



OFFICE OF WILL COUNTY EXECUTIVE
LAWRENCE M. WALSH

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

Kevin Lynn
Purchasing Director

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July 22, 2019

To Whom It May Concern:

You are invited to submit your sealed bid for the Cleaning Contract for Will County Various Buildings. Each building address is noted in the package. This contract is for a twelve (12) month period beginning December 1, 2019 through November 30, 2020, with two (2) one (1) year renewal options.

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 be rejected. Money Orders or Company checks will not be accepted.

A **MANDATORY PRE-BID** Conference will be held **9:00 A.M., Wednesday, August 7, 2019** beginning at the County Office Building, 302 N. Chicago Street, Joliet, IL 60432, outside the County Board Room with a **site visit to all the buildings which will take most of the day** following the meeting. Please RSVP to [**klynn@willcountyillinois.com**](mailto:klynn@willcountyillinois.com).

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, August 21, 2019.**

Bids will be publicly opened and read by the Will County Executive or his Representative at **10:10 AM, Wednesday, August 21, 2019** 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 Kevin Lynn, Purchasing Director, at [**klynn@willcountyillinois.com**](mailto:klynn@willcountyillinois.com).

We welcome your bid.

Sincerely,

Kevin Lynn

Kevin Lynn
Purchasing Director

**ADVERTISEMENT OF BID
CLEANING CONTRACT
VARIOUS COUNTY BUILDINGS**

SEALED BIDS FOR THE CLEANING OF VARIOUS 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, AUGUST 21, 2019.**

A MANDATORY PRE-BID CONFERENCE WILL BE HELD ON **WEDNESDAY, AUGUST 7, 2019, AT 9:00 A.M.** AT COUNTY OFFICE BUILDING 302 N. CHICAGO STREET, JOLIET, IL, COUNTY BOARD ROOM WITH A **SITE VISIT TO ALL OF THE FACILITIES** TO FOLLOW. PLEASE RSVP TO KLYNN@WILLCOUNTYILLINOIS.COM.

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. **COPIES OF GREEN CLEAN CERTIFICATION MUST BE INCLUDED IN THE BID PACKAGE OR YOUR 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, AUGUST 21, 2019**, AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO STREET, COUNTY BOARD ROOM, 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 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 VARIOUS BUILDINGS

You are invited to submit your sealed bid for the Cleaning Contract Will County Various Buildings. The contract is a twelve (12) month period beginning December 1, 2019 through November 30, 2020, with two (2) one (1) year renewal options at the costs provided per building on Bid Form for each 12-month period. The County of Will may provide notice at any time prior to each renewal period. Notices of renewal must be signed by both parties.

A. PRE-BID CONFERENCE:

A **Mandatory Pre-bid Conference** for all interested Bidders will be held on **Wednesday, August 7, 2019, at 9:00 A.M.**, at County Office Building, 302 N. Chicago Street, Joliet, IL, outside the County Board Room. At this time, there will be a **site visit of all buildings** in order to examine the premises and satisfy yourself fully as to all the existing conditions under which you will be obliged to work. No allowance will be made subsequently in this condition on behalf of any Bidder for any error or negligence on bidder's part. If you do not attend this meeting or arrive late, you will not be permitted to bid. RSVP to Kevin Lynn at Klynn@willcountyllinois.com. **No exceptions will be made.**

B. 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, August 21, 2019.** **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, August 21, 2019** 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. The **complete set of contract documents must be submitted** with the proposal, in triplicate with **ONE ORIGINAL AND TWO COPIES, CLEARLY MARKED. BIDS WHICH FAIL TO SUBMIT THE ENTIRE COMPLETED BID PACKAGE AND CONTRACT CLEARLY MARKED WILL BE REJECTED, WILL BE NON-CONFORMING, AND WILL NOT BE ACCEPTED.**

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: VARIOUS BUILDING CLEANING CONTRACT
BIDS DUE: WEDNESDAY, AUGUST 21, 2019 - 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.

C. SIGNATURE OF BIDS:

The **signature on bid documents must** 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.

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 will be rejected.**

D. BID SECURITY:

A **10% Bid Bond or Cashier's 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 cashier's check of the successful bidder will be returned after being replaced with their performance bond.

E. PERFORMANCE BOND:

A Performance Bond for the amount of the Contract, based on the first Contract period 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 it is difficult to acquire a Performance Bond by the time of 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. For each option year, the successful bidder shall obtain a performance bond for the term of the option and the performance bond shall be based on the option period.

F. 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 the bid package **will not be accepted and shall be non-conforming and shall be rejected.**

G. 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 OF THE ENTIRE COMPLETED BID PACKAGE AND CONTRACT, CLEARLY MARKED,** in accordance with the Instructions to bidders. **Any bid packages not containing ONE ORIGINAL AND TWO COPIES OF THE ENTIRE COMPLETED BID PACKAGE AND CONTRACT, CLEARLY MARKED shall be non-conforming and shall be rejected.** The entire bid package are the terms of the agreement.
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 days (120) days after the time designated for the receipt of bids in the Advertisement for bids. This duration is in place in case selected contractor fails to perform in the first month of December 2019.
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 attending the pre-bid conference. 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. **If the signed receipt of Addenda form is not included in the bid package and**

contract (EVEN IF NO ADDENDA ITEMS), the bid package and contract shall be non-conforming and shall be rejected.

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 five (5) 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 Klynn@willcountyvillinois.com. After sealed bids are received, the bidder will make no allowance for oversight.
6. Due to County of Will departments moves from buildings, any addition or reduction of space shall increase or decrease the cost to the County by use of square footage multiplier as noted on bid-form. The successful bidder will be paid based upon the square footage of office space being cleaned in any given month.
7. The cost will be based on square footage.

H. TAX EXEMPTION:

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

I. 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.

J. CONTRACT DURATION:

The Contract is to commence December 1, 2019 and extend through November 30, 2020, with two (2) one (1) year renewal options.

K. REJECTION OF BIDS:

The bidder acknowledges the right of the County of Will to reject any and all bids received.

L. 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.

M. 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.

N. EQUAL EMPLOYMENT OPPORTUNITY:

Contractor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the

Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750. Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act 775 IL 10/0.01 et seq., as amended.

O. 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 County of Will 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. Each building must be broken down separately on the monthly invoice for accounting purposes.

P. 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.

Q. TYPES OF INSURANCE:

1. **Worker's compensation insurance.** The Contractor shall procure worker'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.

R. 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 Bests Insurance Guide.

S. 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.

T. 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.

U. 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. Not with standing 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.

V. 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.

W. 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 of Will.

X. TRIAL PERIOD:

The successful bidder will be awarded the contract based on a 90-day trial period, during which time 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.

Y. AWARDING OF BID:

The bid is expected to be awarded after the September 19, 2019 meeting of the Will County Board.

Z. SUBMITTAL SUMMARY REQUIREMENTS:

Each of the following items **must** be submitted by the bid time mentioned herein in order that the bid will be considered. **Any bid not containing items 1-8 below shall be non-conforming and shall be rejected:**

1. 10% Bid Bond or Cashier's Check
2. Certificates of Insurance
3. Copies of Green Clean Certification
4. **Signed** Copy of Prime Contractor Certification
5. Completed Reference Form: Contractor must submit at least three **(3) references** for commercial customers that are similar in scope with their bids.
6. **Signed** Bid Form
7. **Signed** Receipt of Addenda Form
8. One original and two copies of entire Bid and Contract Package.

CONTRACTORS REQUIREMENTS

REFERENCES:

To be qualified to bid, the Contractor must have cleaning contracts for work similar to that specified in this Contract. Contractor must submit at least three **(3) references** with their bid. **If at least 3 references are not provided, the bid package and contract shall be non-conforming and shall be rejected.**

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 or her. 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.

SECURITY:

1. It is the responsibility of the Contractor to protect the properties of the County. The Contractor shall be responsible for closing and locking doors and extinguishing all lights after he/she has completed an area.
2. Prior to commencing any work under this Contract, **all employees of Contractor who have access to any building shall be background checked and fingerprinted by Will County's Merit Commission.** All Contractor's employees will have a comprehensive background check (including: prior employers, schools, and relevant private and public databases) and finger printing working at any of our facilities, as required by the Sheriff, Court house administration, Probation, and Health Care Worker Background Check Act. No employees will be allowed to work in any of the facilities until they have successfully passed the background check prior to the contract commencing. Due to the sensitive nature of the work to be performed, the 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. In addition, the awarded contractor is responsible for completing a comprehensive background check and finger printing of all **new** contractor's employees working at any of our facilities. No **new** employees will be allowed to work in any of the facilities until they have successfully passed the background check. Results must be made available to the County prior to the new employee being allowed to work in any of the facilities. Due to the sensitive nature of the work to be performed, the County reserves the right to request Contractor to substitute employees or in the alternative, to reject Contractor's bid or to terminate said Contract.
4. The contractor shall perform drug and alcohol screening annually on all contractor's employees. Screenings must be kept on file by the contractor and made available to the County at a minimum on an annual basis.
5. 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.
6. At County's expense and upon reasonable notice to Contractor, the County may 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 County may insist that said person be replaced or in the alternative, this Contract may be terminated. The Contractor **shall not** share the results of the polygraph with the County or any official, officer or, employee of the County.
7. Within a 30-day period of commencing any work under this contract, all employees of contractor working at any sites will provide proof of Blood Borne Pathogens training. No employees will be allowed to work in

any of the facilities until they have received Blood Borne Pathogen training. Proof of the training must be kept on file by the contractor and made available to the County upon request.

8. If an employee of the Contractor is found by the County to be violating any security procedures, or found to be a security risk as outlined above, 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 designated 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. In addition, hours not worked by this individual in this case, are not billed to the County.

