

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

## 48-10C

This agreement, made and entered into this 1<sup>st</sup> day of October A.D., 2016 by and between the City of Peoria, a municipal corporation, party of the first part , and Lindsay's Dependable Cleaning Service, 2302 N Flora Avenue, Peoria, IL 61604, 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.

Lindsay's Dependable Cleaning Services will perform Janitorial Service for one (1) year under the terms and conditions of attached bid #48-10, including addendum (File No. 16-301) for Fire Central, Fire Training, and OEM. Lindsay's will also clean the Gateway Building beginning January 1, 2017.

The rate will be set in accordance with the attached COP Worksheet A for 2016 and proposal dated 9/15/16 (attached).

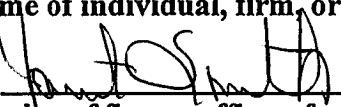
Contract to begin October 1, 2016 and end September 30, 2017.

**THE CITY OF PEORIA**

By   
City Manager

**PARTY OF THE SECOND PART**

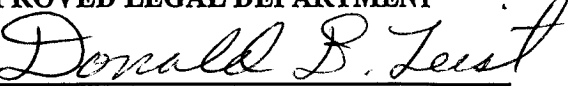
Lindsay's Dependable Cleaning Service  
(Name of individual, firm, or corporation)

By   
(Member of firm or officer of corporation)

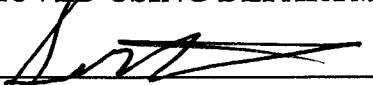
**APPROVED FINANCE DEPARTMENT**

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

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

The Cleaning Source  
2011-2012 Reduction  
Summary

10/8/2011

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
<b>Annual</b>					
<b>Group 1</b>					
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
<b>Group 3</b>					
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
<b>Group 4</b>					
City Hall	\$ 90,643.64	\$ 94,269.39	\$ 98,040.16	\$ 101,951.77	\$ 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
	\$ 319,307.78	\$ 332,080.09	\$ 345,363.29	\$ 359,177.83	\$ 373,544.94

Savings	Annual
2011 - 2012	\$ 12,772.31
2012 - 2013	\$ 13,283.20
2013 - 2014	\$ 13,814.53
2014 - 2015	\$ 14,367.11

LINDSAY'S DEPENDABLE CLEANING SERVICE  
JANET L. SMITH, OWNER/OPERATOR  
2302 N. FLORA AVENUE  
PEORIA, IL 61604  
309/643-5933



Janitorial Services Proposal

September 15, 2016

To: The Gateway Building  
200 Northeast Water Street  
Peoria, IL 61602

Lindsay's Dependable Cleaning Service hereby submits a proposal for Janitorial Contract Maintenance Services performed five (5) nights per week or two (2) nights per week at 200 Northeast Water Street, otherwise known as, The Gateway Building.

All cleaning materials are to be furnished by the contract. The customer agrees to furnish paper towels, toilet tissue, hand wash, and feminine products. The contractor will replenish proper dispensers from Customer's stock.

An EXTRA charge will be applied for any services requested by the Customer.

We agree to furnish the necessary materials and labor to perform the listed (see attached list) services for the sum of:

5 nights per week - \$2,400.01 (per month); \$28,800.20 (annually)

2 nights per week - \$1,070.69 (per month); \$12,848.28 (annually)

Thank you for the opportunity,

A handwritten signature in black ink, appearing to read 'Janet L. Smith', written over a faint, larger version of the same signature.

Janet L. Smith

Attachments (2)

JL/cb

Copy: file

## GATEWAY BUILDING SCOPE OF CUSTODIAL SERVICES

---

1. Sweep and wet mop the first floor service hallway daily.
2. Sweep and wet mop the main hallway from the entry doors to the third floor after every event.
3. Clean and sanitize the interior restroom after every event.
4. Assist painters and carpenters with work order projects and clean up.
5. Inspect building and issue work orders for City assisted repairs.
6. Clean, dust/wipe down window sills daily.
7. Order and maintain inventory of janitorial cleaning supplies.
8. Vacuum carpets daily.
9. Dust wooden beams in ballroom quarterly.
10. Remove scuff marks from walls weekly.
11. Clean lamps and fixtures every six months.
12. Clean grout in all restrooms and tiled surfaces throughout the building quarterly.
13. Vacuum/dust vents in ballroom every six months. Remove for painting as needed.
14. Shampoo carpet once a month, and spot treat as needed.
15. Vacuum building drapes quarterly.
16. Clean and dust wrought iron stairway weekly.
17. Strip and wax floors quarterly. Spray buff kitchen floor as needed.
18. Clean, polish, and sanitize drinking fountain daily.

19. Polish stainless steel in restrooms quarterly.
20. Clean interior windows throughout the building weekly.
21. Clean chairs/remove stains as needed.
22. Drain the dry side of the fire suppression system monthly.
23. Clean main hallway walls/woodwork weekly.
24. Change batteries in restroom fixtures as needed.
25. Assist with elevator repairs and inspections annually or as needed.
26. Show building as needed.
27. Clean service drive from gate to the building as needed.
28. Polish wainscoting monthly.
29. Complete minor plumbing repairs as needed.
30. Vacuum draperies quarterly.
31. Vacuum ceiling tiles monthly. Remove and paint stained tiles as needed.
32. Record boiler readings daily during heating season



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
<b>Building Group 1</b>		
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>
<b>Building Group 2</b>		
Workforce Development	\$ <u>385.00</u>	\$ <u>420.00</u>
<b>Building Group 3</b>		
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>
<b>Building Group 4</b>		
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>

**REQUEST FOR PROPOSALS**  
**Janitorial Services**  
**#48-10**



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:**

**THIS PAGE INTENTIONALLY LEFT BLANK**

## **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 Proposers 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](http://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 187,600 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  
Memorial Day  
Veterans Day  
Christmas Day

