



OFFICE OF WILL COUNTY EXECUTIVE
LAWRENCE M. WALSH

Will County Office Building – 302 N Chicago Street – Joliet, Illinois 60432

Rita Weiss
Purchasing Director

(815) 740-4605
Fax (815) 740-4604
rweiss@willcountyillinois.com

September 15, 2017

To Whom It May Concern:

You are invited to submit your sealed bid for the Cleaning Contract for Will County Public Safety Complex buildings. This contract is for a (12) month period beginning December 1, 2017 through November 30, 2018, with two (2) one (1) year renewal options, if the County so chooses.

Specifications are attached hereto and are considered part of the SEALED BID package.

A 10% Bid Bond or Cashier's Check made payable to the Will County Treasurer MUST accompany your sealed bid, or it will not be considered. Money Orders or Company checks will not be accepted.

A **Mandatory Pre-bid** Conference will be held **10:00 A.M., Wednesday, October 4, 2017** beginning at the Public Safety Complex, 16911 Laraway Rd, Main lobby, Joliet, IL, 60432. Bids will not be accepted from those who do not attend this pre-bid meeting.

Sealed bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago Street, Joliet, IL, 60432, not later than **10:00 A.M., Wednesday, October 18, 2017.**

Bids will be publicly opened and read by the Will County Executive or his Representative at **10:10 AM, Wednesday, October 18, 2017** at the Will County Office Building, 302 N. Chicago Street, 2nd Floor, Joliet, IL 60432.

The County of Will reserves the right to accept or reject any or all bids received.

Should you have any questions regarding this bid, please submit them in writing to Rita Weiss, Purchasing Director, at rweiss@willcountyillinois.com.

We welcome your bid.

Sincerely,
Rita Weiss

Rita Weiss
Purchasing Director

**ADVERTISEMENT OF BID
CLEANING CONTRACT
PUBLIC SAFETY COMPLEX BUILDINGS**

SEALED BIDS FOR THE CLEANING OF PUBLIC SAFETY COMPLEX BUILDINGS WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, 2ND FLOOR OF THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF **10:00 A.M., WEDNESDAY, OCTOBER 18, 2017.**

A MANDATORY PRE-BID CONFERENCE WILL BE HELD ON WEDNESDAY, OCTOBER 4, 2017, AT 10:00 A.M. BEGINNING AT THE WILL COUNTY PUBLIC SAFETY COMPLEX, 16911 LARAWAY RD., MAIN LOBBY, JOLIET, IL, AND CONTINUE THROUGH THE REMAINING BUILDINGS.

WILL COUNTY NOW APPLIES BASIC GREEN CLEAN STANDARDS TO ITS BID REQUIREMENTS AS A SOCIALLY RESPONSIBLE INITIATIVE IN LIGHT OF RECENT STATE MANDATES ON OTHER PUBLIC FACILITIES AND IN CONCERN FOR THE GENERAL HEALTH OF EMPLOYEES AND VISITORS. RECENT ADDITIONS OF ENVIRONMENTALLY SAFE PRODUCTS ARE AVAILABLE AT SIMILAR PRICES TO STANDARD CLEANING PRODUCTS. THEREFORE, REQUIRING CONTRACTORS TO BE GREEN CLEAN CERTIFIED AND TO USE GREEN CLEAN PRODUCTS WILL BE REQUIRED FOR ALL BIDS FOR JANITORIAL SERVICES FOR THE WILL COUNTY OFFICE BUILDINGS. **COPIES OF GREEN CLEAN CERTIFICATION MUST BE INCLUDED IN THE BID PACKAGE OR THIS BID WILL BE REJECTED.**

SEALED BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HIS REPRESENTATIVE AT **10:10 AM, WEDNESDAY, OCTOBER 18, 2017**, AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO STREET, 2ND FLOOR, JOLIET, IL, 60432.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT www.willcountyillinois.com, www.demandstar.com AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, (815) 740-4605 OR EMAIL purchasing@willcountyillinois.com.

