



**REQUEST FOR PROPOSAL  
JANITORIAL SERVICES  
FEBRUARY 2022**



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**Submit no later than February 24, 2022 4:30 p.m.**

The Village of Johnsburg (“Village”) is soliciting proposals from individuals or firms (“Vendors”) interested in providing professional, customer-focused janitorial services for the David G. Dominguez Municipal Center, 1515 Channel Beach Avenue, Johnsburg, Illinois, which houses Administration and Public Safety Operations.

The term of this contract shall be one year (1) year beginning on April 1, 2022. The contract may renew for up to four (4) additional one-year terms for a total possible contract life of five (5) years. Pricing shall remain fixed during the initial contract term and any subsequent renewal term, except for a cost adjustment to cover any increase or decrease in prevailing wages.

**Timeline**

RFP Released	February 11, 2022
Pre-Proposal Tour by Appointment	February 17 and 18, 2022
Last Date to Submit Questions	February 22, 2022 By 4:00 P.M.
Proposal Due Date	February 24, 2022 By 4:00 P.M.
Evaluation of Proposals	February 25, 2022
Interviews (if needed)	February 28, 2022
Village Board review/approval of contract	March 1, 2022
Contract to begin	March 8, 2022

*Note: The above dates are approximate, are not binding and are subject to change*

## **Pre-Proposal Briefing Session and Tour**

To assist those Vendors interested in submitting proposals for this RFP, a Village Representative will be conducting a **pre-proposal tour February 17, 2022 and February 18, 2022 by appointment**. While the pre-proposal tour is not mandatory, it is highly recommended.

The Village Representative for this RFP is Vinny LaMontagna, Assistant Village Administrator. Please contact Mr. LaMontagna at 815-385-6023 or [vlamontagna@johnsburg.org](mailto:vlamontagna@johnsburg.org) if you wish to attend the pre-proposal overview briefing and guided tour of the facility. COVID-19 social distancing and best practices will be required during the briefing and tour.

## **Scope of Work**

The Scope of Work is expected to include, but not be limited to, the tasks identified in Exhibit A to this RFP. Exhibit A is a detailed list of the mandatory janitorial tasks and the frequency of each task.

While Exhibit A sets forth the Scope of Work anticipated by the Village at this time, there is no guarantee by the Village that this shall continue over the duration of the contract. The Village reserves the right to add, modify, or delete tasks as necessary; any such action shall be formalized by a written amendment to the contract.

## **Addenda and Acknowledgement of Addenda:**

All substantive questions and answers resulting from the pre-submittal briefing and tour session shall be formalized and issued as a written addendum to this RFP. Only written addenda should be utilized by Vendors when preparing a response to this RFP. Vendors submitting proposals shall acknowledge receipt of any addendum to this RFP.

## **Basic Requirements**

### Insurance:

The Vendor shall obtain Commercial General Liability insurance with a minimum \$300,000 general liability coverage; \$300,000 product liability coverage, Statutory Worker's Compensation Coverage and a \$1,000,000 umbrella policy. The Village of Johnsborg shall be named as additional insured and coverage shall be primary and non-contributory.

### Background Checks:

Background checks shall be required for all janitorial staff working in Village facilities.

**Federal, State, and Local Compliance:**

The Vendor shall comply with all applicable federal, state, and local laws, rules, and regulations affecting its performance.

The Vendor shall comply with the applicable provisions of the Federal Occupational Safety and Health Administration (OSHA) and the Illinois Department of Labor. Supplies and Equipment utilized by the vendor shall also be in conformance with said laws, standards and regulations. The Vendor shall comply with OSHA Enforcement of Procedures for Occupational Exposure to Blood Borne Pathogens Standard (CFR 1910.1030). Vendor shall furnish to the Village an Exposure Control Plan at the time of submittal of the RFP.

The Vendor shall certify that it has complied, and shall continue to comply during the duration of this contract, with the United States Immigration and Control Act of 1986 in that every employee of the Vendor is eligible for employment in the United States.

**Village Requirements:**

**Equipment, Supplies, and Materials:**

The Village shall furnish all necessary equipment, materials, and supplies required in performing the janitorial tasks, including specialty cleaning and consumable supplies.

**Submittal Requirements**

Proposals shall be submitted in a sealed envelope at the David G. Dominguez Municipal Center, 1515 Channel Beach Avenue, Johnsburg, Illinois 60051 by February 24, 2022 no later than 4:00 p.m. Questions related to this solicitation may be directed to Vinny LaMontagna, Assistant Village Administrator at [vlamontagna@johnsburg.org](mailto:vlamontagna@johnsburg.org).