Martin Luther King  
Independence Day  
Thanksgiving Day

Good Friday  
Labor Day  
Friday after Thanksgiving

### **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 SERVICES REQUEST FOR PROPOSALS**

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

ESTIMATED LABOR-HOURS (per day)	AREA (sq)	WEEKDAY CLEANING HOURS	CONTACT PERSON	ADDRESS	LOCATION
5	18,200	5 pm to 6 am	G. VanVortsis/494-8731	505 NE Monroe Street	Central Fire Administration
2	6,000	5 pm to 6 am	G. Waters/494-8721	7310 N. Galena Road	Fire Training Academy
3	5,700	5 pm to 6 am	D. Depolder/494-8077	3615 N. Grandview Drive	ESDA Center
<b>10</b>	<b>29,900</b>				<b>Subtotal - Building Group 1</b>
5	17,000	5 pm to 6 am	S. Goble/494-8919	211 Fulton Street, Suite 301	Work Force Development
<b>5</b>	<b>17,000</b>				<b>Subtotal - Building Group 2</b>
24	40,000	8 am to 5 pm 4 pm to 12 am	D. Rogier/494-8321	604 S. Adams Street	Police Headquarters First Shift Second Shift Weekend/Holiday Shift
2	3,800	8 am to 5 pm 3 pm to 6 am	D. Rogier/494-8321	2011 W. Abaker Drive	Police Substation II
8	18,000	2 pm to 6 am	D. Tuttle/494-8035	542 S. Adams Street	Municipal Services Building
<b>34</b>	<b>61,800</b>				<b>Subtotal - Building Group 3</b>
2	3,600	5 pm to 6 am	B. Gawn/494-8180	205 S. Adams Street	Assessor's Office
6	17,800	5 pm to 6 am	S. Myers/494-8851	456 Fulton Street	Twin Towers (Rms 401, 402, 420)
30	35,500	5 pm to 6 am	S. Myers/494-8851	419 Fulton Street	City Hall
8	22,000	4 pm to 6 am	S. Myers/494-8851	3505 Dites Lane	Public Works Facility
<b>46</b>	<b>78,900</b>				<b>Subtotal - Building Group 4</b>
85	187,600				<b>Total - All Building Groups</b>



---

## JANITORIAL SERVICES REQUEST FOR PROPOSALS

---

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

---

#### RESTROOMS

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

#### CORRIDORS AND HALLWAYS

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

#### LOBBIES AND ENTRANCES

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

#### STAIRWAYS

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

---

## JANITORIAL 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>1<sup>ST</sup> YEAR RENEWAL</u>	<u>2<sup>ND</sup> YEAR RENEWAL</u>
<b>BUILDING GROUP 1</b>					
Central Fire 505 N.E. Monroe St.	_____	_____	_____	_____	_____
E.S.D.A. 3615 N. Grandview Dr.	_____	_____	_____	_____	_____
Fire Training Academy 7310 N. Galena Rd.	_____	_____	_____	_____	_____
<b>SUBTOTAL – GROUP 1</b>	_____	_____	_____	_____	_____
<b>BUILDING GROUP 2</b>					
Workforce Development 211 Fulton Street	_____	_____	_____	_____	_____
<b>BUILDING GROUP 3</b>					
Police Headquarters 600 S. Adams St.	_____	_____	_____	_____	_____
Police Substation 2 2011 W. Altofer Drive	_____	_____	_____	_____	_____
Municipal Services Building 542 S. Adams St.	_____	_____	_____	_____	_____
<b>SUBTOTAL – GROUP 3</b>	_____	_____	_____	_____	_____
<b>BUILDING GROUP 4</b>					
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	_____	_____	_____	_____	_____
<b>SUBTOTAL GROUP 4</b>	_____	_____	_____	_____	_____
<b>TOTAL – ALL GROUPS</b>	_____	_____	_____	_____	_____

**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**

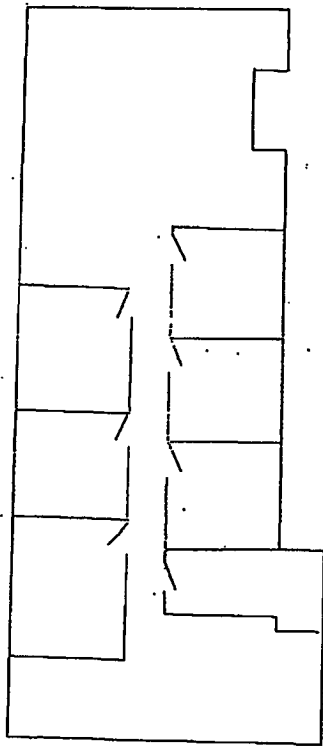
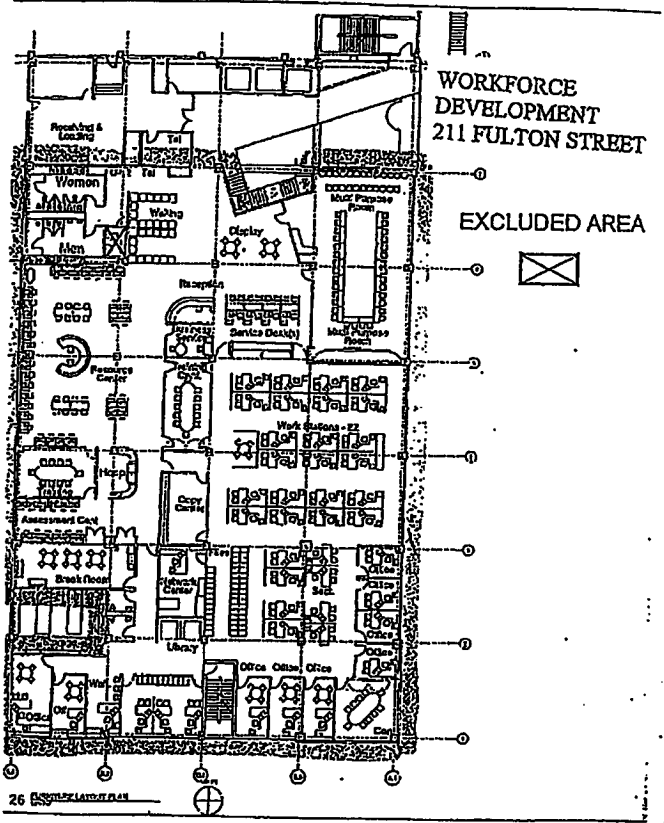
Assessor's Office  
205 S. Adams Street 1 Page