THE TENDERING OF A BID TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE COUNTY OF WILL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR PROPOSALS RECEIVED IN WHOLE OR IN PART.

BY ORDER OF THE WILL COUNTY EXECUTIVE, LAWRENCE M. WALSH.

**INSTRUCTIONS TO BIDDERS
CLEANING CONTRACT
PUBLIC SAFETY COMPLEX BUILDINGS**

You are invited to submit your sealed bid for the Cleaning Contract Will County Public Safety Complex Buildings. The contract is a twelve (12) month period beginning December 1, 2017 through November 30, 2018, with two (2) one year renewal options, if the County so chooses.

PRE-BID CONFERENCE:

A **Mandatory Pre-bid Conference** for all interested Bidders will be on **Wednesday, October 4, 2017, at 10:00 A.M.**, starting at the Public Safety Complex, 16911 Laraway Rd, Main lobby, Joliet, IL 60432. At this time there will be a walk through the buildings. You will be expected to examine the premises and satisfy yourself fully as to all existing conditions under which you will be obliged to work. We will then walk through the remaining buildings. No allowance will be made subsequently in this condition on behalf of any Bidder for any error or negligence on his part. If you do not attend this meeting or arrive late, you will not be permitted to bid. No exceptions will be made.

SEALED BIDS:

Sealed bids will be received in the Purchasing Department, 2nd floor of the Will County Office Building located at 302 N. Chicago Street, Joliet, IL, 60432, **not later than 10:00 A.M., Wednesday, October 18, 2017. BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed bids will be publicly opened and read aloud by the Will County Executive or his representative at **10:10 AM, Wednesday, October 18, 2017** at the Will County Office Building, 302 N. Chicago Street, 2nd Floor, Joliet, IL, 60432.

Bids must be made in accordance with the instructions contained herein.

Bid forms shall be completely filled out either typewritten or in ink and shall not be detached from this binding. The **complete set of Contract Documents shall be submitted** with the proposal, in triplicate with **ONE ORIGINAL AND TWO COPIES, CLEARLY MARKED.**

Bids shall be submitted on the forms furnished by the County of Will in a sealed package, plainly marked, with the bidder's name, address, and the notation:

SEALED BID: **PUBLIC SAFETY COMPLEX CLEANING CONTRACT**

BIDS DUE: **WEDNESDAY, OCTOBER 18, 2017 - 10:00 A.M.**

Bids shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago Street, Joliet, IL. 60432.

TAX EXEMPTION:

The County of Will is exempt from Federal, State and Municipal Taxes.

SIGNATURE OF BIDS:

The **signature on bid documents shall** be that of an authorized representative of bidder. An officer of or agent of the offering bidder who is empowered to bind the bidder in a Contract shall sign the proposal and any clarifications to that proposal. County of Will bears no responsibility for investigating or determining authority of signatory.

Each bidder, by making his bid, represents that he has read and understands the bidding documents. **Any bid not containing said signed documents shall be non-conforming and shall be rejected.**

ADVERTISEMENTS:

The bidder shall not place or maintain any signs, bills, posters, or other advertisements in or about the building, except by written permission of County.

BID SECURITY:

A 10% Bid Bond or Cashiers Check made payable to the Will County Treasurer shall accompany each bid, attached to the front cover, as a guarantee that if the bid is accepted, a Contract will be entered into. **Money Orders or Company checks will not be accepted.** The bid bond should be based on the first Contract period. The unsuccessful bidders' checks will be returned after the County Board has awarded the bid. The bid bond or cashiers check of the successful bidder will be returned after being replaced with their performance bond.

PERFORMANCE BOND:

A Performance Bond for the amount of the Contract, based on the first Contract period of the total of two buildings, will be required from the successful bidder and shall be valid throughout the life of the Contract. The Performance Bond will be returned at the completion of the Contract. If successful bidder is unable to acquire, through reasonable efforts, a Performance Bond by the time the Contract is to commence, the County of Will will accept a letter notarized by the Insurance Carrier showing that such Bond is being processed, until such time as the Performance Bond is acquired.