SUPPLIES:

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

1. Supplies such as toilet paper, paper towels, toilet seat covers, hand sanitizers, replacement hand soap, batteries, and air freshener will be purchased by County of Will.
 - a. As an alternate, Will County request a price to furnish these types of supplies. You will find this on the bid form.
2. All other cleaning equipment and supplies such as garbage bags/liners, floor cleaning material, counter cleaning material, disinfectants/surface sanitizers, and toilet cleaning material are to be furnished by the Contractor.
3. All cleaning supplies purchased by Contractor shall have appropriate safety data sheets (SDS) at each location.
4. The 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 will be required for all bids for janitorial services for the County and the use of approved Green Clean products provided by the County will be required. Unapproved or unauthorized cleaning compounds will not be allowed to be brought into County facilities.

Copies of Green Clean Certification must be included in the bid package. **If the Green Clean Certification is not provided, the bid package and contract shall be non-conforming and shall be rejected.**

WORKFORCE:

1. Contractors are to engage in outreach and other efforts to broaden the pool of qualified candidates to include minorities, women, and persons of disabilities. Contractors are to set their highest goals to prevent barriers to equal employment opportunities. Will County encourages contractors bidding to grow local workforce and to enhance economic development.
2. Will County also encourages partnerships with local small businesses who have staff that meet the requirements in this Request for Proposal (RFP).
3. Will County require a yearly report on percentage of staff who are minority, women, and persons of disabilities that support County facilities.

GENERAL REQUIREMENTS:

1. Contractor shall employ sufficient and competent supervisory personnel with proven performance records.
2. Scheduled monthly inspections by Contractor's Management shall be made at each location with County Inspector during the hours of 8:30 A.M. to 11:30 A.M.
3. Random inspection shall be made by County Inspector and any customer complaints shall be address immediately.
4. The contractor shall agree to set up a dedicated email address to serve as the official housekeeping communication log and management record. This email account shall be continuously monitored by contract managers and supervisor to ensure adherence to specifications, cleaning staff follow-up, and quality control.
5. Contractor must provide a staff schedule (electronic submittal preferred) for County management on a monthly basis with a lead person designed per location and per shift as a point of contact for County.
6. Contractor must provide accurate weekly records of time for all staff.
7. 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.
8. While on duty, all employees shall be identifiable by approved Company uniform and a photo identification badge.
9. Contractor and all employee and/or agents shall be aware of and properly trained in OSHA Blood Borne Pathogens Exposure, and HIPAA Guidelines. Documentation will be provided to the County on an annual basis for all employed staff.
10. Contractor shall furnish and maintain in a sanitary condition the necessary, tested and approved implements (i.e. cleaning tools, vacuums, mops, brooms, etc.) and machinery for the satisfactory performance of their services.
11. Contractor shall promptly report to facilities staff/manager any occurrences or situations requiring building maintenance attention.
12. 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.
13. Contractor and all employees with participate in a Site Safety Orientation for each site they are assigned to provide services to ensure they understand how to respond to an emergency while on duty.
14. Contractor shall provide proper and sufficient training and orientation to Contract Staff in order to satisfy service.
15. Contractor's personnel shall not disturb paper on desk, tables, or cabinets, may not use the County coffee pots or staff's personal items.
16. 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.
17. Some spaces are highly sensitive. Workers are to coordinate with space owners for access to space.

STANDARD SERVICES DESCRIPTIONS

Note: See building charts for frequencies.

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.
 - b. Fill toilet tissue and paper towel dispensers. When changing toilet paper, ensure that no unwrapped rolls of toilet paper are present or left exposed in the bathroom.
 - c. Empty all trash receptacles.
 - d. Empty all sanitary receptacles.
3. Empty all trash and recycle containers-recycle paper must be kept separate from trash and disposed of in the recycle containers or other designated area. This should include outside containers as well.
4. Clean & polish drinking fountains in building where present and clean all hand sanitizer drip trays where present.
5. Carpeted areas to be vacuumed.
6. Walk off mats shall be vacuumed and if needed washed as needed.
7. Dust and mop all hard surface floors both in and out office areas underneath any desks, tables or other office furniture in that area, mechanical rooms, stairways, and halls.
8. 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.
9. Clean entrance metal and fingerprints on entrance glass.
10. Clean & polish inside walls and door (both exterior & interior) of the elevator. Clean elevator door-jam floor grooves.
11. 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. Wipe inside and outside of the appliances.
12. 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 and railings as needed.
 - c. Wall and base board washing.
 - d. Daily exam room sweeping
13. High area cleaning includes dusting of system furniture, pictures, vents, TVs, etc

DEDUCTIONS FROM PAYMENT FOR OMITTED OR UNACCEPTABLE WORK:

In the event that the specifications or the cleaning frequencies are not performed within the standards set, then, at that point, the County of Will will:

1. Set up a meeting with the Contractor to discuss the situation and advise him/her of a future deductible if the situation is not remedied.
2. The County of Will will determine by percentage, the amount of cleaning that was omitted and make that percentage of deduction from the monthly bill.
3. If this deduction procedure repeats, it will be at the County of Will's discretion to exercise the Right to Terminate Contract.

The Contractor shall provide and schedule sufficient personnel to fully, competently, and timely perform all specified work noted below (or required herein) to ensure that the premises and all appurtenances thereto are maintained in a sanitary, clean and neat condition satisfactory to the County of Will. If above noted required services are not completed to the satisfaction of the County of Will, refer to "Deductions from Payment for Omitted or Unacceptable Work".

ALTERNATE TASKS TO BE PRICED BY SQUARE FOOTAGE COST:

1. Stripping, coating, and buffing floors should follow manufacturing guidelines.
2. Deep carpet cleaning should follow manufacturing guidelines.
3. Alternates a and b may or may not be implemented for all buildings. However, the County would like a price for the alternates listed below. You will find these alternates on the bid form.
 - a. Strip and wax hard surface floors
 - b. Carpet Cleaning

SUBTRACTION /ADDITION SQUARE FOOTAGE MULTIPLIER:

Due to County of Will departments moves from buildings, any addition or reduction of space shall increase or decrease the cost to the County by use of square footage multiplier as noted on bid-form for each location. Example: Special Court Services is planning on moving within first year of contract.

COUNTY OBSERVED HOLIDAYS:

2019-2020 County Observed Holidays*

Christmas Day	Wednesday, December 25, 2019
New Year's Day	Wednesday, January 1, 2020
Martin Luther King, Jr. Day	Monday, January 20, 2020
Lincoln's Birthday	Wednesday, February 12, 2020
President's Day	Monday, February 17, 2020
Spring Recess Day	Friday, April 10, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Columbus Day	Monday, October 12, 2020
Veterans Day	Wednesday, November 11, 2020
Thanksgiving Day	Thursday, November 26, 2020
Day after Thanksgiving	Friday, November 27, 2020

**If the dates change, the contractor will be notified.*

INDIVIDUAL BUILDING INFORMATION AS FOLLOWS:

(1) County Morgue – 1240 Caton Farm Road, Joliet

Square footage:

Exposed Bio-Hazard environment	1,720 sq.ft.
<u>Bathroom</u>	<u>80 sq.ft.</u>
Subtotal:	1,800 sq.ft. -1 Floor

Employees	2
Bathrooms	1 (1 Toilet)
Break rooms	N/A

Notes:

Monthly cleaning day/time to be scheduled with Coroner’s staff. Projected to be 3rd Wednesday of month at 2:30pm.

In morgue, clean/sanitize all stainless steel surfaces that includes counters (including the front), table (including the legs and wheels, scale, cooler (all outside surfaces), sinks, cabinet, and door knobs. Scrub and mop floor, and clean mats. If cooler is empty, clean inside cooler floors and walls.

Task	County Morgue
Space Cleaning	
Emptying Waste Containers/Cigarettes boxes (exterior included)	M
Emptying Recycling Containers (exterior if any)	M
Restrooms	M
Employee Break Room	N/A
Entrance Cleaning to include glass doors	N/A
Drinking Fountains Cleaning	N/A
Low Area Cleaning	N/A
High Area Cleaning	N/A
Interior Window Cleaning	N/A
Exterior Window Cleaning	N/A
Window Blinds Cleaning	N/A
Floor	
Sweeping and Dust Mopping	M
Damp Mopping	M
Vacuum Carpets and Rugs	M
Cleaning Walk-off Mats	M
Key	
One time per month	M

(2) Records Archives Building- 806 Nicholson St., Joliet

Square footage:

Records Management Office Area	4,350 sq.ft.
Bathrooms	300 sq.ft.
Lunch Room	350 sq.ft.
<u>Front Office Area</u>	<u>300 sq.ft.</u>
Subtotal:	5,300 sq.ft. -1 st Floor

Records Management Vault	4,300 sq.ft.
<u>Circuit Clerk's Vault</u>	<u>4,250 sq.ft.</u>
Subtotal:	8,550 sq.ft. -1 st Floor

Employees 11
 Bathrooms 2 (5 Toilets/1 Urinal total)
 Break rooms 1
 Start time: 4:30 p.m.