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

City Hall  
419 Fulton Street 3 Pages

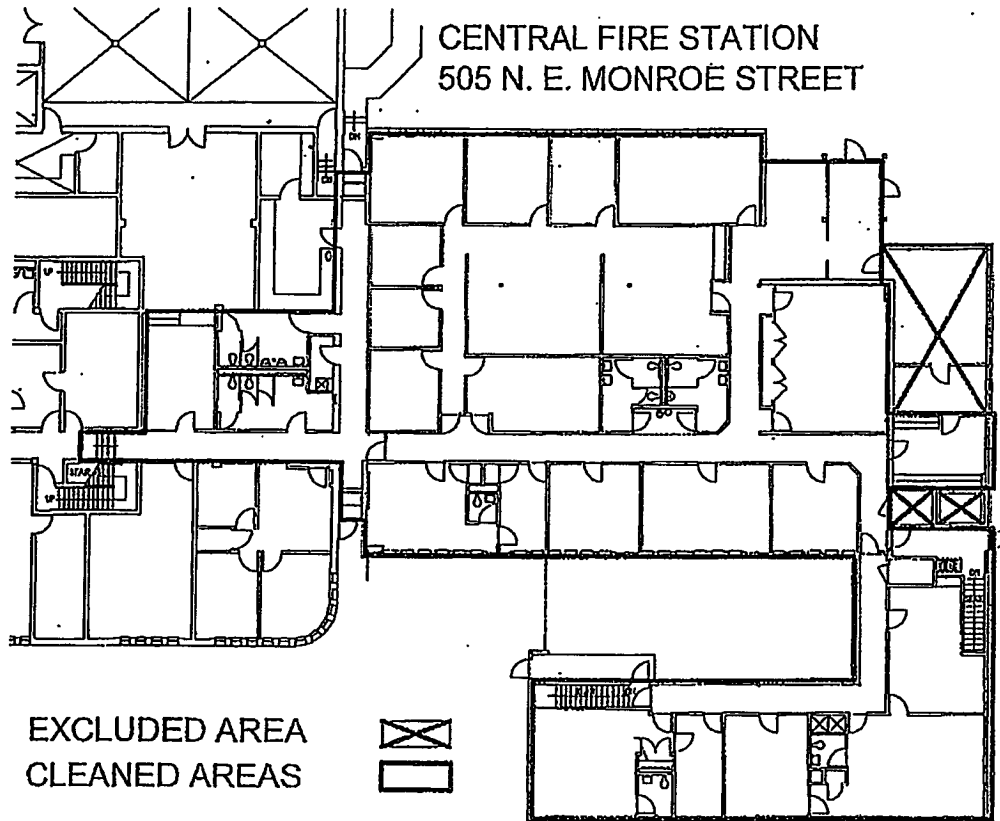
Public Works Facility  
3505 N. Dries Lane 1 Page

JANITORIAL SERVICES REQUEST FOR PROPOSALS



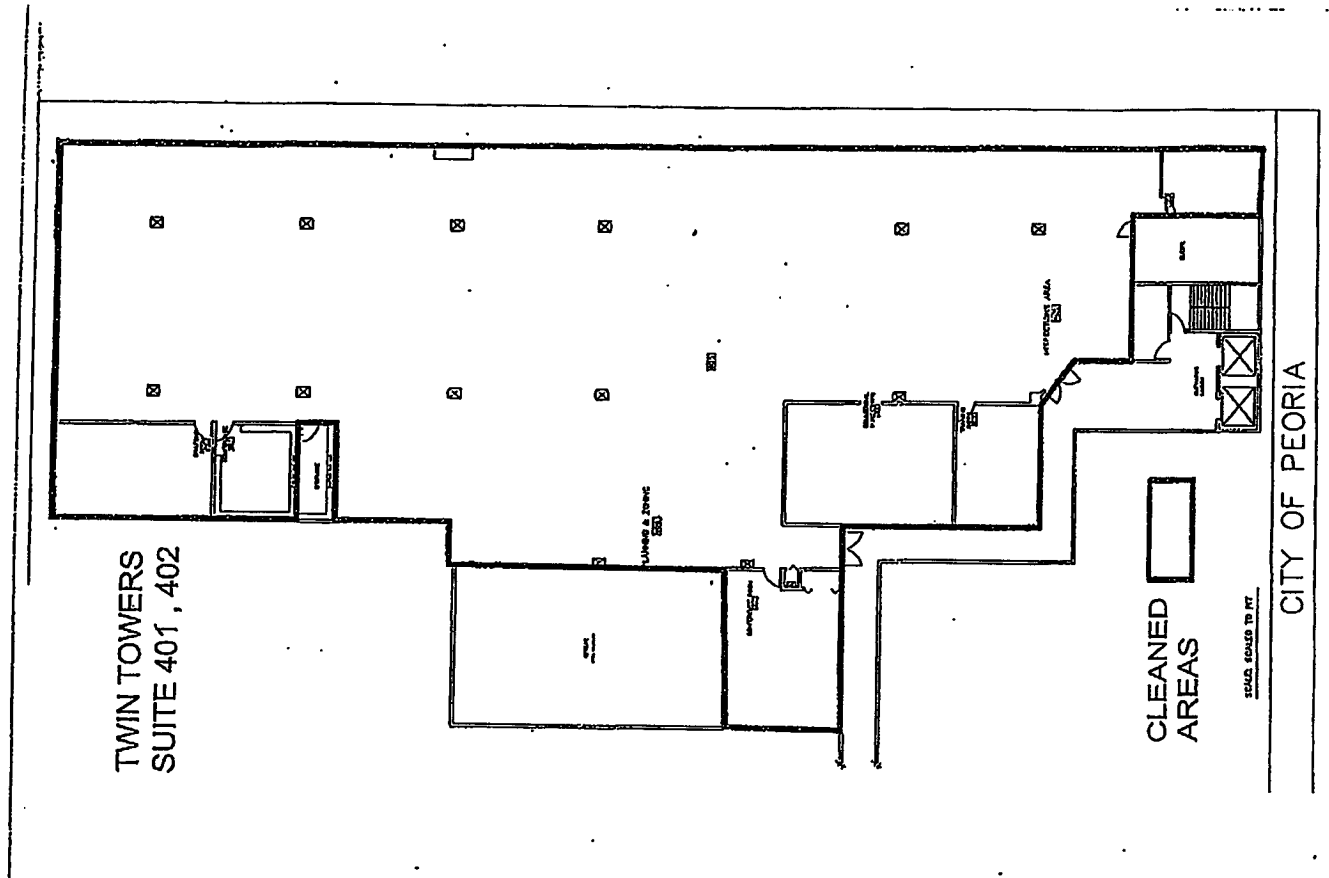
ASSESSORS OFFICES  
205 S.W. ADAMS STREET

