



**REQUEST FOR PROPOSAL
RFP - Janitorial Services**

The Village of Campton Hills will receive proposals (or “bids”) for Commercial Janitorial Services, until December 15, 2022 at the office, 40W270 LaFox Road, Ste B Campton Hills, IL 60175.

The documents are on file at Village Hall and also on the Village website, www.camptonhills.illinois.gov

Services are scheduled to begin in early January 2023, depending on construction completion.

All Qualifications can be submitted by e-mail, mail or hand delivered to:

Denise Burchard
Village of Campton Hills
40W270 LaFox Road, Ste B
Campton Hills, IL 60175
dburchard@camptonhills.illinois.gov

The Village reserves the right to reject any or all proposals.

Denise Burchard
Village Administrator

GENERAL INFORMATION

This contract is for one year with the potential to renew automatically for up to four years.

The Village supplies all trash liners, toilet paper, paper towels, and liquid soap for dispensers. All other cleaning supplies are to be furnished by the contractor.

Proof of general liability insurance and appropriate worker's compensation insurance as indicated in the attached agreement for services – and list the Village of Campton Hills as an additional insured on the required policy.

All the cleaning contractor's employees and management personnel working within Village Buildings MUST pass a background check, provided by the Campton Hills Police Department.

Each bidder must furnish the Village with at least three (3) commercial cleaning references.

Any contractor being awarded the bid will be reviewed within a defined probationary work period that allows for a review of cleaning performance. The defined period is to be determined by the Village Administrator.

The contractor must furnish the Village with a list of all equipment used in the performance of the job. The village has a storage area to store items to be used by the contractor.

The winning bidder must have accessible managers and will provide cell phone and email addresses.

The winning bidder must comply fully and sign the enclosed Professional Services agreement.

JANITORIAL CONTRACTOR'S POLICY OF CONDUCT

Janitorial Contractors provide a valuable and professional service to the Village. All policy of conduct problems or questions will be handled through the Village Administrator. The following items shall be our guidelines of conduct in contracts with the other agencies of the Village and the tax-paying public.

- Be courteous to all people.
- Do not agree to provide any other service that is not in your contract. All changes in work scope must go through the Village Administrator first. (unless the service is very minor and can be accomplished in minutes and at no material cost.)
- Report any damage or irregularities (defective plumbing, unlocked doors, inventory requirements) to the Village Administrator.
- Do not use or operate any office machines or equipment.
- Contact the Village Administrator to report any problems on the job, and also for supply needs for which a request form will be provided.
- Be aware that you are working in areas that may contain confidential material. Any breach of confidentiality could result in criminal charges being filed.

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

1. Bidders may request a tour of the village hall by scheduling an appointment with Dory Stipetic at 630-524-6250 or dstipetic@camptonhills.illinois.gov
2. Proposals must be submitted by December 15, 2022. They shall be clearly marked with the company name, contact person, mailing address, and telephone number of the bidder.
3. The Village shall not reimburse any bidder for any cost incurred in preparing a proposal, tour of the building or interviews.
4. The Village reserves the right to determine, in its sole reasonable discretion, whether any proposal meets the needs or purposes intended and is within the approved budget. The Village does not base its award on prices alone.
5. The final award shall be made by the Village Board in the best interests of the Village of Campton Hills.
6. The Village reserves the right to conduct such investigations as it deems necessary to assist in the evaluation of any proposal to establish the experience, responsibility, reliability, references, reputation, qualifications, or financial ability of any bidder. The purpose of such investigation is to satisfy the Village that the bidder has the experience, resources, and commercial reputation necessary to supply the specified equipment and to perform the necessary warranty and product support in accordance with the proposal.
7. The Village reserves the right, if it deems such action to be in its best interests, to reject any and all proposals or to waive any irregularities or informalities therein. Any incomplete, false, or misleading information provided by any bidder shall be grounds for rejection of the proposal.
8. No Bid shall include federal excise taxes or state or local sales or use taxes.
9. Proposals received as a result of this request are prepared at the bidder's expense and become Village property and is therefore a public record upon opening by the Village.
10. By submitting a proposal, the offeror acknowledges that (a) the preparation of the bid, and other quotations herein contained, does not obligate the Village in any way; (b) the Village assumes no obligation to enter into an agreement for the work; (c) all bid documents are understood; and (d) the offeror has the equipment, technical ability, personnel and facilities to complete the work as specified herein in accordance with the bid documents.

