

**CITY OF PEORIA
C O N T R A C T**

18-19 A

This agreement, made and entered into this 1st day of July, A.D., 2019 by and between the City of Peoria, a municipal corporation, party of the first part, and The Cleaning Source Peoria LLC, 4503 S Entec Dr., Bartonville, IL 61607, his/their executors, administrators, successors or assigns, party of the second part.

WITNESSETH: That for and in consideration of the payments and agreements mentioned in the proposal hereto attached, to be made and performed by the party of the first part, and according to the terms expressed in the bond referring to these presents, the party of the second part agrees with said party of the first part, at his/their own proper costs and expense to furnish and deliver all the work, materials and supplies in accordance with the specifications contained in said proposal, and in full compliance with all of the terms of this agreement.

IT IS UNDERSTOOD AND AGREED that the instructions to bidders, proposal, and bid and specifications are component parts of this contract and shall be deemed a part hereof. It is also understood and agreed that the contractor shall not assign, transfer, convey or otherwise dispose of this contract, or his right to execute it, or his right, title or interest in or to it or any part thereof, unless the previous written consent of the City Manager of the City of Peoria shall first be obtained thereto.

IN WITNESS WHEREOF, the said parties have executed these presents on the date above mentioned.

In accordance with the attached specifications, proposal, and pricing The Cleaning Source Peoria LLC will provide janitorial services for City Building Groups 3 and 4.

The Rates and Specifications are figured in accordance with prices listed in the attached proposal #18-19 beginning July 1, 2019 and ending June 30, 2022.

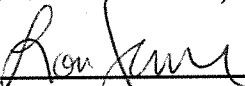
THE CITY OF PEORIA

By 
City Manager

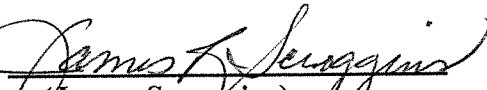
PARTY OF THE SECOND PART

The Cleaning Source Peoria LLC


(Name of individual, firm, or corporation)

By 
(Member of firm or officer of corporation)

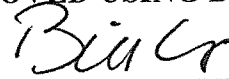
APPROVED FINANCE DEPARTMENT

By 
(James Scroggins)

APPROVED LEGAL DEPARTMENT

By 
(Don Leist)

APPROVED USING DEPARTMENT

By 
(Bill Lewis)



Council Communication

Agenda Date :6/11/2019

File #: 19-167, Version: 1

ACTION REQUESTED:

Communication from the City Manager and Interim Director of Public Works with a Request for the Following:

- A. APPROVE a 3-Year CONTRACT with THE CLEANING SOURCE, for the First Year Base Amount of \$235,598.00, for Janitorial Services to City Building Groups 3 and 4;
- B. APPROVE a 3-Year CONTRACT with LINDSAY'S DEPENDABLE CLEANING SERVICE, for the First Year Base Amount of \$57,271.21, for Janitorial Services to City Building Groups 1 and 5; and
- C. APPROVE a 3-Year CONTRACT with PHD, for the First Year Base Amount of \$44,824.00, for Janitorial Services to City Building Group 2.

BACKGROUND:

A Request for Proposals was issued April 5, 2019 for Janitorial Services to clean City Buildings, with six (6) vendors submitting responses, one (1) of which was rejected due to irregularities in the response.

Contract Specifications were updated from previous contracts to enhance opportunities for smaller vendors to take part in the process. One of the changes made to the specifications was to split facilities into five (5) building groups and allow vendors to provide pricing for one or more of the building groups. The building groups are as follows:

Building Group 1
Central Fire Station
OEM Facility
Fire Training

Building Group 3
Police Headquarters
Municipal Building

Building Group 5
Peoria Corps
Gateway Building
Assessor's Office

Building Group 2
Public Works Facility
PD2
Northwoods Mall substation

Building Group 4
City Hall
Twin Towers

Proposals were reviewed based on seven (7) criteria, and a scoring matrix was developed (See Below)

The scoring criteria included:

- 1. Training (15 points possible).
- 2. Quality Control (25 points possible).
- 3. Contract Cost (25 points possible)
- 4. Work-load Schedule (15 points possible)
- 5. References (10 points).
- 6. MBE/WBE Participation (10 points possible)
- 7. Bonus - (5 Points possible) "Green" sustainable measures.

Janitorial Services - Vendor Scoring

Vendor	MAX SCORE	Lindsay's Dependable	Ludy's Cleaning	One Star Professional	Abbco Service Group	PHD	The Cleaning Source
Rater 1	105	82	78	-	76	93	94
Rater 2	105	85	78	-	78	92	93
Total	210	167	156	-	154	185	187
RANK		3	4	-	5	2	1

Each contract consists of basic cleaning services for a three (3) year period beginning July 1, 2019 and ending June 30, 2022. Each contract includes a provision to extend the contract for up to two (2) one-year periods with prices for the extension included in this award.

The top three contractors were chosen for award and the building groups were divided by building groups bid and pricing.

Although One Star Professional Cleaning provided a response, the information provided was irregular and not enough to score on our matrix.

Both the Cleaning Source and PHD are WBE firms. Lindsay's Dependable Cleaning is a M/WBE firm.

FINANCIAL IMPACT: Award of the contracts as noted herein will result in a three-year obligation of \$1,013,079.63. Funds are provided in the Fire Department budget for Building Group 1, the Police Department budget for Building Groups 2 & 3, and the Public Works budget for Building Groups 4 & 5

NEIGHBORHOOD CONCERNS: N/A

IMPACT IF APPROVED: Cleaning services will commence under the new Contracts.

IMPACT IF DENIED: Extensions to existing contracts will have to be made and interruptions in cleaning services to City-owned buildings may occur.

ALTERNATIVES: N/A

EEO CERTIFICATION NUMBER: The Cleaning Source has current EEO #01422-200331, Lindsay's Dependable Cleaning has current EEO #03400-200630, and PHD is in the process of renewing EEO # 00223-160930.

WHICH OF THE GOALS IDENTIFIED IN THE COUNCIL'S 2017 - 2032 STRATEGIC PLAN DOES THIS RECOMMENDATION ADVANCE?

1. Financially Sound City

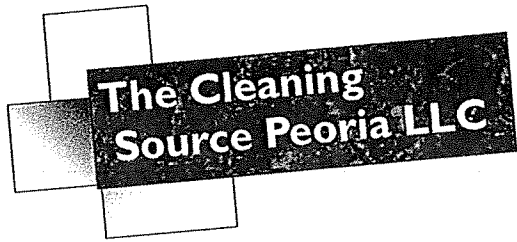
WHICH CRITICAL SUCCESS FACTOR(S) FROM THE COMPREHENSIVE PLAN DOES THIS

File #: 19-167, Version: 1

RECOMMENDATION IMPLEMENT?

1. Invest in our infrastructure and transportation.
2. Have an efficient government.

DEPARTMENT: Public Works



City of Peoria
Janitorial Services
Request For Proposal
#18-19
April, 2019

Submitted By:
The Cleaning Source Peoria LLC
4503 S. Entec Dr.
Bartonville, IL 61607
309/697-6270

ORIGINAL

The Cleaning Source Peoria LLC

The Cleaning Source Peoria LLC is a Peoria based custodial maintenance contracting company. Our client base in the Peoria, Bloomington, and Champaign / Urbana markets cover a variety of buildings with different usages and needs. We offer clients customized programs to fit their particular need be it contract, in - house, or hybrid programs.

Our goal is to provide a clean, safe, and healthy environment for all who work and visit our buildings while providing the highest return on cleaning investment dollars.

Training

- Training is the key to achieving consistency and thoroughness in the tasks to be performed.
- Employee training on proper cleaning procedures is an ongoing process.
- The Cleaning Source trains employees at scheduled intervals. Additional training is also scheduled as identified through quality control measurements.
- Training sessions are performed onsite in the form of hands on training reinforced with tasks list and in a classroom setting.

Purpose of in-service:

To introduce *H2O2 Cleaner* and give a general overview of disinfection methods and why we must disinfect.

GERMICIDAL DISINFECTANTS

Where and why you need germicidal disinfectants?

In performing custodial tasks we must kill disease-causing germs on surfaces in **germ-sensitive** areas that require a high degree of cleanliness. To clean surfaces in these areas, one must use special chemicals called disinfectants. Germs are simple one-celled living organisms that scientists call microorganisms – or organisms that you can only see with the aid of a microscope. Certain germs can cause disease so you must kill as many germs as possible on surfaces. Killing germs is not an easy task, because;

1. They multiply very fast - some can double in number every **20 minutes**.
2. They are so small you can't even see them.
3. They move about by contact, air currents, and the movements of people.

DISEASE CAUSING GERMS

All germs **do not** cause disease. There are many germs called non-pathogenic germs. In fact, we could not live without non-pathogenic germs. For example, we could not digest food without the germs present in our intestines. Also, some germs help make food such as cheese, butter, bread, and alcoholic beverages.

Many other kinds of germs can make people sick, and even cause them to die. They are called **pathogenic germs**. Pathogenic germs are germs that we are most concerned with. A very big part of your job is to kill or stop the growth of germs before they make people sick.

How do germs live?

The four main kinds of microorganisms or germs are: protozoa, fungi, bacteria, and viruses. These kinds of germs must live near other organisms, on which they depend for their food. Some live off human food, such as meat, milk, fruit, and vegetables. Many live off of human and animal wastes, blood, and body fluids.

Viruses are not really living organisms. They are complex chemical compounds that have no cellular structure, so they must live inside of living tissue in order to obtain food to grow and reproduce. **Viruses** cause many diseases, including AIDS, HBV, and Herpes.

Viruses do not grow like other germs, but they appear to multiply in living bodies. We know that some chemicals can destroy viruses or make them inactive. To make it easier to understand the basics of disinfection, we will call all disease-causing microorganisms just plain germs.

Besides food, germs also need **moisture**, darkness, and a warm place to live. An example of an area where germs would live and multiply would be a restroom floor. It is normally a warm area, the floor can be damp, and the many dark cracks and crevices in the surface contain the kind of dirt that many germs use for food.

APPLYING DISINFECTING / CLEANING SOLUTIONS

The easiest way to kill the germs (disinfect) and remove dirt (clean) is to do both tasks at the same time with a disinfectant / cleaner. The proportioning system that is in place is the easiest method that we have to assure that the proper amount of chemical be provided in the proper dilution rate.

Floors – When wet mopping make sure that the mop has the proper amount of solution. Wet mops should be wrung out to the point that they drip slightly. Remember to start with clean tools and change the disinfectant solution before it becomes too dirty. There is no one rule

that applies to all disinfecting tasks, because such conditions as the type of surface and type of soil vary. It is safe to say under normal conditions solution changes should be made after mopping about 800 square feet (the area of a 20 x 40 room) that has moderate soil conditions.

Other surfaces – Trigger sprayers, pump-up sprayers, and wipe rags or paper wipes are the easiest way to disinfect and clean other surfaces. When using wipe rags be sure and change wipe rags often.

Surfaces, including floors, should be sprayed and mopped with enough solution to allow the surfaces to remain wet for 10 minutes. This is called allowing dwell time.

Disinfectant / cleaner must be wet on surfaces for 10 minutes to achieve disinfection.

GERMICIDAL DISINFECTION QUESTIONS

1. Areas that require a high degree of cleanliness are called _____ areas.
2. Under ideal conditions, some germs will double in number every _____ minutes.
3. All germs _____ (do / do not) cause disease.
4. Germs that cause disease are called _____ germs.
5. _____ cause many diseases, including AIDS, HBV, and Herpes.
6. Germs need food, darkness, a warm place, and _____ to live.
7. Disinfectants must remain wet on a surface for _____ minutes to work effectively.
8. What is dwell time?

Name: _____ Date: _____

H2O2 Usage Chart

Spray & Wipe



Glass / Stainless Steel & Multi-Surface Cleaner

Use on glass, mirrors, and other hard surfaces not damaged by liquids.



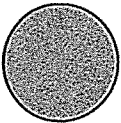
Spray & Wipe Cleaner / Degreaser

Use on walls, handrails, doors & frames, and other hard surfaces not damaged by liquids.



Restroom Deodorizing Cleaner

Follow Restroom Disinfection Procedures. Use as a daily wipe product on other surfaces to kill germs.



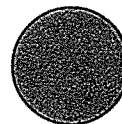
Heavy Duty Degreaser / Deodorizer

Use to remove heavy deposits of grease, soil, and hard water deposits.

Mop Buckets



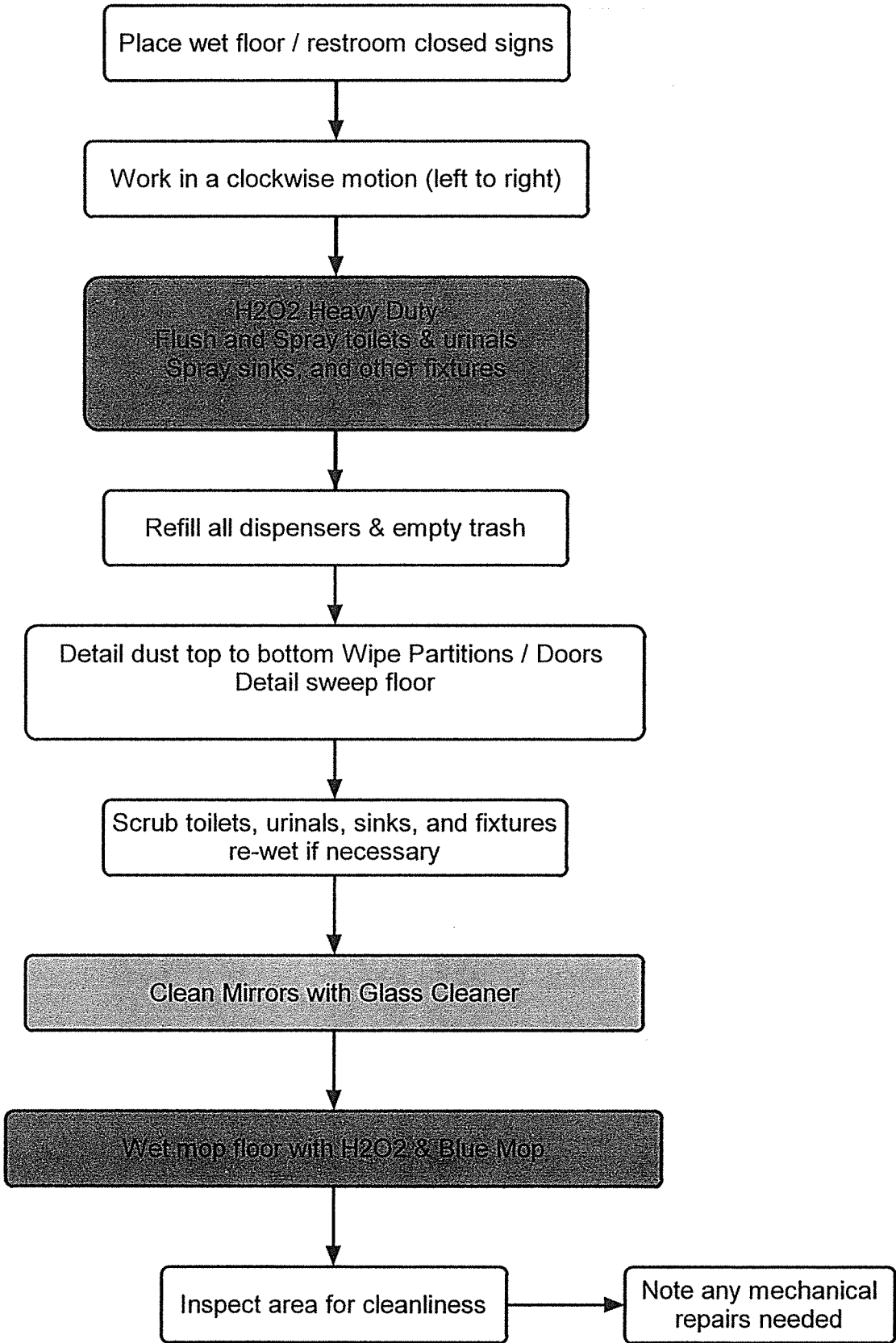
Restroom Floors



- Other Hard Floors
- Carpet Extraction

Read bottle labels. It is a violation of Federal Law to use these chemicals in a manner inconsistent with its labeling. **Do not mix chemicals or alter dilution devices.**

Restroom Disinfection Procedures





**The Cleaning Source
In-Service
Procedural
Training**

- **Hard Surface Floor Care**
- **Wood Floor Care**
- **Synthetic Floor Care**
- **Carpet Care**
- **Slip Prevention Programs**

- **Germicidal Disinfecting Programs**

Safety Related Training

- **Bloodborne Pathogen**
- **Right To Know**
- **Hazardous Substance (class 4 maintenance)**

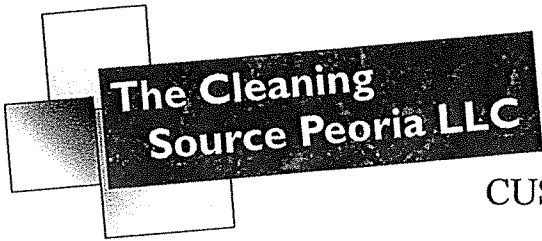
We take employee training to a new level. Our focus is to provide a safe, productive, and motivating environment for the employees. Unlike a one time seminar, our incremental and follow up hands on training tells us if the employee is able to apply the procedures that have been taught. Programs are customized to meet the needs of your facility.

