be retained by the Village as liquidated damages and not as a penalty, it being agreed by the successful Bidder that said sum is a fair estimate of the amount of damages

that said Village will sustain due to the successful Bidder's failure to furnish said insurance.

The attached Additional Insured Endorsement (Addendum A) shall be provided to the insurer for their use in providing coverage to the additional insured. Other additional insured endorsements may be utilized, if they provide a scope of coverage at least as broad as the coverage stated on the attached endorsement. The Village reserves the right to request full certified copies of the insurance policies and endorsements.

C. POLICY AMENDMENTS.

Each policy shall contain, or be endorsed to contain, the following provisions:

1. INSURED.

(COMMERCIAL GENERAL LIABILITY AND
BUSINESS AUTOMOBILE LIABILITY)

The Village, its officials, agents, employees, and volunteers are to be included as additional insureds with regard to liability and defense of claims arising from: (a) activities performed by or on behalf of the successful Bidder, (b) products and completed operations of the successful Bidder, (c) premises owned, leased or used by the successful Bidder, and (d) automobiles owned, leased, hired or borrowed by the successful Bidder. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees, and volunteers.

CONTRIBUTION NOT REQUIRED.

(COMMERCIAL GENERAL LIABILITY AND
BUSINESS AUTOMOBILE LIABILITY)

The insurance afforded by the policy shall be primary insurance as respects the Village, its officials, agents, employees, and volunteers; or stand in an unbroken chain of coverage excess of the successful Bidder's scheduled underlying primary coverage. In either event, any other insurance or self-insurance maintained by the Village, its officials, agents, employees, and volunteers shall be excess of this insurance and shall not contribute with it.

2. SEVERABILITY OF INTEREST.

(COMMERCIAL GENERAL LIABILITY AND
BUSINESS AUTOMOBILE LIABILITY)

The insurance afforded by the policy applies separately to each insured who is seeking coverage or against whom a claim is made or a

suit is brought, except with respect to the Company's limit of liability.

3. SUBCONTRACTORS.

(ALL COVERAGES)

The successful Bidder shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated in these General Conditions.

4. PROVISIONS REGARDING THE INSURED'S DUTIES AFTER ACCIDENT OR LOSS.

(COMMERCIAL GENERAL LIABILITY AND BUSINESS AUTOMOBILE LIABILITY)

Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Village, its officials, agents, employees, and volunteers.

5. CANCELLATION NOTICE RECIPIENT.

(ALL COVERAGES)

The insurance afforded by the policy shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail return receipt requested has been given to the Village. Such notice shall be addressed as shown in the heading of the endorsement. The Village shall be named Cancellation Notice Recipient to the policies.

6. SUBROGATION.

(WORKERS COMPENSATION AND EMPLOYERS' LIABILITY)

The insurer shall agree to waive all rights of subrogation against the Village, its officials, agents, employees, and volunteers for losses arising from work performed by the successful Bidder for the Village.

7. ACCEPTABILITY OF INSURERS.

(ALL COVERAGES)

Insurance is to be placed with insurers with a Best's rating of no less than A-VII and licensed to do business in the State of Illinois.

8. ASSUMPTION OF LIABILITY.

(ALL COVERAGES)

The successful Bidder assumes liability for all injury to or death of any person or persons including employees of the successful Bidder, any subcontractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in anyway arising out of any work performed pursuant to the contract.

D. SIGNATURE OF INSURER OR AUTHORIZED REPRESENTATIVE OF THE INSURER.

I, _____
(print/type name), warrant, and by my signature hereon do so certify, that the required coverage is in place.

Signature of: _____
Authorized Representative (Original signature required on endorsement furnished to the Village).

Title: _____

Organization: _____

Address: _____

Phone: _____ Fax: _____

24. INDEMNITY HOLD HARMLESS PROVISION

To the fullest extent permitted by law, the successful Bidder hereby agrees to defend, indemnify and hold harmless the Village, its officials, agents, employees, and volunteers, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anywise accrue against the Village, its officials, agents, employees, and volunteers; arising in whole or in part or in consequence of the performance of the work by the successful Bidder, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the Village, its officials, agents, employees, and volunteers, and the successful Bidder shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the Village, its officials, agents, employees, and volunteers, in any such action, the successful Bidder shall, at its own expense, satisfy and discharge same.

