

# CITY OF ST. CHARLES



**ST. CHARLES**  
S I N C E 1 8 3 4

## **REQUEST FOR PROPOSALS (RFP)**

**To Provide  
Janitorial Services**

**For The  
City of St. Charles, Illinois**

**3 May 2016**



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## INVITATION TO PROPOSER

### Janitorial Services City of St. Charles

NOTICE IS HEREBY GIVEN that Request for Proposals (RFP) are invited by the City of St. Charles, Illinois for specifications for **JANITORIAL SERVICES**.

The City of St. Charles is seeking qualified contractors with experience and interest to present their qualifications and capabilities to provide Janitorial Services for the City of St. Charles, Illinois.

**Proposal forms and specifications are available** for pick-up at the City of St. Charles, Public Works Facility located at 200 Devereaux Way, St. Charles, IL 60174

**Proposals are Due and will be accepted until 2:00 P.M. on Tuesday, May 3, 2016** with the following provisions:

1. Submit Two (2) Complete Copies of RFP/ Qualifications
2. RFP/ Qualifications are to be contained in Sealed Envelopes marked with the RFP Title ("Janitorial Services"), Proposal Due Date and Time.
3. **PROPOSALS SUBMITTED BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED!**

Proposal shall be submitted to: **City of St. Charles, Public Works Facility  
200 Devereaux Way  
St. Charles, Illinois 60174  
Attn: AJ Reineking, Public Works Manager**

Offers may not be withdrawn for a period of 90 days after proposal due date without the consent of the City of St. Charles.

Any Proposal submitted unsealed or unsigned, received via fax transmissions, electronically or received subsequent to the aforementioned date and time, may be disqualified and returned to the submitter.

The City of St. Charles reserves the right to reject any and all proposals or parts thereof, to waive any irregularities or informalities in proposal procedures and to award the contract in a manner best serving the interest of the City.

Proposals will not be opened in a public forum.



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# REQUEST FOR PROPOSALS

## Janitorial Services City of St. Charles

### Services Summary

The City of St. Charles is seeking proposals and statements of qualifications from interested companies to provide professional **JANITORIAL SERVICES** in accordance with the attached specifications.

The Janitorial Services Provider will provide janitorial services for City buildings and facilities. The successful firm will act as the Janitorial Services Provider for all of the City Facilities as prescribed in Exhibit A attached to this request for proposal. Each building will consist of all areas such as, but not limited to, general office areas, common areas, executive and private offices, cafeterias, stairways, washrooms, store rooms, conference areas, and training rooms.

### Project Description

The Janitorial Services are requested for the following City buildings, which are detailed in Exhibit A:

1. Municipal Building
2. Atrium Building
3. Old City Hall Building
4. Police Department Building
5. Century Station Building
6. Public Works Facility
7. Laboratory Building

### **A. GENERAL PROCESSING AND SELECTION PROCEDURES**

Unless otherwise directed by the City the following general procedures are used in the selection of vendors to provide professional services:

1. The City prepares a project description, criteria for selection and requirements for the specific contract. A proposal package is mailed to interested offerors and notice of the intent to contract for services is established.
2. The City receives written proposals. The proposals should include a resume of the firm, references from past and present clients, similar experience.



3. The City reviews and evaluates the proposals based on the established selection criteria and a comparison of all proposals. If necessary, the City may request a meeting with one or more offerors to clarify and/or expand on the proposal in accordance with the requirements of the proposal, the City may negotiate terms, conditions, and fees with one or more offerors.
4. The City selects the proposal, which, based on the ability to meet the criteria, appears to be the most advantageous selection for the City and subsequently recommends contract award to the City of St. Charles.
5. The following table outlines the anticipated timeline for RFP proposal submission and selection.

<b>Activity</b>	<b>Target Dates</b>	<b>Location</b>
RFP Issued	April 12, 2016	
Mandatory Pre-Proposal Meeting	April 19, 2016	City of St. Charles
Submission of Proposals	May 3, 2016	City of St. Charles
Interviews by Invitation	May 05, 2016	City of St. Charles
Final selection made	May 09, 2016	City of St. Charles
RFP Awarded	June 06, 2016	City of St. Charles

**Note: All offerors are REQUIRED to visit each building area before submitting a proposal. A Mandatory Pre-Proposal Meeting is scheduled on Tuesday, April 19, 2016 at 9:00 a.m. We will meet at the Public Works Facility located at 200 Devereaux Way. Please provide about 2 hours to tour all of the facilities. In the event that you cannot attend the Pre-Proposal Meeting, you must contact us to schedule an alternate time and/or date.**

**B. REQUEST FOR PROPOSALS**

Definition:

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible offerors and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

Familiarity with Conditions:

Offerors are advised to become familiar with all conditions, instructions, and specifications governing this proposal. Once the award has been made, failure to have read all the conditions, instructions and specifications of this Request for Proposal, and any subsequent contract, shall not be cause to alter the original contract or request additional compensation.



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Discussion of Proposals:

All offerors are advised that in the event of receipt of an adequate number of proposals, which in the opinion of the City require no clarification and/or supplementary information, such proposals may be evaluated without discussion. Hence, proposals should be initially submitted on the most complete and favorable terms which offerors are capable of offering to the City.

The City may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the City shall not disclose any information derived from one proposal to any other offeror. The City reserves the right to request the offeror to provide additional information during this process.

During discussions, the offeror shall be prepared to cover the following topics:

1. The specific services to be provided;
2. Qualifications of the offeror, including work on similar projects, experience of personnel, etc;
3. The working relationship to be established between the City and the offeror, including, but not limited to what each party should expect from the other.

Negotiations:

The City of St. Charles reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The City may require the RFP and the offeror's entire proposal be made an integral part of the resulting contract. This implies that all responses, supplemental information, and other submissions provided by the offeror during discussions or negotiations will be held by the City of St. Charles as contractually binding on the successful offeror.

Notice of Unacceptable Proposal:

When the City determines an offeror's proposal to be unacceptable, such offeror shall not be afforded an additional opportunity to supplement its proposal.

Confidentiality:

The City shall examine the proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the contract, all responses, documents, and materials submitted by the offeror pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the City. All data, documentation and innovations developed as a result of these contractual services shall become the property of the City. Based upon the public nature of these RFP's, an offeror must inform the City, in writing, of the exact materials in the offer, which cannot be made a part of the public



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record in accordance with the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq*; hereinafter, the "Act").

Once a contract is awarded, the Contractor shall maintain full compliance with all provisions of the Act, including, but not limited to, providing any requested records subject to the Act within the deadlines provided by the Act. Failure by the Contractor to maintain compliance with any provisions shall result in the assessment of any and all penalties, damages, and/or costs incurred by the City to the Contractor that shall be paid immediately by the Contractor upon demand of the same by the City.

**C. TERMS AND CONDITIONS**

Authority:

This Request for Proposals is issued pursuant to applicable provisions of the City of St. Charles. Responses to this RFP shall be opened in private by City officials to avoid disclosure of contents that may contain confidential or proprietary information to competing Respondents.

Errors in Proposals:

Offerors are cautioned to verify their proposals prior to submission. Negligence on the part of the offeror in preparing the proposal confers no right for withdrawal or modification of the proposal.

By executing the contract, the offeror represents that it has completely informed itself of all conditions under which services are to be performed, the service area(s), and all other relevant matters pertaining to the services as specified herein, including, but not limited to, type of housing, population density, roads, traffic patterns, required collection procedure, labor requirements, and any other factors which would affect the execution and/or completion of the services covered by the contract.

Reserved Rights:

The City reserves the right, at its sole discretion, to use without limitation any and all information, concepts, and data submitted in response to this RFP, or derived by further investigation thereof. The City further reserves the right at any time and for any reason to cancel this solicitation, to reject any or all proposals, to supplement, add to, delete from, or otherwise change this RFP if conditions dictate. The City may seek clarifications from a Respondent at any time and failure to respond promptly may be cause for rejection. The City also reserves the right to interview only those firms it determines shall provide the most advantageous services to the City, and to negotiate with one or more Respondents acceptable to the City.

Incurred Costs:

The City of St. Charles will not be liable in any way for any costs incurred by respondents in replying to this RFP.

Award:



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Award shall be made by the City of St. Charles to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration price and the evaluation criteria set forth herein below. The City of St. Charles reserves the right to accept the Proposal as a whole, or any component thereof, if it appears to be in the best interests of the City.

Final Contract:

This Document (City of St. Charles, Request for Proposals To Provide Janitorial Services, Dated 3 May 2016) will serve as the Final Contract. Any agreement or contract resulting from the acceptance of a proposal shall be on forms approved by the City's legal counsel and shall contain, as a minimum, the applicable provisions of this request for proposal and the proposal itself. The City reserves the right to reject any agreement or contract which does not conform to the request for proposal, the proposal of the firm concerned, or the City's requirements for agreements and contracts.

Evaluation Considerations:

Selection criteria refers to the qualifications that the City would require in order to award a contract for services, or qualifications that the City intends on using to evaluate.

Respondents in order to select the most qualified respondent for the project. At a minimum, Respondents must provide all requested information in this request for proposal.

Evaluation Criteria is shown below. The City of St. Charles shall consider the following when judging the ability of offerors to meet the requirements of this Proposal.

1. Compliance with Request for Proposals  
This refers to the adherence to all conditions and requirements of the Request for Proposals.
2. Quality of Response  
Clearly demonstrated understanding of the work to be performed. Project staff experience and ability to successfully work with the other project team members.
3. Completeness  
Completeness and reasonableness of the offeror's plan/proposal for accomplishing the tasks.
4. Capability  
Level of capability demonstrated by the offeror's proposed resources for meeting the requirements of this proposal. A demonstrated ability to complete projects on schedule and within budget.
5. Competence  
Level of competence of the offeror's for managing sensitive construction projects including existing facility remodeling.



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Services to be Provided

This refers to the exact type and nature of the offeror's proposed services and how they accomplish the objectives of the project, as well as the ability to rapidly respond to the City's needs, as defined in the Evaluation Criteria set forth.

Qualifications of the Company

This refers to the offeror's capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, and reliability, which will assure good faith performance, as well as satisfactory reference verification. This criteria includes:

1. The experience of the firm and its record on engagements of a similar nature, including the ability to serve in a similar capacity for other units of government or organizations.
2. Personnel to be assigned to the project, and their education, capabilities, qualifications and experience with similar projects; and proposed contract fees. (Please note that price is only one factor for consideration of award).

Acceptability of Proposals:

The Offer shall be evaluated solely in accordance with the criteria set forth herein. The proposals shall be categorized as follows:

- A. Acceptable;
- B. Potentially Acceptable; that is reasonably susceptible of being made acceptable; or
- C. Unacceptable.

Budget:

The offeror shall propose a not-to-exceed amount for Janitorial Services as detailed in the Fee Proposal Form.

