

## **REQUEST FOR PROPOSALS FOR THE PROVISION OF CLEANING SERVICES TO MOKENA COMMUNITY PUBLIC LIBRARY DISTRICT**

Mokena Community Public Library District is requesting proposals for a contract for the provision of cleaning services for a 25,000 square foot library.

Sealed proposals, clearly labeled “Proposal – Cleaning Services”, can be mailed to Mokena Community Public Library District, 11327 W. 195<sup>th</sup> St., Mokena, IL 60448, emailed to [cpalmer@mokena.lib.il.us](mailto:cpalmer@mokena.lib.il.us) or faxed to 708-479-9684 by Monday, April 15, 2024. Proposals received after April 15, 2024 will not be accepted. All proposals will be required to include a list of three current clients 15,000 square feet or larger.

Request for proposal documents may be obtained on the library’s website [www.mokenalibrary.org](http://www.mokenalibrary.org) beginning 9am on Monday, March 18, 2024. A walk-through may be scheduled beginning March 25, 2024.

Submit questions to:

Matt Surdel  
Operations Manager  
Mokena Community Public Library District  
[msurdel@mokena.lib.il.us](mailto:msurdel@mokena.lib.il.us) 708-479-9663

Submit sealed proposal to:

Administrative Office  
Attention: Cathy Palmer  
Executive Director  
Mokena Community Public  
Library District  
11327 W. 195<sup>th</sup> St.  
Mokena, IL 60448

Proposals will be evaluated by the Executive Director and Operations Manager. The selected proposal may be presented to the Board of Library Trustees at their April 23, 2024 board meeting. The library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any item of any proposal.

## EVALUATION OF PROPOSALS

1. Proposals will only be accepted from principals of the firm that will actually be doing the work. The duties and obligations of this contract cannot be assigned.
2. All questions must be answered completely. Additional pages may be added if more room is needed to answer a question.
3. To be considered qualified, a contractor must provide a list of clients as specified.
4. In selecting the contractor, experience, services offered, and quality of service will be considered as well as costs.
5. The library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any item of any proposal.

## Cleaning Services Agreement

### 1. General

- 1.1. The Contractor shall employ personnel who are experienced and competent in all tasks to be provided under this agreement. The Contractor is responsible to make sure that their personnel are properly trained to perform all tasks expected of them and all safety requirements according to OSHA requirements.
- 1.2. The Contractor shall comply with all local, State and Federal, laws or regulations concerning the preparation of its proposal and the performance of this contract.
- 1.3. The Contractor's employees shall be carefully interviewed, screened, and covered by Bond. The Contractor's employees who work in the library will be bonded for at least \$5,000.
- 1.4. The Contractor's employees working in the library will have a background check performed.
- 1.5. The Contractor shall provide all equipment, tools, and materials required for cleaning services with the exception of paper products, trash bags, and cleaning chemicals.
- 1.6. The library will have final approval on all cleaning products used and Safety Data Sheets must be given to Operations Manager.
- 1.7. The library will maintain a daily log to communicate with the contractor regarding any issues needing attention. The contractor will provide a monthly record of completed tasks. If records not completed or falsified, agreement will be terminated.
- 1.8. The Contractor's employees shall not disturb papers on desks, tables, cabinets, etc. The Contractor's employees shall not use the library's telephones, computers, copying machines, calculators, or other equipment or appliances.
- 1.9. The Contractor is responsible for any loss of the Mokena Community Public Library District's property due to errors, mistakes, malfeasance of its employees or products/equipment provided by contractor,
- 1.10. In order to be considered for cleaning services, the Contractor must perform all services listed in Appendix A, Regular Cleaning Specifications and Appendix B, Questions Concerning Cleaning Services.
- 1.11. In all hiring related to this agreement, the Contractor is expected to advertise and afford equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin, citizenship status, pregnancy, ancestry, age, order of protection status, military or veteran status, sexual orientation, gender identity, physical or mental handicap unrelated to ability, genetic information, unfavorable discharge from military service or any other category protected by applicable law. The Contractor shall comply with the provisions of the Equal Employment Opportunity Clause, the Illinois Human

Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights.