The successful Bidder expressly understands and agrees that any performance bond or insurance policies required by the contract, or otherwise provided by the successful Bidder, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village, its officials, agents, employees, and volunteers, as herein provided.

The successful Bidder further agrees that to the extent that money is due the successful Bidder by virtue of the contract, an amount of said money as shall be considered necessary in the judgment of the Village, may be retained by the Village to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the Village.

25. INDEPENDENT CONTRACTOR

The Contractor shall be deemed to be an independent contractor, solely responsible for the control and payment of its employees and compliance with all applicable Federal, State, and local laws.

26. COMPLIANCE WITH APPLICABLE LAWS, ORDINANCES, AND REGULATIONS

The Contractor shall strictly comply with all applicable Federal, State, and Local laws, ordinances, rules, regulations and applicable standards for the duration of the Village's working relationship with the Contractor.

27. COMPLIANCE WITH FREEDOM OF INFORMATION ACT

The Village is required by law to comply with the provisions of the Freedom of Information Act, 5 ILCS 140/1 et seq., as amended from time to time ("Act"). The Act requires the Village to provide, if requested to do so by any person, copies of documents that may be in your possession and related to this contract. As a condition of this contract, Contractor agrees to and shall provide to the Village, copies of any and all such documents when directed to do so by the Village. All such documents shall be delivered to the Village Clerk's Office NO LATER THAN five (5) working days after the date of the Village's direction to provide such documents. Failure of the Contractor to provide documents within said five (5) working days as provided above shall result in the assessment of any and all penalties, damages, and/or costs incurred by the Village to the Contractor which shall be paid immediately by the Contractor upon demand of the same by the Village.

ADDENDUM A

ADDITIONAL INSURED ENDORSEMENT

Name of Insurer: _____
Name of Insured: _____
Policy Number: _____
Policy Period: _____
Endorsement Effective Date: _____

This endorsement modifies coverage provided under the following:

Commercial General Liability Coverage Part

Name of Individuals or Organization:

WHO IS AN INSURED section of the policy / coverage document is amended to include as an insured, the individuals or organization shown above, but only with respect to liability “arising out of your work”.

For purposes of this endorsement, “arising out of your work” shall mean:

1. Liability the Additional Insured may incur resulting from the actions of a contractor it hires.
2. Liability the Additional Insured may incur for negligence in the supervision of the Named Insured Contractors work.
3. Liability the Additional Insured may incur for failure to maintain safe worksite conditions.
4. Liability the Additional Insured may incur due to joint negligence of the Named Insured Contractor and the Additional Insured.

CONTRACTOR'S CERTIFICATION – BID PROPOSAL
JANITORIAL SERVICES SPECIFICATIONS

_____, as part of its bid on a
(Name of Contractor)

contract for _____ to The Village of Woodridge,
Illinois, hereby certifies that said contractor is not barred from bidding on the aforementioned
contract as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4.

By: _____
Authorized Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of
_____, 20 _____.

MY COMMISSION EXPIRES:

NOTARY PUBLIC

CONTRACT – Page One of Two

1. This agreement, made and entered into this _____ day of _____, 20____, between the Village of Woodridge, acting by and through its Mayor and Board of Trustees and _____.
2. That for and in consideration of the payments and agreements mentioned in the Specifications and Contract Document attached hereto, _____ agrees with the Village of Woodridge at his/her own proper cost and expense to furnish the equipment, material, labor, supplies and/or services as provided therein in full compliance with all of the terms of such specifications and contract documents attached hereto.
3. It is understood and agreed that the specifications and contract documents hereto attached, prepared by the Village of Woodridge, are all essential documents of this contract and are a part hereof.
4. In witness whereof, the said parties have executed these presents on the date above mentioned.

=====
(Village Seal)

VILLAGE OF WOODRIDGE

Attest:

By: _____
Village Clerk

By: _____
Village Administrator

=====
==

IF A CORPORATION

(Corporate Seal)

CORPORATE NAME

Attest: _____

By: _____
Secretary

By: _____
President

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of _____, 20_____.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

CONTRACT - Page Two of Two

IF A PARTNERSHIP

(Seal)

(Seal)

(Seal)

(Seal)

PARTNERS DOING BUSINESS UNDER THE NAME OF

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of _____, 20_____.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

=====

IF AN INDIVIDUAL

(Seal)

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of _____, 20_____.

