



**Request for Proposals (RFP) for Cleaning Services
Geneva Public Library District, Geneva, IL**

Issued: February 24, 2017
Submittals Due: 5:00 p.m. Central Daylight Savings Time, March 31, 2017

I. Introduction

The Board of Trustees of the Geneva Public Library District requests proposals for professional cleaning services, which will provide routine interior cleaning at the Geneva Public Library, 127 James St., Geneva, IL 60134. The Geneva Public Library is approximately 27,600 square feet. The Library is open seven days per week and has over 274,000 visitors each year. Cleaning is to be provided for the entire building with the exception of: boiler room, elevator maintenance room, storage rooms, closets, public book and audiovisual shelving (see attached cleaning schedule). The intent of seeking proposals is to award a three-year contract beginning June 1, 2017.

II. Scope of Work

Cleaning services are to be provided as follows:

- a. Services shall be provided seven (7) days per week per attached cleaning schedule.
- b. The Library is to be cleaned Monday through Friday between 9:30 p.m. and 7:00 a.m.; Saturday and Sunday between 5:30 p.m. and 7:00 a.m. with the exception of the following holidays when the Library is closed: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day.
- c. At any time during the term of this contract, the Library reserves the right to adjust the cleaning specification attached. The Library understands that additional work shall be estimated and priced to performance.
- d. The Contractor will, as part of this agreement, be expected to work closely with the Library in resolving any and all problems resulting during the terms of this agreement.

III. Instructions to Bidders

Before submitting a proposal, each respondent shall familiarize itself with the scope of work as outlined in the RFP, laws, regulations, and other factors affecting contract performance. The Respondent shall be responsible for fully understanding the requirements of this RFP and the resulting contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of this RFP and resulting contract. **A mandatory building walk-through is scheduled for March 14, 2017 at 1:00 p.m.**

A. General Assumptions

- a. The Contractor shall provide competent, trained, and experience staff to the highest standards.
- b. The Contractor shall consider and plan for appropriate labor resources for illness, vacation, and other loss of time events so service to the Geneva Public Library District continues uninterrupted.
- c. The Contractor shall provide all necessary equipment, tools, and materials for cleaning services with the exception of: paper products, trash liners, and bathroom supplies.
- d. The Contractor shall be responsible for any cost, fees, or fines due to misuse of the building's alarm system.
- e. The Contractor will be responsible for any loss of Geneva Public Library District's property due to errors, mistakes, malfeasance, or misfeasance of its employees or products/equipment provided by the Contractor.
- f. The Contractor will work cooperatively with designated Library staff.
- g. The Contractor will not subcontract work without the expressed written permission of the Geneva Public Library District. By submitting a proposal, each bidder agrees that each worker assigned to this contract is a direct employee of the named organization.
- h. The Contractor agrees to pay for all permits, licenses, and fees, and give all notices and to comply with all laws, ordinances, and rules of the City of Geneva and State of Illinois.
- i. Upon acceptance of a proposal, the parties will enter into a three-year contract upon terms approved by the Library Board of Trustees and the Library's Attorney.

- j. If the Contractor fails to perform the work in a satisfactory manner or otherwise breaches the contract, the Library shall give notice to the Contractor and provide an opportunity to correct the deficiencies. If the performance does not meet the standards of this contract within seven (7) calendar days, the Library may terminate the contract.
- k. The Geneva Public Library District or Contractor may cancel this agreement at any time subject to thirty (30) days prior written notice.

B. Payment

- a. Invoices shall be submitted monthly to Christine Lazaris, Library Director, Geneva Public Library District, 127 James St., Geneva, IL, 60134.
- b. Sales to the Geneva Public Library District are exempt from state and local tax. Proof of tax exemption status will be provide by the Library to the Contractor.
- c. The Library shall submit monthly payments to the Contractor for all services outlined in this agreement in accordance with the Local Government Prompt Payment Act.

