

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

**18-19 B**

This agreement, made and entered into this 1<sup>st</sup> day of July, A.D., 2019 by and between the City of Peoria, a municipal corporation, party of the first part, and Lindsay's Dependable Cleaning Services, 202 S. Becker Lane, Peoria, IL 61605, his/their executors, administrators, successors or assigns, party of the second part.

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

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

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

In accordance with the attached specifications, proposal, and pricing Lindsay's Dependable Cleaning Services will provide janitorial services for City Building Groups 1 and 5.

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

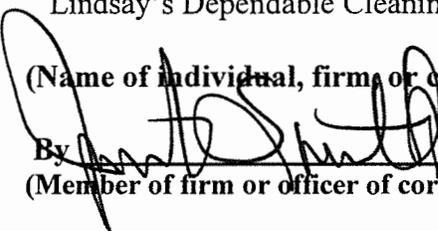
**THE CITY OF PEORIA**

By   
City Manager

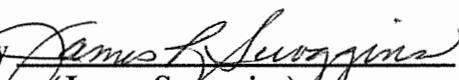
**PARTY OF THE SECOND PART**

Lindsay's Dependable Cleaning Services

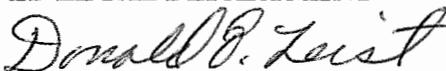
(Name of individual, firm or corporation)

By   
(Member of firm or officer of corporation)

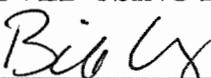
**APPROVED FINANCE DEPARTMENT**

By   
(James Scroggins)

**APPROVED LEGAL DEPARTMENT**

By   
(Don Leist)

**APPROVED USING DEPARTMENT**

By   
(Bill Lewis)



**Council Communication**

**Agenda Date : 6/11/2019**

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**File #: 19-167, Version: 1.**

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**ACTION REQUESTED:**

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

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

**BACKGROUND:**

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

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

**Building Group 1**  
Central Fire Station  
OEM Facility  
Fire Training

**Building Group 3**  
Police Headquarters  
Municipal Building

**Building Group 5**  
Peoria Corps  
Gateway Building  
Assessor's Office

**Building Group 2**  
Public Works Facility  
PD2  
Northwoods Mall substation

**Building Group 4**  
City Hall  
Twin Towers

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

The scoring criteria included:

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

**Janitorial Services - Vendor Scoring**

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

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

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

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

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

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

**NEIGHBORHOOD CONCERNS:** N/A

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

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

**ALTERNATIVES:** N/A

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

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

- 1. Financially Sound City

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

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**File #: 19-167, Version: 1**

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**RECOMMENDATION IMPLEMENT?**

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

**DEPARTMENT: Public Works**

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

Submitted By:  
Janet Smith  
Lindsay's Dependable  
Cleaning Services  
202 S. Becker Lane  
Peoria, Illinois 61605  
309 643-5933

## **Lindsays Dependable Cleaning Service**

Lindsays Dependable Cleaning Service is a Peoria based Custodial maintenance Contracting/Consulting Company. Our client base in Central Illinois markets includes both public and private usages and needs. We offer clients customized programs to fit their needs.

Lindsays Dependable is both woman owned and minority owned small business. Janet Smith is involved in all aspects of daily operations. Janet has developed training programs and trained each of the staff members.

Lindsays' mission is to provide safe and healthy environment for customers and employees.

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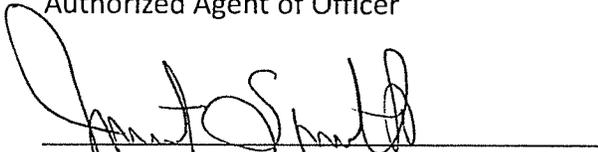
Execution of this form certifies understanding and compliance with the total bid package

Proposal Submitted By:

Lindsay's Dependable Cleaning Service  
202 S. Becker Lane Peoria Illinois 61605  
309 643 5933

Janet Smith  
Contact Person

Janet Smith Owner  
Authorized Agent of Officer

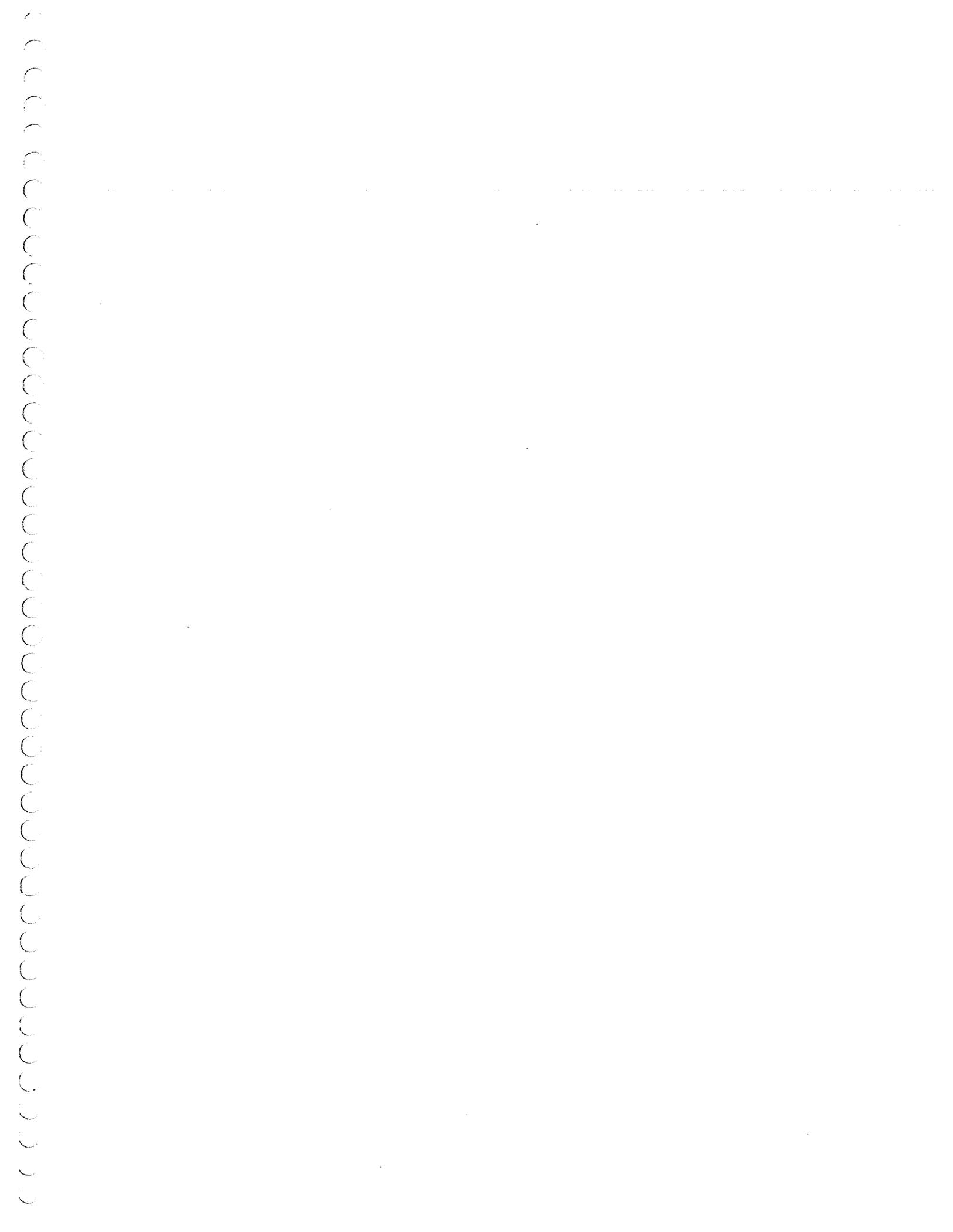


Signature of Authorized Agent Officer

4-25-2019

Date

PROPOSAL 18-19



## **Training**

- **Training is the foundation of safe and effective management**
- **Ongoing training reinforces effective methodology**
- **Lindsays provide periodic interval training program for all staff member**
- **Training sessions are performed onsite in the form of hands on training reinforced with daily reminder tools as well as classroom setting**

# Certificate

OF COMPLETION

IN RECOGNITION OF SUCCESSFUL COMPLETION IN:

Bloodborne Pathogens  
Infectious Disease Control  
Best Practices / Precautions

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**Janet Smith**

The above mentioned Student is now certified in the above mentioned course by demonstrating proficiency in the subject by passing the examination in accordance with the Terms & Conditions of National CPR Foundation - Valid for 2 years. Course administered in accordance with the 2015 ECC/ILCOR and AHA® guidelines. ID#: 784AF1

Completion: **October 13, 2018**

Instructor: **Paul J. Scruton**

Signature:



**National CPR Foundation**

COURSE PROVIDED BY:

# Printable Wallet Card

**National CPR Foundation**  
*Provider Card*

Student: Janet Smith

The mentioned individual is now Certified in the mentioned Course by demonstrating proficiency by successfully passing the Examination in accordance with the Terms and Conditions of National CPR Foundation (NCPF). Valid for 2 Years.

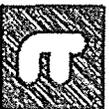
ID#: 784AF1  
Date: 10-13-18

Certificate: Bloodborne Pathogens

Course administered by National CPR Foundation in accordance with the 2015 ECCO Guidelines and AHA Guidelines.

