

SCHAUMBURG TOWNSHIP DISTRICT LIBRARY

Legal Notice

Advertisement for Bids

The Schaumburg Township District Library will receive sealed bids for Cleaning/Housekeeping Services.

2020-BP-03-Cleaning/Housekeeping Services

Specifications and all Bid/Contract Documents are only available on-line on the Schaumburg Township District Library's "Current Bids" web page at <https://www.schaumburglibrary.org/bids>. Prices quoted must be valid for a minimum of 90 days from the date of the bid opening.

It is the policy of Schaumburg Township District Library to provide equal opportunity to all qualified businesses in the awarding of contracts and accordingly promotes the utilization of diversified businesses to the maximum extent feasible in any contract issued against this invitation to bid.

Sealed bids for the above services must be received on or before **1:30 P.M., Local Time, Wednesday, January 27, 2021**. Bids must be addressed to:

Ms. Annie Miskewitch
Executive Director
Schaumburg Township District Library
130 South Roselle Road, Schaumburg, Illinois, 60193
Bid Response Cleaning/Housekeeping Services - 2020-BP-03

All bids will be publicly opened immediately thereafter at the **Rasmussen Room North and Rasmussen Room South**, located on the second floor in the northwest corner of the Library at 130 S. Roselle Rd. Schaumburg, IL. Face covering masks are required. Late bids will be rejected.

The Schaumburg Township District Library reserves the right to reject any and all bids or to waive any technicalities, discrepancies, or information in the bids. The Schaumburg Township District Library does not discriminate in admission, access to, treatment, or employment in its programs and activities.

General questions regarding this Legal Notice and all detailed questions concerning the actual bid specifications are to be forwarded by e-mail to bids@stdl.org before January 20, 2021, 12:00AM. Questions will be answered to the best of our abilities.

Following the bid opening, review, and the Purchasing Department's receipt of an award recommendation, pending contract awards will be posted on the Library's Internet web site.

Individuals with disabilities who plan to attend this meeting and who require certain accommodations to allow them to observe and/or participate in this meeting are requested to contact (847) 923-3200 or (847)-923-3179 at least one (1) week prior to this public meeting if possible.

By:
Schaumburg Township District Library
Cook County, Illinois
130 S. Roselle Road
Schaumburg, IL. 60193

Published: December 18, 2020

Schaumburg Township District Library

Request for Sealed Bid

Cleaning/Housekeeping Services for: Schaumburg Township District Library and (2) Branch Libraries.

Submission Date/Time by:

Wednesday, January 27, 2021, at 1:30PM.

Bid Opening Place:

**Schaumburg Township District Library,
130 South Roselle Road, Schaumburg IL, 60193**

Bid opening will take place in Rasmussen Room North and Rasmussen Room South located on the second floor at the northwest corner of the building.

Dear Prospective Bidder:

The Schaumburg Township District Library is pleased to invite you to submit a sealed bid for:

Cleaning/Housekeeping Services for our (3) facilities:

- **Schaumburg Township District Library (“STD L”) – Central Library, located at 130 S. Roselle Road, Schaumburg IL, 60193**
- **“STD L” Hanover Park Branch Library, located at 1266 Irving Park Road, Hanover Park, IL 60133**
- **“STD L” Hoffman Estates Branch Library, located at 1550 Hassell Road, Hoffman Estates, IL 60169**

Bid Opening: January 27, 2021, 1:30 PM, local time

Where: Schaumburg Township District Library, 130 South Roselle Road, Schaumburg, IL, 60193. In Rasmussen Room North and Rasmussen Room South, located on the second floor at the northwest corner of the building.

Specifications, schedule, and floor plans for the services are incorporated in this document below.

Please note the following requirements for the Request for Bid:

- Price Work Sheet
- Bid Form
- Question Work Sheet
- Certificate of Insurance
- References
- Written Description on how the proposal meets the bid requirements
- First year monthly and quarterly task calendar work schedule for each building
- Original of your full submitted bid

We sincerely hope that you take the time to review the specifications and floor plans below, and submit a Bid. If you need additional information please submit your questions in writing to the Library, by email to bids@stdl.org before January 20, 2021, 12:00AM. The Library will post a written response on our website at <https://www.schaumburglibrary.org/bids>.

**GENERAL TERMS AND CONDITIONS AND INSTRUCTIONS
TO BIDDERS TABLE OF CONTENTS**

BIDDING PROCEDURES

1. Bid Forms
2. Submission of Bids
3. Addendum
4. Questions
5. Alternate Bids
6. Alternate Bids, solicited
7. Bids Binding For 90 Days
8. Withdrawal of Bid Proposals

Awarding the Bid

9. Criteria for Awarding / Reservation of Rights
10. Notice of Award
11. Registration Required

Price

12. Tax Exemption

Financial Responsibility Provisions

13. General Guaranty
14. Warranties
15. Insurance
16. Indemnification
17. N/A

Assignment/Termination/Default

18. Assignment
19. Termination of Contracts
20. Default

Miscellaneous

21. Hazcom, 2012, GHS, Safety Data Sheets
22. N/A
23. Prevailing Wages
24. N/A
25. Force Majeure
26. Freedom of information act (FOIA)
27. Confidentiality

**SCHAUMBURG TOWNSHIP
DISTRICT LIBRARY / GENERAL**

**TERMS AND CONDITIONS
REQUEST FOR BID / INSTRUCTIONS TO BIDDERS**

THE GENERAL TERMS AND CONDITIONS WHICH APPLY TO ALL PURCHASES, SOLICITATIONS FOR GOODS AND/OR SERVICES, DO BECOME A DEFINITE PART OF EACH FORMAL REQUEST FOR BID, PURCHASE ORDER, OR CONTRACT ISSUED BY THE SCHAUMBURG TOWNSHIP DISTRICT LIBRARY, UNLESS OTHERWISE SPECIFIED. BY SUBMITTING A RESPONSE, THE BIDDER AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS. BIDDER OR THEIR AUTHORIZED REPRESENTATIVES ARE EXPECTED TO FULLY INFORM THEMSELVES OF THE CONDITIONS, AREAS OF SCOPE OF WORK, REQUIREMENTS, AND SPECIFICATIONS BEFORE SUBMITTING PROPOSALS. FAILURE TO DO SO WILL BE AT THE BIDDERS OWN RISK AND HE/SHE CANNOT SECURE RELIEF ON THE PLEA OF ERROR.

BIDDING PROCEDURES

The first **two** items must be met and performed by the bidder in order for the bid to qualify for consideration by the Library.

A place to check off each item as you complete it has been provided for your convenience.

- _____ 1. **BID FORMS:** Bid Proposals shall be submitted on the forms provided or in an identical format typed by the bid proposer, properly signed in the appropriate places, and submitted in an opaque sealed envelope.

- _____ 2. **SUBMISSION OF BIDS:** All bids submitted must be received in an opaque envelope by the Library before the time specified for receipt of bids. The envelope must be clearly marked "SEALED BID" --WITH THE BID TITLE, DATE DUE AND TIME OF RECEIPT, written on the front of the envelope. The Executive Director, or a designated agent, will decide when the specified time for receipt has arrived (as determined by the official clock or local cell phone time in the Library's Administrative Business Office of the Executive Director). Formal sealed bids, amendments thereto, or requests for withdrawal of bids after the time specified for the bid opening will not be considered.

3. **ADDENDUM:** Bidders shall acknowledge the receipt of any addendum interpreting the specifications on the bid form.

4. **QUESTIONS:** All questions must be submitted in writing before January 20, 2021, 12:00AM, via email to bids@stdl.org. Whenever the answer to a question is contained in the documents, the bidder shall be directed to the bid documents. The Schaumburg Township District Library will not be responsible for any other explanation of the specifications made prior to the receipt of bids.