For more information on these programs contact:

**The Cleaning Source Peoria LLC
4503 S. Entec Dr
Bartonville, IL 61607
309/697-6270**

Quality Control Contractor Supervision

- Quality control balances training, productivity, and cleanliness.
- This process begins with communication and is implemented by measuring the level of cleanliness of the tasks being performed.
- One of the communication tools utilized by The Cleaning Source is the onsite feedback book. The onsite book is a 5 x 8 loose-leaf binder utilized for communication by the contact person and cleaning personnel at each location.
- Customer comment forms are made available electronically and are a requirement for proper follow up on complaints.
- The daily task progress report is used to verify productivity and cleanliness at each location on a routine basis.
- Locations requiring more than 3 hours per night will utilize a time clock to register attendance and time worked.



**Janitorial Maintenance
Contracting / Consulting**

CUSTOMER COMMENTS

This form is for the employees of any facility utilizing services of The Cleaning Source. This is your opportunity to communicate any comments or concerns. Please fax this form to our office at (309) 697-6064.

Thank you,
Rob Jones

Location: _____

Room number / Area: _____ Date / Time: _____

Comments:

Name : _____ Phone: _____

Received by: _____ Date / time received: _____

Follow-up action:

Facility contact: _____ Date: _____

The Cleaning Source Daily Task Progress Report

Location: _____	Date: _____	Time: _____
Cleaned By: _____	Inspected by: _____	

Restrooms	1	2	MI	Circle Score	
Floors	clean	not clean		1	2
Fixtures	clean	not clean		1	2
Dispensers	filled	empty		1	2
Odor	no odor	odor		1	2
Mirrors	clean	not clean		1	2
Partitions	clean	not clean		1	2
Ceiling Vents	clean	not clean		1	2

Commons	1	2	3				
Dusting	no dust	some dust	visible dust		1	2	3
Water Fountain	clean	not clean			1	2	

Offices	1	2	3				
Recycling	emptied	not emptied			1	2	
Trash Recep.	emptied	not emptied			1	2	
Vacuuming	no dirt, clutter, lint	some dirt, clutter, lint	visible dirt, clutter, lint		1	2	3
Dusting / Wiping	no dust	some dust	visible dust		1	2	3
Door glass	clean	not clean			1	2	

Hard Floors	1	2					
Dust mopped	no dust	visible dust			1	2	
Mopping	cleaned	not cleaned			1	2	
Burnished	reflective	not reflective			1	2	

Overall Appearance	acceptable	acceptable needs improvement	not acceptable		1	2	3
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REMARKS:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total Score</td> <td style="width: 50px;"></td> </tr> </table> <p>18 - 22 Excellent 23 - 28 Good, room for improvement 29 + Need immediate improvement</p> <p>MI = Maintenance Issue</p>	Total Score	
Total Score			

The Cleaning
Source Peoria LLC

Action Plan

Employee: _____ Date _____

Bldg : _____

Supervisor: _____

Performance Concerns

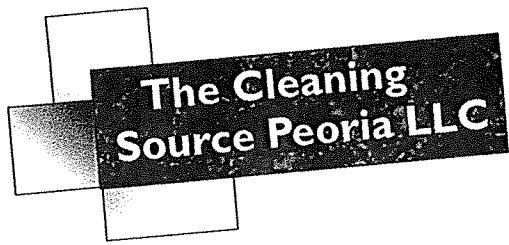
Expectations for change and improvement

Signature below indicates the above issues have been reviewed with the employee.

Name _____ date _____

Name _____ date _____

If the problems described above are repeated or not resolved to the company's satisfaction further corrective action will be taken, up to and including termination.



COMPANY POLICY

The following is a list of actions that are considered violations of company policy. The violation of any company policy will result in disciplinary action to including termination.

1. Being under the influence or in possession of drugs or alcohol while on duty.
2. Being in possession of a weapon while on duty.
3. Sleeping while on duty.
4. Eating in any area other than designated break rooms, or at authorized times while on duty.
5. Altering the time clock, time cards, or time sheets in any manner misrepresenting times.
6. Punching in or recording time for another person.
7. Causing intentional damage to assign location or The Cleaning Source property or equipment.
8. Making or receiving phone calls while on duty. (emergency situations excluded)
9. Failure to perform tasks and procedures as directed.
10. Excessive tardiness. (more than 3 times per month)
11. Excessive missing work. (one day per quarter) No Show, No call, Immediate termination
12. Leaving or entering the facility at unauthorized times.
13. Misuse of chemicals.
14. Stealing.
15. Any type of harassment or intimidation.
16. Abusive language or actions towards facility employees or co-workers.
17. Making false statement either oral or written towards facility employees or co-workers.
18. General misconduct to include endangering building occupants.
19. Use of location Computers or office equipment.
20. Allowing unauthorized persons in the facilities.

I have read and understand the above listed company policies of The Cleaning Source.

Date : _____

Date : _____

Signature : _____

Signature : _____
The Cleaning Source Peoria LLC

Print name : _____

JANITORIAL SERVICES REQUEST FOR PROPOSALS

EXHIBIT D

<u>LOCATION</u>	<u>YEAR ONE</u>	<u>YEAR TWO</u>	<u>YEAR THREE</u>	<u>2nd YEAR RENEWAL</u>	<u>3RD YEAR RENEWAL</u>
<u>BUILDING GROUP 1</u>					
Central Fire 505 N.E. Monroe St.	<u>\$19,664.00</u>	<u>\$20,451.00</u>	<u>\$21,269.00</u>	<u>\$22,120.00</u>	<u>\$23,010.00</u>
OEM 3615 N. Grandview Dr.	<u>\$3,117.00</u>	<u>\$3,117.00</u>	<u>\$3,210.00</u>	<u>\$3,210.00</u>	<u>\$3,306.00</u>
Fire Training Academy 7310 N. Galena Rd.	<u>\$10,447.00</u>	<u>\$10,865.00</u>	<u>\$10,865.00</u>	<u>\$11,300.00</u>	<u>\$11,751.00</u>
SUBTOTAL – GROUP 1	<u>\$33,228.00</u>	<u>\$34,433.00</u>	<u>\$35,344.00</u>	<u>\$36,630.00</u>	<u>\$38,067.00</u>
<u>BUILDING GROUP 2</u>					
Public Works Facility 3505 N. Dries Lane	<u>\$40,700.00</u>	<u>\$41,920.00</u>	<u>\$43,596.00</u>	<u>\$45,776.00</u>	<u>\$48,065.00</u>
Police Substation 2 2011 W. Altorfer Drive	<u>\$6,880.00</u>	<u>\$6,880.00</u>	<u>\$7,087.00</u>	<u>\$7,087.00</u>	<u>\$7,583.00</u>
Northwood's Mall Police office 2200 W war memorial	<u>\$2,960.00</u>	<u>\$2,960.00</u>	<u>\$3,050.00</u>	<u>\$3,050.00</u>	<u>\$3,078.00</u>
SUBTOTAL – GROUP 2	<u>\$50,540.00</u>	<u>\$51,760.00</u>	<u>\$53,733.00</u>	<u>\$55,913.00</u>	<u>\$58,726.00</u>
<u>BUILDING GROUP 3</u>					
Police Headquarters 600 S. Adams St.	<u>\$103,933.00</u>	<u>\$107,051.00</u>	<u>\$111,333.00</u>	<u>\$119,127.00</u>	<u>\$125,467.00</u>
Municipal Services Building 542 S. Adams St.	<u>\$32,825.00</u>	<u>\$32,825.00</u>	<u>\$34,138.00</u>	<u>\$35,504.00</u>	<u>\$36,924.00</u>
SUBTOTAL – GROUP 3	<u>\$136,758.00</u>	<u>\$139,876.00</u>	<u>\$145,471.00</u>	<u>\$154,631.00</u>	<u>\$162,391.00</u>
<u>BUILDING GROUP 4</u>					
City Hall 419 Fulton Street	<u>\$95,880.00</u>	<u>\$95,880.00</u>	<u>\$97,557.00</u>	<u>\$101,460.00</u>	<u>\$105,517.00</u>

Twin Towers 420B 456 Fulton Street	<u>\$2,960.00</u>	<u>\$2,960.00</u>	<u>\$3,050.00</u>	<u>\$3,050.00</u>	<u>\$3,078.00</u>
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SUBTOTAL – GROUP 4	<u>\$98,840.00</u>	<u>\$98,840.00</u>	<u>\$100,607.00</u>	<u>\$104,510.00</u>	<u>\$108,595.00</u>
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BUILDING GROUP 5

Peoria Corps 813 SW Washington St.	<u>\$6,880.00</u>	<u>\$7,155.00</u>	<u>\$7,441.00</u>	<u>\$7,739.00</u>	<u>\$8,048.00</u>
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Gateway Building 200 NE Water St.	<u>\$34,758.00</u>	<u>\$34,758.00</u>	<u>\$37,323.00</u>	<u>\$39,935.00</u>	<u>\$42,730.00</u>
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Assessor's Office 205 S. Adams Street	<u>\$6,880.00</u>	<u>\$7,155.00</u>	<u>\$7,441.00</u>	<u>\$7,739.00</u>	<u>\$8,048.00</u>
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SUBTOTAL – GROUP 5	<u>\$48,518.00</u>	<u>\$49,068.00</u>	<u>\$52,205.00</u>	<u>\$55,413.00</u>	<u>\$58,826.00</u>
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TOTALS – ALL GROUPS	<u>\$367,884.00</u>	<u>\$373,977.00</u>	<u>\$387,360.00</u>	<u>\$407,097.00</u>	<u>\$426,605.00</u>
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JANITORIAL SERVICES REQUEST FOR PROPOSALS

EXHIBIT E EXTRA WORK - CITY OF PEORIA - BID PROPOSAL

Washing of Venetian blinds:	<u>\$35.00</u> /blind
Extraction cleaning of carpeting	<u>\$0.28</u> / sq. ft. min \$80.00
Washing of light fixtures & diffusers:	<u>\$20.00</u> /unit.
Washing of walls and ceilings:	<u>\$0.20</u> / sq. ft. min \$80.00
Blood Borne Pathogens (average 17 per year may be in vehicles)	<u>\$45.00</u> /event
Wrought iron stair detailing and rotunda railing cleaning	<u>\$14.75</u> /hour
<u>Additional Services</u>	<u>\$18.00</u> /hour min \$80.00

HARD FLOOR REFINISHING EACH OCCURRENCE

	<u>2019</u>	<u>2021</u>
205 S. Adams St.	<u>\$250.00</u>	<u>\$250.00</u>
505 N.E. Monroe St	<u>\$850.00</u>	<u>\$850.00</u>
456 Fulton St.	<u>\$ 0</u>	<u>\$ 0</u>
542 S. Adams St.	<u>\$950.00</u>	<u>\$950.00</u>
600 S. Adams St.	<u>\$1,985.00</u>	<u>\$1,985.00</u>
419 Fulton Street	<u>\$1,985.00</u>	<u>\$1,985.00</u>
3615 N. Grandview Dr.	<u>\$150.00</u>	<u>\$150.00</u>
7310 N. Galena Road	<u>\$685.00</u>	<u>\$685.00</u>
3505 N. Dries Lane	<u>\$1295.00</u>	<u>\$1295.00</u>

Workload Scheduling

- Estimated Total Square Feet
- Estimated Cleaning labor hours and Cleaning Labor Costs
- Routine Tasks including frequency and procedure
- Special Tasks including frequency and procedure
- Baseline Cleaning Program
- Building Summary

Baseline Cleaning Program

TASKS	QTY COST	TIME (EACH/1000 SQ. FT.) CLEANING	MINUTES PER OCCUR. COST	DIFF. FACTOR	ANNUAL OCCUR.	EST. ANNUAL LABOR HOURS	EST. ANNUAL LABOR COSTS	PRODUCT	DILUTION (OZ. PER GAL)	EST. ANNUAL ANNUAL GAL)	EST. ANNUAL ANNUAL PRODUCT COST	
												HOURS
Auto Shop Area												
Sweep Floor Using 36" Push Broom.	7765	4.8	186.36	5.00	52	161.51	\$2,396.84			\$0.00	\$2,396.84	
Autoscrub Floor Using 26" Autoscrubber (with cleaner).	7765	5.8	225.19	5.00	52	195.16	\$2,896.18	ARSENAL HD FLR CLNR	6	\$654.12	\$3,550.30	
Flood Rinse Floor (with water).	7765	12	465.90	5.00	52	403.78	\$5,992.10			\$0.00	\$5,992.10	
Empty (lg) Trash Can / Reline If Necessary.	5	3	15.00	1.00	52	13.00	\$192.92			\$0.00	\$192.92	
						773.45	\$11,478.03			\$654.12	\$12,132.16	
Break Rooms												
Scrub Floor Using 20" Std Speed Flr Machine.	1671	27	45.12	1.00	2	1.50	\$22.32	ARSENAL TOP CLEAN	0.5	\$0.65	\$22.97	
Acid Clean Sinks.	3	2.5	7.50	1.00	52	6.50	\$96.46	MILD BOWL & PORCELAIN CLEANER	RTU	\$5.53	\$101.99	
Acid Clean Drinking Fountain.	1	1.5	1.50	1.00	52	1.30	\$19.29	MILD BOWL & PORCELAIN CLEANER	RTU	\$1.84	\$21.14	
Check and Refill Hand Soap Dispensers.	3	0.5	1.50	1.00	104	2.60	\$38.58			\$0.00	\$38.58	
Check and Refill Paper Towel Dispensers.	3	1.25	3.75	1.00	104	6.50	\$96.46			\$0.00	\$96.46	
Disinfect Sinks.	3	2.5	7.50	1.00	208	26.00	\$385.84	RE-JUV-NAL HBV	2	\$0.09	\$385.93	
Disinfect Drinking Fountains.	1	1.5	1.50	1.00	208	5.20	\$77.17	RE-JUV-NAL HBV	2	\$0.06	\$77.23	
Dust Mop with 48" Mop.	1671	2.4	4.01	1.00	260	17.38	\$257.90			\$0.00	\$257.90	
Damp Mop Using 32 oz. Mop Head (with cleaner).	1671	9.6	16.04	1.00	260	69.51	\$1,031.58	ARSENAL TOP CLEAN	0.5	\$14.08	\$1,045.66	
Clean Mirrors.	3	0.5	1.50	1.00	260	6.50	\$96.46	ARSENAL WINDO-CLEAN +	6.4	\$0.65	\$97.11	
Conference Rooms					143.00		\$2,122.06			\$22.91	\$2,144.96	

Baseline Cleaning Program

TASKS	QTY COST	TIME (EACH/1000 SQ. FT.) CLEANING	MINUTES PER OCCUR. COST	DIFF. FACTOR	ANNUAL OCCUR.	EST. ANNUAL LABOR HOURS	EST. ANNUAL LABOR COSTS	PRODUCT	DILUTION (OZ. PER GAL)	EST. ANNUAL ANNUAL GAL)	EST. ANNUAL ANNUAL PRODUCT COST
Bonnet Clean Carpet Using 20" Std Speed Flr	568	30	17.04	1.00	1	0.28	\$4.21	ARSENAL BONNET CLEANER	6.4	\$0.71	\$4.93
Extract Carpet Using 14" Cord Electric Unit.	568	30	17.04	1.00	1	0.28	\$4.21	ARSENAL CLEAN ACTION II	1	\$0.28	\$4.50
Vacuum with 14" Vac.	568	13	7.38	1.00	260	32.00	\$474.84	ARSENAL TOP CLEAN	0.5	\$0.00	\$474.84
Routine Clean Conference Rooms (with cleaner).	568	5	2.84	1.00	260	12.31	\$182.63	ARSENAL TOP CLEAN	0.5	\$0.10	\$182.73
Spot Clean Glass.	1	1	1.00	1.00	260	4.33	\$64.31	ARSENAL WINDO-CLEAN +	6.4	\$0.94	\$65.24
						49.21	\$730.21			\$2.03	\$732.24
Custodial Closets											
Routine Clean Custodial Closets (with cleaner).	123	100	12.30	1.00	52	10.66	\$158.19	ARSENAL TOP CLEAN	0.5	\$0.00	\$158.20
						10.66	\$158.19			\$0.00	\$158.20
Entrances/Lobbies											
Strip and Rinse Floor For Coating.	168	123	20.66	1.00	1	0.34	\$5.11	DEVASTATOR	21.3	\$1.88	\$6.99
Flood Rinse Floor (with water).	168	12	2.02	1.00	1	0.03	\$0.50			\$0.00	\$0.50
Apply One Coat of Finish.	168	15	2.52	1.00	5	0.21	\$3.12	EXPEDITER	RTU	\$9.35	\$12.46
Sweep Floor Using a Warehouse or Kitchen Broom.	168	25.2	4.23	1.00	260	18.35	\$272.25			\$0.00	\$272.25
Damp Mop Using 32 oz. Mop Head (with cleaner).	168	9.6	1.61	1.00	260	6.99	\$103.71	ARSENAL TOP CLEAN	0.5	\$1.42	\$105.13
Vacuum Walk-Off Mats.	1	1.11	1.11	1.00	260	4.81	\$71.38			\$0.00	\$71.38
Spot Clean Glass.	2	1	2.00	1.00	260	8.67	\$128.61	ARSENAL WINDO-CLEAN +	6.4	\$1.87	\$130.48
						39.40	\$584.68			\$14.51	\$599.19
Hallways											
Strip and Rinse Floor For Coating.	546	123	67.16	1.00	1	1.12	\$16.61	DEVASTATOR	21.3	\$6.09	\$22.71
Flood Rinse Floor (with water).	546	12	6.55	1.00	1	0.11	\$1.62			\$0.00	\$1.62

