



Fox Valley Park District

Cole Administration Center
101 West Illinois Avenue
Aurora, IL 60506

Request for Proposal Custodial Cleaning & Porter Services

Request for Proposal and Specifications

Prepared by:
Fox Valley Park District



Legal Notice
Request for Proposal
September 9, 2013

The Fox Valley Park District is accepting request for proposals for qualified vendors to provide custodial cleaning and porter services for Fox Valley Park District Facilities. Proposal specifications and instructions may be accessed from the district's web site at www.foxvalleyparkdistrict.org or may be picked up at the Cole Administration Center located at 101 W. Illinois Avenue, Aurora, Illinois. There will be a **mandatory walk through of the facilities** and a question and answer meeting scheduled to start at the Eola Community Center on September 25, 2013 @ 8:30 a.m. (Please meet at the front desk area.)

Request for proposals are due at the Cole Administration Center by 9:00 a.m. October 21, 2013.

The District reserves the right to reject any or all proposals, to waive or not to waive any informality therein or to accept the proposal considered to be in the best interest of the Fox Valley Park District.

Dated this 9th day of September 2013.

Introduction

Qualified Service Providers are invited to submit a proposal, subject to conditions and instructions as specified, for the furnishing of: Custodial Cleaning & Porter Services at Eola Community Center, Prisco Community Center, Vaughan Athletic Center and Cole Administration & Maintenance Center.

General Scope

The Fox Valley Park District invites a proposal submission from qualified service providers interested in providing custodial cleaning and porter services for Eola Community Center, Prisco Community Center, Vaughan Athletic Center and Cole Administration & Maintenance Center.

Agency Profile

Located in the beautiful Fox River Valley in the Chicago Metropolitan area, the Fox Valley Park District is a premier park and recreation organization serving an expanding and diverse customer base.

The District was established in 1947 as a Pleasure Driveway and Park District to fulfill the community's desire to acquire, preserve and protect scenic vistas and open space along the Fox River. Governed by a seven member Board of Trustees, the Fox Valley Park District provides a full range of recreation facilities, activities and special events as well as a vast public open space and regional trail system for its residents to enjoy. The District is located approximately 39 miles west of Chicago's "loop" and encompasses an area of 65 square miles. It is the largest Park District in the State of Illinois, outside of Chicago. The District serves a population of approximately 230,000 people in a growing region. The majority of the District's residents live in the City of Aurora which is currently the second largest City in Illinois. The District also serves the Villages of Montgomery and North Aurora and several unincorporated areas.

The assets of the District- its parks, special facilities and land holdings- are significant. The District currently owns and maintains 163 parks, 41 miles of regional trails, and 47 park shelters and provides over 2,400 acres of parkland and open space. Park facilities include 91 playgrounds, 79 basketball courts, 27 outdoor tennis courts, 54 baseball fields, and 76 soccer fields. New parks continue to be developed annually.

Major indoor recreation facilities include the Eola and Prisco Community Centers, both expanded in 2003 to accommodate the growing demand for recreation programs. The 225,000 square feet award- winning Vaughan Athletic Center (VAC) offers a field house for multi-sport use, nine indoor tennis courts, three indoor pools, and a large fitness and group exercise center. With the completion of the VAC in 2005, indoor recreation space at these the three major facilities resulted in a combined total of over 500,000 square feet.

Special facilities include Blackberry Farm Historical Farm Village, Red Oak Nature Center, Copley II Boxing facility, Lippold Center, two outdoor aquatic parks (Splash Country and Phillips Park), the 18-hole Orchard Valley championship golf course, two dog parks, three skate parks, one disc golf course, 44 miles of paved trails and the Stuart Sports Complex regional park. Each of these facilities presents unique recreation and educational opportunities for our residents

and guests. The District also operates its own police and public safety department to keep its facilities and public safe and secure.

Within these wide-ranging facilities, District staff offers more than 3,000 recreation programs. Programs offered meet the needs of a diverse socio-economic and growing population.

Since its grand opening in September 2005, the Vaughan Athletic Center has welcomed more than two million guests to date. The facility has nearly 11,000 members and is host to a multitude of facility and community events. Blackberry Farm opened in 1969 and is host to a variety of events and sees nearly 10,000 visitors per year. Over the past year several new attractions have added to Blackberry Farm including a new events plaza area, paddle boats and boat house, and a new picnic pavilion – all of which are available for rentals and catered events.

For more information on the Fox Valley Park District, visit our new website at www.foxvalleyparkdistrict.org.

Project Description and General Information

1. The selected Service Provider, as an independent contractor, shall perform the janitorial cleaning and porter services for the Fox Valley Park District as described in the attached service specifications listed for each facility. Porter services, while they include cleaning, will also include the duties of setting up and taking down tables and chairs for programs/rentals and any other duties as assigned.
2. Days and shifts porter services are to be provided are listed in the attached service specifications documents for each facility. **Attachment “A”**
3. Provisions to work any extra hours as directed by facility managers will be billed at an agreed upon hourly rate and should be provided in the **Proposal Pricing Form (Attachment “C”)** for coverage of park district personnel taking vacation and/or sick time and for all district holidays as requested.
4. We reserve the right to secure vendors other than the selected contractor for extra services such as carpet cleaning, floor finishing or any other service not listed in the service specifications document and/or in the agreed upon contract.
5. Each location has an appointed staff responsible for overseeing the quality of service being providing according to the service specifications, hours and cleaning schedule. Contracted staff must have the ability to work and communicate well with management, supervisory staff and guest service staff and be able to adjust to the day- to-day needs of the facility including program/rental schedules, room set-ups, all while maintaining our cleaning expectations. (Terms to be determined and outlined in service agreement.)