5. **ALTERNATE BIDS:** For increasing the number of staff and man hours that might be needed once we open back up to the public or open on Sunday at the two branch libraries.
6. **ALTERNATE BIDS SOLICITED:**
- **Alternate 1.** Provide a per month and per year cost to add one (1) more additional staff person for an additional (4) man hours each “day” x 7 days per week at the STDL Central Library in case we need to increase that later.
 - **Alternate 2.** Provide a per month and per year cost to add two (2) more additional staff people for an additional (8) man hours each “day” x 7 days per week to the STDL Central Library in case we need to increase that later.
 - **Alternate 3.** Provide a per month and per year cost to add two (2) more man hours per day x 6 to the Hanover Park Branch Library in case we need to increase that later.
 - **Alternate 4.** Provide a per month and per year cost to add a cleaning crew for Sundays at the Hanover Park Branch Library, having a minimum of two (2) cleaning staff for a minimum of two (2) hours per night/morning. (min. (4) man hours per “day”).
 - **Alternate 5.** Provide a per month and per year cost to add two (2) more man hours per day x 6 to the Hoffman Estates Branch Library in case we need to increase that later.
 - **Alternate 6.** Provide a per month and per year cost to add a cleaning crew for Sundays at the Hoffman Estates Branch Library, having a minimum of two (2) cleaning staff for a minimum of two (2) hours per night/morning. (min. (4) man hours per “day”).
7. **BIDS BINDING FOR 90 DAYS:** Unless otherwise specified in the specifications, all formal bids submitted shall be binding for ninety (90) calendar days after the bid opening date.
8. **WITHDRAWAL OF BID PROPOSALS:** A written request for the withdrawal of a proposal will be granted if the request is received by the Library prior to the specified time of receipt.

AWARDING THE BID PROPOSAL

9. **CRITERIA FOR AWARDING / RESERVATION OF RIGHTS:** The contract will be awarded to the lowest responsible and responsive bidder proposer, or any other bid proposer determined by the Schaumburg Township District Library to be in the best interest of the Library to accept, who meets or exceeds the criteria, provisions sought by the requesting department and/or library as a whole. The Library reserves the right to reject any or all proposals or to waive any details in proposals received whenever such rejection or waiver is in the best interests of the Library. The Library also reserves the right to reject the Bid of a proposer who has previously failed to satisfactorily perform, has not completed contracts on time, or whom, upon investigation shows is not able to perform the contract.

In determining responsibility, the following qualifications will be considered by the Library.

- (a) The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
 - (b) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 - (c) The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
 - (d) The quality of performance of previous contracts or services;
 - (e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 - (f) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
 - (g) The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
 - (h) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
 - (i) The number and scope of conditions attached to the bid
 - (j) Bidder's record of experience in this field of endeavor; and, the experience in a similar size and scope required in the bidder's specifications;
 - (k) Default on the payment of taxes, licenses or other money due the Library, Cook County, a municipality wholly or partially within the Library District, or State of Illinois
 - (l) Compliance with Federal, state, and municipal requirements.
10. **NOTICE OF AWARD:** The Library will accept in writing one of the bids, within ninety (90) days from the date of opening, or the time specified within the specifications, unless the awardee extends the time of acceptance to the Library. Notice of Award will be posted on the Libraries website at <https://www.schaumburglibrary.org/bids>.
11. **REGISTRATION REQUIRED:** Companies awarded should be registered to do business in the State of Illinois. The Library may verify status with the State by calling 217-782-7880 prior to awarding contract.

PRICE

12. **TAX EXEMPTION:** Sales Tax to the Schaumburg Township District Library are exempt from state and local retailers' occupation tax, state and local service occupational tax, use tax, and service use tax pursuant to Rule No. 40 of the Illinois Retailers Occupation Tax Act. Our Sales Tax Exemption Identification No. is E99898152.

FINANCIAL RESPONSIBILITY PROVISIONS

13. **GENERAL GUARANTY:** Contractor agrees to:
- (a) Save the Library, its trustees, officers, directors, managers, employees, and its agents, harmless from liability or claims of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used in the performance of the contract which the Contractor is not the patentee, assignee, licensee, or owner; and
 - (b) Protect the Library against latent defects in materials or workmanship and to repair or replace any articles damaged or marred in transit or during delivery; and
 - (c) Pay for all permits, licenses, and fees and give all notices and to comply with all laws, ordinances, and rules of the City of Schaumburg and the State of Illinois.
14. **WARRANTIES:** Unless otherwise specified, the Contractor shall unconditionally guarantee the materials and workmanship on all equipment furnished by him FOR A PERIOD OF ONE YEAR from date of delivery and installation if required unless otherwise specified in the specifications. If within the guarantee period, any defects or signs of deterioration are noted which, in the opinion of the Library, are due to faulty use, design and installation, workmanship, or materials, the Library shall notify the Contractor. At the Contractor's expense, the Contractor shall repair or adjust the equipment or parts to correct the condition, or replace the part or entire unit to the complete satisfaction of the Library.
15. **INSURANCE:** At the Contractor's expense, the Contractor shall secure and maintain in effect throughout the duration of this contract, insurance of the following kinds and limits to cover all locations of the Contractor's operations. All insurance policies shall be written with insurance companies licensed to do business in the State of Illinois and having a rating of not less than A IX, according to the latest edition of the A.M. Best Company; and shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the Library. The certificates of insurance will specifically address each of the requirements noted below. The General Liability coverage shall name the Schaumburg Township District Library as additional insured. All insurance noted below is primary and in no event will be considered contributory to any insurance purchased by the Library. The following provision shall also be stated on each Certificate of Insurance as "Should any of the above described policies be canceled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder named to the left". The Contractor will provide written Proof of Endorsement(s), with the General Liability policy number on the endorsement. The Contractor will provide certificates of insurance evidencing the following types and limits of insurance.

(A)

Commercial General Liability:

- i. Coverage to include Premise/Operations, Products/Completed Operations, Independent Contractors, Broad Form Property Damage, Contractual and Personal Injury.
- ii. Limits:

General Aggregate	\$2,000,000.00
Products/Completed Operations Aggregate	\$1,000,000.00
Each Occurrence	\$1,000,000.00
Personal and advertising Injury	\$1,000,000.00
- iii. Exclusions relating to the Explosion, Collapse and Underground hazards shall be deleted.
- iv. Coverage is to be written on an "occurrence" basis.
- v. Products/Completed Operations coverage is to remain in force for a period of two (2) years after the completion of the project.
- vi. Cover all claims arising out of the Contractor's operations or premises, Subcontractor's operations or premises, anyone directly or indirectly employed by the Contractor or Subcontractor, and the Contractor's obligations under indemnifications under this Contract.

(B) **Professional Liability:**

- i. N/A
- ii. N/A

(C) **Workers Compensation:**

- i. Shall be in accordance with the provisions of the laws of the State of Illinois, including Occupational Disease Act provisions, for all employees at the site of the project, and in case work is sublet, the Contractor shall require each Subcontractor similarly to provide this insurance. In case employees are engaged in work under this contract and are not protected under the Workers Compensation and Occupational Disease Act, the Contractor shall provide, and shall cause each subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(D) **Comprehensive Automobile Liability:**

- i. N/A
- ii. N/A

(E) **Umbrella:**

- i. Limits:

Each Occurrence/Aggregate	\$2,000,000.00
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- ii. Cover all claims arising out of the Contractor's operations or premises, Subcontractor's operations or premises, anyone directly or indirectly employed by the Contractor or Subcontractor, and the Contractor's obligations under indemnifications under this contract.

(F) **The Schaumburg Township District Library shall be named and added as additional insured on all insurance policies, except for professional liability and workers compensation.**

The Contractor understands and agrees that any performance bond or insurance protection required by this contract or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Library, it's trustees, officers' directors, managers, supervisors, coordinators, employees, and its agents from any and all claims as herein provided.

16. **INDEMNIFICATION:** The Contractor shall indemnify, hold harmless and defend the Library, its trustees, officers, directors, managers, supervisors, coordinators, employees, and its agents from any and all claims, suits, actions, costs, and fees, including reasonable attorney's fees, of every nature or description arising from, growing out of, or connected with the performance of this Contract, or because of any act or omission, neglect, or misconduct of the Contractor, its employees and agents, or its subcontractor(s). Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Nothing contained herein shall be construed as prohibiting the Library, its trustees, officers, directors, managers, agents, or its employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions, or suits brought against them. The Contractor shall be liable for the costs, fees, and expense incurred in the defense of any such claims, actions, or suits.

17. **N/A:**

ASSIGNMENT/TERMINATION/DEFAULT

18. **ASSIGNMENT:** Assignment of this contract or any part thereof, or any funds to be received there under by the Contractor shall be subject to the approval of the Schaumburg Township District Library.
19. **TERMINATION OF CONTRACTS:** The Schaumburg Township District Library reserves the right to terminate this contract, upon written notice to the Bidder, in the event of default by the Bidder. Default is defined as failure of the Bidder to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger the performance of this contract in accordance with its terms. In the event of default and termination, the Library may procure, upon such terms and in such a manner as the Library may deem appropriate, supplies, or services similar to those terminated.

The Bidder shall be liable for any excess costs for such similar supplies or services unless evidence is submitted to the Library that, in the sole opinion of the Library, clearly proves that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Bidder.

