

# *City Of Mascoutah, Illinois*

## JANITORIAL SERVICES BID PACKAGE

### **CITY HALL BUILDING 3 W. Main Street Mascoutah, IL**

February 6, 2018

The City of Mascoutah is accepting bids from qualified contractors to provide cleaning and janitorial services at the City Hall building, 3 W. Main Street, under the following terms and limitations:

1. The contractor is to furnish all labor, equipment, and cleaning supplies required to perform the cleaning services of the contract. City will provide toilet paper, paper towels, trash can liners and hand soap.
2. All materials, supplies and equipment are to be stored in the designated storage areas.
3. The contractor shall provide a list of current customers and a separate list of former clients shall also be provided. Bidders understand that the City may contact customers for references.
4. The contractor must expressly agree and promise that he/she/it will comply with all applicable ordinances, statutes and regulations, including but not limited to the equal employment and affirmative action provisions pertaining to public contracts by Section 2-105 of the Illinois Human Rights Act (Codified as paragraph 2-105 of Chapter 775 of the Illinois Compiled Statutes as amended).
5. The contractor must state that it is and shall remain an equal opportunity employer which does not discriminate in its' employment practices or in the award of contracts and as such does not discriminate based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran, or marital status, in accordance with applicable federal, state and local laws.
6. The City Council reserves the right to reject any or all bids, and to waive any or all technicalities in the proposals.
7. Charges/services are to be billed monthly to the City of Mascoutah, 3 W. Main Street Mascoutah, IL 62258.
8. Either party may, upon 30 days' written notice to the other party, terminate the contract.
9. The contractor is to furnish a certificate of insurance coverage, including, but not limited to, Worker's Compensation and Comprehensive General Liability, listing the City of Mascoutah as an additional insured.
10. The contractor shall perform the daily service between the hours of 6:30 a.m. and 12:00 p.m. weekdays, exclusive of major holidays, or during hours mutually determined and agreed upon by both parties.
11. It is intended that this bid will yield a 2-year contract for services.
12. All bids must be in a sealed envelope marked "City Hall Janitorial Bid" and received by the City Manager's Office no later than Monday February 26<sup>th</sup>, 2018 at **10:00 a.m.**.. Bids received after that time will be returned unopened to the bidder.

- 13.** The bids will be opened at **10:15 a.m. on Monday February 26<sup>th</sup>, 2018** at City Hall, 3 W. Main Street, Council Chambers.
- 14.** Past services rendered at any of the City's facilities may be considered in the award of this bid.
- 15.** The following services are to be provided as listed in the specifications.

A walk through of the building will be available to potential bidders on Thursday, February 15, 2018 at 10:00 a.m. to view the facility.

**Scope of Work - Specifications**

**Exhibit A**

**SPECIFICATIONS**

**Two Levels: First Floor, Second Floor**

**Departments: First Floor (EMS, Police, Utility Office), Second Floor (Administration, City Clerk's Office, (2) Public Works Office and Mayor's Office)**

**Meeting Rooms: (1) First Floor, Conf. Room and (2) Second Floor Conf. Room and Council Chambers**

**Kitchen Areas: (2) First Floor**

**Restrooms:       5 on First Floor  
                      1 on Second Floor (1 toilet, 1 sink)**

**Council Chambers (second floor)**

**Monday, Wednesday, Friday**

- Dust, sweep and wet mop all hard surface floors on all floors.
- Vacuum all carpets (conference rooms Monday only).
- Dust, sweep and vacuum all rubber stair treads in both stairways.
- Empty all trash receptacles, replace liners as needed. Trash is to be taken to the designated collection area. Empty sanitary boxes in women's restroom.
- Clean and sanitize all restrooms, including sinks, toilet bowls, toilet seats and urinals.
- Clean and sanitize and polish dry two drinking fountains on First Floor and three drinking fountains on Second Floor.
- Refill soap dispensers and paper products in rest rooms.
- Sweep and pick up trash at both entry ways; Main Street and Church Street.
- Spot clean spills on carpet as needed and per product specifications. Inform Executive Assistant of any stains that cannot be removed so carpet tiles can be replaced.
- Refill dispensers to restock all lavatories with supplies, including but not limited to paper towels, toilet tissue, sanitary napkin, tampon, and hand soap, as required.
- Check restrooms for lights burned out or not working properly, plumbing problems i.e. dripping faucets and mechanical deficiencies. Report to Executive Assistant for needed repairs.