BIDDING PROCEDURES:

1. All bids must be prepared on the forms provided by the County and submitted in triplicate, with **ONE ORIGINAL AND TWO COPIES, CLEARLY MARKED**, in accordance with the Instructions to bidders.
2. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for bids or prior to any extension thereof issued to the bidders.
3. Unless otherwise provided in any supplement to the Instructions to bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for one hundred and twenty (120) days after the time designated for the receipt of bids in the Advertisement for bids.
4. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such cases a written addendum describing the change or correction will be issued by the County of Will to all bidders recorded by the County of Will as having received the bidding documents and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
5. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to bid due date, notify the County of Will, who will, if necessary, send written addendum to all bidders. The County of Will will not be responsible for any oral instructions. All inquiries shall be directed to the Purchasing Director in writing at rweiss@willcountyillinois.com. After sealed bids are received, the bidder will make no allowance for oversight.
6. The vacancy credit shall reduce the County's cost under the Contract. The vacancy credit shall be applicable when a space at any building becomes vacant.

PRIME CONTRACTOR CERTIFICATION:

Included in this bid package is a prime Contractor certification form. This form must be filled out and returned with your sealed bid package or it will not be accepted.

WORDS AND FIGURES:

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

CONTRACT DURATION:

The Contract is to commence December 1, 2017 and extend through November 30, 2018, with two (2) one-year renewal options.

REJECTION OF BIDS:

The bidder acknowledges the right of the County of Will to reject any and all proposals for cause and to waive non-material informality or irregularity in any bid received.

TRIAL PERIOD:

The successful bidder will be awarded the Contract based on a **90-day trial period, during which the County may terminate the contract at will.** If the successful bidder does not comply with the specifications as written, that bidder will be dismissed from all duties, and the County will select the next lowest responsible bidder.

DEFAULT:

In case of default by the successful bidder, the County of Will may procure the articles or services from other sources and may deduct from any unpaid balance due the successful bidder any increase in cost to the county as a result of said default, or may collect against the bond or surety for excess costs so paid, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

NON-DISCRIMINATION:

The Contractor shall at all times observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to 775 ILCS 10/1.

PAYMENT PERIOD:

Monthly billing to the Will County Building Maintenance Department should begin on the 30th day of the month after commencement. Payment to the Contractor by the County shall be made in equal monthly installments pursuant to the Local Government Prompt Payment Act. Any additional work not part of the Contract that Will County has requested to be done should be billed as a separate line item from the original monthly Contract amount. In the event that Contract would be delayed, the successful contractor will be notified by the County and the Contract will be adjusted.

INSURANCE:

RISK OF LOSS: The Contractor shall assume all risks for loss or damages to materials whether stored on the site or elsewhere, or to tools or equipment owned or rented by the Contractor, and he shall maintain such insurance as he may deem necessary to protect himself against such loss or damage.

TYPES OF INSURANCE:

1. Workmen's compensation insurance. The Contractor shall procure workmen's compensation insurance as required by applicable state law for all of his employees who would be engaged in work on the project. In case any class of employees engaged in any work on the project under this Contract is not protected under the workmen's compensation statute, the Contractor shall provide adequate employer's liability insurance for the protection of such of his employees as are not otherwise protected. In addition, the Contractor will provide employer's liability (coverage B) in the amount of \$500,000.00.
2. Contractor's comprehensive general liability and property damage insurance. Contractor's comprehensive general and property damage insurance shall be in an amount not less than \$500,000.00 for injuries including accidental death to any one person and not less than \$500,000.00 combined single limit bodily injury and property damage.
3. County's protective liability insurance. The Contractor shall protect the County or its assignee, if any, from contingent responsibility arising from the work, project operation performed under this Contract by adding these parties as named insured as a rider to the general Contractor specified comprehensive general liability policy shall be: County of Will, 302 North Chicago Street, Joliet, Ill. 60432.