C. Insurance

- a. The Contractor shall maintain insurance outlined below at its own expense during the terms of this contract. The Contractor shall provide proof of insurance and bonding on or before the effective date of this agreement with a certificate evidencing that the Contractor’s insurance policies will not be changed or canceled without at least thirty (30) days prior written notice to the Library.
- b. The limits for insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

General liability:	\$1,000,000 each occurrence, \$2,000,000 aggregate, with additional umbrella liability of not less than \$1,000,000
Personal injury:	\$1,000,000
Business Service Bond	\$25,000
Workers compensation:	statutory limits

- c. The Contractor shall provide lost key coverage to indemnify the Library for purchase and installation of new locks and keys in the case that a Contractor employee loses or misplaces a key to the Library facility.
- d. Geneva Public Library District shall be named as an additional insured on all insurance policies, except for professional liability and worker’s compensation.

- e. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the owner and its agents, officers, and employees from and against all injuries, losses, damage claims, suits, liabilities, judgements, costs, and expenses, including but not limited to attorney's fees, which may arise directly or indirectly from the performance of Contractor's work or the work of its employees. The Contractor shall, at its own expense, appear, defend, and pay all charges to attorneys and all costs and other expenses arising therefrom or incurred in connection there with and if any judgement shall be rendered against the owner in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

D. Material Safety Data Sheets

- a. It is a federal law that chemical manufacturers and importers develop an MSDS for each hazardous chemical they produce or import, and must provide the MSDS automatically at the time of the initial shipment or a hazardous chemical to a downstream distributor or user, or anytime the chemical makeup of the product is changed.
- b. Contractors who are awarded this contract, and if the above paragraph applies to this bid, must submit information to the Library regarding the specific chemical identity of the hazardous chemical(s) involved and their common names.

IV. Proposal Content

The Proposal Package should include the following information:

a. Cover Letter

The cover letter should briefly state the firm's understanding of the work to be performed, and a statement as to why the firm believes it is best qualified to perform the services. The cover letter should also include the name(s) of the person(s) authorized to represent the proposer, title, address, and telephone number.

b. References

Provide a list of at least three (3) office/commercial/business references documenting your experience. Each reference should include the business name, contact name, and a current telephone number.

c. Outline of Materials and Staff

- i. An estimate of how many people will be in the building, for how long, and a range of hours staff will be on the premises.
- ii. Supply list: what is included in the contract and what may be purchased through your company. Include cost for additional supplies.
- iii. Tools or equipment to be stored on the premises (vacuum cleaner, mops, brooms, etc.)

d. Cost of Services

Respondents shall provide:

- i. A fixed monthly cost for the janitorial services identified in the scope of work and attached cleaning schedule for years 1, 2, 3 of the contract period.
- ii. A fixed cost for specific extra services and maximum increases for years 2 and 3 of the contract period.
- iii. An hourly rate for on-call or out of scope work and maximum increases for years 2 and 3 of the contract period.

e. List of current clients

f. Copies of insurance, license, and bonding documentation

g. Additional Information (Optional)

Respondents may include any other information deemed essential to the evaluation of the proposal.

V. Evaluation and Selection Process

Proposals will be evaluated by the Director, Deputy Director, and Facilities Manager. Selected proposal(s) will be reviewed by the Building and Grounds Committee of the Library Board of Trustees and presented to the Library Board of Trustees at their meeting on Thursday, April 27, 2017 at 7:00 p.m. held in the lower level meeting room of the Library.

Evaluation of Proposals:

- a. Proposals will only be accepted from principals of the firm that will actually be doing the work.
- b. Proposals must be complete.
- c. In selecting the Contractor, experience, services offered, and quality of service will be considered as well as costs.
- d. The Library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any item of the proposal.

VI. Administration

A. Issuance

This RFP was issued by the Geneva Public Library District on February 24, 2017.

B. Closing Date

The Contractor's response to the RFP must be received in a sealed envelope by March 31, 2017 at 5:00 p.m. Central Daylight Savings Time at the address below:

Geneva Public Library District
Attn: Christine Lazaris
127 James St.
Geneva, IL 60134

Any inquiries related to the RFP should be directed to Christine Lazaris at clazaris@gpld.org.