NationalCPRFoundation.com

Follow Us On:





# **Quality Control**

## **Contractor Supervision**

- **Quality Control productivity, cleanliness and accountability**
- **Our process begins with communication and measured levels of cleanliness of the work performed**
- **Lindsays uses onsite feedback books. The onsite book which serves as a communication tool by our onsite staff and supervisors at each location**
- **Customer comment forms are made available and re required for proper follow up on concerns.**
- **The daily task report is used to verify productivity and effectiveness.**

# Lindsays Dependable Cleaning Service

Custodial Maintenance | Contracting  
Consulting Chemical Proportioning Systems

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

Prepared by: Janet Smith Lindsay Dependable Cleaning Service  
309 643-5933

## 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.**

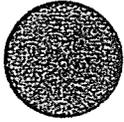
## GERMICIDAL DISINFECTION QUESTIONS

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: \_\_\_\_\_

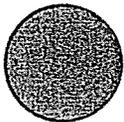
## H2O2 Usage Chart

### Spray & Wipe



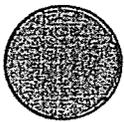
#### **Glass / Stainless Steel & Multi-Surface Cleaner**

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



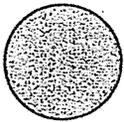
#### **Spray & Wipe Cleaner / Degreaser**

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



#### **Restroom Deodorizing Cleaner**

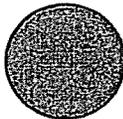
Follow Restroom Disinfection Procedures. Use as a daily wipe product on other surfaces to kill germs.



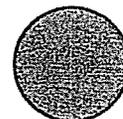
#### **Heavy Duty Degreaser / Deodorizer**

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

### Mop Buckets



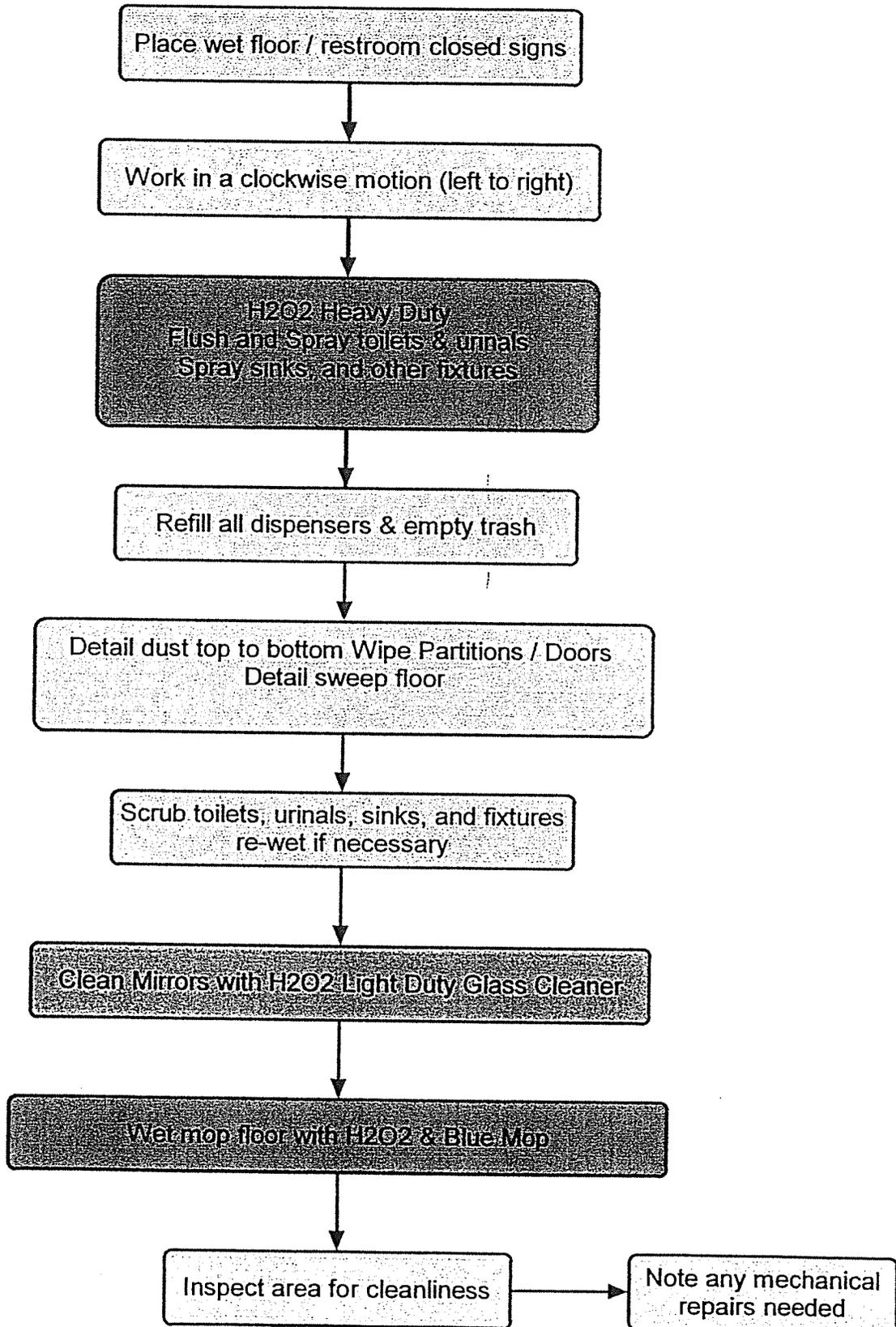
Restroom Floors



- 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:

## Customer Comments

This form is for the employees at any facility utilizing our service. This is an opportunity to communicate any comments or concerns. You may also call 309 643-5933

Thank You,  
Janet Smith

Location: \_\_\_\_\_

Room/Area \_\_\_\_\_

Date/Time \_\_\_\_\_

Comments:

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# Daily Task Progress Report

Location: Fourth Floor Date: \_\_\_\_\_ Time: \_\_\_\_\_

Cleaned By: \_\_\_\_\_ Inspected by: \_\_\_\_\_

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

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

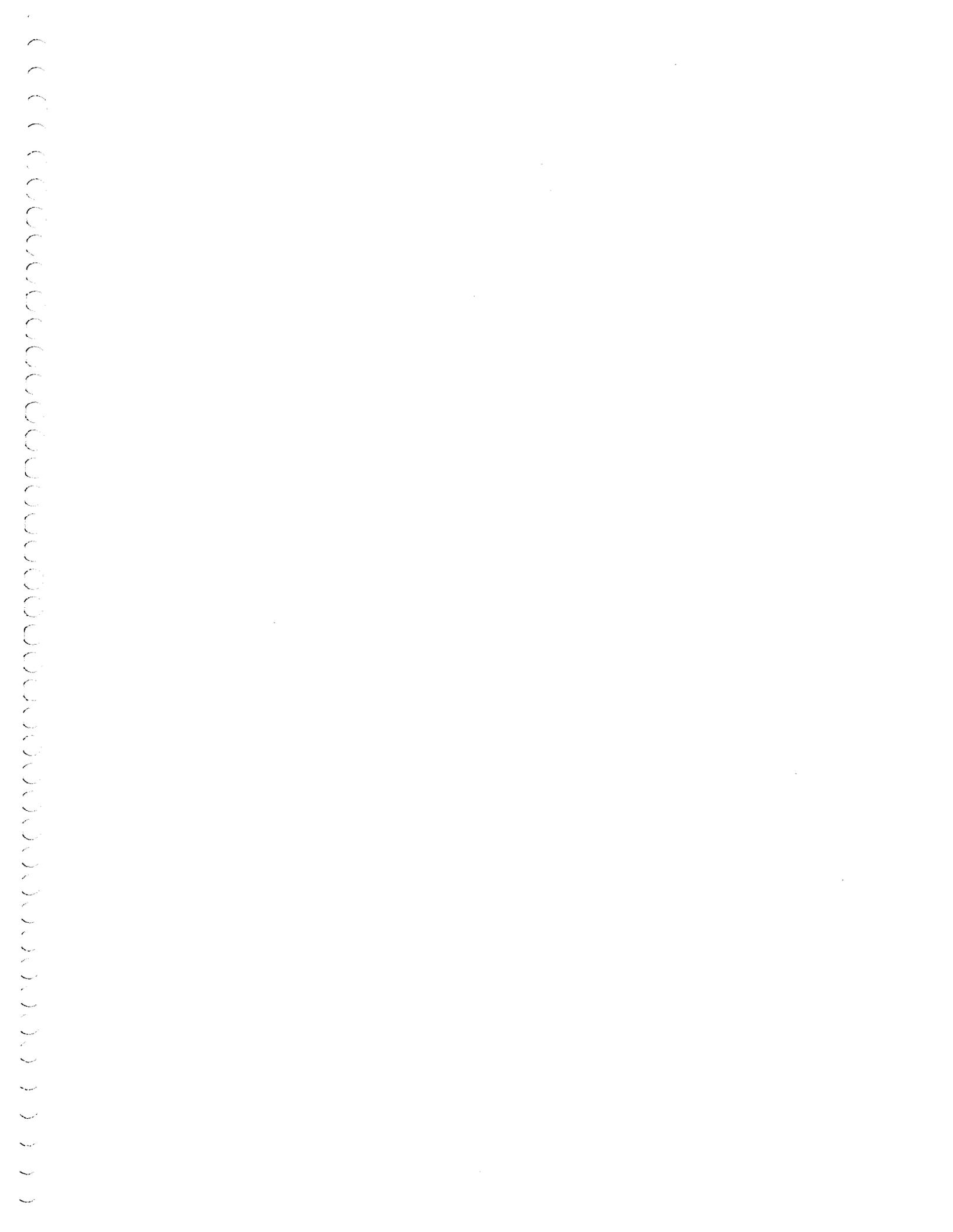
Offices	1	2	3	
Recycling	emptied	not emptied		1 2
Trash Recep.	emptied	not emptied		1 2
Vacuuming	no dirt, clutter, lint	some dirt, clutter, lint	visible dirt, clutter, lint	1 2 3
Dusting / Wiping	no dust	some dust	visible dust	1 2 3
Door glass	clean	not clean		1 2