The following documentation shall be included in your proposal:

- Company History:
  - Years in janitorial business
  - Key personnel and their experience, including resumes of key company personnel that shall be involved with this contract.
- Employment:
  - Average length of employment for managers, supervisors and janitors.
  - Describe your process to ensure quality cleaning personnel shall always be available to fulfill contract obligations without interruptions.
  - Ratio of field supervisors to workers.
    - Describe your process for integrating new staff into your organization and training them to properly perform quality cleaning. Include a copy of written information supplied to employees concerning firm philosophy, policies, and training.

- **References:**  
List at least three current or within the past three years, janitorial contracts (include number of square footage cleaned, description of services and total dollar amount of each).
  - Provide point of contact and telephone number or e-mail address for each reference.
  
- **Work Plan:**
  - Provide a detailed work plan showing how the Vendor shall accomplish the requirements of Exhibit A.
  - Include a staffing chart to include the number of personnel, tasks to be performed by each person and total number of hours anticipated to complete tasks.
  
- **Quality Assurance Program.**
  - Include your company's process for tracking and investigating complaints and include your resolution process.
  - Description of your company's process for customer-initiated changes in contracts and includes your communication plan for change orders.

### **Evaluation Criteria**

The Village's Evaluation shall consist of the following criteria to evaluate each proposal:

#### **Cost – 60 Points**

#### **Capability, Qualifications, and References – 20 Points**

#### **Work Plan – 10 Points**

#### **Responsiveness and Understanding – 10 Points**

The proposals will be the basis from which Vendors will be selected. Following the Village's evaluation of the proposals received, Vendors may be selected for interviews. Upon completion of the evaluation process, the Village's evaluation team will determine the most qualified individual or Vendor based on all materials and information presented and make a recommendation to the Village Board

Any Vendor failing to submit information in accordance with the procedures set forth in the RFP may be subject to disqualification.

The Village reserves the right to change the solicitation schedule, issues amendments to the solicitation, or cancel the solicitation at any time prior to the submittal deadline.

The Village Reserves the right to award the janitorial services addressed by this RFP to Multiple Vendors. The Village reserves the right, at its sole discretion, to waive immaterial irregularities contained in the solicitation. The Village reserves the right to reject any and all proposals at any time, without penalty. The Village reserves the right

to refrain from contracting with any respondent. Vendors eliminated from further consideration will be notified by mail or email by the Village in a timely manner.

Proposals remain confidential until closing deadline after which proposals are considered a public record subject to public disclosure.

Any Proposal may be withdrawn, either personally or by written request, at any time prior to the time set for the Proposal submittal deadline.

**Attachments**

- Response Pricing Sheet
- Exhibit A: Scope of Services - Cleaning Tasks
- Exhibit B: Janitorial Services Supplemental Information

Exhibit A  
**Scope of Services - Cleaning Tasks**

**Weekly Cleaning Task List**

**General Housekeeping**

Clean all entrances (exterior and interior) door glass and damp wipe frames.

Clean and polish doors, moldings, walls and control panel areas.

Clean and sanitize telephones.

Clean, scour and sanitize drinking fountains.

Collect all waste and recyclable materials from interior containers and place in designated outdoor containers. Insert liners.

Damp clean in meeting rooms.

Damp wipe common area half wall trim.

Damp wipe complete railings.

Damp wipe lobby seats.

Dust all horizontal surfaces including sills, ledges, moldings, air vents and radiators (including washrooms and lunchrooms), up to light switch plate height.

Dust all woodwork in Village Board Room

Dust exposed areas of tables, counter tops, file cabinets, bookcases, shelves and desks/credenzas. Papers on these surfaces will not be disturbed.

Dust or damp clean waiting room seating.

Dust window sills.

Empty clean dishes from dishwasher and load dirty dishes and run dishwasher

Remove fingerprints from doors, moldings and from around light switch plates (including washrooms and lunchrooms).

Remove spider webs in areas near the floor, windows and ceiling/wall edge.

Spot clean all entrance (interior and exterior) door glass, both sides.

Spot clean chairs.

Spot clean interior door and partition glass, both sides.

Spot clean unobstructed working area surfaces of tables, file cabinets, shelves, etc.

Stock adequate supply of paper and consumable goods throughout facility.

Vacuum thresholds and dust light fixtures.

### **Rest Rooms, Kitchens/Lunchrooms & Locker room**

Clean all chrome fittings.

Clean and refill all dispensers to include, but not limited to, paper towels, napkins, toilet tissue, soap, toilet seat covers, facial tissue, etc.

Clean and sanitize table tops.

Clean and sanitize toilet seats (both sides), and all counter areas.

Clean mirrors.

Clean urinal screens, replace/refill urinal and toilet deodorizers as needed.

Clean, sanitize and polish all metal and vitreous surfaces, including toilet bowls, urinals, hand basins, sinks, microwaves, stove tops and cooking appliances.