SCOPE OF WORK

WEEKLY

- Cleaning to be done on Mondays, between 8:00 a.m. – 4:30 p.m.
- Vacuum carpeted floors and mats
- Vacuum, wet mop and dry mop luxury vinyl flooring with proper solutions so as not to damage flooring
- Vacuum, wet mop and dry mop staircase
- Dust all horizontal surfaces including countertops, desktops, computers, telephones, window frames and sills, file cabinets, and desktops unless cluttered with papers. This includes moving filing trays, telephones etc to dust under them.
- Clean and sanitize telephones
- Empty wastebaskets – replace liners as necessary
- Vacuum and wet mop entryways
- Dust and polish entryway wood wall panels and counter panels
- Clean entry doors and glass
- Wash and sanitize door handles
- Turn off all lights except those to be left on, close windows, and lock all doors
- Dust and polish wooden furniture as well as office chairs
- Clean kitchen –
 - Clean counters, stove, microwaves, toaster ovens and refrigerator
 - Clean and sanitize sink
 - Clean and sanitize kitchen tables and chairs
 - Remove trash receptacles and clean out the trash cabinet
- Clean and sanitize three restrooms:
 - Sinks, toilets, counters, accessories
 - Polish wood cabinets in two employee restrooms
 - Clean and sanitize changing station
 - Mop and sanitize floors
 - Clean mirrors
 - Fill paper dispensers as necessary

MONTHLY

- Dust and polish baseboards, doors and high surfaces
- Dust ceilings and corners for cobwebs
- Dust light switches, outlets, fire alarms, ADT cabinets
- Dust blinds
- Wipe down kitchen cabinets Vacuum upholstered chairs in offices
- Vacuum upholstered chairs in offices

SEMI-ANNUALLY

- Wash windows inside and out; including storm windows
- Shampoo carpets
- Dust ceiling beams

DETENTION AREA (ON CALL)

- Occasionally the holding cell will need to be cleaned and sanitized after an arrest. Contractor would need to be available for this clean within the first 12 hours of detainee release. Please specify a price for this service.

INSURANCE

The insurance shall be with a company or companies licensed to do business in the State of Illinois. A copy of certificates shall be filed with the Village. The Contractor shall cause to have an endorsement naming the Village, its officials, employees and agents as additional insured. Insurance required by this Article shall be written with a company having at least an "A: policyholder's rating and a minimum Class 10 financial rating as listed in the Best Insurance Guide, latest edition. During the term of the Contract, the Contractor shall, at his own expense, purchase and maintain insurance in accordance with these General Conditions as follows:

1. Workers Compensation – Statutory limits
 - a. Employer’s Liability - \$500,000 per accident
 - b. Contractors having office of places of hire outside the State of Illinois shall attach or otherwise show an “All States” endorsement.

2. Comprehensive General Liability
 - a. Minimum limits:
 - Body Injury 1,000,000 each occurrence
 2,000,000 aggregate
 - Property Damage 1,000,000 each occurrence
 2,000,000 aggregate
 - Personal Injury 1,000,000 per occurrence
 - b. Included Coverage
 - Premises and Operations
 - Independent Contractors Contractual
 - Completed Operations (Continue coverage in force for one year after completion or work)

3. Automobile Liability
 - a. Minimum limits:
 - Bodily Injury \$1,000,000 combined single limit per accident
 - b. Included Coverage
 - Owner vehicles
 - Non-owned vehicles
 - Hired vehicles

4. The Contractor shall also purchase and maintain such insurance as will protect the Owner and their agents and their employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom; and (2) is caused in whole or in part by any negligent act of omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this subparagraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or Subcontractor under Workers Compensation Acts, disability benefit acts or other employee benefit acts.

QUALIFICATIONS SHEET

**LIST AT LEAST THREE (3) WHICH YOU HAVE PROVIDED JANITORIAL
CLEANING SERVICES FOR AT LEAST TWO YEARS OF SIMILAR MAGNITUDE
OF WORK AS PROPOSED UNDER THIS CONTRACT**

Name of Site	Address	Contact Person	Contact Person's Phone Number
1.			
2.			
3.			
4.			
5.			



PROPOSAL SUMMARY

Company: _____

Contact: _____

E-mail/Phone #: _____

For all responsibilities covered by the specifications, the total monthly cost is:

\$ _____ for the Campton Hills Village Hall/Police Department.

(Below not to be included in the monthly charge)

Separate line items

\$ _____ for carpet cleanings twice a year

\$ _____ for window cleanings twice a year

\$ _____ for dusting of ceiling beams twice a year

Grand Total for facility including line items.

\$ _____

The total average daily cleaning hours proposed for the facility is:

For additional service for detention area:

\$ _____

For additional and/or emergency service required the hourly rate per person is:

\$ _____

The Village is in the process of renovating the village hall/police department. Once construction is completed, we will need a one-time cleaning of the building. Please provide a proposal for this service to be done prior to the start of the weekly contract.

\$ _____