JANITORIAL SERVICES REQUEST FOR PROPOSALS

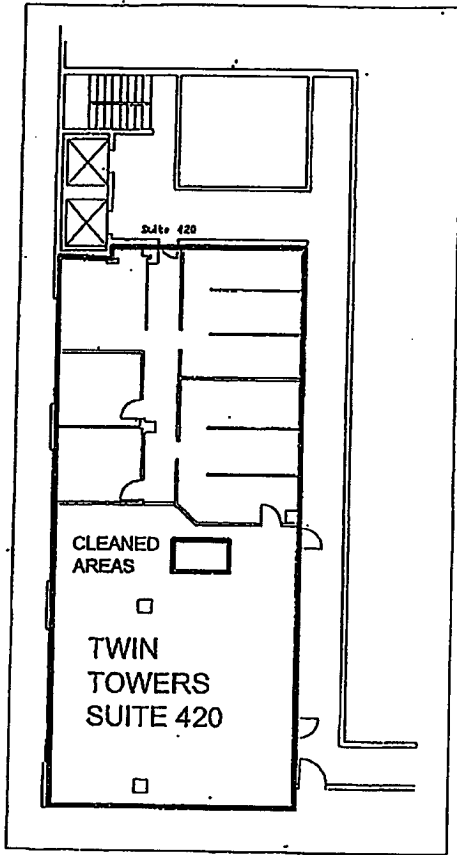




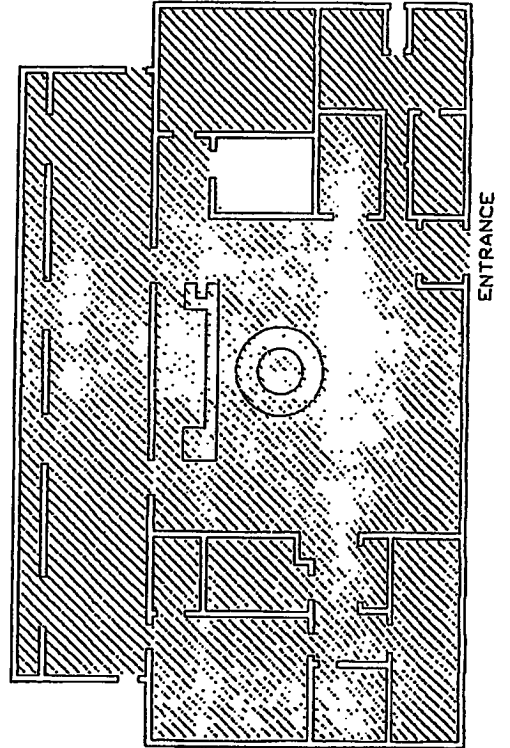
JANITORIAL SERVICES REQUEST FOR PROPOSALS



JANITORIAL SERVICES REQUEST FOR PROPOSALS



Fire Training Academy



# JANITORIAL SERVICES REQUEST FOR PROPOSALS

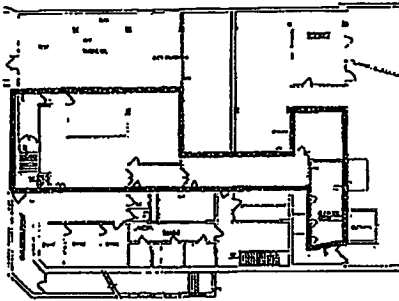


AREAS TO BE  
CLEANED

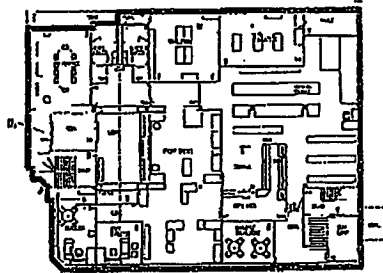


AREAS NOT TO BE  
CLEANED

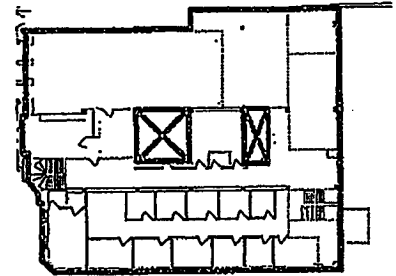
17,500 SQ FT APRX.



