

RESOLUTION NO. R-23-06

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN
THE VILLAGE OF CAMPTON HILLS, KANE COUNTY, ILLINOIS
AND PARADISE JANITORIAL SERVICES, INC.**

WHEREAS, the Village of Campton Hills, Kane County, Illinois (the "*Village*") is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

WHEREAS, Paradise Janitorial Services, Inc. is a Corporation that provides janitorial services to its customers; and

WHEREAS, the Village requested proposals from several janitorial companies of which Paradise Janitorial Services, Inc submitted the lowest proposal; and

WHEREAS, Paradise came highly recommended by references contacted; and

WHEREAS, the Village President and Board of Trustees of the Village of Campton Hills (the "*Corporate Authorities*") deem it advisable and in the best interest of the residents of the Village to enter into the Agreement with Paradise for janitorial services for a cost not to exceed \$10,200 for fiscal year 2023/2024;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Campton Hills, Kane County, Illinois, as follows

Section 1. That the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

Section 2. That the Agreement between Paradise and the Village, a copy of which is attached hereto and made a part hereof as *Exhibit A*, is hereby agreed to and adopted by the Village.

Section 3. That the Agreement between Paradise Janitorial Services, Inc. and the Village is hereby approved in substantially the form presented to the Village Board, and that the Village President is hereby authorized to execute the Agreement on behalf of the Village.

Section 4. That the officials and officers of the Village are further hereby authorized to undertake actions on the part of the Village as contained in the Agreement to complete satisfaction of the provisions, terms or conditions stated therein.

Section 5. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any other provision of this Resolution.


Section 6. All ordinances, resolutions, motions or orders in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 7. This Resolution shall be in full force and effect upon its passage, approval, and publication in the manner provided by law.


Passed this 21st day of March, 2023 pursuant to a roll call vote as follows:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Charles Cappell	<input checked="" type="checkbox"/>	_____	_____	_____
Trustee Susan P George	<input checked="" type="checkbox"/>	_____	_____	_____
Trustee Jim McKelvie	<input checked="" type="checkbox"/>	_____	_____	_____
Trustee Mike Millette	<input checked="" type="checkbox"/>	_____	_____	_____
Trustee Ed Muncie	<input checked="" type="checkbox"/>	_____	_____	_____
Trustee Wendy K. White Eagle	<input checked="" type="checkbox"/>	_____	_____	_____
President Michael Tyrrell	_____	_____	_____	_____

APPROVED this 21st day of March, 2023


Michael Tyrrell, Village President

(SEAL)

ATTEST: 
Dorothea Stipetic, Deputy Village Clerk



Company: Paradise Janitorial Services, Inc

Contact: Andrew Martinez

E-mail/Phone #: andrew@paradisejanitorialservices.com 630-210-2377

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

\$625.00 for the general cleaning of the Village Hall/Police Department

(Below not to be included in the monthly charge)

Separate line items

\$425.00 for carpet cleanings twice a year

\$720.00 for window cleanings twice a year

\$550.00 dusting of ceilings twice a year

Grand Total for facility including line items.

\$ 2 320.00

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

3.5 hrs

For additional service for detention area:

\$ 100.00

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

\$ 35.00

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.

\$ 550.00

This contract covers the period of May 1, 2023 through April 30, 2024

Signed: James Buchanan

Date: 4/27/23

Signed: AM

Date: 4-17-202

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.

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 -
 - o Clean counters, stove, microwaves, toaster ovens and refrigerator
 - o Clean and sanitize sink
 - o Clean and sanitize kitchen tables and chairs
 - o Remove trash receptacles and clean out the trash cabinet
- Clean and sanitize three restrooms:
 - o Sinks, toilets, counters, accessories
 - o Polish wood cabinets in two employee restrooms
 - o Clean and sanitize changing station
 - o Mop and sanitize floors
 - o Clean mirrors
 - o Fill paper dispensers as necessary

MONTHLY

- Dust and polish baseboards, doors and high surfaces
- Dust ceilings and comers 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 whom 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.