6. **Proposals will be excepted for the locations listed below:**
 - a. Prisco Community Center
 - b. Eola Community Center
 - c. Vaughan Athletic Center
 - d. Cole Administration & Maintenance Center
7. It is the Park District's intent to enter into an agreement for all four facilities listed above; however we reserve the right to accept proposals as a whole or in-part and/or modify the scope of the facilities service specifications upon mutual agreement to best meet the needs of the district.
8. Provider shall maintain site safety and security for public areas at all times. Service provider shall also move, cover or protect any structures or equipment that may be damaged during janitorial services.
9. While working on District property, the Service Provider's employees and/or substitutes shall wear uniforms with appropriate company name and logo and should maintain a professional appearance at all times.
10. Service Providers must hire competent help of good moral character and adhere to customer service standards of the Fox Valley Park District. Contracted employees age 17 and older must consent to a criminal background investigation paid for at the expense of the Contracted vendor. English speaking customer service orientated personnel needed to work with the public.
11. NET 30 Payment Terms - Our standard payment terms for Fox Valley Park District are Net 30 days from invoice receipt by Accounts Payable. No payments will be made for products that do not meet agreed upon pricing, quality, or other requirements to be specified in the Contract.
12. Service Providers must comply with all rules and regulations of the Park District and must also comply with all Federal, State, and Local laws and regulations pertaining to employment practices and conditions.

Cleaning Supplies and Equipment Use

1. Cleaning Chemical Use

The contractor shall abide by all Fox Valley Park District chemical use and disposal instructions and undergo chemical use training provided by the Fox Valley Park District chemical contractor. Contractor will be liable for chemical misuse damages.

2. Cleaning Equipment

The contractor may use the cleaning equipment of the Fox Valley Park District (with the exception of the Tennant T-7 ride-on-scrubber at Vaughan Athletic Center) or their own cleaning equipment as long as the end results are in satisfactory manner to the customer. Contractor will allow Fox Valley Park District the ability to use contractor's equipment

left on site as needed. Equipment will need to be provided for cleaning the facilities – details to be discussed at the mandatory walk through on September 25th.

3. Cleaning Equipment Training

The contractor shall agree to have all contracted cleaning staff follow all cleaning equipment and chemical use procedures as stated in mandatory cleaning sessions that will be provided by the Fox Valley Park District or by the machine and chemical contractor. Contractor will be liable for equipment misuse damages.

4. Cleaning Supplies, Paper Products, Toiletries, Liners

The Fox Valley Park District shall provide all cleaning products, cleaning chemicals, paper products, toiletries, and plastic garbage can liners. Charges for items are not to be included in this proposal.

Term of Contracted Work

The district is seeking to enter into a service agreement for a period of three years beginning on **January 1, 2014** with a potential option to extend up to 2 additional years if mutually agreeable to both the Park District and the Contractor. The district may terminate the agreement at any time if work is performed unsatisfactorily.

Submittal Quantity and Location

A total of five copies (one original and 4 copies) of the response, including all required forms and supporting documentation, must be addressed and delivered to the address listed below.

Jaime Ijams
Cole Administration Center
101 W. Illinois Avenue.
Aurora, IL 60506
630-966-4550
E-mail: jjjams@fvpd.net

Submittal Date and Time

All proposals must be received no later than **9:00 a.m. on October 21, 2013**.

Proposals must be sealed and marked: (Custodial Cleaning and Porter Services Proposal- Attention Jaime Ijams). Responses received later than the given date and time above will be rejected and returned unopened.

Facilities walk through and question and answer meeting

There will be a mandatory facility walk through and question and answer meeting held on September 25th. Eola: 8:30 a.m., Prisco: 10:30 a.m. (Reconvene after lunch at Cole) Cole: 1:30 p.m., Vaughan: 2:30 p.m. At this time, specific questions will be answered regarding the specific locations, hours of operations, expectations, services, etc.

Interested proposers must contact Jaime Ijams, Assistant Superintendent of Recreation at 630-897-0516 or via email jjjams@fvpd.net by 5:00 p.m. September

23rd to confirm attendance at the meeting. Proposers should plan to bring with them any personnel needed to evaluate the facilities and service specifications.

Outline for Response

- a. A Letter of Interest
- b. Completed Contact Information Form with three references (Attachment “B”)
- c. Completed Fox Valley Park District Proposal Pricing Form. (Attachment “C”) as enclosed.
- d. Company Profile/Background
 1. History of Company
 2. Years in Business
 3. Type of Ownership
 4. Type of Organization
 5. Size of Company
 6. Professional Affiliations
- e. Qualifications of the Company
 1. Background of experience and successful results in similar size and type services including description and references.
- f. Customer Service philosophy and operating standards.