Baseline Cleaning Program

TASKS	QTY COST	TIME (EACH/1000 SQ. FT.) CLEANING	MINUTES PER OCCUR. COST	DIFF. FACTOR	ANNUAL OCCUR.	EST. ANNUAL LABOR HOURS	EST. ANNUAL LABOR COSTS	PRODUCT	DILUTION (OZ. PER GAL)	EST. ANNUAL ANNUAL GAL)	EST. ANNUAL ANNUAL PRODUCT COST	
Clean Walk-Off Mats.	9	3.17	28.53	1.00	1	0.48	\$7.06	ARSENAL BONNET CLEANER	6.4	\$0.88	\$7.94	
Scrub Floor Using 20" Std Speed Fir Machine.	513	27	13.85	1.00	2	0.46	\$6.85	ARSENAL TOP CLEAN	0.5	\$0.20	\$7.05	
Apply One Coat of Finish.	546	15	8.19	1.00	5	0.68	\$10.13	EXPEDITER	RTU	\$30.38	\$40.50	
Spray Buff Using 20" Cord Electric Machine.	546	28	15.29	1.00	12	3.06	\$45.37	HIL-GLO	RTU	\$8.72	\$54.10	
Acid Clean Drinking Fountain.	4	1.5	6.00	1.00	52	5.20	\$77.17	MILD BOWL & PORCELAIN CLEANER	RTU	\$7.38	\$84.55	
Disinfect Drinking Fountains.	4	1.5	6.00	1.00	208	20.80	\$308.67	RE-JUV-NAL HBV	2	\$0.24	\$308.92	
Dust Mop with 48" Mop.	1059	2.4	2.54	1.00	260	11.01	\$163.44			\$0.00	\$163.44	
Damp Mop Using 32 oz. Mop Head (with cleaner).	1059	9.6	10.17	1.00	260	44.05	\$653.77	ARSENAL TOP CLEAN	0.5	\$8.92	\$662.69	
Damp Mop Using 32 oz. Mop Head (with cleaner).	513	9.6	4.92	1.00	260	21.34	\$316.70	ARSENAL TOP CLEAN	0.5	\$4.32	\$321.02	
Vacuum Walk-Off Mats.	9	1.11	9.99	1.00	260	43.29	\$642.42			\$0.00	\$642.42	
						151.60	\$2,249.81			\$67.14	\$2,316.96	
Kitchens												
Strip and Rinse Floor For Coating.	50	123	6.15	1.00	1	0.10	\$1.52	DEVASTATOR	21.3	\$0.56	\$2.08	
Flood Rinse Floor (with water).	50	12	0.60	1.00	1	0.01	\$0.15			\$0.00	\$0.15	
Apply One Coat of Finish.	50	15	0.75	1.00	5	0.06	\$0.93	EXPEDITER	RTU	\$2.78	\$3.71	
Sweep Floor Using a Warehouse or Kitchen Broom.	50	25.2	1.26	1.00	260	5.46	\$81.03			\$0.00	\$81.03	
Damp Mop Using 32 oz. Mop Head (with cleaner).	50	9.6	0.48	1.00	260	2.08	\$30.87	ARSENAL TOP CLEAN	0.5	\$0.42	\$31.29	
Empty (sm) "Recycle" Trash Can / Refine If	1	0.67	0.67	1.00	260	2.90	\$43.09			\$0.00	\$43.09	
						10.62	\$157.58			\$3.76	\$161.34	
Large Non-Congested Areas												
Autoscrub Floor Using 26" Autoscrubber (with cleaner).	2840	5.8	16.47	1.00	52	14.28	\$211.85	ARSENAL HD FLR CLNR	1	\$39.87	\$251.73	

Baseline Cleaning Program

TASKS	QTY COST	TIME (EACH/1000 SQ. FT.) CLEANING	MINUTES PER OCCUR. COST	DIFF. FACTOR	ANNUAL OCCUR.	EST. ANNUAL LABOR HOURS	EST. ANNUAL LABOR COSTS	PRODUCT	DILUTION (OZ. PER GAL)	EST. ANNUAL ANNUAL (GAL) COST	EST. ANNUAL ANNUAL PRODUCT COST	
Sweep Floor Using 36" Push Broom.	2840	4.8	13.63	1.00	260	59.07 73.35	\$876.63 \$1,088.48			\$0.00 \$39.87	\$876.63 \$1,128.35	
Locker Rooms												
Scrub Floor Using 20" Std Speed Fir Machine.	323	27	8.72	1.00	2	0.29	\$4.31	ARSENAL HD FLR CLNR	1	\$0.26	\$4.58	
Dust Mop with 48" Mop.	323	2.4	0.78	1.00	260	3.36	\$49.85			\$0.00	\$49.85	
Damp Mop Using 32 oz. Mop Head (with	323	9.6	3.10	1.00	260	13.44 17.09	\$199.40 \$253.57	RE-JUV-NAL HBV	2	\$5.25 \$5.51	\$204.65 \$259.08	
Offices												
Bonnet Clean Carpet Using 20" Std Speed Fir	4767	30	143.01	1.00	1	2.38	\$35.37	ARSENAL BONNET CLEANER	6.4	\$6.00	\$41.37	
Extract Carpet Using 14" Cord Electric Unit.	4767	30	143.01	1.00	1	2.38	\$35.37	ARSENAL CLEAN ACTION II	1	\$2.39	\$37.76	
Detail Dust.	6180	4.5	27.81	1.00	52	24.10	\$357.67		2	\$0.00	\$357.67	
Vacuum with 14" Vac.	4767	13	61.97	1.00	260	268.54	\$3,985.15			\$0.00	\$3,985.15	
Routine Disinfect Offices (with disinfectant).	6180	5	30.90	1.00	260	133.90 431.31	\$1,987.08 \$6,400.64	RE-JUV-NAL HBV	2	\$2.01 \$10.39	\$1,989.08 \$6,411.03	
Restrooms												
Strip and Rinse Floor For Coating.	362	123	44.53	1.00	1	0.74	\$111.01	DEVASTATOR	21.3	\$4.04	\$15.05	
Flood Rinse Floor (with water).	362	12	4.34	1.00	1	0.07	\$1.07		21.3	\$0.00	\$1.07	
Disinfect Restroom Using Flat-Mop.	573	20	11.46	1.00	1	0.19	\$2.83	RE-JUV-NAL HBV	2	\$0.21	\$3.05	
Apply One Coat of Finish.	362	15	5.43	1.00	5	0.45	\$6.72	EXPEDITER	RTU	\$20.14	\$26.85	
Acid Clean Urinals.	7	2.5	17.50	1.00	52	15.17	\$225.07	MILD BOWL & PORCELAIN CLEANER	RTU	\$12.91	\$237.98	
Acid Clean Toilet Bowls.	12	2.5	30.00	1.00	52	26.00	\$385.84	MILD BOWL & PORCELAIN CLEANER	RTU	\$22.13	\$407.97	

Baseline Cleaning Program

TASKS	QTY COST	TIME (EACH/1000 SQ. FT.) CLEANING	MINUTES PER OCCUR. COST	DIFF. FACTOR	ANNUAL OCCUR.	EST. ANNUAL LABOR HOURS	EST. ANNUAL LABOR COSTS	PRODUCT	DILUTION (OZ. PER GAL)	EST. ANNUAL ANNUAL GAL) COST	EST. ANNUAL ANNUAL PRODUCT COST
Acid Clean Sinks.	15	2.5	37.50	1.00	52	32.50	\$482.30	MILD BOWL & PORCELAIN CLEANER	RTU	\$27.67	\$509.97
Check and Refill Hand Soap Dispensers.	8	0.5	4.00	1.00	52	3.47	\$51.45			\$0.00	\$51.45
Check and Refill Paper Towel Dispensers.	13	1.25	16.25	1.00	104	28.17	\$417.99			\$0.00	\$417.99
Check and Refill Toilet Tissue Dispensers.	24	0.5	12.00	1.00	104	20.80	\$308.67			\$0.00	\$308.67
Disinfect Urinals.	7	2.5	17.50	1.00	208	60.67	\$900.29	RE-JUV-NAL HBV	2	\$0.73	\$901.02
Disinfect Toilet Bowls.	12	2.5	30.00	1.00	208	104.00	\$1,543.36	RE-JUV-NAL HBV	2	\$1.83	\$1,545.19
Disinfect Sinks.	15	2.5	37.50	1.00	208	130.00	\$1,929.20	RE-JUV-NAL HBV	2	\$0.46	\$1,929.66
Sweep Floor Using a Warehouse or Kitchen Broom.	573	25.2	14.44	1.00	260	62.57	\$928.56			\$0.00	\$928.56
Damp Mop Using 32 oz. Mop Head (with Clean Mirrors.	573	9.6	5.50	1.00	260	23.84	\$353.74	RE-JUV-NAL HBV ARSENAL	2	\$9.31	\$363.05
	1	0.5	0.50	1.00	260	2.17	\$32.15	WINDO-CLEAN + ARSENAL	6.4	\$0.22	\$32.37
Clean Mirrors.	12	0.5	6.00	1.00	260	26.00	\$385.84	WINDO-CLEAN + ARSENAL	6.4	\$2.58	\$388.42
Disinfect Partitions and Doors.	13	3	39.00	1.00	260	169.00	\$2,507.96	RE-JUV-NAL HBV	2	\$1.98	\$2,509.94
Check and Empty Sanitary Napkin Receptacles.	5	1.3	6.50	1.00	260	28.17	\$417.99			\$0.00	\$417.99
						733.97	\$10,892.06			\$104.20	\$10,996.26
Shop Area											
Strip and Rinse Floor For Coating.	1558	123	191.63	1.00	1	3.19	\$47.40	DEVASTATOR	21.3	\$17.39	\$64.79
Flood Rinse Floor (with water).	1558	12	18.70	1.00	1	0.31	\$4.62			\$0.00	\$4.62
Apply One Coat of Finish.	1558	15	23.37	1.00	5	1.95	\$28.90	EXPEDITER	RTU	\$86.68	\$115.58
Dust Mop with 48" Mop.	1558	2.4	3.74	1.00	260	16.20	\$240.46			\$0.00	\$240.46
Damp Mop Using 32 oz. Mop Head (with cleaner).	1558	9.6	14.96	1.00	260	64.81	\$961.82	ARSENAL TOP CLEAN	0.5	\$13.13	\$974.95
Routine Clean Shop Area (with cleaner).	1558	5	7.79	1.00	260	33.76	\$500.95	ARSENAL TOP CLEAN	0.5	\$0.26	\$501.21
Shower Rooms											
						120.23	\$1,784.15			\$117.46	\$1,901.61

JANITORIAL SERVICES REQUEST FOR PROPOSALS

**EXHIBIT F
JANITORIAL SERVICE REFERENCES**

Name five (5) firms now under contract with your company:

<u>City of Peoria</u>	<u>Jason Meeks</u>	<u>645-1999</u>
Company	Contact Person	Telephone No.
<u>Alpha Park Library</u>	<u>Patti Borland</u>	<u>697-3822</u>
Company	Contact Person	Telephone No.
<u>S&S Property Management</u>	<u>Chuck Sellers</u>	<u>691-1919</u>
Company	Contact Person	Telephone No.
<u>Heights Finance Corp</u>	<u>Wendy Kissler</u>	<u>690-6604</u>
Company	Contact Person	Telephone No.
<u>U of I Krannert Center</u>	<u>John Williams</u>	<u>217/300-3786</u>
Company	Contact Person	Telephone No.

Execution of this form certifies understanding and compliance with the total bid package.

BID SUBMITTED BY:

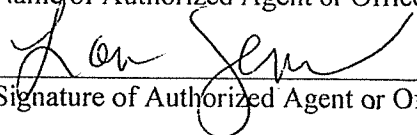
The Cleaning Source Peoria LLC 01422-200331
Company EEO Certificate of Compliance
No.

4503 S. Entec Dr. Bartonville IL 61607
Address City State Zip

696-5479 696-5479
Daytime Telephone Number After Hours Telephone Number

Robert Jones
Contact Person (Please Print or Type)

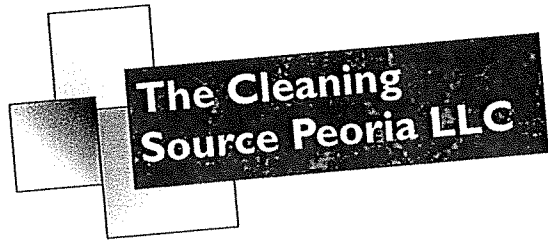
Lori Jones majority owner / managing member
Name of Authorized Agent or Officer Title

 4-24-19
Signature of Authorized Agent or Officer Date

MARK ENVELOPE: BID NO. 18-19

MBE / WBE

The Cleaning Source Peoria LLC is a WBE.
The diversity of our staff includes women, veterans, and minorities.
Our goal is 70 to 80% as a company.



Hard Floor Care

When hard floors are stripped and recoated it starts a life cycle that's length of time is dependant on performing daily and periodic tasks correctly.

To best optimize our hard floor care maintenance program, hard surfaces are evaluated to identify what areas of hard surface needs to be stripped and recoated the least over the longest period of time while maintaining the highest appearance level.

Training:

- Floor stripping crews are trained on proper detail stripping and recoating procedures.
- Floor maintenance employees are trained on the proper daily and periodic tasks that must be completed to keep our floors looking their best and extending the life cycle
- All crews are provided the required equipment and tools to complete our tasks.

Products:

Our floor care products are found under the green section of this proposal.

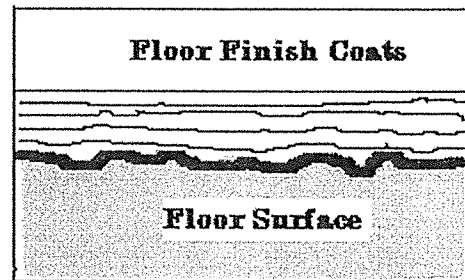
Quality Control:

Our inspection process is on going and schedules of floor procedures are kept to allow us to perform floor procedures on a scheduled basis before the appearance levels decline.

Hard Floor Care Overview

Purpose of floor finish:

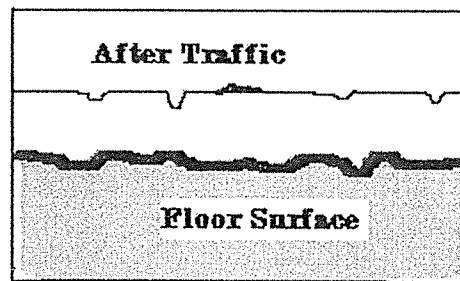
1. Protect the floor surface
2. Enhance the beauty of the floor surface
3. Allow for easier sanitation and maintenance of the floor surface



Most floor surfaces are not a smooth surface. It has bumps, ridges, and valleys. As we fill these imperfections we are creating a continuous flat coating across the top of the floor, providing a maximum of light reflection or gloss

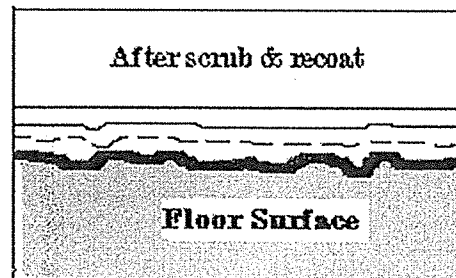
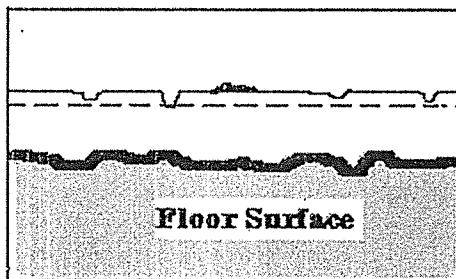
Next we see what happens after the floor has been opened to traffic:

Gouging
Scratching
Scuffing



When we buff or burnish the floor we actually grind down the finish to get past the damaged areas and produce a smooth surface again that will restore gloss

When floors no longer respond to buffing or burnishing we must deep scrub and recoat. This levels and builds up finish so that we can continue with our buffing or burnishing procedures



Hard Floor Care Overview

Floor Care Cycle

The life cycle of floor finish begins when we strip or deep scrub and re-coat the floor. In looking at the below listed tasks the longer the colored bar the more labor involved in performing these floor maintenance procedures.

Daily Maintenance

1. Dust Mop
2. Damp mop or autoscrub with neutral cleaning product
3. Inspect mats & clean as necessary

Periodic Scheduled Maintenance

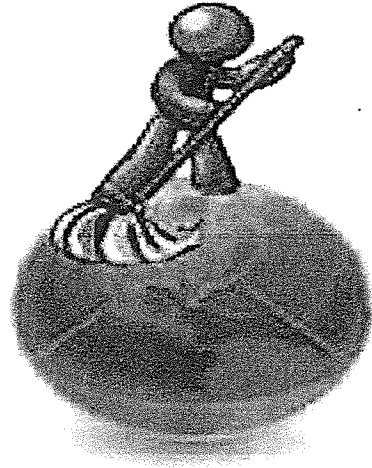
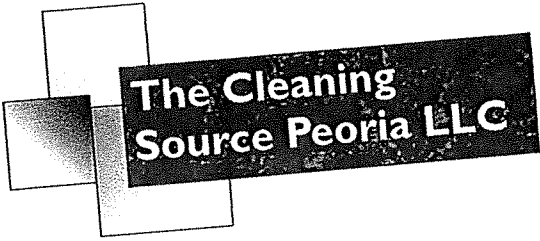
1. Dust mop
2. Damp mop or autoscrub with restorative product
3. Burnish
4. Dust mop

Deep Scrub & Recoat

1. Dust mop
2. Deep scrub with heavy duty floor cleaner and green pads
3. Apply two to three coats of floor finish

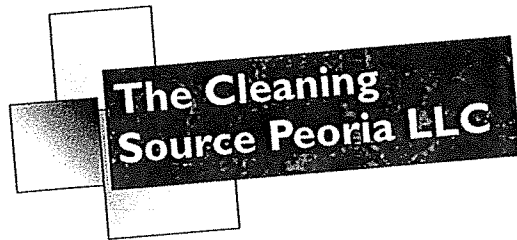
Strip & Recoat

1. Dust mop
2. Strip floor with stripping solution and black pads
3. Apply floor seal and finish



Environmental Statement:

We are committed to reducing the environmental footprint and providing a clean, safe, and healthy environment for the people that work in and visit the buildings that we are responsible for.