20. **DEFAULT:** The contract may be canceled or annulled by the Schaumburg Township District Library in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. Upon receipt of such notice, the Contractor shall have seven (7) days within which to cure any default or violation. If the default or violation is not cured within the specified time an award may be made to the next lowest Bidder, or articles specified may be purchased on the open market. In either event, the defaulting Contractor (or his surety) shall be liable to the Library for costs incurred by the Library in excess of the defaulted contract prices. However, the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

MISCELLANEOUS

21. **HAZCOM 2012, GHS, SAFETY DATA SHEETS:** It is a federal law that chemical manufacturers and importers must develop an SDS for each hazardous chemical they produce or import, and must provide the SDS automatically at the time of the initial shipment of a hazardous chemical to a downstream distributor or user, or anytime the chemical makeup of the product is changed. Distributors must also ensure that downstream employers are similarly provided an SDS.

Contractors who are awarded this contract, and if the above paragraph applies to this bid, must submit GHS Safety Data Sheets which include information regarding the specific chemical identity of the hazardous chemical(s) involved and the common names. In addition, information must be provided on the physical and chemical characteristics of the hazardous chemical; known acute and chronic health effects and related health information; exposure limits; whether the chemical is considered to be a carcinogen by NTP, IARC, or OSHA; precautionary measures; emergency and first-aid procedures; and the identification of the organization responsible for preparing the sheet.

22. **N/A:**
23. **PREVAILING WAGES:** Not required
24. **N/A:**
25. **FORCE MAJEURE:** Whenever a period of time is provided for in this Agreement for either the LIBRARY or OWNER and CONTRACTOR to do or perform any act or obligation, neither party shall be liable for any delays or inability to perform due to causes beyond the control of said party such as war, riot, strike, or lockout by or against either party's own employees or suppliers, unavoidable casualty or damage to personnel, materials or equipment, fire, flood, storm, earthquake, tornado or any act of God; provided, however, that said time period shall be extended for only the actual amount of time said party is so delayed. Except as to a strike or lockout by or against either party's own employees or suppliers, an act or omission shall not be deemed to be "beyond OWNER and CONTRACTOR's control" if committed, omitted or caused by OWNER and CONTRACTOR, OWNER and CONTRACTOR's employees, officers or agents or a subsidiary, affiliate or parent of OWNER and CONTRACTOR or by any corporation or other business entity that holds a controlling interest in OWNER and CONTRACTOR, whether held directly or indirectly.
26. **FREEDOM OF INFORMATION ACT (FOIA):** The Library is required by Public Act 96-542 to comply with freedom of information requests (FOIA) within five (5) business days of a record request. All contractors used by the Library may be in possession of records covered by this act and therefore will be required to provide the Library with those records upon request from the Library and within the time frame of the Act.
27. **CONFIDENTIALITY:** As a public agency, the Library is required to adhere to Freedom of Information Public Act 96-542. If a responding firm intends to request confidentially on any portion of a bid, the submittal shall also include a redacted copy of the bid. Limited redactions will be considered. However, entire full redaction of bid submittals will not be considered for award.

Schaumburg Township District Library Request for Bid

Routine Cleaning/Housekeeping Services

- **Schaumburg Township District Library “STD L”**
- **“STD L” Hanover Park Branch Library**
- **“STD L” Hoffman Estates Branch library**

Purpose:

The Schaumburg Township District Library is soliciting bids for Cleaning/Housekeeping Services, for our three (3) facilities which includes the Schaumburg Township District Library - Central Library, at 130 S. Roselle Road, Schaumburg, IL, 60193 (in Cook County), the Hanover Park Branch Library, at 1266 Irving Park Road, Hanover Park, IL 60133 (in Cook County) and the Hoffman Estates Branch Library at 1550 Hassell Road, Hoffman Estates IL, 60169 (in Cook County).

Scope of Work:

This scope of work involves the daily, weekly, monthly and quarterly routine cleaning for all three (3) library facilities. The work is to take place after hours, or “outside” of our normal business hours at each facility. This will be worked out with the Library. Schaumburg Township District Library has approximately 122,000 Square Feet (“S.F.”) of area to be cleaned on the first and second floors combined. The basement is not included in the scope. The Hanover Park Branch Library has approximately 9,000 “SF” of area to be cleaned. The Hoffman Estates Branch Library has approximately 9,700 “SF” of area to be cleaned. The Central Library is open seven (7) days a week with the exception of a limited holiday closing schedule. The (2) Branch Libraries are open (6) days a week and closed on Sunday’s at this time, with the exception of a limited holiday closing schedule. The three (3) separate Routine Cleaning Specifications and Task Frequency lists for each building are attached below, following a copy of the floor plan for each corresponding facility and task list. The yellow and green highlighted areas shown on the floor plans represent carpet and tiles areas but also the scope of work areas. The blue highlighted areas represent the restrooms, sinks, and kitchen areas that are also part of the scope or work. Any areas left ‘white’ on the floor plans is NOT part of the scope of work.

Holidays are defined as Thanksgiving Day, Christmas Day, and New Year's Day.

Bidder’s Qualifications:

Any bidding Cleaning Service provider is agreeing that they meet the following minimum requirements:

1. Company is licensed to do business in the state of Illinois.
2. Company shall be in and maintain compliance with the Owner’s Fair Employment Practices Agreement, the Federal Civil Rights Act and Illinois Fair Employment Practices Act.
3. Company should be of sound financial status.
4. Company shall have a minimum of five consecutive (5) years of documented experience doing business under the same legal name and having serviced similar size and type buildings as ours.
5. Company can be a local franchise company as long as the staff are direct employees of the local franchise and not hired out subcontractors or independent contractors of the local franchise.
6. Company shall be free of encumbering legal actions or firm history of judgments, claims and arbitration proceedings.
7. Company shall provide necessary insurance requirements as defined.

Supplies:

The Contractor shall provide all supplies (both chemical and paper towels for the glass) and equipment to adequately clean the buildings. The Contractor is directed to utilize soft cloth rags to perform all cleaning except for glass surfaces. At no time should any equipment or product provided by the Library be utilized for cleaning. The Library shall purchase and provide the contractor the following:

- Can Liners.

The bidder is to check and replace all can liners if and as needed (specific standardized sizes) appropriately, and daily, without waste of materials or can liners.

Exclusions:

The purchasing and the replenishing of the dispensers for: Toilet paper, multi-fold towels, kitchen roll towels, hard-wound roll paper towels, sanitary disposal bags, hand washing soaps, dispenser batteries, hand sanitizers, toilet seat covers, paper cups and lids, urinal screens.

- These above exclusions will be the responsibility of the library.

Equipment:

The Contractor shall provide all equipment necessary to perform the contracted work to current industry standards. The Contractor will research and select the appropriate floor scrubber machines to properly clean the different flooring surfaces, without damaging the surfaces, that are unique to each building. Equipment must be approved by the Library. The Contractor shall maintain all equipment in proper working order at all times. All equipment stored on the library premises must be clearly marked with the Contractor's company name and kept organized. All equipment including mops and mop buckets must be kept clean and odor free.

Work Schedule:

The Contractor will provide the appropriate staffing and will be present in the buildings for the amount of time specified below:

STDL Central Library – Have a minimum of five (5) cleaning staff for a minimum of four (4) hours per night/morning. (min. (20) man hours per “day”).
Cleaning is for 7 days per week. (we're open to the public 7 days a week)

Hanover Park Branch Library – Have a minimum of two (2) cleaning staff for a minimum of two (2) hours per night/morning. (min. (4) man hours per “day”).
Cleaning is for 6 days per week. (we're open to the public 6 days a week and closed on Sunday's at this branch)

Hoffman Estates Branch Library – Have a minimum of two (2) cleaning staff for a minimum of two (2) hours per night/morning. (min. (4) man hours per “day”).
Cleaning is for 6 days per week. (we're open to the public 6 days a week and closed on Sunday's at this branch)

The cleaning times will be set by agreement between all parties involved with the Library having final approval authority, and may not be changed by the Contractor without expressed permission from the Building Operations Manager.

Building Security:

The Contractor or personnel of the Contractor are responsible for arming and disarming the burglar alarm systems during the performance of this contract. For each false alarm that occurs due to the action of the Contractor or the Contractor's personnel, the Contractor shall be charged a minimum of \$100 and a maximum of \$500 per occurrence – based on the fines assessed to the Library by the City of Schaumburg. The Contractor is responsible for any theft or tampering by his workers or during the period the workers are in the building. Additionally, the Schaumburg Township District Library and Branch Libraries require the names and address of all Contractor employees prior to their assignment on site. Within one week of the employees start date, the Schaumburg Township District Library must receive a clear ID-type photo of the individuals. Any updates or changes will need to be communicated and provided to the designated Schaumburg Township District Library staff point of contact designate prior to the Contractor's employees working on site.