*In addition, the Service Provider may include any other supporting documents they wish to submit for review.

Selection & Award Process

A Selection Committee will review all proposals and evaluate the Service Providers accordingly based on the criteria chosen by the Park District. Criteria will include evaluation of the information requested in the **Outline for Response** section. The award of the contract, if awarded, will be to the most qualified Service Provider, whose proposal complies with the requirements prescribed. Award will not be made solely on the basis of the lowest price. Consideration will also include the provider’s ability to meet the needs of the district based on references or proven ability, service, flexibility, and creativity to meet the needs of the district, provide additional services and pricing. The recommendation of the Selection Committee and the Service Agreement will be subject to approval by the Fox Valley Park District Board of Trustees. Interviews may be conducted at the Park District’s discretion.

Such award, if made, will be made within sixty (60) calendar days after the closing date and time set for receiving Request for Proposals.

Schedule for Selection

The following is the proposed schedule:

- a. Let Date: **September 9, 2013**
- b. **Facilities walk through and question and answer meeting – Sept. 25th**
- c. Proposal Due Date: Responses are due no later than 9:00 a.m. on **October 21, 2013 at the Cole Administration Center.**
- d. Selection Committee review/interviews as determined by the Park District.
- e. A tentative recommendation, including the Service Agreement, is planned to be submitted to the Park District Board for approval in November.
- f. Begin Contract: January 1, 2014

Insurance Requirements & Quality Assurance

The chosen Service Provider must provide a certificate of insurance naming the district as additionally insured for the minimum insurance coverage as required by the district and outlined in Addendum A. The Fox Valley Park District requires evidence of insurance coverage: General Liability, Errors and Omissions, Automobile Liability, and Worker's Compensation for the general acceptable limits of the Park District. Specific limits will be outlined in the service agreement.

Wages for Employees – Prevailing Wage Statement

If applicable, employees of the contractor involved with the proposed agreement shall receive the local prevailing wage scale in accordance with the Illinois Department of Labor Conciliation and Mediation Service Prevailing Wages for Construction Trades, County of Kane. Bidders must submit with their bid a Prevailing Wage Statement for any applicable classification.

Taxes

The Fox Valley Park District is a governmental agency and sales and use taxes are not applicable.

Law – Ordinance

- A. The contractor shall comply with all of the laws of the United States, the State of Illinois and the ordinances of Aurora insofar as they apply to the work that is performed.
- B. During the performance of the Contract, the contractor shall comply with the appliance provisions of the Civil Rights Act, as amended and with other applicable laws, regulations or orders issued by a Governmental Agency exercising jurisdiction over the contractor's employment practices.
- C. The Contractors shall afford Equal Opportunity of Employment to all otherwise qualified persons without regard to race, color, religion, natural origin, sex or age. The Contractor shall establish and enforce procedures and practices to insure Equal Employment opportunity to recruiting, hiring, training, upgrading, promotions transfers, layoffs, recalls, terminations, compensation, working conditions, benefits, and privileges.
- D. The contractor shall conform to all provisions of the Preference to Illinois Worker's Act (Ill.Rev.Ch.48.269-275).

Protection

Contractors shall schedule work and carry out operations to minimize conflict with use of property. Contractor must take special care to guard life and property.

License and Permits

The owner shall be responsible for all licenses or permits, which may be required for the execution of the work.

Request for Additional Information

The Fox Valley Park District reserves the right to request any further additional information that it deems necessary for the review and award process.

Cancellation of Request for Proposals

The Fox Valley Park District reserves the right to cancel this request for proposal at any time, to elect not to award the work listed, to reject any or all of the responses, to waive any informality or irregularity in any response received, and is the sole judge of the merits of the respective responses received. The prospective Vendor is responsible for any and all costs associated with the preparation of this request for proposal.

For further information contact: Jaime Ijams
Assistant Superintendent of Recreation
Cole Administration Center
101 W. Illinois Avenue
Aurora, IL 60506
Phone: (630) 966-4550
ijjams@fvpd.net

For site specific information: **Eola Community Center** – Ivan Chambers
555 S. Eola Road, Aurora, Illinois 60504
(630) 851-8990

Prisco Community Center – Cody Kamp
150 W. Illinois Avenue, Illinois 60506
(630) 859-8606

Vaughan Athletic Center – Eric Wilson /Rich Brunker
2121 W. Indian Trail Road, Illinois 60506
(630) 907-9600

Cole Administration Center – Ray Nugent
101 W. Illinois Avenue, Illinois 60506
(630) 897-0516

Attachment “A”



Service Specifications & Cleaning Schedules

Eola Community Center
Prisco Community Center
Vaughan Athletic Center
Cole Administration & Maintenance Center

**Eola Community Center
555 S. Eola Road, Aurora, IL**

Cleaning Schedule – Service Specifications

SERVICE SCHEDULE

Contractor shall perform the services as outlined in the work schedule Monday thru Sunday between the hours of 10:00 p.m. to 5:00 a.m. Porter services, while they include cleaning, will also include the duties of setting up and taking down tables and chairs for programs/rentals and other duties as assigned. Regular shifts for Porters include Monday through Friday from 2:30 p.m. to 6:00 p.m. and Saturday and Sunday's from 7:00 a.m. to 3:00 p.m. and 3:00 p.m. to midnight.

