

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

48-10A

This agreement, made and entered into this 1st day of October A.D., 2016 by and between the City of Peoria, a municipal corporation, party of the first part , and The Cleaning Source, 4503 S Entec Drive, 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.

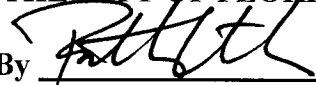
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IN WITNESS WHEREOF, the said parties have executed these presents on the date above mentioned.

This addendum extends this contract for one (1) year under the same terms and conditions as previous contract (attached), including addendum (File No. 16-301) to reduce contract as stated. The rate will be set in accordance with the attached COP Worksheet A for 2016.

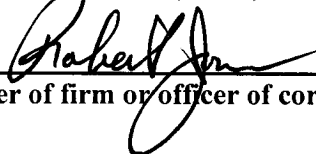
Contract extension to begin October 1, 2016 and end September 30, 2017.

THE CITY OF PEORIA

By 
City Manager

PARTY OF THE SECOND PART

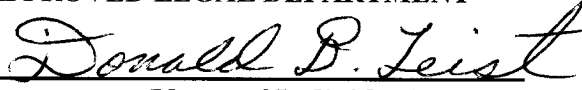
The Cleaning Source
(Name of individual, firm, or corporation)

By 
(Member of firm or officer of corporation)

APPROVED FINANCE DEPARTMENT

By 
(Name of Individual)

APPROVED LEGAL DEPARTMENT

By 
(Name of Individual)

APPROVED USING DEPARTMENT

By 
(Department Head)



Legislation Details (With Text)

File #: 16-301 **Version:** 2 **Name:** Contract Extension - The Cleaning Source
Type: Agreement **Status:** Deferred
File created: 8/25/2016 **In control:** City Council
On agenda: 9/27/2016 **Final action:**
Title: Communication from the City Manager and Director of Public Works with a Request to Approve the Following:

- A. One (1) Year CONTRACT Extension with THE CLEANING SOURCE to September 30, 2017, for the Amount of \$321,107.04, for Janitorial Cleaning of City Buildings; and,
- B. One (1) Year CONTRACT with LINDSAY'S DEPENDABLE CLEANING to September 30, 2017, in the Amount of \$60,867.20.

Sponsors:

Indexes: Goal 1 - Financially Sound City Government, Effective City Organization, Goal 2 - Grow Peoria: Businesses, Jobs, and Population, Grow employers and jobs., Have an efficient government., Invest in our infrastructure and transportation, Keep taxes and fees competitive

Code sections:

Attachments:

| Date | Ver. | Action By | Action | Result |
|-----------|------|--------------|----------|--------|
| 9/13/2016 | 1 | City Council | deferred | Pass |

ACTION REQUESTED:

Communication from the City Manager and Director of Public Works with a Request to Approve the Following:

- A. One (1) Year CONTRACT Extension with THE CLEANING SOURCE to September 30, 2017, for the Amount of \$321,107.04, for Janitorial Cleaning of City Buildings; and,
- B. One (1) Year CONTRACT with LINDSAY'S DEPENDABLE CLEANING to September 30, 2017, in the Amount of \$60,867.20.

BACKGROUND: The City Council deferred this request for contract approval on September 13, 2016, with a request for Staff to increase the contract percentage beyond 10% for the minority-owned business contract. Therefore, Staff has added the Gateway Building's services to Lindsey's building worklist (Fire Central, Fire Training and Office of Emergency Management) for an annual cost not to exceed \$28,800.20. This work is event-generated, and may not be daily. The Gateway Building cleaning was performed by a female Park District employee, who will be laid off. The annual savings for the City to have Lindsey's Cleaning take over this work will be \$38,199.80. The difference includes park district labor burden costs. The current agreement between the City of Peoria and the Peoria Park District will expire on December 31, 2016. The contract for the Gateway Building will be effective on January 1, 2017.

The City of Peoria routinely contracts services for the buildings owned by the City of Peoria. The Cleaning Source has been one of our cleaning contractors for the past ten (10) years. In 2011, they were asked to initiate a mentoring program with a minority-owned business to provide 10% of the services in the city's janitorial contract. The Cleaning Source implemented the program and has worked with Lindsay's Dependable Cleaning over the past six (6) years to clean Fire Central Station, the Office of Emergency Management (OEM), and the Fire Training Administration Building.

Staff is recommending the extension of the contract with The Cleaning Source for continuation of their janitorial services and, due to the success of this mentoring endeavor, to enter into a separate, detached contract with Lindsay's Dependable Cleaning for the continuation of their services at Fire Central, OEM, and Fire Training. The Cleaning Source

is in agreement with this action, and both contracts are for 2016 rates. Lindsay's Dependable Cleaning's contract is being funded up to \$32,067 from a contract reduction from The Cleaning Source.

FINANCIAL IMPACT: Funding for these contracts are provided in Facilities Operations account 101-3123-546.37-14, Fire Department account 101-2234-562.37-14, Police Department account 101-2132-561.37-14, OEM account 101-2240-562.37-14, i-Team 231-1124-502.37-14.

NEIGHBORHOOD CONCERNS: N/A

IMPACT IF APPROVED: Cleaning will proceed without interruption or notice from staff, at the locations included, until October of 2017 when this work will be re-bid. A successful mentoring program will be rewarded with an individual contract.

IMPACT IF DENIED: Contractual services will need to be re-bid, which may cause delays.

ALTERNATIVES: N/A

EEO CERTIFICATION NUMBER: The Cleaning Source has current EEO Cert. #01422-170331. Lindsey's Dependable Cleaning has current EEO Cert. #03400-170930.

WHICH OF THE GOALS IDENTIFIED IN THE COUNCIL'S 2014 - 2029 STRATEGIC PLAN DOES THIS RECOMMENDATION ADVANCE?

1. Financially Sound City Government, Effective City Organization
2. Grow Peoria: Businesses, Jobs, and Population

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

1. Invest in our infrastructure and transportation.
2. Keep taxes and fees competitive.
3. Have an efficient government.

DEPARTMENT: Public Works

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

48-10A

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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.

This addendum extends this contract for five (5) years under the same terms and conditions including addendum (File No. 11-506) to forgo the 2011 four percent (4%) increase, set rates in accordance with the attached COP Worksheet A, and increase the length of the contract until September 30, 2016.


Contract extension to begin December 1, 2011 and end September 30, 2016.

THE CITY OF PEORIA


By 
City Manager

PARTY OF THE SECOND PART


The Cleaning Source
(Name of individual, firm, or corporation)

By 
(Member of firm or officer of corporation)

APPROVED FINANCE DEPARTMENT

By 
(Name of Individual)

APPROVED LEGAL DEPARTMENT

By 
(Name of Individual)

APPROVED USING DEPARTMENT

By 
(Department Head)

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

48-10A

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

THE CITY OF PEORIA

By _____
City Manager

PARTY OF THE SECOND PART

(Name of individual, firm, or corporation)

By _____
(Member of firm or officer of corporation)

This addendum extends this contract for five (5) years under the same terms and conditions including addendum (File No. 11-506) to forgo the 2011 four percent (4%) increase, set rates in accordance with the attached COP Worksheet A, increase the length of the contract until September 30, 2016 and require payment to be direct deposited on a specific day of the month.

Contract extension to begin December 1, 2011 and end September 30, 2016.

APPROVED FINANCE DEPARTMENT

By _____
(Name of Individual)

APPROVED LEGAL DEPARTMENT

By _____
(Name of Individual)

APPROVED USING DEPARTMENT

By _____
(Department Head)



REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and Members of the City Council

From: Patrick Urich, City Manager

AGENDA DATE REQUESTED: November 22, 2011

ACTION REQUESTED: APPROVE REDUCTIONS IN THE COST AND EXTENSION OF THE CONTRACT LENGTH WITH THE CLEANING SOURCE. THE AVERAGE ANNUAL SAVINGS WOULD BE \$13,559.29 WITH A CONTRACT EXTENSION UNTIL OCTOBER 2016.

BACKGROUND: On July 26, 2011 City Council (Item #11-319) voted to allow staff to negotiate with vendor contracts in an effort to reduce contract costs. The total value of this contract is above the \$250,000.00 value indicated in the Council approval; therefore, staff is requesting Council approval.

For reference the original contract was awarded by City Council on September 14, 2010. The initial contract was for three years covering the period from October 1, 2010 to September 30, 2013. Also included in the award was an option for two one-year renewals that would have extended the contract to September 30, 2015.

Public Works/Facility Operations Division approached The Cleaning Source with the question as to what accommodations could be achieved to reduce costs. Their proposal includes the following parameters:

- Delay the 4% increase which would be effective October 1, 2011, reducing the October 2011-September 2012 period by \$12,772.31.
- Shift future increases out one year resulting in a proposed reduction in cost for the following three years (10/2012 to 9/2013, 10/2013 to 9/2014, and 10/2015 to 9/2016) by \$13,283.20, \$13,814.53 and \$14,367.11 respectively. The total Savings for the four years is \$54,237.15.
- In return for the reduction The Cleaning Source is requesting the two one-year renewals covering the period from October 1, 2013 to September 30, 2015 be approved and one additional year be added to the contract extending the contract through September 30, 2016.

The Cleaning Source has been one of our cleaning contractors for the past 10 years. They have been awarded each contract extension available. They have also implemented a mentoring program to help minority-owned business increase their participation with City of Peoria contracts. Currently, The Cleaning Source has hired Lindsay's Dependable Cleaning to clean the Central Fire Station. This work is approximately 10% of the contract.

FINANCIAL IMPACT: Reduced costs would amount to \$54,237.15 for the period from October 1, 2011 to September 30, 2015.

NEIGHBORHOOD CONCERNS: N/A

IMPACT IF APPROVED: The City of Peoria would save costs as well as extend the contract by one year.

IMPACT IF DENIED: Contract would continue through 2013, as originally awarded in the Fall of 2010, with a review for renewal in the Fall of 2013.

ALTERNATIVES: The City of Peoria could maintain the contract as in effect with no savings for the remaining duration of this contract.

EEO CERTIFICATION NUMBER: The Cleaning Source EEO # is 01422-111231.

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

1. Have an efficient government.

REQUIRED SIGNATURES

Department Director

David H. Barber

Public Works

Finance Director

James J. Longoria

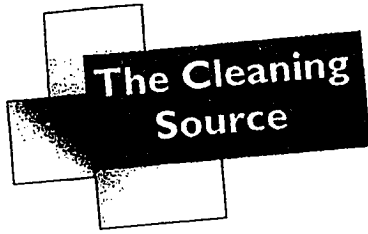
(Certification of Availability of Funds)

Corporation Counsel

Randal W. King

City Manager

Patt Uhl



Janitorial Services Contracting / Consulting



www.performancefloorcoatings.com

Steve Myers
City of Peoria

October 8, 2011

Re: Contract Reduction

Steve,

In response to your letter requesting contract considerations, I would be willing to forgo the 4% increase that took effect on October 1, 2011. This adjustment will carry thru the remainder of the contract period. Next contract period year 2012-2013 increase will be at the current contract year 2011-2012 rate and so on offering a four year savings package.

In return, I would like to convert the current contract renewal years to straight contract years and add one year to the overall contract. The revised contract would run thru September 30, 2016. The additional year October 2015 thru September 2016 will be at the current contract 2014-2015 rate.

I would also require that payment be direct deposited in my account. It doesn't make a difference what day of the month as long as it is consistent.

This offer is on the table thru October 24, 2011.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert Jones', is written over a horizontal line.

Robert Jones
The Cleaning Source
Performance Floor Coatings

4503 S. Entec Dr.
Bartonville, IL 61607

Phone: 309/697-6270

Fax: 309/697-6064

The Cleaning Source
2011-2012 Reduction
Summary

| COP Worksheet A | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Location | Oct 2011 - Sept 2012 | Oct 2012 - Sept 2013 | Oct 2013 - Sept 2014 | Oct 2014 - Sept 2015 | Oct 2015 - Sept 2016 |
| Annual | | | | | |
| Group 1 | \$ 16,808.48 | \$ 17,480.82 | \$ 18,180.05 | \$ 18,907.25 | \$ 19,663.54 |
| Central Fire House | \$ 16,808.48 | \$ 17,480.82 | \$ 18,180.05 | \$ 18,907.25 | \$ 19,663.54 |
| Fire Training Academy | \$ 7,938.36 | \$ 8,255.89 | \$ 8,586.13 | \$ 8,929.58 | \$ 9,286.76 |
| ESDA | \$ 2,664.08 | \$ 2,770.64 | \$ 2,881.47 | \$ 2,996.73 | \$ 3,116.60 |
| Group 3 | \$ 101,650.00 | \$ 105,716.00 | \$ 109,944.64 | \$ 114,342.43 | \$ 118,916.12 |
| Police Headquarters | \$ 101,650.00 | \$ 105,716.00 | \$ 109,944.64 | \$ 114,342.43 | \$ 118,916.12 |
| PD Sub | \$ 6,190.42 | \$ 6,438.04 | \$ 6,695.56 | \$ 6,963.38 | \$ 7,241.92 |
| Municipal Bldg. | \$ 29,535.33 | \$ 30,716.74 | \$ 31,945.41 | \$ 33,223.23 | \$ 34,552.16 |
| State | \$ 2,664.08 | \$ 2,770.64 | \$ 2,881.47 | \$ 2,996.73 | \$ 3,116.60 |
| Group 4 | \$ 90,643.64 | \$ 94,269.39 | \$ 98,040.16 | \$ 101,961.77 | \$ 106,040.24 |
| City Hall | \$ 90,643.64 | \$ 94,269.39 | \$ 98,040.16 | \$ 101,961.77 | \$ 106,040.24 |
| Twin Towers | \$ 17,413.00 | \$ 18,109.52 | \$ 18,833.90 | \$ 19,587.26 | \$ 20,370.75 |
| Public Works | \$ 36,620.31 | \$ 38,085.12 | \$ 39,608.53 | \$ 41,192.87 | \$ 42,840.58 |
| Assessor / Township Office | \$ 7,180.08 | \$ 7,467.28 | \$ 7,765.97 | \$ 8,076.61 | \$ 8,399.68 |
| Annual Savings | \$ 12,772.31 | \$ 13,283.20 | \$ 13,814.53 | \$ 14,367.11 | \$ 14,939.94 |

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

Bid #48-10 (A)

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

The Cleaning Source will perform janitorial service per the attached specifications and pricing for Building Groups #1, #3 and #4 for a three (3) year period beginning October 1, 2010 and ending September 30, 2013.

THE CITY OF PEORIA

By *Scott Moore*
City Manager

PARTY OF THE SECOND PART

The Cleaning Source
(Name of individual, firm, or corporation)

By *Robert J. [Signature]*
(Member of firm or officer of corporation)

APPROVED FINANCE DEPARTMENT

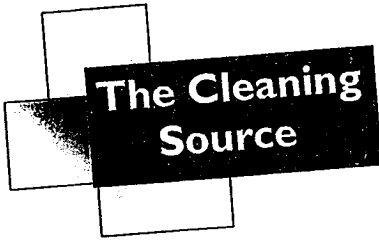
By *James R. Scroggin*
(Name of Individual)

APPROVED LEGAL DEPARTMENT

By *Randall [Signature]*
(Name of Individual)

APPROVED USING DEPARTMENT

By *David H. [Signature]*
(Department Head)



City of Peoria
Janitorial Services
Request For Proposal
#48-10
August, 2010

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

ORIGINAL

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

PROPOSAL SUBMITTED BY:

The Cleaning Source

01422-101231

Company

EEO Certificate of Compliance No.

4503 S. Entec Dr

Bartonville

IL

61607

Address

City

State

Zip

309/696-5479

309/696-5479

Daytime Telephone Number

After Hours Telephone Number

Robert A. Jones

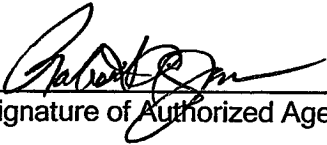
Contact Person

Robert A. Jones

owner

Name of Authorized Agent or Officer

Title



Signature of Authorized Agent or Officer

8/16/10

Date

PROPOSAL 48-10

The Cleaning Source

The Cleaning Source is a Peoria based Custodial Maintenance Contracting / Consulting 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.

Robert Jones / Business Owner

Robert Jones has been involved in all aspects of cleaning maintenance, and has developed many training programs, and trained hundreds of custodial maintenance employees.

O.K. Barnes / Director of Operations

O.K. Barnes has many years experience in the custodial field. O.K.'s even demeanor and patience works well in training and supervising employees.

The Cleaning Source's goal is to provide a clean, safe, and healthy environment for all who work or visit our buildings.

Membership Affiliations:

- BOMA
- ASHES
- Green Drinks Peoria

Training

- **Training is the key to achieving consistency and thoroughness in the tasks to be preformed.**
- **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.**



ProCPR, LLC hereby certifies that

ROBERT JONES

has successfully completed Bloodborne Pathogens Training
consistent with OSHA Bloodborne Pathogens Standard 29 CFR 1910.1030.

This certification includes the following objectives:

- Universal Precautions
- Identification of pathogens of primary concern
- Ways pathogens can enter the body
- Use of personal protective equipment
- Proper handwashing technique
- Practices that help eliminate or reduce exposure risks
- Proper cleanup procedures
- Procedures if an exposure occurs

Date Issued: 08/02/2010

Renewal Date: 08/02/2011

Certificate Number: 128072277536

Instructor: Roy Shaw



**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:

**Robert Jones
The Cleaning Source
900 E. Seneca
Peoria, IL 61603
309/686-5991**

THE CLEANING SOURCE

**Custodial Maintenance
Contracting / Consulting
Chemical Proportioning Systems**

**City of Peoria
Gateway Building
Germicidal Disinfection
In-Service
Training**

**Prepared by:
Robert Jones
The Cleaning Source
309/686-5991**

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 to 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.

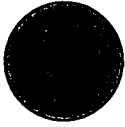
GERMICIDAL DISINFECTION QUESTIONS

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.



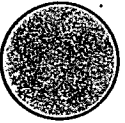
Spray & Wipe Cleaner / Degreaser

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



Restroom Deodorizing Cleaner

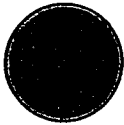
Follow Restroom Disinfection Procedures. Use as a daily wipe product on other surfaces to kill germs.



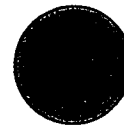
Heavy Duty Degreaser / Deodorizer

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

Mop Buckets



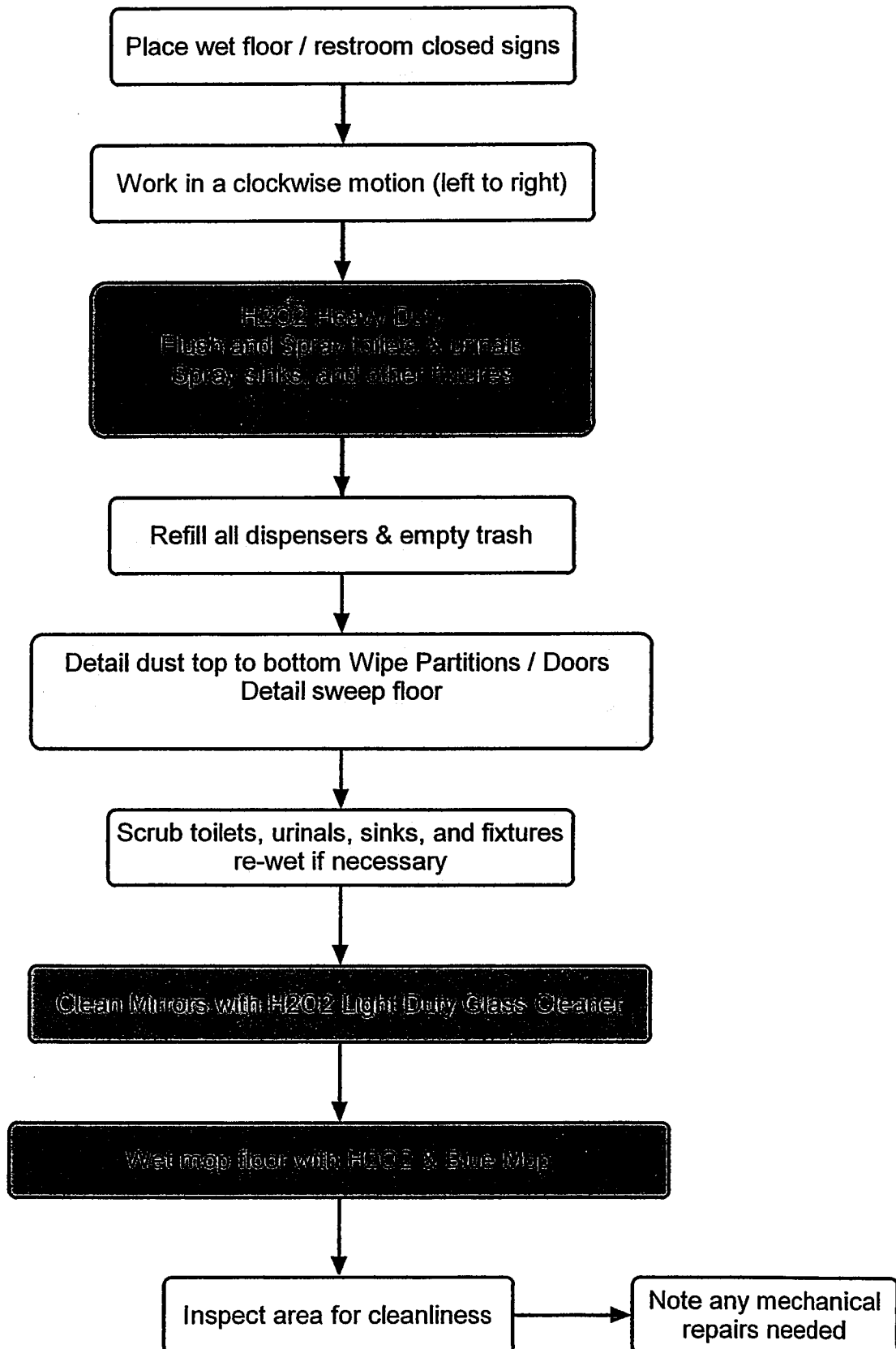
Restroom Floors



- 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



Hepatitis B (HBV)

Facts

How big is the problem ???