Term of Contract:

The initial term of this contract shall tentatively begin on March 1, 2021, however this tentative begin date is subject to change at the sole discretion of the Library because at this time we are currently closed to the public due to the Covid19 Pandemic. This tentative begin date is subject to when the Library becomes open again to the public, and will also be determined by the Library. Once the begin date is determined, by written notice to the Contractor, the initial term shall run (12) twelve consecutive calendar months from that TBD begin date, subject, however to the right of the Library to cancel and terminate the same at any time by giving a thirty (30) day notice in writing to the contractor. The initial term begin date may also be pushed out even further than March 1, 2021 by the Library to begin on either the 1st of a month or the 15th of the month as determined by the Library. The Library invokes the right to cancel the contract for poor performance, and/or for other issues that the Library deems unacceptable or below the standard specified in the contract. In the event of such cancellation, the Contractor shall be entitled to receive payment for services and work performed, and equipment furnished under the terms of the contract prior to the effective date of such cancellation, but will not be entitled to receive any damages on account of such or any further payment whatsoever.

This contract may be renewed for four (4) additional one (1) year optional extensions. The optional years will automatically renew providing the Schaumburg Township District Library has not notified the vendor by written notice, not less than ninety (90) days prior to the contract expiration date, of the Library intent to re-solicit new bids.

A one-time economic adjustment for labor, material, and equipment costs may be negotiated for each one-year extension to the contract after the initial one-year contract period. This economic adjustment may not exceed the published local Consumer Price Index (CPI) for the previous twelve-month period in the region of Schaumburg IL., however, may not exceed three percent. The contracted vendor shall be responsible for notifying the Library (by written notice) of any requested increase not less than ninety (90) days prior to the expiration of the contract year.

Due to budget constraints, the Library reserves the right to add or delete from the bid as required. No adjustments in bid prices or additional compensation will be made for decreases in the quantities or

services from the bid.

Supervision:

At all times there shall be at least one member of the cleaning crew on site and considered the lead person and be able to converse, read, and write instructions and directives in English. A log book, provided by the Contractor, must be maintained on each site. The Facility Coordinator with the library may require an on-site walk-through inspection to be attended by the Contractor's responsible personnel with proper notice.

Subcontracting:

No part of this contract may be subcontracted by the successful bidder without the expressed written permission of the Schaumburg Township District Library. By submitting a proposal each bidder agrees that each worker assigned to this contract is a direct employee of the named organization.

References:

All respondents must provide five references of buildings of comparable size and traffic within 30 miles of Schaumburg IL. Also provide a minimum of three references for cleaning services provided over the past 12 months. Also, provide the names of libraries you currently clean or you have served in the past. The reference list shall include the company name, contact name, contact phone number, the type of work done, dates work occurred and the size of the facility in square footage.

Deliverables:

In order to fully respond to this bid, each bidder must include:

- Library Bid Form (attached)
- Price Work Sheet(attached)
 - o Including acknowledged receipt of any or no Addendums
- Responses to the Questions Work Sheet (attached)
- Certificates of Insurance
- References
- A written description on how their proposal will meet the requirements of this bid
- First Three (3) Month Calendar Work Schedule for monthly and quarterly by Building
- Original of Your Full Submitted sealed bid in an opaque envelope

Failure to include any of the deliverables may result in the response being disqualified.

It is the responsibility of each bidder to look for Addendums.

SCHAUMBURG TOWNSHIP DISTRICT LIBRARY

LIBRARY BID FORM

- BID TITLE:** **Cleaning/Housekeeping Services for:**
- Schaumburg Township District Library “STD L” – Central
 - “STD L”, Hanover Park Branch Library
 - “STD L” Hoffman Estates Branch Library

RECEIVED BY: January 27, 2021

TIME DUE: 1:30 PM.

The undersigned bidder, having examined the specifications and other documents, hereby agrees to supply services as per the attached specifications and to perform other work stipulated in, required by and in accordance with the bid documents attached for and in consideration of the proposed prices and certifies meets minimum bidder qualifications.

The undersigned acknowledges receipt of addenda Nos. _____.

***PLEASE SUBMIT ONE (1) ORIGINAL
OF YOUR BID***

**TO BE CONSIDERED, ALL BIDS MUST BE:
SIGNED, INCLUDE WORKSHEETS,
BE RECEIVED PRIOR TO DUE DATE AND TIME.**

FIRM NAME: _____

ADDRESS: _____

TELEPHONE NO.: _____ **EMAIL:** _____

AUTHORIZED REPRESENTATIVE: _____ (Typed)

SIGNATURE: _____

DATE: _____ **TITLE:** _____

SCHAUMBURG TOWNSHIP DISTRICT LIBRARY

Cleaning/Housekeeping Services for:

- Schaumburg Township District Library “STDL” – Central
- “STDL” Hanover Park Branch Library
- “STDL” Hoffman Estates Branch Library

Price Worksheet

All respondents must use the following price sheet for their proposal to be considered.

Firm Name _____

Tax ID # _____

Contact _____

Phone / Email _____

PRICING FOR THE THREE (3) FACILITIES:

Year 1

“STDL” CENTRAL LIBRARY	_____ per month	_____ per year
HANOVER PARK BRANCH LIBRARY	_____ per month	_____ per year
HOFFMAN ESTATES BRANCH LIBRARY	_____ per month	_____ per year
COMBINED TOTAL	_____ per month	_____ per year

Price worksheet continued on next page...

Price Worksheet Continued

PRICING FOR ALTERNATE BIDS, SOLICITED:

“STDL” CENTRAL LIBRARY **Alternate 1.** _____ per month _____ per year

“STDL” CENTRAL LIBRARY **Alternate 2.** _____ per month _____ per year

HANOVER PARK LIBRARY **Alternate 3.** _____ per month _____ per year

HANOVER PARK LIBRARY **Alternate 4.** _____ per month _____ per year

HOFFMAN ESTATES LIBRARY **Alternate 5.** _____ per month _____ per year

HOFFMAN ESTATES LIBRARY **Alternate 6.** _____ per month _____ per year

SCHAUMBURG TOWNSHIP DISTRICT LIBRARY

Cleaning/Housekeeping Services for:

- Schaumburg Township District Library “STDL” – Central
- “STDL” Hanover Park Branch Library
- “STDL” Hoffman Estates Branch Library

Question Worksheet

(Attach answers to this form.)

Firm Name _____

1. Many of the tasks specified are to be performed on a periodic basis – daily, weekly, some monthly, and some quarterly. Please review the following cleaning specifications and task frequency spread sheet lists (below) and provide a monthly and quarterly tasks schedule for each building for the first year of service.
2. The “STDL” Central Library has had extremely high foot traffic throughout the week. Sanitation and odor control are key for maintaining the rest rooms. Please describe what products, equipment, procedures, and task frequency you will use to ensure the rest rooms always look their best and remain odor free. Also explain how these procedures may differ from procedures at the other buildings.
3. The “STDL” Central library just recently had a renovation. The restrooms on the first floor off the main entrance lobby are all brand new. Please describe how you will take care of the new finishes in the restrooms as to not damage any surfaces. The triangle shaped wall tile that has a “gold” look to them can only be cleaned with water and soft dry cloth.
4. The Contractor, not the Owner, should perform quality control. Please describe what steps you will take to monitor and redirect the quality of the cleaning provided. Include such information as inspection frequency, recording methods, qualifications of the inspector, and steps that will be taken to correct problems.
5. Please provide the following information:
 - What size crew will work at each building?
 - How many hours will they be scheduled to work?
 - When deficiencies are found what course of action will you take to address the situation? If the problem persists how will you correct the problem?
 - How many years of experience does the supervisor have? Is he/she a working supervisor or does he/she roam? If he/she roams at what frequency will they inspect our locations?
 - Have you had any contracts terminated early within the last five years?
 - If yes, please explain.
 - How long has your company been in the routine janitorial, cleaning/housekeeping services business?
 - Has your company been under a different legal name or dba name within the last five consecutive years? If so, what name(s)? Is your company a subsidiary of another company? If so, what company?