Green Cleaning

Buildings serviced by The Cleaning Source use green certified cleaning chemicals dispensed thru chemical dilution centers that limit workers exposure to chemical concentrates while facilitating the proper dilution of chemical concentrates.

Smaller buildings that do not have space for a dilution center utilize a green certified pouch product to insure proper dilution control.

Training programs are developed using color coding and a number system to assure the proper chemical is used on the different surfaces cleaned and best practice procedures are utilized.

Green Cleaning Chemicals / Strippers / Finish

General cleaners:

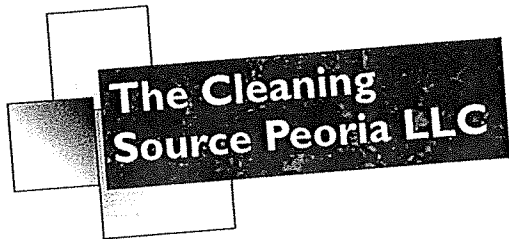
- Cleanline Products - H₂O₂ - Meets GS - 37 Green Seal Standard
Portionpac

Floor stripper & Finish:

- Essential Ind. - Green Strip -Meets GS -40 Green Seal Standard
- Essential Ind.- G2 Finish -Meets GS-40 Green Seal Standard

Carpet Cleaning Chemical:

- Cleanline Products - H₂O₂ - Meets GS -37 Green Seal Standard
- R.E. Whittaker Company - Crystal Dry Extra -Meets GS-37 Green Seal Standard



Non Green Products

We are constantly looking at new green and bio-based products to replace those in our system that are not as environmentally friendly. These products are used in a controlled environment so as to not over expose utilizing best practice procedures.

- Essential Ind. - Clinging Bowl Cleaner
- Essential Ind. - Non Butyl Degreaser
- Simple Green - Lime Scale Remover

Green Cleaning Equipment

Vacuums: Green Seal Certified / HEPA filtration.

Auto Scrubbers / Floor burnishers / Carpet Extractors:
Meet the criteria as set forth by the Cleaning Industry Management Standard's Green Building (CIMS-GB) requirements.

Recycling

Recycling is an important component of a comprehensive green building program. Proper collection of recycle materials is built into our training procedures and task lists.

H₂O₂ Multi-purpose Cleaner/Degreaser



Orange Cherry

Fresh & Clean Un-scented

4% Concentrate

8% Super Concentrate

DESTROYS Odors

CLEANS Tile & Grout Floors, Restrooms & Showers

SPRAY & WIPE Glass & Stainless Cleaner

MULTIPLE DILUTIONS For All Your Cleaning Needs

- ▶ Super H₂O₂ is formulated with Hydrogen Peroxide and BIODEGRADABLE surfactants and was designed to provide a broad range of cleaning applications.
- ▶ Cleans bathrooms, kitchens, laundry concrete and so much more.
- ▶ When used at the proper dilution ratios Super H₂O₂ will clean and deodorize at a neutral ph.
- ▶ Super H₂O₂ will safely clean any surface without the wear and tare that you can get from other cleaners.
- ▶ When using Super H₂O₂ your mops and cleaning rags will last twice as long. H₂O₂ does not break down the fabric of your cleaning tools like bleach and other harsh chemicals.
- ▶ 1 gallon of Super H₂O₂ will make 256 gallons of window cleaner.
- ▶ Super H₂O₂ cleans stainless steel to a polish.
- ▶ People safe, surface safe and color safe.
- ▶ NO residue build-up.
- ▶ ONE product 4 dilutions that will clean every room, every surface.
- ▶ It will even clean your carpet and spot clean upholstery linens.
- ▶ ONE CHEMICAL to clean almost every area of your facility.

One Solution For All Your Cleaning Needs
Environmentally Preferred | Klene Solutions Guaranteed

**Klene
Solutions**

A Strategic Business Unit of Lubriformance
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COP 2014 Recycling Summary

Location	# of totes											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
City Hall	9	18	14	10	17	14	22	15	18	15	17	11
Public Works	7	7	4	4	4	6	3	5	4	5	4	4
Assessors	2	2	2	2	2	2	2	2	2	2	2	2
Municipal	6	6	6	2	2	2	6	6	6	6	6	6
Police Hdqrts			4	5	5	3	2	2	2	2	2	2
Monthly Total	24	33	30	23	30	27	35	30	32	30	31	25
Quarterly Total	87			80			97			86		
Annual total	350											

Wks of month

- 1st, 3rd CH 7
- 1st, 3rd TT 3
- 2nd, 4th PW 4
- 1st, 3rd Asses 1
- 1st, 3rd Muni 3
- 1st, 3rd PD 3

* = 3 pick up weeks - 1st, 3rd, 4th

JANITORIAL SERVICE

Training and quality control. The contractor shall insure that there is adequate staff on hand who are fully able to communicate using the English language. **The contractor shall submit with the proposal information regarding the procedures utilized to verify employee attendance.**

BACKGROUND CHECKS

The contractor shall furnish the Contract Administrator with the names and descriptive information of all employees and supervisors prior to their assignment to work under this contract. All employees added during the term of this contract shall be subject to this requirement. This information will be for the purpose of conducting police checks on those personnel who may be assigned to work in areas determined as sensitive in nature by the City of Peoria.

WORK LOADING SCHEDULE (EXHIBIT H)

The contractor shall generate and provide a work-loading schedule for each building in excess of 12,000 sq. ft. of cleanable area. A sample of the work-loading schedule to be used by the proposer and representing the format and information to be produced for this contract shall be submitted with the proposal. The sample workloading schedule shall be used in evaluation of proposals. The final workloading schedules shall be delivered to the contract administrator within 30 calendar days of notification to the contractor regarding contract award. The schedule shall detail tasks (according to Exhibit B-1, B-2, B-3 and B-4) to be performed and the time assigned for completion of the tasks and a summary of total hours assigned to each building. **Failure to provide an acceptable final workloading schedule shall be grounds for termination of the contract.**

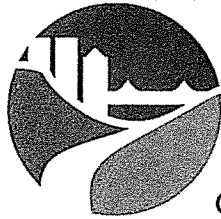
AUTHORIZING WORK

Normally, only those staff persons of Facility Operations are authorized to order additional work. If an unauthorized City employee requests the contractor for an **emergency condition**, the contractor shall proceed with the work, and notify the contract administrator as soon as practical. Except under emergency conditions, a printed work order shall be issued by Facility Operations at the time of the request for extra work and prior to the contractor providing service. In emergency conditions, a printed work order will be provided after the fact.

VERIFICATION OF COMPLETED WORK ORDERS

The contractor shall be responsible for obtaining a work verification signature on the printed work order form from a member of the City Facility Operations staff, the Building Representative or other City employee qualified to determine that the requested work was completed satisfactorily.

REQUEST FOR PROPOSALS
Janitorial Services
#18-19



CITY OF
PEORIA

Pre-Proposal Meeting – April
18, 2019 9:00 am at Peoria City
Hall, 419 Fulton Peoria, IL
61602 Room 108

ISSUED BY
DIVISION OF PURCHASING
CITY OF
PEORIA, ILLINOIS

**Sealed Requests for Proposals will be received at the
office of:**

The PURCHASING MANAGER
Room 108, City Hall,
419 Fulton Street, Peoria, Illinois until 2:00 P.M.

Friday, April 26, 2019
for furnishing the materials, or services
described herein.

PLEASE RETURN ENTIRE
DOCUMENT AS YOUR RESPONSE. SUBMITTED BY:
The

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INSTRUCTIONS TO PROPOSERS

Request for Proposal (RFP)(9/10/18)

ACCEPTANCE OF PROPOSALS - The right is reserved, as the interest of the City may require, to reject any or all proposals and to waive any nonmaterial informality or irregularity in the responses received. All such responses will be in English. The City will select a Proposer as described below or reject all Proposals within one hundred-twenty (120) calendar days from the date the responses are opened.

ADDITIONAL COPIES OF RFP - Proposers may secure additional copies of the RFP documents from the City of Peoria's Finance Department Purchasing Division.

RFP ENVELOPE IDENTIFICATION - Proposers shall submit their response in a sealed envelope which shall be clearly labeled with the organization/individual name and address. Proposers are requested to indicate in the LOWER LEFT HAND CORNER OF THEIR ENVELOPE THE ITEM BEING REQUESTED, REQUEST NUMBER, DATE AND TIME THE REQUEST IS DUE.

MAILING OF PROPOSALS— One (1) original and Three (3) copies of all responses are to be mailed or delivered to the City of Peoria Purchasing Department, Room 108, City Hall, 419 Fulton Street, Peoria, Illinois, 61602-1276. Proposals will not be accepted by FAX, e-mail, internet, telephone or telegraphic means. Information regarding the proposal can be obtained by calling the Purchasing Manager at (309) 494-8582.

CLOSING TIME - The Proposal closing time will be based upon Central Standard Time or Central Daylight Time, whichever is in effect on the date the proposal is due.

SELECTION – The proposal selected will be that which best meets the needs of the City of Peoria as expressed in the RFP. Said Selection will be made as per the guidelines created by the City of Peoria's Selection Committee. The content of the proposal, the experience of the firm/individuals and the result of any scheduled interview(s) may be considered in making the selection.

WITHDRAWAL OF PROPOSALS - Proposers may withdraw their proposals at any time prior to the RFP closing time by telephone, fax or written request. A telephone request must be confirmed in writing within 24 hours of the call and prior to closing time. No Proposer shall withdraw its response for a period of sixty (60) calendar days from the RFQ opening date. Negligence on the part of the Proposer in preparing a response confers no right of withdrawal or modification of a proposal after it has been opened. No response will be opened which has been received after the closing time specified in the RFP document and it will be returned unopened to the Proposer.

ALTERNATE RESPONSES - The RFP describes the service and level of experience/expertise, which the City feels are necessary to meet the performance requirements of the City. Proposers desiring to submit a response on items which deviate from these specifications, but which they believe to be equivalent, are requested to submit alternate responses. However, ALTERNATE TENDERS MUST BE CLEARLY INDICATED AS SUCH AND DEVIATIONS FROM THE APPLICABLE SPECIFICATIONS PLAINLY NOTED. The response must be accompanied by complete specifications of the items offered.

AWARD - An award will be made to the lowest qualified (responsive and responsible) proposal that complies with the terms and conditions of the specifications provided that it is in the best interest of the City to accept the proposal. Awards will be made on per item basis unless otherwise stated. The quality of the articles to be supplied, their conformity with specifications, their suitability to the requirements of the City and the delivery terms will be taken into consideration in making the award. By signing this document Vendor/Contractor/Consultant is **certifying they have not been barred from bidding by Federal, State or Local governments and has not been suspended or debarred from receiving federal funding.**

COSTS - Unit costs must be clearly identified for each component requested by the RFP document or otherwise submitted by the Proposer. All costs shall be stated in U.S. dollars. In case of mistake in extension of cost, unit cost shall govern. All costing must be typewritten or written in ink. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto and initialed in ink by the party signing the proposal or his authorized representative.

SIGNATURES - Each proposal must be signed by the Proposer with its usual signature. Proposals by

partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and title of person authorized to bind it on the matter. All signatures must be in ink.

INVESTIGATION - Proposer shall make all investigations necessary to thoroughly inform itself regarding the supplies and/or service to be furnished in accordance with the RFP. No plea of ignorance by the Proposer, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations, will be accepted as a basis for varying the requirements of the City or the compensation to the Proposer.

EQUAL EMPLOYMENT OPPORTUNITY – To be awarded a contract all Suppliers, Vendors, Contractors to the City of Peoria, County of Peoria and/or the Peoria Park District **must** be registered in the City of Peoria's Contract Compliance Program and have a current EEO Certification number. This program is unrelated to any State and Federal program. The number is secured by completing and submitting an Employer Report Form CC-1 (with required sexual harassment policy attached) to the City's Equal Opportunity Manager. *Please note that the Certificate of Compliance is valid for one year and must be annually renewed.* The form may be requested on-line from the City's website (www.peoriagov.org). Click on Government, Equal Opportunity, then select "Employer Report form CC-1". The forms can also be obtained by writing or calling:

**City of Peoria
Equal Opportunity Manager
419 Fulton St. Room 403
Peoria, IL 61602
(309) 494-8530 Voice**

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar (\$50.00) processing fee will be charged with each submission of the Employer Report Form CC-1. The only exception to payment of the processing fee is neighborhood associations.

Although all vendors are encouraged to obtain a certification number, vendors do not need a number to respond to a proposal. The EEO Certification Number is only required prior to the award of the contract.

GOOD FAITH EFFORT REQUIREMENTS

Bidders must maintain records supportive of their good faith efforts to meet the M/WBE utilization and Minority and Female Worker participation goals. The records regarding M/WBE's utilization must be submitted at the time of the proposal. Records regarding worker participation must be submitted by the proposer and its subcontractors upon request by the City of Peoria.

SAMPLES - Samples of items, when required, must be submitted within the time specified and at no expense to the City; and if not destroyed in testing, they will be returned at the Respondent's request and expense. Samples, which are not requested for return within thirty (30) days, will become the property of the City.

RESPONSES – A response is requested of all Proposers even if it is a "no response".

CONTRACT TERMS

TAXES - The City is exempt, by law, from paying State and City Retailers Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax. The City will execute tax exemption certificates whenever required. The unit prices should be exclusive of all taxes. In the event the unit price includes taxes, the Proposer must show the amount of tax included in the unit price.

CITY'S AGENT- The City of Peoria's Purchasing Manager shall represent and act for the City in all matters pertaining to the RFP and contract in conjunction thereto.

PATENTS - The successful Proposer agrees to protect, defend and save the City harmless against any demand for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by the contract.

HUMAN RIGHTS ACT - The contract will be subject to and governed by the rules and regulations of the Illinois Human Rights Act 775ILCS5/1-101 et seq. and as amended. And the provision of Chapter 775 of the Illinois Compiled Statutes 5/2-105 on Sexual Harassment policies.

NON-COLLUSION - With the executing of this RFP, the Proposer is certifying to non-collusion in the preparation and submittal. The response must be properly executed by the Proposer or the response will not be considered for selection.

DEFAULT - In case of default by the contractor, the City will procure the articles or services from other sources and hold the contractor responsible for any excess cost incurred.

CANCELLATION - The City reserves the right to cancel the whole or any part of the contract, if the contractor fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The cancellation notice will be written and delivered by certified mail to contractors address on record. In the event the contract is canceled, the vendor may be declared an irresponsible vendor by the City manager...and as a result may be disqualified from doing business with the City for the period of one year in accordance with City Ordinance Section 10-102. The contractor will not be liable to perform if situations arise by reason of strikes, acts of God or the public enemy, acts of the City, fires or floods.

PRICES SPECIFIED – The successful vendor agrees to furnish the material or services according to the City’s plans, specifications and conditions and at prices specified herein.

DELINQUENT PAYMENT - By the signing of this RFP, the Proposer is certifying that the company is not delinquent in the payment of any indebtedness, tax, fee, liens, and fines owed or accruing to the City of Peoria or in the payment of any tax administered by the Illinois Department of Revenue and is in compliance with the terms and conditions of Section 10-109 of the Peoria City Code; and Chapter 65 of the Illinois Compiled Statutes, Section 5/11-42.1-1.

PERMITS AND LICENSES - The successful Proposer shall obtain, at its own expense, all permits and licenses which may be required to complete the contract.

INSURANCE – The successful Proposer shall obtain, at its own expense, all necessary insurance with regard to its fiduciary responsibility to the City of Peoria. Said Proposer shall indemnify and hold harmless the City of Peoria, its officials, officers, directors, employees, heirs and assigns from any and all actions, claims, demands or suits at law or equity for damages, costs, loss or other injury as a result of the contract.

The City does not assume any liability for acts or omissions of contractor and such liability rests solely with contractor.

Contractor’s Insurance – The contractor and all subcontractors shall secure and maintain such insurance policies as will protect the contractor or subcontractors from claims for bodily injuries, death or property damage which may arise from operations under this Contract whether such operations be by contractor or anyone employed by contractor directly or indirectly. The following insurance policies are **required**:

- Statutory Worker’s Compensation
- Comprehensive General Liability
 - Combined Single Limit \$1,000,000.00
 - Property Damage \$1,000,000.00
- Automobile Public Liability and Property Damage
 - Combined Single Limit \$1,000,000.00
 - Property Damage \$1,000,000.00

Insurance Inclusions – The comprehensive general liability insurance shall include independent contractors' protective liability, products and completed operations broad form property damage coverage. The completed operations and products liability shall be maintained for two years after final payment.

Contractual Liability – The insurance required above shall include contractual liability insurance coverage for the contractor's obligations under the section below entitled, "Hold Harmless and Indemnification Agreement".

Certificates of Insurance – Certificates of insurance acceptable to the City indicating insurance required by the Contract is in force shall be filed with the City prior to contract approval by the City. These certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior written notice has been given to the City.

PRECEDENCE - Where special conditions are written in the specifications, these conditions shall take precedence over any conditions listed under the "Instructions to Proposers".