Task	Records Management, Lunch room, Front Office Area	Records Management Vault, Circuit Clerk's Vault
Space Cleaning		
Emptying Waste Containers/Cigarettes boxes (exterior included)	2W (M/W)	2W (M/W)
Emptying Recycling Containers (exterior if any)	2W (M/W)	2W (M/W)
Restrooms	2W (M/W)	N/A
Employee Break Room	2W (M/W)	N/A
Entrance Cleaning to include glass doors	2W (M/W)	N/A
Drinking Fountains Cleaning	N/A	N/A
Low Area Cleaning	Y	Y
High Area Cleaning	Y	Y
Interior Window Cleaning	Y	N/A
Exterior Window Cleaning	Y	N/A
Window Blinds Cleaning	Y	N/A
Floor		
Sweeping and Dust Mopping	2W (M/W)	M
Damp Mopping	2W (M/W)	M
Vacuum Carpets and Rugs	W	M
Cleaning Walk-off Mats	W	N/A
Key		
Daily	D	One time per year
One time per week	W	Two times per week

(3) County Office Building- 302 N. Chicago St., Joliet

Square footage:

Office Area/Lobby/Hallways	51,315 sq.ft.
Bathrooms	1,385 sq.ft.
<u>Lunch Room</u>	<u>1,300 sq.ft</u>
Subtotal:	54,000 sq.ft. -3 Floors

Employees	130	
Bathrooms	10	(21 Toilets/8 Urinal total)
Break rooms	7	

Start time: 4:30 p.m.

(4) Child Advocacy Center- 304 N. Scott St., Joliet

Square footage:

Office Area/Lobby/Hallways	4,950 sq.ft.
Bathrooms	260 sq.ft.
<u>Lunch Room</u>	<u>120 sq.ft</u>
Subtotal:	5,330 sq.ft. -1 st Floor

Employees	11	
Bathrooms	3	(4 Toilets total)
Break rooms	1	

Start time: 4:30 p.m.

(5) Recorder of Deeds/Coroner- 158 N. Scott St. Joliet

Square footage:

Office Area/Lobby/Hallways	9,265 sq.ft.
Bathrooms	300 sq.ft.
<u>Lunch Room</u>	<u>435 sq.ft</u>
Subtotal:	10,000 sq.ft. -1 Floor

Employees	36	
Bathrooms	2	(5 Toilets/1 Urinal total)
Break rooms	1	

Start time: 4:30 p.m.

Task	Child Advocacy Center	County Office Building	Recorder of Deeds/Coroner
Space Cleaning			
Emptying Waste Containers/Cigarettes boxes (exterior included)	D	D	D
Emptying Recycling Containers (exterior if any)	D	D	D
Restrooms	D	D	D
Employee Break Room	D	D	D
Entrance Cleaning to include glass doors	D	D	D
Drinking Fountains Cleaning	D	D	D
Low Area Cleaning	4Y	4Y	4Y
High Area Cleaning	Y	Y	Y
Interior Window Cleaning	2Y	2Y	2Y
Exterior Window Cleaning	2Y	2Y-1 st Floor	2Y
Window Blinds Cleaning	N/A	Y	Y
Floor			
Sweeping and Dust Mopping	D	D	D
Damp Mopping	D	D	D
Vacuum Carpets and Rugs	W	W	W
Cleaning Walk-off Mats	W	W	W
Key			
Daily	D	One time per year	Y
One time per week	W	Two times per year	2Y
		Four times per year	4Y

(6) Executive Center- 58 E. Clinton St., Joliet

Square footage:

Land Use Department Offices	7,070 sq.ft.
Public Defender Offices	8,000 sq.ft.
Bathrooms	1,010 sq.ft.
<u>Lunch Rooms</u>	<u>2,120 sq.ft</u>
Subtotal:	18,200 sq.ft. -4 Floors

Employees	96	
Bathrooms	12	(17 Toilets/5 Urinal total)
Break rooms	3	

Start time: 4:30 p.m.

Notes:

Leased Building Space. Common public bathrooms on the 2nd and 5th floors are maintained by building owner. Employee bathrooms within space noted above. Break rooms on 1st, 2nd, and 3rd Floors.

(7) Regional Office of Education- 116 N. Chicago St, Joliet, IL, Suite 400

Square footage:

Office Area/Lobby/Hallways	5,240 sq.ft.
<u>Lunch Room</u>	<u>330 sq.ft</u>
Subtotal:	5,570 sq.ft. -4 th Floor

Employees	9
Bathrooms	None
Break rooms	1

Start time: 4:30 p.m.

Notes:

Leased Building Space. Common public bathrooms on 4th floor are maintained by building owner. No employee bathrooms in space.

Task	Executive Center	Regional Office of Education
Space Cleaning		
Emptying Waste Containers/Cigarettes boxes (exterior included)	D	D
Emptying Recycling Containers (exterior if any)	D	D
Restrooms	D	N/A
Employee Break Room	D	D
Entrance Cleaning to include doors	D	D
Drinking Fountains Cleaning	N/A	N/A
Low Area Cleaning	4Y	4Y
High Area Cleaning	Y	Y
Interior Window Cleaning	2Y	2Y
Exterior Window Cleaning	N/A	N/A
Window Blinds Cleaning	Y	Y
Floor		
Sweeping and Dust Mopping	D	D
Damp Mopping	D	D
Vacuum Carpets and Rugs	W	W
Cleaning Walk-off Mats	W	W
Key		
Daily	D	One time per year
One time per week	W	Two times per year
		Four times per year

(8) Court Annex – 57N. Ottawa St., Joliet

Square footage:

Office Area/Lobby/Hallways	66,535 sq.ft.
Bathrooms	4,230 sq.ft.
<u>Lunch Room</u>	<u>1,000 sq.ft.</u>
Subtotal:	71,765 sq.ft. -7 Floors and basement

Employees	80	
Bathrooms	41	(63Toilets/12 Urinal Total)
Break rooms	5	

Start time: 4:30 p.m.

Notes: Facility includes courtrooms on the first three floors.

(9) Specialty Court Services – 10 S. Chicago St, Joliet

Square footage:

Office Area/Lobby/Hallways	6,585 sq.ft.
Bathrooms	275 sq.ft.
<u>Lunch Room</u>	<u>140 sq.ft.</u>
Subtotal:	7,000 sq.ft. - 3 Floors

Employees	12	
Bathrooms	5	(5 Toilets Total)
Break rooms	1	

Start time: 4:30 p.m.

Notes: Moving into this new lease facility by December.

Task	Court Annex		Special Court Services
Space Cleaning			
Emptying Waste Containers/Cigarettes boxes (exterior included)	D		D
Emptying Recycling Containers (exterior if any)	D		D
Restrooms	D		D
Employee Break Room	D		D
Entrance Cleaning to include doors	D		D
Drinking Fountains Cleaning	D		N/A
Low Area Cleaning	4Y		4Y
High Area Cleaning	Y		Y
Interior Window Cleaning	2Y		2Y
Exterior Window Cleaning	N/A		N/A
Window Blinds Cleaning	Y		Y
Floor			
Sweeping and Dust Mopping	D		D
Damp Mopping	D		D
Vacuum Carpets and Rugs	W		W
Cleaning Walk-off Mats	W		W
Key			
Daily	D	One time per year	Y
One time per week	W	Two times per year	2Y
		Four times per year	4Y

(10) Courthouse – 100 W. Jefferson, Joliet

Square footage:

Office Area/Lobby/Hallways	199,300 sq.ft.
Courtrooms	62,700 sq.ft.
Bathrooms	12,600 sq.ft.
<u>Break Rooms</u>	<u>6,300 sq.ft.</u>
Subtotal:	280,900 sq.ft. -10 Floors and basement

Employees	125	
Bathrooms	126	(190 Toilets /29 Urinal)
Holding Cells on floors	44	(44 Toilet)
Holding Cells basement	41	(41 Toilet)
Breakrooms	10	

Notes:

1. The new Courthouse building will be complete September 15, 2020 so services for this facility will begin on September 15, 2020.
2. Holding areas in basement and floors to be cleaned by Sheriff "Tender".
3. Two custodian required at minimum from 08:00am-04:30pm.
4. All other custodial work to be from 2:30-11:00pm.
5. There will be one in-house employee who will be assigned to particular areas and tasks during the morning shift. For estimating purposes, we have already deducted 38,000 S.F. of building that the individual will clean.

Task	Courthouse		
Space Cleaning			
Emptying Waste Containers/Cigarettes boxes (exterior included)	D		
Emptying Recycling Containers (exterior if any)	D		
Restrooms	D		
Employee Break Room	D		
Entrance Cleaning to include doors	D		
Drinking Fountains Cleaning	D		
Low Area Cleaning	4Y		
High Area Cleaning	4Y		
Interior Window Cleaning	2Y		
Exterior Window Cleaning	N/A by others		
Window Blinds Cleaning	Y		
Floor			
Sweeping and Dust Mopping	D		
Damp Mopping	D		
Vacuum Carpets and Rugs	W		
Cleaning Walk-off Mats	W		
Key			
Daily	D	One time per year	Y
One time per week	W	Four times per year	4Y

(11) Veterans Assistance Commission/ Work Force Services- 2400 Glenwood Ave, Joliet

Square footage:

VAC Office/Lobby/Hallways	2,255 sq.ft.	WFS Office/etc.	8,805 sq.ft.
Bathrooms	165 sq.ft.	Bathrooms	65 sq.ft.
Lunch Rooms	160 sq.ft.	Lunch Room	130 sq.ft.
Subtotal:	2,580 sq.ft.		9,000 sq.ft. -1st Floor

Employees	8		19
Bathrooms	2	(2Toilets/1Shower)	2 (2 Toilets)
Break rooms	1		1
Start time: 4:30 p.m.			

Notes:

Leased Building Space. Common public bathrooms are maintained by building owner. Employee bathrooms within space noted above.