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

Overall Appearance	acceptable	acceptable needs improvement	not acceptable	1 2 3
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REMARKS:	Total Score	
	18 - 22 Excellent	
	23 - 28 Good, room for improvement	
	29 + Need immediate improvement	
MI = Maintenance Issue		





**Contract Costs**

**Exhibits D,E**

# JANITORIAL SERVICES REQUEST FOR PROPOSALS

## EXHIBIT D

<u>LOCATION</u>	<u>YEAR ONE</u>	<u>YEAR TWO</u>	<u>YEAR THREE</u>	<u>2<sup>nd</sup> YEAR RENEWAL</u>	<u>3<sup>RD</sup> YEAR RENEWAL</u>
<b><u>BUILDING GROUP 1</u></b>					
Central Fire 505 N.E. Monroe St.	\$20,450.54	\$21,268.54	\$22,119.54	\$23,004.54	\$23,924.54
OEM 3615 N. Grandview Dr.	\$ 3,241.60	\$ 3,371.60	\$ 3,501.60	\$ 3,641.60	\$ 3,787.60
Fire Training Academy 7310 N. Galena Rd.	\$ 9,657.76	\$10,043.76	\$10,445.76	\$10,863.76	\$11,298.76
<b>SUBTOTAL – GROUP 1</b>	<b>\$33,349.90</b>	<b>\$34,683.90</b>	<b>\$36,066.90</b>	<b>\$37,509.90</b>	<b>\$39,010.90</b>
<b><u>BUILDING GROUP 2</u></b>					
Public Works Facility 3505 N. Dries Lane	\$42,840.58	\$44,554.58	\$46,336.58	\$48,189.58	\$50,117.58
Police Substation 2 2011 W. Altorfer Drive	\$ 7,241.92	\$ 7,531.92	\$ 7,832.92	\$ 8,145.92	\$ 8,471.92
Northwood's Mall Police office 2200 W war memorial	\$ 1,620.80	\$ 1,685.80	\$ 1,752.80	\$ 1,822.80	\$ 1,895.80
<b>SUBTOTAL – GROUP 2</b>	<b>\$51,703.30</b>	<b>\$53,772.30</b>	<b>\$55,922.30</b>	<b>\$58,158.30</b>	<b>\$60,485.30</b>
<b><u>BUILDING GROUP 3</u></b>					
Police Headquarters 600 S. Adams St.	No Bid				
Municipal Services Building 542 S. Adams St.	No Bid				
<b>SUBTOTAL – GROUP 3</b>	No Bid				

**BUILDING GROUP 4**

<b>City Hall</b>					
419 Fulton Street	\$101,961.77	\$106,040.24	\$110,281.85	\$114,693.12	\$119,280.84
<b>Twin Towers 420</b>					
456 Fulton Street	\$ 7,061.86	\$ 7,344.33	\$ 7,638.10	\$ 7,943.62	\$ 8,261.36
<b>SUBTOTAL – GROUP 4</b>					
	\$109,023.63	\$113,384.57	\$117,909.75	\$122,636.74	\$127,542.20

**BUILDING GROUP 5**

<b>Peoria Corps</b>					
813 SW Washington st.	\$ 3,244.80	\$ 3,374.80	\$ 3,509.80	\$ 3,649.80	\$ 3,795.80
<b>Gateway Building</b>					
200 NE Water St.	\$13,364.28	\$13,899.28	\$14,455.28	\$ 15,033.28	\$15,634.28
<b>Assessor's Office</b>					
205 S. Adams Street	\$ 7,312.23	\$ 7,604.72	\$ 7,908.91	\$ 8,225.27	\$ 8,554.28
<b>SUBTOTAL – GROUP 5</b>					
	\$23,921.31	\$24,878.80	\$25,873.99	\$ 26,908.35	\$ 27,984.36
<b>TOTAL ALL GROUPS</b>					
	\$217,998.14	\$226,719.57	\$235,772.94	\$245,213.29	\$255,022.76

# JANITORIAL SERVICES REQUEST FOR PROPOSALS

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## EXHIBIT E

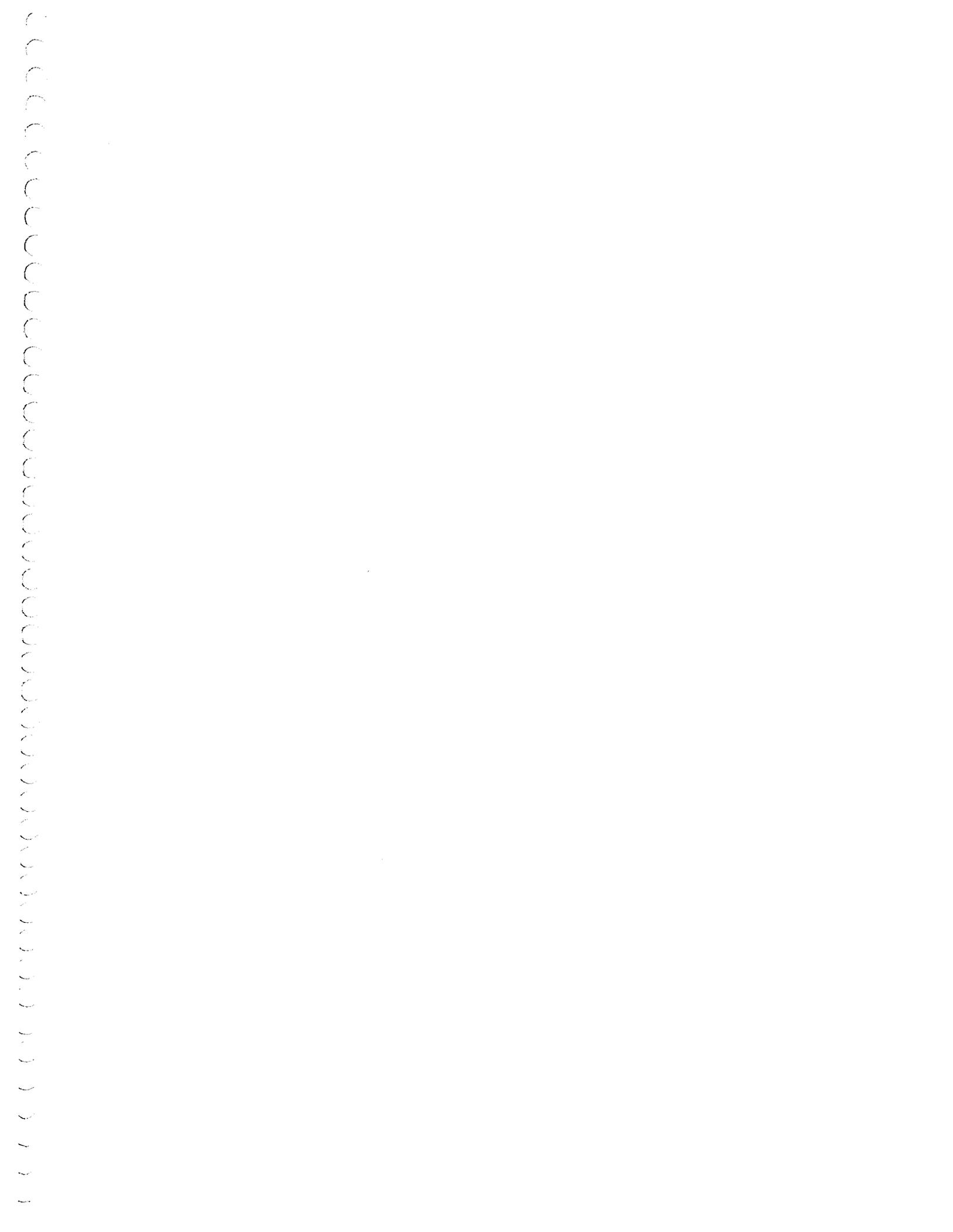
### EXTRA WORK - CITY OF PEORIA - BID PROPOSAL

Washing of Venetian blinds:	\$35 /blind
Extraction cleaning of carpeting	\$.35 / sq. ft. min \$75
Washing of light fixtures & diffusers:	\$15 /unit
Washing of walls and ceilings:	\$.35/ sq. ft.
Blood Borne Pathogens (average 17 per year may be in vehicles)	\$ 42/event
Wrought iron stair detailing and rotunda railing cleaning	\$12.50 /hour
Additional Serviced	\$17.00 /hour min \$75

### HARD FLOOR REFINISHING

#### EACH OCCURRENCE

	2019	2021
201 2021 205 S. Adams St.	\$777	\$777
505 N.E. Monroe St	\$640	\$667
456 Fulton St.	no bid	no bid
542 S. Adams St.	no bid	no bid
600 S. Adams St.	no bid	no bid
419 Fulton Street	\$1500	\$1500
3615 N. Grandview Dr.	\$125	\$130
7310 N. Galena Road	\$748	\$778
3505 N. Dries Lane	\$1,149	\$1,194



## **Workload Scheduling**

- **Estimate Total Square Feet**
- **Estimate Cleaning labor hours and Cleaning Labor Costs**
- **Routine Tasks including frequency and procedure**
- **Baseline Cleaning Program**

CITY OF PEORIA  
 GATEWAY BUILDING  
 ESTIMATED TOTAL SQUARE FEET

AREA	RESILIENT	HARD	CARPET	WOOD	SYNTHETIC OF FLOORS	TOTAL SQ FT
Common Area	0	400	0	0	0	400
Elevators	0	0	10	0	0	10
Entry way/lobby	400	0	0	0	0	400
Hallways	0	0	100	0	0	100
Kitchen	420	0	0	0	0	420
Office	400	0	0	0	0	400
Restrooms	1800	0	0	0	0	1800
Stairwell landing	30	0	0	0	0	30
Ballroom	0	0	5000	0	0	5000
Total Square Feet						8200