CLEANING SCHEDULE

Entrance & Customer Service	Daily	As Needed	Weekly	Monthly
1. Vacuum all carpeted areas & mats	X			
2. Sweep & damp mop all tiled floors	X			
3. Spot clean all entryway glass and glass doors	X			
4. Spot clean glass partitions	X			
5. Dust & spot clean all office furniture, to include: tables, chairs, credenzas and filing cabinets	X			
6. Dust all telephones	X			
7. Polish brass railings	X			
8. Damp wipe & polish all exposed desk tops	X			
9. Clean & sanitize all telephones			X	
10. Vacuum under all desks			X	
11. Dust top of all partitions & ledges			X	
12. Damp wipe all office furniture, to include credenzas and filing cabinets			X	
13. Vacuum all upholstered chairs				X

Public Areas (Adult Services, Youth Services)	Daily	As Needed	Weekly	Monthly
1. Vacuum all carpeted areas with special attention to traffic areas	X			
2. Sweep & mop all tiled/laminate floors	X			
3. Spot clean glass partitions	X			
4. Vacuum carpet between bookshelves	X			
5. Damp wipe all tables, study carrels and counters	X			

6. Clean & sanitize all telephones	X			
7. Wash interior glass partitions & doors				X
8. Vacuum/clean all upholstered furniture			X	
9. Wash display case glass	Daily or as needed			
10. Clean coffee bar	Daily or as needed			

Youth Program Room	Daily	As Needed	Weekly	Monthly
1. Vacuum circle carpet	X			
2. Sweep & mop floor	X			
3. Clean sink & counters	X			
4. Refill paper towel dispenser	X			
5. Spot clean carpet & walls	Daily or as needed			
6. Strip & wax laminate floor	Twice a year			

Meeting Room & Kitchen/Staff Lounge	Daily	As Needed	Weekly	Monthly
1. Vacuum carpet daily	X			
2. Spot clean carpet	Daily or as needed			
3. Sweep & mop tile floor	X			
4. Clean sink, counter & water machine	X			
5. Wash walls around recycling area	X			
6. Fill paper towel dispenser	X			
7. Clean & sanitize phones			X	
8. Dust off top of pop machine			X	
9. Wipe cabinet fronts, refrigerator sides & top, outside of microwaves and stove				X
10. Vacuum upholstered chairs				X

Office Areas	Daily	As Needed	Weekly	Monthly
1. Vacuum all open carpeted areas	X			
2. Sweep and mop tiled floors	X			
3. Dust office partitions	X			
4. Dust tops of cubicles	X			
5. Dust & spot clean all office furniture, to include: tables, chairs, credenzas and filing cabinets	X			
6. Dust all telephones	X			
7. Clean & sanitize all telephones			X	
8. Damp wipe all office furniture, to include credenzas and filing cabinets			X	
9. Vacuum all upholstered chairs				X

Restrooms	Daily	As Needed	Weekly	Monthly
1. Clean & sanitize all counters, porcelain fixtures, including sinks, toilet bowls, and urinals	X			
2. Clean & polish all chrome faucets & fixtures	X			
3. Damp clean and sanitize both sides of toilet seats	X			
4. Damp clean all mirrors	X			
5. Damp clean all trash cans	X			
6. Sweep and damp mop all tile floors with disinfectant	X			
7. Damp clean diaper tables inside and outside	X			
8. Refill liners in diaper tables	X			
9. Damp clean dryers	X			
10. Clean & sanitize door handles	X			
11. Deodorize bathrooms	X			

12. Spot clean all partitions	X			
13. Polish all stainless steel	X			
14. Refill all soap, towel and tissue dispensers	X			
15. Flush bathroom floor drains			X	
16. Wash partitions			X	
17. Refill deodorizers		X		

Stairwells, elevator & loading dock	Daily	As Needed	Weekly	Monthly
1. Sweep all stairwells	X			
2. Spot clean elevator doors & walls	X			
3. Vacuum carpet mats in stairwell	X			
4. Mop elevator floor	X			
5. All stainless steel in elevator polished	X			
6. Dust handrails			X	

All contracted areas	Daily	As Needed	Weekly	Monthly
1. Clean & sanitize all water fountains	X			
2. Clean & refurbish sand urns outside	X			
3. Spot clean fingerprints, sills, light switches, kick and push plates			X	
4. Remove all cobwebs			X	
5. Dust all windowsills			X	
6. Dust all blinds				X
7. Dust doorframes and baseboards				X
8. Empty all trash cans (including outside picnic & entrance) to dumpster & replace liners	X			

9. Empty all recycling bins to designated areas (DO NOT REMOVE POP CANS)		X		
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