Damp clean exterior of waste containers.

Damp clean and sanitize partitions and doors and remove writing where possible.

Dust tops and spot clean fronts of vending machines and refrigerators.

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Dust window sills.

Empty all waste receptacles and insert liners. Sanitize interior.

Lunchroom chairs - remove crumbs, drips, etc.

Remove fingerprints from doors, moldings and from around light switch plates.

Showers (men's and women's) - spot clean chrome fittings and floor with disinfectant.

Spot clean all walls.

Spot clean partitions and remove writing where possible.

#### **Floor Care - Resilient and Hard**

Clean floor mats with a vacuum.

Damp mop all floors (including under mats).

Remove dust and dirt prior to damp mopping.

#### **Floor Care - Carpets**

Spot clean (including any gum, candy or stained areas) with cleaner as needed.

Vacuum all unobstructed carpeted areas.

#### **Other**

Collect waste from exterior containers and place in designated outdoor containers. Insert liners.

Pickup litter around exterior of buildings.

#### **Miscellaneous**

Damp clean and sanitize exercise equipment, equipment framework and seats, spot clean mirrors.

Police garage to be clean and orderly

Storage, stock, receiving and shipping areas to be dust mopped

### **Monthly Cleaning Task List (*Additional to Weekly*)**

#### **General Housekeeping**

Clean, scour and sanitize drinking fountains.

Dust tops of all lockers.

High dusting and/or damp cloth cleaning in areas not reached in weekly cleaning including pictures, frames, vertical surfaces, such as partitions and ceiling venting

Remove spider webs in areas near the floor, windows and ceiling/wall edge.

Spot clean all entrance (interior and exterior) door glass, both sides.

Spot clean interior door and partition glass, both sides.

Spot clean unobstructed working area surfaces of tables, file cabinets, shelves, etc.

#### **Floor Care - Hard, tile, vinyl, terrazzo, etc.**

Hard surface floors in detention center will be left on an "on- call" basis.

Terrazzo and vinyl composition floors to be buffed to maintain high luster

Washroom floors including all tile areas shall be machine scrubbed.

#### **Floor Care - Carpets**

Move carts, tool chests, etc. - sweep and pressure wash entire floor of police garage and sweep and damp mop.

Spot clean (including any gum, candy or stained areas) with cleaner as needed.

Vacuum all obstructed areas (areas that normally could not be reached) and clean edges using a crevice tool.

### **Quarterly Cleaning Task List**

#### **General Housekeeping**

Clean all interior glass.

Dust all horizontal surfaces including moldings, ledges, pipes, picture frames, wall hangings, ducts, ceiling fans, etc. (including washroom and lunchroom) from light switch plate height and above.

Vacuum exterior surfaces of all lighting fixtures and diffusers. Remove bugs as needed.

Vacuum wall/ceiling vents, dust walls and ceilings to remove dust and cobwebs.

Vacuum all window blinds.

#### **Rest Rooms, Kitchens/Lunchrooms**

Clean and sanitize all wash rooms, locker room partitions and walls (ceiling to floor).

#### **Furniture**

Vacuum or brush clean fabrics; damp clean plastic or leather.

Vacuum partitions.

### **Annual and/or Bi-Annual Cleaning Task List**

#### **General Housekeeping**

Damp wipe all picture frames and clean frame glass.

Vacuum all window blinds.

### **Floor Care - Terrazzo/Tile/Concrete**

Hard surface floors to be stripped and refinished.

Washroom floors including all tile areas shall be machine scrubbed.

### **Floor Care - Carpet**

Deep clean all open carpeted floors with enzyme detergent shampoo, steam clean with acid rinse.

Encapsulate all main aisles and open carpet areas.

Vacuum all obstructed areas (areas that normally could not be reached) and clean edges using a crevice tool.

Exhibit B  
**Janitorial Services Supplemental  
Information**

The following are base requirements identified in Request for Proposal.

Prospective Vendors shall provide for these requirements when preparing their proposals.

**Identification**

Each employee shall carry an identification card issued by the Vendor to be worn in a visible location on their person at all times while performing services on Village of Johnsburg's premises. Each employee must wear a uniform or shirt/blouse with the Vendor's name to visibly identify them as employees of the Vendor. Vendor shall notify the Village's Representative of any change in the employee(s) assigned to the facility.

**Subcontract and Assignment**

Not Permitted.

**On-Site Supervision**

The Vendor's on-site supervisors/leads must be literate and fluent in the English language. The Vendor may furnish as many people as, in its opinion, shall be necessary to perform the services specified by the contract within the time frame allotted, unless specified numbers of personnel are stipulated in the associated Exhibit(s).