GOVERNING – This contract will be governed by the laws of the State of Illinois. The contractor/vendor agrees that Chapter 10 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim."

AFFIRMATIVE ACTION REQUIREMENTS - "The contractor/vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual harassment, sexual orientation, ancestry, national origin, place of birth, age or a physical or mental handicap which would not interfere with the efficient performance of the job in question. The contractor/vendor will take affirmative action to comply with the provision of this division and will require any subcontractor to submit to the City written commitment to comply with this division. The contractor/vendor will distribute copies of this commitment to all persons who participate in recruitment, screening, referral and selection of job applicants, prospective job applicants, member or prospective subcontractors." "The contractor/vendor agrees that the provision of Division 4 of Article III of Chapter 17 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim."

EMPLOYEE EMPLOYMENT RESTRICTIONS – THE CONTRACTOR

THE CONTRACTOR (hereinafter referred to as "SERVICE PROVIDER") agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the SERVICE PROVIDER for performance of this contract; (2) coordinating the efforts of the SERVICE PROVIDER in the consummation or completion of this contract; or (3) monitoring or determining the performance of the SERVICE PROVIDER. The SERVICE PROVIDER further acknowledges and agrees that, upon the City's determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or being awarded future contracts with the City of Peoria for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00).

REFERENCE - *All of the contract terms shall be incorporated by reference into any written contract.*

JANITORIAL SERVICE

INFORMATION TO PROPOSERS

The City of Peoria is soliciting proposals for janitorial services for ten (10) Buildings comprising approximately ~~165,000 square feet of cleanable space~~. The contract will be for an initial period of three (3) years plus two (2) one-year extensions at the City's discretion. Proposers are encouraged to develop packages for submittal describing the particular ability of the proposer to meet the contract requirements outlined in this specification and the proposed cost for performing the required tasks. All proposals will be evaluated according to the "**Proposal Evaluation Criteria**" sheet attached.

PROPOSAL FORMAT

The proposal should be submitted in either **bound or booklet format, divided into labeled sections and presented in the order of the materials to be evaluated according to the "Proposal Evaluation Criteria"**. All materials and information the proposer wishes to be considered in the evaluation process must be included in the proposal submission.

PRE-PROPOSAL MEETING

All potential bidders are encouraged to attend a pre-bid conference on April 18, 2019 at 9:00 AM in Room 108 of City Hall, 419 Fulton Street, Peoria, Illinois. A tour of all buildings will follow. No other facility tour will be provided following this pre-proposal meeting. Contact Chris Switzer, Purchasing manager at 494-8582 with questions regarding this pre-proposal conference.

PROPOSAL SCHEDULE

The proposed schedule for the proposal and interview process is as follows:

05 April	2019	Mail RFP and Advertise
18 April	2019	Information meeting and tour (9:00 a.m.)
18 April	2019	Deadline for questions (2:00 p.m.)
22 April	2019	Deadline for questions to be answered Available on City's Website www.peorigov.org
26 April	2019	Proposals due (2:00 p.m. at City Hall)
02 – 03 May	2019	Interviews (if needed)
06 May	2019	Select firm
28 May	2019	Request City Council Contract Approval

JANITORIAL SERVICE

PROPOSALS DUE

Price Proposals are due to the Office of the Purchasing Manager, Room 108 at City Hall, by 2:00 p.m. local time on 26 April 2019. The proposal closing time will be based upon Central Standard Time or Central Daylight Time, whichever is in effect on the date the bid is due.

ONE CONTRACT OR INDIVIDUAL BUILDINGS

It is the preference of the City of Peoria to award this work as one contract, however, janitorial services may be awarded in more than one contract as determined to be in the best interest of the City of Peoria. The thirteen (13) buildings included in this contract have been divided into five (5) Building Groups and the award for the work under this contract may be for one building group or more than one building group as determined to be in the best interest of the City of Peoria. Contracts, whether for one building group or more building group, shall only be awarded to proposers who have provided responses for all services requested, Proposers may provide responses for one Building Group or for more than one Building Group but proposers shall include a full proposal for each Building Group and not for individual buildings within a Building Group. **All services include extra work and shall be included for each location on which the proposer chooses to submit a response.** On any buildings for which the proposer is not proposing, the proposer shall mark the Price Forms included as Exhibits D and E with the words **-No Bid-** on the line following those locations.

PROPOSAL EVALUATION CRITERIA

The proposals for janitorial services shall be evaluated based upon a 100 point rating system according to the following criteria and point values for each rated area. Each proposal will be evaluated base on scores received for each building. All supporting documentation that the proposer wishes to be considered in the evaluation process shall be submitted with the proposal.

1. **Training** (15 points possible). The highest rating will be achieved by those proposals demonstrating an active routine training program including both hands on and classroom training activities related to general cleaning/disinfection procedures as well as specific tasks required in this contract. Examples may include printed training materials and program outlines.
2. **Quality Control** (25 points possible). The highest rating will be achieved by those proposals demonstrating a comprehensive performance evaluation process, proactive quality control program and communications process. Examples may include routine programs for review of employee performance, regular site inspections with printed checklist, owner/contractor communications notebooks, etc. The hard floor finishing program materials will be considered in this section.

JANITORIAL SERVICE

3. **Contract Cost** (25 points possible) Following a Determination that all other specifications and criteria are met; the proposals will be rated on the proposed cost during the contract period. This rating will include annual costs. The highest rating in this area will be achieved by the proposal with the lowest end cost to the City of Peoria.

4. **Workloading Schedule** (15 points possible) The highest rating will be achieved by those proposers providing a sample printout of the required work loading schedule that best demonstrates an understanding of the tasks to be performed, the time required to complete each task and the areas to be cleaned.

5. **References** (10 points). The highest rating will be achieved by references that are able to substantiate the proposers above average performance on janitorial service contracts similar in scope and requirements to the City of Peoria janitorial contract.

6. **MBE/WBE Participation** (10 points possible)
 1. The highest ratings will be awarded to Proposers who achieve the program goals for the use of MBE/WBE firms as a part of this contract and who conform to the procedures for providing good faith efforts to solicit and include MBE/WBE firms.

7. **Bonus** - The proposer can receive an additional 5 points for providing documentation detailing practices and procedures that will incorporate "Green" sustainable measures into the performance of this contract.

JANITORIAL SERVICE

SCOPE OF WORK

The work included under the scope of this contract is provide janitorial service to the City of Peoria building locations as listed on Exhibit A. The successful proposer shall supply all labor, materials, equipment, tools and other items associated with this work as may be necessary to meet the requirements of these specifications.

PROPOSAL AND CONTRACT ADMINISTRATOR

All questions and request for information related to contract language, extensions, cost adjustments or other technicalities regarding this Request for Proposal during the proposal process shall be directed to the City of Peoria, Purchasing Manager, Chris Switzer, 419 Fulton Street, Peoria, Illinois 61602 (309-494-8582). Questions shall be submitted in writing.

After contract award, this contract shall be administered by the City of Peoria Director of Public Works or his designated representative. Questions or concerns related to the administration of this contract after it is in place shall be directed to the Contract Administrator.

LENGTH OF CONTRACT

The term of this contract shall be for a period of Three years. The contract will commence on 1 July 2019. The contract may be extended for two one-year extensions, at the discretion of the City of Peoria.

ADDITIONS AND DELETIONS

The City reserves the right to add and/or delete services at City-owned or leased buildings as may become necessary. Cost for such additional work shall be negotiated on a per site basis. The amount to be deducted for deletion of janitorial services shall be the unit price bid for the services to be deleted. Should any building be deleted, the contractor shall be notified in writing thirty (30) days preceding termination of janitorial services to that facility.

CONTRACT EXTENSION

The terms of the contract shall be as specified and the renewal cost shall be the renewal rate bid. In the event the City of Peoria desires to extend the terms of this contract, a notification will be sent by certified mail to the contractor's address of record, thirty (30) days prior to termination of this contract.

CONTRACTOR'S SUPERVISION

The service provider, at no additional cost to the City, shall provide all supervision required to manage and fulfill the terms of this contract. The contractor shall provide daily supervision of all contractor personnel to ensure attendance/time reporting,

JANITORIAL SERVICE

RESPONSE TIME

The contractor, in addition to the normally scheduled work, may be required to respond to additional requests for janitorial service. In the case of non-emergency requests, on-site response to additional janitorial service requests shall be within eight (8) hours or the next working day whichever occurs first.

CONTRACTOR PROVIDED SUPPLIES AND EQUIPMENT

The Contractor shall provide all necessary supplies and equipment, (other than those specifically listed herein to be supplied by the City of Peoria), which are required to fulfill the terms of this contract. In addition to those items normally associated with the performance of this type of work, scrubbers, buffers, vacuums, trash can liners, brooms, mops, buckets, ladders, chemicals, soaps, waxes, and stripping agents shall be furnished by the contractor at no additional cost to the City of Peoria. **Safety Data Sheets (SDS)** shall be provided to the City of Peoria prior to use of any chemical products on this contract. Additionally, **SDS information stations shall be placed and maintained by the contractor within the janitorial closets in each building. No chemicals shall be maintained in other than properly labeled containers as supplied by the manufacturer or secondarily labeled on site in accordance with OSHA Hazard Communication Standards.**

CITY OF PEORIA PROVIDED SUPPLIES

Toilet paper, hand soap and lavatory paper towels will be furnished by the City of Peoria at no cost to the contractor. Sufficient quantities of these items will be located in each individual complex. The contractor shall be responsible for re-ordering stocks of these supplies. Orders shall be placed when stock level has reached a minimum level of one-week usage. Printed supply requests forms will be provided to the contractor. Orders are to be e-mailed Facility Operations.

INSPECTIONS

In addition to other routine inspections which may occur, the Contractor Administrator or building representative and an official of the Contractor will conduct quarterly inspections of all facilities to assure that the terms of this contract are being met. More frequent inspections may be requested by the Contract Administrator. The contractor shall schedule the quarterly meeting and inspection of each building with the Contractor Administrator and provide written records of the inspections.

SECURITY

The contractor shall be responsible for re-locking doors to all spaces not occupied at the time service is provided. All operable windows are to be left in the closed and locked position prior to leaving the facility.

BREAKAGE / LOSS

The contractor shall be responsible for any breakage, damage or loss incurred as a result of carelessness of any of its employees. Breakage or loss that may occur shall be compensated by replacement of the item at an equal value.

JANITORIAL SERVICE

DESCRIPTION OF SERVICES

The tasks and scheduled or routine services for each area shall be provided as described on Exhibits B-1, B-2, B-3 and B4. Work requests in addition to those specified, scheduled and considered as routine will be paid for as extra work in accordance with Exhibit E.

The purpose of Exhibits B-1 thru B-3 is to establish a level of service that is to be the basis for judging contractor performance on this contract. Exhibit B-4 is provided to expand on the level of service required at the City's Police Headquarters as the level of service in this facility is more extensive than other facilities included under this contract. Tasks listed are the minimum effort required to achieve satisfactory performance and are not meant to limit contractor selection of other schedules which may achieve the same result. The Performance goal under this contract is a "Clean Building"

HARD FLOOR CARE

It is the desire of the City of Peoria to establish a two-year stripping cycle on all hard surface floors with removable finish. Inspection of floor finish condition shall be included in the contractor's quality control process. Hard surface floor shall include wood, marble, porcelain, ceramic, vinyl, linoleum and similar products. A copy of **the proposer's hard surface floor care program, including anticipated stripping and finishing products to be used, should be submitted with the proposal.**

This work will require the contractor to Machine strip, scrub and refinish all hard surface flooring according to manufacturer's recommendations for application of waxes and sealers. The intent of this requirement is to achieve a visually pleasing reflective floor surface, free from wax and dirt buildup, which serves to protect and prolong the life of the flooring surface material.

Hard surface floor care and condition shall include the following requirements.

Appearance: Hard surface floor finishes shall be free of dirt and debris. A reflective gloss achieved by a regular program of buffing/polishing is expected.

Stripping: Floor stripping is to be conducted when restorative procedures no longer provide the desired appearance level. The stripping procedure shall remove all old finish from the surface without damage to the hard surface floor material.

Finishing: Floors shall be free of dirt and debris before finish is applied. A minimum of five (5) coats of finish product as recommended by the finish manufacturer (for the flooring material to be refinished) is to be applied. The floor finish products and procedures should be of a quality as recommended by the manufacturer to achieve the desired life.

JANITORIAL SERVICE

In order to implement this program, **the contractor will be expected to complete this component of the contract in the spring of 2019 and again in 2021 assuming the contract is extended a separate price will be required on the Price Form for Extra Work (Exhibit E) for the services for each facility.**

UNIFORMS/IDENTIFICATION

Uniforms can create a positive perception of the janitorial service contractor and contribute to pride and professionalism of the janitorial staff. Contract cleaning personnel shall be required to wear readily identifiable company uniforms at all times while performing janitorial services under this contract. **Uniforms shall bear the company name clearly visible from the front and/or back.** Uniforms for all employees shall be consistent in style and color. Uniforms shall, as a minimum, consist of pants and shirt or blouse for all employees. Employees shall be provided a City of Peoria photo ID made at the Peoria Police Department prior to the end of the first week of work on the contract. **The photo ID badge shall be worn by the employee at all times while on the job.**

TRAINING AND QUALITY CONTROL

The contractor shall have an active training program designed to provide employees with the knowledge and skills necessary to perform the work of this contract. **Each proposer shall submit, with the proposal, a printed copy of their training program materials.** Each employee shall be provided a copy of the City of Peoria contract cleaning requirements and tasks list for reference on the jobsite. A copy of the task list is to be kept on-site at each location for ready reference by assigned employees.

SERVICE HOURS

City buildings, except as noted otherwise in exhibit A, shall be cleaned during the hours which those buildings and/or offices are normally closed to the public. These hours are normally between 5:00pm and 6:00am Monday through Friday and all day on Saturday and Sunday, excluding holidays. The contractor shall make reasonable accommodation of activities within the buildings when scheduling cleaning and floor refinishing work. The contractor shall be required to staff each facility for the hours necessary to complete all scheduled tasks. Adequate staffing shall be provided at each facility to provide a "clean building", except at the Police Headquarters where full staffing is required in accordance with Exhibit A. Exhibit A details each building and the corresponding hours in which the cleaning shall be performed.

The following holidays are observed by the City of Peoria:

HOLIDAY

New Years Day	Martin Luther King	Good Friday
Memorial Day	Independence Day	Labor Day
Veterans Day	Thanksgiving Day	Friday after Thanksgiving
Christmas Day		

JANITORIAL SERVICE

EXTRA WORK

Extra work shall be performed on an as requested basis. Payment for such work shall be at unit prices as scheduled on Exhibit E.

Washing of Venetian Blinds shall be performed in such a manner to remove all accumulations of dirt, dust and residue. The preferred method is ultrasonic cleaning. The contractor may choose any method that is non-destructive to the blinds. The contractor shall be responsible for removal and replacement of all equipment if the blinds are not cleaned in place.

Carpet Cleaning shall include steam/wet methods for extraction of soiling. The contractor shall be responsible for moving, replacement and protection of all furnishings necessary for completion of the work.

Washing of Light Fixtures and Diffusers shall include all equipment and materials necessary to complete the work. Light fixtures and diffusers shall be cleaned of all dirt, dust and residue using wet wiping techniques. The work shall include removal and replacement of lamps and diffusers.

WAGE ADJUSTMENTS

The minimum wage rate for all employees on this contract shall set no less than \$0.75 above the established minimum wage, For the first 3 (Three) years of this contract, The current minimum wage in the state of Illinois is \$8.25. The contractor shall be required to furnish certified payroll and any other documentation as may be required by the city of Peoria to verify payment of this minimum wage. The City of Peoria shall not allow any contract change for wage adjustments during the term of this contract other than those mandated by changes in laws pertaining to the federal or state minimum wage or national health insurance legislation effective after the date of this agreement. The Contractor shall be entitled only to the mandated increase in wages and related payroll taxes.

BASIS OF PAYMENT

Unit of payment shall be one-twelfth (1/12th) of the annual cost per site, as proposed in Exhibit D, and shall include all workmen, benefits, overhead, profit, equipment, tools, transportation and other incidental items required to complete these units of work as described in Exhibits B-1 thru B-4. Payment for authorized extra work shall be at the unit price shown on Exhibit E.

INVOICING

An invoice shall be prepared and submitted monthly. The invoice shall include the site location, date(s) of service and any extra work verification documents in the form of a printed work-order provided at no cost to the contractor by the City of Peoria. The invoice shall be submitted on a company letterhead or numbered invoice. All invoices shall be submitted to the City of Peoria, Facility Operations Division, 3505 N. Dries Lane, Peoria, Illinois 61604.

JANITORIAL SERVICE

METHOD OF PAYMENT

The contractor will submit an invoice to the City of Peoria on a monthly basis. The invoice will provide for payment once a month. Invoices submitted without the required documentation will not be considered for payment and will be returned to the contractor on its submittal. The contractor will be paid by check after approval of an invoice.

CANCELLATION

If the contractor fails to perform work to the standards as determined by the City of Peoria and recognized within the community as being standard, or does not complete the assigned work within reasonable times as determined by the City of Peoria, then the City of Peoria shall have the right to cancel the contract upon a ten (10) day written notification, delivered by certified mail to the contractor's address of record. "Also if a contract is canceled, the vendor can be declared an irresponsible vendor by the City manager, disqualified from doing business with the City for a year in accordance with City Ordinance Section 10-102".

REFERENCES

Contractor shall furnish a list of five (5) local clients. This list shall be submitted with the bid. These references shall be from clients with buildings of comparable size to those contained in this contract. References shall include a phone number and name of a contact person responsible for monitoring performance of cleaning service contracts.