## 2. Term of Contract

- 2.1. The Contractor shall render all regular services as specified in this agreement to the complete satisfaction of Mokena Community Public Library District. The library will be billed in monthly payments for the regular cleaning services listed in Appendix A for the duration of the agreement.
- 2.2. Mokena Community Public Library District or the Contractor may cancel this agreement at any time subject to thirty days prior written notice

## 3. Insurance

- 3.1. The Contractor shall provide public liability and property damage insurance covering all of the Contractor's operations in the library. General liability insurance coverage shall be for not less than \$1,000,000 each occurrence, with additional umbrella liability of not less than \$1,000,000.
- 3.2. The Contractor shall provide Lost Key Coverage to indemnify the library for the purchase and installation of new locks and keys should the contractor's employees lose or misplace any keys belonging to the library.
- 3.3. The Contractor shall provide Worker's Compensation Insurance, including occupational disease provisions, as required by Illinois statute for all of the contractor's employees performing work related to this agreement.
- 3.4. To the fullest extent permitted by law, the Contractor shall indemnify, keep and save harmless the Mokena Community Public Library District and its agents, officers, and employees, against all injuries, deaths, losses, damages claims, suits, liabilities, judgments, costs and expenses which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Contractor, its employees, or its subcontractors. The Contractor shall at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Mokena Community Public Library District in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.
- 3.5. With the proposal, the Contractor shall provide proof of insurance and bonding. On or before the effective date of this agreement, the Contractor shall provide a certificate of insurance evidencing that Mokena Community Public Library District has been named as additional insured and that the Contractor's insurance policies will not be changed or canceled during their term until after at least thirty days prior notice has been given by registered mail to Mokena Community Public Library District.

#### 4. Cleaning Schedule and Specifications

- 4.1. Mokena Community Public Library District is 25,000 square feet. The library is open six days a week and averages 300 visitors per day.
- 4.2. The Contractor shall provide all regular services described in Appendix A six days per week, Monday through Saturday, except on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.
- 4.3. Services shall be rendered before or after normal working hours. Normal working hours are 8:00 a.m. to 9:00 p.m., Monday-Thursday; 8:00 a.m. to 6:00 p.m., Friday; and 8:00 a.m. to 5:00 p.m. Saturday.
- 4.4. Contractor must provide a cleaning schedule for weekly and monthly tasks.
- 4.5. Appendix A describes all work expected to be completed on a daily basis, except specified holidays.

#### 5. Prevailing Wage

Some or all of the work herein may be subject to the provision of the Prevailing Wage Act, 820 ILCS 130/.01 et. seq., providing for the payment of prevailing rate wages to all employees and subcontractors. The Contractor shall agree to indemnify the Library for any and all violations of the prevailing wage laws and any rules and regulations now and hereafter issued pursuant to said laws.

6. Proposal for One-Year Contract for Cleaning Services

The Contractor shall render all services as specified in this agreement to the complete satisfaction of Mokena Community Public Library District for the charges detailed below.

All Regular Cleaning Services specified in Appendix A, for the annual sum of:

Year \$ \_\_\_\_\_ at \$ \_\_\_\_\_ per month

7. Agreement Terms

This agreement will be effective on July 1, 2024 through June 30, 2025.

Mokena Community Public Library District or the Contractor may cancel this agreement at any time subject to thirty days prior written notice.

**Mokena Community Public Library District**

**Contractor**

\_\_\_\_\_  
(Representative)

\_\_\_\_\_  
(Representative)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

