

## **BID SPECIFICATIONS FOR CLEANING & MAINTENANCE SERVICES FOR CITY OF ZION**

The City of Zion is requesting bids for cleaning and maintenance services to be performed at:

- Zion City Hall, 2828 Sheridan Road, Zion, IL 60099
- Zion Police Administration Building, 2101 Salem Blvd., Zion, IL 60099
- Zion Public Works, 3220 27<sup>th</sup> Street, Zion, IL 60099

The contract for cleaning and maintenance services shall commence on the 7<sup>th</sup> day of December, 2018 and be a one year contract, unless terminated sooner as per contract.

### **General Bid Directions**

- List name, address and telephone number of the company submitting the bid.
- List the name, address and telephone number of each owner of the company.
- All bids shall be submitted to the Zion City Clerk, City Hall, 2828 Sheridan Road, Zion, IL 60099 by no later than **10:30 a.m. on Monday, November 12, 2018.**
- Attach to the bid a certificate of insurance showing that the company has current business, liability and workers compensation insurance.
- Attach to the bid a Janitorial Service Bond showing that the company and employees are bonded.
- Attach to the bid a current Bloodborne Pathogen Certificate showing that the company employees are bloodborne pathogen certified.
- Supplies, cleaning materials and equipment for general cleaning and maintenance are to be provided by the City of Zion. This does not apply to specialized equipment for the cleaning of the air system at Police Administration Building.
- For the purpose of determining the cost of emergency cleaning and maintenance services, the bidder shall include as part of the bid an all-inclusive man-hour cleaning rate.
- A pre-bid walk-through of the facility may be scheduled by contacting:
  - For City Hall: Barron Peterson at 847-746-4020
  - For Police Building: Beverly Slocum at 847-746-4102
  - For Public Works: Alene Backis at 847-746-4060
- The City reserves the right to reject any or all bids.

### **Performance Standards and Termination of Contract:**

All contracts for cleaning and maintenance services with the City of Zion shall be contingent upon the contractor fulfilling the following obligations:

- All personnel working upon the City's premises shall be bonded and shall be fingerprinted by the Zion Police Department and be able to pass a criminal background check.
- The contractor must be Bloodborne Pathogen Certified.
- All personnel working upon the City's premises must be able to read, write, speak and understand instructions in the English language.
- The contractor shall satisfactorily perform all the cleaning activities herein specified.
- The contractor shall at all times keep in force business, liability and workers compensation insurance covering all employees working on the City's premises.
- At all times, the contractor shall be able to provide emergency clean-up assistance at the Police Administration Building within two hours after receiving a call from the Zion Police Department. The contractor shall provide the Police Department with telephone numbers and emails of company personnel responsible for responding to calls for emergency clean-up assistance.
- The contractor shall monitor the condition and adequacy of all cleaning and related equipment owned by the City and notify the City when such equipment is in need of repairs or replacement.
- The contractor shall monitor inventory levels of light bulbs, soap, paper, cleaning and maintenance supplies and coordinate with designated City employees the purchase of supplies and materials and the repair or replacement of maintenance equipment.
- The City may at any time terminate a contract for cleaning and maintenance services by giving 60 days written notice to the contractor.

# **Cleaning & Maintenance Services to be Provided**

## **POLICE ADMINISTRATION BUILDING.**

A. Personnel Requirements and Schedule. The cleaning and maintenance services required shall include the assignment of a person 5 days per week during Monday through Friday with flexible hours and having prior approval of the Chief of Police.

### B. Daily Cleaning and Maintenance.

1. Vacuum administrative, investigations and records offices early before 8:00 a.m. or during lunch times observed by the personnel in these office areas.
2. Vacuum hallways, training room, conference room and other offices as time and occupancy permits.
3. Vacuum entry rugs in lobby and at all entrances.
4. Vacuum and mop stairwells.
5. Clean, sweep, mop and sanitize restrooms in west lobby, upper and lower level restrooms and men's' and women's' locker rooms, showers, holding cell, jail cells and booking area. Fill all paper towel and soap dispensers.
6. Clean, sweep and mop administrative hallways, investigation fingerprint and file rooms, squad room, Shift Commander's offices, downstairs hallways, kitchen and Property and Breathalyzer Rooms.
7. Empty wastebaskets and recyclable paper boxes throughout the building.
8. Dust and clean mirrors, fixtures, pictures and doorframes throughout building.
9. Clean kitchen counters, microwave and sink.