- **HBV is the 9th leading cause of death worldwide.**
- **Approximately 2 million people die each year, primarily from HBV related cirrhosis and liver cancer.**
- **HBV affects an estimated 5% of the entire world population.**
- **More than 200 million people are chronic carriers of the HBV virus.**
- **The HBV virus is far more widespread than HIV throughout the world.**
- **HBV is 300 times more contagious than HIV.**
- **12,000 cases of HBV occur among public safety and health care workers yearly and 300 die yearly after accidental exposure or its long term effects.**
- **A carrier's risk of developing primary liver cancer is 300 times greater than the risk to non-disease carriers.**
- **The risk for health care workers contracting HBV is 10 times that of the average employed person.**

The above information compiled by the CDC, Atlanta, Ga.

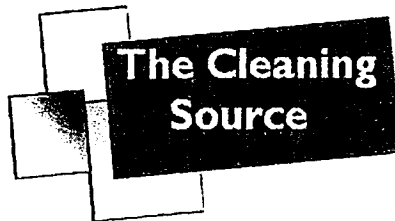
When looking at the many different types of disinfectants available, one should always consider the specific cleaning needs at the facility. Analyze surface load, in addition to the disinfectant requirements. The following criteria should be used in selecting the right disinfectant for your facility.

- **Evaluate your specific needs and the degree of cleaning required.**
- **Consider your facility type and procedures currently in place.**
- **Review the areas you need to clean (restrooms, patient rooms, lab areas) and the surfaces to be disinfected.**
- **Factor in soil levels to determine the cleaning ability required in the disinfectant.**

It makes no difference which disinfectant is selected, if your cleaning technicians are not trained in proper disinfecting procedures, disinfecting will not be achieved.

For more information on germicidal disinfecting programs and employee in-service training contact:

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



**Champaign School
District #4
Hard Floor Care
In-Service Training**

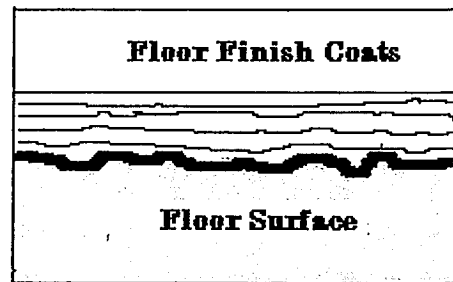
February 18, 2007

Prepared by:
Robert Jones
The Cleaning Source
900 E. Seneca Pl.
Peoria, IL 61603

Hard Floor Care Overview

Purpose of floor finish:

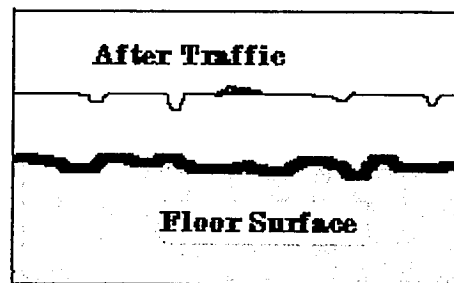
1. Protect the floor surface
2. Enhance the beauty of the floor surface
3. Allow for easier sanitation and maintenance of the floor surface



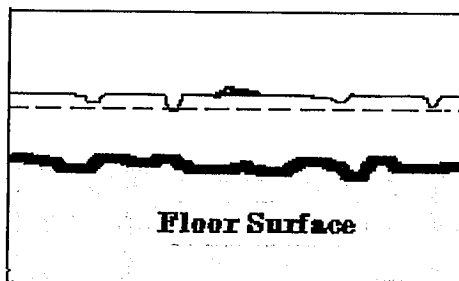
Most floor surfaces are not a smooth surface. It has bumps, ridges, and valleys. As we fill these imperfections we are creating a continuous flat coating across the top of the floor, providing a maximum of light reflection or gloss

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

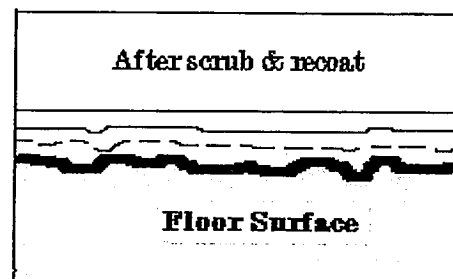
Gouging
Scratching
Scuffing



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

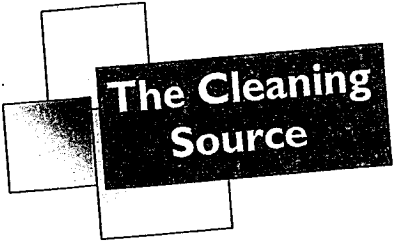
1. Dust mop
2. Deep scrub with heavy duty floor cleaner and green pads
3. Apply two to three coats of floor finish

Strip & Recoat

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

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

City Hall

| | | |
|-------------------------------|---------------------|-------------|
| Location: <u>Fourth Floor</u> | 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 |
|--------------------|--|------------|------------------------------------|----------------|--|---|---|---|

| | | | |
|-------------|---|-------------|--|
| REMARKS: | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Total Score</td> <td style="width: 20%;"></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 | | | |

Contract Cost

- Exhibit D and E

JANITORIAL SERVICES REQUEST FOR PROPOSAL

EXHIBIT D

CITY OF PEORIA - PROPOSAL PRICING

| LOCATION | YEAR 1 | YEAR 2 | YEAR 3 | 1st Year RENEWAL | 2nd Year RENEWAL |
|---|---------------|---------------|---------------|------------------|------------------|
| BUILDING GROUP 1 Central Fire 505 N. E. Monroe St E.S.D.A. | \$ 16,808.48 | \$ 17,480.82 | \$ 18,180.05 | \$ 18,907.25 | \$ 19,663.54 |
| 3615 N. Grandview Dr. | \$ 2,664.08 | \$ 2,770.64 | \$ 2,881.47 | \$ 2,996.73 | \$ 3,116.60 |
| Fire Training Academy 7310 N. Galena Rd | \$ 7,938.36 | \$ 8,255.89 | \$ 8,586.13 | \$ 8,929.58 | \$ 9,286.76 |
| SUBTOTAL - GROUP 1 | \$ 27,410.92 | \$ 28,507.36 | \$ 29,647.65 | \$ 30,833.56 | \$ 32,066.90 |
| BUILDING GROUP 2 Workforce Development 211 Fulton St. | \$ 19,604.77 | \$ 20,388.96 | \$ 21,204.52 | \$ 22,052.70 | \$ 22,934.81 |
| BUILDING GROUP 3 Police Headquarters 600 S. Adams St. | \$ 101,650.00 | \$ 105,716.00 | \$ 109,944.64 | \$ 114,342.43 | \$ 118,916.12 |
| Police Substation 2 2011 W. Altorfer Dr | \$ 6,190.42 | \$ 6,438.04 | \$ 6,695.56 | \$ 6,963.38 | \$ 7,241.92 |
| SLATE Office Space 456 Fulton Street/Rm 420 | \$ 2,664.08 | \$ 2,770.64 | \$ 2,881.47 | \$ 2,996.73 | \$ 3,116.60 |
| Municipal Services Building 542 S. Adams St | \$ 29,535.33 | \$ 30,716.74 | \$ 31,945.41 | \$ 33,223.23 | \$ 34,552.16 |
| SUBTOTAL GROUP 3 | \$ 140,039.83 | \$ 145,641.42 | \$ 151,467.08 | \$ 157,525.76 | \$ 163,826.79 |
| BUILDING GROUP 4 Assessor's Office 205 S. Adams St | \$ 6,010.12 | \$ 6,250.52 | \$ 6,500.55 | \$ 6,760.57 | \$ 7,030.99 |
| Twin Towers 401/402/420 456 Fulton St. | \$ 17,413.00 | \$ 18,109.52 | \$ 18,833.90 | \$ 19,587.26 | \$ 20,370.75 |
| City Hall 419 Fulton St. | \$ 90,643.64 | \$ 94,269.39 | \$ 98,040.16 | \$ 101,961.77 | \$ 106,040.24 |
| Public Works Facility 3505 N. Dries Ln | \$ 36,620.31 | \$ 38,085.12 | \$ 39,608.53 | \$ 41,192.87 | \$ 42,840.58 |
| SUBTOTAL GROUP 4 | \$ 150,687.07 | \$ 156,714.55 | \$ 162,983.13 | \$ 169,502.46 | \$ 176,282.56 |
| TOTAL - ALL GROUPS | \$ 337,742.59 | \$ 351,252.29 | \$ 365,302.39 | \$ 379,914.48 | \$ 395,111.06 |

JANITORIAL SERVICES REQUEST FOR PROPOSALS
EXHIBIT E
EXTRA WORK- CITY OF PEORIA - PROPOSAL PRICING

| | | |
|--|--------------------------------|--------------|
| Washing of venetian blinds: | <u>\$ 35.00</u> / blind | |
| Extraction cleaning of carpets: | <u>\$ 0.28</u> cents / sq. ft. | min. \$75.00 |
| Washing of light fixtures & diffusers: | <u>\$ 15.00</u> unit | |
| Blood Borne Pathogens clean up: | <u>\$ 40.00</u> / event | |
| Additional Services: | <u>\$ 15.25</u> / hour | min. \$75.00 |
| Wrought iron stair detailing and rotunda railing cleaning: | <u>\$ 9.50</u> / hour | |

HARD FLOOR REFINISHING

| | 2012 work | 2014 work |
|-------------------------|--------------------|--------------------|
| Building Group 1 | | |
| 505 N.E. Monroe | <u>\$ 585.00</u> | <u>\$ 615.00</u> |
| 3615 N. Grandview Dr. | <u>\$ 120.00</u> | <u>\$ 130.00</u> |
| 7310 N. Galena Rd. | <u>\$ 684.00</u> | <u>\$ 720.00</u> |
| Building Group 2 | | |
| Workforce Development | <u>\$ 385.00</u> | <u>\$ 420.00</u> |
| Building Group 3 | | |
| 600 S. Adams St | <u>\$ 1,825.00</u> | <u>\$ 1,925.00</u> |
| 2011 W. Altorfer Dr. | <u>\$ 385.00</u> | <u>\$ 405.00</u> |
| 542 S. Adams St. | <u>\$ 850.00</u> | <u>\$ 890.00</u> |
| Building Group 4 | | |
| 205 S. Adams St | <u>\$ 120.00</u> | <u>\$ 120.00</u> |
| 419 Fulton St. | <u>\$ 1,825.00</u> | <u>\$ 1,920.00</u> |
| 3505 N. Dries Ln. | <u>\$ 1,050.00</u> | <u>\$ 1,105.00</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**

City of Peoria
Police Headquarters Upper Level
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 DILUTION (OZ. PER GAL) | EST. ANNUAL ANNUAL GAL) | EST. ANNUAL ANNUAL COST | EST. ANNUAL ANNUAL PRODUCT COST |
|--|----------|-----------------------------------|-------------------------|--------------|---------------|-------------------------|-------------------------|------------------------|---------------------------------|-------------------------|-------------------------|---------------------------------|
| Commons Area | | | | | | | | | | | | |
| Strip and Rinse Floor For Coating. | 571 | 123 | 70.23 | 1.00 | 1 | 1.17 | \$14.83 | DEVASTATOR | 21.3 | | \$6.37 | \$21.20 |
| Apply One Coat of Finish. | 571 | 15 | 8.56 | 1.00 | 6 | 0.86 | \$10.85 | EXPEDITER | RTU | | \$38.12 | \$48.97 |
| Autoscrub Floor Using 20" Autoscrubber (with cleaner). | 571 | 7.2 | 4.11 | 1.00 | 156 | 10.69 | \$135.43 | ARSENAL TOP CLEAN | 0.5 | | \$11.55 | \$146.98 |
| Burnish Using 20" Cord Electric Machine. | 571 | 6.4 | 3.65 | 1.00 | 156 | 9.50 | \$120.38 | | | | \$0.00 | \$120.38 |
| Dust Mop with 24" Mop. | 571 | 7.2 | 4.11 | 1.00 | 365 | 25.01 | \$316.87 | | | | \$0.00 | \$316.87 |
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 571 | 12 | 6.85 | 1.00 | 365 | 41.68 | \$528.12 | ARSENAL TOP CLEAN | 0.5 | | \$6.75 | \$534.88 |
| | | | | | | 88.91 | \$1,126.49 | | | | \$62.80 | \$1,189.29 |
| Elevators | | | | | | | | | | | | |
| Strip and Rinse Floor For Coating. | 30 | 123 | 3.69 | 1.00 | 1 | 0.06 | \$0.78 | DEVASTATOR | 21.3 | | \$0.33 | \$1.11 |
| Apply One Coat of Finish. | 30 | 15 | 0.45 | 1.00 | 5 | 0.04 | \$0.48 | EXPEDITER | RTU | | \$1.67 | \$2.14 |
| Sweep Floor Using a Warehouse or Kitchen Broom. | 30 | 25.2 | 0.76 | 1.00 | 260 | 3.28 | \$41.51 | | | | \$0.00 | \$41.51 |
| Damp Mop Using 32 oz. Mop Head (with cleaner). | 30 | 9.6 | 0.29 | 1.00 | 260 | 1.25 | \$15.81 | ARSENAL TOP CLEAN | 0.5 | | \$0.25 | \$16.06 |
| Vacuum Walk-Off Mats. | 1 | 1.11 | 1.11 | 1.00 | 260 | 4.81 | \$60.94 | | | | \$0.00 | \$60.94 |
| Routine Disinfect Elevators (with disinfectant). | 30 | 57.1 | 1.71 | 1.00 | 260 | 7.42 | \$94.05 | RE-JUV-NAL HBV | 2 | | \$0.01 | \$94.06 |
| | | | | | | 16.86 | \$213.57 | | | | \$2.26 | \$215.83 |
| Entrances/Lobbies | | | | | | | | | | | | |
| Scrub Floor Using 20" Std Speed Flr Machine. | 1072 | 27 | 28.94 | 1.00 | 12 | 5.79 | \$73.34 | TILE & GROUT RENOVATOR | 26 | | \$46.56 | \$119.91 |
| Flood Rinse Floor (with neutralizer). | 1072 | 12 | 12.86 | 1.00 | 12 | 2.57 | \$32.60 | NUTRA-RINSE | 4 | | \$11.58 | \$44.17 |
| Autoscrub Floor Using 20" Autoscrubber (with cleaner). | 1072 | 7.2 | 7.72 | 1.00 | 260 | 33.45 | \$423.77 | ARSENAL TOP CLEAN | 0.5 | | \$36.13 | \$459.90 |
| Dust Mop with 36" Mop. | 1072 | 4.8 | 5.15 | 1.00 | 365 | 31.30 | \$396.60 | | | | \$0.00 | \$396.60 |
| Spot Mop Floor (with cleaner). | 1072 | 2.5 | 2.68 | 1.00 | 365 | 16.30 | \$206.56 | ARSENAL TOP CLEAN | 0.5 | | \$3.80 | \$210.37 |

**City of Peoria
Police Headquarters Upper Level
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 COST | EST. ANNUAL ANNUAL PRODUCT COST |
|--|----------|-----------------------------------|-------------------------|--------------|---------------|-------------------------|-------------------------|-----------------------|------------------------|-------------------------|-------------------------|---------------------------------|
| Disinfect Drinking Fountains. | 2 | 1.5 | 3.00 | 1.00 | 365 | 18.25 | \$231.23 | RE-JUV-NAL HBV | 2 | \$0.21 | \$231.44 | |
| Vacuum Walk-Off Mats. | 4 | 1.11 | 4.44 | 1.00 | 730 | 54.02 | \$684.43 | | | \$0.00 | \$684.43 | |
| Spot Clean Glass. | 10 | 1 | 10.00 | 1.00 | 730 | 121.67 | \$1,541.52 | ARSENAL WINDO-CLEAN + | 6.4 | \$26.27 | \$1,567.79 | |
| | | | | | | 283.35 | \$3,590.05 | | | \$124.56 | \$3,714.61 | |
| Hallways | | | | | | | | | | | | |
| Strip and Rinse Floor For Coating. | 1305 | 123 | 160.51 | 1.00 | 1 | 2.68 | \$33.90 | DEVASTATOR | 21.3 | \$14.57 | \$48.46 | |
| Apply One Coat of Finish. | 1305 | 15 | 19.57 | 1.00 | 6 | 1.96 | \$24.80 | EXPEDITER | RTU | \$87.12 | \$111.92 | |
| Autoscrub Floor Using 20" Autoscrubber (with cleaner). | 1305 | 7.2 | 9.40 | 1.00 | 156 | 24.43 | \$309.52 | ARSENAL TOP CLEAN | 0.5 | \$26.39 | \$335.91 | |
| Burnish Using 20" Cord Electric Machine. | 1305 | 6.4 | 8.35 | 1.00 | 156 | 21.72 | \$275.13 | | | \$0.00 | \$275.13 | |
| Dust Mop with 36" Mop. | 1305 | 4.8 | 6.26 | 1.00 | 365 | 38.11 | \$482.80 | | | \$0.00 | \$482.80 | |
| Spot Mop Floor (with cleaner). | 1305 | 2.5 | 3.26 | 1.00 | 365 | 19.85 | \$251.46 | ARSENAL TOP CLEAN | 0.5 | \$4.63 | \$256.09 | |
| Disinfect Drinking Fountains. | 1 | 1.5 | 1.50 | 1.00 | 365 | 9.13 | \$115.61 | RE-JUV-NAL HBV | 2 | \$0.11 | \$115.72 | |
| | | | | | | 117.86 | \$1,493.23 | | | \$132.82 | \$1,626.05 | |
| Kitchens | | | | | | | | | | | | |
| Strip and Rinse Floor For Coating. | 31 | 123 | 3.81 | 1.00 | 1 | 0.06 | \$0.81 | DEVASTATOR | 21.3 | \$0.35 | \$1.15 | |
| Apply One Coat of Finish. | 31 | 15 | 0.46 | 1.00 | 6 | 0.05 | \$0.59 | EXPEDITER | RTU | \$2.07 | \$2.66 | |
| Sweep Floor Using a Warehouse or Kitchen Broom. | 31 | 25.2 | 0.78 | 1.00 | 260 | 3.39 | \$42.89 | | | \$0.00 | \$42.89 | |
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 31 | 12 | 0.37 | 1.00 | 260 | 1.61 | \$20.42 | ARSENAL TOP CLEAN | 0.5 | \$0.26 | \$20.69 | |
| Disinfect Sinks. | 1 | 2.5 | 2.50 | 1.00 | 260 | 10.83 | \$137.26 | RE-JUV-NAL HBV | 2 | \$0.04 | \$137.30 | |
| | | | | | | 15.94 | \$201.97 | | | \$2.71 | \$204.68 | |
| Large Non-Congested Areas | | | | | | | | | | | | |
| Spot Disinfect Tables (with disinfectant). | 4 | 1.92 | 7.68 | 1.00 | 260 | 33.28 | \$421.66 | RE-JUV-NAL HBV | 2 | \$0.09 | \$421.75 | |
| Vacuum with 12" Vac. | 321 | 15 | 4.82 | 1.00 | 365 | 29.29 | \$371.12 | | | \$0.00 | \$371.12 | |
| Empty (sm) Trash Can / Reline If Necessary. | 3 | 0.67 | 2.01 | 1.00 | 1095 | 36.68 | \$464.77 | | | \$0.00 | \$464.77 | |

**City of Peoria
Police Headquarters Upper Level
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 DILUTION (OZ. PER GAL) | EST. ANNUAL ANNUAL GAL) | EST. ANNUAL ANNUAL PRODUCT COST |
|--|----------|-----------------------------------|-------------------------|--------------|---------------|-------------------------|-------------------------|------------------------|---------------------------------|-------------------------|---------------------------------|
| | | | | | | 99.25 | \$1,257.55 | | | \$0.09 | \$1,257.64 |
| Offices | | | | | | | | | | | |
| Spot Clean Horizontal Surfaces (with cleaner). | 7909 | 1.1 | 8.70 | 1.00 | 156 | 22.62 | \$286.59 | ARSENAL TOP CLEAN | 0.5 | \$1.20 | \$287.79 |
| Spot Clean Glass. | 15 | 1 | 15.00 | 1.00 | 260 | 65.00 | \$823.55 | ARSENAL WINDO-CLEAN + | 6.4 | \$14.04 | \$837.59 |
| Vacuum with 12" Vac. | 7600 | 15 | 114.00 | 1.00 | 365 | 693.50 | \$8,786.65 | | | \$0.00 | \$8,786.65 |
| Empty (sm) Trash Can / Reline If Necessary. | 40 | 0.67 | 26.80 | 1.00 | 1095 | 489.10 | \$6,196.90 | | | \$0.00 | \$6,196.90 |
| | | | | | | 1270.22 | \$16,093.68 | | | \$15.24 | \$16,108.92 |
| Offices/Cubicles | | | | | | | | | | | |
| Spot Clean Horizontal Surfaces (with cleaner). | 6773 | 1.1 | 7.45 | 1.00 | 156 | 19.37 | \$245.43 | ARSENAL TOP CLEAN | 0.5 | \$1.03 | \$246.46 |
| Vacuum with 12" Vac. | 6538 | 15 | 98.07 | 1.00 | 365 | 596.59 | \$7,558.83 | | | \$0.00 | \$7,558.83 |
| Empty (sm) Trash Can / Reline If Necessary. | 40 | 0.67 | 26.80 | 1.00 | 730 | 326.07 | \$4,131.26 | | | \$0.00 | \$4,131.26 |
| | | | | | | 942.03 | \$11,935.52 | | | \$1.03 | \$11,936.55 |
| Restrooms | | | | | | | | | | | |
| Scrub Floor Using 20" Std Speed Flr Machine. | 618 | 27 | 16.69 | 1.00 | 12 | 3.34 | \$42.28 | TILE & GROUT RENOVATOR | 26 | \$26.84 | \$69.13 |
| Flood Rinse Floor (with neutralizer). | 618 | 12 | 7.42 | 1.00 | 12 | 1.48 | \$18.79 | NUTRA-RINSE | 4 | \$6.67 | \$25.47 |
| Disinfect Partitions and Doors. | 4 | 3 | 12.00 | 1.00 | 365 | 73.00 | \$924.91 | RE-JUV-NAL HBV | 2 | \$0.86 | \$925.77 |
| Check and Refill Hand Soap Dispensers. | 10 | 0.72 | 7.20 | 1.00 | 365 | 43.80 | \$554.95 | | | \$0.00 | \$554.95 |
| Check and Refill Toilet Tissue Dispensers. | 7 | 0.59 | 4.13 | 1.00 | 365 | 25.12 | \$318.32 | | | \$0.00 | \$318.32 |
| Sweep Floor Using a Warehouse or Kitchen Broom. | 618 | 25.2 | 15.57 | 1.00 | 730 | 189.48 | \$2,400.70 | | | \$0.00 | \$2,400.70 |
| Damp Mop Using 24 oz. Mop Head (with Disinfect Urinals). | 618 | 12 | 7.42 | 1.00 | 730 | 90.23 | \$1,143.19 | RE-JUV-NAL HBV | 2 | \$28.20 | \$1,171.39 |
| Disinfect Urinals. | 2 | 2.5 | 5.00 | 1.00 | 730 | 60.83 | \$770.76 | RE-JUV-NAL HBV | 2 | \$0.73 | \$771.49 |
| Disinfect Toilet Bowls. | 8 | 2.5 | 20.00 | 1.00 | 730 | 243.33 | \$3,083.03 | RE-JUV-NAL HBV | 2 | \$4.28 | \$3,087.31 |
| Disinfect Sinks. | 10 | 2.5 | 25.00 | 1.00 | 730 | 304.17 | \$3,853.79 | RE-JUV-NAL HBV | 2 | \$1.07 | \$3,854.86 |