If proposing costs which may include alternate programs or services not covered in the base bid pricing, the offeror, when offering such alternative services must provide a detailed explanation of additional optional services to be offered.

Contract Period:

The agreement covers a period of three (3) years, beginning on June 01, 2016 and extending to April 31, 2019. The City will have the option to extend the agreement on an annual basis up to two (2) additional years.

Taxes:

The City is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax.

Indemnification and Liability:



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To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its officials and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anywise accrue against the City, its officials and employees, arising in whole or in part or in consequence of the negligent performance of the work by the Contractor, its employees, or which may in anywise result therefore, except that arising out of sole legal cause of the City, its agents or employees. The term "damages" in the previous sentence shall include all reasonable attorneys' fees and other court costs incurred by the City as a consequence of the negligent performance of the work by the Contractor or its employees. In the event of joint or concurrent negligence, the Contractor's indemnification shall bear that portion of the loss or expense that its (and its employees) share of the joint or concurrent negligence bears to the total negligence (including that of third parties) which caused the injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and/or expenses.

Contractor understands and agrees that any performance bond or insurance policies required by contract, or otherwise provided by the Contractor, shall in no way limit the Contractor's responsibility to indemnify, keep and save harmless and defend the City, its officials, agents and employees as provided by this Contract.

Contractor shall also agree to be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Contractor's, or supplier's, performance of, or failure to perform, the work or any part thereof. Contractor shall be permitted to contest any such fines or penalties in administrative or court proceedings; provided, however, that Contractor shall pay such fines or civil penalties prior to such protest if payment is required prior to making such protest. Contractor shall be held solely responsible for all costs, including attorneys' fees and administrative expenses, of protesting any such fines or civil penalties.

Contractor shall place in its subcontractor agreements and cause its subcontractors to agree to indemnities and insurance obligations in favor of City and other Indemnitees in the exact form and substance of those contained in this Agreement.

Insurance Requirements:

Contractor shall maintain for the duration of this contract and any extensions thereof insurance as noted in Appendix I – Insurance Requirements.

Meetings:

Janitorial Service Provider will be required to meet with various City and outside officials as required, throughout the Service.

Non-Discrimination:

In the event of the Contractor's non-compliance with the provisions of this equal employment opportunity clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of the Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State



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of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the Contractor agrees as follows:

That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability unrelated to ability, military status, sexual orientation, or unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such under-utilization.

That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the department's rules and regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, order of protection status, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service.

That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such act and rules and regulations, the contractor will promptly so notify the department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

That it will submit reports as required by the Department's rules and regulations, furnish all relevant information as may from time to time be requested by the department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's rules and regulations.

That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's rules and regulations.

That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for



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compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the department in the event any subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

#### Subcontracts

Each public subcontractor shall in turn include the equal employment opportunity clause set forth within these rules and regulations in each of its subcontracts under which any portion of the contract obligations are undertaken or assumed, said inclusion to be either verbatim or by reference so that the provisions of the clause will be binding upon such subcontractors.

#### Contracts or Subcontracts with Religious Entities –

The requirements of the equal employment clause set forth above with respect to non-discrimination because of religion shall not apply to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion for the carrying on by such corporation, association, educational institution or society of its activities.

#### Responsibility & Default:

The awarded offeror shall be required to assume responsibility for all items listed in this Request for Proposals. The successful offeror shall be considered the sole point of contact for purposes of this contract.

Time is of the essence and shall be considered in awarding this contract. If delivery of acceptable items or rendering of services is not completed by the time promised, the City reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by written notice effective when received by the Contractor, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere in such as manner as the City of St. Charles may deem appropriate, and charge the Contractor with any or all losses incurred. The City shall be entitled to recover its attorney's fees and expenses in any successful action by the City to enforce this contract.

#### Payment Terms and Conditions:

By submitting an invoice, Contractor certifies that the supplies or services provided meet all requirements of the Contract, and the amount billed and expenses incurred are as allowed in the Contract. Invoices for supplies purchased, services performed and expenses incurred through the most recent 30 day service period.

Payments, including late payment charges, will be paid in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1, et seq.) when applicable.



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The City shall not be liable to pay for supplies provided or services rendered, including related expenses incurred prior to the execution of this Contract by the Parties and the beginning of the term of this Contract.

Interpretation or Correction of Request for Proposals:

Offerors shall promptly notify the City of any ambiguity, inconsistency or error, which they may discover upon examination of the Request for Proposals. Requests for interpretation of specifications may be made in writing, and directed to the City. All such requests must be delivered in a timely fashion.

Interpretations, corrections and changes to the Request for Proposals will be made by addendum. Interpretations, corrections or changes made in any other manner will not be binding.

Law Governing:

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois.

Compliance with Laws:

The Contractor shall at all times observe and comply with all laws, ordinances and regulations of the federal, state, local and City governments, which may in any manner affect the contract.

Termination for Lack of Funding:

The City reserves the right to terminate the whole or any part of this contract, upon written notice to the Contractor, in the event that sufficient funds to complete the contract are not appropriated by the City of St. Charles; provided that in the event of such termination, the Contractor shall be paid promptly for all services rendered by the Contractor through the effective date of termination.

Addenda:

Addenda are written instruments issued by the City prior to the date of receipt of proposals, which modify or interpret the RFP by addition, deletions, clarifications or corrections.

Prior to the receipt of proposals, addenda shall be distributed to all who are known to have received a complete RFP.

After receipt of proposals, addenda shall be distributed only to applicants who submitted proposals, and those offerors shall be permitted to submit new or amended proposals as detailed within the addenda.

Each offeror shall ascertain, prior to submitting a proposal that all addenda issued have been received and, by submission of a proposal, such act shall be taken to mean that such offeror has received all addenda and that the offeror is familiar with the terms thereof and understands fully the contents of the addenda.



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Offerors shall acknowledge receipt and understanding of the addenda.

Regulatory Compliance:

Offeror represents and warrants that the goods and services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules, and regulations as applicable including the Occupational Safety and Health Act as amended with respect to design, construction, manufacture or use for their intended purpose of said goods or services.

Guarantees and Warranties:

All guarantees and warranties required shall be furnished by the Janitorial Services Provider and shall be delivered to the City of St. Charles before final voucher on the contract is issued.

Changes in Scope:

Unless otherwise agreed by the City in the original contract for professional services, any change in scope of services that increases the agreed contract price for professional services and / or for costs to be expended by the professional in an amount in excess of \$20,000 must be approved by the City of St. Charles. Any change in the scope of services that increases the agreed contract price for professional services and / or for costs to be expended by the professional in the amount of \$20,000 or less, may be approved by the City of St. Charles.

Invoicing Requirements:

Unless otherwise agreed by the City in the original contract for professional services, all invoices for professional services rendered will be billed according to the attached unit price schedule in Exhibit B. All other work must be itemized by the name of the individual doing the work, the date of the work, the time expended by the individual, with a description of the work. Unless otherwise agreed by the City in the original contract for professional services, invoices must be provided to the City of St. Charles on a monthly basis.

Standard of Performance:

Contractor represents that it is qualified to perform the services required by this Contract and that it possesses and will continue to possess at its sole cost and expense, all necessary licenses, registrations, permits, and personnel or will obtain such licenses, registrations, permits and personnel prior to the time required. Contractor also

represents that it has extensive knowledge of, and will comply with, all applicable laws, rules and regulations.

Warranties for Supplies and Services:

Contractor shall obtain all applicable guarantees and warranties from suppliers and provide the same to the City. Contractor warrants that all services will be performed in a good and professional manner to industry standards by trained and competent personnel. Contractor shall monitor performances of each individual and shall reassign immediately any individual who is not performing to professional standards, who is not



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efficient or effective in performing the work of the contract, who is disruptive or not respectful of others in the workplace, or who in any way violates the Contract or City policies.

Sub-Contractors:

Contractor shall perform the services hereunder using the personnel and sub-contractors listed in the Bid Form. Contractor shall hire only qualified persons or firms who are experienced in performing work of like nature and complexity to the services to be performed hereunder, and who agree to be bound to the terms of the Agreement to the extent of the scope of services. Contractor may substitute personnel or sub-contractors prior to any such sub-contractors commencing work only upon City's written consent, which may be withheld or delayed in City's discretion.

Representatives for Both Parties:

Both parties shall designate a representative, authorized to act on the parties' behalf with respect to this Agreement. The parties or such authorized representatives shall render required decisions promptly, to avoid unreasonable delay in the progress of Contractor's services. The parties may delegate all or some of the representatives' role and function to some other representative.

Independent Contractor:

Contractor shall at all times be deemed an independent contractor wholly responsible for the manner in which it performs the services under this Agreement, and fully liable for the acts and omissions of its employees and agents. Under no circumstances shall this Agreement be construed as creating an employment, agency, joint venture or partnership relationship between City and Contractor, and no such relationship shall be implied from performance of this Agreement. Terms in this Agreement referring to direction from City shall be construed as providing for direction as to policy and the result of services only, and not as to means and methods by which such a result is obtained. Contractor shall pay all taxes levied upon this Agreement, the transaction, or the services and/or goods delivered pursuant hereto without additional compensation, regardless of which party has liability for such tax under applicable law, and any deficiency, interest or penalty asserted with respect thereto. Upon full payment, the Contractor will issue City a receipt, relieving City of all liability for any tax relating to the scope of this Agreement. The Contractor shall pay all other taxes including but not limited to any applicable city, county or other business tax, not explicitly assumed in writing by City hereunder. The Contractor shall comply with all valid administrative

regulations respecting the assumption of liability for the payment of payroll taxes and contributions as above described and to provide any necessary information with respect thereto to proper authorities.

Confidentiality:

Each Party, including its agents to this Contract may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this Contract. No confidential data collected, maintained, or used in the course of performance of the Contract shall be disseminated except as



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authorized or required by law. The receiving Party must return any and all data collected, maintained, created or used in the course of the performance of the Contract, in whatever form it is maintained, promptly at the end of the Contract, or earlier at the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. The foregoing obligations shall not apply to confidential data or information lawfully in the receiving Party's possession prior to its acquisition from the disclosing Party; received in good faith from a third-party not subject to any confidentiality obligation to the disclosing Party; now is or later becomes publicly known through no breach of confidentiality obligation by the receiving Party; or is independently developed by the receiving Party without the use or benefit of the disclosing Party's confidential information.

Ownership of Work Product/Public Records Act:

Any interest (including copyright interests) of Contractor in studies, reports, memoranda, computational sheets, drawings, plans or any other documents (including electronic media) related to the Specifications prepared by Contractor at any time in connection with the services performed under this Agreement, shall be, immediately upon its creation, the property of the City. To the extent permitted by Title 17 of the United States Code, work product produced under this Agreement shall be deemed works for hire and all copyrights in such works shall be the property of City. In the event that it is ever determined that any works and any former works created by Contractor under this Agreement are not works for hire under U.S. law, Contractor hereby assigns to City all copyrights to such works when and as created. With City's prior written approval, Contractor may retain and use copies of such works for reference and as documentation of experience and capabilities.