PRE-QUALIFICATION OF PROPOSERS

All potential bidders are encouraged to attend a pre-proposer conference on 18 April 2019 at 9:00 AM Room 108 of City Hall, 419 Fulton Street, Peoria, Illinois. A tour of all buildings will follow. No other facility tour will be provided following this pre-proposal meeting. Contact Chris Switzer, Purchasing Manager at 494-8582 with questions regarding this pre-proposal conference.

JANITORIAL SERVICE

**EXHIBIT A
BUILDING LOCATION AND SCHEDULE LIST**

<u>LOCATION</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>WEEKDAY CLEANING HOURS</u>
Assessor's Office	205 S. Adams Street	M. Shafley, 494-8180	5pm to 6am
Central Fire Administration	505 N. E. Monroe St.	A Ardis , 494-8700	5pm to 6am
Twin Towers Rooms 420	456 Fulton St.	J. Meeks, 494-8851	5pm to 6am
Fire Training Academy	7310 N. Galena Road	M, Morgan, 494-8700	5pm to 6am
Municipal Building	542 S. Adams Street	D. Tuttle, 494-8035	3pm to 6am
Police Headquarters*	600 S. Adams Street	Lt A Wong 494-8321	
*First Shift	Employee No. 1	8am to 5pm	*Second Shift
*Employee No. 2&3		4pm to 12am	
*Weekend/holiday Shift	Employee No. 4		8am to 5pm
Police Substation II	2011 W. Altorfer Drive	Lt A Wong , 494-8321	3pm to 6am
City Hall	419 Fulton Street	J. Meeks, 494-8851	5pm to 6am
E.S.D.A.	3615 N. Grandview Dr.	A. Ardis, 494-8700	5pm to 6am
Public Works Complex Dries Lane Facility	3505 N. Dries Lane	J. Meeks, 494-8851	5pm to 6am
Peoria Corps,	813 SW Washington	J. Meeks 494-8894	7am to 5pm
Gateway Building	200 NE Water St.	J. Meeks 494-8894	7am to 5pm
Northwoods Police office	2200 W War Memorial	Lt. Wong 494-8321	8ma to 5pm

JANITORIAL SERVICE

**EXHIBIT A-1
CLEANING AREA & REQUIRED MANHOURS PER BUILDING**

<u>LOCATION</u>	<u>AREA-(square feet)</u>	<u>MINIMUM MANHOURS (per day)</u>
Assessors Office 205 S. Adams Street	3,600	2
Central Fire 505 N.E. Monroe St.	18,200	5
Twin Towers room 420 456 Fulton Street	1,554	2 per week
Fire Training Academy 7310 N. Galena Rd.	6,000	2
Municipal Services Building 542 S. Adams St.	18,000	8
Police Headquarters 600 S. Adams St.	40,000	24 regular 8 weekend/holiday
Police Substation II	3,800	2
City Hall 419 Fulton Street	35,500	30
OEM 3615 N. Grandview Dr.	5,700	2 per week
Public Works Facility 3505 N. Dries Lane	<u>22,000</u>	<u>8</u>
Peoria corps 813 SW Washington St.	1,500	2
Gateway Building 200 NE Water St.	8,200	8 Depending on events
Northwoods Mall Police office	1,000	2 per week
TOTALS:	165,000 SQUARE FEET	77 MAN-HOURS per day

Square footage figures are approximate and are provided for reference only. Contractors should verify these figures if they are to be used for any other purpose.

JANITORIAL SERVICE

EXHIBIT B-1 **CLEANING REQUIREMENTS** **DAILY CLEANING REQUIREMENTS** **Applies to All Buildings**

RESTROOMS

- Stock towels, toilet tissue and hand soap (City supplied).
- Empty and damp wipe trash receptacles with disinfectant.
- Clean and polish mirrors.
- Clean toilets, urinals and showers, inside and out; polish brightwork (material used shall not attack fixture plating).
- Clean basin, polish brightwork (materials used shall not attack fixture plating).
- Dust partitions, ledges, doors, top of mirrors and vanity lights.
- Remove spillage.
- Remove fingerprints from stall doors.
- Wet mop floors, using disinfectant.
- Wash entrance doors.
- Spot wash walls.
- Empty sanitary napkin disposal unit and restock liners.

CORRIDORS AND HALLWAYS

- Dust mop floors (damp mop during inclement weather).
- Dust horizontal surfaces.
- Clean and polish drinking fountains.
- Spot wash walls.
- Vacuum mats.
- Remove spillage.

LOBBIES AND ENTRANCES

- Dust mop floors (damp mop in inclement weather).
- Vacuum mats.
- Clean all entrance glass.
- Dust ledges and moldings.
- Spot wash walls.
- Remove spillage.

STAIRWAYS

- Sweep or dust mop stairs and landings (damp mop during inclement weather).
- Wipe banisters and rails with damp cloth.
- Remove spillage.
- Spot wash walls.

JANITORIAL SERVICE

EXHIBIT B-1 CLEANING REQUIREMENTS DAILY CLEANING REQUIREMENTS Applies to All Buildings

ELEVATORS (Does not apply to Twin Towers)

- Wet wipe cab walls.
- Polish control panel and stainless steel walls.
- Vacuum floor, cab and shaft door tracks.
- Wet wipe shaft door.
- Remove spillage.

OFFICES

- Damp mop floors.
- Vacuum mats and carpets. (only once a week a week in IS Department offices)
- Empty trash receptacle.
- Reline trash receptacles as necessary.
- Clean all trophy cases and bulletin board glass.
- Spot clean walls.
- Remove spillage.
- Remove fingerprints from doors, partition glass, light switches, etc.
- Empty desk side recycling receptacles into collection bins.

ALL WORK AREAS / BREAK ROOMS

- Empty trash receptacles.
- Empty recycling receptacles.
- Dust mop, damp mop and vacuum entire floors as appropriate.
- Remove spillage.
- Dust all horizontal surfaces.
- Remove fingerprints from doors, partition glass and light switches.
- Spot clean walls.
- Spot clean carpet as required.
-

VARIANCES TO DAILY SCHEDULES

INNOVATION TEAM Office (Rm 420 @ Twin Towers) is to be cleaned only once a per week

OEM Facilities is to be cleaned only once per week and is to be cleaned during regular business hours.

JANITORIAL SERVICE

EXHIBIT B-2 WEEKLY CLEANING REQUIREMENTS Applies to All Buildings

GENERAL OFFICES / WORK AREAS / BREAK ROOMS

- Dust all hard to reach areas.
- Wet mop and spot wax areas floor showing wear.
- Damp wipe table tops and chairs.
- Dust desktops, furniture, cabinets, ect..
- Dust all horizontal surfaces.
- Use damp mop on uncarpeted computer room floors.
- Wet wipe/clean stove, refrigerator, microwave and cabinets.
- Vacuum wall covering in ECC area of Municipal Services Building.

RESTROOMS

- Wash partition walls.
- Dust partitions, ledges, doors, top of mirrors and vanity lights.
- Wet mop and spot wax floors.
- Wet wipe with disinfectant all sanitary napkin disposal units.
- Machine scrub porcelain floors.

CORRIDORS AND HALLWAYS

- Wet mop and spot wax floor areas showing wear.
- Spray buff floors.
- Dust horizontal surfaces.
- Machine scrub porcelain floors.

LOBBIES / ENTRANCE WAYS / STAIRWAYS

- Wet mop and wax floor areas showing wear.
- Polish brightwork.
- Remove black marks from entrance doors.
- Wet mop stairs and landings.
- Machine scrub porcelain floors.

ALL BUILDINGS

- Clean all interior partition glass, including transoms, dividers and door glass.
- Dust Venetian blinds.
- Clean carpet mats and runners (mats and runners are to be removed, the floor cleaned, mats and runners cleaned, and then replaced).

RECYCLING TRASH BINS (Bi-Weekly)

The Contractor shall be responsible for dumping recyclables daily and, on evenings before the required collection days, shall move the containers to the established collection area for pick up. Following collection, recycling containers shall be returned to their storage areas.

JANITORIAL SERVICE

EXTERIOR CLEANING

Broom sweep and clean entrance slabs.

Pick up trash, cigarette butts, papers and debris around building perimeter.

[REDACTED], remove all snow at entrances and spread ice melt compounds provided by the City of Peoria.

DRIES LANE

Machine scrub drive-thru and fleet shop floor on Saturday.

JANITORIAL SERVICE

EXHIBIT B-3

MONTHLY CLEANING REQUIREMENTS

Applies to All Buildings

GENERAL OFFICES/WORK AREAS/BREAKROOMS

- Clean H.V.A.C. air vents
- Dust chair bases, coat racks, typewriter stands, desk sides, ect.
- Dust ceiling and wall junctions.
- Dust hanging light fixtures and fans.
- Wipe out refrigerator interior.

RESTROOMS

- Clean plumbing under sinks.
- Clean H.V.A.C. air vents.
- Dust hanging light fixtures

CORRIDORES / ELEVATORS & HALLWAYS

- Clean H.V.A.C. air vents
- Polish control panel and stainless steel walls
- Dust/clean hanging light fixtures and fans
- Dust ledges and vents

LOBBIES / ENTRANCE WAYS / STAIRWAYS

- Clean H.V.A.C. air vents
- Dust/clean hanging light fixtures and fans
- Dust ledges and vents and moldings

ALL BUILDINGS

- Dust venetian blinds

ALL HARD SURFACE FLOOR AREAS

Machine scrub and refinish all hardsurface flooring according to manufacturer's recommendations for application of waxes and sealers. Hard surface floor shall include wood, marble, porcelain, ceramic, vinyl, linoleum and similar products. The intent of this requirement is to achieve a visually pleasing reflective floor surface, free from wax and dirt buildup, which serves to protect and prolong the life of the flooring surface material.

Refinish hard surface floors during months of March, June, September and December. Failure to perform this work during these four designated months will result in a deduction from the monthly service fee for that month. (Amount of deductions shall be the same as shown on Exhibit E.) Additional refinishing may be requested by the City as extra work and shall be paid for as shown on Exhibit E.

JANITORIAL SERVICE

CITY HALL

Wipe and clean with wet cloth, wrought iron stair detailing and rotunda railing.
Failure to perform this work to an acceptable appearance during any of the twelve months will result in a deduction from the monthly service fee for that month. (Amount of deductions shall be the same as shown on Exhibit E).

DRIES LANE

Machine scrub drive-thru and shop floor and empty trash can every Saturday only.

JANITORIAL SERVICES REQUEST FOR PROPOSALS

EXHIBIT B-4 CLEANING SCHEDULE POLICE HEADQUARTERS

DAY PORTER

(2- Employee, 16 manhours)

Monday	8:00am to 5:00pm
Tuesday	8:00am to 5:00pm
Wednesday	8:00am to 5:00pm
Thursday	8:00am to 5:00pm
Friday	8:00am to 5:00pm

EVENING WORK

(1 – Employees, 8 manhours)

Monday	4:00pm to 12:00am
Tuesday	4:00pm to 12:00am
Wednesday	4:00pm to 12:00am
Thursday	4:00pm to 12:00am
Friday	4:00pm to 12:00am

WEEKEND/HOLIDAY WORK

(1 – Employee, 8 manhours)

Saturday, Sunday & Holidays	8:00am to 5:00pm
-----------------------------	------------------

AREA 1:

Public Areas
Corridors
Restrooms
Vestibule
Main Lobby
Commons (Lower Level)
Stairways
Mechanical Room
Vehicle Sallyport
CSU Garage

AREA 2:

Property & Evidence Rm
(NO service to this area)

AREA 3:

Vice Squad Room
Interview Rooms
Major Case Investigation
Criminal Intelligence
Photo Area
Conference Room
Holding Area
Secretary/Reception Area

AREA 4:

Detective Squad Room

AREA 5:

Juvenile Squad Room
Interview Rooms
Holding Rooms
Nursery Area
Waiting Area
Supervisor Area

AREA 6:

Command Post
Family Counseling
Restrooms
Community Room
Waiting Area

AREA 7:

Information Desk
Desk Sergeant Office
Reception Area
Criminal History
Data Processing
Quality Control
Account Clerk
Interview/Media

AREA 8:

Waiting
Technical Services
Strategic Planning
Asst. Superintendent
Asst. Super. Secretarial
Conference Room
Superintendent
Superintendent Restroom
Superintendent Aid
Public Information Office
Internal Affairs
Management Services
Special Projects
Budget Office

AREA 9:

Patrol Sgt. Office
Patrol Squad Room
Fleet/Facility office
Cap./Lieutenants Office
Report Writing
Secretary
Amory

AREA 10:

Breathalyzer
Interview Rooms
Holding Areas
Storage
Main Office
Sergeant Office

AREA 11:

Physical Training
Main Women's Locker Room
Main Men's Locker Room

AREA 12:

Community Service Squad
Rm
Office Area
Sergeant Office
Training Bureau
Storage

AREA 13:

Evidence Processing
Darkroom
Print Room
CSU Workstations
Fingerprint Area
Photography Area

AREA 14:

Exterior pick up of debris,
papers, cans, cups, etc. from
exterior of building. Empty
trash containers

JANITORIAL SERVICES REQUEST FOR PROPOSALS

EXHIBIT B-4 CLEANING SCHEDULE POLICE HEADQUARTERS BUILDING AREA DESCRIPTIONS

DAY PORTER (including weekends and Holidays): (Work to be performed in this order)

Clean Main Vestibule Area, Main Lobby Area and Waiting Rom Area.

Clean Main Stairs Up / Down

Clean Area #11 (Main Locker / RR Areas)

Clean Commons in Lower Level

Clean Lower Lobby Area

Clean Area #6 (Command Post, Community Room, Etc.)

Clean Area #14 (Exterior Debris Pick Up)

Clean Patrol Squad Room before 1500 Hours

Clean Restroom by Detective Bureau

Clean Vehicle Sallyport Area

Clean Administration office between 1200 - 1300 hours (except weekends and Holidays)

Empty Trash receptacles in Municipal Services Building 542 SW Adams St.

This work is limited to the Emergency Communications Center and Computer Operations areas on the upper level. This work is to be performed at 8:00am and 4:30pm on Saturday, Sunday and Holidays. Restrooms in the ECC needs to be cleaned on weekdays once per day.

EVENING WORK: (Work to be performed in this order)

Consult with day porter to review any outstanding requests

Clean Main Vestibule Area

Clean Main Lobby Area

Clean Main Waiting Room Area

Clean Main Stairs Up / Down

Clean Area #11 (Main Locker / RR Areas)

Clean Commons in Lower Level

Clean Area #7: Information and Records

Clean Area #8: Administration

Clean Area #9: Patrol Operations

Clean Area #3: Vice

Clean Area #5: Juvenile

Clean Area #11: Locker and Work Out Room (2 times per day)

Clean Area #4: Criminal Investigations Division

Clean Area #10: Traffic, Breath Analysis, Holding Cells

Clean Area #12: DARE and Training

Clean Area #13: Laboratory

Clean Area #14: Exterior

Day And Evening Shift: Respond to all requests by Peoria Police staff; emergency clean ups (blood pathogen), spill clean ups, ready holding areas for new occupancy, and other general requests related to janitorial services.

JANITORIAL SERVICES REQUEST FOR PROPOSALS

EXHIBIT C BLOOD BORNE PATHOGENS – BUILDING/VEHICLE CLEANUP

1. The City of Peoria will notify the contractor whenever a vehicle or building area requires Blood Borne Pathogen cleaning services. The Contractor shall be required to respond with personnel on site and complete cleanup of vehicles or building area within eight hours from the time a request is placed.
2. All materials necessary for the safe cleanup of the contaminated area shall be provided by the contractor. All these materials may be stored on site at the various buildings, but in all instances, must be readily available to perform work.
3. Each time work is performed a Blood Borne Pathogen Hazard Clean Up Report shall be completed. The original copy shall be sent to the City of Peoria Risk Manager, 419 Fulton Street, Peoria, Illinois 61602. The second copy is to be retained by the Contractor. The third copy shall be mailed to the Office of Facility Operations for billing verification purposes.
4. The Contractor shall hold the City of Peoria harmless from all possible effects of contaminated products or sources with respect to its employees.
5. The City of Peoria shall be responsible for the disposal of the contaminated materials at no charge to the Contractor.