**City of Peoria
Police Headquarters Upper Level
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 DILUTION (OZ. PER GAL) | EST. ANNUAL ANNUAL GAL) | EST. ANNUAL ANNUAL PRODUCT COST |
|---|----------|-----------------------------------|-------------------------|--------------|---------------|-------------------------|-------------------------|-----------------------|---------------------------------|-------------------------|---------------------------------|
| Clean Mirrors. | 9 | 0.5 | 4.50 | 1.00 | 730 | 54.75 | \$693.68 | ARSENAL WINDO-CLEAN + | 6.4 | \$5.44 | \$699.12 |
| | | | | | | 1089.53 | \$13,804.40 | | | \$74.08 | \$13,878.49 |
| Small Non-Congested Areas | | | | | | | | | | | |
| Sweep Floor Using a Warehouse or Kitchen Broom. | 392 | 25.2 | 9.88 | 1.00 | 365 | 60.09 | \$761.39 | | | \$0.00 | \$761.39 |
| Spot Disinfect Horizontal Surfaces (with Damp Mop Using 24 oz. Mop Head (with Disinfect Toilet Bowls. | 392 | 1.1 | 0.43 | 1.00 | 365 | 2.62 | \$33.24 | RE-JUV-NAL HBV | 2 | \$0.27 | \$33.50 |
| Disinfect Sinks. | 392 | 12 | 4.70 | 1.00 | 730 | 57.23 | \$725.13 | RE-JUV-NAL HBV | 2 | \$17.88 | \$743.01 |
| | 6 | 2.5 | 15.00 | 1.00 | 730 | 182.50 | \$2,312.28 | RE-JUV-NAL HBV | 2 | \$3.21 | \$2,315.48 |
| | 6 | 2.5 | 15.00 | 1.00 | 730 | 182.50 | \$2,312.28 | RE-JUV-NAL HBV | 2 | \$0.64 | \$2,312.92 |
| | | | | | | 484.95 | \$6,144.30 | | | \$22.00 | \$6,166.30 |
| Stairwells/Landings | | | | | | | | | | | |
| Sweep Floor Using a Warehouse or Kitchen Broom. | 100 | 25.2 | 2.52 | 1.00 | 365 | 15.33 | \$194.23 | | | \$0.00 | \$194.23 |
| Damp Mop Using 32 oz. Mop Head (with cleaner). | 100 | 9.6 | 0.96 | 1.00 | 365 | 5.84 | \$73.99 | ARSENAL TOP CLEAN | 0.5 | \$1.18 | \$75.18 |
| | | | | | | 21.17 | \$268.22 | | | \$1.18 | \$269.41 |
| Vestibules | | | | | | | | | | | |
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 102 | 12 | 1.22 | 1.00 | 365 | 7.45 | \$94.34 | ARSENAL TOP CLEAN | 0.5 | \$1.21 | \$95.55 |
| Vacuum with 12" Vac. | 102 | 15 | 1.53 | 1.00 | 730 | 18.61 | \$235.85 | | | \$0.00 | \$235.85 |
| Spot Clean Glass. | 15 | 1 | 15.00 | 1.00 | 730 | 182.50 | \$2,312.28 | ARSENAL WINDO-CLEAN + | 6.4 | \$39.41 | \$2,351.68 |
| | | | | | | 208.56 | \$2,642.47 | | | \$40.61 | \$2,683.08 |
| BASELINE TOTALS | | | | | | 4638.63 | \$58,771.45 | | | \$479.39 | \$59,250.84 |

City of Peoria
Police Headquarters Lower Level
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 |
|---|----------|-----------------------------------|-------------------------|--------------|---------------|-------------------------|-------------------------|------------------------|------------------------|-------------------------|---------------------------------|
| Sally Port Area | | | | | | | | | | | |
| Sweep Floor Using 36" Push Broom. | 1068 | 4.8 | 5.13 | 1.00 | 52 | 4.44 4.44 | \$57.36 \$57.36 | | | \$0.00 \$0.00 | \$57.36 \$57.36 |
| Commons Area | | | | | | | | | | | |
| Scrub Floor Using 20" Std Speed Flr Machine. | 1000 | 27 | 27.00 | 1.00 | 12 | 5.40 | \$69.71 | TILE & GROUT RENOVATOR | 26 | \$43.44 | \$113.15 |
| Autoscrub Floor Using 20" Autoscrubber (with cleaner). | 1000 | 7.2 | 7.20 | 1.00 | 260 | 31.20 | \$402.79 | ARSENAL TOP CLEAN | 0.5 | \$33.71 | \$436.50 |
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 1000 | 12 | 12.00 | 1.00 | 365 | 73.00 | \$942.43 | ARSENAL TOP CLEAN | 0.5 | \$11.83 | \$954.26 |
| Routine Disinfect Commons Area (with Dust Mop with 24" Mop. | 1000 | 5 | 5.00 | 1.00 | 365 | 30.42 | \$392.68 | RE-JUV-NAL HBV | 2 | \$0.46 | \$393.14 |
| Disinfect Sinks. | 1000 | 7.2 | 7.20 | 1.00 | 730 | 87.60 | \$1,130.92 | | | \$0.00 | \$1,130.92 |
| Check and Refill Paper Towel Dispensers. | 1 | 2.5 | 2.50 | 1.00 | 730 | 30.42 | \$392.68 | RE-JUV-NAL HBV | 2 | \$0.11 | \$392.79 |
| | 1 | 2.04 | 2.04 | 1.00 | 730 | 24.82 | \$320.43 | | | \$0.00 | \$320.43 |
| | | | | | | 282.85 | \$3,651.64 | | | \$89.53 | \$3,741.17 |
| Conference Rooms | | | | | | | | | | | |
| Strip and Rinse Floor For Coating. | 777 | 123 | 95.57 | 1.00 | 1 | 1.59 | \$20.56 | DEVASTATOR | 21.3 | \$8.67 | \$29.24 |
| Apply One Coat of Finish. | 777 | 15 | 11.66 | 1.00 | 6 | 1.17 | \$15.05 | EXPEDITER | RTU | \$51.87 | \$66.92 |
| Burnish Using 20" Cord Electric Machine. | 777 | 6.4 | 4.97 | 1.00 | 156 | 12.93 | \$166.92 | | | \$0.00 | \$166.92 |
| Empty (sm) Trash Can / Reline If Necessary. | 4 | 0.67 | 2.68 | 1.00 | 365 | 16.30 | \$210.48 | | | \$0.00 | \$210.48 |
| Dust Mop with 36" Mop. | 777 | 4.8 | 3.73 | 1.00 | 730 | 45.38 | \$585.81 | | | \$0.00 | \$585.81 |
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 777 | 12 | 9.32 | 1.00 | 730 | 113.44 | \$1,464.54 | ARSENAL TOP CLEAN | 0.5 | \$18.38 | \$1,482.92 |
| | | | | | | 190.81 | \$2,463.35 | | | \$78.93 | \$2,542.28 |
| Entrances/Lobbies | | | | | | | | | | | |
| Scrub Floor Using 20" Std Speed Flr Machine. | 879 | 27 | 23.73 | 1.00 | 12 | 4.75 | \$61.28 | ARSENAL TOP CLEAN | 0.5 | \$2.05 | \$63.33 |

City of Peoria
Police Headquarters Lower Level
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 DILUTION (OZ. PER GAL) | EST. ANNUAL ANNUAL GAL) | EST. ANNUAL ANNUAL PRODUCT COST |
|--|----------|-----------------------------------|-------------------------|--------------|---------------|-------------------------|-------------------------|-------------------|---------------------------------|-------------------------|---------------------------------|
| Autoscrub Floor Using 20" Autoscrubber (with cleaner). | 879 | 7.2 | 6.33 | 1.00 | 156 | 16.45 | \$212.43 | ARSENAL TOP CLEAN | 0.5 | \$17.78 | \$230.21 |
| Dust Mop with 36" Mop. | 879 | 4.8 | 4.22 | 1.00 | 365 | 25.67 | \$331.36 | | | \$0.00 | \$331.36 |
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 879 | 12 | 10.55 | 1.00 | 365 | 64.17 | \$828.40 | ARSENAL TOP CLEAN | 0.5 | \$10.40 | \$838.79 |
| | | | | | | 111.04 | \$1,433.47 | | | \$30.23 | \$1,463.69 |
| Exercise Rooms | | | | | | | | | | | |
| Strip and Rinse Floor For Coating. | 88 | 123 | 10.82 | 1.00 | 1 | 0.18 | \$2.33 | DEVASTATOR | 21.3 | \$0.98 | \$3.31 |
| Apply One Coat of Finish. | 88 | 15 | 1.32 | 1.00 | 6 | 0.13 | \$1.70 | EXPEDITER | RTU | \$5.87 | \$7.58 |
| Dust Mop with 24" Mop. | 88 | 7.2 | 0.63 | 1.00 | 365 | 3.85 | \$49.76 | | | \$0.00 | \$49.76 |
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 88 | 12 | 1.06 | 1.00 | 365 | 6.42 | \$82.93 | RE-JUV-NAL HBV | 2 | \$2.01 | \$84.94 |
| Vacuum with 12" Vac. | 682 | 15 | 10.23 | 1.00 | 365 | 62.23 | \$803.42 | | | \$0.00 | \$803.42 |
| Empty (sm) Trash Can / Reline If Necessary. | 2 | 0.67 | 1.34 | 1.00 | 730 | 16.30 | \$210.48 | | | \$0.00 | \$210.48 |
| | | | | | | 89.13 | \$1,150.62 | | | \$8.86 | \$1,159.49 |
| Hallways | | | | | | | | | | | |
| Strip and Rinse Floor For Coating. | 913 | 123 | 112.30 | 1.00 | 1 | 1.87 | \$24.16 | DEVASTATOR | 21.3 | \$10.19 | \$34.35 |
| Apply One Coat of Finish. | 913 | 15 | 13.70 | 1.00 | 6 | 1.37 | \$17.68 | EXPEDITER | RTU | \$60.95 | \$78.63 |
| Autoscrub Floor Using 20" Autoscrubber (with cleaner). | 913 | 7.2 | 6.57 | 1.00 | 260 | 28.49 | \$367.75 | ARSENAL TOP CLEAN | 0.5 | \$30.77 | \$398.52 |
| Burnish Using 20" Cord Electric Machine. | 913 | 6.4 | 5.84 | 1.00 | 260 | 25.32 | \$326.89 | | | \$0.00 | \$326.89 |
| Dust Mop with 36" Mop. | 913 | 4.8 | 4.38 | 1.00 | 365 | 26.66 | \$344.18 | | | \$0.00 | \$344.18 |
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 913 | 12 | 10.96 | 1.00 | 365 | 66.65 | \$860.44 | ARSENAL TOP CLEAN | 0.5 | \$10.80 | \$871.24 |
| | | | | | | 150.36 | \$1,941.09 | | | \$112.72 | \$2,053.81 |
| Large Congested Areas | | | | | | | | | | | |
| Dust Mop with 36" Mop. | 1635 | 4.8 | 7.85 | 1.00 | 260 | 34.01 | \$439.04 | | | \$0.00 | \$439.04 |
| Spot Mop Floor (with cleaner). | 1635 | 2.5 | 4.09 | 1.00 | 260 | 17.71 | \$228.67 | ARSENAL TOP CLEAN | 0.5 | \$4.13 | \$232.80 |

**City of Peoria
Police Headquarters Lower Level
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 COST | EST. ANNUAL ANNUAL PRODUCT COST |
|---|----------|-----------------------------------|-------------------------|--------------|---------------|-------------------------|-------------------------|-------------------|------------------------|-------------------------|-------------------------|---------------------------------|
| Vacuum with 12" Vac. | 301 | 15 | 4.51 | 1.00 | 260 | 19.56 | \$252.58 | | | | | |
| Empty (sm) Trash Can / Reline If Necessary. | 4 | 0.67 | 2.68 | 1.00 | 520 | 23.23 | \$299.86 | | | | \$0.00 | \$252.58 |
| | | | | | | 94.51 | \$1,220.15 | | | | \$4.13 | \$1,224.29 |
| Locker Rooms | | | | | | | | | | | | |
| Strip and Rinse Floor For Coating. | 1428 | 123 | 175.64 | 1.00 | 1 | 2.93 | \$37.79 | DEVASTATOR | 21.3 | | \$15.94 | \$53.73 |
| Apply One Coat of Finish. | 1428 | 15 | 21.42 | 1.00 | 1 | 0.36 | \$4.61 | EXPEDITER | RTU | | \$15.89 | \$20.50 |
| Autoscrub Floor Using 20" Autoscrubber (with cleaner). | 1428 | 7.2 | 10.28 | 1.00 | 52 | 8.91 | \$115.04 | ARSENAL TOP CLEAN | 0.5 | | \$9.63 | \$124.66 |
| Burnish Using 20" Cord Electric Machine. | 1428 | 6.4 | 9.14 | 1.00 | 52 | 7.92 | \$102.26 | | | | \$0.00 | \$102.26 |
| Routine Disinfect Locker Rooms (with Dust Mop with 36" Mop. | 1428 | 8.33 | 11.90 | 1.00 | 156 | 30.93 | \$399.28 | RE-JUV-NAL HBV | 2 | | \$0.28 | \$399.55 |
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 1428 | 4.8 | 6.85 | 1.00 | 365 | 41.70 | \$538.32 | | | | \$0.00 | \$538.32 |
| | 1428 | 12 | 17.14 | 1.00 | 365 | 104.24 | \$1,345.79 | RE-JUV-NAL HBV | 2 | | \$32.58 | \$1,378.37 |
| | | | | | | 196.98 | \$2,543.08 | | | | \$74.31 | \$2,617.39 |
| Offices | | | | | | | | | | | | |
| Vacuum with 12" Vac. | 5234 | 15 | 78.51 | 1.00 | 260 | 340.21 | \$4,392.11 | | | | \$0.00 | \$4,392.11 |
| Empty (sm) Trash Can / Reline If Necessary. | 10 | 0.67 | 6.70 | 1.00 | 730 | 81.52 | \$1,052.38 | | | | \$0.00 | \$1,052.38 |
| | | | | | | 421.73 | \$5,444.49 | | | | \$0.00 | \$5,444.49 |
| Offices/Cubicles | | | | | | | | | | | | |
| Strip and Rinse Floor For Coating. | 1869 | 123 | 229.89 | 1.00 | 1 | 3.83 | \$49.46 | DEVASTATOR | 21.3 | | \$20.86 | \$70.33 |
| Apply One Coat of Finish. | 1869 | 15 | 28.04 | 1.00 | 6 | 2.80 | \$36.19 | EXPEDITER | RTU | | \$124.77 | \$160.97 |
| Dust Mop with 36" Mop. | 1869 | 4.8 | 8.97 | 1.00 | 260 | 38.88 | \$501.88 | | | | \$0.00 | \$501.88 |
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 1869 | 12 | 22.43 | 1.00 | 260 | 97.19 | \$1,254.70 | ARSENAL TOP CLEAN | 0.5 | | \$15.75 | \$1,270.45 |
| Empty (sm) Trash Can / Reline If Necessary. | 8 | 0.67 | 5.36 | 1.00 | 730 | 65.21 | \$841.90 | | | | \$0.00 | \$841.90 |
| | | | | | | 207.91 | \$2,684.14 | | | | \$161.39 | \$2,845.52 |
| Restrooms | | | | | | | | | | | | |

City of Peoria
Police Headquarters Lower Level
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 DILUTION (OZ. PER GAL) | EST. ANNUAL ANNUAL GAL) | EST. ANNUAL ANNUAL PRODUCT COST |
|---|----------|-----------------------------------|-------------------------|--------------|---------------|-------------------------|-------------------------|------------------------|---------------------------------|-------------------------|---------------------------------|
| Scrub Floor Using 20" Std Speed Flr Machine. | 507 | 27 | 13.69 | 1.00 | 12 | 2.74 | \$35.34 | TILE & GROUT RENOVATOR | 26 | \$22.02 | \$57.37 |
| Disinfect Partitions and Doors. | 4 | 3 | 12.00 | 1.00 | 104 | 20.80 | \$268.53 | RE-JUV-NAL HBV | 2 | \$0.24 | \$268.77 |
| Sweep Floor Using a Warehouse or Kitchen Broom. | 507 | 25.2 | 12.78 | 1.00 | 365 | 77.72 | \$1,003.41 | | | \$0.00 | \$1,003.41 |
| Damp Mop Using 24 oz. Mop Head (with | 507 | 12 | 6.08 | 1.00 | 365 | 37.01 | \$477.81 | RE-JUV-NAL HBV | 2 | \$11.57 | \$489.38 |
| Disinfect Urinals. | 2 | 2.5 | 5.00 | 1.00 | 365 | 30.42 | \$392.68 | RE-JUV-NAL HBV | 2 | \$0.36 | \$393.04 |
| Disinfect Toilet Bowls. | 5 | 2.5 | 12.50 | 1.00 | 365 | 76.04 | \$981.70 | RE-JUV-NAL HBV | 2 | \$1.34 | \$983.03 |
| Disinfect Sinks. | 5 | 2.5 | 12.50 | 1.00 | 365 | 76.04 | \$981.70 | RE-JUV-NAL HBV | 2 | \$0.27 | \$981.97 |
| Clean Mirrors. | 3 | 0.5 | 1.50 | 1.00 | 365 | 9.13 | \$117.80 | ARSENAL | 6.4 | \$0.91 | \$118.71 |
| | | | | | | | | WINDO-CLEAN + | | | |
| Check and Refill Hand Soap Dispensers. | 3 | 0.72 | 2.16 | 1.00 | 365 | 13.14 | \$169.64 | | | \$0.00 | \$169.64 |
| Check and Refill Paper Towel Dispensers. | 4 | 2.04 | 8.16 | 1.00 | 365 | 49.64 | \$640.85 | | | \$0.00 | \$640.85 |
| Check and Refill Toilet Tissue Dispensers. | 5 | 0.59 | 2.95 | 1.00 | 365 | 17.95 | \$231.68 | | | \$0.00 | \$231.68 |
| Empty (sm) Trash Can / Reline If Necessary. | 6 | 0.67 | 4.02 | 1.00 | 730 | 48.91 | \$631.43 | | | \$0.00 | \$631.43 |
| | | | | | | 459.53 | \$5,932.57 | | | \$36.71 | \$5,969.27 |
| Shower Rooms | | | | | | | | | | | |
| Acid Clean Shower Room Walls. | 153 | 13.5 | 2.07 | 1.00 | 52 | 1.79 | \$23.11 | SHOWER FOAM | 6 | \$15.64 | \$38.75 |
| | | | | | | 1.79 | \$23.11 | | | \$15.64 | \$38.75 |
| Small Non-Congested Areas | | | | | | | | | | | |
| Sweep Floor Using a Warehouse or Kitchen Broom. | 215 | 25.2 | 5.42 | 1.00 | 365 | 32.96 | \$425.51 | | | \$0.00 | \$425.51 |
| Damp Mop Using 24 oz. Mop Head (with | 215 | 12 | 2.58 | 1.00 | 365 | 15.70 | \$202.62 | RE-JUV-NAL HBV | 2 | \$4.90 | \$207.53 |
| Disinfect Toilet Bowls. | 3 | 2.5 | 7.50 | 1.00 | 365 | 45.63 | \$589.02 | RE-JUV-NAL HBV | 2 | \$0.80 | \$589.82 |
| Disinfect Sinks. | 3 | 2.5 | 7.50 | 1.00 | 365 | 45.63 | \$589.02 | RE-JUV-NAL HBV | 2 | \$0.16 | \$589.18 |
| Spot Disinfect Horizontal Surfaces (with | 215 | 1.1 | 0.24 | 1.00 | 365 | 1.44 | \$18.57 | RE-JUV-NAL HBV | 2 | \$0.15 | \$18.72 |
| | | | | | | 141.34 | \$1,824.74 | | | \$6.01 | \$1,830.76 |
| Stairwells/Landings | | | | | | | | | | | |
| Sweep Floor Using a Warehouse or Kitchen Broom. | 217 | 25.2 | 5.47 | 1.00 | 260 | 23.70 | \$305.92 | | | \$0.00 | \$305.92 |

**City of Peoria
Police Headquarters Lower Level
Baseline Cleaning Program**

| TASKS | QTY COST | TIME (EACH/1000 SQ. FT.) CLEANING | MINUTES PER OCCUR. COST | DIFF. FACTOR FACTOR | ANNUAL OCCUR. | EST. ANNUAL LABOR HOURS HOURS | EST. ANNUAL LABOR COSTS COSTS | PRODUCT PRODUCT | DILUTION DILUTION (OZ. PER GAL) | EST. ANNUAL ANNUAL GAL) COST | EST. ANNUAL ANNUAL PRODUCT COST |
|---|-------------|--|----------------------------------|-------------------------------|------------------------|---|---|------------------------|--|--|---|
| Damp Mop Using 32 oz. Mop Head (with cleaner). | 217 | 9.6 | 2.08 | 1.00 | 260 | 9.03 | \$116.54 | ARSENAL TOP CLEAN | 0.5 | \$1.83 | \$118.37 |
| Routine Clean Stairwells/Landings (with cleaner). | 217 | 10 | 2.17 | 1.00 | 260 | 9.40 | \$121.40 | ARSENAL TOP CLEAN | 0.5 | \$0.03 | \$121.42 |
| | | | | | | 42.13 | \$543.86 | | | \$1.86 | \$545.71 |
| | | | | | BASELINE TOTALS | 2394.55 | \$30,913.67 | | | \$620.32 | \$31,533.99 |