Task	Veterans Assistance Commission		Work Force Services
Space Cleaning			
Emptying Waste Containers	D		D
Emptying Recycling Containers	D		D
Restrooms/Shower area for VAC	D		D
Wipe Tables/counters in Classrooms and Conf. Rm 115	N/A		D
Employee Break Room	D		D (Rm 113)
Entrance Cleaning to include doors	D		D
Drinking Fountains Cleaning	N/A		N/A
Low Area Cleaning	4Y		4Y
High Area Cleaning	Y		Y
Interior Window Cleaning	2Y		2Y
Exterior Window Cleaning	N/A		N/A
Window Blinds Cleaning	N/A		N/A
Floor			
Sweeping and Dust Mopping	D		D (Rm 113)
Damp Mopping	D		D (Rm 113)
Vacuum Carpets and Rugs	N/A		D (Rm 100-103, hallways)
Vacuum Carpets and Rugs	W		W (Offices and Con. Rm 115)
Cleaning Walk-off Mats	W		W
Key			
Daily	D	One time per year	Y
One time per week	W	Two times per year	2Y
		Four times per year	4Y

(12) Public Safety Complex and SWAT Radio Lab

Square footage:

Office Areas/Lobby/Hallways	37,495 sq.ft.
Bathrooms	2,140 sq.ft.
<u>Break Rooms</u>	<u>2,525 sq.ft.</u>
Subtotal:	42,160 sq.ft. -2 Floors and SWAT bldg. behind- 1 st Floor

Employees	135
Bathrooms	15 (23 Toilets/4 Urinal Total)
Break rooms	6

Notes: The area “Not in Contract” is cleaned by two in house Sheriff custodial staff members. The cleaning crew shall work hand-in-hand with the Sheriff employees.

Task	911 Dispatch	ETSB	Sheriff	Radio Area in SWAT
Space Cleaning				
Emptying Waste Containers/Cigarettes boxes (exterior included)	D	W	D	W
Emptying Recycling Containers (exterior if any)	D	W	D	W
Restrooms>Showers	D	D	D	W
Employee Break Room	D	D	D	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	Y
High Area Cleaning	Y	Y	Y	Y
Interior Window Cleaning	2Y	2Y	2Y	Y
Exterior Window Cleaning	2Y	2Y	2Y	Y
Window Blinds Cleaning	Y	Y	Y	Y
Floor				
Sweeping and Dust Mopping	D	D	D	W
Damp Mopping	D	D	D	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	2W	2W	D	M
Key				
Daily	D	Two times per month	2M	
One time per week	W	One time per year	Y	
Two times per week	2W	Two times per year	2Y	
One time per month	M	Four times per year	4Y	

(13) Animal Control

Square footage:

Office Areas/Lobby/Hallways	3,910 sq.ft.
Bathrooms/Shower	350 sq.ft.
<u>Break Room</u>	<u>190 sq.ft</u>
Subtotal:	4,450 sq.ft. -1 st Floor

Employees	12	
Bathrooms	2	(2 Toilets/1 Urinal)
Break room	1	

Notes: Building under construction. Estimated completion date December 1, 2019. Locker room included in building. Work to commence at 1pm on Fridays.

(14) Emergency Management Agency (EMA) Storage Facility

Square footage:

Office Areas/Lobby/Hallways	1,615 sq.ft.
Bathrooms	130 sq.ft.
<u>Break Room</u>	<u>55 sq.ft</u>
Subtotal:	1,800 sq.ft. -1 st Floor

Employees	2	
Bathrooms	2	(2Toilets)
Break room	1	

Notes: Building under construction. Estimated completion date December 1, 2019. Showers are within the bathrooms. Work to commence at 1pm on Fridays.

Task	Animal Control	EMA Storage Facility
Space Cleaning		
Emptying Waste Containers/Cigarettes boxes (exterior included)	W	W
Emptying Recycling Containers (exterior if any)	W	W
Restrooms/Shower area	W	W
Employee Break Room	W	W
Entrance Cleaning to include doors	W	W
Drinking Fountains Cleaning	W	W
Low Area Cleaning	Y	Y
High Area Cleaning	Y	Y
Interior Window Cleaning	Y	Y
Exterior Window Cleaning	Y	Y
Window Blinds Cleaning	Y	Y
Floor		
Sweeping and Dust Mopping	W	W
Damp Mopping	W	W
Vacuum Carpets and Rugs	W	W
Cleaning Walk-off Mats	W	W
Key		
One time per week	W	One time per year
	Y	

(15) Health: Eastern Branch Office

Square footage:

Office/Lobby/Hallways	3,590 sq.ft.
Bathrooms	100 sq.ft.
Lunch Rooms	160 sq.ft.
Subtotal:	3,850 sq.ft.- 1st Floor

Employees	12
Bathrooms	3 (3 Toilets)
Break rooms	1

Notes: Leased Building Space.

EBO Cleaning schedule and minimum* staffing:

The hours for cleaning staff coverage at the Eastern Branch Office must include a minimum* of 1 person five (5) days (Monday to Friday) starting no later than 3 p.m. to complete all required services noted below except on legal holidays.

*The number of required cleaning staff listed above are MINIMUM requirements. Additional cleaning staff may be needed at the vendor's discretion to complete required services.

See table below detailing area, items to be cleaned, and frequency.

Office Number	Room description	Requested items to be cleaned regularly	Frequency cleaned
EBO	(10 offices, 3 waiting areas, 3 restrooms, 2 clerical areas, 1 file / IT room, 1 kitchen area)		
A1	FHS Waiting Room	Chairs wiped down. Customer counter wiped down. Inside and outside of front windows cleaned. Inside and outside of glass on entryway door cleaned.	Weekly
A1	FHS Waiting Room	Children's table wiped down. Client glass window partition cleaned. TV dusted.	Daily
A2	FHS Clerical	Client glass window partition cleaned. Desks, chairs, bookcases or other surfaces wiped down.	Daily
A3 through A6	FHS Offices	Desks, chairs, bookcases or other surfaces wiped down. Sinks cleaned. Counters cleaned. Baby tables cleaned. Soap dispensers refilled as necessary. Paper Towel Dispensers refilled as necessary. Cabinet doors and handles cleaned. Sink faucet wiped down.	Daily
A3 through A6	Anthro Room / Area	Clean all surfaces including scales, measuring boards, counters, chairs, and other horizontal surfaces.	Daily
B1	EH Waiting Room	Inside front windows cleaned.	Weekly
B1	EH Waiting Room	Client glass window partition cleaned. Wipe down front customer counter and chairs. Wood table wiped down. Wipe down front window sill.	Daily
B2	Sanitarians office	Inside front windows cleaned	Weekly
B2	Sanitarians office	Desks, chairs, bookcases or other surfaces wiped down including window sills. Rolling file cabinets by desks moved to sweep and mop floors. Side table wiped down.	Daily
B3	EH Office manager	Desks, chairs, bookcases or other surfaces wiped down. Rolling file cabinets by desks moved to sweep/mop floors.	Daily

C1	BH / CHC Waiting room	Inside front windows cleaned.	Daily
C1	BH / CHC Waiting room	Customer counter wiped down. Side tables wiped down. TV dusted.	Daily
C2	EH/CHC Clerical	Desks, chairs, bookcases or other surfaces wiped down. Rolling file cabinets by desks moved to sweep and mop floors. Client glass window partition cleaned.	Daily
C2	EH/CHC Clerical	Inside front windows cleaned.	Weekly
C3, C5	Exam Rooms	Wipe all flat surfaces (sink, sink area, desk top, top of paper towel holder, top of otophthalmoscope unit, book shelves, etc.), seats of chairs, trash can base and lid, door knobs, and light switches. Sweep floor and exam table foot plate/step. Mop floor and exam table foot plate/step. (Move trash & biohazard away from the wall)	Daily and as needed
C3, C5	Exam Rooms	Deep cleaning of room which includes moving the exam table, chairs, and trash/biohazard cans then sweep and mop floors.	Quarterly
C3, C5	Exam rooms	Spot clean and disinfect exam room walls with an approved disinfectant. Clean and disinfect exam room sills with approved disinfectant.	Daily and as needed
C4	BH Offices	Desks, chairs, bookcases or other surfaces wiped down. Rolling file cabinets by desks moved to sweep and mop.	Daily
C6	Senior Services Office	Desks, chairs, bookcases or other surfaces wiped down. Rolling file cabinets by desks moved to sweep and mop.	Daily
D1	Lunch Room	Chairs moved to clean floor under table. Soap dispensers refilled as necessary. Paper Towel Dispensers refilled as necessary. Sinks, microwave, table, and countertops cleaned. Sink and faucet cleaned and sanitized. Wipe down kitchen cabinet doors and handles.	Daily
D1	Lunch Room	Refrigerator shelving wiped down.	Monthly
D2	EH File Room	Wipe down filing cabinets. Sweep and mop floor.	Daily
3 Restrooms	2 Customer & 1 Staff	Toilets cleaned. Garbage emptied. Soap dispensers refilled as necessary. Paper Towel Dispensers refilled as necessary. Toilet handles cleaned. Sinks, mirrors cleaned. Sink faucet wiped down. Clean and sanitize door handles and light switches.	Daily
	All Office Areas – general items	Floor mats mopped. Floor under the floor mats mopped. Floors swept. Garbage emptied. Door knobs and light switches cleaned. Desks wiped down. Recycle bins emptied. Dust / clean all other furniture and / or surfaces not specifically itemized above.	Daily
All Areas EBO		Clean and disinfect drinking fountains.	Daily and as needed
All Entrances throughout EBO	All entryways	Sweep, wet mop, clean up spills, tracked dirt, water snow, ice, salt, etc. Vacuum runners and rugs. Clean all interior glass.	Daily and as needed
	Throughout Building	Vents in ceiling dusted / cleaned.	Monthly
	Throughout Building	Respond to cleaning emergencies (i.e. vomit, spills, leaks, etc.).	Immediately
Outside EBO		Empty trash can outside front door. Pick up garbage outside within 30 feet of entryway.	Daily and as needed

(16) Health: Northern Branch Office

Square footage:

Office/Lobby/Hallways	7,630 sq.ft.
Bathrooms	275 sq.ft.
Lunch Rooms	550 sq.ft.
Subtotal:	8,455 sq.ft.- 1st Floor

Employees	20
Bathrooms	7 (7 Toilets)
Break rooms	3

Notes: Leased Building Space.