Provisions to work any extra hours as directed by facility managers will be billed at an agreed upon hourly rate for coverage of park district personnel taking vacation and/or sick time. These shifts are typically 6:00 a.m. to 2:30 p.m. and 6:00 p.m. to 11 p.m.

The Eola Community Center will be closed for business on the following days: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Service can be provided on these holidays at an additional cost if required.

AREAS TO BE SERVICED:

- Entrances
- Gymnastics Room
- Fitness Center
- Fitness Center Track
- Restrooms (Including restrooms in Rm. 108 and adjacent to Rm. 107)
- Men's/Women's Locker rooms
- Hallways
- Group Exercise Rooms
- Dance Rooms
- Rooms 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115
- Kitchen in Room 105
- Mini Kitchen in Room 110 & 111
- Lunch Room
- Lobby/Lounge
- Stairway

**Service specifications may be modified upon entering into an agreement to best meet the needs of the district.*

Contracted Service Work Schedule - Eola Community Center	
Category/Service	Frequency
ENTRANCES	
Clean rugs and floors in all entrances	Daily
Clean all interior glass in entrances	Daily
Clean up any spills	As Needed
GYMNASTICS	
Clean and disinfect mats	7 times/week
Vacuum flooring / Main Gymnastics mat	7 times/week
Dust/clean above garage doors & Gymnastics office (located in Gymnastics Rm.)	Monthly
FITNESS CENTER	
Machine-scrub all matted floors and track	6 times/week
Empty all waste containers and insert new liners	Daily
Sanitize water fountains	Daily
Wipe down all Cardio Equipment and strength machines	Daily
Clean all mirrors, removing all smudges and fingerprints	Daily
Clean and mop group exercise room, floors and mirrors	2 times/day
Clean and mop fitness floor	Daily
Dust light fixtures	1 time/month
Dust/clean railing and beam around track	1 time/month
RESTROOMS	
Clean and polish restroom dispensers and fixtures	Daily
Empty all waste paper receptacles	Daily
Clean and disinfect sinks, toilets, and urinals	Daily
Clean up any spills	As Needed
Spot clean tile walls and toilet partitions	Daily
Wash restroom floors with germicidal cleaner and Kaivac	Daily
Clean and polish restroom metal and mirrors	Daily
Restock restroom paper and soap products	Daily
Wash restroom partition with germicidal cleaner	Daily
Clean and sanitize sanitary napkin dispensers	Daily
Deodorize floor drains	Daily

EOLA COMMUNITY CENTER	
MEN'S AND WOMEN'S LOCKER ROOM	
Clean and sanitize shower surfaces, chrome and walls	Daily
Empty all waste paper receptacles	Daily
Clean and sanitize saunas	Daily
Clean up any spills	As Needed
Clean and sanitize exterior of towel containers	Daily
Deodorize floor drains	Daily
Wash floors with germicidal cleaner and Kaivac	Daily
Clean and disinfect mats	Daily
Pressure wash locker restrooms and showers	Daily
Remove handprints and smudges on mirrors	Daily
Dust mop and/or vacuum rubber and carpet flooring	Daily
Restock locker room paper and soap products	Daily
Dust tops and fronts of Lockers	1 time/week
Clean all baseboards and moldings	1 time/week
Dust all ceiling diffusers, vents and light fixtures	1 time/month
Clean with wire brush all drains.	1 time/month
SAUNA AREA	
Remove newspapers etc. from sauna.	Daily
Rejuvenate wood benches, walls and doors.	Daily
Remove smudges from window in door.	Daily
Power wash saunas	1 time/month
DANCE ROOMS	
Clean floors	Daily
Clean mirrors	Daily
Mop floors	Daily
Empty Wastebaskets	Daily
ROOMS 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115	
Sweep floor	Daily
Wipe down tables and chairs before and after each setup	Daily
Mop floor	Daily
Wipe down and disinfect sinks and countertops	Daily
Vacuum rugs	Daily
Clean windows	Daily
Clean window sills	Daily

EOLA COMMUNITY CENTER	
FLOOR CARE SERVICES	
Machine scrub floors	7 times/week
GENERAL CLEANING	
Clean vents	As Needed
Dust railing in fitness stairwell	Daily
Spot clean glass on doors in room 108 and 109	Daily
CLOSING INSTRUCTIONS	
Clean and organize janitor closet	Daily
Turn off lights as instructed	Daily
Lock doors and windows as instructed	Daily
Set alarms as instructed	Daily
KITCHEN AREA	
Thoroughly sweep floor area and finish mop with daily floor cleaner	Daily
Empty all waste paper receptacles	Daily
Clean and disinfect counters, tables and sink	Daily
Clean and disinfect interior & exterior of appliances	Daily
Clean oven	1 time/week
LUNCH ROOM AREA	
Thoroughly sweep floor area and finish mop with daily floor cleaner	Daily
Wipe down table	Daily
Wipe down and disinfect sink and countertop	Daily
Empty all waste paper receptacles	Daily
Clean and disinfect exterior of appliances	Daily