**City of Peoria
Police Headquarters Upper Level
Estimated Total Square Feet**

| AREA | RESILIENT | HARD | CARPET | WOOD | SYNTHETIC | TOTAL SQ. FT. OF FLOORS |
|---------------------------|--------------|--------------|---------------|----------|-----------|----------------------------|
| Commons Area | 0 | 571 | 0 | 0 | 0 | 571 |
| Elevators | 30 | 0 | 0 | 0 | 0 | 30 |
| Entrances/Lobbies | 0 | 1,072 | 0 | 0 | 0 | 1,072 |
| Hallways | 1,305 | 0 | 1,140 | 0 | 0 | 2,445 |
| Kitchens | 31 | 0 | 0 | 0 | 0 | 31 |
| Large Non-Congested Areas | 0 | 0 | 321 | 0 | 0 | 321 |
| Offices | 309 | 0 | 7,600 | 0 | 0 | 7,909 |
| Offices/Cubicles | 235 | 0 | 6,538 | 0 | 0 | 6,773 |
| Restrooms | 58 | 560 | 0 | 0 | 0 | 618 |
| Small Non-Congested Areas | 0 | 392 | 0 | 0 | 0 | 392 |
| Stairwells/Landings | 0 | 100 | 0 | 0 | 0 | 100 |
| Vestibules | 0 | 102 | 0 | 0 | 0 | 102 |
| BUILDING TOTALS | 1,968 | 2,797 | 15,599 | 0 | 0 | 20,364 |

**City of Peoria
Police Headquarters Lower Level
Estimated Total Square Feet**

| AREA | RESILIENT | HARD | CARPET | WOOD | SYNTHETIC | TOTAL SQ. FT. OF FLOORS |
|---------------------------|--------------|--------------|--------------|----------|------------|----------------------------|
| Sally Port Area | 0 | 1,068 | 0 | 0 | 0 | 1,068 |
| Commons Area | 0 | 1,000 | 0 | 0 | 0 | 1,000 |
| Conference Rooms | 777 | 0 | 0 | 0 | 0 | 777 |
| Entrances/Lobbies | 0 | 879 | 0 | 0 | 0 | 879 |
| Exercise Rooms | 88 | 0 | 682 | 0 | 0 | 770 |
| Hallways | 913 | 0 | 0 | 0 | 0 | 913 |
| Large Congested Areas | 414 | 1,221 | 301 | 0 | 0 | 1,936 |
| Locker Rooms | 1,428 | 0 | 0 | 0 | 0 | 1,428 |
| Offices | 268 | 0 | 5,234 | 0 | 0 | 5,502 |
| Offices/Cubicles | 1,869 | 0 | 0 | 0 | 0 | 1,869 |
| Restrooms | 0 | 507 | 0 | 0 | 0 | 507 |
| Shower Rooms | 0 | 153 | 0 | 0 | 0 | 153 |
| Small Non-Congested Areas | 0 | 215 | 0 | 0 | 0 | 215 |
| Stairwells/Landings | 0 | 0 | 0 | 0 | 217 | 217 |
| BUILDING TOTALS | 5,757 | 5,043 | 6,217 | 0 | 217 | 17,234 |

Wednesday, December 12, 2001
9:46 PM

**City of Peoria
Police Headquarters Upper Level
FTE 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 |
|------------------------------|--|---|------------------------------------|---|----------------------------------|
| 20,364 | 4,639 | 0 | 4,639 | 2.47 | 8,253 |

Wednesday, December 12, 2001
9:46 PM

**City of Peoria
Police Headquarters Lower Level
FTE 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 |
|------------------------------|--|---|------------------------------------|---|----------------------------------|
| 17,234 | 2,310 | 0 | 2,310 | 1.23 | 14,029 |

**City of Peoria
Police Headquarters Upper Level
Estimated Cleaning Labor Hours
And Cleaning Labor Costs**

| AREA | EST. CLEANING LABOR HOURS | EST. CLEANING LABOR COSTS |
|---------------------------|------------------------------|------------------------------|
| Commons Area | 89 | \$1,126.49 |
| Elevators | 17 | \$213.57 |
| Entrances/Lobbies | 283 | \$3,590.05 |
| Hallways | 118 | \$1,493.23 |
| Kitchens | 16 | \$201.97 |
| Large Non-Congested Areas | 99 | \$1,257.55 |
| Offices | 1,270 | \$16,093.68 |
| Offices/Cubicles | 942 | \$11,935.52 |
| Restrooms | 1,090 | \$13,804.40 |
| Small Non-Congested Areas | 485 | \$6,144.30 |
| Stairwells/Landings | 21 | \$268.22 |
| Vestibules | 209 | \$2,642.47 |
| BUILDING TOTALS | 4,639 | \$58,771.45 |

**City of Peoria
Police Headquarters Lower Level
Estimated Cleaning Labor Hours
And Cleaning Labor Costs**

| AREA | EST. CLEANING LABOR HOURS | EST. CLEANING LABOR COSTS |
|---------------------------|------------------------------|------------------------------|
| Auto Shop Area | 4 | \$57.36 |
| Commons Area | 283 | \$3,651.64 |
| Conference Rooms | 191 | \$2,463.35 |
| Entrances/Lobbies | 111 | \$1,433.47 |
| Exercise Rooms | 89 | \$1,150.62 |
| Hallways | 150 | \$1,941.09 |
| Large Congested Areas | 95 | \$1,220.15 |
| Locker Rooms | 197 | \$2,543.08 |
| Offices | 422 | \$5,444.49 |
| Offices/Cubicles | 208 | \$2,684.14 |
| Restrooms | 460 | \$5,932.57 |
| Shower Rooms | 2 | \$23.11 |
| Small Non-Congested Areas | 141 | \$1,824.74 |
| Stairwells/Landings | 42 | \$543.86 |
| BUILDING TOTALS | 2,395 | \$30,913.67 |

**City of Peoria
Police Headquarters Lower Level
Routine Tasks**

| Task Name | Frequency | Frequency Multiplier | Task Procedure | Product Name | Dilution (OZ Per Gal.) |
|--|------------------|-----------------------------|--|------------------------|-------------------------------|
| <i>Sally Port Area</i> | | | | | |
| Sweep Floor Using 36" Push Broom. | Weekly | 1 | Sweep floor with a 36" push broom. | | |
| <i>Commons Area</i> | | | | | |
| Routine Disinfect Commons Area (with disinfectant). | 7 Days Per Week | 1 | Empty trash. Using a recommended disinfectant, spot disinfect surfaces above the floor: spot disinfect vertical surfaces, spot disinfect horizontal surfaces, dust applicable surfaces, straighten | RE-JUV-NAL HBV | 2 |
| Disinfect Sinks. | 7 Days Per Week | 2 | Spay sink, faucet, and counter using a trigger spray bottle filled with the appropriate dilution germicide. Wipe dry with a clean cloth. | RE-JUV-NAL HBV | 2 |
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 7 Days Per Week | 1 | Damp mop all floor surfaces using a 24 oz. mop head and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |
| Check and Refill Paper Towel Dispensers. | 7 Days Per Week | 2 | Check paper towel dispensers and refill if necessary. | | |
| Dust Mop with 24" Mop. | 7 Days Per Week | 2 | Dust mop floor with 24" dust mop. Remember that the dust mop should be treated the night before it is to be used. | | |
| Autoscrub Floor Using 20" Autoscrubber (with cleaner). | 5 Days Per Week | 1 | Autoscrub floor with a 20" autoscrubber and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |
| Scrub Floor Using 20" Std Speed Flr Machine. | Monthly | 1 | Scrub floor with a 20" standard speed floor machine using the proper dilution of cleaner. | TILE & GROUT RENOVATOR | 26 |
| <i>Conference Rooms</i> | | | | | |
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 7 Days Per Week | 2 | Damp mop all floor surfaces using a 24 oz. mop head and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |
| Dust Mop with 36" Mop. | 7 Days Per Week | 2 | Dust mop floor with 36" dust mop. Remember that the dust mop should be treated the night before it is to be used. | | |
| Empty (sm) Trash Can / Reline If Necessary. | 7 Days Per Week | 1 | Empty small trash receptacle and reline if necessary. | | |
| Burnish Using 20" Cord Electric Machine. | 3 Times Per Week | 1 | Using a high speed pad and a 20" high speed machine, burnish floor in forward motion | | |
| <i>Entrances/Lobbies</i> | | | | | |

**City of Peoria
Police Headquarters Lower Level
Routine Tasks**

| Task Name | Frequency | Frequency Multiplier | Task Procedure | Product Name | Dilution (OZ Per Gal.) |
|--|------------------|-----------------------------|---|---------------------|-------------------------------|
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 7 Days Per Week | 1 | Damp mop all floor surfaces using a 24 oz. mop head and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |
| Dust Mop with 36" Mop. | 7 Days Per Week | 1 | Dust mop floor with 36" dust mop. Remember that the dust mop should be treated the night before it is to be used. | | |
| Autoscrub Floor Using 20" Autoscrubber (with cleaner). | 3 Times Per Week | 1 | Autoscrub floor with a 20" autoscrubber and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |
| Scrub Floor Using 20" Std Speed Flr Machine. | Monthly | 1 | Scrub floor with a 20" standard speed floor machine using the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |
| <i>Exercise Rooms</i> | | | | | |
| Damp Mop Using 24 oz. Mop Head (with disinfectant). | 7 Days Per Week | 1 | Damp mop all floor surfaces using a 24 oz. mop head and the proper dilution of disinfectant. | RE-JUV-NAL HBV | 2 |
| Empty (sm) Trash Can / Reline If Necessary. | 7 Days Per Week | 2 | Empty small trash receptacle and reline if necessary. | | |
| Vacuum with 12" Vac. | 7 Days Per Week | 1 | Vacuum all exposed carpet. | | |
| Dust Mop with 24" Mop. | 7 Days Per Week | 1 | Dust mop floor with 24" dust mop. Remember that the dust mop should be treated the night before it is to be used. | | |
| <i>Hallways</i> | | | | | |
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 7 Days Per Week | 1 | Damp mop all floor surfaces using a 24 oz. mop head and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |
| Dust Mop with 36" Mop. | 7 Days Per Week | 1 | Dust mop floor with 36" dust mop. Remember that the dust mop should be treated the night before it is to be used. | | |
| Autoscrub Floor Using 20" Autoscrubber (with cleaner). | 5 Days Per Week | 1 | Autoscrub floor with a 20" autoscrubber and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |
| Burnish Using 20" Cord Electric Machine. | 5 Days Per Week | 1 | Using a high speed pad and a 20" high speed machine, burnish floor in forward motion | | |
| <i>Large Congested Areas</i> | | | | | |
| Vacuum with 12" Vac. | 5 Days Per Week | 1 | Vacuum all exposed carpet. | | |

**City of Peoria
Police Headquarters Lower Level
Routine Tasks**

| Task Name | Frequency | Frequency Multiplier | Task Procedure | Product Name | Dilution (OZ Per Gal.) |
|--|------------------|-----------------------------|---|---------------------|-------------------------------|
| Spot Mop Floor (with cleaner). | 5 Days Per Week | 1 | Using a dampened mop, spot mop floor to remove visible soil and spillage. | ARSENAL TOP CLEAN | 0.5 |
| Empty (sm) Trash Can / Reline If Necessary. | 5 Days Per Week | 1 | Empty small trash receptacle and reline if necessary. | | |
| Dust Mop with 36" Mop. | 5 Days Per Week | 1 | Dust mop floor with 36" dust mop. Remember that the dust mop should be treated the night before it is to be used. | | |
| Locker Rooms | | | | | |
| Dust Mop with 36" Mop. | 7 Days Per Week | 1 | Dust mop floor with 36" dust mop. Remember that the dust mop should be treated the night before it is to be used. | | |
| Damp Mop Using 24 oz. Mop Head (with disinfectant). | 7 Days Per Week | 1 | Damp mop all floor surfaces using a 24 oz. mop head and the proper dilution of disinfectant. | RE-JUV-NAL HBV | 2 |
| Routine Disinfect Locker Rooms (with disinfectant). | 3 Times Per Week | 1 | Empty trash. Using a recommended disinfectant, spot disinfect surfaces above the floor: spot disinfect vertical surfaces, spot disinfect horizontal surfaces, dust applicable surfaces, straighten desks/tables/chairs, clean chalk/whiteboards, etc. | RE-JUV-NAL HBV | 2 |
| Autoscrub Floor Using 20" Autoscrubber (with cleaner). | Weekly | 1 | Autoscrub floor with a 20" autoscrubber and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |
| Burnish Using 20" Cord Electric Machine. | Weekly | 1 | Using a high speed pad and a 20" high speed machine, burnish floor in forward motion | | |
| Offices | | | | | |
| Empty (sm) Trash Can / Reline If Necessary. | 7 Days Per Week | 1 | Empty small trash receptacle and reline if necessary. | | |
| Vacuum with 12" Vac. | 5 Days Per Week | 1 | Vacuum all exposed carpet. | | |
| Offices/Cubicles | | | | | |
| Empty (sm) Trash Can / Reline If Necessary. | 7 Days Per Week | 1 | Empty small trash receptacle and reline if necessary. | | |
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 5 Days Per Week | 1 | Damp mop all floor surfaces using a 24 oz. mop head and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |

**City of Peoria
Police Headquarters Lower Level
Routine Tasks**

| Task Name | Frequency | Frequency Multiplier | Task Procedure | Product Name | Dilution (OZ Per Gal.) |
|---|------------------|-----------------------------|--|-----------------------|-------------------------------|
| Dust Mop with 36" Mop. | 5 Days Per Week | 1 | Dust mop floor with 36" dust mop. Remember that the dust mop should be treated the night before it is to be used. | | |
| Restrooms | | | | | |
| Sweep Floor Using a Warehouse or Kitchen Broom. | 7 Days Per Week | 1 | Sweep floor with either a warehouse or kitchen type corn broom. | | |
| Empty (sm) Trash Can / Reline If Necessary. | 7 Days Per Week | 2 | Empty small trash receptacle and reline if necessary. | | |
| Damp Mop Using 24 oz. Mop Head (with disinfectant). | 7 Days Per Week | 1 | Damp mop all floor surfaces using a 24 oz. mop head and the proper dilution of disinfectant. | RE-JUV-NAL HBV | 2 |
| Check and Refill Paper Towel Dispensers. | 7 Days Per Week | 1 | Check paper towel dispensers and refill if necessary. | | |
| Check and Refill Hand Soap Dispensers. | 7 Days Per Week | 1 | Check hand soap dispensers and refill if necessary. | | |
| Clean Mirrors. | 7 Days Per Week | 1 | Spray clean mirrors using a trigger spray bottle filled with an appropriate dilution of cleaner. Wipe dry/polish with clean cloth. | ARSENAL WINDO-CLEAN + | 6.4 |
| Disinfect Sinks. | 7 Days Per Week | 1 | Spay sink, faucet, and counter using a trigger spray bottle filled with the appropriate dilution germicide. Wipe dry with a clean cloth. | RE-JUV-NAL HBV | 2 |
| Disinfect Toilet Bowls. | 7 Days Per Week | 1 | With a bowl swab, push water over the trap to expose the standing water ring. Spray the inside and outside of the bowl using a trigger sprayer filled with a proper dilution of germicide. Use with adequate ventilation and wear protective gloves. After adequate contact time, swab bowl thoroughly while flushing. Spray underside of the toilet seat and wipe dry. Spray top of seat, fixtures, underside of the toilet and wall behind the toilet then wipe dry. | RE-JUV-NAL HBV | 2 |
| Disinfect Urinals. | 7 Days Per Week | 1 | Spray inside each urinal using a trigger spray bottle filled with a recommended dilution of germicide. Use with adequate ventilation and wear protective gloves. After adequate contact time, swab urinal thoroughly and flush. Also spray clean exterior surfaces, pipes, and valves. Wipe down the urinal | RE-JUV-NAL HBV | 2 |

**City of Peoria
Police Headquarters Lower Level
Routine Tasks**

| Task Name | Frequency | Frequency Multiplier | Task Procedure | Product Name | Dilution (OZ Per Gal.) |
|---|------------------|-----------------------------|--|------------------------|-------------------------------|
| Check and Refill Toilet Tissue Dispensers. | 7 Days Per Week | 1 | Check toilet tissue dispensers and refill if necessary. | | |
| Disinfect Partitions and Doors. | 2 Times Per Week | 1 | Disinfectant partitions and doors using a trigger spray bottle filled with an appropriate dilution of disinfectant. Wipe dry/polish with clean cloth. | RE-JUV-NAL HBV | 2 |
| Scrub Floor Using 20" Std Speed Flr Machine. | Monthly | 1 | Scrub floor with a 20" standard speed floor machine using the proper dilution of cleaner. | TILE & GROUT RENOVATOR | 26 |
| <i>Shower Rooms</i> | | | | | |
| Acid Clean Shower Room Walls. | Weekly | 1 | With a foam gun, spray Shower Foam onto walls, fixtures, and floor. Wait 5 to 10 minutes, then rinse with water. | SHOWER FOAM | 6 |
| <i>Small Non-Congested Areas</i> | | | | | |
| Spot Disinfect Horizontal Surfaces (with disinfectant). | 7 Days Per Week | 1 | Using a trigger sprayer filled with a proper dilution of disinfectant, remove smudges, spills, and handmarks from horizontal surfaces. | RE-JUV-NAL HBV | 2 |
| Disinfect Toilet Bowls. | 7 Days Per Week | 1 | With a bowl swab, push water over the trap to expose the standing water ring. Spray the inside and outside of the bowl using a trigger sprayer filled with a proper dilution of germicide. Use with adequate ventilation and wear protective gloves. After adequate contact time, swab bowl thoroughly while flushing. Spray underside of the toilet seat and wipe dry. Spray top of seat, fixtures, underside of the toilet and wall behind the toilet then wipe dry. | RE-JUV-NAL HBV | 2 |
| Sweep Floor Using a Warehouse or Kitchen Broom. | 7 Days Per Week | 1 | Sweep floor with either a warehouse or kitchen type corn broom. | | |
| Damp Mop Using 24 oz. Mop Head (with disinfectant). | 7 Days Per Week | 1 | Damp mop all floor surfaces using a 24 oz. mop head and the proper dilution of disinfectant. | RE-JUV-NAL HBV | 2 |
| Disinfect Sinks. | 7 Days Per Week | 1 | Spay sink, faucet, and counter using a trigger spray bottle filled with the appropriate dilution germicide. Wipe dry with a clean cloth. | RE-JUV-NAL HBV | 2 |
| <i>Stairwells/Landings</i> | | | | | |
| Sweep Floor Using a Warehouse or Kitchen Broom. | 5 Days Per Week | 1 | Sweep floor with either a warehouse or kitchen type corn broom. | | |

**City of Peoria
Police Headquarters Lower Level
Routine Tasks**

| Task Name | Frequency | Frequency Multiplier | Task Procedure | Product Name | Dilution (OZ Per Gal.) |
|--|------------------|-----------------------------|---|---------------------|-------------------------------|
| Routine Clean Stairwells/Landings (with | 5 Days Per Week | 1 | Empty trash. Using a recommended cleaner, spot clean surfaces above the floor: spot clean vertical surfaces, spot clean horizontal surfaces, dust applicable surfaces, etc. | ARSENAL TOP CLEAN | 0.5 |
| Damp Mop Using 32 oz. Mop Head (with cleaner). | 5 Days Per Week | 1 | Damp mop all floor surfaces using a 32 oz. mop head and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |

**City of Peoria
Police Headquarters Upper Level
Routine Tasks**

| Task Name | Frequency | Frequency Multiplier | Task Procedure | Product Name | Dilution (OZ Per Gal.) |
|--|------------------|-----------------------------|--|-----------------------|-------------------------------|
| <i>Commons Area</i> | | | | | |
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 7 Days Per Week | 1 | Damp mop all floor surfaces using a 24 oz. mop head and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |
| Dust Mop with 24" Mop. | 7 Days Per Week | 1 | Dust mop floor with 24" dust mop. Remember that the dust mop should be treated the night before it is to be used. | | |
| Autoscrub Floor Using 20" Autoscrubber (with cleaner). | 3 Times Per Week | 1 | Autoscrub floor with a 20" autoscrubber and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |
| Burnish Using 20" Cord Electric Machine. | 3 Times Per Week | 1 | Using a high speed pad and a 20" high speed machine, burnish floor in forward motion | | |
| <i>Elevators</i> | | | | | |
| Damp Mop Using 32 oz. Mop Head (with cleaner). | 5 Days Per Week | 1 | Damp mop all floor surfaces using a 32 oz. mop head and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |
| Sweep Floor Using a Warehouse or Kitchen Broom. | 5 Days Per Week | 1 | Sweep floor with either a warehouse or kitchen type corn broom. | | |
| Vacuum Walk-Off Mats. | 5 Days Per Week | 1 | Vacuum walk-off mats to remove surface soil. | | |
| Routine Disinfect Elevators (with | 5 Days Per Week | 1 | Using a recommended disinfectant, spot disinfect applicable surfaces above the floor: spot disinfect vertical surfaces, spot disinfect horizontal surfaces, dust applicable surfaces, etc. | RE-JUV-NAL HBV | 2 |
| <i>Entrances/Lobbies</i> | | | | | |
| Spot Clean Glass. | 7 Days Per Week | 2 | Using a clean cloth and recommended glass cleaner, spot clean glass. Wipe dry/polish with a clean cloth. | ARSENAL WINDO-CLEAN + | 6.4 |
| Disinfect Drinking Fountains. | 7 Days Per Week | 1 | Spray fountain tray and mouth piece using a trigger spray bottle filled with the appropriate dilution of germicide. After adequate contact time, wipe dry with a clean cloth. | RE-JUV-NAL HBV | 2 |
| Spot Mop Floor (with cleaner). | 7 Days Per Week | 1 | Using a dampened mop, spot mop floor to remove visible soil and spillage. | ARSENAL TOP CLEAN | 0.5 |