NBO Cleaning schedule and minimum* staffing:

The hours for cleaning staff coverage at the Northern Branch Office must include a minimum* of 1 person five (5) days (Monday to Friday) starting no later than 3 p.m. to complete all required services noted below except on legal holidays.

*The number of required cleaning staff listed above are MINIMUM requirements. Additional cleaning staff may be needed at the vendor's discretion to complete required services.

See table below detailing area, items to be cleaned, and frequency.

Office Number	Room description	Requested items to be cleaned regularly	Frequency cleaned
NBO WIC	(13 offices, 1 classroom, 1 file room, Anthro Area)		
NBO WIC	All areas	Empty waste and recycling receptacles and replace can liners and clean as needed. Vacuum all carpeted runners Spot wash walls. Spot wash doors, wipe around doorknobs and light switches with disinfectant. Clean all plastic chairs.	Daily and as needed
2 Restrooms	1 Staff & 1 customer	Check and replenish hand soap, hand sanitizer, toilet paper, hand towels and trash can liners. Clean and disinfect toilets. Clean and disinfect wash basins. Clean mirrors with glass cleaner. Clean dispensers. Sweep and mop floor.	Daily and as needed
Front WIC door		Clean inside of glass doors with glass cleaner.	Daily and as needed
Front WIC door		Clean outside of glass doors with glass cleaner.	Weekly
FHS Waiting Room		Children's table wiped down. Client glass window partition cleaned. TV dusted. Sweep and mop floors. Clean all plastic chairs.	Daily and as needed
NBO WIC Anthro Areas	Anthro Room / Areas (including Anthro areas in offices)	Clean all surfaces including scales, measuring boards, counters, chairs, and other horizontal surfaces. Sweep and mop floors.	Daily
NBO WIC	All areas	Dust all horizontal surfaces; both high and low. This includes but is not limited to the following: sills, partitions, radiators, desk tops, ledges, door frames tops, receptacles, file cabinets, base boards, book shelves, hand sanitizer units, window blinds, etc.	Weekly
NBO WIC	All areas	Vacuum air vents, air in and air out. Wash all exposed walls to remove ink, pencil, crayon and scuff marks. Clean all baseboards and corners.	Monthly

(13 offices, 1 waiting room, 1 reception room, 1 file room, 1 conference room, 1 kitchen, 1 restroom)			
NBO BH	All areas	Empty waste and recycling receptacles and replace can liners and clean as needed.	Daily and as needed
98-101, 103, 107, 108, 114, 117-119	Restroom/ waiting room/offices	Wet mop vinyl/tile floors with disinfectant.	Daily and as needed
NBO BH	Where applicable	Vacuum all runners.	Once a week /as needed
NBO BH	All areas	Spot wash walls. Spot wash doors, wipe around doorknobs and light switches with disinfectant.	Daily and as needed
NBO BH	Hallway/ waiting rooms/ entry/exits/ restroom	Check and replenish hand soap, hand sanitizer, hand lotion, toilet paper, hand towels and trash can liners. Wipe down children's table & benches.	Daily and as needed
NBO BH Restroom	Customer restroom	Check and replenish hand soap, hand sanitizer, toilet paper, hand towels and trash can liners. Clean and disinfect toilets. Clean mirrors with glass cleaner. Clean and disinfect wash basins. Clean and sanitize door handles and light switches. Sweep and mop floors. Clean dispensers.	Daily and as needed
NBO BH	Waiting room/entry/exits/restroom	Clean dispensers.	Daily and as needed
NBO CHC	Exam Rooms	Wipe all flat surfaces (sink, sink area, desk top, top of paper towel holder, top of otophthalmoscope unit, book shelves, etc.), seats of chairs, trash can base and lid, door knobs, and light switches. Sweep floor and exam table foot plate/step. Mop floor and exam table foot plate/step. (Move trash & biohazard away from the wall)	Daily and as needed
NBO CHC	Exam Rooms	Deep cleaning of room which includes moving the exam table, chairs, and trash/biohazard cans then sweep and mop floors.	Quarterly
NBO CHC	Exam rooms	Spot clean and disinfect exam room walls with an approved disinfectant. Clean and disinfect exam room sills with approved disinfectant.	Daily and as needed
117-119, 103, 98, 99	Waiting room/offices	Clean glass doors with glass cleaner/wipe down entranceway glass with glass cleaner.	Daily and as needed
117-119, 103, 98, 99	Waiting rooms/offices	Clean all plastic chairs.	Daily and as needed
NBO BH Kitchen	Kitchen area / Coffee area	Check and replenish hand soap, hand sanitizer, and trash can liners. Clean dispensers. Clean all plastic chairs. Clean and disinfect counters and tables. Wipe out microwaves. Wipe down kitchen cabinet doors. Clean and sanitize sinks. Sweep and mop floors.	Daily and as needed
NBO BH Kitchen	Kitchen area / Coffee area	Clean inside refrigerators.	Weekly
NBO BH	All areas	Dust all horizontal surfaces; both high and low. This includes but is not limited to the following: window sills, partitions, radiators, desk tops, ledges, door frames tops, receptacles, file cabinets, base boards, book shelves, hand sanitizer units, window blinds, etc.	Weekly
NBO BH	All areas	Vacuum air vents, air in and air out. Wash all doors.	Monthly

NBO BH	Waiting room	Wash all exposed walls to remove ink, pencil, crayon and scuff marks.	Monthly
NBO BH	Where applicable	Vacuum cloth furniture, wipe down vinyl and leather furniture	Monthly
NBO BH	All areas	Dust surfaces high and low including: lights, fans and blinds. Clean all baseboards and corners.	Monthly
98, 99, 103, 117-119		Deep clean all blinds, in place, at all facilities	Once a year
NBO EH	(1 office, 4 cubicles, 2 clerical areas, 1 waiting area, 1 storage room, 2 restrooms, 1 kitchen area)		
NBO EH	All areas	Empty waste and recycling receptacles and replace can liners and clean as needed.	Daily and as needed
NBO EH	Restrooms/ waiting room	Wet mop vinyl/tile floors with disinfectant.	Daily and as needed
NBO EH	Office and cubicle areas	Vacuum all runners.	Once a week/as needed
NBO EH	All areas	Spot wash walls. Spot wash doors, wipe around doorknobs and light switches with disinfectant.	Daily and as needed
NBO EH restrooms	Staff restrooms	Check and replenish hand soap, hand sanitizer, toilet paper, hand towels and trash can liners. Clean and disinfect toilets. Clean mirrors with glass cleaner. Clean and disinfect wash basins. Clean dispensers. Clean and sanitize door handles.	Daily and as needed
NBO EH	Waiting area/ restrooms	Clean dispensers.	Daily and as needed
NBO EH	Entrance door	Clean glass doors with glass cleaner/wipe down entranceway glass with glass cleaner.	Daily and as needed
NBO EH	Waiting area/office	Clean all plastic chairs.	Daily and as needed
NBO EH Kitchen	Kitchen area / Coffee area	Check and replenish hand soap, hand sanitizer, and trash can liners. Clean dispensers. Clean all plastic chairs. Clean and disinfect counters and tables. Wipe out microwaves. Wipe down kitchen cabinet doors. Clean and sanitize sinks. Sweep and mop floors.	Daily and as needed
NBO EH Kitchen	Kitchen area / Coffee area	Clean inside refrigerators.	Weekly
NBO EH	All areas	Dust all horizontal surfaces; both high and low. This includes but is not limited to the following: sills, partitions, radiators, desk tops, ledges, door frames tops, receptacles, file cabinets, base boards, book shelves, hand sanitizer units, window blinds, etc.	Weekly
NBO EH	All areas	Vacuum air vents, air in and air out. Wash all doors.	Monthly
NBO EH	Waiting area	Wash all exposed walls to remove ink, pencil, crayon and scuff marks.	Monthly
NBO EH	Where applicable	Vacuum cloth furniture, wipe down vinyl and leather furniture.	Monthly
NBO EH	All areas	Dust surfaces high and low including: lights, fans and blinds. Clean all baseboards and corners.	Monthly
NBO EH		Deep clean all blinds, in place, at all facilities.	Once a year
Staff Restrooms	2 Staff restrooms in main staff kitchen area	Check and replenish hand soap, hand sanitizer, toilet paper, hand towels and trash can liners. Clean and disinfect toilets. Clean mirrors with glass cleaner. Clean and disinfect wash	Daily and as needed

		basins. Clean dispensers. Clean and sanitize door handles and light switches. Sweep and mop floors.	
All Areas NBO		Clean and disinfect drinking fountains.	Daily and as needed
Main Staff Kitchen (between BH and FHS)		Clean and disinfect tables and counters. Clean kitchen cabinet doors. Clean and sanitize sink. Sweep and mop floor. Clean and sanitize microwave.	Daily and as needed
Main Staff Kitchen (between BH and FHS)		Wipe cabinet drawers, with disinfectant. Clean inside refrigerators	Weekly
All Entrances throughout NBO	All entryways	Sweep, wet mop, clean up spills, tracked dirt, water snow, ice, salt, etc. Vacuum runners and rugs. Clean all interior glass.	Daily and as needed
	Throughout Building	Respond to cleaning emergencies (i.e. vomit, spills, leaks, etc.)	Immediately
Outside NBO Building		Empty trash can outside front door. Pick up garbage outside within 30 feet of entryway.	Daily and as needed

