



City Of Freeport, Illinois

JANITORIAL SERVICES BID PACKAGE

FREEPORT POLICE DEPARTMENT BUILDING

April 12, 2017

The City of Freeport is accepting bids from qualified contractors to provide cleaning and janitorial services at the Police Department building, 320 West Exchange Street, under the following terms and limitations:

1. The contractor is to furnish all labor, equipment, and supplies required to perform the cleaning services of the contract.
2. The contractor is to provide the names, dates of birth, and social security numbers of each employee for the purpose of conducting appropriate background checks prior to their employment within the public safety building.
3. All contractual employees working in the public safety building and 9-1-1 center must be adequately supervised to assure the City that the work is thoroughly and adequately performed and that the security of the building and its contents, records, confidential nature of records, etc., are protected from loss, unauthorized access, fire and other damage.
4. All materials, supplies and equipment are to be stored in the designated storage areas.
5. The contractor shall provide a list of current customers and a separate list of former clients shall also be provided. Bidders understand that the City may contact customers for references.
6. The contractor must expressly agree and promise that he/she/it will comply with all applicable ordinances, statutes and regulations, including but not limited to the equal employment and affirmative action provisions pertaining to public contracts by Section 2-105 of the Illinois Human Rights Act (Codified as paragraph 2-105 of Chapter 775 of the Illinois Compiled Statutes as amended).
7. The contractor must state that it is and shall remain an equal opportunity employer which does not discriminate in its' employment practices or in the award of contracts and as such does not discriminate based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran, or marital status, in accordance with applicable federal, state and local laws.
8. The City Council reserves the right to reject any or all bids, and to waive any or all technicalities in the proposals.
9. Charges/services are to be billed monthly to the Freeport Police Department, 320 W. Exchange St. Freeport, IL 61032.
10. Either party may, upon 30 days' written notice to the other party, terminate the contract.

- 11. The contractor is to furnish a certificate of insurance coverage, including, but not limited to, Worker's Compensation and Comprehensive General Liability, listing the City of Freeport as an additional insured.**
- 12. The contractor shall perform the daily service between the hours of 8:00 a.m. and 4:00 p.m. weekdays, exclusive of major holidays, or during hours mutually determined and agreed upon by both parties.**
- 13. It is intended that this bid will yield a 2-year contract for services.**
- 14. All bids must be in a sealed envelope marked "Police Janitorial Bid" and received by the City Clerk's Office no later than 9:00 a.m. on April 24, 2017. Bids received after that time will be returned unopened to the bidder.**
- 15. The bids will be opened at 11:00 a.m. on April 24, 2017 at City Hall, 314 W. Stephenson, Council Chambers Conference Room Area.**
- 16. Past services rendered at any of the City's facilities may be considered in the award of this bid.**
- 17. The following services are to be provided each Monday through Friday, excluding holidays observed by the City of Freeport. An observed holiday list will be provided upon request.**

Common Areas include: hallways, lobby, kitchen, squad room and the two upstairs interview rooms.

DAILY SERVICES - All common areas, including Records Bureau and two prisoner booking rooms:

- Dust mop and sweep all hard surface floors, including the Records Bureau, two prisoner booking rooms and all stairways.
- Damp mop lobby area, stairways and tile floors in the corridor areas.
- Clean and sanitize all drinking fountains.
- Clean and sanitize all rest rooms, including sinks, toilets, bowls, seats, urinals, sanitary containers, and floors etc.
- Clean and sanitize all chrome fixtures, glass, and mirrors.
- Spot clean walls, baseboards, partitions, switch plates, door frames, window ledges, etc. in common areas or as requested by authorized staff.
- Vacuum carpets runners at stair landings and corridors.
- Spot clean glass surfaces, entryways, reception windows, etc.
- Spot clean spills on carpets as needed.
- Remove noticeable cobwebs in common areas.
- Wipe down table and counter surface in the break room in 9-1-1 Center
- Empty all garbage cans in all common areas including records bureau, and two prisoner booking rooms.
- Empty aluminum/plastic can receptacles, as needed and place in appropriate recycling containers.

WEEKLY SERVICE - All common areas, Records Bureau, two prisoner booking rooms, training room, Shift Commander's office and Detective Bureau

- Damp mop all hard surfaced floors.
- Vacuum and / or sweep all corners and edges.
- Clean (from top to bottom) the entry doors in lobby/foyer
- Vacuum 9-1-1 Center
- **Provide a checklist of services completed.**

MONTHLY SERVICE - All common areas:

- Vacuum and/or dust furniture
- Clean carpets as needed or per request.
- Clean HVAC exhaust vents.
- Sweep and damp mop floors in locker rooms.
- Clean out dirty waste receptacles, as needed.
- Buff tile floors in common areas and Records Bureau
- Shake off outside doormat at East entrance
- Rotate doormat inside the East entrance
- Clean, top to bottom doors and windows in Lobby, Records and Dispatch

QUARTERLY SERVICES:

- Strip and re-coat tiled floors in less trafficked areas.
- Wax tile floors in common areas
- Meet with Police Department representatives to discuss quality control issues.

YEARLY SERVICES: To be completed during the month of May

- Shampoo all carpets.
- Strip and re-coat tiled floors in corridors, prisoner booking rooms, Records Bureau, Shift Commander's office, Detective Bureau, Squad room and less trafficked areas.

SELECTION PROCESS FOR JANITORIAL SERVICES

Proposals shall be received and evaluated by the Chief of Police.

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

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

It is understood and agreed that these specifications shall impose no obligation or liability whatsoever upon the City Council of the City of Freeport, its employees or agents. All bids become the property of the City of Freeport. Contractors are solely responsible for their own expenses in preparing a bid and for subsequent negotiations with the City of Freeport, if any. If the City of Freeport elects to reject all proposals, the City will not be liable to any Contractor for any claims, whether for costs or damages incurred by the Contractor in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

MANDATORY CRITERIA

- a) Five copies of the bid are required.
- b) The sealed bids must be received at the City Clerk's Office, 314 W. Stephenson Street, Suite 200, Freeport, Illinois 61032-4327 by 9:00 a.m. Central Standard Time on April 24, 2017. Sealed bids must be clearly marked "Police Janitorial Bid".
- c) Company information must be provided.
- d) A list of key staff and employee names, addresses, social security numbers must be provided.
- e) Proposals must be signed by the person or agent who is authorized to do business on behalf of the Contractor and whose signature legally binds the Contractor to statements and commitments proposed in the bid.
- f) A list of all current customers and former clients, including contact information, must be provided.

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

If additional information is needed, please contact Deputy Chief Matt Summers at (815) 235-8222 x 1208.

JANITORIAL SERVICES BID PACKAGE

BID SUMMARY SHEET

Contractor Name _____

Contact Name _____

Address: _____

Phone: _____ Fax # _____

COST LISTING:

Police Building Monthly Cost \$ _____

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

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

Authorized Signature(s) & date signed _____

The following must be attached with this package:

- ✓ Certificate of insurance
- ✓ List of 3 references, including contact name and phone number.
- ✓ List of current customers.
- ✓ List of former clients.
- ✓ List of key staff and employees including dates of birth, addresses and social security numbers.