**City of Peoria
Police Headquarters Upper Level
Routine Tasks**

| Task Name | Frequency | Frequency Multiplier | Task Procedure | Product Name | Dilution (OZ Per Gal.) |
|--|------------------|-----------------------------|---|------------------------|-------------------------------|
| Dust Mop with 36" Mop. | 7 Days Per Week | 1 | Dust mop floor with 36" dust mop. Remember that the dust mop should be treated the night before it is to be used. | | |
| Vacuum Walk-Off Mats. | 7 Days Per Week | 2 | Vacuum walk-off mats to remove surface soil. | | |
| Autoscrub Floor Using 20" Autoscrubber (with cleaner). | 5 Days Per Week | 1 | Autoscrub floor with a 20" autoscrubber and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |
| Scrub Floor Using 20" Std Speed Flr Machine. | Monthly | 1 | Scrub floor with a 20" standard speed floor machine using the proper dilution of cleaner. | TILE & GROUT RENOVATOR | 26 |
| Flood Rinse Floor (with neutralizer). | Monthly | 1 | Using a neutralizer, apply a heavy (flood) rinse to the floor. | NUTRA-RINSE | 4 |
| Hallways | | | | | |
| Disinfect Drinking Fountains. | 7 Days Per Week | 1 | Spray fountain tray and mouth piece using a trigger spray bottle filled with the appropriate dilution of germicide. After adequate contact time, wipe dry with a clean cloth. | RE-JUV-NAL HBV | 2 |
| Spot Mop Floor (with cleaner). | 7 Days Per Week | 1 | Using a dampened mop, spot mop floor to remove visible soil and spillage. | ARSENAL TOP CLEAN | 0.5 |
| Dust Mop with 36" Mop. | 7 Days Per Week | 1 | Dust mop floor with 36" dust mop. Remember that the dust mop should be treated the night before it is to be used. | | |
| Autoscrub Floor Using 20" Autoscrubber (with cleaner). | 3 Times Per Week | 1 | Autoscrub floor with a 20" autoscrubber and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |
| Burnish Using 20" Cord Electric Machine. | 3 Times Per Week | 1 | Using a high speed pad and a 20" high speed machine, burnish floor in forward motion | | |
| Kitchens | | | | | |
| Sweep Floor Using a Warehouse or Kitchen Broom. | 5 Days Per Week | 1 | Sweep floor with either a warehouse or kitchen type com broom. | | |
| Disinfect Sinks. | 5 Days Per Week | 1 | Spay sink, faucet, and counter using a trigger spray bottle filled with the appropriate dilution germicide. Wipe dry with a clean cloth. | RE-JUV-NAL HBV | 2 |

**City of Peoria
Police Headquarters Upper Level
Routine Tasks**

| Task Name | Frequency | Frequency Multiplier | Task Procedure | Product Name | Dilution (OZ Per Gal.) |
|---|------------------|-----------------------------|---|-----------------------|-------------------------------|
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 5 Days Per Week | 1 | Damp mop all floor surfaces using a 24 oz. mop head and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |
| Large Non-Congested Areas | | | | | |
| Empty (sm) Trash Can / Reline If Necessary. | 7 Days Per Week | 3 | Empty small trash receptacle and reline if necessary. | | |
| Vacuum with 12" Vac. | 7 Days Per Week | 1 | Vacuum all exposed carpet. | | |
| Spot Disinfect Tables (with disinfectant). | 5 Days Per Week | 1 | Using a recommended disinfectant, spray tables and wipe dry. | RE-JUV-NAL HBV | 2 |
| Offices | | | | | |
| Vacuum with 12" Vac. | 7 Days Per Week | 1 | Vacuum all exposed carpet. | | |
| Empty (sm) Trash Can / Reline If Necessary. | 7 Days Per Week | 3 | Empty small trash receptacle and reline if necessary. | | |
| Spot Clean Glass. | 5 Days Per Week | 1 | Using a clean cloth and recommended glass cleaner, spot clean glass. Wipe dry/polish with a clean cloth. | ARSENAL WINDO-CLEAN + | 6.4 |
| Spot Clean Horizontal Surfaces (with cleaner). | 3 Times Per Week | 1 | Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and handmarks from horizontal surfaces. | ARSENAL TOP CLEAN | 0.5 |
| Offices/Cubicles | | | | | |
| Empty (sm) Trash Can / Reline If Necessary. | 7 Days Per Week | 2 | Empty small trash receptacle and reline if necessary. | | |
| Vacuum with 12" Vac. | 7 Days Per Week | 1 | Vacuum all exposed carpet. | | |
| Spot Clean Horizontal Surfaces (with cleaner). | 3 Times Per Week | 1 | Using a trigger sprayer filled with a proper dilution of cleaner, remove smudges, spills, and handmarks from horizontal surfaces. | ARSENAL TOP CLEAN | 0.5 |
| Restrooms | | | | | |
| Check and Refill Toilet Tissue Dispensers. | 7 Days Per Week | 1 | Check toilet tissue dispensers and refill if necessary. | | |
| Damp Mop Using 24 oz. Mop Head (with disinfectant). | 7 Days Per Week | 2 | Damp mop all floor surfaces using a 24 oz. mop head and the proper dilution of disinfectant. | RE-JUV-NAL HBV | 2 |

**City of Peoria
Police Headquarters Upper Level
Routine Tasks**

| Task Name | Frequency | Frequency Multiplier | Task Procedure | Product Name | Dilution (OZ Per Gal.) |
|---|------------------|-----------------------------|--|------------------------|-------------------------------|
| Disinfect Urinals. | 7 Days Per Week | 2 | Spray inside each urinal using a trigger spray bottle filled with a recommended dilution of germicide. Use with adequate ventilation and wear protective gloves. After adequate contact time, swab urinal thoroughly and flush. Also spray clean exterior surfaces, pipes, and valves. Wipe down the urinal | RE-JUV-NAL HBV | 2 |
| Disinfect Toilet Bowls. | 7 Days Per Week | 2 | With a bowl swab, push water over the trap to expose the standing water ring. Spray the inside and outside of the bowl using a trigger sprayer filled with a proper dilution of germicide. Use with adequate ventilation and wear protective gloves. After adequate contact time, swab bowl thoroughly while flushing. Spray underside of the toilet seat and wipe dry. Spray top of seat, fixtures, underside of the toilet and wall behind the toilet then wipe dry. | RE-JUV-NAL HBV | 2 |
| Disinfect Sinks. | 7 Days Per Week | 2 | Spay sink, faucet, and counter using a trigger spray bottle filled with the appropriate dilution germicide. Wipe dry with a clean cloth. | RE-JUV-NAL HBV | 2 |
| Clean Mirrors. | 7 Days Per Week | 2 | Spray clean mirrors using a trigger spray bottle filled with an appropriate dilution of cleaner. Wipe dry/polish with clean cloth. | ARSENAL WINDO-CLEAN + | 6.4 |
| Sweep Floor Using a Warehouse or Kitchen Broom. | 7 Days Per Week | 2 | Sweep floor with either a warehouse or kitchen type corn broom. | | |
| Check and Refill Hand Soap Dispensers. | 7 Days Per Week | 1 | Check hand soap dispensers and refill if necessary. | | |
| Disinfect Partitions and Doors. | 7 Days Per Week | 1 | Disinfectant partitions and doors using a trigger spray bottle filled with an appropriate dilution of disinfectant. Wipe dry/polish with clean cloth. | RE-JUV-NAL HBV | 2 |
| Scrub Floor Using 20" Std Speed Flr Machine. | Monthly | 1 | Scrub floor with a 20" standard speed floor machine using the proper dilution of cleaner. | TILE & GROUT RENOVATOR | 26 |
| Flood Rinse Floor (with neutralizer). | Monthly | 1 | Using a neutralizer, apply a heavy (flood) rinse to the floor. | NUTRA-RINSE | 4 |
| <i>Small Non-Congested Areas</i> | | | | | |
| Sweep Floor Using a Warehouse or Kitchen Broom. | 7 Days Per Week | 1 | Sweep floor with either a warehouse or kitchen type corn broom. | | |

**City of Peoria
Police Headquarters Upper Level
Routine Tasks**

| Task Name | Frequency | Frequency Multiplier | Task Procedure | Product Name | Dilution (OZ Per Gal.) |
|---|------------------|-----------------------------|--|-----------------------|-------------------------------|
| Damp Mop Using 24 oz. Mop Head (with disinfectant). | 7 Days Per Week | 2 | Damp mop all floor surfaces using a 24 oz. mop head and the proper dilution of disinfectant. | RE-JUV-NAL HBV | 2 |
| Disinfect Toilet Bowls. | 7 Days Per Week | 2 | With a bowl swab, push water over the trap to expose the standing water ring. Spray the inside and outside of the bowl using a trigger sprayer filled with a proper dilution of germicide. Use with adequate ventilation and wear protective gloves. After adequate contact time, swab bowl thoroughly while flushing. Spray underside of the toilet seat and wipe dry. Spray top of seat, fixtures, underside of the toilet and wall behind the toilet then wipe dry. | RE-JUV-NAL HBV | 2 |
| Spot Disinfect Horizontal Surfaces (with disinfectant). | 7 Days Per Week | 1 | Using a trigger sprayer filled with a proper dilution of disinfectant, remove smudges, spills, and handmarks from horizontal surfaces. | RE-JUV-NAL HBV | 2 |
| Disinfect Sinks. | 7 Days Per Week | 2 | Spay sink, faucet, and counter using a trigger spray bottle filled with the appropriate dilution germicide. Wipe dry with a clean cloth. | RE-JUV-NAL HBV | 2 |
| <i>Stairwells/Landings</i> | | | | | |
| Damp Mop Using 32 oz. Mop Head (with cleaner). | 7 Days Per Week | 1 | Damp mop all floor surfaces using a 32 oz. mop head and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |
| Sweep Floor Using a Warehouse or Kitchen Broom. | 7 Days Per Week | 1 | Sweep floor with either a warehouse or kitchen type corn broom. | | |
| <i>Vestibules</i> | | | | | |
| Spot Clean Glass. | 7 Days Per Week | 2 | Using a clean cloth and recommended glass cleaner, spot clean glass. Wipe dry/polish with a clean cloth. | ARSENAL WINDO-CLEAN + | 6.4 |
| Damp Mop Using 24 oz. Mop Head (with cleaner). | 7 Days Per Week | 1 | Damp mop all floor surfaces using a 24 oz. mop head and the proper dilution of cleaner. | ARSENAL TOP CLEAN | 0.5 |
| Vacuum with 12" Vac. | 7 Days Per Week | 2 | Vacuum all exposed carpet. | | |

- Exhibit F

References

JANITORIAL SERVICES REQUEST FOR PROPOSALS
EXHIBIT F
JANITORIAL SERVICES REFERENCES

List five (5) firms now under contract with your company

| | | |
|-----------------------------------|----------------|-------------------|
| 1. City of Peoria | Steve Meyers | 494-8888 |
| Company | Contact Person | Telephone No. |
| 8 years | | 177,000 |
| Length of service at the facility | | SF under contract |

| | | |
|-----------------------------------|--------------------|-------------------|
| 2. Alpha Park Library | Sandy Lingenfelter | 697-3822 ext. 11 |
| Company | Contact Person | Telephone No. |
| 4 years | | 19,130 |
| Length of service at the facility | | SF under contract |

| | | |
|-----------------------------------|----------------|-------------------|
| 3. Fed-Ex Bosch | Billy Duffield | 697-6754 |
| Company | Contact Person | Telephone No. |
| 4 years | | 20,000 |
| Length of service at the facility | | SF under contract |

| | | |
|-----------------------------------|----------------|-------------------|
| 4. Fed-Ex Ramp | Jeff Broadrick | 697-8289 |
| Company | Contact Person | Telephone No. |
| 3 years | | 15,237 |
| Length of service at the facility | | SF under contract |

| | | |
|-----------------------------------|----------------|-------------------|
| 5. Heights Finance - Corporate | Wendy Kissler | 690-6604 |
| Company | Contact Person | Telephone No. |
| 2 years | | 8,093 |
| Length of service at the facility | | SF under contract |

MBE / WBE MENTORING PROGRAM

The Cleaning Source agrees to make a good faith effort to subcontract a percent of the contract total amount to a minority or woman owned enterprise if the contract is awarded in its entirety to The Cleaning Source.

The selection process will not follow the traditional bid process but will be more of an interview and selection process to insure the proper fit with The Cleaning Source and insure consistency in the overall cleaning requirements.

Hard Floor Care

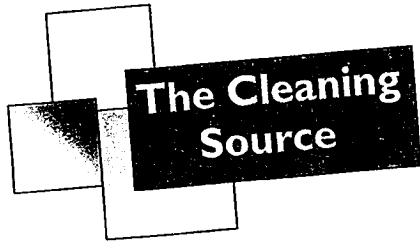
The most cost effective approach to hard floor care is to develop a two-year life cycle for floor finishes. This process starts with selecting products that enable employees to maintain the finish with daily and periodic tasks and training employees in performing these tasks. Appearance levels are monitored through the quality control process.

Annual Hard Floor Contract References:

| Location | Contact / phone# | Floor Type / sft | Length of Service |
|------------------------------|--|--|-------------------|
| Champaign School Dist | Scott McNish 217-649-4369 | wood / 60,000 | 8 yrs |
| Mahomet Seymore School Dist | Shane Truitt 217-649-0462 (new contact) | wood / 33,000 synthetic / 20,000 | 5 yrs |
| Illinois Wesleyan University | Dave Shiers 309-556-3066 | wood / 9,000 synthetic / 15,000 vct / 10,000 | 10 yrs |

Consultative Clients:

| | | | |
|--|--------------------------------|----------------------|--------|
| University of Illinois Champaign | Charles Hassel 217-333-3549 | multiple floor types | 10 yrs |
| Krannert Center For The Performing Arts U of I Champaign | John Williams 217-333-6702 | multiple floor types | 10 yrs |



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:

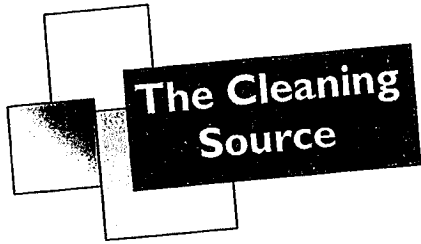
- Floor stripping crews are trained on proper detail stripping and recoating procedures.
- Floor maintenance employees are trained on the proper daily and periodic tasks that must be completed to keep our floors looking their best and extending the life cycle
- All crews are provided the required equipment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



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.

A Little Green Cleaning

by Amy Groh

With hopes of revolutionizing the regional cleaning industry, Robert Jones operates three companies focused on environmentally friendly cleaning supplies and procedures.

Robert Jones, the owner and operator of three environmentally friendly companies—The Cleaning Source, Performance Floor Coatings and Village Janitor Supply—started his career in sales and management in the retail/wholesale floor covering industry in the 1980s. “I have sold every type of covering that can be put on the floor!” he exclaimed.

In the ‘90s, Jones left the retail world behind and went to work for a chemical manufacturing company as a territory sales representative. “I recognized early on that most chemical manufacturers and distributors were—and still are—focused on selling the most chemicals that they can to their customers,” he said. When customers complained that their cleaning products just weren’t getting the job done, Jones saw that the cleaning staff was not properly trained, and therefore weren’t getting the desired results. This realization led Jones to develop training programs for cleaning staff and reduce the number of chemicals used to clean each building. “This goes hand-in-hand with the green cleaning movement,” he noted.

Clean and Green

After the company he worked for was sold and Jones’ division was absorbed by another, he went to work for a second distributor, who used a different manufacturer. After some time, Jones said he became frustrated with the industry’s mindset, which he describes as “sell as many cleaning chemicals to as many customers as you can.” At this point he decided to go into business for

himself and do it his way—focus on environmentally friendly cleaning supplies and train his employees how to properly use them.

About this time, the government realized that many of the chemicals and finishes used on floors were hazardous to the people using them, as well as those who occupied the buildings in which they were used. “We started seeing tariffs put on oil-modified gym floor products and the solvents associated with that process,” said Jones. “The idea was to increase the cost of oil-modified to a level more in line with the merging water-based technology.” Jones mentioned he currently recoats about 30 gym floors each season, only one of which has not been converted to a water-based system.

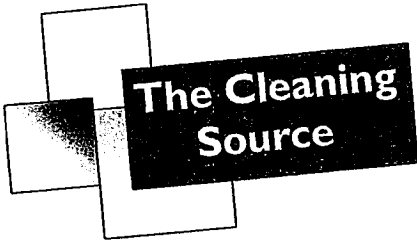
At this same time Jones founded The Cleaning Source, a contract cleaning company whose vision is “to offer clients the highest return on their cleaning investment with cleaning programs that are focused on cleaning for the health of the building occupants and visitors, using the most environmentally friendly chemicals and procedures.” This vision has grown stronger with the growth of the “green” movement, and Jones has come to offer both cleaning services for those companies that want to outsource that aspect of their business, and *training* for employees of companies that choose to keep the cleaning in-house but need to know how to do so safely and correctly. The company’s 25 technicians “are thoroughly trained in proper restroom disinfection, general cleaning procedures and how to clean in the most efficient environmental manner,” Jones explained.



Robert Jones



The green movement has been deemed the most exciting and challenging trend in our industry.”



Green Cleaning Chemicals / Strippers / Finish

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

Smaller buildings that do not have the space for a dilution device 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.

General cleaners:

- Cleanline Products - H₂O₂ - Meets GS - 37 Green Seal Standard
- Essential Ind. - DCS Handi-Pax - Meets or exceeds GS-37 Green Seal Standard

Floor stripper & Finish:

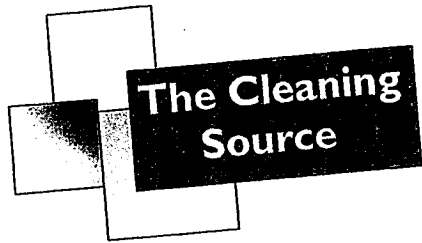
- Essential Ind. - Green Strip -Meets GS -40 Green Seal Standard
- Essential Ind.- G2 Finish -Meets GS-40 Green Seal Standard

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

Trash can liners:

Trash can liners are replaced when torn or damaged or contain food or liquid waste. All liners are 100% recyclable.



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.

Green Cleaning Equipment

Vacuums: Green Seal Certified / HEPA filtration.

Auto Scrubbers / Floor burnishers / Carpet Extractors:

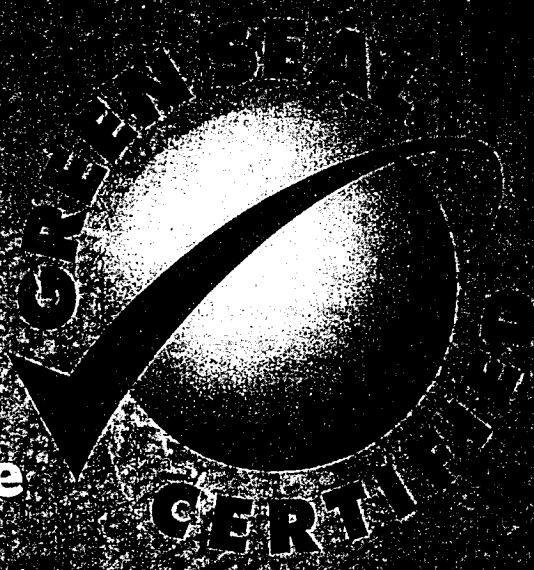
Meet the criteria as set forth by the Cleaning Industry Management Standard's Green Building (CIMS-GB) requirements.

Now...

SUPER H₂O₂
CITRUS CONCENTRATE

is
**The STRONGEST
Hydrogen-Peroxide
d-Limonene
Multi-Purpose Cleaner**
on the market

that is **GREEN SEAL APPROVED**



With the super cleaning and deodorizing strength of hydrogen peroxide, our H₂O₂ formulas use citrus oils to penetrate surfaces and break down oils, while the hydrogen peroxide oxidizes soil and stains, destroys odors and provides color safe bleaching. It's biodegradable, people and color safe.

For use on tile & grout, floors, restrooms & showers, glass & stainless & as a spray & wipe cleaner.



Available in Quarts, Gallons, 5 Gallons,
5 Gallon Pails and 55 Gallon Drums.
Professional Lab results available.
Upon Request. Tested by a professional
microbiology lab using official method
of analysis for the AOAC #2 Addition

Village Janitor Supply

Robert Jones

309/696-5479

| Product Number | Product Code | Product Name | Description | Dilution Rate Color/Fragrance | Typical Usage | Green Seal & Biobased |
|----------------|--------------|-----------------------------------|--|-----------------------------------|---------------|-----------------------|
| 41 | 2741-2L4 | Glass Advantage | Streak-free powerful all surface formulation for glass, mirrors, stainless steel and plastic. | 1:32 Blue/Bland | ● | High Biobased Content |
| 42 | 2742-2L4 | Ultra Spray Cleaner | Powerful non-butyl spray and wipe cleaner that breaks up grease and soils on contact. | 1:32 Green-Yellow/Herbal | ● | High Biobased Content |
| 43 | 2743-2L4 | Daily Restroom Cleaner | Non-acid formula cleans and brightens chrome, stainless steel, porcelain and plastic surfaces. | 1:32 Pink/Floral | ● | High Biobased Content |
| 44 | 2744-2L4 | Heavy-Duty Restroom Cleaner | Weekly maintenance cleaner for areas with hard water and soap scum build-up. Fast-acting, free-rinsing. Utilizes acid replacement technology to work like a strong acid without the hazards. | 1:32 Red/Lime | ● | |
| 45 | 2745-2L4 | Deodorizer | Pleasant potpourri fragrance eliminates smells and leaves a clean, fresh scent. | 1:32 Purple/Potpourri | ● | |
| 46 | 2746-2L4 | Neutral Cleaner Plus | Neutral pH no-rinse cleaner removes soiling from floors without damaging floor finishes. | 1:256 1:64 Green/Fresh | ● ● | High Biobased Content |
| 48 | 2748-2L4 | Multi-Purpose Cleaner | All purpose cleaner for manual and equipment use on all washable surfaces. Low foam makes this an excellent cleaner for use in scrubbers. | 1:256 1:64 Dark Red/Bland | ● ● | High Biobased Content |
| 49 | 2749-2L4 | Neutral Germicidal Cleaner | Neutral, low foam, disinfectant cleaner, fungicide and virucide for all hard surfaces. Does not dull floor finishes. Effective against HIV-1, MSRA and VRE. | 1:128 Light Green/Herbal | ● ● | |
| 50 | 2750-2L4 | Restroom Cleaner and Disinfectant | Cleans, disinfects and deodorizes walls, floors, toilets, tables and water-washable surfaces. | 1:64 Orange/Lemon | ● ● | |
| 52 | 519-2L4 | Peroxide Concentrate | H ₂ O ₂ -containing multi-purpose/multi-surface deep cleaner and stain remover. | 1:128 1:32 Colorless/Citrus | ● ● | High Biobased Content |

Four, two-liter bottles are packaged per case. Dispensing unit and wall-mounted rack are packaged individually.

