



# **REQUEST FOR PROPOSALS FOR THE PROVISION OF CLEANING SERVICES**

---

## **REQUEST FOR PROPOSALS FOR THE PROVISION OF CLEANING SERVICES TO SKOKIE PUBLIC LIBRARY**

Skokie Public Library is requesting proposals for a contract for the provision of cleaning services for a 133,190 square foot library.

Request for proposal documents may be obtained on the library's website [www.skokieliibrary.info](http://www.skokieliibrary.info) beginning 9am on Monday, April 18, 2022. Pre-proposal meetings and walk-throughs will be held at 10:00 am on Tuesday, May 3, 2022. Please meet in the east lobby of the library.

Sealed proposals, clearly labeled "Proposal – Cleaning Services", will be received weekdays between 10:00 am and 5:00 pm in the Administrative Office, Skokie Public Library, 5215 Oakton Street, Skokie, IL 60077, until 5:00 pm on Wednesday, May 18, 2022. Proposals received after 5:00 pm on that day will not be given consideration. All proposals will be required to include a list of three clients 50,000 square feet or larger.

Submit questions to:

Andy Garcia,  
Building Services Manager  
Skokie Public Library  
[agarcia@skokieliibrary.info](mailto:agarcia@skokieliibrary.info) or 847-324-3155

Submit sealed proposal to:

Administrative Office  
Attention: Richard Kong, Director  
Skokie Public Library  
5215 Oakton Street  
Skokie, IL 60077

Proposals will be evaluated by the Director and Building Services Manager. The selected proposal will be presented to the Board of Library Trustees at their June 8, 2022 board meeting. All proposals should be open for acceptance for a period of 90 days from the deadline for receipt of quotes, and may not be revoked or withdrawn during that period. The library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any item of any proposal.

## EVALUATION OF PROPOSALS

1. Proposals will only be accepted from principals of the firm that will actually be doing the work. The duties and obligations of this contract cannot be assigned.
2. All questions must be answered completely. Additional pages may be added if more room is needed to answer a question.
3. To be considered qualified, a contractor must provide a list of clients as specified.
4. In selecting the contractor, experience, services offered, and quality of service will be considered as well as costs.
5. The library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any item of any proposal.

# **Cleaning Services Agreement**

Company Name:

Representative Name:

## **1. General**

- 1.1. The Contractor shall employ personnel who are experienced and competent in all tasks to be provided under this agreement. The Contractor is responsible to make sure that their personnel are properly trained to perform all tasks expected of them and all safety requirements according to OSHA requirements.
- 1.2. The Contractor's employees shall be carefully interviewed, screened, and covered by Bond. Every employee who works in the library will be bonded for at least \$25,000.
- 1.3. Contractor will provide all cleaning equipment needed to perform the cleaning tasks. Such as vacuums, scrubbing floor machines, buffers, mops, brooms, buckets and so on.
- 1.4. All janitorial equipment to be kept in good working condition, cleaned and label with contractor's company name.
- 1.5. The library will provide all needed paper products, soap, plastic trash liners, and cleaning chemicals to the janitorial closets located at each floor.
- 1.6. The library will maintain a daily log to communicate with the contractor regarding any issues needing attention. The contractor will provide a monthly record of completed tasks.
- 1.7. The Contractor's employees shall not disturb papers on desks, tables, cabinets, etc. The Contractor's employees shall not use the library's telephones, computers, copying machines, calculators, or other equipment or appliances. Only contractor's staff is permitted in the Library after closing.
- 1.8. Contractor shall be responsible for securing the Library and arming the building security system after each cleaning and turning off the lights.
- 1.9. Contractor will schedule a minimum of four (4) employees to work a total of at least sixteen (16) hours per night.
- 1.10. Contractor will provide a task list and schedule of when the required specific cleaning tasks will be performed. This list will be kept in each janitorial closet.
- 1.11. All members of the contractor staff will wear a photo ID badge displaying the company name and staff name.

- 1.12. The contractor will provide the Library their worker's names, addresses or work permits upon request. At least one onsite janitorial contractor crew member must be able to read and speak English
- 1.13. The Library reserves the right to request a change in janitorial staff at any time.
- 1.14. Contractor will schedule the cleaning crew supervisor to be at the library at least two times per week.
- 1.15. A representative of the janitorial contractor will meet monthly with the Library Building Services Manager to discuss janitorial issues and performance.
- 1.16. In order to be considered for cleaning services, the Contractor must perform all services listed in Appendix A, Regular Cleaning Specifications and Appendix B, Questions Concerning Cleaning Services.
- 1.17. In order to be considered, all questions in Appendix B, Questions Concerning Cleaning Services, must be answered.
- 1.18. In all hiring related to this agreement, the Contractor is expected to advertise and afford equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, order of protection status, military status, sexual orientation, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service. The Contractor shall comply with the provisions of the Equal Employment Opportunity Clause, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights.