CITY OF PEORIA  
 GATEWAY BLG BASELINE  
 CLEANING PROGRAM

TASKS	QTY	TIME (EACH/10 PER SQ.FT)	MINUTES	DIFF	FACTOR	ANNUAL LABOR HOURS	EST ANNUAL COSTS	PRODUCT	DILUTION (OZ.PER GAL)	ANNUAL GAL	EST ANNUAL COST	
												ANNUAL COSTS
<b>COMMON AREA</b>												
Strip and Rinse floor for Coating	2	360	2			2	360	Speed Stripper	320	60.71	\$60.71	
Apply 1 coat finish	2	180	2			2		Xcoat		\$95.00	\$95.00	
Burnish w/machine	2	180	2			2	402.64	mop heads			\$180	
Dust Mop	104	60	104			104	1560	H2O2	20.41			
Damp Mop	104	60	104			104	1929	liners			\$279	
Restrooms	104	60	104			104	1560	H2O2	20.41		\$190	
Ballroom	104	60	104			104	1560	H2O2	20.41			
Kitchen	104	60	104			104	780	H2O2	20.41			
Hallway	104	60	104			104	1560	H2O2	20.41			
Elevators	104	30	104			104	780	H2O2	20.41			
Drinking fountains	104	5	104			104	130	H2O2	20.41			
Break Room	104	30	104			104	780	H2O2	20.41			
Stairway	104	60	104			104	1560	H2O2	20.41			

City of Peoria  
 Gateway Building  
 FTE Staffing Report

Cleanable SQ FEET	EST# ANNUAL		# Of Annual		EST. # FTE's Required		EST. SQ Feet Per FTE
	Cleaning Hours	832	Non-Cleaning Hours	52	To Staff This Building	884	
8200					1.1		7718

City of Peoria  
 Gateway Building  
 Estimate Cleaning Labor Hours  
 And Cleaning Labor Costs

Area	Est. Cleaning Labor Hours	Est. Cleaning Labor Costs
Common Areas		
Elevators	8.66	\$129.90
Entryway		1560
Hallways	104	1560
Kitchen	104	1560
Office	52	780
Restrooms	104	1560
Stairwells/landings	104	1560
<b>Building Totals</b>		<b>\$8,709.90</b>

City of Peoria  
 Gateway Building  
 Routine Tasks

Task Name	Frequency			Product Name
	Frequency	Multiplier	Task Procedure	
Lobby Scrub Floors	2 days per week	1	Daily	H2O2
Rinse Floor with Neutralizer	2 days per week	1	Daily	H2O2
Dust Mop Floors	2 days per week	1	Daily	H2O2
Vacuum mats	2 days per week	1	Daily	H2O2
Elevators	2 days per week	1	Daily	H2O2
strip and rinse for coating	2 days per week	1	Daily	H2O2
Damp mop	2 days per week	1	Daily	H2O2
Kitchen	2 days per week	1	Daily	H2O2
Dust mop floors	2 days per week	1	Daily	H2O2
Broom as needed	2 days per week	1	Daily	H2O2
Strip and rinse floors for coating	2 days per week	1	Daily	H2O2
Carpet Hallways	2 days per week	1	Daily	H2O2
vacuums carpet	2 days per week	1	Daily	H2O2
spot clean carpet	2 days per week	1	Daily	H2O2
dust woodwork	2 days per week	1	Daily	H2O2
spot clean windows	2 days per week	1	Daily	H2O2
shampoo carpet	2 days per week	1	Daily	H2O2
Restrooms	2 days per week	1	Daily	H2O2
Disinfect urinals	2 days per week	1	Daily	H2O2
Disinfect sinks	2 days per week	1	Daily	H2O2
Disinfect Toilets	2 days per week	1	Daily	H2O2
Disinfect partition	2 days per week	1	Daily	H2O2
Scrub floors	2 days per week	1	Daily	H2O2
check and refill tissues	2 days per week	1	Daily	H2O2
check and refill hand towels	2 days per week	1	Daily	H2O2
check and refill soaps	2 days per week	1	Daily	H2O2

Sample Workloading for City Hall, Public Works Facility

Routine Weekly Periodic  
 Daily Project Project

Annual Annual

Area Detail/Task

General Office

Tot Sqft  
 Sqft Carpet  
 Sqft Hard Floor  
 Units  
 Furniture  
 Dirt and Trash  
 Travel Time

-----

Carpet Spotting  
 Clean, Telephone  
 Damp Mop Flr  
 Dry Dust/Sweep Flr  
 Empty Bins  
 Empty trash/liners  
 Vacuum carpet  
 Vacuum traffic area  
 Total Time in Hours

Washrooms

Tot Sqft  
 Sqft  
 Fixtures  
 Number Of Washrooms

-----

Clean/Refill Paper Dispenser  
 Clean/San/Fixtures, Mirrors  
 Dust Metal  
 Empty Paper Towel/Trash canisters

Total Time in Hours  
 Grand Total Time in Hours

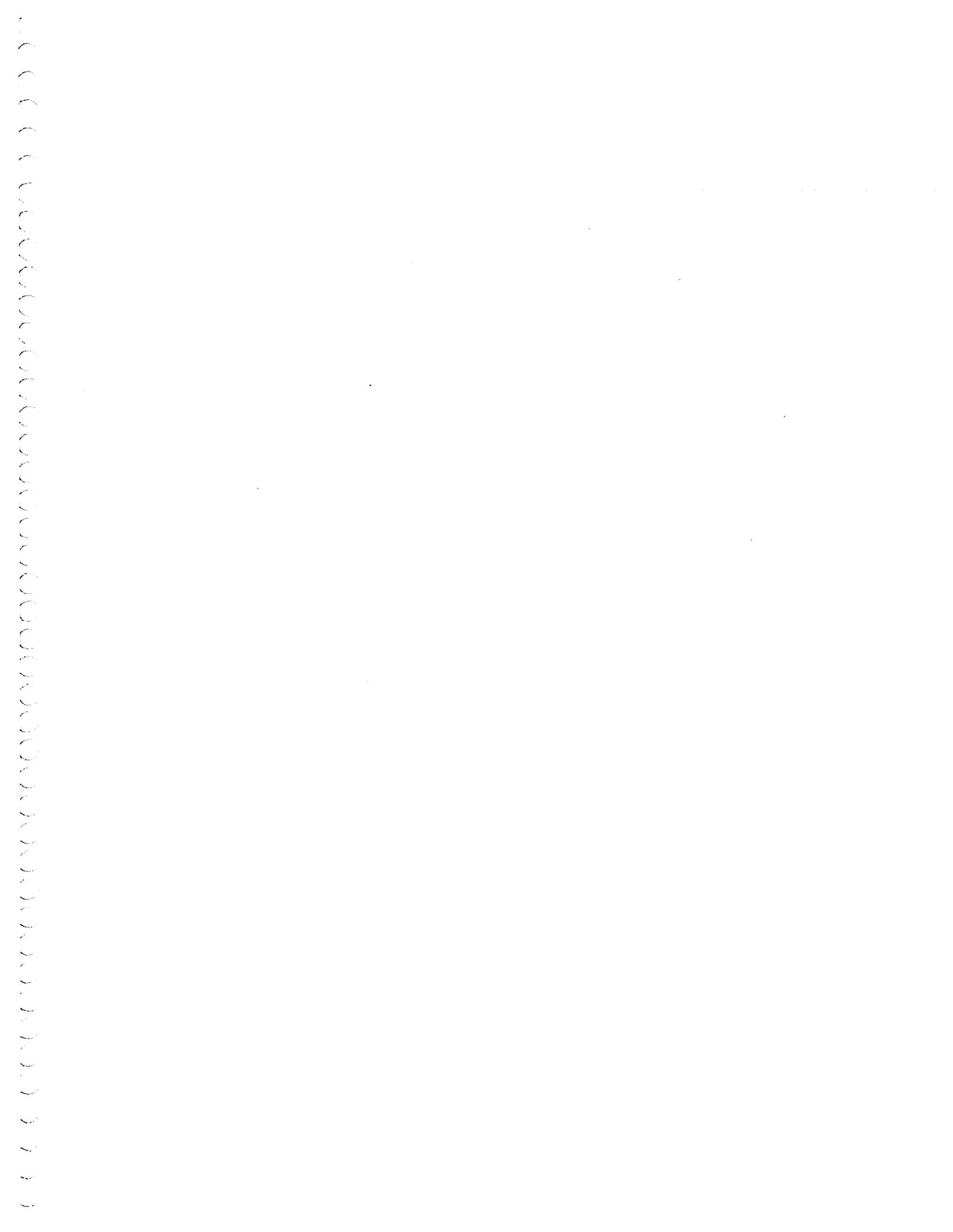
**Sample Staffing Report**

Cleanable Surf: Cleaning	Est # Annual	# of Annual	Est. # FTE
SQFT	HOURS	LABOR HO This buildir per FTE	NonCleanii Est. Annual Required To Sta Est SQFT
xxx	xxx	xxx	xxx

**Estimated Costs**

Total non	Total	Total Labor Total EST	EST Cleaning	Est Cost
Cleaning	Cleaning	Costs	Supplies Cr Cost per SQFT	Per User
Labor Hours	Labor Hours	xxxx	xxx	xxx
xxx	xxx			

The Above documents are presented as samples. Specific WorkLoading Schedules will be provided per contract requirements.  
Upon Contract Award



# JANITORIAL SERVICES REQUEST FOR PROPOSALS

## EXHIBIT F

### JANITORIAL SERVICE REFERENCES

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

City Of Peoria	Edward Olehy Jr.	309/494-8777
----------------	------------------	--------------