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC

VILLAGE OF WOODRIDGE
JANITORIAL SERVICES SPECIFICATIONS

I. GENERAL TERMS AND CONDITIONS

A. GENERAL SPECIFICATIONS

1. In submitting this proposal, the Contractor declares that the only persons or parties interested in the proposal as principals are those named herein; and that the proposal is made without collusion with another person, firm, or corporation.
2. The Contractor further declares that he or she has carefully examined the Proposal, Instructions to Bidders, Specifications, and Contract; and that he or she has inspected in detail the site of the proposed work and waives all right to plead any misunderstanding regarding the same.
3. The Contractor further understands and agrees that if this proposal is accepted he is to furnish and provide all labor, services, materials, supplies, equipment, apparatus, and appliances as specified in this contract, except such materials as are to be furnished by the Village in the manner and at the time therein prescribed, and in accordance with the requirements therein set forth.
4. The Contractor further agrees that the Village may at any time during the progress of work covered by this contract order other work, and that all such work and materials shall be performed as extra work at the prices delineated in the contract, unless mutually agreed otherwise in advance of such work.
5. The Contractor further agrees to execute a contract for this work at time of bid proposal.
6. The Contractor further agrees to begin work on May 1, 2013 or as otherwise agreed with the Village of Woodridge.

B. EXAMINATION OF SITE

Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed.

The Contractor to whom a contract is awarded will not be allowed any extra compensation by reason of any such matters of things concerning which the Contractor did not inform himself prior to bidding. The successful Contractor must employ, so far as reasonably possible as determined by the Village, such methods and means in the carrying out of his work as will not cause any interruption or interference with any other contractor.

C. MEETING BEFORE WORK BEGINS

It is mandatory that the Contractor meets with the Director of Public Works or his designee(s) prior to the start of work in order to review the contract specifications, designate the appropriate project contacts, and the manner in which work will be proceeding, among other items.

D. DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Any damage of public or private property caused by the Contractor's operations shall be resolved with the property owner within ten (10) days after damage occurs to the satisfaction of the Village. The Contractor shall inform the Village of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified

within the time frame agreed upon or to the satisfaction of the Village, the Village reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damaged caused by the Contractor, and deduct these costs from any payment due the Contractor.

E. ADDITIONAL WORK

The Village reserves the right to order additional work at the same unit price as provided for in the contractor's bid. Prior to commencing any additional work, the bidder shall submit his charges for performing the work and shall not proceed until the Director of Public Works or his designee, has approved the charges in writing.

F. SUBLETTING CONTRACT

It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or his right, title, or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without the previous written consent of an authorized representative of the Village of Woodridge; but in no case shall consent relieve the Contractor from his obligations or change the terms of the contract.

G. DEFAULT

The contract may be canceled or annulled by the Village in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by the Village of Woodridge, shall constitute contract default.

H. BILLING & PAYMENT

Billing shall be submitted by the Contractor on a monthly basis. Payment will be made by Village thirty (30) days or sooner after receipt of statement from Contractor when all work has been completed in a satisfactory manner and the specifications stated herein have been met.

II. DETAILED CLEANING SPECIFICATIONS

A. LOCATIONS TO BE CLEANED

These specifications cover the cleaning of the Police Department and Public Works Department building, the Village Hall, and the Resource Center. The approximate square footage (it shall be the Contractor's responsibility to verify) of the areas to be cleaned as follows:

	<u>Approximate Square Footage</u>			<u>Approx. Employee Count</u>
	<u>Tiled</u>	<u>Carpeted</u>	<u>Total</u>	
Police Department	2,898	6,426	9,324	75 employees
Public Works Dept.	2,898	1,326	4,224	35 employees
Village Hall	6,000	12,000	18,000	25 (1 st Floor)/12 (2 nd Floor)
Resource Center	1,654	1,491	3,145	2 Employees, 50 children/6 Volunteers

These specifications are not to be construed as exclusive. It is intended that the services provided by the Contractor include all functions normally considered a part of workmanlike, satisfactory custodial work, whether or not specifically listed herein. The Village of Woodridge's satisfaction with the cleaning services performed shall be of the utmost importance. The Contractor's employees shall always be presentable, courteous and receptive to the direction of the Village's representatives. There shall be at least one member of the Contractor's work crew capable of understanding clear directions and conversing in the English language with the Village's representatives.