### C. Required Cleaning and Maintenance on an "As Needed" Basis:

1. Sweep garage floor
2. Clean all baseboards
3. Clean kitchen refrigerator
4. Replace light bulbs
5. Move furniture and equipment
6. Perform handyman projects
7. Paint any area as instructed
8. Remove snow from walkways and entrances and apply salt at the east, south and west entrances of the building
9. Launder prisoner cell blankets
10. Weekly sanitizing of the weight room to include mopping of floors, workout mats, and wiping down of all equipment with approved sanitizer (Simple Green or similar)

11. Clean out garage floor drains as needed or requested by the Deputy Chief or designee
12. Clean and remove bugs from all light fixtures
13. Clean all window sills

D. Cleaning of Acoustical Ceiling – to be performed once a year.

1. Clean all ceiling tile and tile grids
2. Clean heat diffusers and light lenses

## **CITY HALL**

A. Personnel Requirements and Schedule. The cleaning and maintenance services required shall include the assignment of a person 5 days per week during Monday through Friday. This person is to perform cleaning services either before 7:00 a.m. or after 5:00 p.m.

B. Daily Cleaning and Maintenance:

1. Clean, sweep, mop, empty trash, fill all paper towel and soap dispensers and sanitize restrooms in lobby.
2. Clean, sweep, mop dust, empty trash and vacuum main entrance and reception area.
3. Clean, sweep mop, dust, empty trash and vacuum all general offices, conference rooms, restrooms, hallways, and kitchen (including kitchen counter and sink).

C. Weekly Cleaning and Maintenance:

1. Clean, dust, empty trash and vacuum council chambers.

D. Required Cleaning and Maintenance on an “As Needed” Basis:

1. Clean baseboards
2. Clean heat diffusers and light lenses
3. Clean front door and windows
4. Empty front entrance trash receptacle
5. Pick up debris around exterior of building
6. Replace light bulbs
7. Replace ceiling tiles
8. Remove snow from walkways and entrances

## **PUBLIC WORKS**

A. Personnel Requirements and Schedule. The cleaning and maintenance services required shall include the assignment of a person 5 days per week during

Monday through Friday. This person is to perform cleaning services either before 7:00 a.m. or after 3:30 p.m.

B. Daily Cleaning and Maintenance:

1. Clean main entrance, reception area, general office areas, 5 total rest rooms, conference rooms, lunchroom/kitchen area and vehicle maintenance area.
2. Vacuum carpeting and front door tile; mopping of floors
3. Empty wastebaskets and recyclable paper boxes throughout the building.
4. Dust and clean mirrors, fixtures, pictures and doorframes throughout building.
5. Clean kitchen counters and sink.
6. Fill all paper and soap dispensers.

C. Required Cleaning and Maintenance on an “As Needed” Basis:

1. Clean baseboards

## **Insurance Requirements**

The contractor shall keep in full force and effect, to the satisfaction of the City, Workers’ Compensation and Employer’s Liability Insurance, Commercial Liability Insurance and Automobile Insurance in at least the type and amounts as follows and shall name the City as an additional insured:

1. Workers’ Compensation
  - a. State: Statutory
  - b. Applicable Federal: Statutory
  - c. Employer’s Liability
    - (i) \$100,000 per accident
    - (ii) \$500,000 disease, policy limit
    - (iii) \$100,000 disease, each employee
2. Commercial General Liability
  - a. \$1,000,000 General Aggregate
  - b. \$1,000,000 Products completed operations aggregate
  - c. \$1,000,000 Personal and Advertising Injury
  - d. \$1,000,000 Each occurrence
  - e. \$ 50,000 Fire damage (any one fire)
  - f. \$ 5,000 Medical expense (any one person)
3. Personal Automobile Liability (including owned, non-owned and

hired vehicles.

## **Insurance & Bonding Requirements**

The contractor shall provide the City with any and all supporting documentation evidencing bonding in the amount of \$10,000.00. The contractor shall provide the City with copies of the aforementioned policies and coverage prior to the commencement of award of a contract.

**Cleaning & Maintenance Services**

**City Hall** \$ \_\_\_\_\_

Man hour cleaning rate for additional work \$ \_\_\_\_\_

**Police Administration Building**

General Cleaning & Maintenance \$ \_\_\_\_\_

Cleaning of Air System & Acoustical Ceiling \$ \_\_\_\_\_

Man Hour Cleaning Rate for Emergency  
Cleaning & Maintenance \$ \_\_\_\_\_

**Public Works** \$ \_\_\_\_\_

**TOTAL Bid for All Sites** \$ \_\_\_\_\_

In submitting this bid, the vendor agrees that acceptance of any or all quotations by the CITY OF ZION within a reasonable period constitutes a contract.

Company

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Printed Name of  
Representative: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_