---

Company	Contact Person	Telephone No.
Envision Insurance Group	Jeff Peterson	309/297-0066

---

Company	Contact Person	Telephone No.
Peoria Park District	Nicole Staley	309/682-1200

---

Company	Contact Person	Telephone No.
The Cleaning Source	Robert Jones	309/697-6270

---

Company	Contact Person	Telephone No.
City Of Peoria	Michael Vaughn	309/494-8777

---

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

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

BID SUBMITTED BY: Janet Smith, Lindsay's Dependable Cleaning Service

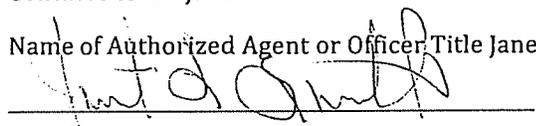
Company EEO Certificate of Compliance No. 03400-190331

Address City State Zip 202 S. Becker Lane Peoria Illinois 61605

Daytime Telephone Number 309 643-5933 After Hours Telephone Number 309 643-5933

Contact Person Janet Smith

Name of Authorized Agent or Officer Title Janet Smith

  
Signature of Authorized Agent or Officer Date

MARK ENVELOPE: BID NO. 28-1832

September 27, 2018

To Whom It May Concern:

Lindsay's Dependable Cleaning Service has been the service provider for janitorial services at the Equipment Service Center facility for the Peoria Park District since December 2017. They were awarded the work following a competitive solicitation. The services they provide are twice per week at set times and days.

I would recommend Lindsay's Dependable Cleaning Service for janitorial needs. The work they have provided has been satisfactory and the owner is very responsive to any concerns. They are punctual and have not missed any scheduled dates of service.

Thank you,

  
Nicole Staley  
Purchasing Supervisor  
Peoria Park District

Board

President

Timothy J. Cassidy

Trustees

Joseph A. Horan

Robert L. Johnson, Sr.

Jacqueline A. Peter

Walter F. Boyford

Markus E. Ryan

Henry L. Braxton

Executive Director

Bryce G. Coker



# ENVISION

INSURANCE GROUP

Owned and Operated by

**Miller Dredge Insurance**

To Whom It May Concern,

I am writing this letter as a recommendation for Lindsay's Dependable Cleaning Service, Janet Smith.

Lindsay's Dependable Cleaning Service has done all of our Janitorial Services for the past 10 years. They have always done a thorough job. Additionally, they are very punctual and let us know if they find any building issues while cleaning. Feel free to contact me with any questions.

Thanks,



Jeff Peterson



CITY OF  
**PEORIA**

FIRE DEPARTMENT

September 27, 2018

To Whom It May Concern:

I am submitting this letter of recommendation for Lindsay's Dependable Cleaning Service. Our department has been fortunate to have had Lindsay's cleaning our buildings for the last 8+ years, and we have been quite satisfied with their professionalism and their attention to detail in their duties.

Lindsay's cleans our Fire Central building, our Fire Training facility building, and our Office of Emergency Management building and we have found their work to be most acceptable.

Janet from Lindsay's is very personable and often checks with us to see if anything extra needs taken care of, and to ensure we are happy with the service.

I am happy to submit this letter of recommendation as I know that the Peoria Fire Department greatly appreciates the work of Lindsay's Dependable Cleaning Service.

Sincerely,

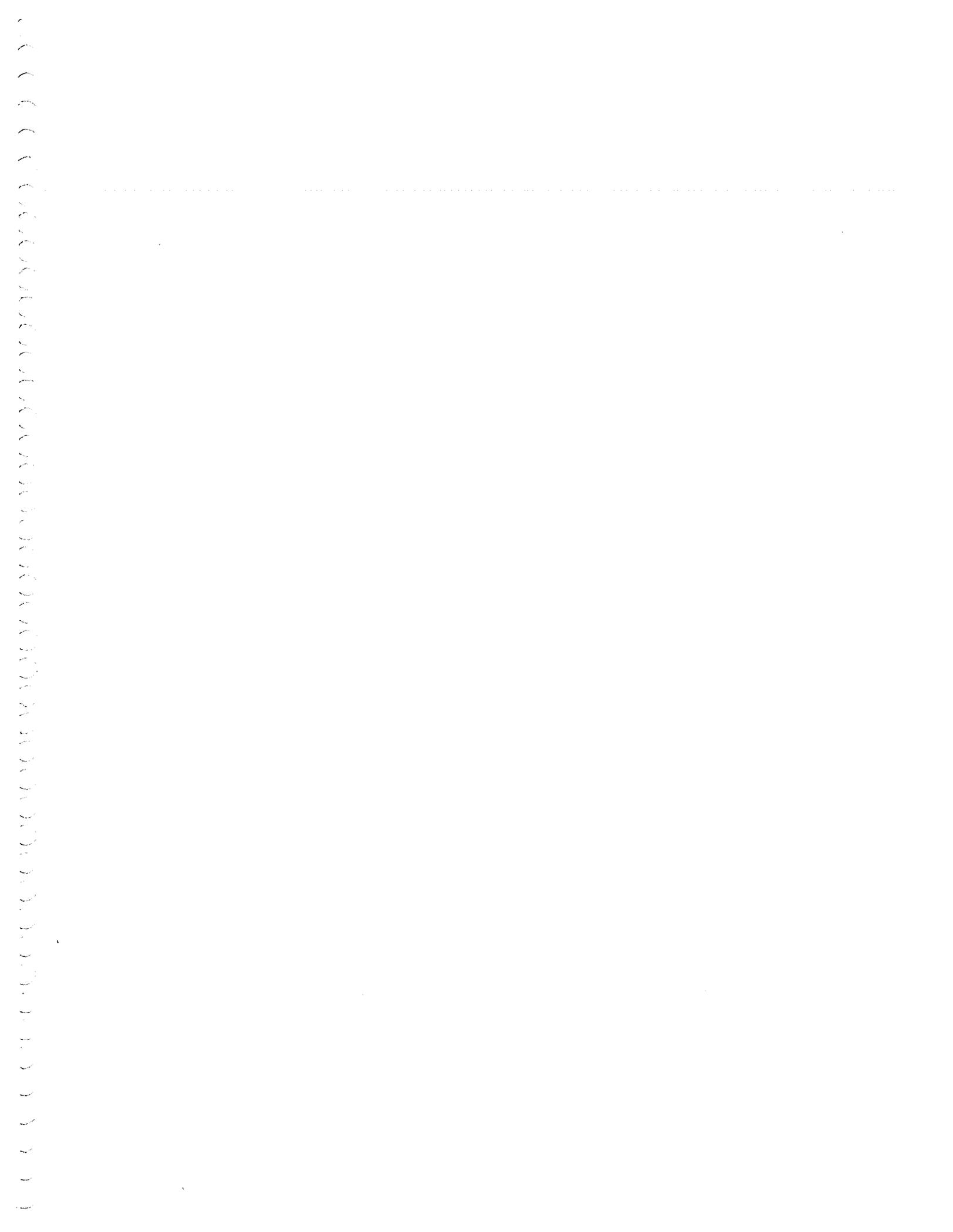
Edward Olehy, Jr.  
Fire Chief



# **MDE/WBE**

## **MENTORING PROGRAM**

**Lindsays Dependable Cleaning Service qualifies as both MDE/WBE. Lindsays Dependable agrees to make a good faith effort to subcontract where needed a percent of the contract total amount to minority or woman owned enterprise current MDE/WBE status notwithstanding. Lindsays has benefited from the MDE/WBE program in the past and seeks to expand opportunities for other MDE/WBE enterprises.**



Now...  
**SUPER H<sub>2</sub>O<sub>2</sub>**  
CITRUS CONCENTRATE

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

that is **GREEN SEAL APPROVED**



With its strong cleaning action, SUPER H<sub>2</sub>O<sub>2</sub> is an excellent disinfectant and sanitizer. It is also a powerful degreaser and descaler. It is safe for use on tile & grout, floors, restrooms & showers, glass & stainless & as a spray & wipe cleaner.

Available in Quart, Gallon, Bag-N-Box,  
5-Gallon Pails and 55-Gallon Drums.  
Professional Lab Results Available  
Upon Request. Tested by a professional  
microbiology lab using official methods  
of analysis of the ADAC 12<sup>th</sup> Edition.



# **Lindsay's Dependable Cleaning Service Training**

## **Training Objectives**

- **Training is the foundation of safe and effective management**
- **Ongoing training reinforces effective methodology**
- **Lindsay's Dependable Cleaning Service provides periodic interval training for all staff members**
- **Training sessions are performed onsite in a classroom setting or in the form of hands on training reinforced with daily reminder tools.**
- **Lindsay's Dependable Cleaning Service Training and Courseware**

# **Lindsay's Dependable Cleaning Service**

## **Training**

- **Training is the foundation of safe and effective management**
  - The purpose of training is:
    - to keep all employees safe
    - to inform and teach all employees about safety with chemicals and machinery
    - to explain the risks associated with working with bio-hazardous waste or other risks that they may come into contact with while performing their job
    - to train in the use of chemicals and mechanical equipment utilized in the course of executing job tasks
    - to ensure that all procedures are followed and result in excellent quality and customer satisfaction
    - to ensure that all cleaning industry regulations are followed, met, or exceeded

# **Lindsay's Dependable Cleaning Service**

## **Training**

- **Ongoing training reinforces effective methodology**
  - It ensures that we are current with existing tools and technologies.
  - It enables us to improve our processes.
  - Ongoing training helps to improve our knowledge and understanding of the services we provide and the products that we use.
  - It allows us to customize our training based on the service that needs to be provided.
  - Training strengthens our workforce and improves our ability to respond to the market need based on flexible and interchangeably trained staff
  - Training prepares staff to work independently or in a supervisory capacity

# **Lindsay's Dependable Cleaning Service**

## **Training**

- **Lindsay's Dependable Cleaning Service provides periodic interval training for all staff members**
  - All staff members receive training as needed based on job site requirements or job site changes
  - Staff members receive training as needed based upon customer feedback to ensure customer satisfaction
  - Staff members operating mechanical equipment may receive safety training annually based upon new equipment purchase or changes to equipment safety features.
  - Dependable Cleaning Service provides periodic refresher training as needed based upon bio-hazardous waste removal and disinfectant changes.
  - All staff members receive onboard training as a pre-requisite to working independently or as a team.