LOWER LEVEL PLAN



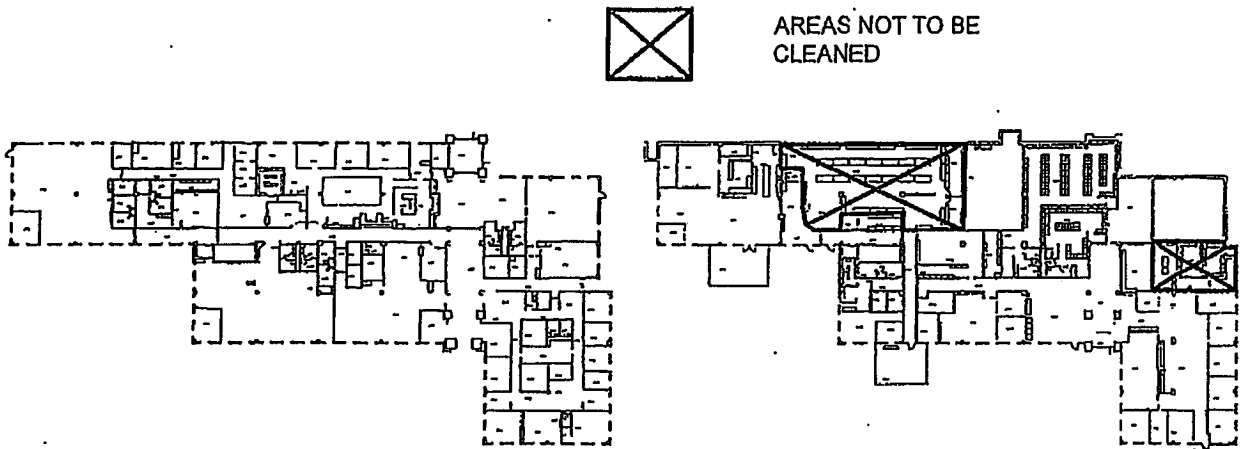
MIDDLE LEVEL PLAN



UPPER LEVEL PLAN

Municipal Services

# JANITORIAL SERVICES REQUEST FOR PROPOSALS



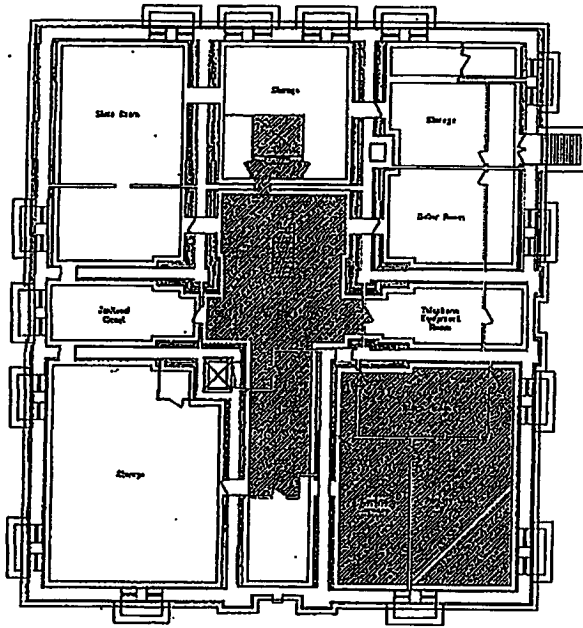
AREAS NOT TO BE  
CLEANED

APRX. 49,500 SQ. FT. TOTAL

Police Headquarters

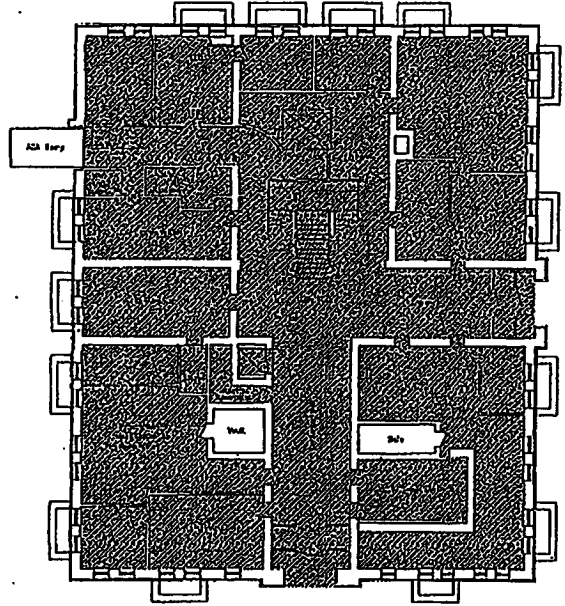
# JANITORIAL SERVICES REQUEST FOR PROPOSALS