PROOF OF CARRIAGE OF INSURANCE:

1. The Contractor shall furnish the County at the time of bidding, with certificates showing the type, amount, class or operations covered, effective dates and dates or expiration of policies, which policies shall specifically refer to the indemnity agreement. Such certificates shall also contain substantially the following statement: "The Insurance covered by this Certificate will not be canceled or materially altered except after 30 days written notice has been received by all named insured." **Any bid not containing said proof of insurance shall be nonconforming and shall be rejected.**
2. All policies shall substitute the word "Occurrence" for "accident" for both bodily and property damage. "Occurrence" shall be defined to mean an event or series of events or continuous or repeated exposure to conditions, which unexpectedly cause injury or damage during the policy period.
3. All insurance coverage shall be provided by Insurance Companies maintaining a financial strength and claims paying ability rating no lower than "A" minus "VIII" as rated by the 1999 or most current AM Best's Insurance Guide.

TAXES:

The Contractor shall pay all applicable sales, use, service use, service occupation, social security, and other taxes, levies, assessments, and duties, and shall make income tax deductions, all as required by local, State and Federal law.

CHOICE OF LAW AND VENUE:

The bid and this agreement shall be governed by the laws of the State of Illinois, without regard to conflict of law provisions. Venue for any cause of action related to this bid or agreement shall be the Twelfth Judicial Circuit, Will County, Illinois.

RIGHT OF THE COUNTY TO TERMINATE CONTRACT:

1. If any of the Provisions of the Contract are violated by the Contractor, or if the Contractor shall disregard applicable law, ordinances, rules or regulations or work requirements as spelled out in the bid specifications, or the Contractor shall be adjudged as bankrupt or make a general assignment for the benefit of creditors, or if a receiver should be appointed for the Contractor, or if at any time during the progress of the work the Contractor should allow any indebtedness to accrue for labor, material, or equipment, and should the Contractor fail to pay for labor, material, or equipment, and should the Contractor fail to pay and discharge the same within 5 days after demand made by the person or persons furnishing such labor, material or equipment, the County may serve written notice upon the Contractor and the Surety of its intention to terminate the Contract. Unless within 10 days after the serving of such notice upon the Contractor, such violation or other matter shall have been corrected or satisfactory arrangement for correction have been made, the Contractor shall, upon the expiration of said 10 days, at County's option, cease and terminate work. The Contract shall then be null and void.
2. In the event of any such termination, the County shall immediately serve notice thereof upon the Surety and the Contractor, and the Surety shall have the right to take over and perform the Contract; provided, however, that if the Surety does not commence performance thereof within 10 days from the date of the mailing of such Surety of notice of termination, the County may take over work and prosecute the same to completion by other Contract or by force. Contractor shall be liable to the County for any excess cost to the County occasioned thereby, and in such event the County may take possession of and utilize in completing the work, such material, equipment and the like as may be on the project site of the work and necessary therefore.
3. Notwithstanding anything contained herein to the contrary, failure to comply with or perform the cleaning services required shall be cause for termination.
4. The County or its assign may terminate this agreement by giving the Contractor written notification of termination of this agreement by registered United States Mail, sufficient postage prepaid, return receipt requested, addressed to the Contractor at its address stated in the Contract, at least 14 days prior to termination, with service of such notice conclusively presumed to be received on date of dispatch. In such event, the Contractor shall only be entitled to receive a prorated payment for work actually and satisfactorily performed pursuant to the Contract through date of termination.
5. In the event that any of the Will County Offices should move to a different location, notice will be given a minimum of sixty (60) days prior to said move, and Will County shall not be liable for the remainder of the Contract amount for the vacated building.

ILLINOIS FREEDOM OF INFORMATION ACT:

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140 *et seq.*) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy

of the proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by the County of Will all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA. 5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the contractor shall provide to the County of Will at no cost and within the timeframes of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

AWARDING OF BID:

The bid is expected to be approved at the November 16, 2017 meeting of the Will County Board.