Both parties understand and agree that City must comply with the Illinois Freedom of Information Act (FOIA). If Contractor believes that any document or information furnished to City in connection with Contractor's performance of services under this Agreement is exempt from public disclosure under FOIA, it shall so advise City in writing at the time the document or information is furnished.

The Contractor shall also maintain full compliance with all provisions of FOIA, including, but not limited to, providing any requested records subject to FOIA within the deadlines provided by FOIA. Failure by the Contractor to maintain compliance with any FOIA provisions shall result in the assessment of any and all penalties, damages, and/or costs incurred by the City due to said failure to the Contractor, which shall be paid immediately by the Contractor upon demand of the same by the City.

Audit/Retention of Records:

Contractor shall maintain books and records relating to the performance of the Contract or subcontract and necessary to support amounts charged to the City under the Contract or subcontract. Books and records, including information stored in databases or other computer systems, shall be maintained by the Contractor for a period of three years from the later of the date of final payment under the Contract or completion of the Contract for a period of three years from the later of final payment under the term or during the three year period thereafter. Books and records required to be maintained under this section shall be available for review or audit by representatives of the City and other



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governmental entities with monitoring authority, upon reasonable notice and during normal business hours. Contractors shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and records required by this section shall establish a presumption in favor of the City for the recovery of any funds paid by the City under the Contract for which adequate books and records are not available to support the purported disbursement. The Contractor shall not impose a charge for audit or examination of the Contractor's books and records. If federal funds are used to pay contract costs, the Contractor must retain its records for five years. Contractor shall take reasonable steps to insure that any sub-consultant is in compliance with the requirements of this section.

Disputes:

Contractor shall continue its work throughout the course of any dispute, and Contractor's failure to continue work during a dispute shall be a material breach of this Agreement. Contractor shall continue to receive payment under this Agreement for work that is unrelated to the dispute and completed in accordance with this Agreement. Contractor shall continue its work throughout the course of any dispute, and Contractor's failure to continue work during a dispute shall be a material breach of this Agreement.

No Incidental, etc. Damages:

Neither party to this Contract shall be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits, loss of use, loss of business, loss of income, or loss of reputation, arising out of or in connection with this Agreement or the services performed in connection with this Agreement.

No Third Party Beneficiaries:

Except as expressly provided in this Agreement, nothing in this Agreement shall operate to confer rights or benefits on persons or entities not party to this Agreement. Time is of the essence in the performance of this Agreement.

Entire Agreement:

This Agreement and any written modification shall represent the entire and integrated agreement between the parties hereto regarding the subject matter of this Agreement. This Agreement shall constitute the exclusive statement of the terms of the parties' agreement, and shall supersede any and all prior negotiations, representations or agreements, written or oral, express or implied, that relate in any way to the subject matter of this Agreement or written modification. All prior negotiations are merged into this Agreement and shall be inadmissible in any enforcement of this Agreement.

No Waiver:

The granting of any payments, and any inspections, reviews, approvals or oral statements by any City representative, or certification by any governmental entity, shall in no way limit Contractor's obligations under this Agreement. Either party's waiver of any breach, or the omission or failure of either party, at any time, to enforce any right reserved to it, or to require strict performance of any provision of this Agreement, shall



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not be a waiver of any other right to which any party is entitled, and shall not in any way affect, limit, modify or waive that party's right thereafter to enforce or compel strict compliance with every provision hereof. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved by fully authorized representatives of City and Contractor.

Provision of St Charles Municipal Code:

All proposals and contracts shall be in accordance with Title 2, Ch. 2.33 of the City of St. Charles Illinois Municipal code, as from time to time amended and which are incorporated herein by reference.

Statute of Limitation:

As between the parties to this Agreement, any applicable statute of limitations for any act or failure to act shall commence to run on the date of City's issuance of the final Certificate for Payment, or termination of this Agreement, whichever is earlier, except for latent defects. The commencement and running of the statute of limitations for latent defects shall be as provided by Illinois State Law.

Miscellaneous:

Contractor shall not subcontract, assign or delegate any portion of this Agreement or any duties or obligations hereunder unless approved by City in a written instrument executed and approved by City in writing. Subject to the foregoing, this Agreement shall bind the parties, and their permitted successors and assigns.

Any provision or portion thereof of this Agreement prohibited by, or made unlawful or unenforceable under any applicable law of any jurisdiction, shall as to such jurisdiction be ineffective without affecting other provisions or portions thereof of this Agreement. If the provisions of such applicable law may be waived, they are hereby waived to the end that this Agreement may be deemed to be a valid and binding agreement enforceable in accordance with its terms to the greatest extent permitted by applicable law.

Captions to sections and subsections are for the convenience of the parties, and are not to be considered when construing this Agreement.

The agreements contained herein shall not be construed in favor of or against any party, but shall be construed as if all parties prepared this Agreement.

All terms not otherwise defined in this Agreement shall have the meanings provided in the other Contract Documents.

Venue for any litigation arising out of this Contract shall be exclusively in the 16<sup>th</sup> Judicial Circuit Court, Kane County, Illinois.

**D. PROPOSAL FORMS AND CONTENT**

Submission of Proposals:



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To be considered, proposals should arrive at the Public Works Reception Desk, 200 Devereaux Way, on or before the date and time specified in the Request for Proposals.

Each respondent shall submit the number of proposals as enumerated on the cover page herein, one of which shall be the original.

Proposals may be submitted in a sealed envelope, addressed as follows:

City of St. Charles, Public Works Department  
200 Devereaux Way  
St Charles, IL 60174  
Attn: AJ Reineking, Public Works Manager

Late proposals will be rejected and returned to the sender.

Form of Proposal:

The proposal form included within this RFP shall be completed in full and signed by an officer, partner or principal with authority to execute contracts.

Items to be submitted:

1. Forms of Proposal: All forms within this document must be completed with exception of the Agreement Signature Sheet.
  
2. References and Qualifications:
  - a. Complete the enclosed "References" form. Provide references of organizations to which similar services have been provided. A minimum of three references is required; however, an offeror may list more than three.
  - b. Provide a narrative plan describing your management approach to services of this nature including an organizational chart clearly defining roles and responsibilities of each member of that organizational chart.
  - c. Provide a detailed record of the company safety record for the last 3 years. Detail the organizational commitment to maintaining a company safety program.
  - d. Describe your involvement in services of similar size and scope, providing references where appropriate. Include a minimum of 3 services of similar dollar value.



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- e. List the abilities, qualifications, licenses and experience of the persons who would be assigned to the engagement and their experience on similar contracts.
  - f. Provide background information on your firm, including, but not limited to, the age of the business, the number of employees and other data that will permit the City to determine the capability of the offeror to meet all contractual requirements.
  - g. Provide a narrative detailing the quality assurance procedures that the firm uses to maintain the highest level of quality.
  - h. Identify the names of any entities associated with the Offerors who may pose a potential conflict of interest with any activity of this specific service. Please provide details and reasons for any such conflict. (Offerors are subject to disqualification on the basis of any potential for conflict of interest as determined by the City.)

3. Narrative Response: The Narrative Response shall include:

Work Overview: State your understanding of the proposed project.

Specify the number of employees dedicated to each facility and the number of hours dedicated to each.

Work Plan: Describe in narrative and/or outline form your detailed work plan which indicates your firm's methodology for execution of this contract including a summary of the methodology to be used to perform the work specified, and a synopsis and review of other areas or considerations not addressed in the Statement of Work herein, which the Offerors believe to be essential to the effective execution of the project.

Security Plan: Describe in detail your plan for maintaining a secure environment while cleaning the facilities as part of this scope.

Terms and Conditions: List any terms and conditions, which may apply to this contract and are not included in this RFP.

Implementation Schedule: Provide a complete schedule for conducting services in the spaces specified in Exhibit A and B.

Additional Information and Comments: Include any other information which may be requested in the "Statement of Work" herein, or which you believe to be pertinent to the City's requirements.



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# GENERAL REQUIREMENTS

## Janitorial Services City of St. Charles

### 1. INTENT

The City of St. Charles desires to enter into an agreement with a single contractor to provide Janitorial Services for several of our City facilities. The City of St. Charles expects the facilities specified to be cleaned and maintained at a level commensurate with the highest standards of professional janitorial service.

### 2. SCOPE OF WORK

The following information is provided to assist the vendor in understanding the scope of service needed by the City of St. Charles.

The contractor shall provide competent personnel trained in proper cleaning and janitorial methods and techniques.

The contractor must be able to provide personnel trained in the proper disposal of biohazard material.

The contractor must provide trustworthy, reliable employees and shall make a good faith effort to retain the same employees on the same schedule in the same area for as long as possible. If a change of staff is to occur, the City shall be notified prior to the change when possible or as quickly as possible thereafter.

The contractor will provide a Project Manager who will be responsible for the performance of the contract. The Project Manager shall establish a routine for communications with the City of St. Charles to provide prompt and timely response to any concerns or problems that may arise.

The Project Manager and a representative from the City of St. Charles shall meet at a scheduled time and day to be determined at the onset of this contract. This meeting will review overall performance, discuss special instructions regarding cleaning items, or to discuss other pertinent items regarding the contract and the Contractor's performance.

The Project Manager will be available at all times when staff is working inside the City's facilities.



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The Contractor shall furnish all supplies, materials (see additional information in Exhibit B), and equipment necessary for the proper performance of the janitorial service. The Contractor shall not use any material or supplies that the City of St. Charles determines would be unsuitable for the purpose, or offensive or harmful to any part of the facility, its contents, equipment, employees, or patrons. All equipment shall be of size and type customarily used in work of this kind and shall meet the approval of the City of St. Charles. Equipment deemed by the City of St. Charles to be of improper type, design, or inadequate for the purpose intended shall be replaced by the Contractor.

The Contractor shall provide the City of St. Charles with and also post in all janitorial closets Material Safety Data Sheets (MSDS) for all chemicals used or stored in City facilities as required by law. All contractor personnel shall have MSDS training.

#### SECURITY

The Contractor shall provide a list of all staff proposed to work in City facilities. The City shall run a background check on each person deemed to work in sensitive areas. Approval of each staff member shall be determined by the City.

Keys to various areas of the facilities will be made accessible to the Contractor. All costs accrued by the City of St. Charles in reinstating facility security occasioned by loss of facility keys due to the Contractor's and/or its employees' negligence will be billed to the Contractor.

Upon completion of activities each day, the Contractor shall be responsible for securing all entries to offices and to buildings prior to departure. It shall be the Contractor's responsibility to assure procedures are strictly followed.