#### **Additional Janitorial Services:**

1. Contractor will provide an hourly rate price of porter service that may be requested occasionally by the Library. This service may be requested to be performed during or after normal library hours. This hourly price rate to be separate from the cleaning bid, but to be provided by the contractor at the bid opening.
2. Contractor will be able to provide the service of total carpet shampooing and extraction along with fabric and upholstery cleaning. This service to be done after normal library hours. This hourly price rate to be separate from the cleaning bid, but to be provided by the contractor at the bid opening.
3. Contractor will provide an hourly price rate of janitorial personnel for general cleaning tasks that are outside of the normal scope of work. These tasks may be requested to be done during or after normal library hours. This hourly price rate to be separate from the cleaning bid, but to be provided by the contractor at the bid opening.

## 2      **Cleaning Schedule and Specifications**

- a. Skokie Public Library is 133,190 square feet. The library is open seven days per week and has over 810,000 visitors each year.
- b. The Contractor shall provide all regular services described in Appendix A seven days per week, Sunday through Saturday, except on the following days: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
- c. Services shall be rendered after the close of normal working hours. Normal working hours are 7:00 a.m. to 9:00 p.m., Monday-Friday; 7:30 a.m. to 6:00 p.m., Saturday; and Noon to 6:00 p.m. Sunday.
- d. Appendix A describes all work expected to be completed on a daily basis, except specified holidays.

### **3 Term of Contract**

- a. The Contractor shall render all regular services as specified in this agreement to the complete satisfaction of Skokie Public Library. This Agreement will be for a term of one (1) year. This agreement may be renewed for two (2) additional (1) year terms upon written agreement between the Skokie Public Library and the Contractor. The library will be billed in monthly payments for the regular cleaning services listed in Appendix A for the duration of the contract.
- b. Skokie Public Library or the Contractor may terminate this Agreement at any time, with or without cause, upon thirty days prior written notice. Upon such termination pursuant to this Section 3(b), the parties will have no further liability under this Agreement, and Contractor will only be entitled to compensation for services rendered up to the termination date

### **4 Financial Responsibility Provisions**

1. GENERAL GUARANTY: Contractor agrees to:
  - (a) Save the Library, its agents, and employee harmless from liability 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 Skokie and the State of Illinois.
2. WARRANTIES: Unless otherwise specified, the Contractor shall unconditionally guarantee the materials and workmanship on all equipment furnished by Contractor 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 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.

3. **INSURANCE:** At the Contractors' 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. The Contractor shall furnish Certificates of Insurance to the Library before starting the project or within ten (10) days after the execution of the contract, 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. This provision shall also be stated on each Certificate of Insurance as "Should any of the above described policies be cancelled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder named to the left".

The lowest responsive, responsible bidder will be required to provide an acceptable certificate of insurance prior to a recommendation of award.

The limits for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law.

(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 Aggregate	\$1,000,000.00
Each Occurrence	\$1,000,000.00
Personal 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. Per Project Aggregate \$1,000,000.00
- 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 of indemnification under this Contract.



(C) Worker's 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 Contract 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 Worker's 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. Coverage to include all Owned, Hired Non-owned vehicles, and/or trailers and other equipment required to be licensed.
- ii. Limits:  
Combined Single Limit \$1,000,000.00

(E) Umbrella:

- i. Limits:  
Each Occurrence/Aggregate \$2,000,000.00
- 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 this contract.

(F) The Skokie Public Library shall be named as additional insured on all insurance policies, except for professional liability and worker's compensation.

(G) The contractor shall provide Lost Key Coverage to indemnify the library for the purchase and installation of new locks, keys, and fobs should the contractor's employees lose or misplace them.

(H) With the proposal, the Contractor shall provide proof of insurance and bonding. On or before the effective date of this agreement, the Contractor shall provide a certificate of insurance evidencing that Skokie Public Library has been named as additional insured and that the Contractor's insurance policies will not be changed or canceled during their term until after at least thirty days prior notice has been given by registered mail to Skokie Public Library.