Schaumburg Township District Library - Central

Revised: 10/1/2020

Routine Cleaning Specifications and Task Frequency

Main Entrance Area/Vestibule/Lobby	Daily	Weekly	Monthly	Quarterly	Yearly
Clean entry glass and doors	X				
Sweep or vacuum floor	X				
Damp mop terrazzo floor. (Leave no salt residue in winter)	X				
Vacuum walk-off carpet	X				
Empty interior trashcans / replace can liners as needed	X				
Empty recycling containers	X				
Clean nook areas as needed	X				
Scrub floor (use special care on tile floor Weekly in winter)		X			
Clean shelving unit as needed		X			
Scrub floor (use special care on tile floor Monthly in spring, summer and fall)			X		
Dust wood panels				X	

Staff Entrance	Daily	Weekly	Monthly	Quarterly	Yearly
Spot clean doors and glass	X				
Vacuum carpet in vestibule and halls	X				
Damp wipe base boards in vestibule as needed	X				
Dust horizontal surfaces reachable while standing	X				
Clean full doors and glass thoroughly		X			
Clean tops and fronts of staff mail box/cabinets		X			

Public and Staff Rest Rooms	Daily	Weekly	Monthly	Quarterly	Yearly
Clean all toilets and urinals, including the chrome piping & flush assemblies	X				
Clean all sinks, faucets, overflow outlets, counters, and mirrors	X				
Spot clean partitions walls as needed	X				
Spot clean walls as needed. (water only on specialty triangle wall tiles!)	X				
Sweep and damp mop (clean) floors. (Leave no salt residue in the winter)	X				
Empty trashcans and sanitary receptacles / replace can liners	X				
Clean the <u>insides and outsides</u> of the trash and sanitary containers as needed	X				
Clean all dispensers and hand dryers	X				
Full cleaning of walls monthly			X		
Scrub floors (use special care on tile floor & grout)			X		

Administrative Offices	Daily	Weekly	Monthly	Quarterly	Yearly
Empty trash and recycling cans. Change can liners as needed	X				
Vacuum main and side room carpets		X			
Spot clean walls as needed		X			

Staff Offices and Workrooms	Daily	Weekly	Monthly	Quarterly	Yearly
Spot clean any interior glass as needed	X				
Empty trash and recycling cans. Replace can liners as needed	X				
Vacuum carpets, mats, runners	X				
Spot clean walls as needed	X				
Clean sinks & countertops that are present in workrooms and offices	X				
Dust window sills and damp wipe down as needed		X			

Public and Staff Areas	Daily	Weekly	Monthly	Quarterly	Yearly
Vacuum all carpet areas	X				
Sweep and damp mop (clean) floors. (Leave no salt residue in the winter)	X				
Clean sinks and counter top areas	X				
Spot clean interior glass	X				
Empty trash and recycling cans. Replace can liners as needed	X				
Spot clean walls as needed	X				
Wipe down/clean tables & legs	X				
Vacuum upholstered chairs as needed	X				
Clean/wipe all tables, including computer tables (use disinfectant product)	X				
Damp wipe vinyl/plastic chairs & legs as needed	X				
Vacuum the winter salt off the bottom carpet of patron shelving daily, when needed	X				
Dust patron "book and media" shelving		X			
Dust patron "book and media" stacks		X			
Vacuum the bottom carpet of patron shelving		X			
Dust and/or damp wipe base boards as needed		X			

Staff and Public Kitchens	Daily	Weekly	Monthly	Quarterly	Yearly
Clean Tables (surfaces, legs, pedestals)	X				
Wipe down chairs as needed	X				
Sweep and damp mop tile flooring	X				
Clean sinks and counters	X				
Spot clean cabinets	X				
Empty trash and recycling cans. Replace can liners as needed	X				
Spot clean walls as needed	X				
Clean/disinfect hand contact areas	X				
Spot clean glass door and windows	X				
Vacuum carpet area	X				
Vacuum upholstered chairs as needed		X			

Public Stairway and Elevator	Daily	Weekly	Monthly	Quarterly	Yearly
Clean hand contact areas	X				
Vacuum carpet, edges, and door track	X				
Sweep and damp mop stairs and landings. (pay special attention to cleaning shoe scuff marks off)	X				
Dust and/or damp wipe tops of railings	X				
Clean/wipe down/disinfect elevator control buttons and hand railings inside elevator	X				
Dust and/or damp wipe railings & spindles		X			
Dust interior elevator wood paneling		X			

South Staff Stairway & Freight Elevator	Daily	Weekly	Monthly	Quarterly	Yearly
Clean/disinfect hand contact areas (tops of railings, door handles, elevator control buttons, etc.)	X				
Sweep and damp mop stairs and landings (daily in winter if needed - leave no salt residue)	X				
Sweep and damp mop stairs and landings		X			

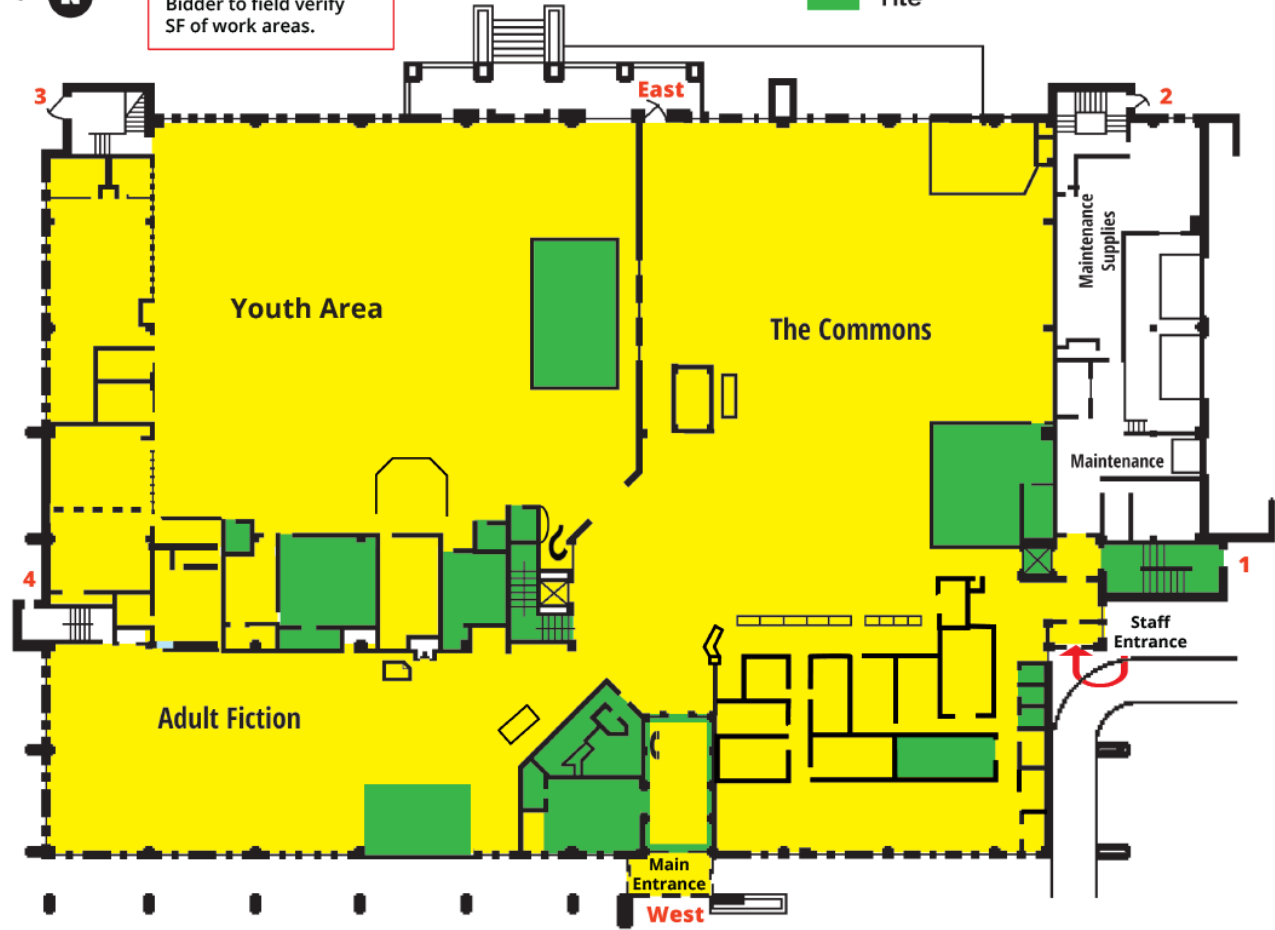
Meeting and Discussion Rooms	Daily	Weekly	Monthly	Quarterly	Yearly
Empty trash and recycling cans. Replace can liners as needed	X				
Vacuum carpet	X				
Sweep and damp mop (clean) floors. (Leave no salt residue in the winter)	X				
Clean tables and legs	X				
Clean chairs as needed.	X				
Sweep and damp mop hard surface flooring	X				
Spot clean walls as needed	X				
Clean any sink and counter top areas	X				
Spot clean any cabinet doors	X				
Spot clean glass doors	X				
Clean glass on interior doors or windows	X				
Dust and/or damp wipe base boards as needed		X			

Lock Up	Daily	Weekly	Monthly	Quarterly	Yearly
Make sure all outer building envelope doors are locked, latched, and secured properly by testing	X				
Arm the burglar alarm on way out at staff entrance	X				

Schaumburg Township District Library First Floor

First floor area is approximately 58,000 SF. Bidder to field verify SF of work areas.