**Special Events / Emergency Call Out**

The Vendor may be requested to provide additional janitorial services for special events and/or emergency callouts at Village facilities throughout the year. If the Vendor agrees to provide these services, these services will be negotiated separately and provided for in an amendment to the contract.

**Security**

Keys, including key cards, to each facility and certain areas may be furnished by the Village. It shall be the Vendor's responsibility for safe keeping of all keys in their custody. Any lost keys shall be reported immediately to the Village's Representative. If the Vendor loses a key, Vendor shall be required to pay the Village's cost to replace the key, plus a twenty percent (20%) administrative cost. If a breach of security results from the loss of keys, requiring locks to be changed or re-keyed, the Vendor shall be charged the Village's cost plus twenty percent (20%) for administrative cost. The charges shall be deducted from monthly payments due to the Vendor. If any keys issued to the Vendor during the term of the contract are not returned at the expiration date of the contract, replacement keys or hardware replacement as described above shall be deducted from the final payment to the Vendor.

If Vendor employee is suspected of theft, violence, harassment or other improper conduct while working at Village facilities, the Vendor shall be required to cooperate fully with the Village of Johnsburg Police Department's investigation process. This shall include providing janitorial employees for investigative interviews in a timely manner. The Vendor shall be solely liable for any costs associated with an investigation and no costs shall be passed onto the Village. Upon written notice from the Village Representative, the Vendor shall remove any employee the Village deems is guilty of improper conduct.

Vendor employees shall not prop open, block open, or leave unlocked any Village facility door, window, or other access point. Lost and found articles shall be turned into the Village Representative.

Vendor employees are prohibited from the moving and reading of papers on desks, the opening of desk drawers and cabinets, the use of telephones and office equipment at Village facilities.

#### **Equipment, Materials, Supplies, and Utilities**

The Village shall furnish all necessary equipment, materials, supplies and products, required in performing services of the contract. The Vendor shall use prudent care in handling, storing, and using such items to assure economical and proper use of said items. The Village reserves the right to approve or disapprove the use of any said equipment, materials, supplies, and products.

Vendor shall not use any material or equipment, which the Village determines, would be unsuitable for the intended purpose. Mops, brooms and other supplies and equipment are labeled for use and shall be utilized in accordance with said labeling.

Janitorial closets are located at various points throughout the Village facilities for storing supplies and equipment including mops, brooms, dust cloths, and other items. These closets and the stored equipment shall be kept clean and in an orderly manner by the Vendor at all times.

The Village shall provide electrical power at designated outlets for Vendor to operate equipment as necessary in the conduct of work. The Vendor shall assure that its employees are instructed not to use electrical wall outlets where computers and other sensitive equipment are plugged in. The Village shall provide hot and cold water as necessary

#### **Safeguarding Village Property**

The Vendor shall take all reasonable precautions to safeguard and protect Village property. Any loss, theft, or damage shall be reported as soon as possible to the Village Representative. In the event there is loss, theft or damage reported and there is reasonable cause to believe Vendor employee may have been involved, the Village may turn this over to the Johnsburg Police Department for handling.

### **Use of Village Property/Equipment**

Vendor employees shall not use any Village property/equipment such as computers, copy machines, televisions, video machines, radios, telephones, etc. Heating, ventilating, and air conditioning systems shall only be turned on or off by Vendor employees with prior written approval of the Village Representative. The use of a Village phone during an emergency, such as dialing 911, is allowed.

### **Hygiene**

Vendor shall implement industry best practices by requiring their employees to perform the following:

- Wash their hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching their eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover their mouth and nose with a tissue when coughing or sneezing, then throw the tissue in the trash and wash their hands.
- Clean and disinfect objects and surfaces.
- **Stay at home and away from others if they are feeling ill.**

### **Village of Johnsburg Holidays**

Cleaning of the facility shall not be conducted on the below listed holidays. The Vendor shall review with the Village's Representative the work schedule around Holidays for each year a contract is approved to commence.

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve



**RESPONSE PRICING SHEET**

<b>Facility</b>	<b>Frequency</b>	<b>Est. Monthly Hours</b>	<b>Price Per Month</b>	<b>Annual Amount</b>
David G. Dominguez Municipal Center 1515 Channel Beach Avenue <i>(Approx. 14,855 square feet)</i>	Weekly		\$	\$
David G. Dominguez Municipal Center 1515 Channel Beach Avenue	Monthly		\$	\$
David G. Dominguez Municipal Center 1515 Channel Beach Avenue	Quarterly		\$	\$
David G. Dominguez Municipal Center 1515 Channel Beach Avenue	Annual		\$	\$
<b>Annual Total</b>			\$	\$

**COMPANY LEGAL NAME:** \_\_\_\_\_