The Contractor understands and agrees that any performance bond or insurance protection required by this contract or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Library as herein provided.

- 4 INDEMNIFICATION: The Contractor shall indemnify, hold harmless and defend the Library, its trustees, officers, 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, negligence, 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.
  
- 5 CERCLA INDEMNIFICATION: The Contractor shall, to the maximum extent permitted by law, indemnify, defend, and hold harmless the Library, its officers, employees, agents, and attorneys from and against any and all liability, including without limitation, costs of response, removal, remediation, investigation, property damage, personal injury, damage to natural resources, health assessments, health settlements, attorneys' fees, and other related transaction costs arising under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, 42 U.S.C.A. Sec. 9601, et seq. as amended, and all other applicable statutes, regulations, ordinances, and under common law for any release or threatened release of the waste material collected by the Contractor, both before and after its disposal.

## 6 Prevailing Wage

Some or all of the work herein may be subject to the provision of the Prevailing Wage Act, 820 ILCS 130/.01 et. seq., providing for the payment of prevailing rate wages to all employees and subcontractors. The Contractor shall agree to indemnify the Library for any and all violations of the prevailing wage laws and any rules and regulations now and hereafter issued pursuant to said laws.

All successful bidders must be in compliance with Illinois Statutes as follows:

**PUBLIC CONTRACTS**, 720 ILCS 5/33E-1, 5/33E-3, 5/33E-4, 5/33E-7, 5/33E-8 – Interference with Public Contracting – Bid Rigging and Rotating-Kickbacks-Bribery; and

**PUBLIC CONTRACTS** 65 ILCS 5/11-42.1-1 Delinquent Taxpayers; and

**EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS ACT** 30 ILCS 570; and

**PREVAILING WAGE ACT** 820 ILCS 130.

## 7 Proposal for One-Year Contract for Cleaning Services

This Agreement will be for a term of one (1) year. This Agreement may be renewed for two (2) additional (1) year terms upon the written agreement between the Skokie Public Library and the Contractor.

The Contractor shall render all services as specified in this agreement to the complete satisfaction of Skokie Public Library for the charges detailed below.

All Regular Cleaning Services specified in Appendix A, for the annual sum of:

Year \$\_\_\_\_\_ at \$\_\_\_\_\_ per month

## 8 Agreement Terms

This agreement will be effective on July 1, 2022 through June 30, 2023.

Skokie Public Library or the Contractor may cancel this agreement at any time subject to thirty days prior written notice.

**Skokie Public Library**

**Contractor**

\_\_\_\_\_  
(Representative)

\_\_\_\_\_  
(Representative)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

## Appendix A

### Regular Cleaning Specifications

#### Entrance Area/Lobby

<b>Entrance Area/ Lobby</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Vacuum Walk-off carpet	X		
Spot Clean interior glass & sliding doors	X		
Wipe Down Book Returns	X		
Wipe down Self check workstation & copiers	X		
Empty interior trashcans / Change liners /Wipe down	X		
Empty recycling containers	X		

<b>Public and staff rest rooms</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Clean all toilets and urinals	X		
Clean all sinks, mirrors, and counters	X		
Spot clean partitions	X		
Spot clean walls	X		
Sweep/ Mop floors	X		
Clean / disinfect changing tables	X		
Scrub floors (Use special care on tile floor)			X
Empty trashcans and sanitary receptacles / change liners	X		

<b>Administrative Office &amp; Offices</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Empty trashcans / change liners	X		
Vacuum carpet	X		
Sweep and mop hard floor surfaces	X		
Empty recycling containers	X		

<b>Common Areas, Study rooms, Studio, Boombox, Computer Commons</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Vacuum Carpets, Mats, and Runners	X		
Clean Sink & Counter (If applicable)	X		
Spot Clean interior glass	X		
Sweep/Mop floors	X		
Straighten furniture	X		
Spot clean tables, counters and chairs	X		
Empty trashcans, change liners	X		
Empty recycling containers	X		