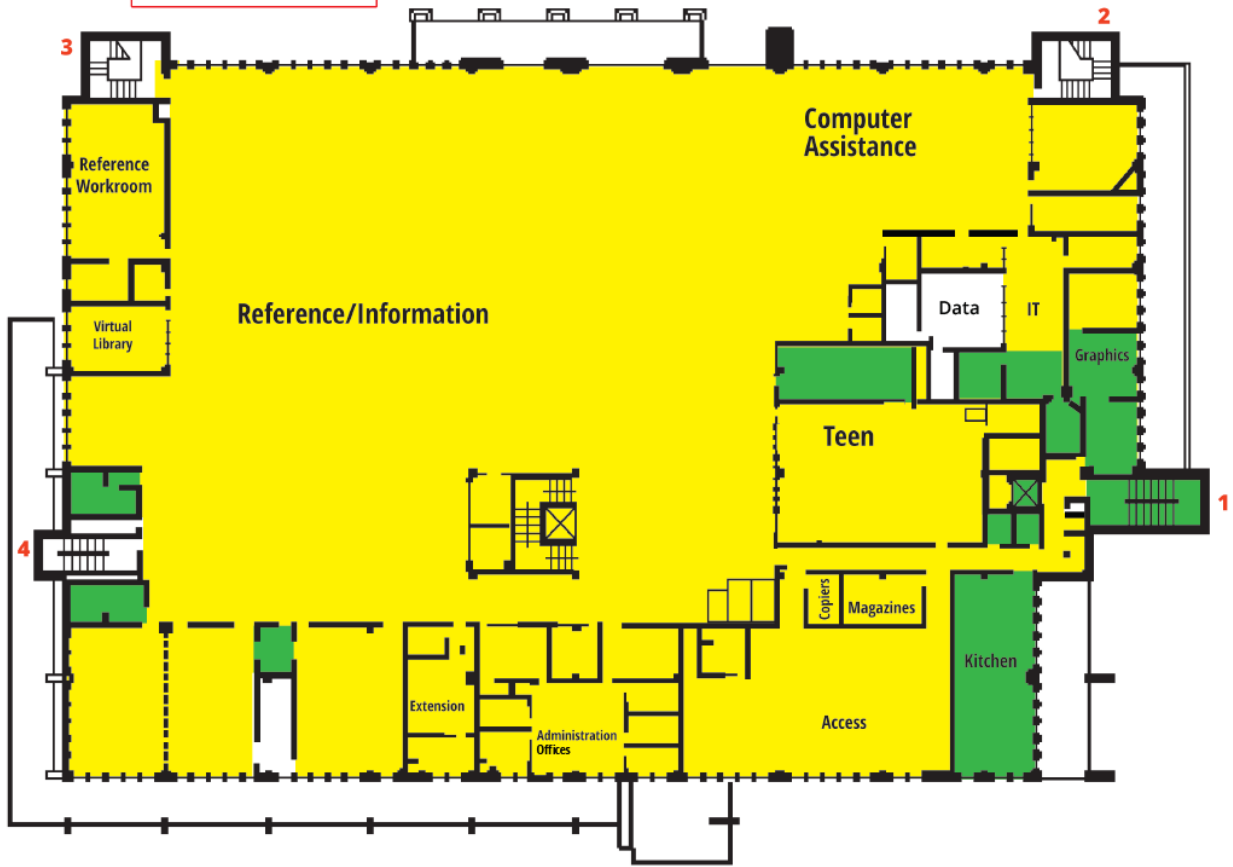
Carpet
Tile



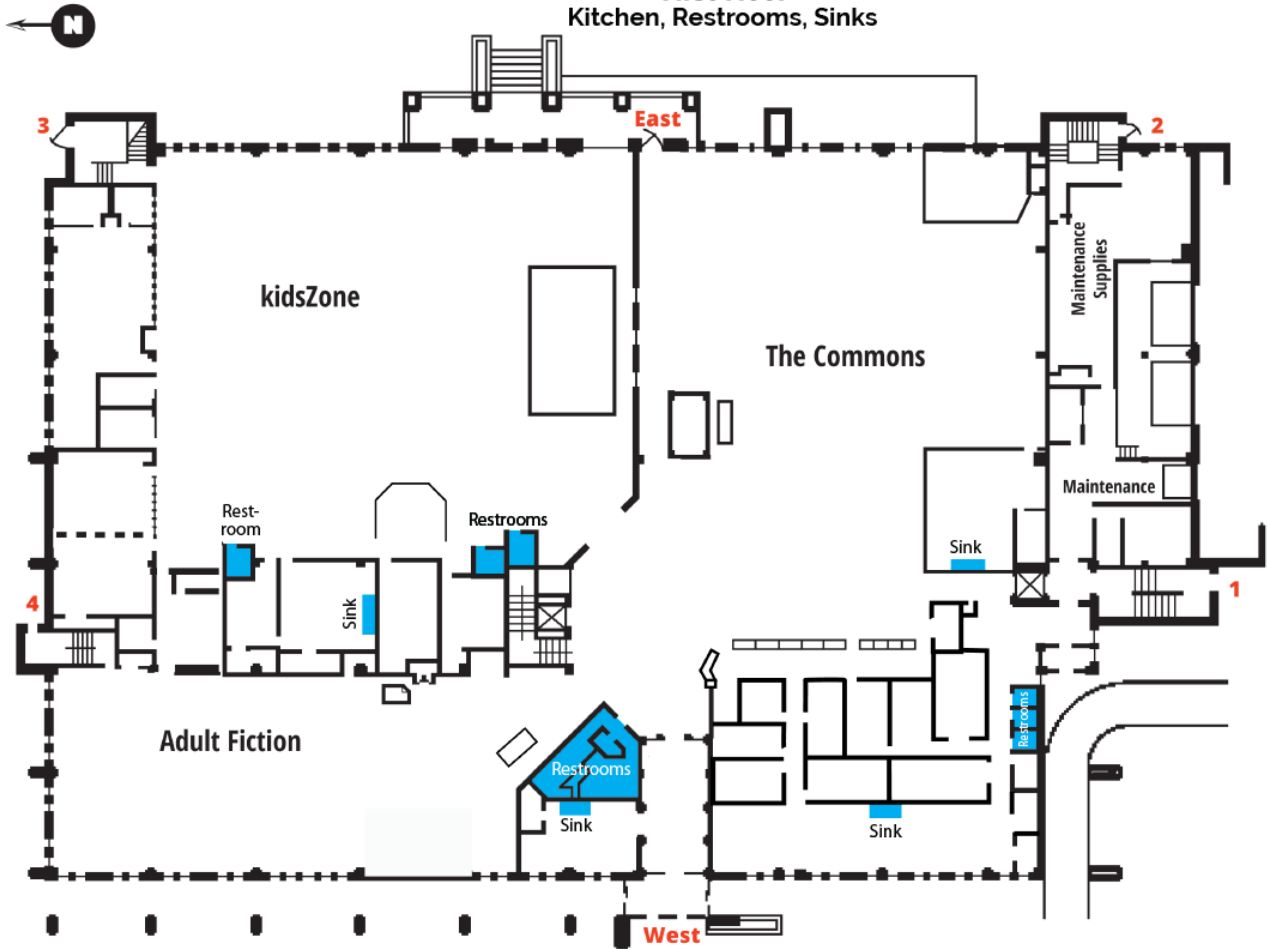
Schaumburg Township District Library Second Floor

Second floor area is approximately 64,000 SF. Bidder to field verify SF of work areas.