(17) Community Health Center

Square footage:

Office/Lobby/Hallways	23,800 sq.ft.
Bathrooms	700 sq.ft.
Lunch Rooms	500 sq.ft.
Subtotal:	25,000 sq.ft.- 1 st Floor

Employees	100
Bathrooms	18 (18 Toilets)
Break rooms	2

Notes:

CHC Cleaning Schedule and minimum* staffing:

The hours for cleaning staff coverage at the CHC must include the following:

- Monday to Thursday 7 am to 8:30 pm
- Friday 7 am to 6:00 pm
- Saturday 7:30 am to 5:30 pm

The minimum staff* required at the CHC must include the following:

- 2 cleaning staff Monday to Thursday (during the hours of 7 am and 4 pm)
- 2-4 cleaning staff Monday to Thursday (during the hours of 6pm to 8:30 pm)
- 2 cleaning staff Friday (during the hours of 7 to 3 pm)
- 2-4 cleaning staff Friday (during the hours of 4 to 6:00 pm)
- 1 cleaning staff Saturday (during the hours of 7:30 am to 12 pm)
- 1-2 cleaning staff Saturday (during the hours of 3:30 pm to 5:30 pm)

Contractor management must ensure that cleaning staff are on site at CHC location during hours noted above (i.e. staff will have to rotate breaks and lunch) crew except on legal holidays.

*The number of required cleaning staff listed above are MINIMUM requirements. Additional cleaning staff may be needed at the vendor's discretion to complete required services.

See table below detailing area, items to be cleaned, and frequency.

Office Number	Room description	Requested items to be cleaned regularly	Frequency cleaned
CHC	92 rooms (17 bathrooms, 31 exam rooms, 26 offices, 1 procedure room, 1 mail room, 3 storage rooms, 1 IT room, 2 conference rooms, 1 locker room area, 1 clean supply room, 1 dirty supply room, 1 lab area clinic, 1 lab (Quest), 2 kitchen areas, 1 phone room, 1 triage area BH, 1 medication room)		
Whole clinic		Empty waste and recycling receptacles and replace can liners and clean as needed. Clean all plastic chairs. Clean and disinfect children's' tables and children's chairs. Clean and disinfect drinking fountains.	Daily and as needed
Whole clinic	All areas including elevator	Wet mop vinyl/tile floors with disinfectant. Vacuum all carpeted areas and runners.	Daily and as needed
	Stairwells	Sweep and wet mop stairs and landings.	Daily and as needed
Whole clinic	All areas including elevator	Spot wash walls with special attention around light switches. Spot wash doors and wipe doorknobs and light switches with disinfectant. Spot wash partitions. Clean partition glass with glass cleaner.	Daily and as needed
	Restrooms	Wipe handrails. Check and replenish hand soap, hand sanitizer, hand lotion, toilet paper*, hand towels* and trash can liners. Clean and disinfect toilets. Clean and disinfect urinals. Clean and disinfect wash basins. Clean mirrors with glass cleaner. Sweep and mop floors. Clean dispensers. Clean and sanitize door handles and light switches.	Daily and as needed
	Entrance	Clean glass doors with glass cleaner/wipe down entranceway glass with glass cleaner.	Daily and as needed
	Exam Rooms	Wipe all flat surfaces (sink, sink area, desk top, top of paper towel holder, top of otoophthalmoscope unit, book shelves, etc.), seats of chairs, trash can base and lid, door knobs, and light switches. Sweep floor and exam table foot plate/step. Mop floor and exam table foot plate/step. (Move trash & biohazard away from the wall)	Daily and as needed
	Exam Rooms	Deep cleaning of room which includes moving the exam table, chairs, and trash/biohazard cans then sweep and mop floors.	Quarterly
	Exam rooms	Spot clean and disinfect exam room walls with an approved disinfectant. Clean and disinfect exam room sills with approved disinfectant.	Daily and as needed
Whole clinic		Clean and sanitize trash can lids	Daily and as needed
Whole clinic		Dust all horizontal surfaces ; both high and low. This includes but is not limited to the following: sills, partitions, radiators, desk tops, ledges, door frames	Weekly

		tops, receptacles, file cabinets, base boards, book shelves, hand sanitizer units, elevator threshold, etc.	
Whole clinic		Dust light fixtures outside of glass or plastic. Vacuum air vents, air in and air out.	Monthly
Whole clinic		Polish metal walls inside of elevator, polish metal doors inside and outside the elevator, and sweep and mop metal elevator door floor track & grooves.	Weekly
Whole clinic		Wash all doors. Wash all exposed walls to remove ink, pencil, crayon and scuff marks. Vacuum cloth furniture, wipe down vinyl and leather furniture. Dust horizontal surfaces high and low including: lights, fans and blinds. Clean all baseboards and corners.	Monthly
Whole clinic		Top scrub all ceramic / quarry floors	Every 6 months
Whole clinic		Deep clean all blinds, in place, at all facilities	Once a year
Whole clinic		Spot clean carpets.**	As needed.
	Throughout Building	Respond to cleaning emergencies (i.e. vomit, spills, leaks, etc.)	Immediately
Outside the building		Empty trash can outside front door. Pick up garbage outside within 30 feet of entryway.	Daily and as needed
Outside the building		Empty cigarette butt container on entryway fence	Weekly
Outside the building	Dumpster Corral Area	Ensure dumpster lids are closed and enclosure secured.	Daily
Outside the building	Dumpster Corral Area	Sweep out dumpster corral area and pick up trash in and around dumpster corral area	Weekly
Outside the building	Exterior Windows	Clean all exterior windows around building	Every 6 months

****Toilet paper and paper towels must not be left out of their housing / dispensers.***

****Carpet cleaning and shampooing**—When needed due to spills or accidents, treat stained carpet areas with spot cleaning solution in accordance with manufacturer's recommendations. The carpet shall be vacuumed if required, before and after shampooing with a commercial heavy duty vacuum. Shampoo/extract carpet in compliance with the recommendations and instructions of the manufacturer of the carpet, the shampooing equipment, and the cleaning materials.

(18) Will County Health Department

Square footage:

Office/Lobby/Hallways	56,835 sq.ft.
Bathrooms	1,930 sq.ft.
Lunch Rooms	1,235 sq.ft.
Subtotal:	60,000 sq.ft.- 1 st Floor

Employees	175
Bathrooms	29 (36 Toilets/7 Urinals Total)
Break rooms	3

Notes: A new Health Department is being constructed next to the old Building. Move in is scheduled for July 2020. The size of building and scope of rooms is comparable to existing facility.

WCHD Cleaning Schedule and minimum* staffing:

The hours for cleaning staff coverage at the WCHD must include the following:

- Monday to Thursday 8 am to 8 pm

- Friday 8 am to 6 pm
- Saturday 8 am to 4 pm

The minimum staff* required at the WCHD must include the following:

- 2 to 3 cleaning staff Monday to Friday (during the hours of 8 am and 4:30 pm)
- 1 to 2 cleaning staff Monday to Thursday (during the hours of 4:30 to 8 pm)
- 1 cleaning staff Friday (during the hours of 4:30 to 6 pm)
- 1 to 2 cleaning staff Saturday (during the hours of 8 am to 4 pm)

Contractor management must ensure that cleaning staff are on site at WCHD location during hours noted above (i.e. staff will have to rotate breaks and lunch) crew except on legal holidays.

*The number of required cleaning staff listed above are MINIMUM requirements. Additional cleaning staff may be needed at the vendor's discretion to complete required services.

See table below detailing area, items to be cleaned, and frequency.

Office Number	Room description	Requested items to be cleaned regularly	Frequency cleaned
FHS	(47 offices, 8 cubicles, 2 waiting rooms, 9 Restrooms, 1 classroom with kitchen area, 1 lunch room, 3 Anthro areas / rooms)		
Entire FHS	All areas	Empty waste and recycling receptacles and replace can liners, as needed and clean as needed. Spot wash walls. Spot wash doors. Wipe doorknobs and light switches with disinfectant. Wipe handrails. Sweep all floors including hallways and offices. Mop all floors in hallways. Clean and sanitize drinking fountains.	Daily and as needed
9 FHS Restrooms		Check and replenish hand soap, hand sanitizer, toilet paper, hand towels and trash can liners. Clean dispensers.	Daily and as needed
9 FHS Restrooms		Clean and disinfect toilets. Clean and disinfect urinals. Clean and disinfect wash basins. Clean mirrors with glass cleaner. Clean and sanitize floors. Clean and sanitize door handles. Wipe hand rails.	Daily and as needed
3 WIC Anthro Rooms / Areas		Clean all surfaces including scales, measuring boards, counters, chairs, and other horizontal surfaces.	Twice a day (AM & PM)
WIC and Immunization Waiting Rooms		Clean and disinfect children's table and chairs. Clean client glass window partition. TV dusted. Sweep and mop. Clean all plastic chairs.	Daily and as needed
Outside the WIC and immunizations Entrances		Empty Trash can outside front door. Pick up garbage outside within 30 feet of entryway.	Daily and as needed
Front Door for WIC and Immunization		Clean inside and outside glass doors with glass cleaner.	Daily and as needed
Front Door Area for WIC and Immunization		Clean outside exterior windows with glass cleaner.	Monthly
Entire FHS	All areas	Clean all plastic chairs.	Daily and as needed
FHS WIC Classroom		Sweep and mop floor.	Daily and as needed