The Contractor shall ensure that only their properly identified employees listed with the City of St. Charles are permitted on the premises during the performance of daily janitorial duties. The Contractor will be held strictly accountable for damages or breaches of security caused by its employees.

#### SPECIALITY CREWS

Perspective Contractors shall submit costs for additional work that falls outside the Scope of Work. Include information on method, supplies, materials, equipment, and labor.

These services may include but not limited to: Biohazard cleanup; cleaning of window blinds; emergency responses; special events; additional cleaning beyond the stated Scope of Work.

#### WASTE DISPOSAL AND DISPOSAL OF SPECIAL/BIO HAZARD MATERIAL



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Normal waste collected through the duration of this contract shall be disposed of in dumpsters or receptacles arranged by the City. The Contractor shall be responsible for removing and properly disposing of biohazard and special waste as it is generated.

### **3. CONTRACT PERIOD**

The agreement covers a period of three (3) years, beginning on June 01, 2016 and extending to April 31, 2019. The City will have the option to extend the agreement on an annual basis up to two (2) additional years.

### **4. COMPLIANCE WITH APPLICABLE LAWS, ORDINANCES AND REGULATIONS**

The Contractor shall comply with all applicable Federal, State and Local laws, ordinances, rules and regulation during the term of this contract. Contractor shall be held responsible for the preservation and protection of all public and private property. Should any direct or indirect damage or injury result to any public or private property or to any persons encountered in the course of work on account of any act, omission, neglect, or misconduct in the execution of the work, or as a consequence of non-execution thereof on the part of the Contractor or any of their employees or agent, such property or person shall be restored and made whole at the expense of the contractor.

### **5. TAXES, LICENSES, PERMITS AND CERTIFICATES**

The Contractor shall pay all sales, use, property, income and other taxes that are lawfully assessed against St. Charles or the Contractor in connection with the Contractor's facilities and the work included in the contract. By law, St. Charles is exempt from paying Federal Excise Tax, State and Local Retailer's Occupation Tax, State and Local Service Occupation Tax and Service Use Tax.

The Contractor shall secure, at its own expense, all necessary permits, licenses and certificates of authority required to complete the work, and shall comply with all requirements of such permits, licenses and certificates of authority to operate. The Contractor shall keep and maintain all such licenses, permits and certificates of authority in full force and effect throughout the term of this contract.

### **6. EQUAL EMPLOYMENT OPPORTUNITY**

Contractor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by



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reference. Contractor shall ensure that any permitted subcontractor shall include said Equal Employment Opportunity Clause in each of its subcontracts.

Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.

## **7. NON-ASSIGNMENT**

The Contractor shall not assign or subcontract this contract or the work hereunder, or any part thereof, to any other person, firm or corporation without prior written consent of the City.

## **8. INSURANCE**

Contractor shall maintain for the duration of this contract and any extensions thereof insurance as noted in Appendix I – Insurance Requirements.

## **9. SAFETY, ACCIDENT PREVENTION AND NOTIFICATION**

The Contractor shall be responsible for initiation, maintaining, and supervising all safety precautions and programs in connection with the work of this contract. Precaution shall be exercised at all times for the protection of persons and property. The safety provisions of all applicable laws, regulations and building codes shall be observed, including safeguards on machinery and equipment, the elimination of hazards, and worker safety training.

In the event of accidents of any kind that involve the general public and/or private or public property in St. Charles, the Contractor shall immediately notify St. Charles. Upon request of St. Charles, the Contractor shall provide such accounting of details and/or copy of written accident reports as St. Charles may require.

## **10. EMPLOYEES AND CONDUCT**

The Contractor shall undertake to perform all Janitorial Services rendered hereunder in a neat, orderly and efficient manner; to use care and diligence in the performance of this contract; and to provide courteous and knowledgeable personnel in its customer service office.

The Contractor shall prohibit any consumption of alcoholic beverages or use of any controlled substances, except by a doctor's prescription, by its drivers and crewmembers while on duty, or in the course of performing their duties under this contract.



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In the event that any of the Contractor's employees is deemed by the City to be unfit or unsuitable to perform the services under this contract as a result of intoxication, drug use or by virtue of abusive or obnoxious behavior, the, upon formal written request of the City, the Contractor shall remove such employee from work within St. Charles and furnish a suitable and competent replacement employee.

The Contractor's crewmembers shall be attired at all times in a neat and professional manner. St. Charles has the right to require or define what shall be considered suitable work clothes for the Contractors employees.

#### **11. NON-PERFORMANCE OF SERVICE**

If the Contractor fails to observe the established schedule of service for more than two (2) consecutive working days, the City reserves the right to determine if there has been sufficient cause to justify non-observance of the service schedule. If, in the City's judgment, sufficient cause has not been demonstrated, then the City shall service notice either personally or by affixing such notice to the premises of the servicing location of the Contractor stating that this contract shall be deemed in default if the Contractor does not take action to re-establish the schedule within twenty-four (24) hours of said notice. If at the end of the twenty-four (24) hour period the Contractor has not taken corrective action, the City shall take such steps as are necessary to furnish services according to the collection requirements provided for in this contract. The Contractor shall be liable for any costs incurred by the City to correct such default. Notwithstanding or foregoing, the City shall further reserve the right to terminate this contract.

#### **12. SERVICE LOCATIONS AND POINTS OF CONTACT**

The Contractor shall establish and maintain an office through which it may be contacted directly, where City personnel may telephone or send inquires and complaints, and where the City personnel may send and receive instruction. The office shall be equipped with sufficient telephones, and shall have a responsible person in charge during normal business hours.

The contractor shall also notify the City of its designated contact person(s) for the purposes of obtaining instruction, answering inquires and resolving complaints. Such person(s) shall be available to discuss, and if necessary, meet with City personnel to resolve problems.

#### **13. NOTIFICATIONS**



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Official notifications, whenever required for any purpose under contract, shall be made in writing and addressed to the City as follows:

City of St. Charles, Public Works Department  
200 Devereaux Way  
St. Charles, Illinois 60174  
Attn: AJ Reineking, Public Works Manager

Any party may change the address to which notices for such party may be sent by furnishing written notice to the other party.

All Notifications shall be delivered in person or sent by first-class mail, with sufficient postage fully pre-paid, or certified or registered/return receipt requested mail with sufficient postage or certification or registry fees fully pre-paid. Notice delivered personally shall be deemed received upon delivery. Notice delivered by mail shall be deemed to have been given as of the date of the U.S.P.S. postmark.

#### **14. RIGHT TO REQUIRE PERFORMANCE**

The failure of the City at any time to require performance by the Contractor of any specifications in this contract shall in no way affect the right of the City hereafter to enforce same. Nor shall waiver by the City of any breach of specifications in this contract be taken or held to be waiver of any succeeding breach of such specifications in this contract, nor be taken or held to be waiver of any specification itself.

#### **15. CHANGE IN SERVICE; AMENDMENTS**

If the City should wish to change the type of service provided during the term of this contract, including, but not limited to, snow routes, service specifications or modifications and/or response times the City shall have the option to initiate the change in service by serving written notice to the Contractor at its designated place of business at least ten (10) days prior to the date such service change is contemplated to begin. Both parties agree to negotiate the terms, frequency, and prices of such change in service after such written notice is served. Such modifications shall be contained in written agreement executed by the parties.

#### **16. SEVERABILITY**

The invalidity of one or more of the phrases, sentences, clauses, or subsections contained in this contract shall not affect the validity of the remaining portion of this contract so long as the material purposes of this contract can be determined and effectuated.



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## **17. LAW TO GOVERN AND VENUE**

This contract shall be governed by the laws of the State of Illinois, both as to interpretation and performance, and the venue shall be St. Charles, Illinois. Any references to laws in this contract shall include such laws as they may be amended or

modified from time to time. Every provision of law required by law to be inserted into this contract shall be deemed to be inserted herein.

## **18. SUCCESSORS AND ASSIGNS**

This contract shall be binding upon the parties, their successors, and assigns.

## **19. TERMINATION FOR CAUSE**

The City may terminate this Contract, in whole or in part, immediately upon notice to the Contractor if it is determined that the actions, or failure to act, of the Contractor, its agents, employees or subcontractors have caused, or reasonably could cause jeopardy to health, safety, or property. If Contractor fails to perform to the City's satisfaction any material requirement of this Contract or is in violation of a material provision of this Contract, the City shall provide written notice to the Contractor requesting that the breach or noncompliance be remedied within the period of time specified in the City's written notice. If the breach or noncompliance is not remedied by that date the City may either: (a) immediately terminate the Contract without additional written notice or, (b) enforce the terms and conditions of the Contract, and in either event seek any available legal or equitable remedies and damages.

## **20. TERMINATION FOR CONVENIENCE**

Following thirty (30) days written notice, the City may terminate this Contract in whole or in part without the payment of any penalty or incurring any further obligation to the Contractor. Following any such termination for convenience, the Contractor shall be entitled to compensation upon submission of invoices and proof of claim for services provided under this Contract up to and including the date of termination.

City of St. Charles, Illinois  
Public Works Department  
Janitorial Services  
For Public Services Division



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## PROPOSAL CERTIFICATION

TO: City of St Charles  
200 Devereaux Way  
St Charles, IL 60174  
ATTN: AJ Reineking, Public Works Manager

FROM: Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Facsimile Number: \_\_\_\_\_

### AUTHORIZED NEGOTIATORS:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

RECEIPT OF ADDENDA: The receipt of the following addenda is hereby acknowledged:

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

In submitting this proposal, it is understood that the City of St Charles reserves the right to reject any or all Proposals, to accept an alternate Proposal, and to waive any informalities in any Proposal.

In addition to this document, Offerors shall furnish, with the proposal, all submittals as required herein.

City of St. Charles, Illinois  
Public Works Department  
Janitorial Services  
For Public Services Division



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**BUSINESS ORGANIZATION:**

- \_\_\_\_\_ Sole Proprietor: An individual whose signature is affixed.
- \_\_\_\_\_ Partnership: State full names, titles and addresses of all responsible principals and/or partners on attached sheet.
- \_\_\_\_\_ Corporation: State of Incorporation: \_\_\_\_\_

Please provide your Federal Employer Identification Number (F.E.I.N.):

\_\_\_\_\_

Seal (affix seal below if applicable)

(List Name of Officers)

President	_____
Vice-President	_____
Secretary	_____
Treasurer	_____

Attest:

\_\_\_\_\_ **Signature of Secretary**



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## DISQUALIFICATION OF CERTAIN PROPOSER

### PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or subcontract, for a stated period of time, from the date of conviction or entry of a plea or admission of guilt, if the person or business entity,

- (A) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bribery or attempting to bribe an officer or employee in the State of Illinois, or any state in the United States in that officer's or employee's official capacity;
- (B) has been convicted of an act committed, within the State of Illinois or any state within the United States, of bid rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act 15 U.S.C.;
- (C) has been convicted of bid rigging or attempting to rig bids under the laws of the State of Illinois, or any state in the United States;
- (D) has been convicted of an act committed, within the State of Illinois or any state in the United States, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and Clayton Act 15 U.S.C. Sec. 1 et sig.;
- (E) has been convicted of price-fixing or attempting to fix prices under the laws of the State of Illinois, or any state in the United States;
- (F) has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois or in any state in the United States;
- (G) has made an admission of guilt of such conduct as set forth in subsection (A) through (F) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to;
- (H) has entered a plea of nolo contendere to charges of bribery, price fixing, bid rigging, bid rotating, or fraud; as set forth in subparagraphs (A) through (F) above.