CITY HALL BASEMENT FLOOR



FULTON STREET

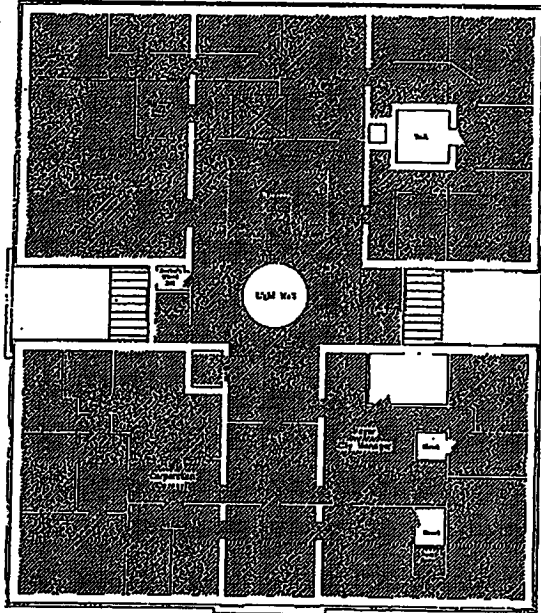
CITY HALL FIRST FLOOR



FULTON STREET

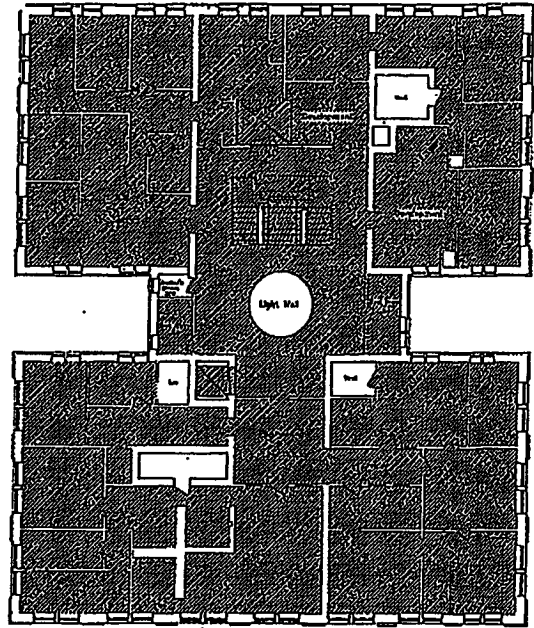
# JANITORIAL SERVICES REQUEST FOR PROPOSALS

CITY HALL SECOND FLOOR



FULTON STREET

CITY HALL THIRD FLOOR

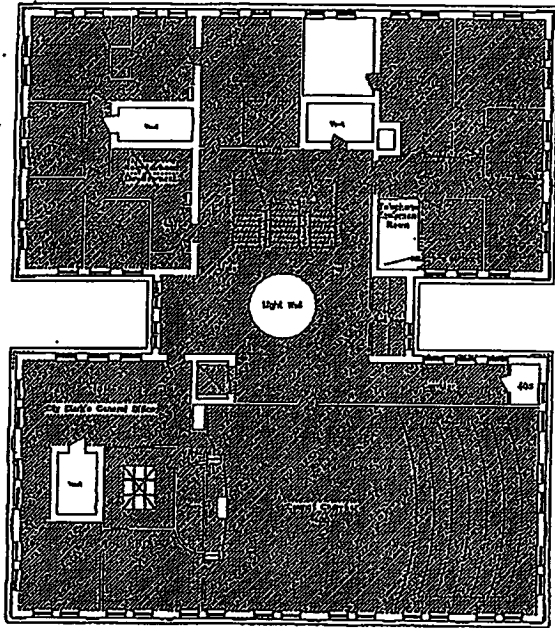


Areas to be serviced ☐

FULTON STREET

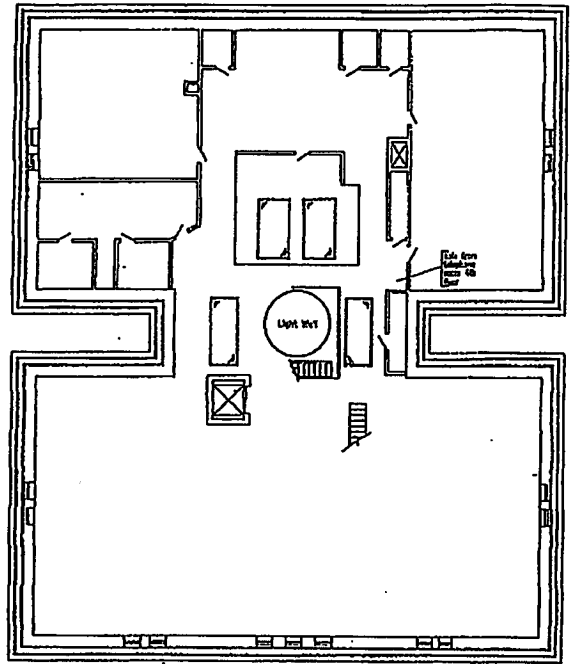
JANITORIAL SERVICES REQUEST FOR PROPOSALS