SUBMITTAL REQUIREMENTS:

Each of the following items **must** be submitted by the bid time mentioned herein in order that the bid will be considered or your bid will be disqualified:

1. Bid Bond or Cashier's Check
2. Certificates of Insurance
3. Copies of Green Clean Certification
4. **Signed** Copy of Prime Contractor Certification
5. Reference Form
6. **Signed** Bid Form
7. **Signed** Receipt of Addenda Form

CONTRACTORS REQUIREMENTS

To be qualified to bid, the contractor must have cleaning Contracts for work similar to that specified in this Contract. Contractor should submit at least three **(3) references** with their bid. Contractors may be requested to submit further information regarding their business to better evaluate their Contract bid. Any contractor may be required by the County to submit additional data to satisfy the County that such contractor is equipped and prepared to fulfill a Contract should a Contract be awarded to him. The County reserves the right to reject any and all bids that are non-responsive, to waive any non-material informalities in the bidding, and to accept the bid deemed most favorable to the interest of the County after all bids have been examined and evaluated.

The Contractor shall furnish all materials, labor, tools, cleaning equipment, transportation, insurance, and all other services necessary to complete the work as specified herein for the County of Will.

SECURITY:

1. It is the responsibility of the Contractor to protect the properties of the County. The Contractor shall be responsible for closing doors and extinguishing all lights after he/she has completed an area.
2. County will carefully interview Contractor's personnel, screened, background checked, reference-checked, and covered by bond and be subject to a security clearance. Within a **30-day period** prior to commencing any work under this contract, **all employees of contractor who have access to any county building shall be fingerprinted**, at county's expense. A background check will be completed on all employees prior to working in the facilities. Due to the sensitive nature of the work to be performed, County reserves the right to request Contractor to substitute employees or in the alternative, to reject Contractor's bid or to terminate said Contract.
3. Contractor will notify County immediately if any staff is arrested or charged during the period of their employment. The Contractor must provide the County with enough detail of the charge(s) to enable the County to make a decision as to whether the employee can remain on the job.
4. At County's expense and upon reasonable notice and in compliance with the Employee Polygraph Protection Act., the Contractor shall require any employee, officer or agent of Contractor to submit to a polygraph examination to determine whether said employee, officer, director or agent of Contractor has been involved in any theft of property belonging to County or in obtaining or disseminating confidential information of County. If in the sole discretion of said polygraph examiner, said employee, officer, director or agent fails said polygraph examination, the Contractor shall bar the employee from and County work site. The Contractor **shall not** share the results of the polygraph with the County or any official, officer or, employee of the County.
5. If an employee of the Contractor is found by the County to be violating any security procedures, or found to be in neglect of his or her realm of responsibility, and/or found loitering in offices or unauthorized areas, the County or his staff has the right to have this person removed from the building, either permanently or until a meeting can be made with the Contractor to determine further disciplinary action.

GENERAL REQUIREMENTS

1. The Contractor shall provide and schedule sufficient and competent supervisory personnel and work force personnel to fully, competently, and timely perform all work required herein or that is necessary and convenient thereto so that the premises and all appurtenances thereto are maintained in a clean, neat condition satisfactory to the County or its assignee.
2. All contractor personnel shall be able to verbally communicate in a common language with the County and tenants. While on duty, all employees shall be cleanly and neatly dressed.
3. Contractor shall furnish the necessary, tested and approved implements, machinery, and cleaning supplies for the satisfactory performance of his services.
4. Contractor shall promptly report to facility manager any occurrences or situations requiring building management attention.
5. The Contractor insures that all employees and/or agents shall abide by all safety rules and regulations, which may be promulgated from time to time by either the County or Contractor as they pertain to the operations.
6. Contractor's personnel shall not disturb paper on desk, tables, or cabinets.
7. Inspection shall be made once per month and then reviewed with Ken Rogalski, Jr., Facilities Manager, during the hours of 8:30 A.M. to 2:00 P.M.
8. The successful contractor shall pay all salaries, payroll and other taxes, fees, worker's compensation and other charges or insurance levied or required by any federal, state or local statutes relating to the employment of its employees.
9. The Cost will be based on square footage.
10. Will County now applies basic Green Clean standards to its bid requirements as a socially responsible initiative in light of recent state mandates on other public facilities and in concern for the general health of employees and visitors. Recent additions of environmentally safe products are available at similar prices to standard cleaning products. Therefore, requiring contractors to be Green Clean certified and to use Green Clean products will be required for all bids for janitorial services for the Will County Office Buildings. **Copies of Green Clean Certification must be included in the bid package or this bid will be rejected.**
11. The 911 Dispatch center is a 24/7 day operation. Vacuum operations should be conducted at low peak periods and coordinated with Dispatch Supervisor.
12. Some spaces of the Sheriff's area are highly sensitive. Workers are to coordinate with space owners to access space.