Business entity, as used herein, means a corporation, partnership, trust, association, unincorporated business or individually owned business.

City of St. Charles, Illinois  
Public Works Department  
Janitorial Services  
For Public Services Division



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**CERTIFICATE OF NON-DISQUALIFICATION UNDER ILLINOIS  
COMPILED STATUTES, CH. 720, SEC. 33E-11**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that \_\_\_\_\_(proposer) not barred from contracting with any unit of State or local government, as a result of a violation of Ch. 720, Sec. 33E-11 of the Illinois Compiled Statutes.

\_\_\_\_\_  
Name of Bidder

By: \_\_\_\_\_

State of \_\_\_\_\_

ss

County of \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_\_ day  
of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**NOTE TO PROPOSER: Anyone who makes a false statement, material to this Certification, commits a Class 3 Felony under Illinois Compiled Statutes, Ch. 720, Sec. 33 E-11 (b).**

City of St. Charles, Illinois  
Public Works Department  
Janitorial Services  
For Public Services Division



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## CERTIFICATION OF COMPLIANCE

THE UNDERSIGNED HEREBY CERTIFIES AS FOLLOWS:

1. That the undersigned has authority to make this certification on behalf of the proposal.

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Name of Company

2. That the undersigned has read the contents, in regard to disqualification of certain proposer, which are contained on the following pages of the documents.
3. That the undersigned knows of his own knowledge that the proposer is not disqualified from proposing under the aforesaid sections.

Authorized Signature

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Type or Print Name

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Title

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SEAL

**Instructions:** This is to be completely filled out and executed by the chief officer or the proposer authorized to submit the certification.

City of St. Charles, Illinois  
Public Works Department  
Janitorial Services  
For Public Services Division



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## COMPLIANCE STATEMENT

Complete this form and submit it with Form of Proposal.

Offeror's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

TO: City of St Charles, Public Works Facility  
200 Devereaux Way  
St Charles, IL 60174  
ATTN: AJ Reineking, Public Works Manager

FROM: Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Facsimile Number: \_\_\_\_\_

In compliance with this Request for Proposal, and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish the services as outlined herein, for the City of St Charles in the amount indicated, subject to modification through negotiations which may be conducted pursuant to conditions set forth in the Request for Proposals.

City of St. Charles, Illinois  
Public Works Department  
Janitorial Services  
For Public Services Division



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**CITY OF ST CHARLES, ILLINOIS**  
**TAX COMPLIANCE AFFIDAVIT**

\_\_\_\_\_, being first duly sworn,

deposes and says: that he is \_\_\_\_\_  
(Partner, Officer, Owner, Etc.)

of \_\_\_\_\_.  
(Consultant)

The individual or entity making the foregoing proposal certifies that he is not barred from contracting with the City of St Charles because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, or entity making the proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

\_\_\_\_\_  
(Name of Proposer if the Proposer is an Individual)  
(Name of Partner if the Proposer is a Partnership)  
(Name of Officer if the Proposer is a Corporation)

The above statements must be subscribed a sworn to before a notary public.

Subscribed and Sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

SEAL \_\_\_\_\_

**Failure to complete and return this form may be considered sufficient reason for rejection of the Proposal**



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**CITY OF ST CHARLES, ILLINOIS**  
**ANTI-COLLUSION AFFIDAVIT AND CERTIFICATION**

\_\_\_\_\_, being first duly sworn,  
deposes and says: that he is \_\_\_\_\_  
(Partner, Officer, Owner, Etc.)  
of \_\_\_\_\_.  
(Consultant)

The party making the foregoing proposal or bid, certifies that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.

The undersigned certifies that he is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

\_\_\_\_\_  
(Name of Bidder if the Bidder is an Individual)  
(Name of Partner if the Bidder is a Partnership)  
(Name of Officer if the Bidder is a Corporation)

The above statements must be subscribed and sworn to before a notary public.

Subscribed and Sworn to this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

SEAL

\_\_\_\_\_  
Notary Public

**Failure to complete and return this form may be considered sufficient reason for rejection of the proposal**



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## REFERENCES

### CITY OF ST CHARLES

General Information, list below current business references for whom you have performed work similar to that required by this proposal.

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

City of St. Charles, Illinois  
Public Works Department  
Janitorial Services  
For Public Services Division



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## CERTIFICATE OF COMPLIANCE WITH SAFETY STANDARDS

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that \_\_\_\_\_ (proposer) shall comply with all local, state and federal safety standards.

\_\_\_\_\_

Name of Proposer

By: \_\_\_\_\_

State of \_\_\_\_\_

ss

County of \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_\_ day  
of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

City of St. Charles, Illinois  
Public Works Department  
Janitorial Services  
For Public Services Division



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**CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 87-1257  
OF THE ILLINOIS HUMAN RIGHTS ACT**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that \_\_\_\_\_ (proposer) complies with the Illinois Human Rights Act as amended by Section 2-105, Public Act 87-1257 in relation to employment and human rights.

\_\_\_\_\_

Name of Proposer

By: \_\_\_\_\_

State of \_\_\_\_\_

ss

County of \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_\_ day  
of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

City of St. Charles, Illinois  
Public Works Department  
Janitorial Services  
For Public Services Division



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## AGREEMENT SIGNATURE SHEET

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day first mentioned above.

CITY OF ST CHARLES

By:

\_\_\_\_\_  
Ray Rogina, Mayor

Attest:

\_\_\_\_\_  
City Clerk

CONTRACTOR: \_\_\_\_\_

By:

\_\_\_\_\_  
Print Name and Title: \_\_\_\_\_  
(If Corporate: Chairman, President or Vice  
President)

Attest

\_\_\_\_\_  
Print Name and Title  
(If Corporate: Secretary, Assistant Secretary,  
Chief Financial Officer or Assistant Treasurer)



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## Appendix I - Insurance Requirements

### City of St. Charles Certificate of Insurance Requirements

Contractor shall carry all insurance coverage required by law. In addition, the Contractor shall carry, at its own expense, at least the following insurance coverage with a duly licensed and registered insurance company in the State of Illinois having a minimum A.M. Best rating of A-VI:

- (a) Workers' Compensation & Occupational Diseases Insurance – Statutory amount for Illinois
- (b) General Liability Insurance:
  - 1) Bodily injury, with limits of not less than \$1,000,000 each occurrence/  
\$2,000,000 aggregate;
  - 2) Property damage, with limits of not less than \$1,000,000 each occurrence/  
\$2,000,000 aggregate;
  - 3) Contractual insurance – broad form, with limits of not less than \$1,000,000 each occurrence/\$2,000,000 aggregate.
- (c) Automotive Liability Insurance:
  - 1) Bodily injury, with limits of not less than \$1,000,000 each occurrence/  
\$2,000,000 aggregate;
  - 2) Property damage, with limits of not less than \$1,000,000 each occurrence/  
\$2,000,000 aggregate. Property damage insurance coverage shall include non-owned, hired, leased, or rented vehicles, as well as owned vehicles.
- (d) Umbrella or excess liability coverage of \$5,000,000.



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- (e) Contractor's insurance policy shall name City as an additional insured on the General Liability, Automotive Liability and Excess Liability insurance policies. The insurance coverage shall be written with insurance companies acceptable to City. All insurance premiums shall be paid without cost to City. The Contractor shall furnish to City a Certificate of Insurance attesting to the respective insurance coverage for the full contract term. Contractor shall submit satisfactory proof of insurance simultaneously with the execution of the contract.
- (f) All insurance policies shall provide that the City shall receive written notice of cancellation or reduction in coverage of any insurance policy thirty (30) days prior to the effective date of cancellation.



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## “EXHIBIT A”

### City of St. Charles Janitorial Services Specifications

#### **DESCRIPTION**

The Department of Public Works (DPW) is responsible for maintaining City owned properties and facilities throughout the City. The City of St. Charles desires to enter into agreement with a single contractor to provide Janitorial Services to help maintain our core buildings. The contract includes providing specified Janitorial Services for the buildings or building areas specified below on an annual basis. The contract also includes providing specific Janitorial Services on an hourly basis as needed. Please find below a list of Building Areas, Specified Tasks and Frequency of Services requested.

Contractor is to provide a 'Communication Log' in every Department. The Communication Log shall be located in a general location within each Department to be used as a simple means for staff to communicate to Contractor various issues/ requests each day.



## MUNICIPAL BUILDING

### Office Areas

Description	Frequency
1. Desk tops will be cleaned when cleared of papers.	Daily
2. Desk sides and file cabinets will be dusted	2X month
3. Chairs will be dusted, damp dusted, or vacuumed	1X week
4. Office furniture, sills, ledges, moldings, radiators, blinds, and any high dusting.	1X week
5. Hard surface/fabric covered partitions	1X month
6. Phones will be cleaned and sanitized.	1X week
7. All waste basket liners will be emptied.	Daily
8. All recycling bins will be emptied.	Daily
9. Designated offices to be locked	Daily
10. Floors. See Floor Care.	

### Floor Care

Description	Frequency
1. All tile floors will be swept and wet/damp mopped	Daily
2. All tile floors will be cleaned and polished/buffed.	4X year
3. Terrazzo floors. Strip & refinish w/5 coats.	4X year
4. All carpet areas will be detailed vacuumed.	3X week
5. All carpet spot vacuumed.	Opposite days of detailing
6. Remove spots/spills on carpet.	As they occur
7. Shampoo & extract carpet	4X year
8. Baseboards will be cleaned & polished	1X month

### Windows, Glass Doors and Partitions

Description	Frequency
1. Entrance glass & glass doors.	Daily
2. All inner wall windows and glass partitions	1X week
3. Clean and polish external windows inside/outside	4X year
4. Clean Exterior & Interior Glass – May through October (6 Months)	1X month



<b>Cafeteria</b>	
<b>Description</b>	<b>Frequency</b>
1. Trash containers emptied.	Daily
2. Trash containers, cleaned and sanitized.	1X week
3. Tables and counter tops, cleaned and sanitized.	Daily
4. Chairs, cleaned and sanitized.	Weekly
5. Sinks, cleaned and sanitized.	Daily
6. Exterior of appliances & vending machines.	1X week
7. Clean microwaves (2) inside and out.	Daily
8. Floors. See Floor Care.	