# **Lindsay's Dependable Cleaning Service**

## **Training**

- **Training sessions are performed onsite in a classroom setting or in the form of hands on training reinforced with daily reminder tools.**
  - Onboard training may be delivered one-on-one or in a small group depending on the need
  - Specialized training is customized and delivered based upon the job site or job function
  - Checklists and job aids are available to reinforce training materials for germicidal disinfection and job site tasks
  - Checklists and job aids are also utilized for quality control to ensure uniform execution of jobsite tasks and correct disinfectant application
  - See Quality Control for detailed explanations of training services and checklists to ensure quality work is performed

# **Lindsay's Dependable Cleaning Service**

## **Training and Courseware**

### **Onboard Training**

- Bloodborne Pathogens
- Germicidal Disinfection In-Service
- H<sub>2</sub>O<sub>2</sub> Usage Chart
- Restroom Disinfection Procedures
- Hepatitis B Facts
- Center for Disease Control Disinfectant Guidelines

### **Specialized Training – Available 9/1/2019**

- Floor Stripping Equipment
- Floor Buffing Equipment
- Bio-hazardous waste removal

Now...

**SUPER H<sub>2</sub>O<sub>2</sub>**  
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 H<sub>2</sub>O<sub>2</sub> 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.



**LINDSAYS DEPENDABLE**  
**CLEANING SERVICE**  
**309 643-5933**

Product Number	Product Code	Product Name	Description	Dilution Rate Color/Fragrance	Typical Usage	Green Seal & Biobased
<b>41</b>	2741-2L4	Glass Advantage	Streak-free powerful all surface formulation for glass, mirrors, stainless steel and plastic.	1:32 Blue/Bland	●	
<b>42</b>	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	●	
<b>43</b>	2743-2L4	Daily Restroom Cleaner	Non-acid formula cleans and brightens chrome, stainless steel, porcelain and plastic surfaces.	1:32 Pink/Floral	●	
<b>44</b>	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	●	
<b>45</b>	2745-2L4	Deodorizer	Pleasant potpourri fragrance eliminates smells and leaves a clean, fresh scent.	1:32 Purple/Potpourri	●	
<b>46</b>	2746-2L4	Neutral Cleaner Plus	Neutral pH no-rinse cleaner removes soiling from floors without damaging floor finishes.	1:256 1:64 Green/Fresh	● ●	
<b>48</b>	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	● ●	
<b>49</b>	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	● ●	
<b>50</b>	2750-2L4	Restroom Cleaner and Disinfectant	Cleans, disinfects and deodorizes walls, floors, toilets, tables and water-washable surfaces.	1:64 Orange/Lemon	● ●	
<b>52</b>	519-2L4	Peroxide Concentrate	H <sub>2</sub> O <sub>2</sub> -containing multi-purpose/multi-surface deep cleaner and stain remover.	1:128 1:32 Colorless/Citrus	● ●	

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

## Environmental/Safety Profile

	<b>41</b>	<b>42</b>	<b>43</b>	<b>44</b>	<b>45</b>	<b>46</b>	<b>48</b>	<b>49</b>	<b>50</b>	<b>52</b>
Green Seal GS-37	Yes	Yes	Yes	No	No	Yes	Yes	No	No	Yes
Biodegradability <sup>1</sup>	Yes	Yes	Yes	No	No	Yes	Yes	No	No	Yes
Biobased Content <sup>2</sup>	High	High	High	N/A	N/A	High	High	N/A	N/A	High
Phosphate-Free <sup>3</sup>	Yes									
Non-Corrosive <sup>4</sup>	Yes	Yes	Yes	Yes*	Yes	Yes	Yes	Yes	Yes	Yes
Non-Toxic <sup>5</sup>	Yes	No**	No**	Yes						
VOC-Free	Yes									
Combustible <sup>6</sup>	No									
Contains APE/NPE <sup>7</sup>	No	Yes	Yes	No						
Contains EDTA <sup>8</sup>	No	Yes	Yes	No						
Contains Glycol Ethers <sup>9</sup>	No									
Petrochemical Derived	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									

### 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).



**LINDSAYS DEPENDABLE  
CLEANING SERVICE**

**309 643-5933**

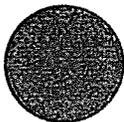
# H2O2 Usage Chart

## Spray & Wipe



### **Glass / Stainless Steel & Multi-Surface Cleaner**

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



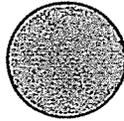
### **Spray & Wipe Cleaner / Degreaser**

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.



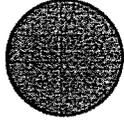
### **Heavy Duty Degreaser / Deodorizer**

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

## Mop Buckets



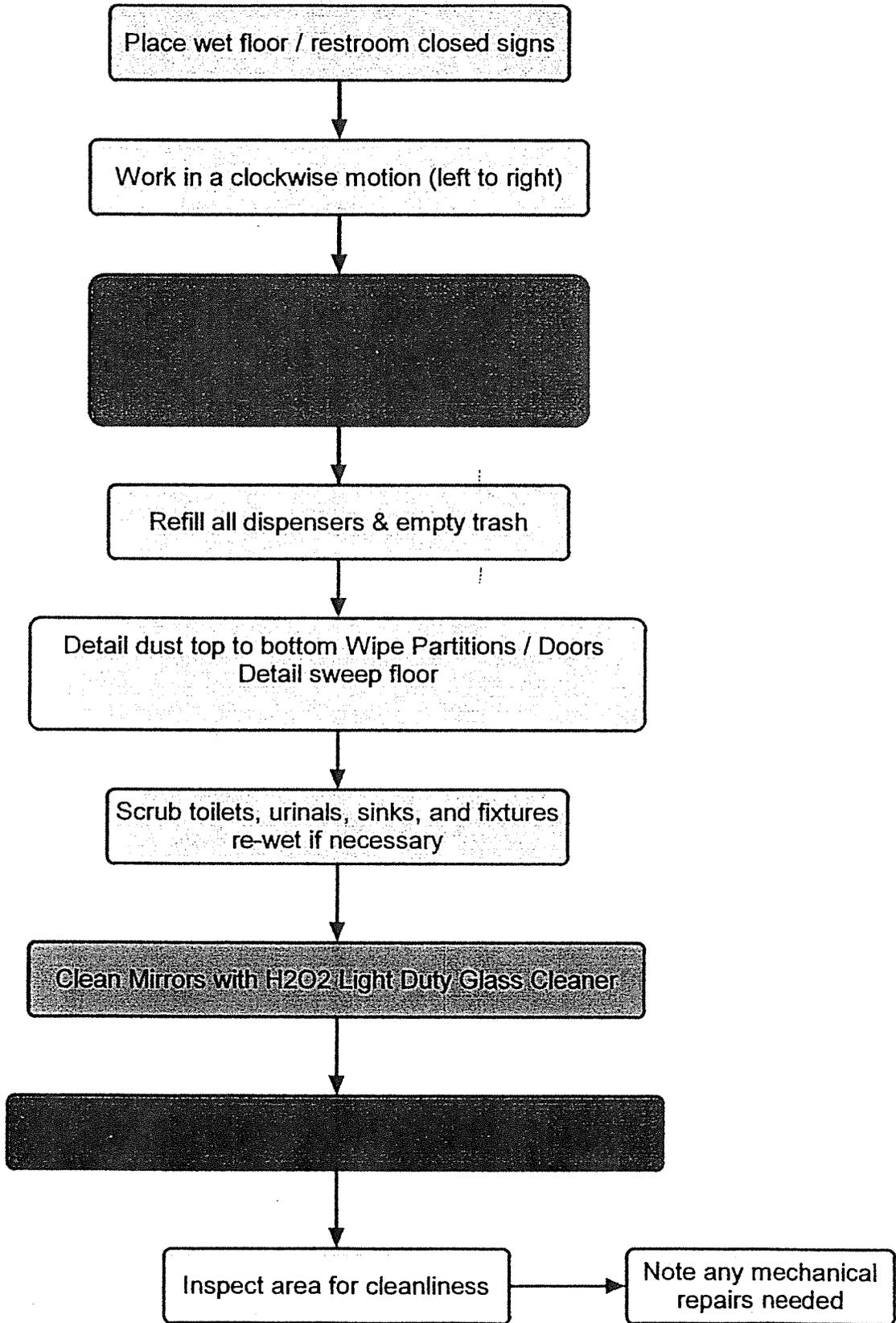
Restroom Floors



- 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



**WORK LOADING SCHEDULE**

**SAMPLE FOR EVALUATION**

**PUBLIC WORKKDS 22,000 SQFT**

**CITY HALL 35,500 SQFT**

**FINAL WORK LOADING SCHEDULE SHALL BE PROVIDED PER RFQ WITHIN 30 DAYS OF NOTIFICATION THIS SAMPLE IS PROVIDED AS AN ILLUSTRATION ONLY AND IS NOT INTENDED TO BE AN ACCURATE DEPICTION OF FINAL BID ESTIMATES**