**Monday only**

- Clean and sanitize all dispensers in restrooms.
- Kitchenettes; Clean sinks, counters, cabinets and appliances, wiping both the inside and outside of appliances (excluding refrigerator).
- Restock all paper towels and soap dispensers as required.
- Clean entry doors on Main Street and Church Street from top to bottom including glass.
- Clean all internal doors leading to department areas and frames as needed including glass.
- Dust banisters in stairways.
- Clean elevator doors and interior of elevator. Vacuum carpet flooring in elevator cab. Remove finger marks from call buttons and plates and surrounding surfaces.
- Remove noticeable cobwebs.
- Vacuum; remove trash, and clean table tops in all Conference rooms.
- Dry-Dust all flat surfaces – EXCLUDING STAFF DESKS.
- Empty all blue and green recycle bins at office and copier areas and place in the single stream recycling bin on First Floor outside in west alley area.
- Spot clean glass in the Utility Customer Service area.

- Take weekly inventory of supplies, paper products, cleaning solutions, equipment etc. to maintain appropriate stock levels. Contact Executive Assistant for items needed ordered as necessary to maintain supply.

### **Monthly**

- Spot clean walls, baseboards, switch plates, window ledges in all areas.
- Clean out dirty waste receptacles, as needed.
- Wash both sides of urinal dividers and urinal back tile adjacent to urinals with disinfectant germicidal solution.
- Remove stains and scale from toilets, urinals and sinks as required.

### **Quarterly**

- Buff tile/stone floors in Police Department and Utility Office Hallway.
- Meet with City Hall representatives to discuss any issues that need to be addressed.
- Polish and buff wipe wood furnishings in Council Chambers and Second Floor Conference Room.
- Detail clean all tile walls in restrooms, baseboards and metal partitions from floor to ceiling. Partitions should be left clean and un-streaked.

### **Semi-Annually**

- Clean/wash all baseboards.

### **Annual**

- Follow manufacturer's recommendations for hot water extraction on carpets.
- First Floor tiled/vinyl floors are to be cleaned per manufacturer's recommendations which include machine scrubbing with properly diluted neutral detergent solution, rinse with clean water, if sufficient polish on floor, buff, spray buff or burnish to restore gloss. If additional coats required follow manufacturer guidelines.

### **Additional Requirements**

- City Hall holiday schedule is to be provided to cleaning contractor, at the beginning of each calendar year, the holiday schedule of cleaning staff should coincide with the City Hall holiday schedule.
- For personnel requested outside of this contract vendor will bill separately and will need to bid an hourly rate for such service.
- Have in place over the performance period a high performance cleaning program supported by policy addressing:
  1. Appropriate staffing plan.
  2. Standard operating procedures (SOPs) addressing how an effective cleaning and hard floor maintenance system will be consistently utilized, managed and audited. The SOPs shall have a specific section addressing cleaning to protect vulnerable building occupants.
  3. Proper training of maintenance personnel in the hazards, use, maintenance, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.
  4. Guidelines addressing the safe handling and storage of cleaning chemicals used in the building, including a plan for managing hazardous spills or mishandling incidents.
  5. Use of chemical concentrates and appropriate dilution systems to minimize chemical use wherever possible.
  6. Continual improvement to evaluate new technologies procedures and processes.
- 1. OSHA BLOOD BORNE PATHOGEN STANDARD
  - a. Use safety cones or other means to make sure that occupants do not come into contact with biological spills.
  - b. Use proper personal protective equipment (i.e. gloves, goggles).
  - c. Disinfect area with appropriate solution following OSHA's blood borne pathogen standard.

- d. Dispose properly of biohazard bag.
2. MEASURING/DILUTING CONCENTRATED CLEANING PRODUCTS
- e. Use appropriate personal protective equipment when mixing concentrated cleaning products.
  - f. Follow manufacturer's dilution directions. Do not under or over dilute concentrated cleaning products.
  - g. Make sure that spray bottles have appropriate labels.
  - h. Never mix different cleaning products together.

## **GLOSSARY OF TERMS**

**Buffing** - Restoring sheen to a waxed or resin-finished composition floor by use of a polishing machine equipped with a polishing brush, pad, or equivalent.

**Damp-Mop** - Removal of soil and stains caused by liquid spillage or drippings by use of a mop dampened with clear water and an appropriate amount of detergent.

**Damp-Wipe** - Removal of stains, fingerprints, dust, and soil by use of a dampened sponge, cloth or equivalent.

**Dry-Wipe** - Removal of all moisture and streaks by use of a clean, dry cloth or equivalent.

**Dusting** - Removal of dust from a surface by use of a chemically treated cloth or equivalent.

**Dust-Mopping/Sweeping** - Removal of dry litter and dust from a floor surface by use of a chemically treated cloth, mop or equivalent.