Prisco Community Center
150 W. Illinois Avenue, Aurora, IL

Cleaning Schedule – Service Specifications

SERVICE SCHEDULE

Contractor shall perform the services as outlined in the work schedule Monday thru Friday between the hours of 2:30 p.m. to 1 a.m. and on weekends from 7 a.m. to 12 a.m. Porter services, while they include cleaning, will also include the duties of setting up and taking down tables and chairs for programs/rentals and other duties as assigned. Regular shifts for Porters include Monday thru Friday from 2:30 p.m. to 6:00 p.m. and 6 p.m. to 1 a.m., and Saturday and Sunday from 7:00 a.m. to 3:00 p.m. and 3:00 p.m. to midnight.

Provisions to work any extra hours as directed by facility managers will be billed at an agreed upon hourly rate for coverage of park district personnel taking vacation and/or sick time. Shifts normally run Monday thru Friday from 6 a.m. to 2:30 p.m.

The Prisco Community Center will be closed for business on the following days: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Service can be provided on these holidays at an additional cost if required.

AREAS TO BE SERVICED:

- Entrances/Lobbies
- Lounge Areas
- Reception
- Offices
- Hallways
- Gymnasium /Dance Rooms 110 & 111
- Gym Balcony
- Fitness Center
- Locker Rooms
- Restrooms (all)
- Meeting Room
- Community Rooms 102, 103, 104 including Stage
- Rooms 106, 107, 108, 109, 112, 113, 114

**Service specifications may be modified upon entering into an agreement to best meet the needs of the district.*

Contracted Service Work Schedule - Prisco Community Center	
Category/Service	Frequency
ENTRANCES	
Empty, clean & sanitize wastebaskets	Daily
Vacuum & Clean rugs and floors	Daily
Clean exterior/interior glass	Daily
LOUNGE AREAS	
Empty, clean & sanitize wastebaskets	Daily
Vacuum carpets	Daily
Wipe down & sanitize tables & chairs	Daily
Clean interior glass	Daily
RECEPTION	
Empty, clean & sanitize wastebaskets	Daily
Vacuum carpets	Daily
OFFICES	
Empty, clean & sanitize wastebaskets	Daily
Vacuum carpets	Daily
Clean front counters	Daily
HALLWAYS	
Empty, clean & sanitize wastebaskets	Daily
Dust mop floors	Daily
Vacuum Rugs	Daily
Machine scrub floors	Daily
Clean and sanitize fountains	Daily
GYMNASIUM / DANCE ROOMS 110 & 111	
Empty, clean & sanitize wastebaskets	Daily
Dust mop floor	Daily
Machine scrub floor	Daily
Clean windows/doors	Daily
Clean mirrors	Daily

PRISCO COMMUNITY CENTER	
GYM BALCONY	
Empty, clean & sanitize wastebaskets	Daily
Sweep stairs	1 time/week
Dust mop floors	1 time/week
Tack mop floors	1 time/week
Clean and disinfect mats	1 time/week
Dust balcony ledge	1 time/week
FITNESS CENTER	
Empty, clean & sanitize wastebaskets	Daily
Dust mop floor	Daily
Tack mop floor	Daily
Dust fans	Daily
Clean mirrors	Daily
MEN'S AND WOMEN'S LOCKER ROOM	
Empty, clean & sanitize wastebaskets	Daily
Clean & sanitize shower surfaces, chrome & walls	Daily
Deodorize floor drains	Daily
Wash floors with germicidal cleaner	Daily
Wash toilets/urinals	Daily
Clean mirrors & tile	Daily
Restock paper & soap products	Daily
Spot clean partitions & lockers	Daily
Clean countertops and sink	Daily
Dust top of lockers	1 time/week
Clean drains with wire brush	1 time/week
BATHROOMS	
Empty, clean & sanitize wastebaskets	Daily
Deodorize floor drains	Daily
Wash floors with germicidal cleaner	Daily
Wash toilets/urinals	Daily
Clean mirrors	Daily
Restock paper & soap products	Daily
Spot clean partitions & lockers	Daily
Clean counter and sink	Daily

PRISCO COMMUNITY CENTER	
COMMUNITY ROOMS 102, 103, 104	
Empty, clean & sanitize wastebaskets	Daily
Restock paper & soap products	Daily
Vacuum carpet	Daily
Wipe down tables & chairs before and after each setup	Daily
Clean counter and sink	Daily
Clean windows & doors	Daily
Shampoo carpets and area rugs	1 time/week
CLASSROOMS	
Empty, clean & sanitize wastebaskets	Daily
Clean windows, doors & walls	Daily
Restock locker room paper & soap products	Daily
Vacuum carpet	Daily
Dust mop floor	Daily
Tack mop floor	Daily
Clean all tables, chairs, counters and sinks	Daily
KITCHENS (COMMUNITY ROOMS & OFFICE)	
Empty, clean & sanitize wastebaskets	Daily
Restock paper & soap products	Daily
Wet mop floor	Daily
Clean counters and sinks	Daily
Clean windows & doors	1 time/week
Scrub stove, refrigerator and microwave	1 time/week
GENERAL	
Room set up and take down, lock doors	1 time/week
Visual check fire exits are unblocked	1 time/week
Clean upholstery	1 time/week
Clean vents	1 time/week
Kaivac bathrooms	1 time/week
CLOSING	
Clean and organize janitor closet	Daily
Turn off lights as instructed	Daily
Lock doors and windows as instructed	Daily
Set alarms as instructed	Daily