Prior to working on premise, each employee of the contractor will successfully pass a background check performed by the Woodridge Police Department at no expense to the Contractor. All employees of the contractor shall be given a Woodridge Photo ID stating that the employee is a registered employee of the Contractor permitted to work onsite at the Village. The ID shall be visible at all times on each employee while within the premises of the Village of Woodridge.

B. DAYS OF SERVICE

Services shall be performed on the days and times as described below for each facility

<u>FACILITY</u>	<u>DAYS</u>	<u>TIMES</u>
Police Department	Sun – Sat	between 6:00 pm-6:00 am
Public Works Dept	Mon – Fri	between 6:00 pm-6:00 am
Village Hall	Mon – Fri	between 9:00 pm-6:00 am
Resource Center	Mon – Fri	between 9:00 pm-6:00 am

Service will not be required in the Village Hall, Public Works Department and Resource Center on the following holidays: New Year's day, Memorial day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve and Christmas Day. Crews must schedule work to accommodate, various Village events and Police Department shift changes at all times to accommodate various schedules.

C. SUPERVISION AND TRAINING

Competent English speaking supervisory personnel shall be present at each facility on a regular basis. The Contractor shall properly schedule and train all of its personnel. It is required that the supervisor visit the facilities being cleaned on a weekly basis to be sure that it has been completed in a satisfactory manner. The Village reserves the right to have the contractor assign a new contact, supervisor, and/or staff, for the Village's account if the current representative(s) are deemed unacceptable and/or unresponsive to the Village's needs.

D. UNIFORMS

Uniforms are required to be worn (at least a smock or T-shirt with the corporate logo) and name tags are required for all employees. A Village issued picture ID after completion of the background check must be on personnel at all times while cleaning at Village facilities. Uniforms must be presented and approved by the Village prior to start date.

E. SAFETY

The Contractor shall insure that all its employees or agents shall abide by all safety rules or regulations set by the Village of Woodridge, as they pertain to the cleaning service operations, as well as, by general regulations and standards of the industry and in accordance with all applicable federal, state, and local regulations.

F. SECURITY

All cleaning service employees shall be carefully interviewed, screened, and reference checked by the Contractor before those employees are sent to any Village facility to

commence providing services. Background checks from the Woodridge Police Department will be required prior to starting work. The Contractor shall agree to permit any person designated by the Village of Woodridge to search any employee of the cleaning service. Any unusual occurrences will be reported immediately to the proper authority. Cleaning service personnel shall not disturb paper on desks, tables or cabinets. Cleaning crew is required to sign in and check out at the police department on a daily basis.

G. SUB-STANDARD WORK

The Contractor recognizes that the Village, in its sole discretion, will determine whether the Contractor is performing in a timely and proper manner. By submitting a bill the Contractor is certifying that all work was completed as directed and specified in the contract and/or by Village representatives. Up to 20% will be deducted from the Contractor's monthly payments for documented instances of substandard workmanship. The deduction is taken from the payment for the month in which the substandard work was done.

H. PENALTY FOR NON-COMPLETION

Time is of the essence to the contract. Should the Contractor fail to complete the work within the timelines stipulated in the contract or within such extended time as may have been allowed, the Contractor shall be liable and shall pay the Village one hundred dollars (\$100.00) per calendar day not as a penalty but as liquidated damages, for each day of overrun in the contract time or such extended time as may have been allowed. The liquidated damages for failure to complete the contract on time are approximate, due to the impracticality of calculating and proving actual delay costs. This penalty established is to cover the cost of delay to account for administration, engineering, inspection, and supervision during periods of extended and delayed performance. The costs of delay represented by this schedule are understood to be a fair and reasonable estimate borne by the Village during extended and delayed performance by the Contractor of the work, remaining incidental work, correction of work improperly completed, or repair of work damaged as a result of the Contractor. The liquidated damage amount specified will accrue and be assessed until final completion of the total physical work of the contract even though the work may be substantially complete. The Village will deduct these liquidated damages from any monies due or to become due to the Contractor from the Village.