CITY HALL FOURTH FLOOR



FULTON STREET

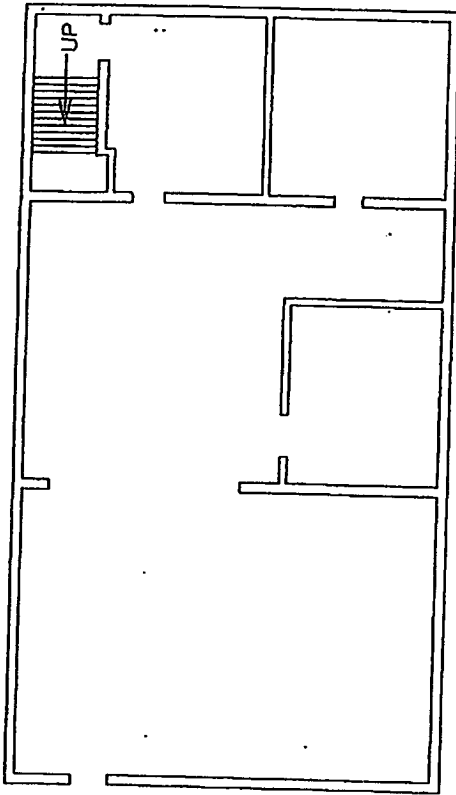
CITY HALL FIFTH FLOOR



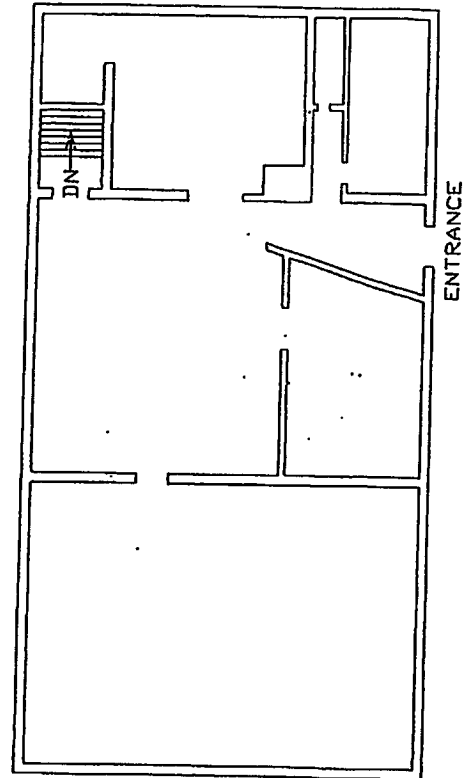
FULTON STREET

JANITORIAL SERVICES REQUEST FOR PROPOSALS

ESDA Basement

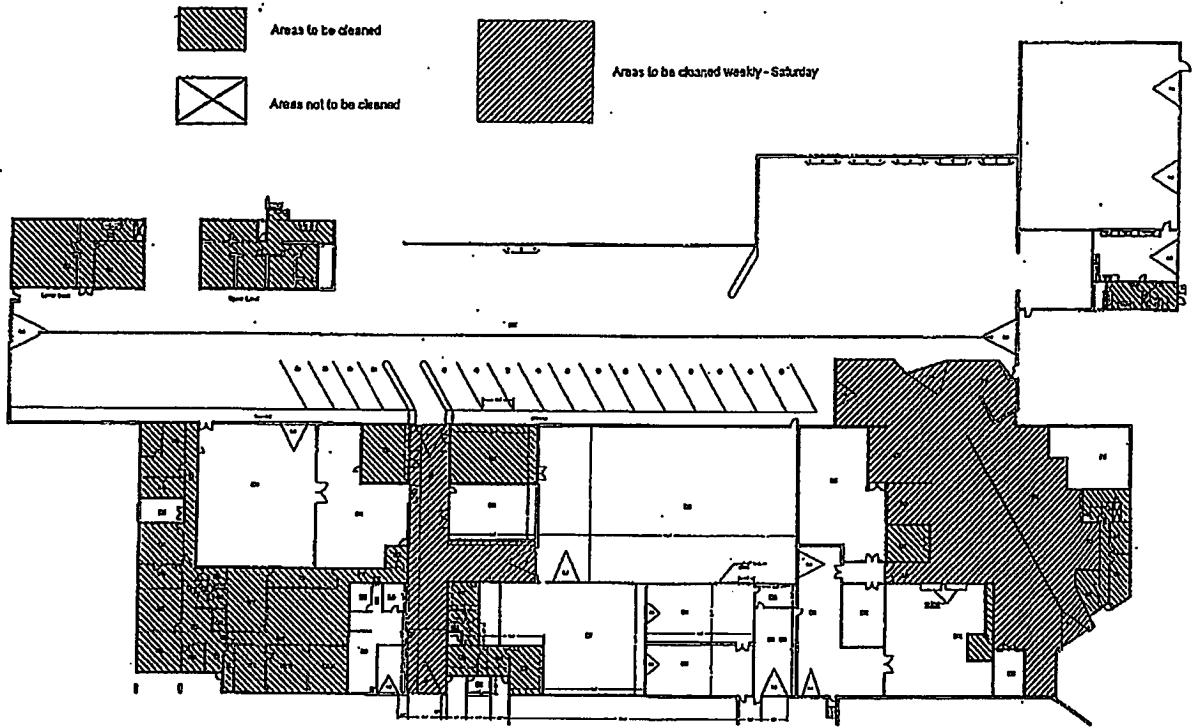


ESDA First Floor





# 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	18,650				
	Square Feet (Carpeted)	10,008				
	Square Feet (Hard Floor)	598				
	Units	63				
	Excess Furniture	2				
	Demol	175				
	Excess Dirt and Trash	1				
	Travel Time	2				
	Carpet Spotting	231.00	27.58	0.11	0.00	0.00
	Clean, Sanitize Telephone	52.00	3.39	0.00	0.10	0.00
	Comp Mop Floor	32.00	3.92	0.00	0.17	0.00
	Dry Dust or Sweep Floor	231.00	25.88	0.10	0.00	0.00
	Dust & Comp Wipe Desk & Chair	52.00	45.70	0.00	0.38	0.00
	Dust Partitions	52.00	5.38	0.00	0.11	0.00
	Desk Telephones	52.00	1.20	0.00	0.02	0.00
	Desk Spot Clean All Extra Flrm	52.00	3.84	0.00	0.18	0.00
	Empty Bruc.Mac Pick Up	231.00	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	22.68	0.09	0.00	0.00
	High Dust	12.00	7.50	0.00	0.00	0.52
	Low Dust	52.00	27.50	0.00	0.62	0.00
	Remove Fingerprints	52.00	16.29	0.00	0.20	0.00
	Spot Clean Partition Glass	231.00	72.10	0.28	0.00	0.00
	Spot Mop Floor	209.00	8.94	0.03	0.00	0.00
	Travel Time	231.00	30.58	0.12	0.00	0.00
	Vacuum Carpet Detail	52.00	223.69	0.00	4.57	0.00
	Vacuum Carpet Traffic Area	209.00	151.59	0.53	0.00	0.00
	Wash Waste Baskets	12.00	4.14	0.00	0.00	0.36
	<b>Total Time in Hours</b>		<b>784.39</b>	<b>1.50</b>	<b>7.31</b>	<b>0.97</b>