Environmental/Safety Profile

| | 41 | 42 | 43 | 44 | 45 | 46 | 48 | 49 | 50 | 52 |
|-------------------------------------|------|------|------|------|-----|------|------|------|------|------|
| Green Seal GS-37 | Yes | Yes | Yes | No | No | Yes | Yes | No | No | Yes |
| Biodegradability ¹ | Yes | Yes | Yes | No | No | Yes | Yes | No | No | Yes |
| Biobased Content ² | High | High | High | N/A | N/A | High | High | N/A | N/A | High |
| Phosphate-Free ³ | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Non-Corrosive ⁴ | Yes | Yes | Yes | Yes* | Yes | Yes | Yes | Yes | Yes | Yes |
| Non-Toxic ⁵ | Yes | Yes | Yes | Yes | Yes | Yes | Yes | No** | No** | Yes |
| VOC-Free | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Combustible ⁶ | No | No | No | No | No | No | No | No | No | No |
| Contains APE/NPE ⁷ | No | No | No | No | No | No | No | Yes | Yes | No |
| Contains EDTA ⁸ | No | No | No | No | No | No | No | Yes | Yes | No |
| Contains Glycol Ethers ⁹ | No | No | No | No | No | No | No | No | No | No |
| Petrochemical Derived | No | No | No | No | No | No | No | Yes | Yes | No |
| pH | 10.3 | 7.5 | 7.5 | 1.0 | 7.4 | 6.5 | 10.4 | 6.5 | 11.4 | 2.3 |
| Recyclable Packaging | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |

Definitions of Criteria

- 1 Indicates that the ingredients used in these products are biodegradable in the environment as well as in wastewater sewage treatment plants according to the Organization for Economic Cooperation and Development (OECD) Guidelines for Testing of Chemicals.
- 2 Made with ingredients from renewable plant and animal sources. High biobased content equals 51%-90% per the Biobased Manufacturers Association.
- 3 Contains <0.50% Phosphorous per Green Seal (GS-37) requirements and New York Environmental Conservation Law (Article 35, Title 6, Section 659.3).
- 4 Meets OSHA Hazard Communication Standard and meets/is exempt from DOT Hazardous Material Regulations (49 CFR 173.136).
- 5 Meets the requirements put forth by the Organization for Economic Cooperation and Development (OECD) Guidelines for Testing of Chemicals as outlined by Green Seal (GS-37).
- 6 Indicates the flashpoint in >150°F per Green Seal (GS-37) requirement 4.5.
- 7 Nonylphenol ethoxylate (NPE) and Alkylphenyl-ethoxylates (APEO).
- 8 Sodium ethylenediaminetetraacetic acid (EDTA)
- 9 Includes butyl (2-butoxyethanol) and all other "e" and "p" series glycol ethers.

* Non-corrosive to skin as defined and tested in accordance with the U.S. OSHA Hazard Communication Standard, DOT Hazardous Material Regulations, Canada's WHMIS and TDG regulations. This material is corrosive to aluminum only.

** Due to the inherent nature of quaternary-based disinfectants, they will not meet OSHA Hazard Communication Standard (29 CFR 1910 Subpart Z).



Village Janitor Supply

Robert Jones

309/696-5479



Environmental Certification

Presented to

ESSENTIAL INDUSTRIES, INC.

Green Seal™, Inc. certifies that the following product complies with the Green Seal Environmental Standard for Floor Care Products: Finishes and Compatible Strippers Used for Industrial and Institutional Purposes (GS-40, 2004) and is licensed to use the Green Seal Certification Mark:

Green Strip

(Specific pack sizes listed in certification letter)

Certified this 10th day of September, 2009.

Mark T. Petruzzi, Vice President of Certification

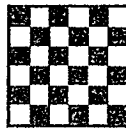
Green Essence™



This product meets the Green Seal™ standard for industrial and institutional floor care products based on its reduced human and aquatic toxicity and reduced smog production potential.

G2 Green Finish

High Performance Floor Coating



Features

- Zinc-free, APEO-free and phthalate-free
- Ultra-low 1.0% VOC content meets California's new 2011 standard
- Low odor - ammonia-free
- Multi-surface, all-purpose formula for all maintenance systems
- Easy-to-apply, levels nicely and dries to a high gloss
- Combination seal and finish
- Large area coverage – up to 3,000 sq. ft. per gallon
- Fast-drying – 20 minutes under normal conditions
- Slip-resistant – UL classified

Properties*

| | |
|-------------------------|------------------|
| Type | Acrylic Emulsion |
| Form | Opaque Liquid |
| Odor | Bland |
| Color | Milky White |
| Film Clarity | Clear |
| Weight Per Gallon..... | 8.61 Lbs. |
| pH..... | 7.1 |
| Floor Solids | 20% |
| Storage Stability | Min. 1 Year |
| Freeze/Thaw..... | Do Not Freeze |
| V.O.C..... | 1.0% |

* Properties are typical and subject to usual manufacturing tolerances

8201FF

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LT-9000S8201FF

Merton, Wisconsin 53056-0012
Phone: (262) 538-1122
www.essind.com

 **ESSENTIAL®**
INDUSTRIES



R.E. Whittaker Company, Inc.
302 S. Croton Ave. New Castle, PA 16101
telephone: 800.422.7686 fax: 724.658.8731
whittakersystem.com

Contact: Joe Bshero
Toll Free Tel. 800-422-7686
Tel. 724-658-8568
Email: jab@whittakersystem.com
Website: www.whittakersystem.com

FOR IMMEDIATE RELEASE

CRYSTAL DRY® EXTRA recertified under strict Green Seal environmental standards

NEW CASTLE, PA – Sept. 9, 2009 – R.E. Whittaker Company is proud to announce that CRYSTAL DRY® EXTRA has been recertified by the Washington, DC based, internationally recognized Green Seal Organization under the new GS-37, 2008 Environmental Standard for Institutional and Industrial Cleaners.

CRYSTAL DRY® EXTRA was tested by Green Seal using the new criteria for GS-37, now in its fourth edition, and was recertified without any changes needed to the formula.

According to Green Seal, "The fourth edition of GS-37, released August of 2008, tightened the restrictions regarding reproductive toxins and volatile organic compounds as well as prohibited phthalates, and chemicals known to cause asthma. This updated standard now goes further than any national cleaning product standard in protecting human health and the environment. Products certified under the new GS-37 standard are among the greenest cleaning products available on the market."

CRYSTAL DRY® EXTRA first received Green Seal certification on June 25, 2007. CRYSTAL DRY® EXTRA has also been certified by the WoolSafe Organization and has earned the Carpet and Rug Institutes' Seal of Approval.

Green Seal is an independent, non-profit organization that uses science-based standards and the power of the marketplace to create a more sustainable world. For more information, visit www.greenseal.org.

R.E. Whittaker Company is a manufacturer committed to advancing the commercial carpet cleaning industry through innovation and partnerships with carpet manufacturers to develop the easiest and most effective maintenance solutions. For more information, visit www.whittakersystem.com.

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whittaker

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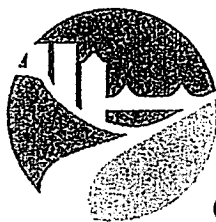
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REQUEST FOR PROPOSALS
Janitorial Services
#48-10



CITY OF
PEORIA

Pre-Proposal Meeting – July
21, 2010 9:00 am at Peoria City
Hall, 419 Fulton Peoria, IL
61602 Room 112

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.

Tuesday, August 17, 2010
for furnishing the materials, or services
described herein.

PLEASE RETURN ENTIRE
DOCUMENT AS YOUR RESPONSE. SUBMITTED BY:

The Cleaning Source
Attn: Robert Jones
900 E Seneca
Peoria, IL 61603

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INSTRUCTIONS TO PROPOSERS

Request for Proposal (RFP)
(02/23/09)

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.

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 Propers 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.

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, under notary seal, an Employer Report Form CC-1 (with required sexual harassment policy attached) to the City's Equal Opportunity Office. *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.ci.peoria.il.us). Click on Department Focus, Equal Opportunity Office, Forms, then select "Employer Report" or "Renewal". The forms can also be obtained by writing or calling:

**City of Peoria
Equal Opportunity Office
419 Fulton St.
Peoria, IL 61602
(309) 494-8530 Voice
(309) 494-8532 TTY**

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar (\$50.00) processing fee will be charged with each original submission of the Employer Report Form Cc-1 that results in an approved certificate as well as the Annual Renewal Application. The only exception to payment of the processing fee is neighborhood associations.

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

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 Finance Director 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.

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.

AFFIRMATIVE ACTION REQUIREMENTS - "The contractor/vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual harassment, 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 SERVICES REQUEST FOR PROPOSALS

INFORMATION TO PROPOSERS

The City of Peoria is soliciting proposals for janitorial services for eleven (11) Buildings comprising approximately 176,300 square feet of cleanable space. The contract will be for an initial period of three (3) years plus two (2) one-year extensions based upon contract performance. 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 July 21, 2010 at 9:00 am in room 112 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:

| | |
|-------------------|--|
| 16 July 2010 | Mail RFP and advertise |
| 21 July 2010 | Information meeting and tour (9:00 a.m.) |
| 6 August 2010 | Deadline for questions (2:00 p.m.) |
| 10 August 2010 | Deadline for questions to be answered |
| 17 August 2010 | Proposals due (2:00 p.m. at City Hall) |
| 25 August 2010 | Recommend selected firm |
| 14 September 2010 | City Council awards contract |

PROPOSALS DUE

Price Proposals are due to the Office of the Purchasing Manager, Room 112 at City Hall, by 2:00 p.m. local time on 17 August 2010. 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.

JANITORIAL SERVICES REQUEST FOR PROPOSALS

ONE CONTRACT OR INDIVIDUAL BUILDING GROUPS

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 eleven buildings included in this contract have been divided into four (4) Building Groups and the award for 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 than one 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 including extra work 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. Provide certificates of training for Blood Borne Pathogen cleaning for identified staff. 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.
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 possible). The highest rating will be achieved by proposers whose references 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.

JANITORIAL SERVICES REQUEST FOR PROPOSALS

6. **MBE/WBE Participation** (10 points possible). 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 during the proposal process.
7. **BONUS** – The proposer can receive an additional 5 points for providing documentation detailing practices and procedures that will incorporate “green” sustainable measure into the performance of this contract.

SCOPE OF WORK

The work included under this contract is to provide janitorial services for 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 ADMINISTRATION

All questions and requests for information related to contract language, extensions, cost adjustments or other technicalities regarding this Request for Proposal during this proposal process shall be directed to the City of Peoria, Purchasing Manager, Chris Switzer, 419 Fulton Street, Peoria, Illinois 61602 (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 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 October 2010. All locations will terminate on 30 September 2013. The contract may be extended for two one-year extensions based upon contractor performance and as determined by 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, training and quality control. The contractor shall

JANITORIAL SERVICES REQUEST FOR PROPOSALS

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 procedure 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 G)

The proposer 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 designated by the Contract Administrator 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 the City 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.

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 which ever 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

JANITORIAL SERVICES REQUEST FOR PROPOSALS

Peoria. **Material Safety Data Sheets** shall be provided to the City of Peoria prior to use of any chemical products on this contract. Additionally, **MSDS 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.

INSPECTIONS

In addition to other routine inspections which may occur, the Contract 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, if determined to be necessary for contract compliance. The contractor shall schedule the quarterly meetings and inspection of each building with the contract Administrator and provide a written record 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.

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 B-4. 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-4 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 floors shall include wood, marble, porcelain, ceramic, vinyl, linoleum

JANITORIAL SERVICES REQUEST FOR PROPOSALS

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.

In order to implement this program, the contractor will be expected to complete this component of the contract in the spring of 2012 and again in 2014 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.

JANITORIAL SERVICES REQUEST FOR PROPOSALS

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 5:00 pm and 6:00 am 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

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 be set at no less than \$0.75 above the established minimum wage, which may vary over the term of this contract. The current minimum wage in the State of Illinois is \$8.25 per hour. 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.

JANITORIAL SERVICES REQUEST FOR PROPOSALS

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 Exhibit 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.

METHOD OF PAYMENT

Within thirty (30) days of submission, the City of Peoria shall pay the contractor from invoices submitted and approved for completed work. Invoices submitted without the required documentation will not be considered for payment and will be returned to the contractor for re-submittal.

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. In accordance with Section 10-102 of the City Code if a contract is canceled, the vendor can be declared an irresponsible vendor by the City Manager and disqualified from doing business with the City for a period of one year.

REFERENCES

Contractor shall furnish a list of five (5) local clients on the form included in Exhibit F of this Request for Proposals. **This list shall be submitted with this proposal.** 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 as well as the size of the facility under contract and the length of service at said location.

ALTERNATE PROPOSALS

The City of Peoria is interested in reducing costs for services and will be willing to review alternate proposals submitted that vary from the base alternate if the alternates provide comparable services and are able to do so at a reduced level of cost. Proposers need to include their initial proposals based on the scope included herein before submitting any alternates proposals.

**JANITORIAL SERVICE
EXHIBIT A
BUILDING LOCATION, CLEANING AREA AND ESTIMATED LABOR-HOURS PER LOCATION**

| LOCATION | ADDRESS | CONTACT PERSON | WEEKDAY CLEANING HOURS | AREA (sf) | ESTIMATED LABOR-HOURS (per day) | |
|--|------------------------------|------------------------|------------------------|----------------|---------------------------------|--------------------------|
| Building Group 1 | | | | | | |
| Central Fire Administration | 505 NE Monroe Street | G. VanVoorhis/494-8731 | 5 pm to 6 am | 9,000 | 4 | |
| Fire Training Academy | 7310 N. Galena Road | G. Walters/494-8721 | 5 pm to 6 am | 6,000 | 3 | |
| ESDA Center | 3615 N. Grandview Drive | D. Deppolder/494-8077 | 5 pm to 6 am | 5,700 | 3 | |
| Subtotal - Building Group 1 | | | | 20,700 | 10 | (1) |
| (1) Cleaning is only needed 2 days per week (Monday & Thursday) | | | | | | |
| Building Group 2 | | | | | | |
| Work Force Development | 211 Fulton Street, Suite 301 | S. Gobble.494-8919 | 5 pm to 6 am | 17,000 | 5 | |
| Subtotal - Building Group 2 | | | | 17,000 | 5 | |
| Building Group 3 | | | | | | |
| Police Headquarters | 604 S. Adams Street | D. Roger/494-8321 | | 40,000 | 24 | |
| First Shift | | | 8 am to 5 pm | | | |
| Second Shift | | | 4 pm to 12 am | | | |
| Weekend/Holiday Shift | | | 8 am to 5 pm | | | 8 Weekend/Holiday |
| Police Substation II | 2011 W. Altofer Drive | D. Roger/494-8321 | 3 pm to 6 am | 3,800 | 2 | |
| Twin Towers (Rm 420) - SLATE | 456 Fulton Street | D. Roger /494-8321 | 5 pm to 6 am | 2,100 | 1 | |
| Municipal Services Building | 542 S. Adams Street | D. Tuttle 494-8035 | 2 pm to 6 am | 18,000 | 8 | |
| Subtotal - Building Group 3 | | | | 61,800 | 34 | (2) |
| (2) Cleaning is only needed 2 days per week (Monday & Thursday) | | | | | | |
| Building Group 4 | | | | | | |
| Assessor's Office | 205 S. Adams Street | B. Gavin/494-8180 | 5 pm to 6 am | 3,600 | 2 | |
| Twin Towers (Rms 401, 402, 420) | 456 Fulton Street | S. Myers/494-8851 | 5 pm to 6 am | 15,700 | 6 | |
| City Hall | 419 Fulton Street | S. Myers/494-8851 | 5 pm to 6 am | 35,500 | 30 | |
| Public Works Facility | 3505 Dries Lane | S. Myers/494-8851 | 4 pm to 6 am | 22,000 | 8 | |
| Subtotal - Building Group 4 | | | | 76,800 | 46 | |
| Total - All Building Groups | | | | 176,300 | 85 | 8 Weekend/Holiday |

JANITORIAL SERVICES REQUEST FOR PROPOSALS

EXHIBIT B-1 DAILY CLEANING REQUIREMENTS Applies to All Buildings

ELEVATORS (Does not apply to Twin Towers)

- Wet wipe cab walls
- Vacuum floor, cab and shaft door tracks
- Wet wipe shaft door
- Remove spillage

OFFICES

- Damp mop floors
- Vacuum mats and carpets (only once per week in IS Department Offices)
- Empty trash receptacles
- 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.
- In Police Headquarters - Check room periodically throughout the day for cleanliness
- In ECC Area clean chair mats three times per week, or as needed

ALL WORK AREAS/BREAK ROOMS

- Empty trash receptacles
- Empty recycling receptacles
- Dust mop, damp mop and vacuum all 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

- SLATE office (Rm 420 @ Twin Towers) is to be cleaned only once per week and is to be cleaned during regular business hours
- ESDA facilities is to be cleaned only once per week and is to be cleaned during regular business hours

JANITORIAL SERVICES REQUEST FOR PROPOSALS

EXHIBIT B-2 WEEKLY CLEANING REQUIREMENTS Applies to All Buildings

GENERAL OFFICES/WORK AREAS/BREAK ROOMS/EMPLOYEE LOUNGE

- Dust all hard to reach areas
- Wet mop and spot wax areas floor showing wear
- Damp wipe table tops and chairs
- Dust desk tops, furniture, cabinets, etc
- Dust all horizontal surfaces
- Use damp mop only 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, ELEVATORS 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
- Clean carpet mats and runners (mats and runners are to be removed, the floor cleaned, mats and runners cleaned, and then replaced after floor is dry)

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 SERVICES REQUEST FOR PROPOSALS

EXTERIOR CLEANING

- Broom sweep and clean entrance slabs
- Pick up trash, cigarette butts, papers and debris around building perimeter

DRIES LANE

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

JANITORIAL SERVICES REQUEST FOR PROPOSALS

EXHIBIT B-3 MONTHLY CLEANING REQUIREMENTS Applies to All Buildings

GENERAL OFFICES/WORK AREAS/BREAK ROOMS

- Clean H.V.A.C. air vents
- Dust chair bases, coat racks, typewriter stands, desk sides, etc
- 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

CORRIDORS/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, vents, and moldings

ALL BUILDINGS

- Dust Venetian blinds

ALL HARD SURFACE FLOOR AREAS

Machine scrub and refinish all hard surface 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 SERVICES REQUEST FOR PROPOSALS

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).

ECC SPECIAL CLEANUP

Annually the ECC closes for one week and conducts an area cleanup that will include the selected vendor as part of the special cleanup. This will include shampooing of carpets and additional services for this period. Adequate time should be included by the proposer to participate in the cleanup.

JANITORIAL SERVICES REQUEST FOR PROPOSALS

**EXHIBIT B-4
CLEANING SCHEDULE
POLICE HEADQUARTERS**

The contractor will be expected to staff the POLICE Headquarters Building with staff and for the hours as noted below.

DAY PORTER

(2- Employees = 16 hours per day)

Monday thru Friday 8:00am to 5:00pm

EVENING WORK

(1 – Employee = 16 hours per day)

Monday thru Friday 4:00pm to 12:00am

WEEKEND/HOLIDAY WORK

(1 – Employee, 8 hours per day)

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

JANITORIAL SERVICES REQUEST FOR PROPOSALS

EXHIBIT B-4 CLEANING AREAS IN POLICE HEADQUARTERS

AREA 1:

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

AREA 2:

Property & Evidence Room
(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
Reception Area
Criminal History
Data Processing
Quality Control
Account Clerk
Interview/Media

AREA 8

Waiting
Technical Services
Strategic Planning
Asst. Superintendent
Asst. Supr. Secretarial
Conference Room
Superintendent
Superintendent Restroom
Superintendent Aide
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 Serv. Squad Rm
Office Area
Sergeant Office
Training Bureau
Storage

AREA 13

Evidence Processing
Darkroom
Print Room
CSU Workstations
Fingerprint Area
Photography Area

AREA 14

Pickup of debris, paper
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 Main Waiting Room 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 3:00 pm
- Clean Restroom by Detective Bureau
- Clean Vehicle Sally Port Area
- Clean Administration office between Noon and 1:00 pm (except weekends and Holidays)
- Empty Trash receptacles in Municipal Services Building 542 SW Adams Street. This work is limited to the Emergency Communications Center and Computer Operations areas on the upper level. This work is to be performed at 8:00 am and 4:30 pm on Saturday, Sunday and Holidays. Restrooms in the ECC need to be cleaned on weekends once per shift.