**Vaughan Athletic Center
2121 W. Indian Trail, Aurora, IL**

Cleaning Schedule – Service Specifications

SERVICE SCHEDULE

Contractor shall perform the services Monday thru Friday between the hours of 10 p.m. and 5 a.m., and between 8 p.m. and 5 a.m. Saturday and Sunday with the exception of the following seven (7) legal holidays: New Year's Day, Easter, Independence Day, Labor Day, Memorial Day, Thanksgiving Day and Christmas Day. . Service can be provided on these holidays at an additional cost if required. Services shall be scheduled during the hours approved or directed by the district.

CLEANING EQUIPMENT

The contractor may use the cleaning equipment of the Fox Valley Park District or their own cleaning equipment as long as the end results are in satisfactory manner to the customer. Maintain the cleanliness and upkeep of equipment daily. With the exception of the *Tennant T-7* which is not available for use by the contracted cleaning vendor as it is used in the facility daily and would not be fully charged for round the clock use. **Vendor must provide their own ride-on floor scrubber for the purposes of scrubbing floors.**

AREAS TO BE SERVICED:

- Entrances & Vestibules
- Fitness Center & Cardio Room
- Fitness Center Track
- Restrooms (all)
- Men's/Women's Locker rooms (4)
- Hallways / Concessions Seating / 2nd Floor Lounge-Coat Rack Area
- Stairways (2)
- Tennis Center
- Pool lobby area
- Family Changing Restrooms (6)
- Sauna Area (2)
- Steam Rooms (2)

**Service specifications may be modified upon entering into an agreement to best meet the needs of the district.*

Contracted Service Work Schedule - Vaughan Athletic Center	
FITNESS CENTER TRACK	
Vacuum Flooring	4 times/week
Machine Scrub track (may require an additional scrub during winter)	2 times/week
Clean Track windows and doors - inside	7 times/week
Squeegee windows	Quarterly
Wipe rails and beams	4 times/week
FAMILY CHANGING RESTROOMS	
Clean & Polish restroom dispensers & fixtures, mirrors	7 times/week
Clean & disinfect sinks, toilets, urinals and showers	7 times/week
Spot clean tile and walls & toilet partitions	7 times/week
Wash restroom floors and showers with germicidal cleaner	7 times/week
Clean & polish restroom metal & mirrors	7 times/week
Restock restroom paper and soap products	7 times/week
Wash restroom partitions with germicidal cleaner	1 time/week
Clean and sanitize sanitary napkin dispensers	7 times/week
Blow ceiling vents with Kaivac blower	1 time/week
POOL LOBBY	
Clean lobby side of windows	7 times/week
Wash lobby and family changing hallway with germicidal cleaner	7 times/week
RESTROOMS	
Clean & polish restroom dispensers & fixtures, mirrors	7 times/week
Clean & disinfect sinks, toilets, and urinals w/ Kaivac	7 times/week
Spot clean tile walls & toilet partitions	7 times/week
Wash restroom floors with germicidal cleaner w/ Kaivac	7 times/week
Clean & polish restroom metal & mirrors	7 times/week
Restock restroom paper and soap products	7 times/week
Wash restroom partition with germicidal cleaner w/Kaivac	1 time/week
Clean and sanitize sanitary napkin dispensers	7 times/week
Blow ceiling vents with Kaivac blower	1 time/week
HALLWAYS, CONCESSION'S SEATING & 2nd FLOOR LOUNGE/COAT AREA	
Dust Mop floors	7 times/week
Machine scrub floors following Vaughan's scrubbing protocol	7 times/week
STAIRWAYS	
Vacuum	Daily
Scrub clean	1 time/week