FHS WIC Classroom	Classroom including kitchen area	Clean all plastic chairs.	Daily when in use / after classes (2-3 x a week)
FHS WIC Classroom	Classroom kitchen area	Wipe down outside of appliances. Wipe down kitchen cabinet doors. Clean under refrigerator and stove.	Weekly
Immunizations Clinic		Empty waste and recycling receptacles and replace can liners and clean as needed. Clean all plastic chairs.	Daily and as needed
Immunizations Clinic		Wet mop vinyl/tile floors with disinfectant.	Daily and as needed
Immunizations Clinic		Spot wash walls with special attention around light switches. Spot wash doors, wipe doorknobs and light switches with disinfectant.	Daily and as needed
Immunizations Clinic Injection Rooms		Clean and disinfect injection chairs with approved disinfectant. Clean and disinfect injection room counter top with approved disinfectant.	Daily and as needed
Immunizations Clinic Injection Rooms		Spot clean and disinfect exam room walls with an approved disinfectant. Clean and disinfect exam room sills with approved disinfectant.	Daily and as needed
Immunizations Clinic		Vacuum all carpeted areas and runners.	Weekly
Kitchen FHS		Clean and disinfect counters and tables. Check and replenish hand soap, hand sanitizer, and trash can liners. Wipe out microwaves. Wipe down kitchen cabinet doors. Clean and sanitize sinks. Sweep and mop floors.	Daily and as needed
Kitchen FHS		Wipe cabinet doors, drawers, with disinfectant. Clean inside refrigerators. Wipe down outside of refrigerators.	Weekly on Saturday
Entire FHS	All areas	Dust all horizontal surfaces ; both high and low. This includes but is not limited to the following: sills, partitions, radiators, desk tops, ledges, door frames tops, receptacles, file cabinets, base boards, book shelves, hand sanitizer units, etc. Vacuum all carpeted areas and runners.	Weekly
Entire FHS	All offices	Sweep and mop floors in offices.	Weekly
Entire FHS	All areas	Vacuum air vents, air in and air out. Wash all exposed walls to remove ink, pencil, crayon and scuff marks. Clean all baseboards and corners. Clean window blinds. Dust light fixtures and ceiling fans.	Monthly
BH	(3 registration areas, 2 waiting rooms, 10 Restrooms, 2 conf. rooms, 4 group rooms, 2 file rooms, 45 offices)		
Wing C, D, & E	All areas	Empty waste and recycling receptacles and replace can liners and clean as needed. Wet mop vinyl/tile floors with disinfectant. Spot wash walls. Spot wash doors. Wipe doorknobs and light switches with disinfectant.	Daily and as needed
Wing C, D, & E	Hallway/ waiting rooms/	Check and replenish hand soap, hand sanitizer, hand lotion, toilets paper, hand towels and trash can liners.	Daily and as needed

	entry/exits/ restrooms	Clean and sanitize drinking fountains.	
Wing E	Restrooms (2 customer/ 2 staff)	Clean and disinfect toilets.	Daily and as needed
Wing D	Restrooms (1 customer/ 1 staff)	Clean and disinfect toilets.	Daily and as needed
Wing C	Restrooms (1 customer/ 3 staff)	Clean and disinfect toilets.	Daily and as needed
Wing C, D, & E	All restrooms	Clean mirrors with glass cleaner. Clean and sanitize floors. Clean and sanitize door handles and light switches.	Daily and as needed
Wing C, D, & E	Waiting room/ entry/exits/ restrooms	Clean dispensers.	Daily and as needed
Wing C, D, & E	Waiting room/entry/ exits	Clean glass doors with glass cleaner/wipe down entranceway glass with glass cleaner.	Daily and as needed
Wing C, D, & E	Waiting rooms/offices/ conf. room	Clean all plastic chairs.	Daily and as needed
Wing E Conference rooms I116 & H115	Conference Rooms	Clean all surfaces, chairs, floor	Daily and as needed
Wing C, D, & E	Kitchen areas / Coffee areas	Check and replenish hand soap, hand sanitizer, and trash can liners. Clean dispensers. Clean all plastic chairs. Clean and disinfect counters and tables. Wipe out microwaves. Wipe down kitchen cabinet doors. Clean and sanitize sinks.	Daily and as needed
Wing C, D, & E	Kitchen areas / Coffee areas	Wipe cabinet doors, drawers, with disinfectant- Clean inside refrigerators	Weekly
Wing C		Dust all horizontal surfaces; both high and low. This includes but is not limited to the following: sills, partitions, radiators, desk tops, ledges, door frames tops, receptacles, file cabinets, base boards, book shelves, hand sanitizer units, window blinds, etc. Vacuum cloth furniture, wipe down vinyl and leather furniture.	Weekly (Thursday AM)
Wing C		Vacuum all carpeted areas and runners.	Weekly (Thursday AM)
Wing D		Dust all horizontal surfaces; both high and low. This includes but is not limited to the following: sills, partitions, radiators, desk tops, ledges, door frames tops, receptacles, file cabinets, base boards, book shelves, hand sanitizer units, window blinds, etc. Vacuum cloth furniture, wipe down vinyl and leather furniture.	Weekly (Tuesday AM)
Wing D		Vacuum all carpeted areas and runners.	Weekly (Tuesday AM)

Wing E		Dust all horizontal surfaces; both high and low. This includes but is not limited to the following: sills, partitions, radiators, desk tops, ledges, door frames tops, receptacles, file cabinets, base boards, book shelves, hand sanitizer units, window blinds, etc. Vacuum cloth furniture, wipe down vinyl and leather furniture.	Weekly (Monday AM)
Wing E		Vacuum all carpeted areas and runners.	Weekly (Monday AM)
Wing C, D, & E	All areas	Vacuum air vents, air in and air out.	Monthly
Wing C, D, & E	All areas	Wash all doors.	Monthly
Wing C, D, & E	All areas	Wash all exposed walls to remove ink, pencil, crayon and scuff marks.	Monthly
Wing C, D, & E	All areas	Dust surfaces high and low including: lights, fans and blinds.	Monthly
Wing C, D, & E	All areas	Clean all baseboards and corners.	Monthly
Wing C, D, & E	All areas	Deep clean all blinds, in place, at all facilities.	Twice a Year
EH Lab Area	3 laboratory areas, 2 restrooms, lunchroom		
EH Lab Area	3 laboratory areas	Disinfect sinks. Wipe down desks. Dust surfaces. Clean and mop floors.	Daily
EH Lab Area	3 laboratory areas	Clean and disinfect floor mats. Wipe down <u>outside</u> of hoods and refrigerators.	Weekly
EH Lab Area	Restrooms (2)	Empty all trash receptacles. Empty all sanitary receptacles. Check and replenish hand soap, hand sanitizer, toilet paper, hand towels and trash can and sanitary receptacle liners. Clean dispensers.	Daily and as needed
EH Lab Area	Restrooms (2)	Clean and disinfect toilets. Clean and disinfect urinals. Clean and disinfect wash basins. Clean mirrors with glass cleaner. Clean and sanitize floors. Clean and sanitize door handles and light switches.	Daily and as needed
	Environmental Health Lab Lunchroom	Sweep and wet mop entire room. Move chairs to sweep and wet mop under table. Wipe down chairs with disinfectant. Wipe tables with disinfectant. Wipe counters with disinfectant. Clean sink with disinfectant. Polish all chrome fixtures. Wipe down outside of refrigerators with disinfectant. Clean toasters, microwaves, coffee pots. Refill soap, sanitizer, and paper towel dispensers as needed. Empty garbage and replace liners. Clean door glass with glass cleaner. Spot wash doors, wipe around doorknobs and light switches with disinfectant. Check and replenish hand soap, hand sanitizer, and trash can liners. Clean dispensers. Clean all plastic chairs.	Daily
	Environmental Health Lab Lunchroom	Wipe cabinet doors, drawers, with disinfectant. Clean inside refrigerators	Weekly
Administration, EH Offices, EH Lab Offices, & Common Areas	(9 Restrooms [5 upstairs, 2 main hallways, 2 community room], main hallway and 3 staircases, 35 offices [15 upstairs, 20 main area], 3 conference rooms [HR, Administration, EH], 3 kitchen areas [community room, main employee lunch room, EH], 4 entrances, & 1 lower level community room)		

A100, Administration Offices, EH Offices, EH Lab Offices, and Common Areas	Main Hallway (1), Stairwells (3), and Vestibules (1), Elevator (1), Community Room (1)	Sweep, wet mop, clean up spills, tracked dirt, water snow, ice, salt, etc. Clean all interior glass. Spot wash walls. Spot wash doors. Wipe around doorknobs and light switches with disinfectant. Wipe handrails. Clean all plastic chairs. Empty garbage and refresh liners, as needed. Empty recycle bins. Clean and sanitize drinking fountains.	Daily and as needed
A100, Administration Offices, EH Offices, EH Lab Offices, and Common Areas	Main Hallway (1), Stairwells (3), and Vestibules (1), Community Room (1)	Dust all horizontal surfaces; both high and low. This includes but is not limited to the following: sills, partitions, radiators, desk tops, ledges, door frames tops, receptacles, file cabinets, base boards, book shelves, hand sanitizer units, etc. Vacuum runners and rugs.	Weekly
A100, Administration, and Common Areas	Main Hallway (1), Stairwells (3), and Vestibules (1), Community Room (1)	Wash all exposed walls to remove ink, pencil, crayon and scuff marks. Clean all baseboards and corners. Clean waste receptacles inside and out.	Monthly
A103, A104, A209, A212, A216, A224, A229, Administration, EH, and Common Areas	Restrooms (9)	Empty all trash receptacles. Empty all sanitary receptacles. Check and replenish hand soap, hand sanitizer, toilet paper, hand towels and trash can and sanitary receptacle liners. Clean dispensers.	Daily and as needed
A103, A104, A209, A212, A216, A224, A229, Administration, EH, and Common Areas	Restrooms (9)	Clean and disinfect toilets. Clean and disinfect urinals. Clean and disinfect wash basins. Clean mirrors with glass cleaner. Clean and sanitize floors. Clean and sanitize door handles and light switches.	Daily and as needed
Administration, EH, EH Lab, and Common Areas	All Entrances (4)	Clean glass doors with glass cleaner.	Daily and as needed
Administration and EH	Kitchen areas / Coffee areas	Check and replenish hand soap, hand sanitizer, and trash can liners. Clean dispensers. Clean all plastic chairs. Clean and disinfect counters and tables. Wipe out microwaves. Wipe down kitchen cabinet doors. Clean and sanitize sinks.	Daily and as needed
Administration and EH	Kitchen areas / Coffee areas	Clean inside refrigerators.	Weekly
Administration, EH, and Common Areas	Conference Rooms (3)	Vacuum, or sweep and wet mop floors. Dust horizontal surfaces. Wipe tables and chairs.	Daily
Administration, EH, and Common Areas	Conference Rooms (3)	Check every two hours to refresh room cleaning between meetings / classes.	Daily and as needed
A101, A102, A105, A106, A107, A108, A109, A110, A111,	Administration, EH offices, and	Sweep, wet mop, clean up spills, tracked dirt, water snow, Ice, salt, etc. Treat and spot clean any carpet stains.	Daily