City of Peoria  
 Public Works  
 Total Square Feet

AREA	TOT. SQFT				
	RESILIENT	HARD	CARPET	WOOD	SYNTHETIC OF FLOORS
Common Area	0	571			571
Elevators	30				30
Entrances/Lobbies	500	401	1140		1072
Hallways	1000				2445
Open Areas					31
Kitchens	31		321		321
Offices	321	6,000	3700		7909
Cubicles	235		6538		6773
Restrooms	58	560			618
Smaller open areas		392			392
Stairwells/Landings		100			100
Vestibules		102			102
Building Tr	2175	8126	11699		22000

City of Peoria  
 Public Works  
 FTE REPORT

	# ANNUAL	# ANNUAL	NON-CLEA	ANNUAL	PER BLD	PER FTE
CLEANABLI	CLEANING	NON-CLEA	ANNUAL	PER BLD	PER FTE	PER FTE
SQFT	HRS	HRS	LABOR	HRS	PER FTE	PER FTE
22,000	2080	0	2080	1.25	17600	

**City of Peoria  
Public Works**

Areas	Est. Cleaning Hrs	Est. Cleaning Labor Costs
Common Area	35	\$437.50
Elevators	7	\$87.50
Entrances/Lobbies	23	287.5
Hallways/Foyers	75	937.5
Kitchens	8	100
Open Areas	45	562.5
Offices/Cubicles	600	7500
Restrooms	400	5000
smaller open areas	500	6250
Stairwells/Landings	225	2812.5
Vestibules	9	112.5
	112	1400
<b>Building Totals</b>	<b>2080</b>	<b>\$25,487.50</b>

City of Peoria  
Public Works  
Baseline Cleaning Program

TASK	QTY	PER SQFT	PER OCCR	FACTOR	ANNUAL	ANNUAL		DILUTION	ANNUAL	ANNUAL
						LABOR	LABOR			
	COST	-1000	COST		HRS	COSTS	PRODUCT	GAL	PRODUCT	
Common Area	571	123	70.23	1	1 1.17	14.83	Devastator	21.3	6.87	21.2
Strip/Rinse Floor for Coating	571	15	8.56	1	6 0.87	10.85	Expediter RTU	0.5	39.49	48.97
Apply one coat of finish	571	7.2	4.11	1	156 10.59	135.43	Arsenal top	0.5	12.75	146.98
Autoscrub Floor	571	6.4	3.65	1	156 9.5	120.38	Clean		0	120.38
Burnish Floor	571	7.2	4.11	1	365 25.02	316.87			0	316.87
Dust Mop	571	1.2	6.85	1	365 41.67	528.12			0	534.88
Damp Mop	571	1.2	6.85	1	365 41.67	528.12			7.03	
Elevators										
Strip and Rinse Floor Coating	30	123	3.69	1	1 0.6	0.78	Devastator	21.3	0.33	1.11
Apply One Coat Finish	30	15	0.45	1	5 0.4	0.48	Expediter rtu		1.67	2.14
Sweep Floor (Broom)	30	25.2	0.76	1	260 3.28	41.51			0	41.51
Damp Mop with cleanser	30	9.6	0.29	1	260 1.25	15.81	Arsenal top	0.5	0.25	16.06
Vacuum walk-off mats	1	1.11	1.11	1	260 4.81	60.94	Clean			60.94
Routine Disinfect Elevator	30	57.1	1.71	1	260 7.42	94.05	Rejuvnal	2		94.06
Entrances/Lobbies										
Scrub Floor (machine)	1072	27	28.94	1	12 5.79	73.34	Tile Grout	26	46.56	119.91
Flood rinse floor (neutralizer)	1072	12	12.86	1	12 2.57	32.6	Renovator			
Autoscrub floor (cleanser)	1072	7.2	7.72	1	260 33.45	423.77	Nutra-Rins	4	11.58	44.17
Dust Mop	1072	4.8	5.15	1	365 31.3	396.6	Arsenal To	0.5	36.13	459.9
Spot Mop Floor (cleanser)	1072	2.5	2.68	1	365 16.3	206.56	Clean		0	396.6
Disinfect Drinking Fountain	1072	1.5	3	1	365 18.25	231.23		0.5	0	396.6
Vacuum walk-off mats	1072	1.11	4.44	1	730 54.02	684.43	Arsenal To	2	3.8	210.37
Spot Clean glass	1072	1	10	1	730 121.67	1541.52	Clean	6.4	26.27	231.44

Item	QTY	Unit	Price	Total	Notes	QTY	Unit	Price	Total	Notes			
Hallways													
Strip and rinse Floor Coating	1305	123	160.51	1	1	1	1	2.68	33.9	Devastator	21.3	0.35	1.15
Apply on e Coat of finish	1305	15	19.57	1	6	1	1	1.96	24.8	Expeditor rtu	21.3	2.07	2.66
Autoscrub (with cleanser)	1305	7.2	9.4	1	156	1	1	24.43	309.52	Arsenal Top	0.5	0	42.89
Burnish	1305	6.4	8.35	1	156	1	1	21.72	275.13	Clean	0.5	0.26	20.89
Dust Mop	1305	4.8	6.26	1	365	1	1	38.11	482.8		2	0.04	137.3
Spot Mop	1305	2.5	3.26	1	365	1	1	1985	251.46	Re-Juv-nal	2	0.04	
Disinfect Drinking Fountain	1	1.5	1.5	1	365	1	1	9.13	115.61				
Kitchen													
Stip and Rins Floor for Coating	31	123	3.81	1	1	1	1	0.06	0.81	Devastator	21.3	0.35	1.15
apply one coat of Finish	31	15	0.46	1	6	1	1	0.05	0.59	Expeditor rtu	0.5	2.07	2.66
Sweep Floor (Broom)	31	25.2	0.78	1	260	1	1	3.39	42.89	Arsenal To	0.5	0	42.89
Damp Mop	31	12	0.37	1	260	1	1	1.61	20.42	Re-Juv-nal	2	0.26	20.69
Open Areas													
Spot Disinfect Tables (disinfectant)	4	1.92	7.68	1	260	1	1	33.28	421.66	Re-Juv-nal	0.2	0.09	421.75
Vacuum	321	15	4.82	1	365	1	1	29.29	371.12			0	371.12
Empty (sm) Trash Can / Reline as need	3	0.67	2.01	1	1095	1	1	36.68	464.77			0	464.77
Offices													
Spot clean flat surfaces (with cleaner)	7909	1.1	8.7	1	156	1	1	22.62	286.59	Arsenal To	0.5	1.2	287.79
Spot clean glass	15	1	15	1	260	1	1	65	823.55	clean	6.5	14.04	837.59
Vacuum	7600	15	114	1	365	1	1	693.5	8786.65	Windo-cle:	0	0	8786.65
Empty (sm) Trash reline as needed	40	0.67	26.8	1	1095	1	1	489.1	6196.9		0	0	6196.9
Office/Cubicles													
Spot clean flat surfaces	6773	1.1	7.45	1	156	1	1	19.37	245.43	Arsenal To	0.5	1.03	246.46
Vacuum	6538	15	98.07	1	365	1	1	596.59	7558.26	Clean		0	7558.83
Empty (sm) trash can reline as needed	40	0.67	26.8	1	730	1	1	326.07	4131.26			0	4131.26
Restrooms													
Scrub Floor (Machine)	618	27	16.69	1	12	1	1	1.49	42.28	Tile Grout	26	26.84	69.13
Flood Rinse with neutralizer	618	12	7.42	1	12	1	1	73	18.79	Renovator	4	6.67	25.47

Disinfect Partitions and Doors	4	3	12	1	365	43.8	924.91	Nutra-rinse	2	0.86	925.77
Check and Refill Hand Soap Dispensers	10	0.72	7.2	1	365	25.12	554.95	Re-Juv-nal	2	0	554.95
Check and Refill Toilet Tissue Dispense	7	0.59	4.13	1	365	189.48	318.32	"	2	0	318.32
Sweep Floor (Broom)	618	25.2	15.57	1	730	90.23	2400.7	"	2	0	2400
Damp Mop	618	12	7.42	1	730	60.83	1143.19	"	2	28.2	1171.39
Disinfect Urinals	2	2.5	5	1	730	243.33	770.76	"	2	0.73	771.49
Disinfect Toilet Bowls	8	2.5	20	1	730	304.17	3083.03	"	2	4.28	3087.31
Disinfect Sinks	10	2.5	25	1	730	54.75	3853.79	"	2	1.07	3854.86
Clean Mirrors	9	0.5	4.5	1	730	54.75	693.68	Arsenal W	6.4	5.44	699.12

**Small Open Area**

Sweep Floor Broom	392	25.2	9.88	1	365	60.09	761.39	Re-Juv-Nal	2	0	761.39
Spot Disinfect Flat surfaces	392	1.1	0.43	1	365	2.62	33.24	"	2	0.27	33.5
Damp Mop	392	12	4.7	1	730	57.23	725.13	"	2	17.88	743.01
Disinfect Toilet Bowls	6	2.5	15	1	730	182.5	2312.28	"	2	3.21	2315.48
Disinfect Sinks	6	2.5	15	1	730	182.5	2312.28	"	2	0.64	2312.92

**Stairwells/Landings**

Sweep Floor (Broom)	100	25.2	2.52	1	365	1533	194.23	Arsenal To	0.5	1.18	75.18
Damp Mop with cleanser	100	9.6	0.96	1	365	5.84	73.99	Clean			

**Vestibules**

Damp Mop with cleanser	102	12	1.22	1	365	7.45	94.34	Arsenal To	0.5	1.21	95.55
Vacuum	102	15	1.53	1	730	18.61	235.85				235.85
Spot clean glass	15	1	15	1	730	182.5	2312.28	Windo-Cle:	6.4	39.41	2351.68