The other provisions of the Contract have been established to allow for the efficient completion of this project, without creating additional burden or hardship on the Village or additional administration and/or operating expenses for the Village. The failure to adhere to the specifications of the contract, including but not limited to the following examples, shall result in the assessment of liquidated damages of one hundred dollars (\$100.00) per incident per day. Some examples include:

- a) failing to complete work in a manner or sequence as required;
- b) failure of the contractor to be accessible to the Village or respond to requests to complete work;

I. SUPPLIES

The contractor shall supply all cleaning solutions, soaps, detergents, waxes, polishes, brooms, mops, rags, sponges, squeegees, buckets, mechanical polishers, urinal screens and deodorizers, buffers, vacuum cleaners and other items, tools or equipment needed to clean and sanitize the buildings. The Village of Woodridge shall provide the Contractor with an appropriate secure area for the storage of cleaning supplies, implements and machinery; these implements, cleaning supplies and machinery will be kept in a sanitary and odor-free condition. All materials shall be stored in a manner/location as directed by the Village and such materials shall be moved by the Contractor if requested to do so by the Village. The

contractor shall supply the Village with Material Safety Data Sheets (MSDS) for all cleaning solutions, soaps, detergents waxes and polish being used as part of the cleaning contract.

J. OPTIONAL – SUPPLIES

As an option to this contract, Contractors are asked to supply a quote to provide the annual supply of the following disposable supplies under the contract:

- a. Multi fold paper towels to refill dispensers
- b. Kitchen roll paper towels to refill dispensers
- c. Hand soap for washrooms
- d. Toilet paper
- e. Waste can liners

These items are currently included in the monthly cost of the Janitorial Contract. The contractor has supplied the following estimates for the total quantities of these supplies that the contractor provided in 2012. These can only be deemed estimates as the Village did not directly purchase these supplies/quantities. The Optional Supply cost is intended to be the annual cost for supplying the stated products regardless of quantity used.

K. GREEN SUPPLIES

The Village desires the use of cleaning solutions, soaps, detergents, waxes, and polishes be green in nature (Green Seal Approved) where appropriate. Common area cleaning including bathroom facilities, common work surface and kitchen work surface areas and hand soap shall be sanitized with anti-bacterial cleaners. Paper products over 50% recycled product are desired by the Village.

L. WALK-THROUGH INSPECTIONS

Mandatory quarterly walk through inspections with the cleaning supervisor will be scheduled with a Village's designee to observe and evaluate current service levels. Additional meetings will be at the Village's discretion. Punch list items must be completed no later than one week after notification from the Village. Punch list items not completed within the one week period will be subject to withholding 20% from the monthly payment for substandard work.

M. FACILITY DESCRIPTION AND SERVICE INTERVALS

The Village of Woodridge has invested considerable time in developing this section of the specification and expects that the specifications will be followed. No other service level will be allowed unless specifically authorized in writing by the Village of Woodridge Director of Public Works.

Attached as "Attachment 1" are descriptions of each facility and a list of the locations and items to be cleaned. There are **two (2) pages** included in this section and it will be the responsibility of the Contractor to follow these directions. It is expected that all locations and items will be cleaned at the highest level of maintenance at all times on a daily basis. Any variation or substandard work will be subject to deduction of the monthly payment. It will be expected that all tile flooring will be mopped, scrubbed, waxed and buffed at all times. Carpeted areas must be cleaned, and vacuumed at all times. All other areas listed will be held to the highest cleaning standards on a daily basis. **There will be no exceptions.**

There will be a **MANDATORY pre-bid walk-thru of all the facilities on WEDNESDAY, MARCH 13, 2013 at 9:00 A.M.** All bidders must participate in this walk-thru in order to submit a bid. Bidders will meet at the Public Works Building located at 1 Plaza Drive, Woodridge. For directions please call 630-719-4753.

N. FLOOR CARE AND INITIAL CLEANING

1. Floor Care & Cleaning

Cleaning of carpet and floors will be cleaned on a regular basis. All flooring will be expected to be free of dirt, stains, debris, at all times. Approximately 13,450 square feet of tile floors will be swept, mopped, buffed and waxed at all times. The total square footage of carpeting is 21,243. Carpets entirely will be cleaned by (steam, shampoo or dry chemical) at least 4 times throughout the year and the Contractor shall provide a calendar to the Village in order to plan for when these tasks will be taking place throughout the year. Additional cleaning may be needed to keep the floors at a high standard, this will be at the bidders expense. Carpet cleaning and floor waxing will be completed during the times listed under "Days of Service" and shall be done with minimum disruption. Furniture must be moved during stripping and waxing of the floor as well as during carpet cleaning and returned in its proper place upon completion.