**Emptying** - clearing waste baskets, rest room disposal units of debris, etc., to a predetermined area.

**Filling** - Re-supply dispenser-type units; i.e. restroom towels, toilet tissue, and soap.

**Policing** - Generally consists of keeping an area free of trash. Requires a total review of the area and performance of required services as needed; such as spot sweep and mop floors, clean tables, fill dispensers, empty trash, spot clean chairs, etc.

**Scrubbing** - Complete removal of soil from floors, using a scrubbing machine with a soap or detergent solution.

**Shampooing** - Equivalent to washing except for a sufficient reduction in the use of water on those items easily damaged by water (i.e. fabric chairs and carpeting).

**Spot-Cleaning/Spot Wash** - Removal of stains, spots, smudges, and finger prints to give a general uniform appearance by using a cleaning agent followed by a clear water rinse and wiped dry.

**Stripping** - Complete removal of seal or finish from a floor to prepare it for re-sealing or waxing performed with a machine, using wax stripper and a detergent solution.

**Vacuuming** - Removal of all dry litter and dust from a surface by use of a vacuum cleaning machine.

**Washing** - Removal of stains, fingerprints, dirt and dust by applying a cleaning agent to the overall surface followed by a clear water rinse and wiped dry. For waste and trash containers, washing means removal of incrustation, grease and soil, by use of a soap or detergent solution followed by clean water rinsing.

**Waxing** - Sealing and/or finishing a cleaned floor with sufficient reduction in the use of water on those items easily damaged by water (i.e., fabric chairs and carpeting).

**Wet-Mopping** - Removal of all soluble soil from floors, using a scrubbing machine with a soap or detergent.

**Cleaning Supplies**

- The contractors bid price shall include all supplies/cleaning agents needed to perform the Basic Services. Contractor shall maintain sufficient quantity in stock at all times. Contractor may not change materials without City of Mascoutah approval. City of Mascoutah reserves the right to allow Contractor use of some larger cleaning equipment (buffer, burnisher, exactor).

## JANITORIAL SERVICES BID PACKAGE

### BID SUMMARY SHEET

Contractor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### **COST LISTING:**

City Hall Building Monthly Cost \$ \_\_\_\_\_

City Hall Emergency Hourly Charge \$ \_\_\_\_\_

By submitting this bid, I agree and promise that I and my employees will comply with applicable ordinances, statutes and regulations, including but not limited to the equal employment and affirmative action provisions pertaining to public contracts by Section 2-105 of the Illinois Human Rights Act (Codified as paragraph 2-105 of Chapter 775 of the Illinois Compiled Statutes as Amended.)

As a representative of \_\_\_\_\_, I am authorized to state that \_\_\_\_\_ is an equal opportunity employer and does not discriminate based on race, religion, sex, age, national origin, color, ancestry, marital status or mental or physical handicaps.

Authorized Signatures(s) \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

The following must be included with this package:

1. Certificate of insurance
2. List of 3 business references, including name and contact number
3. List of current customers
4. List of former customers

## **Selection Process for Janitorial Services**

Proposals shall be received and evaluated by the City Manager.

Each bid will be evaluated based on the mandatory criteria listed below. Bids not meeting all mandatory criteria will be rejected without further consideration, unless waived within the rights of the City. Bids that do meet all the mandatory criteria will then be reviewed against the desirable criteria. Past performance providing service at any of the City's facilities may be considered in the award of this bid. Interviews may be conducted as necessary. The City reserves the right to reject any/or all proposals.

If a written Contract cannot be negotiated within thirty days of notification of the successful bid, the City may, at its sole discretion at any time thereafter, terminate negotiations with that Contractor and negotiate a Contract with the next qualified Contractor or negotiate with the current provider, in the interest of time.

It is understood and agreed that these specifications shall impose no obligation or liability whatsoever upon the City Council of the City of Mascoutah, its employees or agents. All bids become the property of the City of Mascoutah. Contractors are solely responsible for their own expenses in preparing a bid and for subsequent negotiations with the City of Mascoutah, if any.

### **MANDATORY CRITERIA**

- a) **2 copies of the bid are required.**
- b) **The sealed bids must be received at the City Manager's Office, City Hall Building, and Attention: Cody Hawkins, 3 W. Main Street, Mascoutah, Illinois by Central Standard Time on 10:00 a.m. on Monday, February 26, 2018. Sealed bids must clearly be marked "City Hall Janitorial Bid".**
- c) **Company information must be provided.**
- d) **Proposals must be signed by the person or agent who is authorized to do business on behalf of the Contractor and whose signature legally binds the Contractor to statements and commitments proposed in the bid.**
- e) **A list of all current customers and former clients, including contact information, must be provided.**

Bidders agree that current customers and former clients of the Contractor may be contacted by the City as references of the bidder. The City will not enter into a Contract with any Contractor whose references, in the City's sole opinion, are found to be unsatisfactory.