Carpet
Tile



Schaumburg Township District Library
First Floor
Kitchen, Restrooms, Sinks



Schaumburg Township District Library

Second Floor

Kitchen, Restrooms, Sinks



Schaumburg Township District Library - Hanover Park Branch

Revised: 10/1/2020

Routine Cleaning Specifications and Task Frequency

Entrance Vestibule	Daily	Weekly	Monthly	Quarterly	Yearly
Clean entry glass and doors	X				
Vacuum carpet floor	X				
Clean literature counters and racks	X				
Dust/wipe clean any horizontal surfaces as needed	X				
Spot clean walls as needed	X				
Clean glass in display cabinet	X				

Public and Staff Rest Rooms	Daily	Weekly	Monthly	Quarterly	Yearly
Clean all toilets and the one urinal, including the chrome piping & flush assemblies	X				
Clean all sinks, faucets, overflow outlets, counters, and mirrors	X				
Spot clean partition walls as needed	X				
Spot clean walls as needed	X				
Sweep and damp mop (clean) floors. (Leave no salt residue in the winter)	X				
Empty trashcans and sanitary receptacles / replace can liners	X				
Clean the <u>insides and outsides</u> of the trash and sanitary containers as needed	X				
Clean all dispensers and hand dryers	X				
Clean and sanitize diaper tables	X				
Full cleaning of walls monthly			X		
Full cleaning of partition walls monthly			X		
Scrub floors (use special care on tile floor & grout)			X		

Staff Office, Cubicles, and Workrooms	Daily	Weekly	Monthly	Quarterly	Yearly
Empty trash and recycling cans. Replace can liners as needed	X				
Vacuum carpets, mats, and runners	X				
Sweep and damp mop (clean) floors. (Leave no salt residue in the winter)	X				
Spot clean walls as needed	X				
Spot clean any interior glass as needed	X				
Clean sinks & countertops that are present in workrooms and offices	X				

Public and Staff Areas	Daily	Weekly	Monthly	Quarterly	Yearly
Sweep and damp mop (clean) floors. (Leave no salt residue in the winter)	X				
Vacuum Carpets	X				
Clean sinks and counter top areas	X				
Spot clean interior glass	X				
Empty trash and recycling cans. Replace can liners as needed	X				
Spot clean walls as needed	X				
Wipe down/clean tables & legs	X				
Vacuum upholstered & fabric chairs as needed	X				
Clean/wipe all tables, including computer tables (use disinfectant product)	X				
Damp wipe vinyl/plastic chairs & legs as needed	X				
Dust and/or damp wipe base boards as needed		X			

Staff Kitchen	Daily	Weekly	Monthly	Quarterly	Yearly
Clean Tables (surfaces, legs, pedestals)	X				
Wipe down chairs as needed	X				
Sweep and damp mop tile flooring	X				
Clean sinks and counters	X				
Spot clean cabinets	X				
Clean interior and exterior of microwaves	X				
Empty trash and recycling cans. Replace can liners as needed	X				
Spot clean walls as needed	X				
Spot clean glass door and windows	X				
Vacuum upholstered chairs as needed		X			

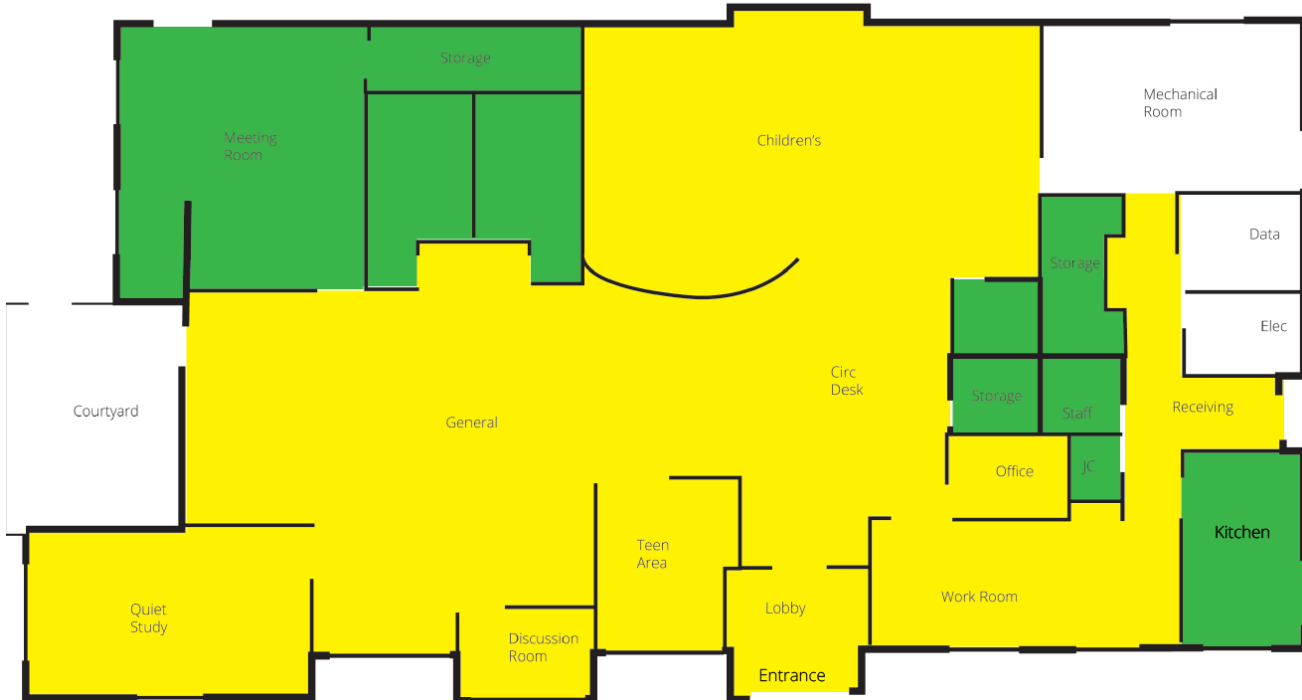
Meeting, Quiet, and Discussion Rooms	Daily	Weekly	Monthly	Quarterly	Yearly
Empty trash and recycling cans. Replace can liners as needed	X				
Vacuum carpet	X				
Sweep and damp mop (clean) floors. (Leave no salt residue in the winter)	X				
Clean tables and legs	X				
Clean chairs as needed.	X				
Sweep and damp mop hard surface flooring	X				
Spot clean walls as needed	X				
Clean any sink and counter top area	X				
Spot clean any cabinet doors	X				
Spot clean glass doors	X				
Clean glass on interior doors or windows	X				
Dust and/or damp wipe base boards as needed		X			

Lock Up	Daily	Weekly	Monthly	Quarterly	Yearly
Make sure all outer building envelope doors are locked, latched, and secured properly by testing	X				
Arm the burglar alarm on way out at staff entrance	X				

HANOVER PARK BRANCH LIBRARY

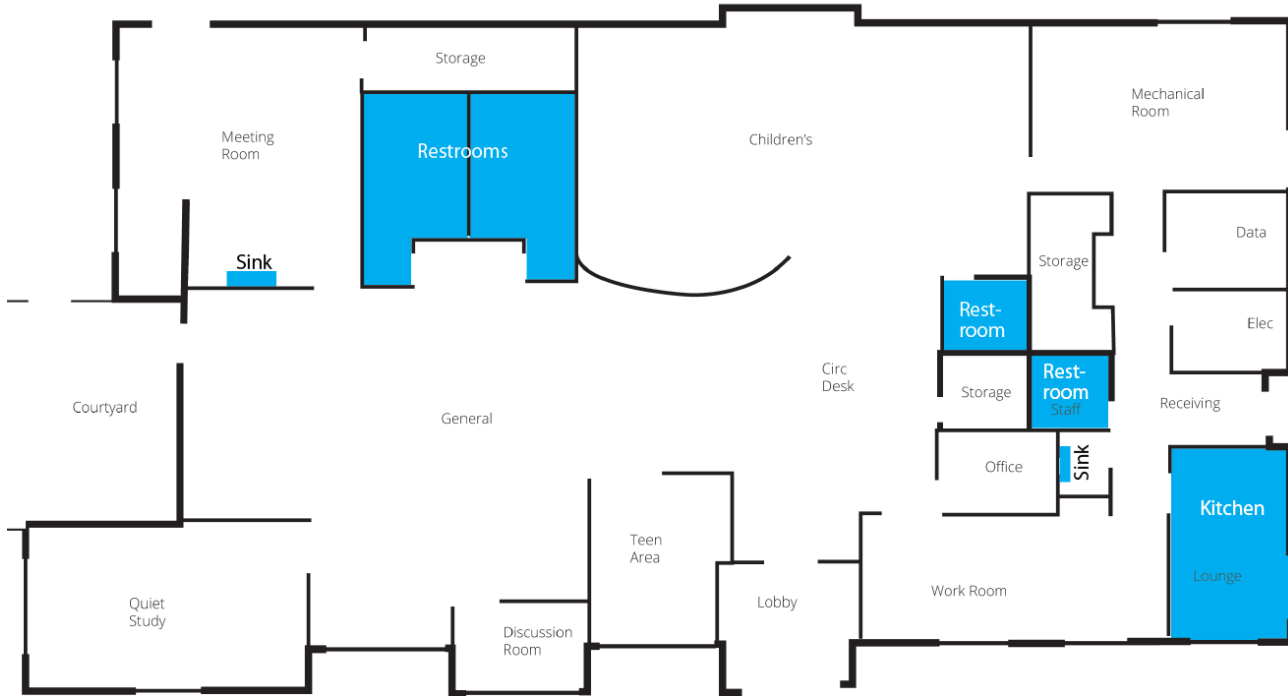
 Carpet
 Tile

Floor area is approximately 9,000 SF.
Bidder to field verify SF of work areas.