2. Initial Cleaning

The initial cleaning will require a total cleaning of all facilities and shall include all items listed on the attached specification sheets. The Village will allow one month in order to complete the initial cleaning (May 1 – May 31st, 2013). This cleaning will be used to bring the facilities up to the best standards possible. The initial cleaning will require a total cleaning of all facilities and shall include all items listed on the attached specification sheets. The intent of the initial cleaning is to bring our facilities to a superior level of maintenance, which will in turn be kept at this level throughout the duration of the contract. All items on the specification sheet are expected to have been cleaned and brought to a superior level during this time. Additional crews are recommended to clean floors, walls, carpets and meticulously clean all items on the specification sheet. The facilities will be inspected thoroughly prior to regular maintenance schedules. Progress will be measured after the first week of the initial cleaning period by a formal meeting with the cleaning supervisor and a Village representative. If necessary a punch list will be established after the first week with expectations all items will be completed after five working days of notification. Initial cleaning work that is deemed unacceptable by May 31st, 2013 will be subject to 20% deduction off the first month payment. If the initial cleaning is determined to be incomplete by the end of the first month, The Village reserves the right to outsource the outstanding work at the successful contractor's expense. The Village will allow one month to complete the initial cleaning. (May 1 – May 31st, 2013).

O. RECYCLING

The Village Recycles mixed paper, corrugated paper, glass, plastic and aluminum. Comingled recyclable bins and paper only bins are located throughout the facilities. Recycling dumpsters are located at each facility with separate corrugated paper only bins also on the premises. The Contractor shall dispose of all recycling materials separate from trash/refuse collection into the separate recycling dumpsters on each day of service.

P. MISCELLANEOUS SERVICES

The Contractor shall be responsible for immediately reporting any severe irregularities that are discovered during the course of working in the Village facilities. These may include unlocked doors, broken windows, defective plumbing, as well as loose railings, etc.

Q. PROHIBITED ACTIONS

The Contractor shall maintain proper security at all facilities in which work is being conducted. This includes, but is not limited to, keeping doors locked (i.e. not propping them

open) and no unauthorized individuals shall be admitted into any building at any time by the Contractor.

R. ADDITIONAL SERVICES / EMERGENCY CONDITIONS

The Contractor shall be capable of temporarily providing additional services and/or increased frequency of service if necessary due to emergency conditions or special use of the building (i.e. special public meetings on a weekend). Except for emergency conditions, the Village shall provide twenty-four (24) hour notice that increased services shall be required. Additional services outside of normal working hours and days of service, or requiring additional help during normal working hours, shall be paid at the hourly rate indicated in the contract.

S. MINIMUM MAN-HOUR:

The **CONTRACT** shall be bid such that each building or facility is expected to receive the highest level of attention to attain the high quality standard of custodial care and maintenance required under these specifications. The absolute minimum man-hours is estimated to be six (6) man-hours to complete all facilities. Meeting the minimum man-hours shall not excuse the Contractor from failure to meet other general and specific quality requirements. Three repeated substandard work occurrences shall be deemed failure to meet the minimum man-hour requirements and shall require an onsite meeting between the Village and the Contractor's Supervisor. Punch list items from the meeting not completed within the one week period will be subject to withholding 20% from the monthly payment for substandard work. The Contractor shall log in start time and finish times through a written log in the Police Department Custodian Closet each night.

the Village did not directly purchase these items/quantities. The Optional Supply cost is intended to be the annual cost for supplying the stated products regardless of quantity used.

2012 Quantities Per the Current Contractor:

Toilet Paper – 2-ply 96 rolls per case - 28 cases

Multi Fold Towels - 97 cases

Kitchen Roll Paper Towels - 28 cases

Hand soap - 12 cases

Plastic Bags 24x33 - 14 cases

Plastic Bags 33x39 - 22cases

Plastic Bags 38x58 - 18 cases

Name of Bidder: _____

Address: _____

Telephone No. _____ Fax No. _____

Signature: _____

Title: _____

Date: _____

Subscribed and sworn before me this _____ day of _____, 2013.