A copy of the City of Peoria's policy on contamination of vehicles and biohazard waste pickup will be provided to the contractor upon request following award of the bid

JANITORIAL SERVICES REQUEST FOR PROPOSALS

EXHIBIT D

<u>LOCATION</u>	<u>YEAR ONE</u>	<u>YEAR TWO</u>	<u>YEAR THREE</u>	<u>2nd YEAR RENEWAL</u>	<u>3RD YEAR RENEWAL</u>
<u>BUILDING GROUP 1</u>					
Central Fire 505 N.E. Monroe St.	_____	_____	_____	_____	_____
OEM 3615 N. Grandview Dr.	_____	_____	_____	_____	_____
Fire Training Academy 7310 N. Galena Rd.	_____	_____	_____	_____	_____
SUBTOTAL – GROUP 1	_____	_____	_____	_____	_____
<u>BUILDING GROUP 2</u>					
Public Works Facility 3505 N. Dries Lane	_____	_____	_____	_____	_____
Municipal Services Building 542 S. Adams St.	_____	_____	_____	_____	_____
SUBTOTAL – GROUP 2	_____	_____	_____	_____	_____
<u>BUILDING GROUP 3</u>					
Police Headquarters 600 S. Adams St.	_____	_____	_____	_____	_____
Police Substation 2 2011 W. Altofer Drive	_____	_____	_____	_____	_____
Northwood’s Mall Police office 2200 W war memorial	_____	_____	_____	_____	_____
SUBTOTAL – GROUP 3	_____	_____	_____	_____	_____
<u>BUILDING GROUP 4</u>					
City Hall 419 Fulton Street	_____	_____	_____	_____	_____
Twin Towers 420 456 Fulton Street	_____	_____	_____	_____	_____
SUBTOTAL – GROUP 4	_____	_____	_____	_____	_____

BUILDING GROUP 5

Peoria Corps
813 SW Washington st. _____

Gateway Building
200 NE Water St. _____

Assessor's Office
205 S. Adams Street _____

SUBTOTAL – GROUP 5

TOTALS – ALL GROUPS

JANITORIAL SERVICES REQUEST FOR PROPOSALS

EXHIBIT E EXTRA WORK - CITY OF PEORIA - BID PROPOSAL

Washing of Venetian blinds:	\$ _____	/blind
Extraction cleaning of carpeting	\$ _____	/ sq. ft.
Washing of light fixtures & diffusers:	\$ _____	/unit
Washing of walls and ceilings:	\$ _____	/ sq. ft.
Blood Borne Pathogens (average 17 per year may be in vehicles)	\$ _____	/event
Wrought iron stair detailing and rotunda railing cleaning	\$ _____	/hour
XXXXXXXXXX	\$ _____	/hour

HARD FLOOR REFINISHING EACH OCCURRENCE

	<u>2019</u>	<u>2021</u>
205 S. Adams St.	\$ _____	\$ _____
505 N.E. Monroe St	\$ _____	\$ _____
456 Fulton St.	\$ _____	\$ _____
542 S. Adams St.	\$ _____	\$ _____
600 S. Adams St.	\$ _____	\$ _____
419 Fulton Street	\$ _____	\$ _____
3615 N. Grandview Dr.	\$ _____	\$ _____
7310 N. Galena Road	\$ _____	\$ _____
3505 N. Dries Lane	\$ _____	\$ _____

JANITORIAL SERVICES REQUEST FOR PROPOSALS

**EXHIBIT F
JANITORIAL SERVICE REFERENCES**

Name five (5) firms now under contract with your company:

Company	Contact Person	Telephone No.
Company	Contact Person	Telephone No.
Company	Contact Person	Telephone No.
Company	Contact Person	Telephone No.
Company	Contact Person	Telephone No.

Execution of this form certifies understanding and compliance with the total bid package.

BID SUBMITTED BY:

Company	#	EEO Certificate of Compliance
No.		

Address	City	State
Zip		

Daytime Telephone Number	After Hours Telephone Number
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Contact Person (Please Print or Type)

Name of Authorized Agent or Officer	Title
-------------------------------------	-------

Signature of Authorized Agent or Officer	Date
--	------

MARK ENVELOPE: BID NO. 18-19

JANITORIAL SERVICES REQUEST FOR PROPOSALS

**EXHIBIT G
DRAWING INDEX**

BUILDING GROUP 1

Central Fire
505 N.E. Monroe St. 1 Page

E.S.D.A.
3615 N. Grandview Dr. 1 Page

Fire Training Academy
7310 N. Galena Rd. 1 Page

BUILDING GROUP 2

Public Works Facility
3505 N. Dries Lane 1 Page

Municipal Services Building
542 S. Adams St. 1 Page

BUILDING GROUP 3

Police Headquarters
600 S. Adams St. 1 Page

Police Sub Station
2011 W. Altofer Drive 1 Page

Northwood's Mall police office
2200 W War Memorial

BUILDING GROUP 4

City Hall
419 Fulton Street 3 Pages

Twin Towers 420
456 Fulton Street 2 Pages

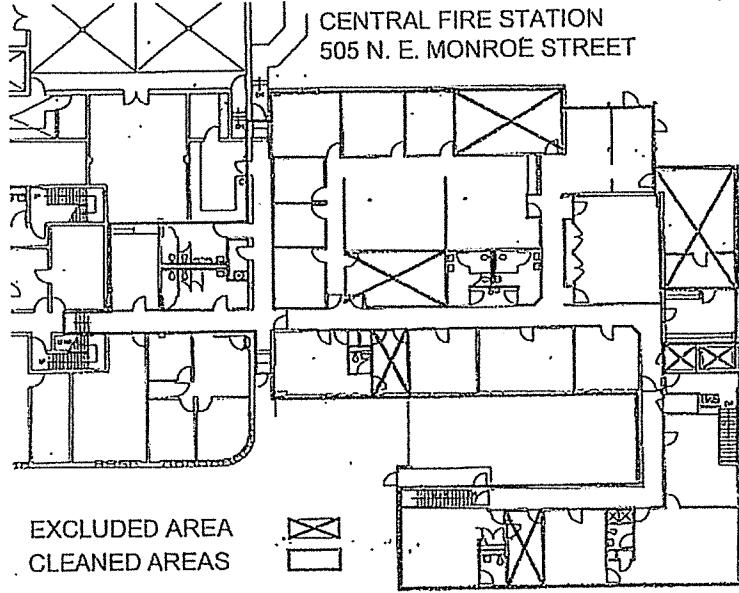
BUILDING GROUP 5

Peoria Corps
813 SW Washington St.

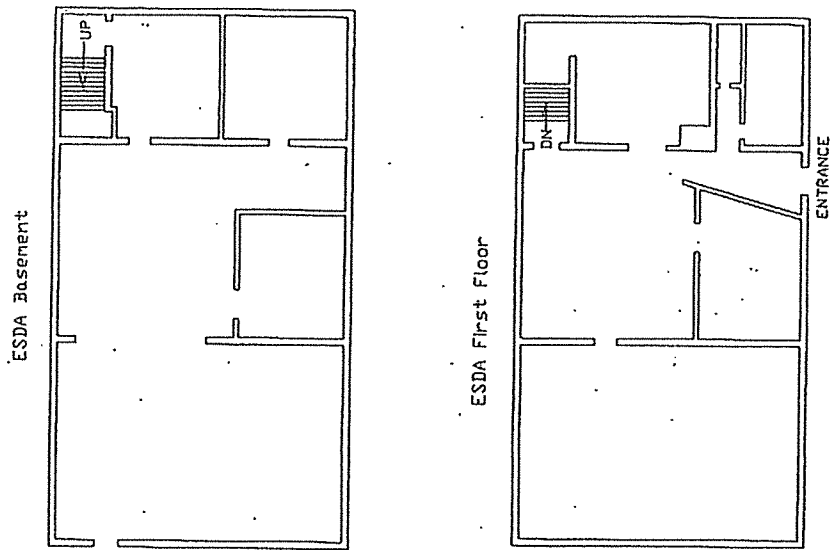
Gateway Building
200 NE Water Street

Assessor's Office
205 S. Adams Street

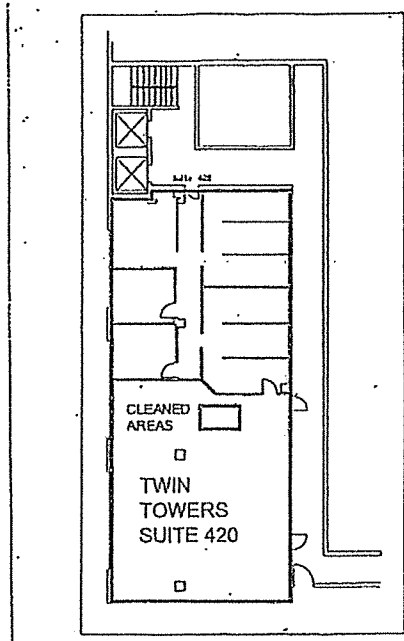
JANITORIAL SERVICES REQUEST FOR PROPOSALS



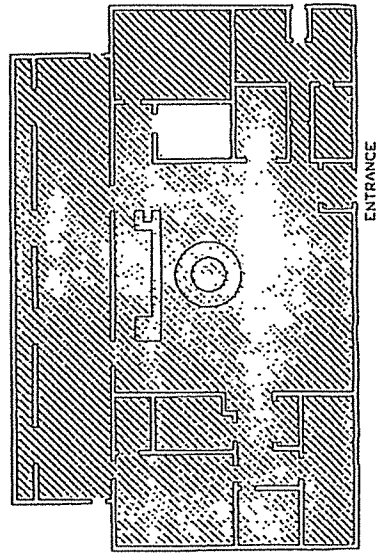
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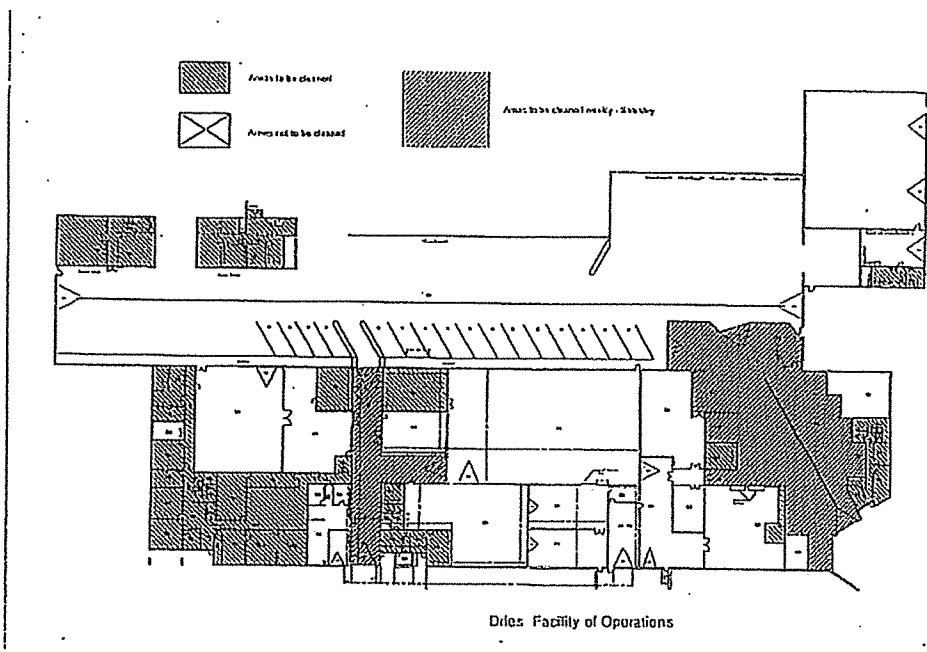
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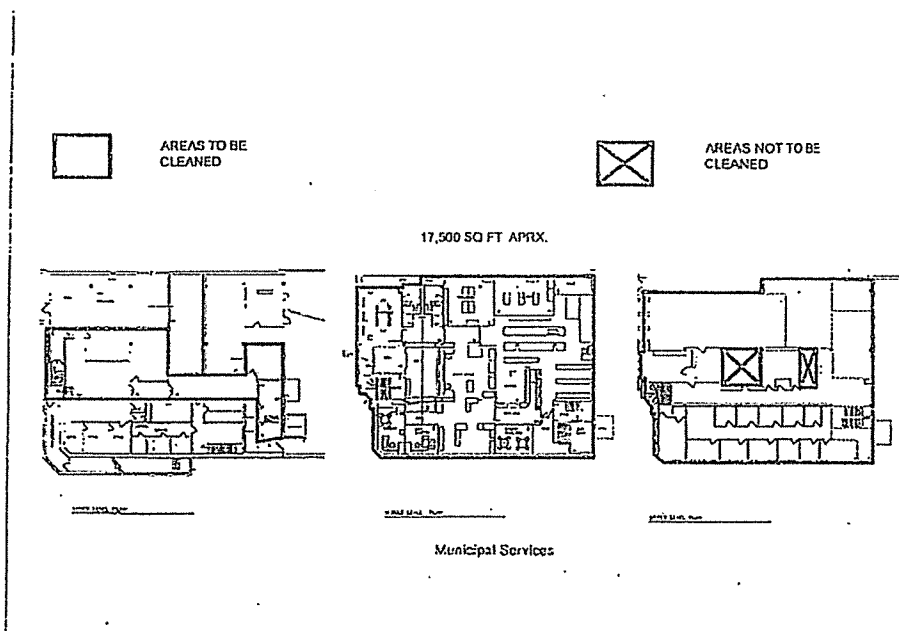
Fire Training Academy



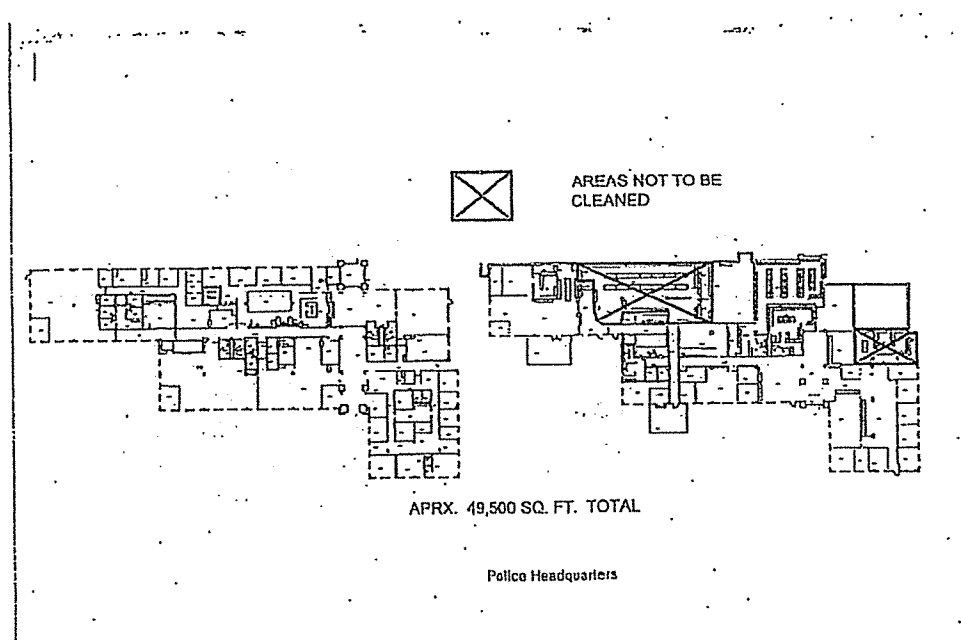
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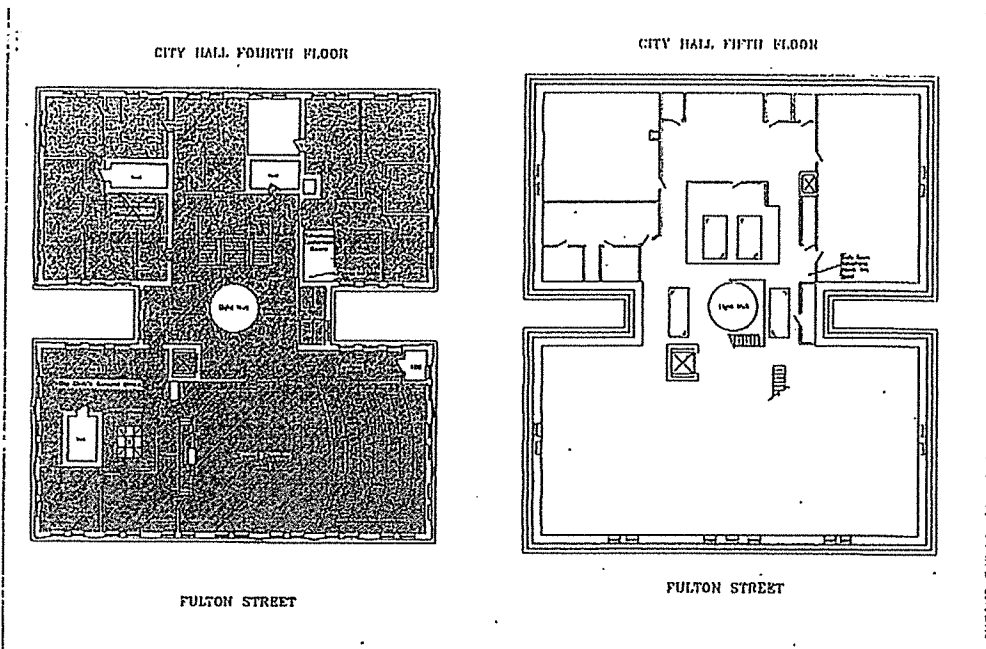
JANITORIAL SERVICES REQUEST FOR PROPOSALS



JANITORIAL SERVICES REQUEST FOR PROPOSALS

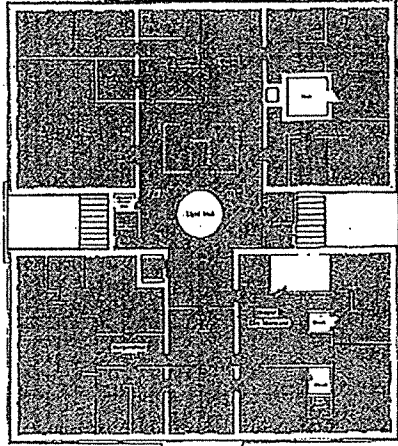


JANITORIAL SERVICES REQUEST FOR PROPOSALS



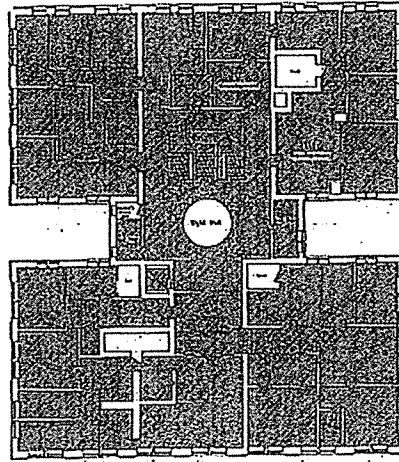
JANITORIAL SERVICES REQUEST FOR PROPOSALS