VAUGHAN ATHLETIC CENTER	
MEN'S/WOMEN'S LOCKER ROOM	
Clean & sanitize shower surfaces, chrome & walls w/ Kaivac	7 times/week
Clean & sanitize exterior towel containers	7 times/week
Deodorize and scrub floor drains	7 times/week
Wash floors and showers with germicidal cleaner w/Kaivac	7 times/week
Clean & disinfect Dri-dek© mats w/ Kaivac	7 times/week
Pressure wash locker restrooms & showers w/ Kaivac	7 times/week
Remove handprints & smudges on mirror	7 times/week
Dust mop and/or vacuum rubber flooring	7 times/week
Blow ceiling vents with Kaivac blower	1 time/week
Restock locker room paper & soap products	7 times/week
Dust tops of lockers	1 time/week
Clean all drains with wire brush	1 time/week
SAUNA AREA	
Remove newspapers etc. from sauna	7 times/week
Clean and sanitize wood w/ Kaivac	7 times/week
Clean door window	7 times/week
STEAM ROOM	
Clean & disinfect all surfaces w/ Kaivac	7 times/week
ENTRANCES & VESTIBULES	
Vacuum rugs and clean floors in all entrances	7 times/week
Clean all interior/exterior glass in entrances	7 times/week
Clean heat unit exterior	7 times/week
FITNESS CENTER & CARDIO ROOM	
Clean and dust mop fitness floors	7 times/week
Scrub all mats and rubber flooring (free weight area)	Daily
TENNIS CENTER	
Dust mop floor	7 times/week
Machine scrub and disinfect floor	7 times/week
CLOSING INSTRUCTIONS	
Clean and organize janitor closet	7 times/week
Turn off lights as instructed	7 times/week
Lock doors and windows as instructed	7 times/week
Lock and secure the facility if last to leave	7 times/week

**Cole Administration & Maintenance Center
101 W. Illinois Avenue
Aurora, IL 60506**

Cleaning Schedule – Service Specifications

SERVICE SCHEDULE

Contractor shall perform the services as outlined in the work schedule Monday thru Friday between the hours of 5 p.m. – 1:00 a.m. Services outlined in the agreement include cleaning, and equipment necessary to perform the services. Services shall be performed as scheduled with the exception of the following (6) legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. No Service Charge credits will be issued for these holidays. Service can be provided on these holidays at an additional cost if required. Services shall be scheduled during the hours approved or directed by the district.

CLEANING EQUIPMENT

The contractor will need to provide all their own cleaning equipment in order to complete the service specifications as listed for the Cole Administration & Maintenance Center. End results must be in satisfactory manner to the customer.

Areas to be serviced:

- Entrance
- Lobby
- Reception
- Office
- Private Offices
- Meeting/Conference Room
- Corridors
- Kitchen/Break Room (2)
- Restrooms – (4 Groups of Men's/Women's)
- Showers
- Locker Rooms
- **Excludes:** Open shop areas & warehouse

**Service specifications may be modified upon entering into an agreement to best meet the needs of the district.*

Cole Administration & Maintenance Center	
Category / Service	Frequency
OFFICES, MEETING/CONFERENCE ROOMS & COORIDORS	
INCLUDES PRIVATE OFFICES & NORTH 2nd STORY OFFICE	
Dust and clean using color coded microfiber cloths and hospital grade disinfecting all-purpose spray and glass cleaner on all fixtures and office furniture including file cabinets, desks, credenzas, counter tops, display units and window ledges. Spot clean doors, door frames, light switches, walls and properly position furniture in offices. Rotation low priority area only.	3 times/week
Empty all waste paper and recycle receptacles into specified garbage and recycle dumpsters, sanitize and reline	5 times/week
Spot clean all entrance glass and doors free of smudges and fingerprints, using color coded microfiber cloths and hospital grade disinfecting all-purpose spray and glass cleaner.	3 times/week
Clean and sanitize drinking fountains / water coolers using color coded microfiber cloths and hospital grade disinfecting all-purpose spray and glass cleaner.	3 times/week
Clean conference room tables and chairs	3 times/week
Damp wipe all horizontal surfaces as needed to remove smudges, fingerprints and obvious spillage.	3 times/week
LOBBY	
Spot Clean lobby furniture and straighten any reading material	5 times/week
Dust mop, sanitize, and wet mop- Lobby	5 times/week
ENTRANCE	
Spot clean lobby furniture and straighten any reading material	5 times/week
RECEPTION	
Spot Clean lobby furniture and straighten any reading material	5 times/week
FLOOR MAINTENANCE	
Vacuum with approved back pack units and remove fresh spots from all carpeted areas and runners	3 times/week
Dust mop all hard surface floor areas using color coded microfiber flat mopping system and disinfecting finished floor cleaner, changing pad often to ensure removal of soil.	3 times/week
RESTROOMS (4) GROUPS (FRONT OFFICE, IT RESTROOMS, UNDER MECHANICS OFFICE & IN LOCKER ROOMS)	
Clean and polish all dispensers and fixtures. Clean and disinfect wash basins, toilet bowls, urinals, and counter tops using color coded microfiber cloths and disinfecting bathroom cleaner.	5 times/week

COLE ADMINISTRATION & MAINTENANCE CENTER	
Damp wipe and spot clean walls and toilet partitions, areas around basins, and other obvious areas that have been soiled with color coded Microfiber cloths and hospital grade disinfecting all-purpose spray and glass cleaner.	5 times/week
Dust all partitions, tops, of mirrors and frames	5 times/week
Dust, sanitize, wet mop, and damp mop all floors using coded microfiber flat mopping system and disinfecting finished floor cleaner pads often to ensure proper removal of all soil and materials	5 times/week
Polish all metal, mirrors, and glass using color coded microfiber cloths with hospital grade disinfecting all-purpose spray and glass cleaner.	5 times/week
Restock expendable products such as paper towels, toilet tissue and soap.	5 times/week
Empty all trash and sanitary receptacles, sanitize and reline/restock	5 times/week
KITCHENS /BREAK ROOMS – (2) NORTH & SOUTH	
Empty, clean & sanitize wastebaskets	5 times/week
Restock paper & soap products	5 times/week
Wet mop floor	5 times/week
Clean counters and sinks	5 times/week
Clean windows & doors	5 times/week
Scrub stove, refrigerator and microwave	1 time/week