My Commission Expires: _____

Notary Public

REFERENCES

The Contractor must list four (4) references, including at least one (1) municipality, listing firm, name, address, telephone number and contact person, for whom the Contractor has supplied janitorial services similar to those provided in these specifications, for a period no less than six (6) months.

Company Name: _____

Address: _____

Phone # : _____ Fax: _____

Contact Person: _____

Dates of Service (from – to): _____

Company Name: _____

Address: _____

Phone # : _____ Fax: _____

Contact Person: _____

Dates of Service (from – to): _____

Company Name: _____

Address: _____

Phone # : _____ Fax: _____

Contact Person: _____

Dates of Service (from – to): _____

Company Name: _____

Address: _____

Phone # : _____ Fax: _____

Contact Person: _____

Dates of Service (from – to): _____

Specific Cleaning Areas - (must be cleaned to specifications listed on page 1 including additional items listed below)

Police Department Jail Cells and Booking Area	Restrooms & Locker Rooms
Table and Counters - cleaned and disinfected	Sinks, Counters, and Showers - scrub clean and disinfect at all times
Chairs, Benches, and frames - cleaned and disinfected	(Disinfectant spray must be used after each cleaning throughout the entire Locker room)
Waste Baskets - wiped clean, emptied, and liner replaced	Commodes and Urinals - clean and disinfect at all times
Holding Cells - clean and disinfect - floor, sink, commodes, bed frames	Partitions - dust, wash, and clean
Holding Cells - clean and disinfect vinyl mattresses on both sides	Plumbing metal and hardware - cleaned and polished (spot free)
Walls - dust & wipe clean,	Mirrors - cleaned and free of dirt or spots
Doors & Frames - wiped down and cleaned including jail doors	Paper and Soap - filled at all times with proper products to fit dispensers
Flooring - sweep, mop, scrub, and disinfected at all times (as listed above)	Waste Baskets - wiped clean, emptied, and liner replaced
(Strip and wax floors)	Flooring - sweep, mop, scrub, and disinfected at all times (as listed above)
Phones, light switches - cleaned and disinfected	(Strip and wax floors)
	Walls - cleaned from ceiling to floor including baseboards (as listed above)
	Lockers - dust, wipe down and clean
	Doors & Frames - wiped down and cleaned including kick plates
	Phones, light switches - cleaned and disinfected
Meeting Rooms (Including board Room)	Fitness Rooms (2)
Food left out - thrown out after each day	Equipment, weights, and machines - dust, clean, and wipe down
Counters and Work Surfaces - cleaned and dusted	Floors - vacuum, scrub, and mop
Wastebaskets - empty, replace liner, wipe exterior / exterior	Paper products, and Disinfectant - replace as needed
Carpets -vacuumed, and clean	

BID# 2013-02 JANITORIAL SERVICES

ATTACHMENT 2

REQUIRED SUPPLIES BY CONTRACTOR – JANITORIAL SERVICES CONTRACT

All supplies must be proper to the use and fit various trash cans, paper and soap dispensers, etc.

ITEM	QUANTITY / DESCRIPTION
Aerosol room fresheners	As needed to meet the specifications
Disinfectant Spray	As needed to meet the specifications
Floor Soap	As needed to meet the specifications
Toilet Bowl Cleaner	As needed to meet the specifications
Stainless Steel Cleaner	As needed to meet the specifications
Glass Cleaner	As needed to meet the specifications
Multi-Purpose Cleaner/Antibacterial Cleaner	As needed to meet the specifications
Wood Cleaner/Polish	As needed to meet the specifications
Toilet Brushes	As needed to meet the specifications
Urinal Screens	As needed to meet the specifications
Deodorant Blocks	As needed to meet the specifications
Hand Dusters	As needed to meet the specifications
Brooms, Mops, etc.	As needed to meet the specifications
Trash Cans / Utility Cleaning Carts	4 to 6
Vacuum Cleaner with proper filters/bags	Minimum 2 quality machines
Floor Scrubbers	Minimum 2
Floor Strippers/Waxers	As needed to meet the specifications