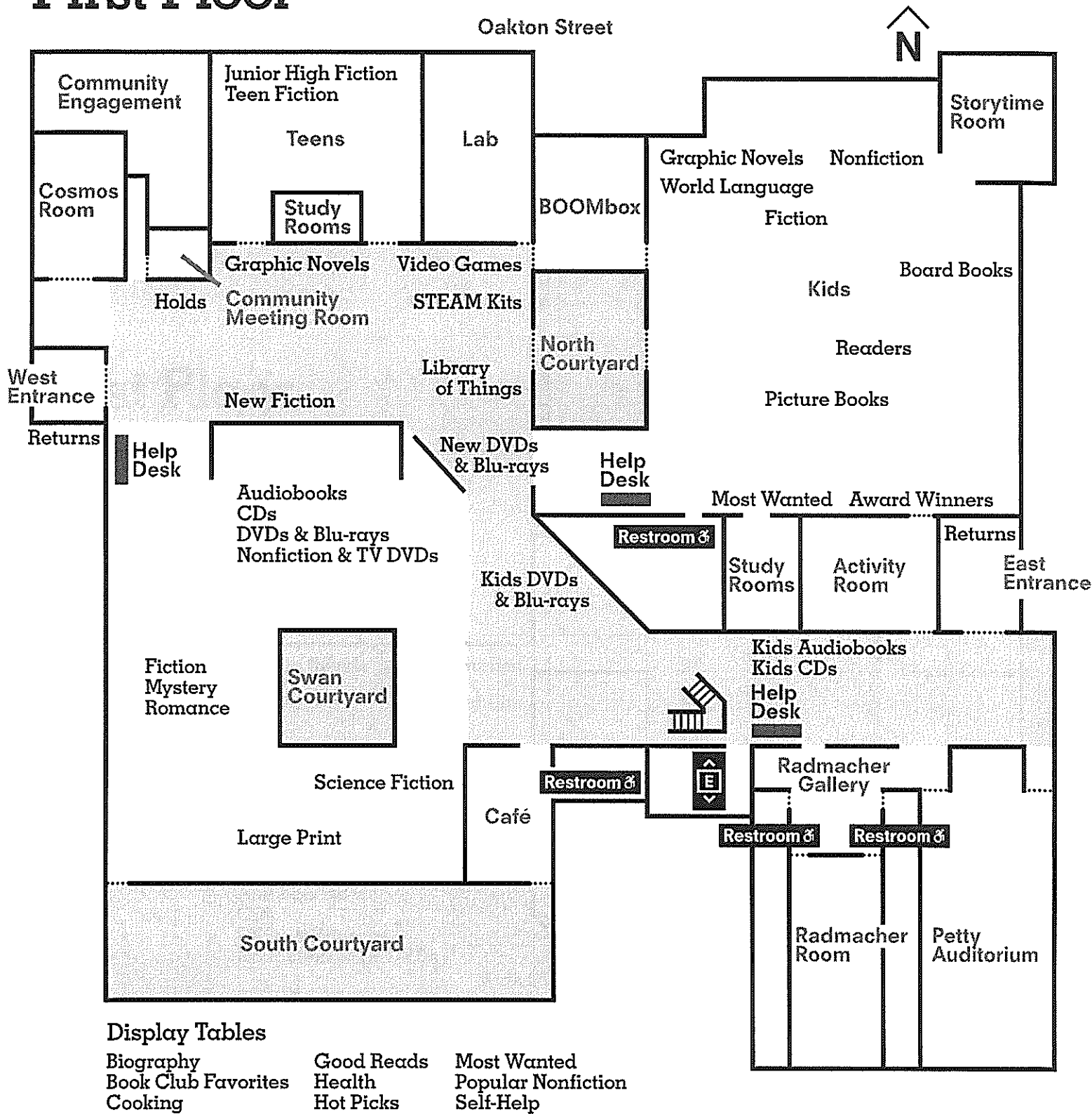
<b>Staff Lounge &amp; Cafe</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Clean tables	X		
Wipe chairs	X		
Sweep tile areas	X		
Mop tile areas	X		
Clean sink and counter	X		
Wipe down appliances	X		
Empty trashcans, change liners	X		
Empty recycling containers	X		
Spot clean walls		X	
Clean hand contact areas	X		

<b>Public Staircase and elevator</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Clean hand contact areas	X		
Clean Stair glass	X		
Sweep and mop floor	X		
Vacuum stairs	X		
Sweep and damp mop stairs & landings	X		

**Appendix B**  
**Questions Concerning Cleaning Services**

1. Describe the Contractor's experience in cleaning jobs of 50,000 square feet or larger.
2. On a separate sheet of paper, provide names and telephone numbers of five clients which are jobs of 50,000 square feet or larger. Indicate the size of each client. Indicate any clients for which you perform maintenance services as listed in Appendix A.
3. How many employees would be assigned to the library for the regular cleaning schedule?
4. The contract calls for daily cleaning, seven days per week. Are the same employees assigned to the library every night or will the work crew change regularly?
5. Who fills in during employee absences or vacations?
6. How frequently does a supervisor inspect the premises to see that the work is carried out correctly and on schedule?
7. How does the library communicate with the Contractor to make comments or complaints about cleaning services?
8. Does the Contractor offer emergency clean-up services during the library's normal business hours, if needed? How long would it take the Contractor to respond to an emergency request on a weekday? A weekday evening? A weekend?
9. What is the hourly charge, per employee, for emergency cleanup during a weekday? A weekday evening? A weekend?