**Baseline Totals**

					<b>2008</b>	<b>24598</b>				<b>579.49</b>	<b>7023.67</b>
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City of Peoria  
 City Hall  
 Total Square Feet

AREA	RESILIENT HARD CARPET WOOD SYNTHETIC				TOT. SQFT
	OF FLOORS				
Common Area	0	571			571
Elevators	30				30
Entrances/Lobbies	1072	1072	1140		1072
Hallways	2445				2445
Open Areas					31
Kitchens	31		321		321
Offices	321	12,412	7600		7909
Cubicles	235		6538		6773
Restrooms	58	560			618
Smaller open areas		392			392
Stairwells/Landings		100			100
Vestibules		102			102
Building Totals	4192	15209	15599		35000

City of Peoria  
City Hall

Areas	Est. Cleaning Hrs	Est. Cleaning Labor Costs
Common Area	85	\$1,062.50
Elevators	15	\$187.50
Entrances/Lobbies	277	3462.5
Hallways/Foyers	115	1437.5
Kitchens	14	175
Open Areas	95	1187.5
Offices/Cubicles	1265	15812.5
Restrooms	939	11737.5
smaller open areas	1086	13575
Stairwells/Landings	480	6000
Vestibules	19	237.5
	205	2562.5
Building Totals	4390	\$57,437.50

City of Peoria  
 City Hall  
 FTE REPORT

	# ANNUAL CLEANING HRS	# ANNUAL NON-CLEANABLE HRS	ANNUAL LABOR HRS	# FTE NEEDED PER BLD	SQFT PER FTE
CLEANABLE SQFT	35,500	7530	0	7530	2.5
					3012

City of Peoria  
 City Hall Levels 1-4  
 Baseline Cleaning Program

TASK	QTY	PER SQ.F	PER OCCR	FACTO	ANNUAL	ANNUAL		PRODUCT	DILUTION		ANNUAL	ANNUAL
						LABOR	COSTS		PER OZ	ANNUAL		
	COST	-1000	COST			HRS				GAL		
<b>Elevators</b>												
Common Area	571	123	70.23	1	1	1.17		14.83	Devastator	21.3	6.87	21.2
Strip/Rinse Floor for Coating	571	15	8.56	1	6	0.87		10.85	Expediter	RTU	39.49	48.97
Apply one coat of finish	571	7.2	4.11	1	156	10.59		135.43	Arsenal top	0.5	12.75	146.98
Autoscrub Floor	571	6.4	3.65	1	156	9.5		120.38	Clean		0	120.38
Burnish Floor	571	7.2	4.11	1	365	25.02		316.87			0	316.87
Dust Mop	571	1.2	6.85	1	365	41.67		528.12			0	534.88
Damp Mop	571	1.2	6.85	1	365	41.67		528.12			7.03	
<b>Entrances/Lobbies</b>												
Strip and Rinse Floor Coating	30	123	3.69	1	1	0.6		0.78	Devastator	21.3	0.33	1.11
Apply One Coat Finish	30	15	0.45	1	5	0.4		0.48	Expediter	rtu	1.67	2.14
Sweep Floor (Broom)	30	25.2	0.76	1	260	3.28		41.51			0	41.51
Damp Mop with cleanser	30	9.6	0.29	1	260	1.25		15.81	Arsenal top	0.5	0.25	16.06
Vacuum walk-off mats	1	1.11	1.11	1	260	4.81		60.94	Clean			60.94
Routine Disinfect Elevator	30	57.1	1.71	1	260	7.42		94.05	Reluvnal	2		94.06
<b>Entrances/Lobbies</b>												
Scrub Floor (machine)	1072	27	28.94	1	12	5.79		73.34	Tile Grout	26	46.56	119.91
Flood rinse floor (neutralizer)	1072	12	12.86	1	12	2.57		32.6	Renovator			
Autoscrub floor (cleanser)	1072	7.2	7.72	1	260	33.45		423.77	Nutra-Rinse	4	11.58	44.17
Dust Mop	1072	4.8	5.15	1	365	31.3		396.6	Arsenal Top	0.5	36.13	459.9
Spot Mop Floor (cleanser)	1072	2.5	2.68	1	365	16.3		206.56	Clean		0	396.6
Disinfect Drinking Fountain	1072	1.5	3	1	365	18.25		231.23		0.5	0	396.6
Vacuum walk-off mats	1072	1.11	4.44	1	730	54.02		684.43	Arsenal Top	2	3.8	210.37
Spot Clean glass	1072	1	10	1	730	121.67		1541.52	Clean	6.4	26.27	231.44

<b>Hallways</b>													
Strip and rinse Floor Coating	1305	123	160.51	1	1	2.68	33.9	Devastator	21.3	0.35	1.15		
Apply on e Coat of finish	1305	15	19.57	1	6	1.96	24.8	Expeditor	rtu	2.07	2.66		
Autoscrub (with cleanser)	1305	7.2	9.4	1	156	24.43	309.52	Arsenal Top		0	42.89		
Burnish	1305	6.4	8.35	1	156	21.72	275.13	Clean	0.5	0.26	20.89		
Dust Mop	1305	4.8	6.26	1	365	38.11	482.8				137.3		
Spot Mop	1305	2.5	3.26	1	365	1985	251.46	Re-Juv-nal	2	0.04			
Disinfect Drinking Fountain	1	1.5	1.5	1	365	9.13	115.61						
<b>Kitchen</b>													
Stip and Rins Floor for Coating	31	123	3.81	1	1	0.06	0.81	Devastator	21.3	0.35	1.15		
apply one coat of Finish	31	15	0.46	1	6	0.05	0.59	Expeditor	rtu	2.07	2.66		
Sweep Floor (Broom)	31	25.2	0.78	1	260	3.39	42.89	Arsenal Top	0.5	0	42.89		
Damp Mop	31	12	0.37	1	260	1.61	20.42	Re-Juv-nal	2	0.26	20.69		
<b>Open Areas</b>													
Spot Disinfect Tables (disinfecta	4	1.92	768	1	260	33.28	421.66	Re-Juv-nal	0.2	0.09	421.75		
Vacuum	321	15	4.82	1	365	29.29	371.12			0	371.12		
Empty (sm) Trash Can / Reline a	3	0.67	2.01	1	1095	36.68	464.77			0	464.77		
<b>Offices</b>													
Spot clean flat surfaces (with cle	7909	1.1	8.7	1	156	22.62	286.59	Arsenal Top	0.5	1.2	287.79		
Spot clean glass	15	1	15	1	260	65	823.55	clean	6.5	14.04	837.59		
Vacuum	7600	15	114	1	365	693.5	8786.65	Windo-clean	0	0	8786.65		
Empty (sm) Trash reline as need	40	0.67	26.8	1	1095	489.1	6196.9		0	0	6196.9		
<b>Office/Cubicles</b>													
Spot clean flat surfaces	6773	1.1	7.45	1	156	19.37	245.43	Arsenal Top	0.5	1.03	246.46		
Vacuum	6538	15	98.07	1	365	596.59	7558.26	Clean		0	7558.83		
Empty (sm) trash can reline as n	40	0.67	26.8	1	730	326.07	4131.26			0	4131.26		
<b>Restrooms</b>													
Scrub Floor (Machine)	618	27	16.69	1	12	1.49	42.28	Tile Grout	26	26.84	69.13		
Flood Rinse with neutralizer	618	12	7.42	1	12	73	18.79	Renovator	4	6.67	25.47		

Disinfect Partitions and Doors	4	3	12	1	365	43.8	924.91	Nutra-rinse	2	0.86	925.77
Check and Refill Hand Soap Disp	10	0.72	7.2	1	365	25.12	554.95	Re-Juv-nal	2	0	554.95
Check and Refill Toilet Tissue Di:	7	0.59	4.13	1	365	189.48	318.32	"	2	0	318.32
Sweep Floor (Broom)	618	25.2	15.57	1	730	90.23	2400.7	"	2	0	2400
Damp Mop	618	12	7.42	1	730	60.83	1143.19	"	2	28.2	1171.39
Disinfect Urinals	2	2.5	5	1	730	243.33	770.76	"	2	0.73	771.49
Disinfect Toilet Bowls	8	2.5	20	1	730	304.17	3083.03	"	2	4.28	3087.31
Disinfect Sinks	10	2.5	25	1	730	54.75	3853.79	"	2	1.07	3854.86
Clean Mirrors	9	0.5	4.5	1	730	54.75	693.68	Arsenal Windo	6.4	5.44	699.12

**Small Open Area**

Sweep Floor Broom	392	25.2	9.88	1	365	60.09	761.39	Re-Juv-Nal	2	0	761.39
Spot Disinfect Flat surfaces	392	1.1	0.43	1	365	2.62	33.24	"	2	0.27	33.5
Damp Mop	392	12	4.7	1	730	57.23	725.13	"	2	17.88	743.01
Disinfect Toilet Bowls	6	2.5	15	1	730	182.5	2312.28	"	2	3.21	2315.48
Disinfect Sinks	6	2.5	15	1	730	182.5	2312.28	"	2	0.64	2312.92

**Stairwells/Landings**

Sweep Floor (Broom)	100	25.2	2.52	1	365	1533	194.23	Arsenal Top	0.5	1.18	75.18
Damp Mop with cleanser	100	9.6	0.96	1	365	5.84	73.99	Clean			

**Vestibules**

Damp Mop with cleanser	102	12	1.22	1	365	7.45	94.34	Arsenal Top	0.5	1.21	95.55
Vacuum	102	15	1.53	1	730	18.61	235.85				235.85
Spot clean glass	15	1	15	1	730	182.5	2312.28	Windo-Clean	6.4	39.41	2351.68

**Baseline Totals**

						7530	92242.5			579.49	7023.67
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