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

- Consult with day porter to review any outstanding requests
- Clean Main Vestibule Area, Lobby Area and 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: Training
- Clean Area #13: Laboratory
- Clean Area #14: Exterior

Day and Evening Shift: Respond to any 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 clean up 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 CITY OF PEORIA – PROPOSAL PRICING

| <u>LOCATION</u> | <u>YEAR 1</u> | <u>YEAR 2</u> | <u>YEAR 3</u> | <u>1ST YEAR RENEWAL</u> | <u>2ND YEAR RENEWAL</u> |
|---|---------------|---------------|---------------|--|--|
| BUILDING GROUP 1 | | | | | |
| Central Fire 505 N.E. Monroe St. | _____ | _____ | _____ | _____ | _____ |
| E.S.D.A. 3615 N. Grandview Dr. | _____ | _____ | _____ | _____ | _____ |
| Fire Training Academy 7310 N. Galena Rd. | _____ | _____ | _____ | _____ | _____ |
| SUBTOTAL – GROUP 1 | _____ | _____ | _____ | _____ | _____ |
| BUILDING GROUP 2 | | | | | |
| Workforce Development 211 Fulton Street | _____ | _____ | _____ | _____ | _____ |
| BUILDING GROUP 3 | | | | | |
| Police Headquarters 600 S. Adams St. | _____ | _____ | _____ | _____ | _____ |
| Police Substation 2 2011 W. Altofer Drive | _____ | _____ | _____ | _____ | _____ |
| SLATE Office Space 456 Fulton Street/Rm 420 | _____ | _____ | _____ | _____ | _____ |
| Municipal Services Building 542 S. Adams St. | _____ | _____ | _____ | _____ | _____ |
| SUBTOTAL – GROUP 3 | _____ | _____ | _____ | _____ | _____ |
| BUILDING GROUP 4 | | | | | |
| Assessor's Office 205 S. Adams Street | _____ | _____ | _____ | _____ | _____ |
| Twin Towers 401/402&420 456 Fulton Street | _____ | _____ | _____ | _____ | _____ |
| City Hall 419 Fulton Street | _____ | _____ | _____ | _____ | _____ |
| Public Works Facility 3505 N. Dries Lane | _____ | _____ | _____ | _____ | _____ |
| SUBTOTAL GROUP 4 | _____ | _____ | _____ | _____ | _____ |
| TOTAL – 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 |
| Blood Borne Pathogens (Average 17 per year may be in vehicles) | \$ _____/event |
| Additional Services | \$ _____/hour |
| Wrought iron stair detailing and rotunda railing cleaning | \$ _____/hour |

HARD FLOOR REFINISHING

2012 WORK

2014 WORK

Building Group 1

| | | |
|-----------------------|----------|----------|
| 505 N.E. Monroe St | \$ _____ | \$ _____ |
| 3615 N. Grandview Dr. | \$ _____ | \$ _____ |
| 7310 N. Galena Road | \$ _____ | \$ _____ |

Building Group 2

| | | |
|------------------------|----------|----------|
| Work Force Development | \$ _____ | \$ _____ |
|------------------------|----------|----------|

Building Group 3

| | | |
|------------------|----------|----------|
| 600 S. Adams St. | \$ _____ | \$ _____ |
| 2011 W. Altofer. | \$ _____ | \$ _____ |
| 542 S. Adams St. | \$ _____ | \$ _____ |

Building Group 4

| | | |
|--------------------|----------|----------|
| 205 S. Adams St. | \$ _____ | \$ _____ |
| 419 Fulton Street | \$ _____ | \$ _____ |
| 3505 N. Dries Lane | \$ _____ | \$ _____ |

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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 |

HARD FLOOR REFINISHING

2012 WORK

2014 WORK

Building Group 1

| | | |
|-----------------------|----------|----------|
| 505 N.E. Monroe St | \$ _____ | \$ _____ |
| 3615 N. Grandview Dr. | \$ _____ | \$ _____ |
| 7310 N. Galena Road | \$ _____ | \$ _____ |

Building Group 2

| | | |
|------------------------|----------|----------|
| Work Force Development | \$ _____ | \$ _____ |
|------------------------|----------|----------|

Building Group 3

| | | |
|------------------|----------|----------|
| 600 S. Adams St. | \$ _____ | \$ _____ |
| 2011 W. Altofer. | \$ _____ | \$ _____ |
| 542 S. Adams St. | \$ _____ | \$ _____ |

Building Group 4

| | | |
|--------------------|----------|----------|
| 205 S. Adams St. | \$ _____ | \$ _____ |
| 419 Fulton Street | \$ _____ | \$ _____ |
| 3505 N. Dries Lane | \$ _____ | \$ _____ |

JANITORIAL SERVICES REQUEST FOR PROPOSALS

**EXHIBIT F
JANITORIAL SERVICE REFERENCES**

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

1. _____
Company Contact Person Telephone No.

Length of Service at the Facility SF Area under Contract

2. _____
Company Contact Person Telephone No.

Length of Service at the Facility SF Area under Contract

3. _____
Company Contact Person Telephone No.

Length of Service at the Facility SF Area under Contract

4. _____
Company Contact Person Telephone No.

Length of Service at the Facility SF Area under Contract

5. _____
Company Contact Person Telephone No.

Length of Service at the Facility SF Area under Contract

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

Workforce Development
211 Fulton Street 1 Page

BUILDING GROUP 3

Police Headquarters
600 S. Adams St. 1 Page

Police Substation 2
2011 W. Altofer Drive 1 Page

Municipal Services Building
542 S. Adams St. 1 Page

BUILDING GROUP 4

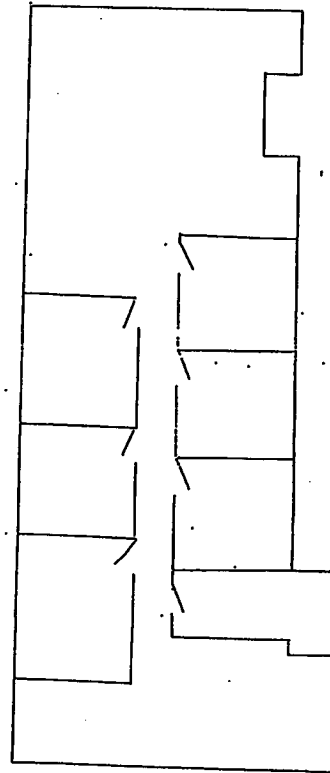
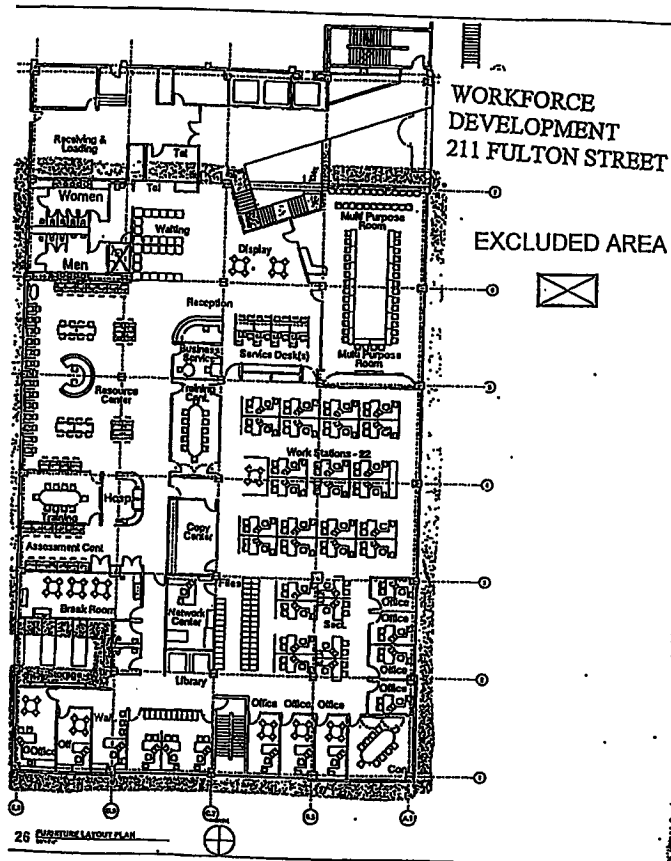
Assessor's Office
205 S. Adams Street 1 Page

Twin Towers 401/402&420
456 Fulton Street 2 Pages

City Hall
419 Fulton Street 3 Pages

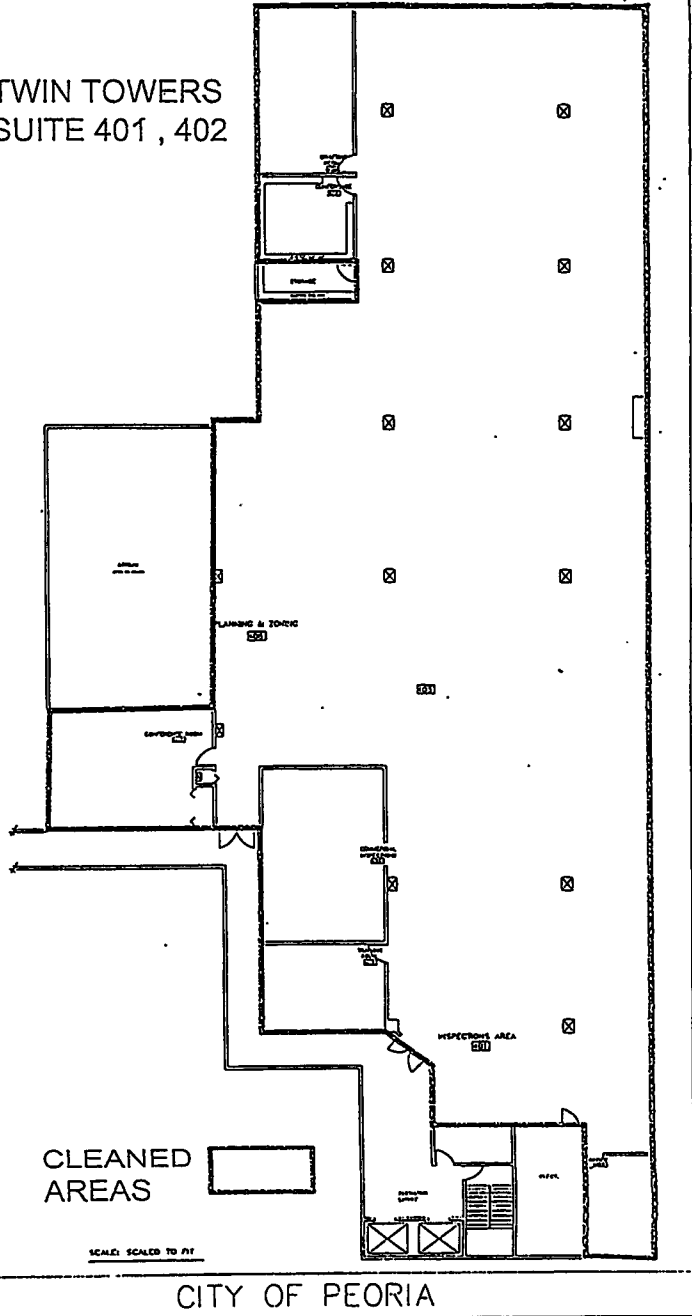
Public Works Facility
3505 N. Dries Lane 1 Page

JANITORIAL SERVICES REQUEST FOR PROPOSALS



ASSESSORS OFFICES
205 S.W. ADAMS STREET

TWIN TOWERS
SUITE 401, 402

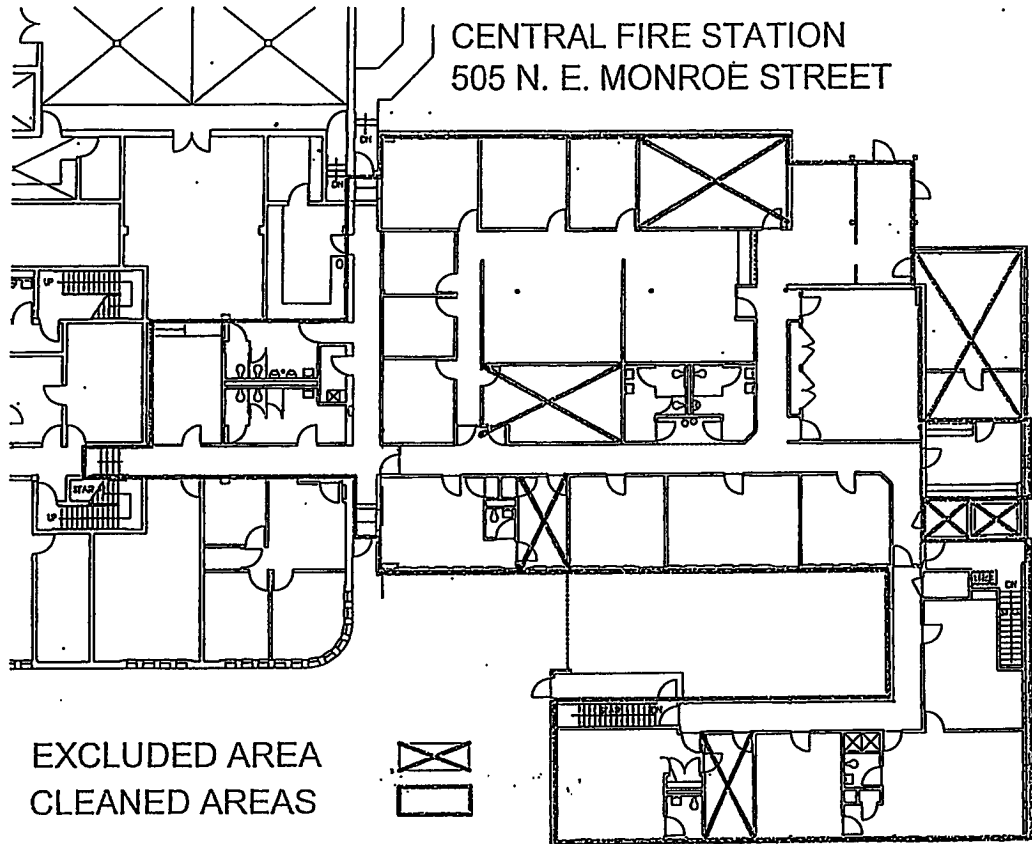


CLEANED
AREAS

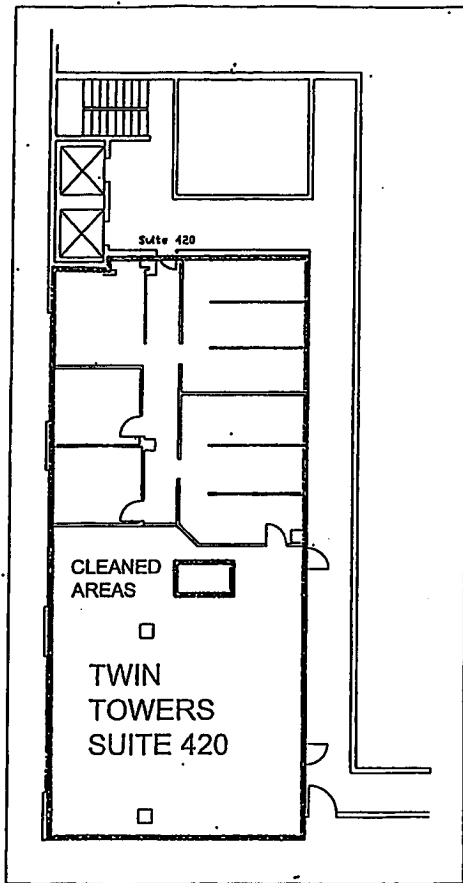
SCALE: SCALED TO FIT

CITY OF PEORIA

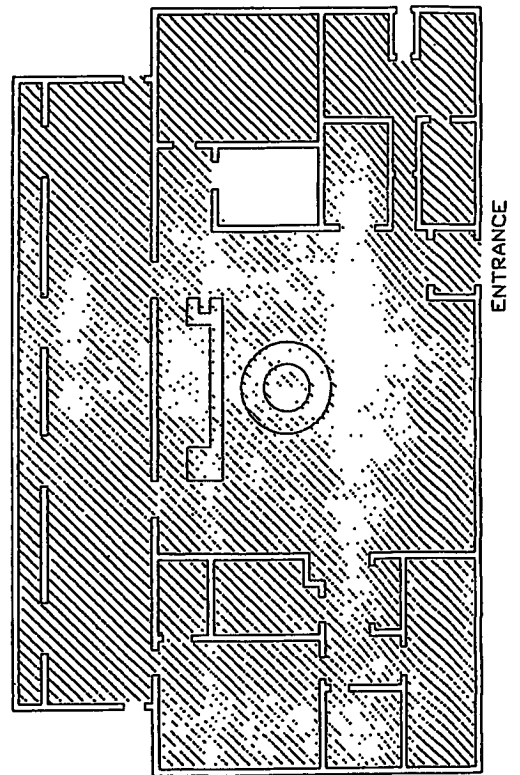
JANITORIAL SERVICES REQUEST FOR PROPOSALS



JANITORIAL SERVICES REQUEST FOR PROPOSALS



Fire Training Academy



JANITORIAL SERVICES REQUEST FOR PROPOSALS

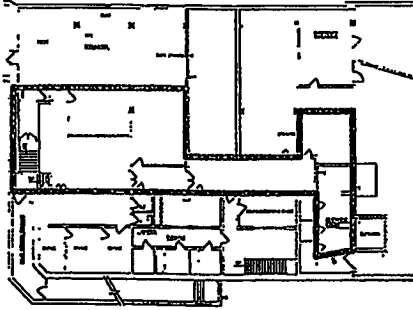


AREAS TO BE
CLEANED

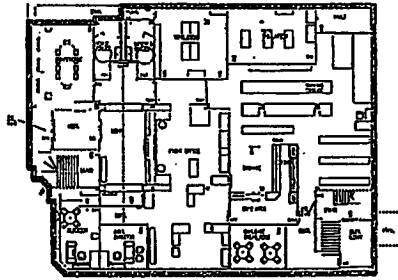


AREAS NOT TO BE
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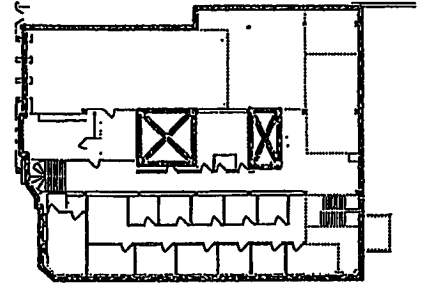
17,500 SQ FT APRX.



LOWER LEVEL PLAN



MIDDLE LEVEL PLAN



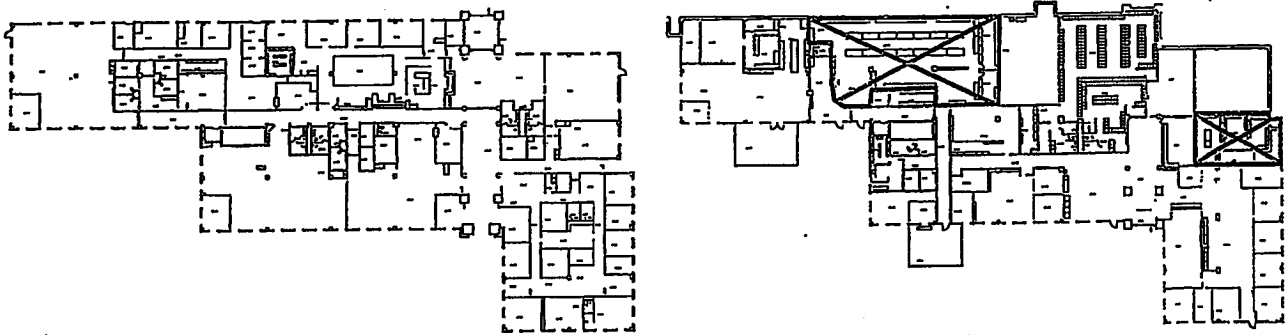
UPPER LEVEL PLAN

Municipal Services

JANITORIAL SERVICES REQUEST FOR PROPOSALS



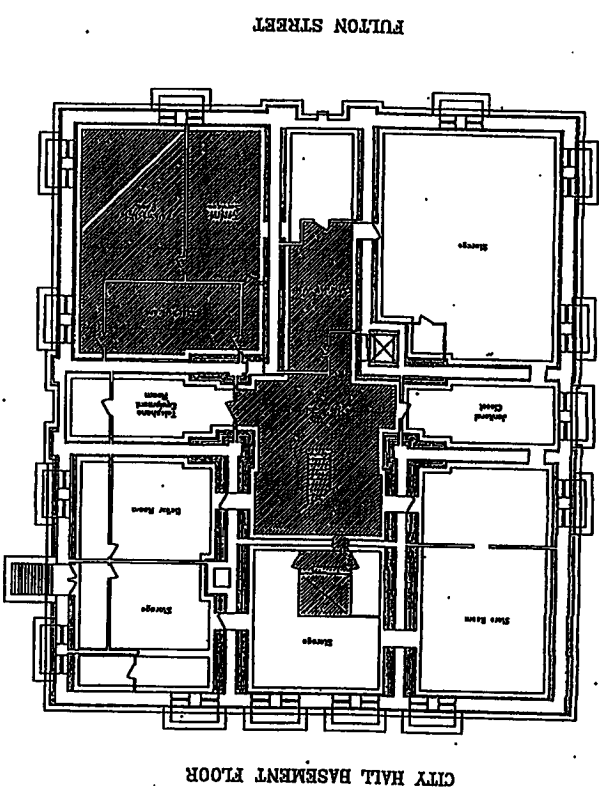
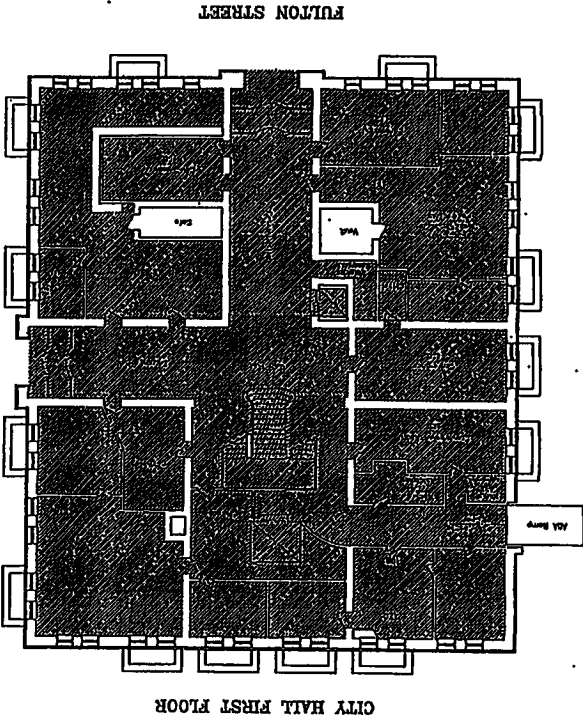
AREAS NOT TO BE
CLEANED