# First Floor



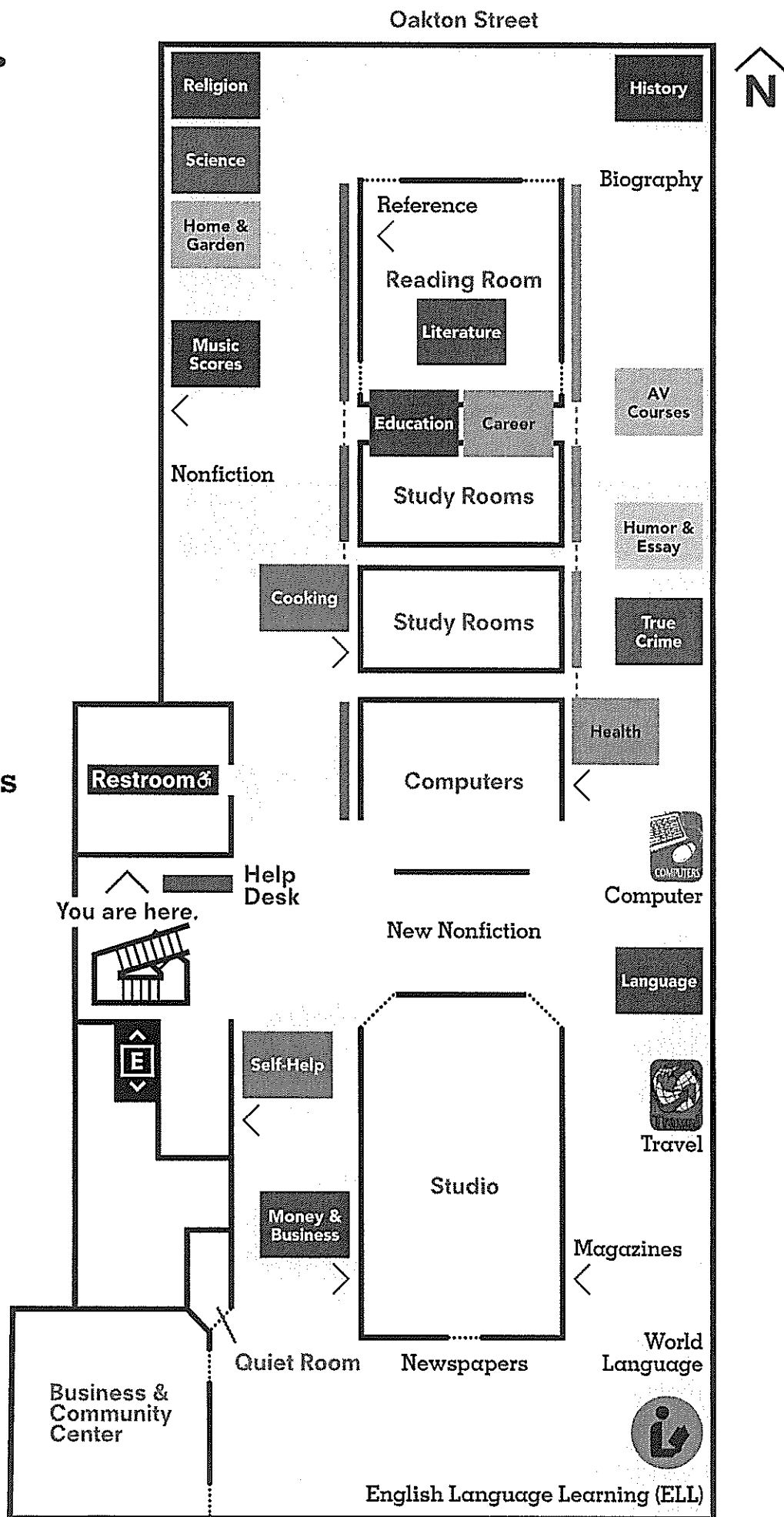


# Second Floor

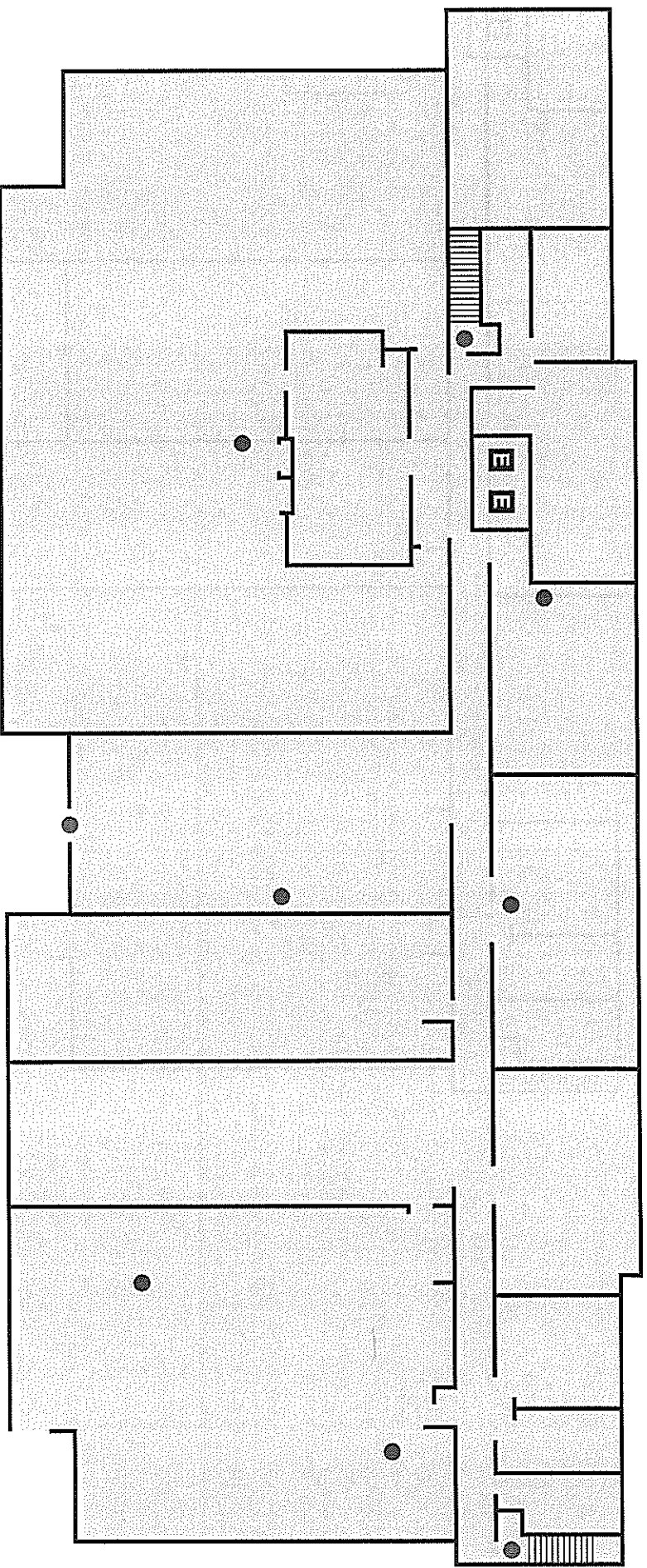
-  **AV Courses**
-  **Career**
-  **Computers**
-  **Cooking**
-  **Education**
-  **ELL**
-  **Health**
-  **History**
-  **Home & Garden**
-  **Humor & Essay**
-  **Language**
-  **Literature**
-  **Money & Business**
-  **Music Scores**
-  **Religion**
-  **Science**
-  **Self-Help**
-  **Travel**
-  **True Crime**
- World Language**



5215 Oakton Street  
 Skokie, IL 60077  
 847-673-7774  
[www.skokieliibrary.info](http://www.skokieliibrary.info)



# Third Floor



## MAP KEY

●	Emergency Exit & Pull Station
●	Fire Extinguisher
<b>E</b>	Elevator
	Stairs

Skokie Public Library / 5215 Oakton Street / Skokie, IL 60077 / 847-673-7774 / [www.skokieilibrary.info](http://www.skokieilibrary.info)