CITY HALL SECOND FLOOR



FULTON STREET

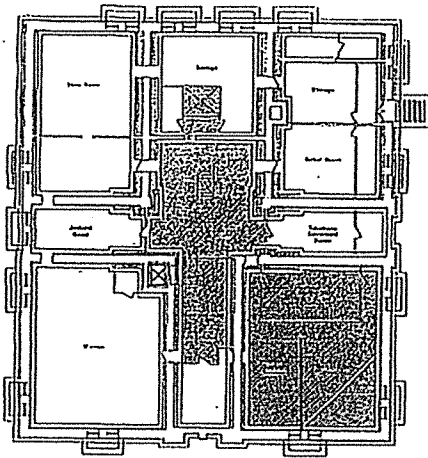
CITY HALL THIRD FLOOR



FULTON STREET

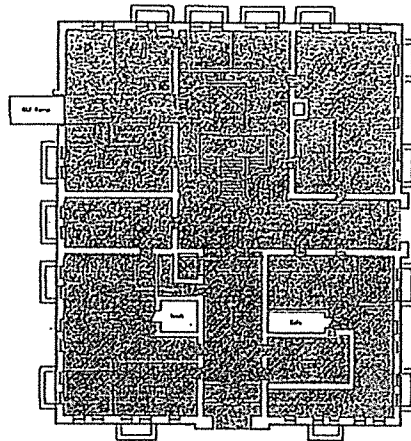
JANITORIAL SERVICES REQUEST FOR PROPOSALS

CITY HALL BASEMENT FLOOR



FULTON STREET

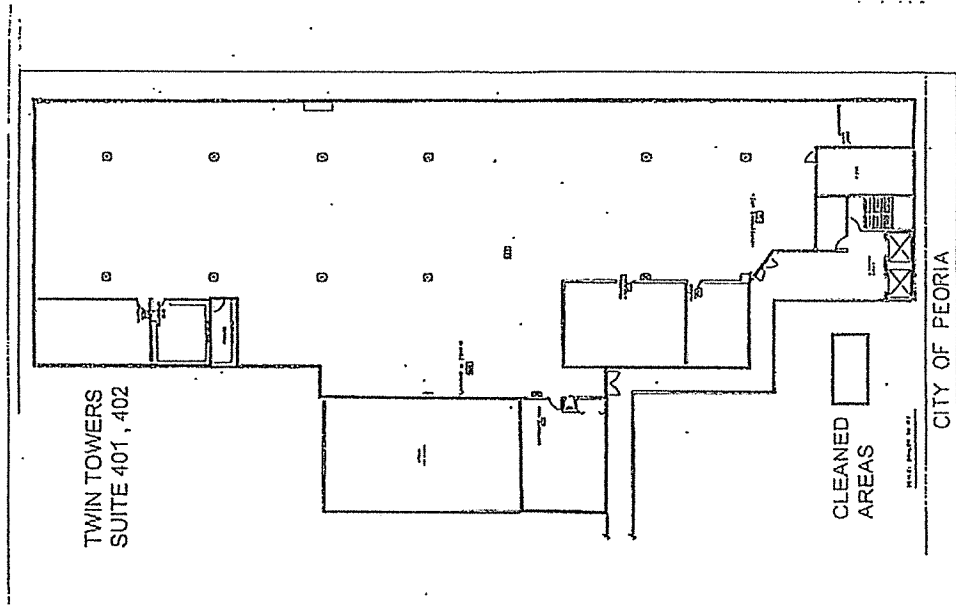
CITY HALL FIRST FLOOR



FULTON STREET

JANITORIAL SERVICES REQUEST FOR PROPOSALS

FILE NO. 20755



JANITORIAL SERVICE

EXHIBIT H
EXAMPLE WORK LOADING SCHEDULE

Area	Detail / Task	Annual Freq	Annual Total	Routine Daily Work	Weekly Project Work	Periodic Project Work
<i>General Office</i>						
	Total Square Feet	10,000				
	Square Feet (Carpeting)	10,000				
	Square Feet (Hard Floor)	500				
	Urns	13				
	Excess Furniture	7				
	Waste	175				
	Excess Dirt and Trash	1				
	Travel Time	2				
	Carpet Spotting	237.00	27.50	0.11	0.00	0.10
	Clean, Sanitize Telephone	52.00	2.33	0.00	0.10	0.00
	Carpet Mop Floor	32.00	5.92	0.00	0.17	0.00
	Dry Dust or Sweep Floor	201.00	23.00	0.10	0.00	0.00
	Dust & Carpet Wipe Desk & Chair	52.00	4.70	0.00	0.20	0.00
	Dust Partitions	52.00	5.38	0.00	0.11	0.00
	Dust Telephones	52.00	1.20	0.00	0.02	0.00
	Cluck Spot Clean All Extra Furn	52.00	9.64	0.00	0.19	0.00
	Empty Dirt Mop Pick Up	231.00	22.25	0.20	0.00	0.00
	Empty Trash Change Urns	52.00	14.50	0.00	0.20	0.00
	Empty Wastebasket	232.00	22.50	0.09	0.00	0.00
	High Dust	12.00	7.50	0.00	0.00	0.00
	Low Dust	52.00	32.50	0.00	0.00	0.00
	Remove Fingerprints	52.00	16.20	0.00	0.20	0.00
	Spot Clean Partition Glass	201.00	72.10	0.00	0.00	0.00
	Spot Mop Floor	200.00	8.54	0.00	0.00	0.00
	Travel Time	231.00	30.50	0.12	0.00	0.00
	Vacuum Carpet Detail	52.00	230.50	0.00	4.67	0.00
	Vacuum Carpet Traffic Area	200.00	181.50	0.50	0.00	0.00
	Wash Waste Baskets	12.00	4.14	0.00	0.00	0.00
	<i>Total Time in Hours</i>		<i>774.50</i>	<i>1.50</i>	<i>7.31</i>	<i>0.27</i>

Area	Detail/Task	Annual Freq	Annual Total	Routine Daily Work	Weekly Project Work	Periodic Project Work
Washrooms						
	Total Square Feet		160			
	Square Feet (max)		160			
	Fixtures		14			
	Number Of Washrooms		2			
	Ch/Retail Paper/Disp Dispens.		281.00	21.79	0.00	0.00
	Clu/San. Fixtures/Mirrors		281.00	53.83	0.21	0.00
	Duct Metal Partitions		52.00	0.61	0.00	0.00
	Dust, Disp Nap Floor		281.00	17.23	0.07	0.00
	Empty Paper Towel Trench Contnr.		281.00	1.60	0.01	0.00
	Empty Sanitary Napkin Contnr.		281.00	1.51	0.01	0.00
	Restock Sanitary Napkin Holder		281.00	4.25	0.02	0.00
	Restock Toilet Seat Covers		281.00	15.23	0.00	0.00
	Spr Cl. Metal Partitions		281.00	4.06	0.02	0.00
	Wash walls		12.00	2.37	0.00	0.22
	Wash, Saniz. Metal Partitions		12.00	3.80	0.00	0.47
	Total Time in Hours			131.07	0.47	0.69

Grand Total Time in Hours

215.46	1.97	7.33	1.68
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Thursday, September 27, 2001
2:12 PM

Staffing Report

CLEANABLE SQ FEET	EST # ANNUAL CLEANING HOURS	# OF ANNUAL NON-CLEANING HOURS	EST. ANNUAL LABOR HOURS	EST. # FTE'S REQUIRED TO STAFF THIS BUILDING	EST. SQ. FEET PER FTE
1,231,048	2,256	0	2,253	1.20	19,192

Estimated Cleaning Labor Hours
And Cleaning Labor Costs

AREA	EST. CLEANING LABOR HOURS	EST. CLEANING LABOR COSTS
Auto Shop Area	160	\$6,024.17
Break Rooms	1-13	\$2,123.06
Conference Rooms	10	\$730.21
Custodial Closets	11	\$158.19
Entrances/Lobbies	39	\$204.69
Hallways	132	\$2,249.81
Kitchens	11	\$157.58
Large Non-Congested Areas	73	\$1,008.48
Locker Rooms	17	\$223.37
Offices	431	\$6,400.54
Restrooms	734	\$10,091.35
Shop Area	120	\$1,784.15
Shower Rooms	17	\$259.69
	2,750	\$33,504.58

DOMINIC TOTAL

Estimated Total Square Feet

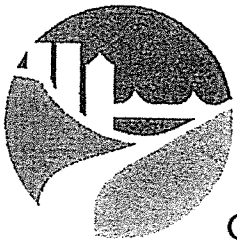
AREA	RESILIENT	HARD	CARPET	WOOD	SYNTHETIC	TOTAL SQ. FT. OF FLOORS
Auto Shop Area	0	7,765	0	0	0	7,765
Break Rooms	0	1,671	0	0	0	1,671
Conference Rooms	0	0	568	0	0	568
Custodial Closets	0	123	0	0	0	123
Entrances/Lobbies	168	0	0	0	0	168
Hallways	546	513	0	0	0	1,059
Kitchens	50	0	0	0	0	50
Large Non-Congested Areas	0	2,840	0	0	0	2,840
Locker Rooms	0	323	0	0	0	323
Offices	1,413	0	4,767	0	0	6,180
Restrooms	362	211	0	0	0	573
Shop Area	1,558	0	0	0	0	1,558
Shower Rooms	0	114	0	0	0	114
Vestibules	0	56	0	0	0	56
BUILDING TOTALS	4,097	13,616	5,335	0	0	23,048
FACILITY TOTALS	4,073	23,395	29,281	784	0	58,383

Estimated Costs

TOTAL NON CLEANING LABOR HOURS	0	TOTAL CLEANING LABOR HOURS	2,258	TOTAL LABOR COSTS	\$13,504.58	TOTAL EST. SUPPLIES COSTS	\$1,029.95	TOTAL EST. CUSTODIAL COSTS	\$34,531.52	EST. CLEANING COST PER SQ. FT.	\$1.50	EST. COST PER USER	\$345.35
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Cleaning Program

TASKS	QTY	TIME (EACH/100 SQ. FT.)	MINUTES PER OCCUR.	DIFF. FACTOR	ANNUAL OCCUR.	EST. ANNUAL LABOR HOURS	EST. ANNUAL LABOR COSTS	EST. ANNUAL PRODUCT COST.	EST. ANNUAL CLEANING COST.
Auto Strip Area									
Sweep Floor Using 36" Push Broom.	7765	4.8	140.69	4.00	52	129.21	\$1,917.47	\$0.00	\$1,917.47
Apply Floor Polish (with buffer)	7765	5.8	180.15	4.00	52	156.12	\$2,316.94	\$534.12	\$2,851.07
Wax Floor (with water)	7765	12	363.36	2.00	52	161.51	\$7,386.34	\$0.00	\$7,386.34
Empty (6) Trash Can / Rollins / Nicastro.	5	3	15.00	1.00	51	49.83	\$7,874.17	\$0.00	\$7,874.17
Break Rooms									
Scrub Floor Using 20" Std Speed Flr Machine.	1671	27	35.12	1.00	2	1.50	\$22.32	\$0.65	\$22.97
Acid Clean Sinks.	3	2.5	7.50	1.00	52	6.30	\$95.46	\$4.15	\$100.61
Acid Clean Drinking Fountain.	1	1.5	1.50	1.00	51	1.30	\$19.29	\$1.84	\$21.13
Check and Refill Hand Soap Dispenser.	3	0.5	1.50	1.00	104	2.60	\$38.58	\$0.00	\$38.58
Check and Refill Paper Towel Dispenser.	3	1.25	3.75	1.00	101	6.50	\$96.46	\$0.00	\$96.46
Disinfect Sinks.	3	2.5	7.50	1.00	266	26.00	\$185.84	\$0.10	\$186.94
Disinfect Drinking Fountain.	1	1.5	1.50	1.00	103	5.20	\$77.17	\$0.06	\$77.23
Wax Mop with 48" Mop.	1671	2.4	4.01	1.00	160	17.58	\$272.50	\$0.00	\$272.50
Jump Mop Using 32 oz. Mop Head (with cleaner)	1671	2.6	16.04	1.00	260	59.51	\$1,011.38	\$14.08	\$1,025.46
Clean Mirrors.	3	0.5	1.50	1.00	260	6.50	\$96.46	\$0.65	\$97.11
Conference Rooms									
						242.00	\$2,132.00	\$51.61	\$2,183.61



CITY OF
PEORIA

**ADDENDUM # 1
To
BID # 18-19**

This becomes a permanent part of the Basic Proposal Document.

DATE: April 18, 2019

- 1. Replacement Exhibit D (new pricing page attached)**

This addendum must be submitted with your proposal.

JANITORIAL SERVICES REQUEST FOR PROPOSALS

EXHIBIT D

<u>LOCATION</u>	<u>YEAR ONE</u>	<u>YEAR TWO</u>	<u>YEAR THREE</u>	<u>2nd YEAR RENEWAL</u>	<u>3rd YEAR RENEWAL</u>
<u>BUILDING GROUP 1</u>					
Central Fire 505 N.E. Monroe St.	_____	_____	_____	_____	_____
OEM 3615 N. Grandview Dr.	_____	_____	_____	_____	_____
Fire Training Academy 7310 N. Galena Rd.	_____	_____	_____	_____	_____
SUBTOTAL – GROUP 1	_____	_____	_____	_____	_____
<u>BUILDING GROUP 2</u>					
Public Works Facility 3505 N. Dries Lane	_____	_____	_____	_____	_____
Police Substation 2 2011 W. Altofer Drive	_____	_____	_____	_____	_____
Northwood's Mall Police office 2200 W war memorial	_____	_____	_____	_____	_____
SUBTOTAL – GROUP 2	_____	_____	_____	_____	_____
<u>BUILDING GROUP 3</u>					
Police Headquarters 600 S. Adams St.	_____	_____	_____	_____	_____
Municipal Services Building 542 S. Adams St.	_____	_____	_____	_____	_____
SUBTOTAL – GROUP 3	_____	_____	_____	_____	_____
<u>BUILDING GROUP 4</u>					
City Hall 419 Fulton Street	_____	_____	_____	_____	_____



ADDENDUM # 2
To
BID # 18-19

This becomes a permanent part of the Basic Proposal Document.

DATE: April 18, 2019

1. **Clarification "Wage Adjustment"**
Page 15

Current Contract Language

WAGE ADJUSTMENTS

The minimum wage rate for all employees on this contract shall set no less than \$0.75 above the established minimum wage, For the first 3 (Three) years of this contract, The current minimum wage in the state of Illinois is \$8.25. The contractor shall be required to furnish certified payroll and any other documentation as may be required by the city of Peoria to verify payment of this minimum wage. The City of Peoria shall not allow any contract change for wage adjustments during the term of this contract other than those mandated by changes in laws pertaining to the federal or state minimum wage or national health insurance legislation effective after the date of this agreement. The Contractor shall be entitled only to the mandated increase in wages and related payroll taxes.

Clarification

In February of 2019 the Governor signed a bill into law increasing the Illinois minimum wage. That increase should be reflected in the pricing section of your proposal. As the document states:

The City of Peoria shall not allow any contract change for wage adjustments during the term of this contract other than those mandated by changes in laws pertaining to the federal or state minimum wage or national health insurance legislation effective after the date of this agreement.

Since the minimum wage law has changed before the date of this agreement and the rates are set to go into effect, the change in wage law will not allow a proposer to modify his proposal or be allowed to increase the vendor's proposal pricing.

Other unanticipated or mandated changes by the Federal Government or change in law may constitute a change.

A vendor may bid separate pricing for January – June 2020 and July – December 2020 on pricing if appropriate.

2. What day and time will OEM be cleaned?

The day will be agreed up with the awarded Contractor.

3. Questions

Questions will be accepted until Noon, Tuesday, April 23, 2019.

4. Replacement Exhibit A

Attached is a new Exhibit A. Twin Towers 420 corrected to 420B and ESDA changed to OEM. (Changes Highlighted in Yellow)

JANITORIAL SERVICE

**EXHIBIT A
BUILDING LOCATION AND SCHEDULE LIST**

<u>LOCATION</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>WEEKDAY CLEANING HOURS</u>
Assessor's Office	205 S. Adams Street	M. Shafley, 494-8180	5pm to 6am
Central Fire Administration	505 N. E. Monroe St.	J. Bachman , 494-8700	5pm to 6am
Twin Towers Rooms 420 B	456 Fulton St.	J. Meeks, 494-8851	5pm to 6am
Fire Training Academy	7310 N. Galena Road	M, Morgan, 494-8700	5pm to 6am
Municipal Building	542 S. Adams Street	D. Tuttle, 494-8035	3pm to 6am
Police Headquarters* *First Shift *Employee No. 2&3 *Weekend/holiday Shift	600 S. Adams Street Employee No. 1 Employee No. 4	Lt A Wong 494-8321 8am to 5pm 4pm to 12am	*Second Shift 8am to 5pm
Police Substation II	2011 W. Altorfer Drive	Lt A Wong , 494-8321	3pm to 6am
City Hall	419 Fulton Street	J. Meeks, 494-8851	5pm to 6am
OEM	3615 N. Grandview Dr.	J.Bachman, 494-8700	5pm to 6am
Public Works Complex Dries Lane Facility	3505 N. Dries Lane	J. Meeks, 494-8851	5pm to 6am
Peoria Corps,	813 SW Washington	J. Meeks 494-8894	7am to 5pm
Gateway Building	200 NE Water St.	J. Meeks 494-8894	7am to 5pm
Northwoods Police office	2200 W War Memorial	Lt. Wong 494-8321	8ma to 5pm