<b>Common Areas, Halls &amp; Stairs</b>	
<b>Description</b>	<b>Frequency</b>
1. Drinking Fountains. Cleaned and sanitized.	Daily
2. Stairways to be swept and damp mopped	Daily
3. Hand rails to be wiped w/sanitizer.	Daily
4. Dusting of areas.	1X week
5. Floors/stairs. See Floor Care.	
6. Trash containers to be emptied	Daily

<b>Council Chambers. Conference Rooms</b>	
<b>Description</b>	<b>Frequency</b>
1. Desk and table tops will be cleaned.	Daily
2. Chairs will be dusted, damp dusted, or vacuumed	1X week
3. Furniture, sills, ledges, moldings, radiators, blinds, and any high dusting.	1X week
4. Hard surface/fabric covered partitions	1X month
5. Phones will be cleaned and sanitized.	1X week
6. All waste basket liners will be emptied.	Daily
7. All recycling bins will be emptied.	Daily
8. Designated areas to be locked	Daily
9. Floors. See Floor Care.	



<b>Washrooms x 4</b>	
<b>Description</b>	<b>Frequency</b>
1. Porcelain fixtures, toilets, & urinals to be cleaned and sanitized.	Daily
2. Chrome work to be cleaned, sanitized, & polished	Daily
3. Partitions to be cleaned and sanitized.	3X week
4. Tiled walls to be cleaned and sanitized.	3X week
5. Floors to be cleaned and sanitized. See Floor Care.	Daily
6. Mirrors to be cleaned.	Daily
7. Supply dispensers will be filled.	As needed
8. Trash containers to be emptied.	Daily
9. Trash containers to be cleaned and sanitized.	1X week.

<b>ATRIUM BUILDING</b>	
<b>Office Areas</b>	
<b>Description</b>	<b>Frequency</b>
1. Desk tops will be cleaned when cleared of papers.	Daily
2. Desk sides and file cabinets will be dusted	2X month
3. Chairs will be dusted, damp dusted, or vacuumed	1X week
4. Office furniture, sills, ledges, moldings, radiators, blinds, and any high dusting.	1X week
5. Hard surface/fabric covered partitions	1X month
6. Phones will be cleaned and sanitized.	1X week
7. All waste basket liners will be emptied.	Daily
8. All recycling bins will be emptied.	Daily
9. Designated offices to be locked	Daily
10. Floors. See Floor Care.	



<b>Floor Care</b>	
<b>Description</b>	<b>Frequency</b>
1. All tile floors will be swept and wet/damp mopped	Daily
2. All tile floors will be cleaned and polished/buffed.	4X year
3. All carpet areas will be detailed vacuumed.	3X week
4. All carpet spot vacuumed.	Opposite days of detailing
5. Remove spots/spills on carpet.	As they occur
6. Shampoo & extract carpet	4X year
7. Baseboards will be cleaned & polished	1X month

<b>Windows, Glass Doors and Partitions</b>	
<b>Description</b>	<b>Frequency</b>
1. Entrance glass & glass doors.	Daily
2. All inner wall windows and glass partitions	1X week
3. Clean and polish external windows inside/outside	4X year

<b>Elevators x 1</b>	
<b>Description</b>	<b>Frequency</b>
1. Elevator doors and walls will be spot cleaned	Daily
2. Elevator carpets will be vacuumed	Daily
3. Clean elevator tracks	Weekly

<b>Common Areas, Halls &amp; Stairs</b>	
<b>Description</b>	<b>Frequency</b>
1. Drinking Fountains. Cleaned and sanitized.	Daily
2. Stairways to be swept and damp mopped	Daily
3. Hand rails to be wiped w/sanitizer.	Daily
4. Dusting of areas.	1X week
5. Floors/stairs. See Care for.	
6. Trash containers to be emptied	Daily



<b>Washrooms x 4</b>	
<b>Description</b>	<b>Frequency</b>
1. Porcelain fixtures, toilets, & urinals to be cleaned and sanitized.	Daily
2. Chrome work to be cleaned, sanitized, & polished	Daily
3. Partitions to be cleaned and sanitized.	3X week
4. Tiled walls to be cleaned and sanitized.	3X week
5. Floors to be cleaned and sanitized. See Floor Care.	Daily
6. Mirrors to be cleaned.	Daily
7. Supply dispensers will be filled by contractor.	As needed
8. Trash containers to be emptied.	Daily
9. Trash containers to be cleaned and sanitized.	1X week.

<b>OLD CITY HALL</b>	
<b>Office Areas</b>	
<b>Description</b>	<b>Frequency</b>
1. Desk tops will be cleaned when cleared of papers.	Daily
2. Desk sides and file cabinets will be dusted	2X month
3. Chairs will be dusted, damp dusted, or vacuumed	1X week
4. Office furniture, sills, ledges, moldings, radiators, blinds, and any high dusting.	1X week
5. Hard surface/fabric covered partitions	1X month
6. Phones will be cleaned and sanitized.	1X week
7. All waste basket liners will be emptied.	Daily
8. All recycling bins will be emptied.	Daily
9. Designated offices to be locked	Daily
10. Floors. See Floor Care.	



<b>Floor Care</b>	
<b>Description</b>	<b>Frequency</b>
1. All tile floors will be swept and wet/damp mopped	3X week
2. All tile floors will be cleaned and polished/buffed.	4X year
4. All carpet areas will be detailed vacuumed.	3X week
5. All carpet spot vacuumed.	Opposite days of detailing
6. Remove spots/spills on carpet.	As they occur
7. Shampoo & extract carpet	4X year
8. Baseboards will be cleaned & polished	1X month

<b>Windows, Glass Doors and Partitions</b>	
<b>Description</b>	<b>Frequency</b>
1. Entrance glass & glass doors.	Daily
2. All inner wall windows and glass partitions	1X week
3. Clean and polish external windows inside/outside	4X year

<b>Common Areas, Halls &amp; Stairs</b>	
<b>Description</b>	<b>Frequency</b>
1. Drinking Fountains. Cleaned and sanitized.	Daily
2. Stairways to be swept and damp mopped	Daily
3. Hand rails to be wiped w/sanitizer.	Daily
4. Dusting of areas.	1X week
5. Floors/stairs. See Floor Care.	
6. Trash containers to be emptied	Daily



<b>Conference Rooms</b>	
<b>Description</b>	<b>Frequency</b>
1. Desk and table tops will be cleaned.	Daily
2. Chairs will be dusted, damp dusted, or vacuumed	1X week
3. Furniture, sills, ledges, moldings, radiators, blinds, and any high dusting.	1X week
4. Hard surface/fabric covered partitions	1X month
5. Phones will be cleaned and sanitized.	1X week
6. All waste basket liners will be emptied.	Daily
7. All recycling bins will be emptied.	Daily
8. Designated areas to be locked	Daily
9. Floors. See Floor Care.	

<b>Washrooms x 4</b>	
<b>Description</b>	<b>Frequency</b>
1. Porcelain fixtures, toilets, & urinals to be cleaned and sanitized.	Daily
2. Chrome work to be cleaned, sanitized, & polished	Daily
3. Partitons to be cleaned and sanitized.	3X week
4. Tiled walls to be cleaned and sanitized.	3X week
5. Floors to be cleaned and sanitized. See Floor Care.	Daily
6. Mirrors to be cleaned.	Daily
7. Supply dispensers will be filled by contractor with City supplies. (paper goods, soap, air freshners)	As needed
8. Trash containers to be emptied.	Daily
9. Trash containers to be cleaned and sanitized.	1X week.



<b>Cafeteria</b>	
<b>Description</b>	<b>Frequency</b>
1. Trash containers emptied.	Daily
2. Trash containers, cleaned and sanitized.	1X week
3. Tables and counter tops, cleaned and sanitized.	Daily
4. Chairs cleaned and sanitized.	Monthly
5. Sinks cleaned and sanitized.	Daily
6. Exterior of appliances & vending machines.	1X week
7. Clean microwaves (2) inside and out.	Daily
8. Floors. See Floor Care	

<b>CENTURY STATION 3RD FLOOR &amp; BASEMENT</b>	
<b>Office Areas</b>	
<b>Description</b>	<b>Frequency</b>
1. Desk tops will be cleaned when cleared of papers.	Daily
2. Desk sides and file cabinets will be dusted	2X month
3. Chairs will be dusted, damp dusted, or vacuumed	1X week
4. Office furniture, sills, ledges, moldings, radiators, blinds, and any high dusting.	1X week
5. Hard surface/fabric covered partitions	1X month
6. Phones will be cleaned and sanitized.	1X week
7. All wastebasket liners will be emptied.	Daily
8. All recycling bins will be emptied.	Daily
9. Designated offices to be locked	Daily
10. Floors. See Floor Care.	

<b>Floor Care</b>	
<b>Description</b>	<b>Frequency</b>
1. All tile floors will be swept and wet/damp mopped	3X week
2. All tile floors will be cleaned and polished/buffed.	4X year
3. Terrazzo floors. Strip & refinish w/5 coats. Spring	4X year
4. All carpet areas will be detailed vacuumed.	3X week
5. All carpet spot vacuumed.	Opposite days of detailing
6. Remove spots/spills on carpet.	As they occur
7. Shampoo & extract carpet	4X year
8. Baseboards will be cleaned & polished	1X month



## Windows, Glass doors and Partitions

Description	Frequency
1. Entrance glass & glass doors.	Daily
2. All inner wall windows and glass partitions	1X week
3. Clean and polish external windows inside/outside	4X year

## Cafeteria

Description	Frequency
1. Trash containers emptied.	Daily
2. Trash containers, cleaned and sanitized.	1X week
3. Tables and counter tops, cleaned and sanitized.	Daily
4. Chairs, cleaned and sanitized.	Monthly
5. Sinks, cleaned and sanitized.	Daily
6. Exterior of appliances & vending machines.	1X week
7. Clean microwaves (2) inside and out.	Daily
8. Floors. See Floor Care.	

## Common Areas, Halls & Stairs

Description	Frequency
1. Drinking Fountains. Cleaned and sanitized.	Daily
2. Stairways to be swept and damp mopped	Daily
3. Hand rails to be wiped w/sanitizer.	Daily
4. Dusting of areas.	1X week
5. Floors/stairs. See Floor Care.	
6. Trash containers to be emptied	Daily

## Conference Rooms 1st and 3rd Floor

Description	Frequency
1. Desk and table tops will be cleaned.	Daily
2. Chairs will be dusted, damp dusted, or vacuumed	1X week
3. Furniture, sills, ledges, moldings, radiators, blinds, and any high dusting.	1X week
4. Hard surface/fabric covered partitions	1X month
5. Phones will be cleaned and sanitized.	1X week
6. All waste basket liners will be emptied.	Daily
7. All recycling bins will be emptied.	Daily
8. Designated areas to be locked	Daily
9. Floors. See Floor Care.	