# JANITORIAL SERVICES REQUEST FOR PROPOSALS

<i>Area</i>	<i>Detail / Task</i>	<i>Annual Freq</i>	<i>Annual Total</i>	<i>Routine Daily Work</i>	<i>Weekly Project Work</i>	<i>Periodic Project Work</i>
<i>Washrooms</i>						
	Total Square Feet	160				
	Square Feet (mant)	160				
	Fixtures	14				
	Number Of Washrooms	2				
	Cln/Refill Paper/Soap Dispens.	281.00	21.75	0.08	0.00	0.00
	Cln/Sanz. Fixtures/Mirrors	281.00	55.83	0.21	0.00	0.00
	Dust Metal Partitions	52.50	0.81	0.00	0.01	0.00
	Dust, Damp Mop Floor	261.00	17.28	0.07	0.00	0.00
	Empty Paper Towel Trash Contnr.	281.00	1.80	0.01	0.00	0.00
	Empty Sanitary Napkin Contnr.	281.00	1.91	0.01	0.00	0.00
	Restock Sanitary Napkin Holder	281.00	4.25	0.02	0.00	0.00
	Restock Toilet Seat Covers	281.00	18.23	0.08	0.00	0.00
	Spot Cln. Metal Partitions	201.00	4.06	0.02	0.00	0.00
	Wash wafe	12.50	2.87	0.00	0.00	0.22
	Wash, Sanitz. Metal Partitions	12.50	5.80	0.00	0.00	0.47
	<i>Total Time in Hours</i>		131.07	0.47	0.01	0.69
	<i>Grand Total Time in Hours</i>		215.46	1.97	7.32	1.66

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 START THIS BUILDING	EST. SQ. FEET PER FTE
23,048	2,258	0	2,258	1.20	19,192

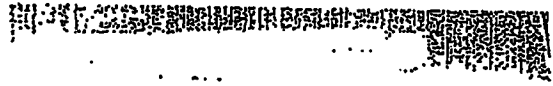
Estimated Cleaning Labor Hours  
 And Cleaning Labor Costs

EST. CLEANING LABOR COSTS	EST. CLEANING LABOR HOURS	BUILDING 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	RESILIENT	HARD	CARPET	WOOD	SYNTHETIC	TOTAL SQ. FT. OF FLOORS
Auto Shop Area	0	7,765	0	0	0	7,765
Break Rooms	0	1,671	0	0	0	1,671
Conference Rooms	0	0	568	0	0	568
Custodial Closets	0	123	0	0	0	123
Entrances/Lobbies	168	0	0	0	0	168
Hallways	546	513	0	0	0	1,059
Kitchens	50	0	0	0	0	50
Large Non-Congested Areas	0	2,840	0	0	0	2,840
Locker Rooms	0	323	0	0	0	323
Offices	1,413	0	4,767	0	0	6,180
Restrooms	362	211	0	0	0	573
Shop Area	1,558	0	0	0	0	1,558
Showers Rooms	0	114	0	0	0	114
Vestibules	0	56	0	0	0	56
<b>BUILDING TOTALS</b>	<b>4,097</b>	<b>13,616</b>	<b>5,335</b>	<b>0</b>	<b>0</b>	<b>23,048</b>
<b>FACILITY TOTALS</b>	<b>4,923</b>	<b>23,395</b>	<b>29,281</b>	<b>784</b>	<b>0</b>	<b>58,383</b>



Estimated Costs

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



## Cleaning Program

TASKS	QTY	TIME (EACH/1000 SQ. FT.)	MINUTES PER OCCUR.	DIFF. FACTOR	ANNUAL OCCUR.	EST. ANNUAL LABOR HOURS	EST. ANNUAL LABOR COSTS	EST. ANNUAL PRODUCT COST	EST. ANNUAL CLEANING COST.
<b>Auto Shop Area</b>									
Sweep Floor Using 36" Push Broom.	7765	4.8	149.09	4.00	52	129.21	\$1,917.47		
Autoscrub Floor Using 26" Autoscrubber (with cleaner).	7765	5.8	180.15	4.00	52	156.13	\$2,316.94	\$0.00	\$1,917.47
Flood Rinse Floor (with water).	7765	12	186.36	2.00	52	161.51	\$2,396.84	\$654.12	\$2,971.07
Empty (lg) Trash Can / Rollins If Necessary.	5	3	15.00	1.00	52	13.00	\$192.92	\$0.00	\$2,396.84
						459.85	\$6,824.17	\$0.00	\$192.92
<b>Break Rooms</b>									
Scrub Floor Using 20" Std Speed Flr Machine.	1671	27	45.12	1.00	2	1.50	\$22.32		
Acid Clean Sinks.	3	2.5	7.50	1.00	52	6.50	\$96.46	\$0.65	\$22.97
Acid Clean Drinking Fountain.	1	1.5	1.50	1.00	52	1.30	\$19.29	\$4.15	\$100.61
Check and Refill Hand Soap Dispensers.	3	0.5	1.50	1.00	104	2.60	\$38.58	\$1.84	\$21.14
Check and Refill Paper Towel Dispensers.	3	1.25	3.75	1.00	104	6.50	\$96.46	\$0.00	\$38.58
Disinfect Sinks.	3	2.5	7.50	1.00	208	26.00	\$385.84	\$0.00	\$96.46
Disinfect Drinking Fountains.	1	1.5	1.50	1.00	208	5.20	\$77.17	\$0.18	\$386.02
Wax Mop with 48" Mop.	1671	2.4	4.01	1.00	260	17.38	\$257.90	\$0.06	\$77.23
Wax Mop Using 32 oz. Mop Head (with cleaner).	1671	9.6	16.04	1.00	260	69.51	\$1,031.58	\$0.00	\$257.90
Clean Mirrors.	3	0.5	1.50	1.00	260	6.50	\$96.46	\$14.08	\$1,045.66
								\$0.65	\$97.11
<b>Conference Rooms</b>									
						143.00	\$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