Space	911 Dispatch	ESTB	Sheriff	Radio Area
Space Cleaning				
Emptying Waste Containers/Cigarettes boxes (exterior included)	D	W	D	W
Emptying Recycling Containers (exterior if any)	D	W	D	W
Restrooms	D	D	S	W
Employee Break Room	D	D	S	N/A
Entrance Cleaning to include doors	D	W	D	W
Drinking Fountains Cleaning	D	N/A	D	N/A
Low Area Cleaning	4Y	4Y	4Y	2Y
High Area Cleaning	Y	Y	Y	Y
Interior Window Cleaning	3Y	3Y	3Y	Y
Exterior Window Cleaning	2Y	2Y	2Y	Y
Window Blinds Cleaning	Y	Y	Y	Y
Floor				
Sweeping and Dust Mopping	D	D	S	W
Damp Mopping	D	D	S	W
Vacuum Carpets and Rugs	W	W	W	M
Sweeping Data Center and mechanical rooms	2M	N/A	2M	N/A
Cleaning Walk-off Mats	3W	3W	D	M
Stripping, Coating, and Buffing	Y	Y	Y	Y
Carpet and Rug Deep Cleaning	Y	Y	Y	Y
Key				
Daily	D	One time per year	Y	
One time per week	W	Two times per year	2Y	
Two times per week	2W	Three times per year	3Y	
Three times per week	3W	Four times per year	4Y	
One time per month	M	Six times per year	6Y	
Two times per month	2M	Shift	S	

STANDARD SERVICES DESCRIPTIONS

1. Areas to be cleaned include entrance doors/glass, lobbies and reception areas, private offices, general offices, conference rooms, lunchrooms, restrooms, hallways, stairs, elevators, training rooms, computer/copy rooms, and storage rooms.
2. Clean all Restrooms
 - a) Toilet bowls, seats and urinals (inside & out), sanitary receptacles, sinks, stalls, mirrors, any fixtures, and floors (damp mopped) are to be cleaned with a germicidal disinfectant cleaner. Fill toilet tissue and paper towel dispensers, (supplied by County)
 - b) Empty all trash receptacles.
 - c) Empty all sanitary receptacles.
3. Clean & polish drinking fountains in building where present.
4. Carpeted areas to be vacuumed.
5. Dust mop all hard surface floors both in and out of office areas underneath any desks, tables or other office furniture in that area, mechanical rooms, stairways, and halls.

6. Damp mop hard surfaces to remove spills and soiled areas. Underneath desks, tables other office furniture in that area, entrances, and high traffic areas. Mechanical rooms only required quarterly.
7. Clean entrance metal and fingerprints on entrance glass.
8. Empty all trash and recycle containers-recycle paper must be kept separate from trash and disposed of in the recycle containers on the loading dock or other designated area.
9. Clean & polish inside walls and door (both exterior & interior) of the elevator.
10. Clean kitchen and training room area sink, counter, break room table tops, and wipe appliances. All kitchen/break areas in all of the locations will be wiped clean and must be wet mopped.
11. Low area cleaning includes dusting of horizontal equipment.
 - a) Desks, file tops, chairs, tables & counter tops when clear of papers and/or other properties that shouldn't be disturbed.
 - b) Window sills, pictures, railings and blinds as needed.
 - c) Wall & base board washing.
12. High area cleaning includes dusting of pictures, vents, TVs, etc.
13. Stripping, coating, and buffing floors should follow manufacturing guidelines.
14. All Cleaning equipment and supplies are to be furnished by the Contractor. Supplies include replacement trash bags and liners, paper products such as toilet tissues, hand towels, hand sanitizer, and hand soap. Some of refill items will need to be coordinated with equipment supplier, Tri-K Supplies Inc.
15. Contractor shall post in cleaning area a duration chart that reflects the chart shown and initial off when tasks are completed and provide to County at a monthly period.

PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that _____

Name of Company

is not barred from Contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Representative

Title

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

**Reference Form:
Cleaning contract references**

Please provide at least three (3) references for which similar services have been rendered.

COMPANY NAME AND ADDRESS	CONTACT PERSON	PHONE NUMBER AND EMAIL

Date Released: 9-15-17
Due: 10-18-17, 10:00 A.M.
Open: 10-18-17, 10:10 A.M.

SUBMIT BID FORM TO:
PURCHASING DEPARTMENT
COUNTY OF WILL
302 N. CHICAGO ST.
JOLIET, IL. 60432

BID #: 2018-13
ONE-YEAR CONTRACT
CLEANING OF PUBLIC SAFETY
COMPLEX BUILDINGS

The bidder proposes to provide the Products and/or services in accordance with the specifications attached herein.

COMPANY NAME _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 PHONE _____ FAX _____ FEIN # _____
 CONTACT _____ E-MAIL _____

THIS IS NOT AN ORDER

WILL COUNTY PUBLIC SAFETY COMPLEX BUILDING

DELIVERY ADDRESS: PUBLIC SAFETY COMPLEX, 16911 Laraway Rd, Joliet, IL, 60433

FOR ADDITIONAL INFORMATION CONTACT: RITA WEISS, PURCHASING DIRECTOR,
rweiss@willcountyillinois.com

QTY SFT	DESCRIPTION		1 ST YEAR SQ/FT COST & TOTAL	2 ND YEAR SQ/FT COST & TOTAL	3 RD YEAR SQ/FT COST & TOTAL
86,345	CLEANING OF PUBIC SAFETY COMPLEX, PER SPECIFICATIONS	Cost Per SQ FT	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$
		86,345 sq ft Cost X12 months	\$	\$	\$

TOTAL CONTRACT AMOUNT WRITTEN IN WORDS, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

1ST YEAR

2ND YEAR

3RD YEAR

SIGNED BY:

TITLE:

(Representative of company)

RECEIPT OF ADDENDA FORM:

Date Released: 9-15-17
Due: 10-18-17, 10:00 A.M.
Open: 10-18-17, 10:10 A.M.

**PURCHASING DEPARTMENT
COUNTY OF WILL
302 N. CHICAGO ST.
JOLIET, IL. 60432**

**BID #: 2018-13
ONE-YEAR CONTRACT
CLEANING OF PUBLIC SAFETY
COMPLEX BUILDINGS**

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ FEIN # _____

CONTACT _____ E-MAIL _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

LATE BIDS CANNOT BE ACCEPTED!

Vendor Return Address:

SEALED BID DOCUMENT

<u>BID #:</u>	2018-13
<u>DUE DATE:</u>	10/18/17
<u>DUE:</u>	10:00 A.M.
<u>DESCRIPTION:</u>	PUBLIC SAFETY COMPLEX CLEANING

DATED MATERIAL-DELIVER IMMEDIATELY

**WILL COUNTY PURCHASING DEPARTMENT
302 N. CHICAGO ST., 2ND FLOOR
JOLIET, IL 60432**

**PLEASE CUT OUT AND AFFIX THIS BID LABEL (ABOVE) TO
THE OUTERMOST ENVELOPE OF YOUR SEALED BID TO
HELP ENSURE PROPER DELIVERY!**

LATE BIDS CANNOT BE ACCEPTED!