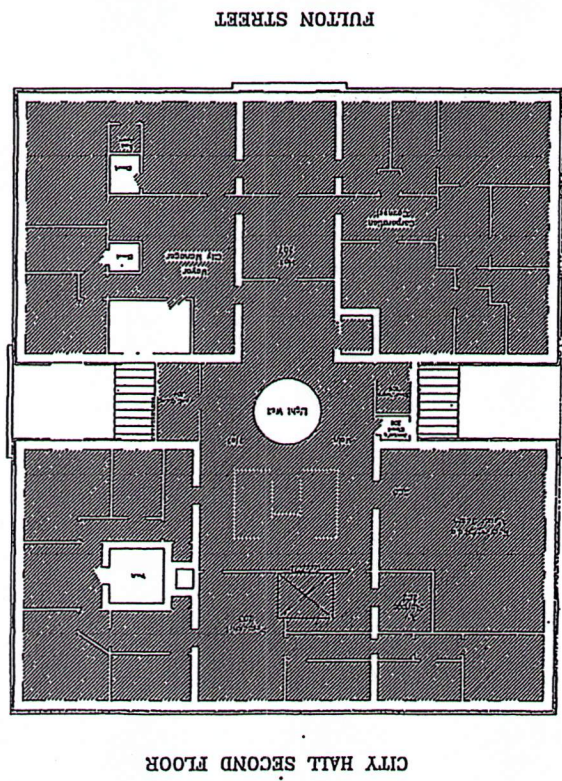
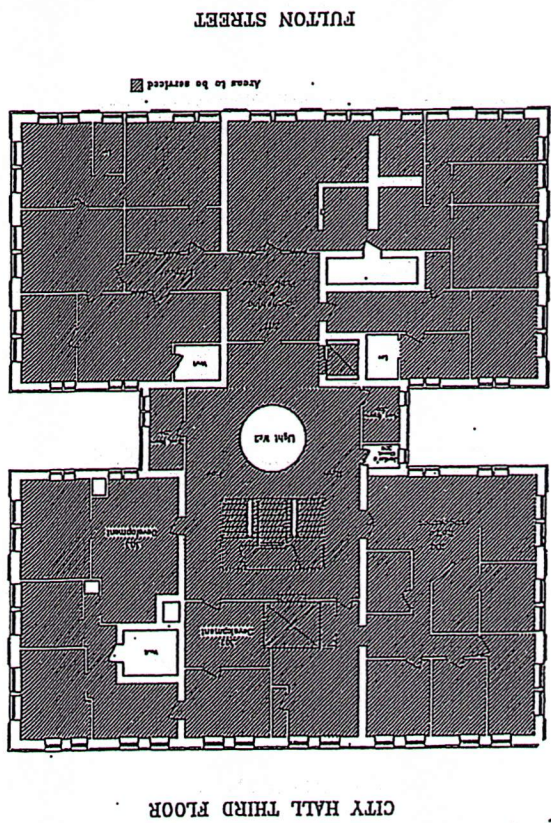
APRX. 49,500 SQ. FT. TOTAL

Police Headquarters

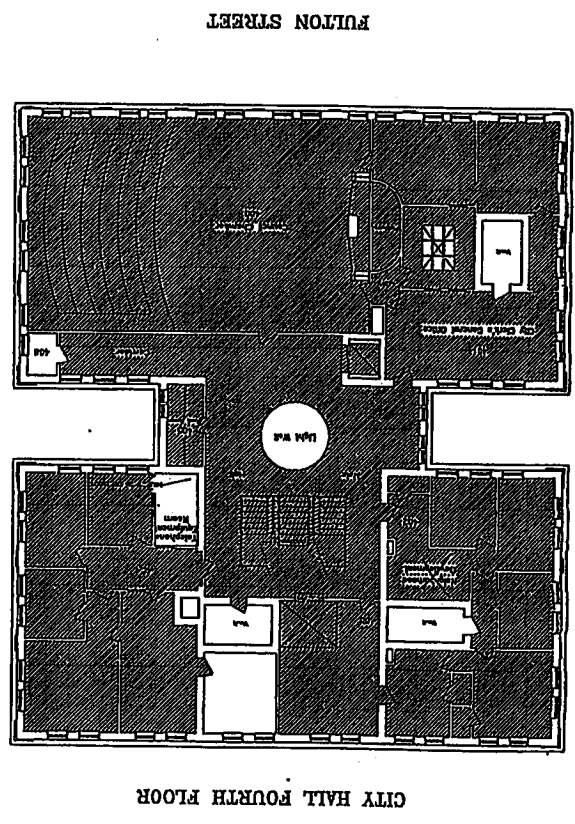
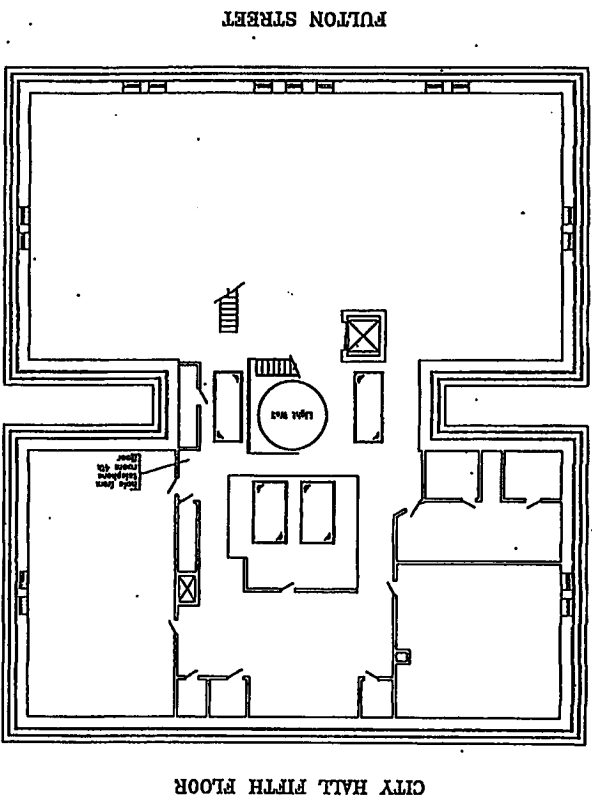
JANITORIAL SERVICES REQUEST FOR PROPOSALS



JANITORIAL SERVICES REQUEST FOR PROPOSALS

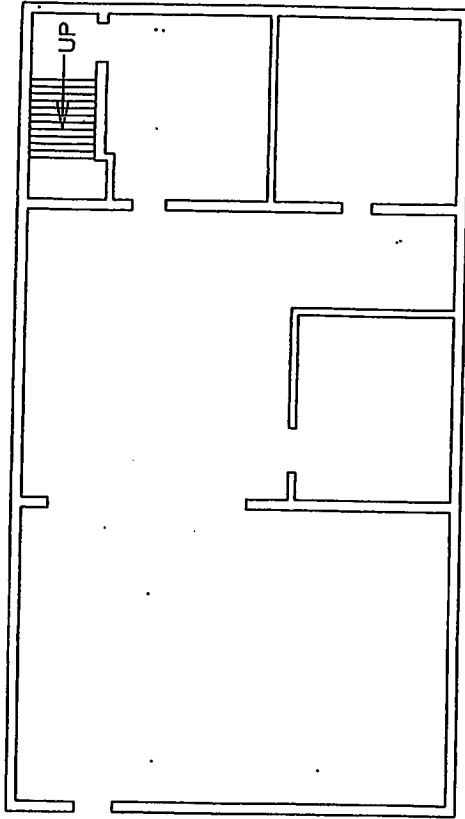


JANITORIAL SERVICES REQUEST FOR PROPOSALS

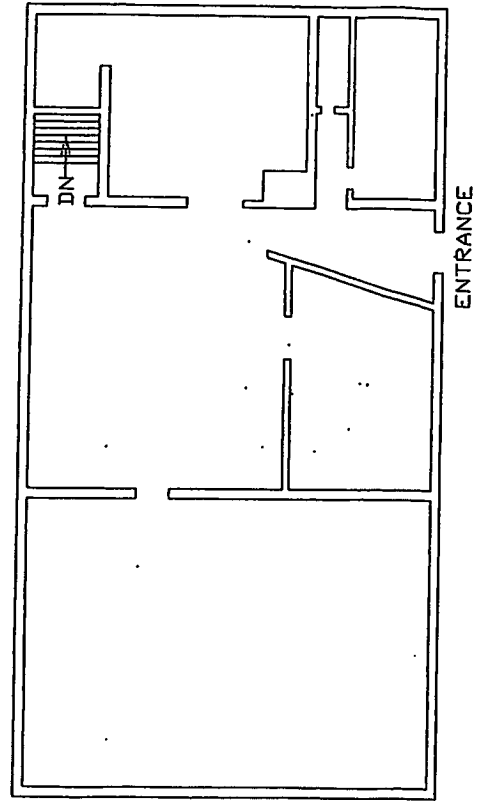


JANITORIAL SERVICES REQUEST FOR PROPOSALS

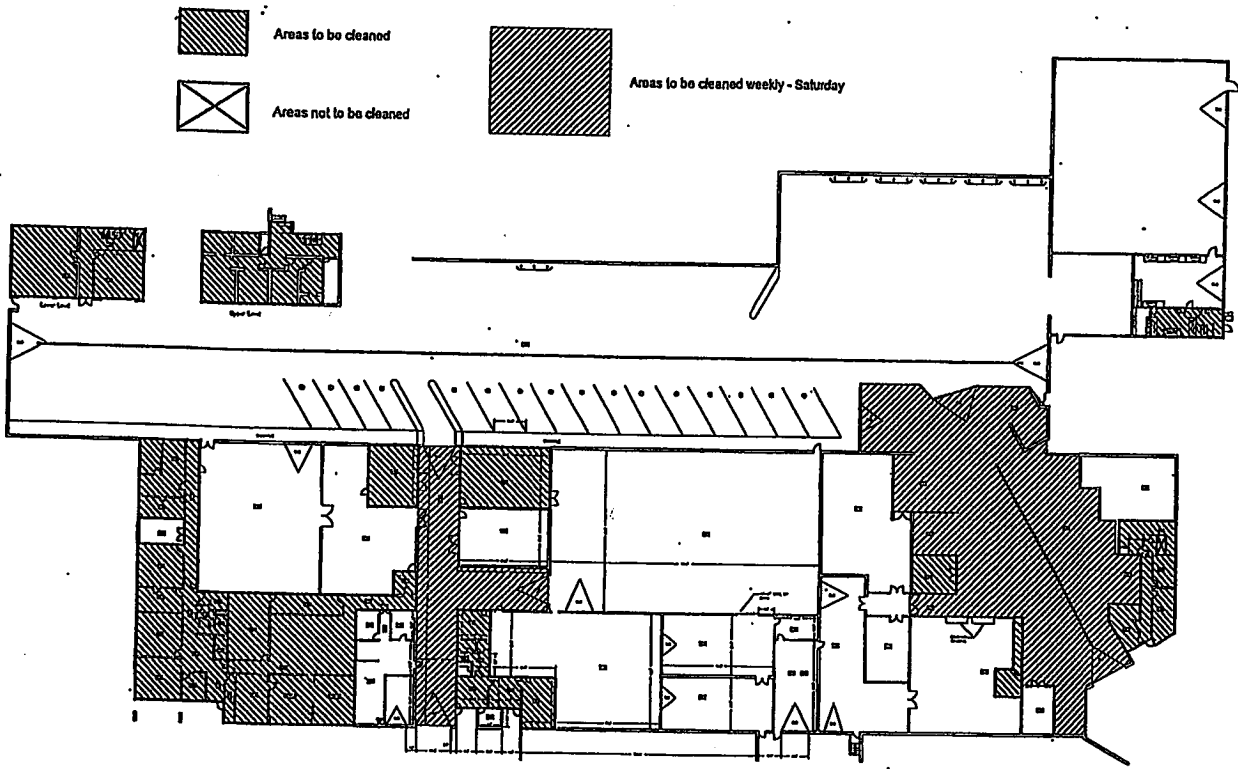
ESDA Basement



ESDA First Floor



JANITORIAL SERVICES REQUEST FOR PROPOSALS



Dries Facility of Operations

JANITORIAL SERVICES REQUEST FOR PROPOSALS

EXHIBIT H
EXAMPLE WORK LOADING SCHEDULE

JANITORIAL SERVICES REQUEST FOR PROPOSALS

| Area | Detail/Task | Annual Freq | Annual Total | Routine Daily Work | Weekly Project Work | Periodic Project Work |
|-----------------------|---------------------------------|----------------|-----------------|--------------------------|---------------------------|-----------------------------|
| <i>General Office</i> | | | | | | |
| | Total Square Feet | 16,668 | | | | |
| | Square Feet (Carpeted) | 16,668 | | | | |
| | Square Feet (Hard Floor) | 598 | | | | |
| | Units | 83 | | | | |
| | Excess Furniture | 2 | | | | |
| | Density | 176 | | | | |
| | Excess Dirt and Trash | 1 | | | | |
| | Travel Time | 2 | | | | |
| | Carpet Spotting | 231.00 | 27.56 | 0.11 | 0.00 | 0.00 |
| | Clean, Sanitize Telephone | 52.00 | 5.38 | 0.00 | 0.16 | 0.00 |
| | Carpet Mop Floor | 52.00 | 5.92 | 0.00 | 0.17 | 0.00 |
| | Dry Dust or Sweep Floor | 201.00 | 23.86 | 0.10 | 0.00 | 0.00 |
| | Dust & Carpet Wipe Desk & Chair | 52.00 | 43.70 | 0.00 | 0.88 | 0.00 |
| | Dust Partitions | 52.00 | 5.98 | 0.00 | 0.11 | 0.00 |
| | Dust Telephone | 52.00 | 1.20 | 0.00 | 0.02 | 0.00 |
| | Dust Spot Clean All Extra Furn | 52.00 | 9.64 | 0.00 | 0.19 | 0.00 |
| | Empty Brut. Misc Pick Up | 281.00 | 52.25 | 0.20 | 0.00 | 0.00 |
| | Empty Trash Change Liners | 52.00 | 14.60 | 0.00 | 0.28 | 0.00 |
| | Empty Wastebasket | 209.00 | 22.58 | 0.09 | 0.00 | 0.00 |
| | High Dust | 12.00 | 7.50 | 0.00 | 0.00 | 0.62 |
| | Low Dust | 52.00 | 32.50 | 0.00 | 0.62 | 0.00 |
| | Remove Fingerprints | 52.00 | 16.29 | 0.00 | 0.30 | 0.00 |
| | Spot Clean Partition Glass | 281.00 | 72.10 | 0.28 | 0.00 | 0.00 |
| | Spot Mop Floor | 209.00 | 8.54 | 0.03 | 0.00 | 0.00 |
| | Travel Time | 281.00 | 30.58 | 0.12 | 0.00 | 0.00 |
| | Vacuum Carpet Detail | 52.00 | 228.59 | 0.00 | 4.57 | 0.00 |
| | Vacuum Carpet Traffic Aides | 209.00 | 161.59 | 0.58 | 0.00 | 0.00 |
| | Wash Waste Baskets | 12.00 | 4.14 | 0.00 | 0.00 | 0.35 |
| | <i>Total Time in Hours</i> | | <i>784.39</i> | <i>1.50</i> | <i>7.31</i> | <i>0.97</i> |

JANITORIAL SERVICES REQUEST FOR PROPOSALS

| Area | Detail / Task | Annual Freq | Annual Total | Routine Daily Work | Weekly Project Work | Periodic Project Work |
|----------------------------------|---------------------------------|----------------|-----------------|--------------------------|---------------------------|-----------------------------|
| <i>Washrooms</i> | | | | | | |
| | Total Square Feet | 160 | | | | |
| | Square Feet (hand) | 160 | | | | |
| | Fixtures | 14 | | | | |
| | Number Of Washrooms | 2 | | | | |
| | Cln/Refill Paper/Scoop Dispens. | 261.00 | 21.75 | 0.00 | 0.00 | 0.00 |
| | Cln/Sanit. Fixtures/Mirrors | 261.00 | 65.83 | 0.21 | 0.00 | 0.00 |
| | Dust Metal Partitions | 52.00 | 0.61 | 0.00 | 0.01 | 0.00 |
| | Dust, Damp Mop Floor | 261.00 | 17.23 | 0.07 | 0.00 | 0.00 |
| | Empty Paper Towel Trash Cantr. | 261.00 | 1.80 | 0.01 | 0.00 | 0.00 |
| | Empty Sanitary Napkin Contntr. | 261.00 | 1.91 | 0.01 | 0.00 | 0.00 |
| | Restock Sanitary Napkin Holder | 261.00 | 4.25 | 0.02 | 0.00 | 0.00 |
| | Restock Toilet Seat Covers | 261.00 | 15.23 | 0.08 | 0.00 | 0.00 |
| | Spot Cln. Metal Partitions | 201.00 | 4.06 | 0.02 | 0.00 | 0.00 |
| | Wash walls | 12.00 | 2.87 | 0.00 | 0.00 | 0.22 |
| | Wash, Sanitiz. Metal Partitions | 12.00 | 5.80 | 0.00 | 0.00 | 0.47 |
| | <i>Total Time in Hours</i> | | 131.07 | 0.47 | 0.01 | 0.08 |
| <i>Grand Total Time in Hours</i> | | | 215.46 | 1.97 | 7.32 | 1.68 |

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 |
|----------------------|-----------------------------------|--------------------------------------|----------------------------|--|--------------------------|
| 23,048 | 2,258 | 0 | 2,258 | 1.20 | 19,192 |

Estimated Cleaning Labor Hours
And Cleaning Labor Costs

| EST. CLEANING LABOR COSTS | EST. CLEANING LABOR HOURS | BOYLING TOTAL |
|------------------------------|------------------------------|---------------|
| \$6,824.17 | 460 | |
| \$2,122.06 | 143 | |
| \$730.21 | 49 | |
| \$158.19 | 11 | |
| \$584.68 | 39 | |
| \$2,249.81 | 152 | |
| \$157.58 | 11 | |
| \$1,088.48 | 73 | |
| \$253.57 | 17 | |
| \$6,400.64 | 431 | |
| \$10,891.35 | 734 | |
| \$1,784.15 | 120 | |
| \$259.69 | 17 | |
| \$33,504.58 | 2,250 | |

- AREA
- Auto Shop Area
 - Break Rooms
 - Conference Rooms
 - Custodial Closets
 - Entrances/Lobbies
 - Hallways
 - Kitchens
 - Large Non-Congested Areas
 - Locker Rooms
 - Offices
 - Restrooms
 - Shop Area
 - Shower Rooms

Estimated Total Square Feet

| AREA | RESIDENT | 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 | 4,923 | 23,395 | 29,281 | 784 | 0 | 58,383 |

Estimated Costs

| | | | | | | |
|--------------------------------------|----------------------------------|----------------------|------------------------------|-------------------------------|-------------------------------|-----------------------|
| TOTAL NON CLEANING LABOR HOURS | TOTAL CLEANING LABOR HOURS | TOTAL LABOR COSTS | TOTAL EST. SUPPLIES COSTS | TOTAL EST. CUSTODIAL COSTS | EST. CLEANING COST PER SQ. | EST. COST PER USER |
| 0 | 2,258 | \$33,504.58 | \$1,029.95 | \$34,534.52 | \$1.50 | \$345.35 |

Cleaning Program

| TASKS | QTY | TIME (EACH/1000 SQ. FT.) | MINUTES PER OCCUR. | DIR. FACTOR | ANNUAL OCCUR. | ANNUAL LABOR HOURS | EST. ANNUAL LABOR COSTS | EST. ANNUAL PRODUCT COST | EST. ANNUAL CLEANING COST |
|---|------|--------------------------|--------------------|-------------|---------------|--------------------|-------------------------|--------------------------|---------------------------|
| Auto Shop Area | | | | | | | | | |
| Sweep Floor Using 36" Push Broom. | 7765 | 4.8 | 149.09 | 4.00 | 52 | 129.21 | \$1,917.47 | \$0.00 | \$1,917.47 |
| Autoscrub Floor Using 26" Autoscrubber (with cleanser). | 7765 | 5.8 | 180.15 | 4.00 | 52 | 156.13 | \$2,316.94 | \$654.12 | \$2,971.07 |
| Flood Rinse Floor (with water). | 7765 | 12 | 186.36 | 2.00 | 52 | 161.51 | \$2,396.84 | \$0.00 | \$2,396.84 |
| Empty (8) Trash Can / Rollie If Necessary. | 5 | 3 | 15.00 | 1.00 | 52 | 13.00 | \$192.92 | \$0.00 | \$192.92 |
| Break Rooms | | | | | | | | | |
| Scrub Floor Using 20" Sld Speed Flr Machine. | 1671 | 27 | 45.12 | 1.00 | 2 | 1.50 | \$22.32 | \$0.65 | \$22.97 |
| Acid Clean Sinks. | 3 | 2.5 | 7.50 | 1.00 | 52 | 6.50 | \$96.46 | \$4.15 | \$100.61 |
| Acid Clean Drinking Fountain. | 1 | 1.5 | 1.50 | 1.00 | 52 | 1.30 | \$19.29 | \$1.84 | \$21.14 |
| Check and Refill Hand Soap Dispensers, Check and Refill Paper Towel Dispensers, Distalfect Sinks. | 3 | 0.5 | 1.50 | 1.00 | 104 | 2.60 | \$38.58 | \$0.00 | \$38.58 |
| Distalfect Drinking Fountains. | 3 | 2.5 | 7.50 | 1.00 | 104 | 6.50 | \$96.46 | \$0.00 | \$96.46 |
| Just Mop with 48" Mop. | 1 | 1.5 | 1.50 | 1.00 | 208 | 26.00 | \$385.84 | \$0.18 | \$386.02 |
| Jump Mop Using 32 oz. Mop Head (with cleanser). | 1671 | 9.6 | 16.04 | 1.00 | 260 | 17.38 | \$257.90 | \$0.00 | \$257.90 |
| Clean Mirrors. | 3 | 0.5 | 1.50 | 1.00 | 260 | 6.50 | \$96.46 | \$14.08 | \$110.55 |
| Conference Rooms | | | | | | | | | |
| | | | | | | 142.00 | \$2,122.06 | \$21.61 | \$2,143.67 |

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

PROPOSAL SUBMITTED BY:

Company # EEO Certificate of Compliance No.

Address City State Zip

Daytime Telephone Number After Hours Telephone Number

Contact Person (Please Print or Type)

Name of Authorized Agent or Officer Title

Signature of Authorized Agent or Officer Date

PLEASE MARK ENVELOPE PROPOSAL 48-10