Attachment "B"



COMPANY CONTACT INFORMATION & REFERENCES

Company _____

Address _____

Contact Name (PRINT PLEASE) _____

Contact Signature _____

Title _____ Date _____

Phone _____ Fax _____

Email _____

REFERENCES

Park District/Company _____

Contact Person _____

Title _____ Phone _____

Park District/Company _____

Contact Person _____

Title _____ Phone _____

Park District/Company _____

Contact Person _____

Title _____ Phone _____

Attachment "C"

Custodial Cleaning and Porter Services
Proposal Pricing Form

(This is not an order)

Having carefully examined your specifications for the services specified and dated this ____ day of _____, 2013, the undersigned does propose to provide the Fox Valley Park District:

Monthly Contract including janitorial cleaning and porter service charges for the Eola Community Center, Prisco Community Center, Vaughan Athletic Center, and Cole Administration & Maintenance Center as a whole or in part per the attached specifications for the period of January 1, 2014 through December 31, 2016.

It is the Park District's intent to enter into an agreement for all four facilities; however we reserve the right to accept proposals as a whole or in-part and/or modify the scope of the service specifications upon mutual agreement.

Complete Chart Below:

Facility	Total man hours / week	Charge per month	Charge per year
Eola Community Center		\$	\$
Prisco Community Center		\$	\$
Vaughan Athletic Center		\$	\$
Cole Administration Center		\$	\$
Package Price for all (4) locations		\$	\$

Special Services:

Not included in the monthly service charge, to be performed upon request, priced per occurrence at the Park Districts expense:

Eola Community Center	Occurrence	Cost	Total
Clean all rugs & mats throughout building	2 times/year	\$	
Scrub and wax floors- Recoat	1 time/year	\$	
Dust vents in Fitness & Childcare	2 times/year	\$	
Hot Water Extract Carpets	2 times/year	\$	

Prisco Community Center	Occurrence	Cost	Total
Scrub & wax floors	1 time/year	\$	
Hot Water Extract all Carpets	2 times/year	\$	

Cole Administration Center	Occurrence	Cost	Total
Hot Water Extract Carpets	1 time/year	\$	
Window Washing (Interior & Exterior)	2 times/year	\$	
Entry Logo Mats	1 time/month	\$	
Lunch room & Bathroom tile	1 time/year	\$	

Additional Services Hourly Pricing:

The hourly rates set forth below are for work requested by the Fox Valley Park District that is outside the scope of the Custodial Services under an award of the Custodial Services Contract:
Example: Coverage for park district personnel vacation, sick and holiday coverage.

Hourly Rate: \$_____

References:

Please provide the names and phones numbers of three references of accounts that are comparable in size and scope.

Company Name	Contact Name	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

The Fox Valley Park District reserves the right to hold all proposals for a period of 60 days after the due date. Contractor shall not withdraw their proposal during said 60 day period. The Fox Valley Park District is exempt of Federal Excise Tax and State of Illinois Sales Tax. The Fox Valley Park District Board of Trustees reserves the right to reject any and all proposals.

OFFICE USE:

Name:_____

By_____

Vendor:_____

Accepted_____

Address:_____

Phone:_____

Signature: _____

Addendum A

INSURANCE

A. Commercial General and Umbrella liability Insurance

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$500,000 each occurrence with \$1,000,000 General Aggregate.

CGL insurance shall be written on Insurance Service Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, product-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to owner.

There shall be included as an insured under the CGL, using ISO additional insured endorsement CG20 10 a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to owner.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

B. Business Auto and Umbrella Liability Insurance

Contractor shall maintain business auto liability and, if necessary, commercial umbrella insurance with a limit of not less than \$500,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 0020, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

C. Worker's Compensation Insurance

Contractor shall maintain workers compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$500,000 each accident for bodily injury by accident of \$500,000 each employee for bodily injury by disease.

If Owner has not been included as an insured under the GCL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Contractor waives all rights against Owner and its officers, officials, employees, volunteers and agents for recovering of damages arising out of or incident to the Contractor's work.

D. General Insurance Provisions

1. Evidence of Insurance

Prior to beginning work, Contractor shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be certified mail, return receipt requested.

Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

Owner shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner.

Failure to maintain the required insurance may result in termination of this Contract at Owner's option.

With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner whenever requested.

Contractor shall provide certified copies of all insurance policies required above within 10 days of Owners' written request for said copies.

2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M.Best, that rating should be no less than a VII using the most recent edition of the A.M.Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtainable, the Owner has the right to reject insurance written by an insurer it deems unacceptable.

3. **Cross-Liability Coverage**

If Contractor's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

4. **Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

5. **Subcontractors**

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

E. **Indemnification**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and the Architect and their officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify and hold and

save harmless the Owner, its officials, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Contract.