## Washrooms x 2 / Basement Washrooms x 2

Description	Frequency
1. Porcelain fixtures, toilets, & urinals to be cleaned and sanitized.	Daily
2. Chrome work to be cleaned, sanitized, & polished.	Daily
3. Partitions to be cleaned and sanitized.	3X week
4. Tiled walls to be cleaned and sanitized.	3X week
5. Floors to be cleaned and sanitized. See Floor Care.	Daily
6. Mirrors to be cleaned.	Daily
7. Supply dispensers will be filled by contractor.	As needed
8. Trash containers to be emptied.	Daily
9. Trash containers to be cleaned and sanitized.	1X week.

## Elevators

Description	Frequency
1. Elevator doors and walls will be spot cleaned	Daily
2. Elevator carpets will be vacuumed	Daily
3. Clean elevator tracks	Weekly

## CENTURY STATION (FIRE) - 2ND FLOOR

### Office Areas

Description	Frequency
1. Desk tops will be cleaned when cleared of papers.	Daily
2. Desk sides and file cabinets will be dusted	2X month
3. Chairs will be dusted, damp dusted, or vacuumed	1X week
4. Office furniture, sills, ledges, moldings, radiators, blinds, and any high dusting.	1X week
5. Hard surface/fabric covered partitions	1X month
6. Phones will be cleaned and sanitized.	1X week
7. All waste basket liners will be emptied.	Daily
8. All recycling bins will be emptied.	Daily
9. Designated offices to be locked	Daily
10. Floors. See Floor Care.	



<b>Floor Care</b>	
<b>Description</b>	<b>Frequency</b>
1. All tile floors will be swept and wet/damp mopped	3X week
2. All tile floors will be stripped, refinished with 5 coats and buffed.	4X year
3. All carpet areas will be detailed vacuumed.	3X week
4. All carpet spot vacuumed.	Opposite days of detailing
5. Remove spots/spills on carpet.	As they occur
6. Shampoo & extract carpet	4X year
7. Baseboards will be cleaned & polished	1X month

<b>Windows, Glass Doors and Partitions</b>	
<b>Description</b>	<b>Frequency</b>
1. Entrance glass & glass doors.	Daily
2. All inner wall windows and glass partitions	1X week
3. Clean and polish external windows inside/outside	4X year

<b>Cafeteria</b>	
<b>Description</b>	<b>Frequency</b>
1. Trash containers emptied.	Daily
2. Trash containers, cleaned and sanitized.	1X week
3. Tables and counter tops, cleaned and sanitized.	Daily
4. Chairs, cleaned and sanitized.	Monthly
5. Sinks, cleaned and sanitized.	Daily
6. Exterior of appliances & vending machines.	1X week
7. Clean microwaves (2) inside and out.	Daily
8. Floors. See Floor Care.	



<b>Common Areas, Halls &amp; Stairs</b>	
<b>Description</b>	<b>Frequency</b>
1. Drinking Fountains. Cleaned and sanitized.	Daily
2. Stairways to be swept and damp mopped	Daily
3. Hand rails to be wiped w/sanitizer.	Daily
4. Dusting of areas.	1X week
5. Floors/stairs. See Floor Care.	
6. Trash containers to be emptied	Daily

<b>Conference Rooms</b>	
<b>Description</b>	<b>Frequency</b>
1. Desk and table tops will be cleaned.	Daily
2. Chairs will be dusted, damp dusted, or vacuumed	1X week
3. Furniture, sills, ledges, moldings, radiators, blinds, and any high dusting.	1X week
4. Hard surface/fabric covered partitions	1X month
5. Phones will be cleaned and sanitized.	1X week
6. All wastebasket liners will be emptied.	Daily
7. All recycling bins will be emptied.	Daily
8. Designated areas to be locked	Daily
9. Floors. See Floor Care.	

<b>Washrooms x 2</b>	
<b>Description</b>	<b>Frequency</b>
1. Porcelain fixtures, toilets, & urinals to be cleaned and sanitized. and sanitized.	Daily
2. Chrome work to be cleaned, sanitized, & polished	Daily
3. Partitions to be cleaned and sanitized.	3X week
4. Tiled walls to be cleaned and sanitized.	3X week
5. Floors to be cleaned and sanitized. See Floor Care.	Daily
6. Mirrors to be cleaned.	Daily
7. Supply dispensers will be filled by contractor.	As needed
8. Trash containers to be emptied.	Daily
9. Trash containers to be cleaned and sanitized.	1X week.



<b>Elevators</b>	
<b>Description</b>	<b>Frequency</b>
1. Elevator doors and walls will be spot cleaned	Daily
2. Elevator carpets will be vacuumed	Daily
3. Clean elevator tracks	Weekly

<b>POLICE DEPARTMENT &amp; 10 STATE</b>	
ALL CLEANING DURING WORKING & AFTERNOON SHIFTS. 6 DAYS A WEEK.	
<b>Office Areas</b>	
<b>Description</b>	<b>Frequency</b>
1. Desk tops will be cleaned when cleared of papers.	Daily
2. Desk sides and file cabinets will be dusted	2X month
3. Chairs will be dusted, damp dusted, or vacuumed	1X week
4. Office furniture, sills, ledges, moldings, radiators, blinds, and any high dusting.	1X week
5. Hard surface/fabric covered partitions	1X month
6. Phones will be cleaned and sanitized.	1X week
7. All wastebasket liners will be emptied.	Daily
8. All recycling bins will be emptied.	Daily
9. Designated offices to be locked	Daily
10. Floors. See Floor Care.	

<b>Floor Care</b>	
<b>Description</b>	<b>Frequency</b>
1. All tile floors will be swept and wet/damp mopped	Daily
2. All tile floors will be cleaned and polished/buffed.	4X year
3. Strip, refinish (with 5 coats) and buff vinyl tile	4X year
4. All carpet areas will be detailed vacuumed.	3X week
5. All carpet spot vacuumed.	Opposite days of detailing
6. Remove spots/spills on carpet.	As they occur
7. Shampoo & extract carpet	2X year
8. Baseboards will be cleaned & polished	1X month
9. Sweep all Garage Floor	Daily



<b>Windows, Glass Doors and Partitions</b>	
<b>Description</b>	<b>Frequency</b>
1. Entrance glass & glass doors.	Daily
2. All inner wall windows and glass partitions	1X week
3. Clean and polish external windows inside/outside	4X year

<b>Elevators x 1</b>	
<b>Description</b>	<b>Frequency</b>
1. Elevator doors and walls will be spot cleaned	Daily
2. Elevator carpets will be vacuumed	Daily
3. Clean elevator tracks	Weekly

<b>Cafeteria</b>	
<b>Description</b>	<b>Frequency</b>
1. Trash containers emptied.	Daily
2. Trash containers, cleaned and sanitized.	1X week
3. Tables and counter tops, cleaned and sanitized.	Daily
4. Chairs, cleaned and sanitized.	Monthly
5. Sinks, cleaned and sanitized.	Daily
6. Exterior of appliances & vending machines.	1X week
7. Clean microwaves inside and out.	Daily
8. Floors. See Floor Care	

<b>Common Areas, Halls &amp; Stairs</b>	
<b>Description</b>	<b>Frequency</b>
1. Drinking Fountains. Cleaned and sanitized.	Daily
2. Stairways to be swept and damp mopped - 2	Daily
3. Hand rails to be wiped w/sanitizer.	Daily
4. Dusting of areas.	1X week
5. Floors/stairs. See Floor Care.	
6. Trash containers to be emptied	Daily



<b>Conference Rooms</b>	
<b>Description</b>	<b>Frequency</b>
1. Desk and table tops will be cleaned.	Daily
2. Chairs will be dusted, damp dusted, or vacuumed	1X week
3. Furniture, sills, ledges, moldings, radiators, blinds, and any high dusting.	1X week
4. Hard surface/fabric covered partitions	1X month
5. Phones will be cleaned and sanitized.	1X week
6. All wastebasket liners will be emptied.	Daily
7. All recycling bins will be emptied.	Daily
8. Designated areas to be locked	Daily
9. Floors. See Floor Care.	

<b>Washrooms x 11 &amp; Locker Rooms x 2 &amp; Jail Cells x 6</b>	
<b>Description</b>	<b>Frequency</b>
1. Porcelain fixtures, stainless steel units in jail cells, toilets, & urinals to be cleaned and sanitized.	Daily
2. Chrome work to be cleaned, sanitized, & polished	Daily
3. Partitions to be cleaned and sanitized.	3X week
4. Floors to be cleaned and sanitized. See Floor Care.	Daily
5. Tiled walls to be cleaned and sanitized.	Daily
5. Mirrors to be cleaned.	Daily
6. Supply dispensers will be filled by contractor.	As needed
7. Trash containers to be emptied.	Daily
8. Trash containers to be cleaned and sanitized.	1X week.
9. Bio hazard cleanup. Jail Cells. Police cars.	As Needed. Bid per incidence.

**Note:**

**Minimum crew for the PD will consist of 1 Full Time (A.M.) and 1 Part Time (P.M.) employee 6 days a week (Monday – Saturday).**

**The Full Time employee will start between 6:30 a.m. and 7:00 a.m. The Part Time employees start time will be determined at a later date. Both employees MUST be able to handle biohazard cleanups. This cost will be included in the contract for PD.**

**All crews working in Any City Facility will be subject to Police background check.**



## PUBLIC WORKS FACILITY

### Office Areas

Description	Frequency
1. Desk tops will be cleaned when cleared of papers.	Daily
2. Desk sides and file cabinets will be dusted	2X month
3. Chairs will be dusted, damp dusted, or vacuumed	1X week
4. Office furniture, sills, ledges, moldings, radiators, blinds, and any high dusting.	1X week
5. Hard surface/fabric covered partitions	1X month
6. Phones will be cleaned and sanitized.	1X week
7. All wastebasket liners will be emptied.	Daily
8. All recycling bins will be emptied.	Daily
9. Designated offices to be locked	Daily
10. Floors. See Floor Care.	