HANOVER PARK BRANCH LIBRARY

Kitchen, Restrooms, Sinks



Schaumburg Township District Library - Hoffman Estates Branch

Revised: 10/1/2020

Routine Cleaning Specifications and Task Frequency

Entrance Vestibule	Daily	Weekly	Monthly	Quarterly	Yearly
Clean entry glass and doors	X				
Sweep and damp mop floors. (Leave no salt residue in winter)	X				
Vacuum carpet and runner mats	X				
Clean glass in display cabinet	X				
Spot clean walls as needed	X				
Scrub floor (use special care on tile floor weekly in winter) Remove runners mats, clean under them, let dry, then replace runner mats		X			

Public and Staff Rest Rooms	Daily	Weekly	Monthly	Quarterly	Yearly
Clean all toilets, including the chrome piping & flush assemblies	X				
Clean all sinks, faucets, overflow outlets, counters, and mirrors	X				
Spot clean walls as needed	X				
Sweep and damp mop (clean) floors. (Leave no salt residue in the winter)	X				
Empty trashcans and sanitary receptacles / replace can liners	X				
Clean the <u>insides and outsides</u> of the trash and sanitary containers as needed	X				
Clean all dispensers and hand dryers	X				
Clean and sanitize diaper tables	X				
Full cleaning of walls monthly			X		
Scrub floors (use special care on tile floor & grout)			X		

Staff Offices and Workrooms	Daily	Weekly	Monthly	Quarterly	Yearly
Empty trash and recycling cans. Replace can liners as needed	X				
Vacuum carpets	X				
Spot clean walls as needed	X				
Spot clean any interior glass as needed	X				
Clean sinks & countertops that are present in workrooms and offices	X				

Public and Staff Areas	Daily	Weekly	Monthly	Quarterly	Yearly
Sweep and damp mop (clean) floors. (Leave no salt residue in the winter)	X				
Vacuum Carpets	X				
Clean sinks and counter top areas	X				
Spot clean interior glass	X				
Empty trash and recycling cans. Replace can liners as needed	X				
Spot clean walls as needed	X				
Wipe down/clean tables & legs	X				
Clean/wipe all tables, including computer tables (use disinfectant product)	X				
Damp wipe vinyl/plastic chairs & legs as needed	X				
Vacuum upholstered & fabric chairs as needed		X			
Dust and/or damp wipe base boards as needed		X			

Staff Kitchen	Daily	Weekly	Monthly	Quarterly	Yearly
Clean Tables (surfaces, legs, pedestals)	X				
Wipe down chairs as needed	X				
Sweep and damp mop tile flooring	X				
Clean sinks and counters	X				
Spot clean cabinets	X				
Empty trash and recycling cans. Replace can liners as needed	X				
Spot clean walls as needed	X				
Spot clean glass door and windows	X				
Vacuum upholstered chairs as needed		X			

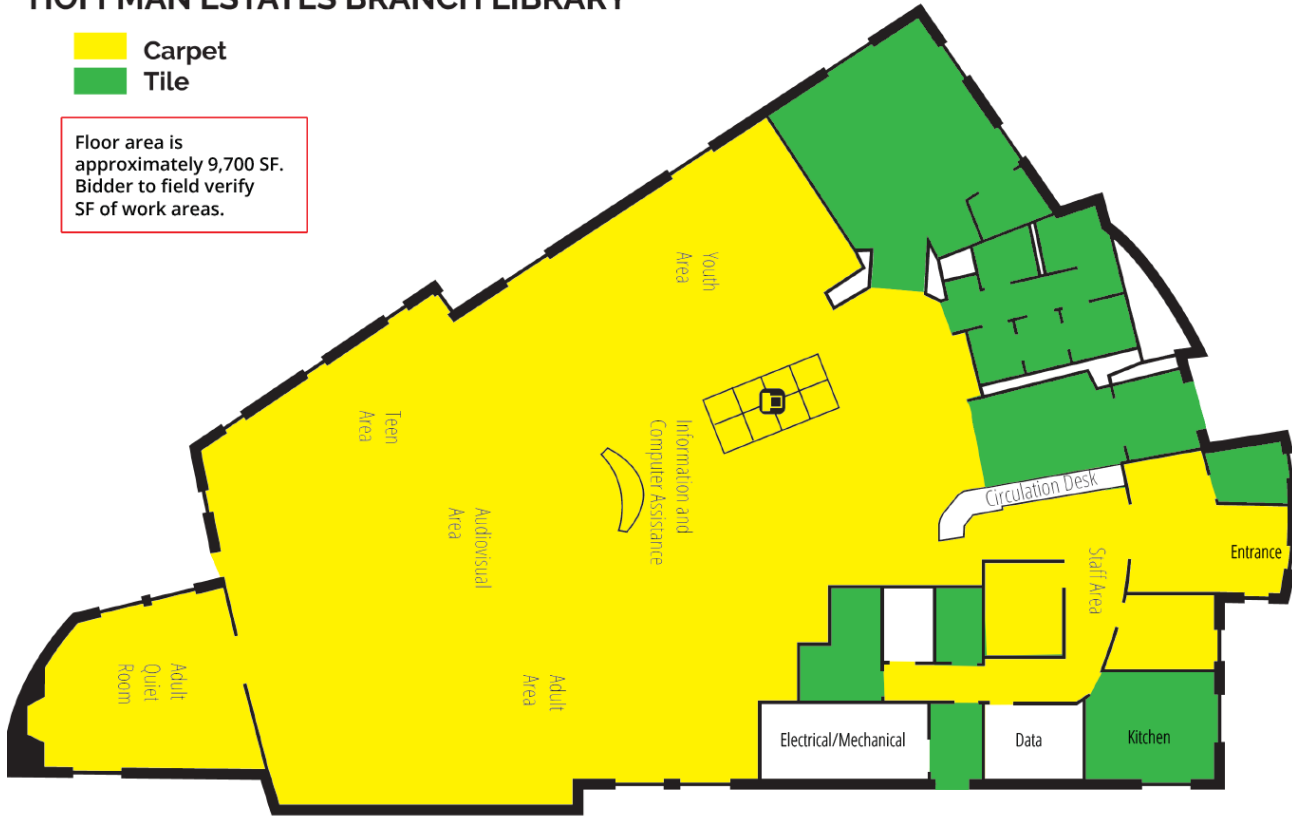
Meeting, Quiet, and Discussion Rooms	Daily	Weekly	Monthly	Quarterly	Yearly
Empty trash and recycling cans. Replace can liners as needed	X				
Vacuum carpet	X				
Sweep and damp mop (clean) floors. (Leave no salt residue in the winter)	X				
Clean tables and legs	X				
Clean chairs as needed.	X				
Sweep and damp mop hard surface flooring	X				
Spot clean walls as needed	X				
Clean any sink and counter top area	X				
Spot clean any cabinet doors	X				
Spot clean glass doors	X				
Clean glass on interior doors or windows	X				
Dust and/or damp wipe base boards as needed		X			

Lock Up	Daily	Weekly	Monthly	Quarterly	Yearly
Make sure all outer building envelope doors are locked, latched, and secured properly by testing	X				
Arm the burglar alarm on way out at staff entrance	X				

HOFFMAN ESTATES BRANCH LIBRARY

- Carpet
- Tile

Floor area is approximately 9,700 SF. Bidder to field verify SF of work areas.



HOFFMAN ESTATES BRANCH LIBRARY
Kitchen, Restrooms, Sinks