## Appendix A Regular Cleaning Specifications

### **Mokena Community Public Library District - Cleaning Specifications and Task Frequency**

	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>
<b><u>Public and Staff Restrooms</u></b>			
Clean and sanitize toilets, urinals, changing stations	X		
Clean and sanitize sinks and counters	X		
Clean, sanitize & polish all chrome fittings and mirrors	X		
Spot clean partitions	X		
Spot clean walls/Remove cobwebs		X	
Stock soap dispensers, hand sanitizer dispensers, toilet paper	X		
Sweep and mop floors	X		
Empty trash cans and replace liners	X		
Empty sanitary receptacles	X		
Deep clean partitions and walls			X
Scrub floors			X
<b><u>Workrooms and Staff Areas</u></b>			
Vacuum carpets, mats, and runners	X		
Empty trash and recycling containers and replace liners	X		
Dust horizontal surfaces less than 6' high			X
Mop all hard surface flooring	X		
<b><u>Stairways and Elevators</u></b>			
Vacuum carpets, mats, and runners	X		
Sweep and/or vacuum stairs and landings	X		
Clean hand contact areas	X		
Wipe down handrails on staircase		X	
Clean elevator railings, walls, operating buttons, and doors		X	
<b><u>Public Areas and Stacks</u></b>			
Vacuum carpets, mats, and runners as needed	X		
Empty trash and recycling containers - change liners	X		
Remove trash from tables	X		
Clean and sanitize drinking fountains	X		
Mop all hard surface flooring	X		
Wall to wall vacuuming		X	
Spot clean walls/Remove cobwebs		X	
Dust doorframes, molding, trims, windowsills, and wall corners			X

**Mokena Community Public Library District - Cleaning Specifications and Task Frequency**

	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>
<b><u>Entrance Area/Spine</u></b>			
Clean entry glass and doors	X		
Sweep/vacuum floor	X		
Damp mop floor (Leave NO salt residue in interior)	X		
Vacuum Walk-off carpet	X		
Spot clean interior glass	X		
Empty interior trashcans/change liners	X		
Empty recycling containers	X		
Spot clean walls/Remove cobwebs			X
<b><u>Programming /Study Rooms</u></b>			
Vacuum carpets, mats, and runners	X		
Clean Sink	X		
Change can liners	X		
Spot clean walls/Remove cobwebs			X
Mop all hard surface flooring	X		
<b><u>Break Room/Kitchens</u></b>			
Sweep floors	X		
Mop floors	X		
Vacuum runners	X		
Empty trashcan, change lines	X		
Clean sink and counter	X		
Empty recycling container, change liner	X		
Spot clean walls/Remove cobwebs		X	
Clean hand contact areas		X	
<b><u>General Conditions</u></b>			
Report all safety concerns to Operations Manager			
Report supply needs to Operations Manager	X		
Turn off all identified lighting after completing work	X		
Secure facility and arm intrusion detection system upon exiting	X		



**Appendix B**  
**Questions Concerning Cleaning Services**

1. Describe the Contractor's experience in cleaning jobs of 15,000 square feet or larger.
2. On a separate sheet of paper, provide names and telephone numbers of three current clients which are jobs of 15,000 square feet or larger. Indicate the size of each client. Indicate any clients for which you perform maintenance services as listed in Appendix A.
3. How many employees would be assigned to the library for the regular cleaning schedule?
4. The contract calls for daily cleaning, six days per week. Are the same employees assigned to the library every time or will the work crew change regularly?
5. Who fills in during employee absences or vacations?
6. How frequently does a supervisor inspect the premises to see that the work is carried out correctly and on schedule?
7. How does the library communicate with the Contractor to make comments or complaints about cleaning services?
8. Does the Contractor offer emergency clean-up services during the library's normal business hours, if needed? How long would it take the Contractor to respond to an emergency request on a weekday? A weekday evening? A weekend?
9. What is the hourly charge, per employee, for emergency cleanup during a weekday? A weekday evening? A weekend?

**Worker's Compensation Certification**

I hereby certify that effective the date of my Contract with the Mokena Community Public Library District and at all times in the performance of such Contract that:

I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Illinois with the following insurance company:

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Company Name

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Agent's Name, Address and Telephone Number

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Policy Number and Effective Date OR

I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Illinois to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the Mokena Community Public Library District.

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Date

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Signature of Contractor

### **Independent Contractor Statement**

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the Library for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the Library, shall not be considered employees of the Library and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Illinois on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the Library; and the Contractor shall defend, indemnify and hold the Library, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Library, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

Company/Individual Name: \_\_\_\_\_

Official Address: \_\_\_\_\_

Signature and Title: \_\_\_\_\_

Date: \_\_\_\_\_

### **Client References Request for Proposal for Cleaning Services**

Please list three (3) client references. It is preferred that those references are clients within the State of Illinois. The Library reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_