### Floor Care

Description	Frequency
1. All tile floors will be swept	Daily
2. All tile floors will be wet/damp mopped	Daily
3. All tile floors will be cleaned and polished/buffed.	4X year
4. Machine scrub tile.	4X year
5. All carpet areas will be vacuumed.	3X week
6. Remove spots/spills on carpet.	1X week
7. Shampoo & extract carpet	4X year
8. Baseboards will be cleaned & polished	1X month

### Windows, Glass Doors and Partitions

Description	Frequency
1. Entrance glass & glass doors.	Daily
2. All inner wall windows and glass partitions	1X week
3. Clean and polish external windows inside/outside	4X year



<b>Cafeteria</b>	
<b>Description</b>	<b>Frequency</b>
1. Trash containers emptied.	Daily
2. Trash containers, cleaned and sanitized.	1X week
3. Tables and counter tops, cleaned and sanitized.	Daily
4. Chairs, cleaned and sanitized.	Monthly
5. Sinks, cleaned and sanitized.	Daily
6. Exterior of appliances & vending machines.	1X week
7. Clean microwaves (2) inside and out.	Daily
8. Floors. See care for	

<b>Common Areas, Halls &amp; Stairs</b>	
<b>Description</b>	<b>Frequency</b>
1. Drinking Fountains. Cleaned and sanitized.	Daily
2. Stairways to be swept and damp mopped - 4	Daily
3. Hand rails to be wiped w/sanitizer.	Daily
4. Dusting of areas.	1X week
5. Floors/stairs. See Floor Care.	
6. Trash containers to be emptied	Daily

<b>Conference Rooms</b>	
<b>Description</b>	<b>Frequency</b>
1. Desk and table tops will be cleaned.	Daily
2. Chairs will be dusted, damp dusted, or vacuumed	1X week
3. Furniture, sills, ledges, moldings, radiators, blinds, and any high dusting.	1X week
4. Hard surface/fabric covered partitions	1X month
5. Phones will be cleaned and sanitized.	1X week
6. All wastebasket liners will be emptied.	Daily
7. All recycling bins will be emptied.	Daily
8. Designated areas to be locked	Daily
9. Floors. See Floor Care.	



<b>Washrooms/Locker Rms. x 7 &amp; Locker Rooms x 2</b>	
<b>Description</b>	<b>Frequency</b>
1. Porcelain fixtures, toilets, & urinals to be cleaned and sanitized. and sanitized.	Daily
2. Chrome work to be cleaned, sanitized, & polished	Daily
3. Partitions to be cleaned and sanitized.	3X week
4. Tiled walls to be cleaned and sanitized.	3X week
5. Floors to be cleaned and sanitized. See Floor Care.	Daily
6. Mirrors to be cleaned.	Daily
7. Supply dispensers will be filled by contractor.	As needed
8. Trash containers to be emptied.	Daily
9. Trash containers to be cleaned and sanitized.	1X week.

<b>Elevators x 1</b>	
<b>Description</b>	<b>Frequency</b>
1. Elevator doors and walls will be spot cleaned	Daily
2. Elevator carpets will be vacuumed	Daily
3. Clean elevator tracks.	Weekly

<b>Mechanics/ Welding Shop</b>	
<b>Description</b>	<b>Frequency</b>
1. Trash. Broom Sweep.	Daily
2. Machine Scrub. Only Mechanics Bays.	Daily
3. Detail Scrub. Both Mechanics Bays & Welding Shop.	Saturdays



## LABORATORY

### Office Areas

Description	Frequency
1. Desk tops will be cleaned when cleared of papers.	Daily
2. Desk sides and file cabinets will be dusted	2X month
3. Chairs will be dusted, damp dusted, or vacuumed	1X week
4. Office furniture, sills, ledges, moldings, radiators, blinds, and any high dusting.	1X week
5. Hard surface/fabric covered partitions	1X month
6. Phones will be cleaned and sanitized.	1X week
7. All wastebasket liners will be emptied.	Daily
8. All recycling bins will be emptied.	Daily
9. Designated offices to be locked	Daily
10. Floors. See Floor Care.	

### Floor Care

Description	Frequency
1. All tile floors will be swept and wet/damp mopped	Daily
2. All tile floors will be cleaned and polished/buffed.	4X year
3. All carpet areas will be vacuumed.	3X week
4. Remove spots/spills on carpet.	1X week
5. Shampoo & extract carpet	4X year
6. Baseboards will be cleaned & polished	1X month
7. All Vinyl tile shall be stripped, refinished (with 5 coats) and buffed	4X year

### Windows, Glass Doors and Partitions

Description	Frequency
1. Entrance glass & glass doors.	3X week
2. All inner wall windows and glass partitions	1X week
3. Clean and polish external windows inside/outside	2X year



<b>Cafeteria</b>	
<b>Description</b>	<b>Frequency</b>
1. Trash containers emptied.	Daily
2. Trash containers, cleaned and sanitized.	1X week
3. Tables and counter tops, cleaned and sanitized.	Daily
4. Chairs, cleaned and sanitized.	Monthly
5. Sinks, cleaned and sanitized.	Daily
6. Exterior of appliances & vending machines.	1X week
7. Clean microwaves inside and out.	Daily
8. Floors. See Floor Care.	

<b>Common Areas, Halls &amp; Stairs</b>	
<b>Description</b>	<b>Frequency</b>
1. Drinking Fountains. Cleaned and sanitized.	Daily
2. Stairways to be swept and damp mopped	Daily
3. Hand rails to be wiped w/sanitizer.	Daily
4. Dusting of areas.	1X week
5. Floors/stairs. See Floor Care.	
6. Trash containers to be emptied	Daily

<b>Washrooms/ Locker Rooms x 2</b>	
<b>Description</b>	<b>Frequency</b>
1. Porcelain fixtures, toilets, & urinals to be cleaned and sanitized.	Daily
2. Chrome work to be cleaned, sanitized, & polished	Daily
3. Partitions to be cleaned and sanitized.	3X week
4. Tiled walls to be cleaned and sanitized.	3X week
5. Floors to be cleaned and sanitized. See Floor Care.	Daily
6. Mirrors to be cleaned.	Daily
7. Supply dispensers will be filled by contractor.	As needed
8. Trash containers to be emptied.	Daily
9. Trash containers to be cleaned and sanitized.	1X week.



The shop area and kitchenette in the southeast garage containing a small (+/- 20' long) cabinet and countertop area, sink, and single bathroom shall be cleaned nightly.

<b>WEST SIDE PARKING DECK</b>	
<b>North &amp; South Stairwell</b>	
<b>Description</b>	<b>Frequency</b>
1. Empty trash	Daily
2. Sweep, mop and vacuum stairs	5X week
3. Sweep, mop and vacuum concrete landings	5X week
4. Sweep, mop and vacuum ceramic tile landings	5X week
5. Full clean elevators	5X week
6. Clean elevator tracks	1X week
7. Dust light fixtures	1X week
8. Clean entrance glass	Daily
9. Clean landing glass	1X week
10. Clean exterior & interior glass – May through October (6 months)	1X month

<b>Center Stairwell</b>	
<b>Description</b>	<b>Frequency</b>
1. Empty trash	Daily
2. Sweep, mop and vacuum stairs	5X week
3. Sweep, mop and vacuum concrete landings	5X week
4. Dust light fixtures	1X week
5. Clean landing glass	1X week

<b>EAST SIDE PARKING DECK</b>	
<b>East &amp; West Stairwell</b>	
<b>Description</b>	<b>Frequency</b>
1. Empty trash	Daily
2. Power wash stair cases	2X month
3. Wash windows	1X month

**Note: Any items listed in this section are subject to change at any given time upon written notification from the City.**



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## “EXHIBIT B”

### BASE PROPOSAL/ FEE SCHEDULE

Proposers will be required to submit costs for Janitorial Services based on the following Fee Schedule. Proposers will be compensated for Base Services based on a Lump Sum Price (Monthly & Annual Cost) for each building area identified as Items A-J. Proposers will also be compensated for Additional Services based on an Hourly Rate identified as Items K-N. Proposers will be awarded this procurement not necessarily based on least cost, but rather to the contractor whose proposal best meets the requirements of this RFP. It is understood that the contractor will be required to perform and complete the proposed work in a thorough and professional manner. The contractor shall provide all necessary labor, tools, equipment, materials (see below), and supplies (see below) to complete the contracted work.

**Note:**

**Trash supplies including but not limited to paper goods and garbage liners will be provided by the City (Inventory Department). It will be the Contractors responsibility to order and distribute all trash supplies as necessary to perform work.**

**All cleaning supplies including, but not limited to, disinfectants, soaps and air fresheners will be provided by the Contractor. All cleaning supplies NOT supplied by the Inventory Department, must be approved prior to use.**



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**CITY OF ST. CHARLES**  
**Janitorial Services**  
**Fee Schedule**  
FY16/17

**BASE SERVICES (Monthly/ Annual Lump Sum)**

<b>A. Municipal Building Services</b>	\$ _____ /Month
	\$ _____ /Year
<b>B. Atrium Building Services</b>	\$ _____ /Month
	\$ _____ /Year
<b>C. Old City Hall Building Services</b>	\$ _____ /Month
	\$ _____ /Year
<b>D. Century Station Bldg. Services (3<sup>rd</sup> Floor &amp; Basement)</b>	\$ _____ /Month
	\$ _____ /Year
<b>E. Century Station Bldg. Services (2<sup>nd</sup> Floor)</b>	\$ _____ /Month
	\$ _____ /Year
<b>F. Police Department &amp; 10 State Building Services</b>	\$ _____ /Month
	\$ _____ /Year



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- G. Public Works Bldg. Services** \$ \_\_\_\_\_ /Month  
\$ \_\_\_\_\_ /Year
- H. Laboratory Building Services** \$ \_\_\_\_\_ /Month  
\$ \_\_\_\_\_ /Year
- I. West Side Parking Deck Services** \$ \_\_\_\_\_ /Month  
\$ \_\_\_\_\_ /Year
- J. East Side Parking Deck Services** \$ \_\_\_\_\_ /Month  
\$ \_\_\_\_\_ /Year

**ALTERNATE SERVICES (Hourly Rate)**

- K. General Cleaning Services** \$ \_\_\_\_\_ /Hour  
Hourly staff for general purpose cleaning. Includes all necessary cleaning supplies and materials.
- L. Biohazard Cleaning Services** \$ \_\_\_\_\_ /Per Event  
Per Event rate for biohazard cleaning. Includes but not limited to vomit, feces, urine and blood. Price includes disposal of materials.



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**M. Carpet Cleaning Services** \$ \_\_\_\_\_/Hour  
Hourly rate for carpet cleaning crew. Includes all labor, materials, equipment,  
and supplies to clean carpets on an hourly basis.

**N. Floor Cleaning Services** \$ \_\_\_\_\_/Hour  
Hourly rate for floor cleaning crew. Includes all labor, materials, equipment, and  
supplies to clean floors on an hourly basis.

**YEAR #2 & YEAR #3 SERVICES (% Increase)**

**PROVIDE PERCENTAGE (%) INCREASE FOR FY17/18 & FY18/19**

**FY17/18**            % \_\_\_\_\_

**FY18/19**            % \_\_\_\_\_

**OPTIONAL YEAR #4 & YEAR #5 SERVICES (% Increase)**

**PROVIDE PERCENTAGE (%) INCREASE FOR FY19/20 & FY20/21**

**FY19/20**            % \_\_\_\_\_

**FY 20/21**            % \_\_\_\_\_

City of St. Charles, Illinois  
Public Works Department  
Janitorial Services  
For Public Services Division



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# **“EXHIBIT C”**

## **FLOOR PLANS & AREAS**