<p>A112, A113, A114, A115, A116, A117, A118, A119, A120, B101 suite, A006, A008, A200, A201, A202, A203, A204, A205, A206, A207, A208, A209, A210, A211, A212, A213, A214, A215, A216, A217, A218, A219, A220, A221, A222, A223, A224, A225, A226, A227, A228</p>	<p>EH Lab Offices (51)</p>	<p>Clean all interior glass. Spot wash walls. Spot wash doors, wipe doorknobs and light switches with disinfectant. Wipe chair rails. Clean all plastic chairs. Empty garbage and refresh liners, as needed.</p>	
<p>A101, A102, A105, A106, A107, A108, A109, A110, A111, A112, A113, A114, A115, A116, A117, A118, A119, A120, B101 suite, A006, A008, A200, A201, A202, A203, A204, A205, A206, A207, A208, A209, A210, A211, A212, A213, A214, A215, A216, A217, A218, A219, A220, A221, A222, A223, A224, A225, A226, A227, A228</p>	<p>Administration, EH offices, and EH Lab offices (51), conference rooms (3)</p>	<p>Vacuum any carpets, runners, and rugs.</p>	<p>Weekly</p>
<p>A101, A102, A105, A106, A107, A108, A109, A110, A111, A112, A113, A114, A115, A116, A117, A118, A119, A120, B101 suite, A006, A008, A200, A201, A202, A203, A204, A205, A206, A207, A208, A209, A210, A211, A212, A213, A214, A215, A216, A217, A218, A219, A220, A221, A222, A223, A224, A225, A226, A227, A228</p>	<p>Administration, EH offices, and EH Lab offices (51), conference rooms (3)</p>	<p>Vacuum air vents, air in and air out. Dust light fixtures and ceiling fans.</p>	<p>Monthly</p>
<p>A101, A102, A105, A106, A107, A108, A109, A110, A111, A112, A113, A114, A115, A116, A117, A118, A119, A120, B101 suite, A006, A008, A200, A201,</p>	<p>Administration, EH offices, EH Lab Offices (51)</p>	<p>Wash all exposed walls to remove ink, pencil, crayon and scuff marks.</p>	<p>Monthly</p>

A202, A203, A204, A205, A206, A207, A208, A209, A210, A211, A212, A213, A214, A215, A216, A217, A218, A219, A220, A221, A222, A223, A224, A225, A226, A227, A228			
B103	Main Lunchroom	Sweep and wet mop entire room. Move chairs to sweep and wet mop under table. Wipe down chairs with disinfectant. Wipe tables with disinfectant. Wipe counters with disinfectant. Clean sink with disinfectant. Polish all chrome fixtures. Wipe down outside of refrigerators with disinfectant. Clean toasters, microwaves, coffee pots. Refill soap, sanitizer, and paper towel dispensers as needed. Empty garbage and replace liners. Clean door glass with glass cleaner. Spot wash doors, wipe doorknobs and light switches with disinfectant. Wipe down kitchen cabinet doors.	Daily
B103	Main Lunchroom	Clean inside refrigerators.	Weekly
E001	Community Room	Dust all horizontal surfaces ; both high and low. This includes but is not limited to the following: sills, partitions, radiators, desk tops, ledges, door frames tops, receptacles. Clean and sanitize all tables. Clean and sanitize drinking fountains.	Daily and as needed

***Carpet cleaning and shampooing**—When needed due to spills or accidents, treat stained carpet areas with spot cleaning solution in accordance with manufacturer's recommendations. The carpet shall be vacuumed before and after shampooing with a commercial heavy duty vacuum. Shampoo/extract carpet in compliance with the recommendations and instructions of the manufacturer of the carpet, the shampooing equipment, and the cleaning materials.

(19) NEW Will County Health Department

Square footage:

Office/Lobby/Hallways	57,060 sq.ft.
Bathrooms	1,570 sq.ft.
<u>Lunch Rooms</u>	<u>1,370 sq.ft.</u>
Subtotal:	60,000 sq.ft.- 1 st Floor

Employees	175
Bathrooms	20 (26 Toilets/ 2 Urinals Total)
Break rooms	5

Notes: A new Health Department is being constructed next to the old building. Move in is scheduled for July 2020. The size of building and scope of rooms is comparable to existing facility. A revised room task list to be provided to contractor.

(20) NEW Tuberculosis Clinic

Square footage:

Office/Lobby/Hallways	2,140 sq.ft.
Bathrooms	160 sq.ft.
<u>Lunch Room</u>	<u>200 sq.ft.</u>
Subtotal:	2,500 sq.ft.- 1 st Floor

Building layout attached.

Employees	5	
Bathrooms	4	(4 Toilets Total)
Break room	1	

Notes: Currently, the TB clinic is in a trailer next to Health Department. A new TB Clinic is being constructed within same building as the new Will County Health Department. Move in is scheduled for July 2020. Cleaning to start July 2020.

Task	TB Clinic	
Space Cleaning		
Emptying Waste Containers/Cigarettes boxes (exterior included)	D	
Emptying Recycling Containers (exterior if any)	D	
Restrooms	D	
Employee Break Room	D	
Entrance Cleaning to include doors	D	
Drinking Fountains Cleaning	N/A	
Low Area Cleaning	4Y	
High Area Cleaning	Y	
Interior Window Cleaning	2Y	
Exterior Window Cleaning	2Y	
Window Blinds Cleaning	Y	
Floor		
Sweeping and Dust Mopping	D	
Damp Mopping	D	
Vacuum Carpets and Rugs	W	
Cleaning Walk-off Mats	W	
Key		
Daily	D	One time per year
One time per week	W	Two times per year
		Four times per year

VARIOUS BUILDING CLEANING: 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 non-collusive 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 Mailed: 7/22/19
Due: 8-21-19, 10:00 A.M.
Open: 8-21-19, 10:10 A.M.

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

ONE-YEAR CONTRACT FOR: COUNTY CLEANING OF VARIOUS BUILDINGS

2020-13 Will County Various Building Cleaning

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

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

THIS IS NOT AN ORDER

DELIVERY ADDRESS: 302 N. Chicago St, Joliet, IL 60432
FOR ADDITIONAL INFORMATION CONTACT: Kevin Lynn, PURCHASING DIRECTOR,
Klynn@willcountyillinois.com

SQ FT	DESCRIPTION		1 ST YEAR SQ/FT COST & TOTAL	2 ND YEAR SQ/FT COST & TOTAL	3 RD YEAR SQ/FT COST & TOTAL
1,800	County Morgue	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
5,300	Records Archives -Offices	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
8,550	Record Archives - Storage Vaults	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
54,000	County Office Building	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
5,330	Child Advocacy Center	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
10,000	Recorder of Deeds/Coroner	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
18,200	Executive Center	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
5,570	NEW Regional office of Education (Open Dec 2020)	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
71,765	Court Annex	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
7,000	Specialty Court Services (Moving Fall 2020)	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
280,900	NEW Courthouse (Open Sept 2020)	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$

9,000	Work Force Services	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
2,580	Veterans Assistance Commission	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
42,160	Public Safety Complex/ Radio lab	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
4,450	NEW Animal Control (Open Dec 2019)	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
1,800	NEW EMA Storage Facility (Open Dec 2019)	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
3,850	Health: East Branch Office	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
8,455	Health: North Branch Office	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
25,000	Community Health Center	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
60,000	Existing Health Department (Closed July 2020)	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
2,500	NEW TB Clinic (Open July 2020)	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
	TOTAL	Total Cost Per Months Total Cost Per 12 Months Cost Per SQ FT X 12 Mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
60,000	NEW Health Department (Open July 2020)	Cost Per SQ FT SQ FT Cost Per Mo. Cost Per SQ FT X12 mths	\$ \$ \$	\$ \$ \$	\$ \$ \$
	Strip and wax hard surface floors	Cost Per SQ FT	\$	\$	\$
	Carpet Cleaning	Cost Per SQ FT	\$	\$	\$
	Square footage multiplier for addition/subtract	Cost Per SQ FT	\$	\$	\$
	ALT: Provide supplies as noted on page 9	Cost	\$	\$	\$

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: _____

SUBMIT BID FORM TO

Receipt of Addenda Form:

Date Mailed: 7/22/19
Due: 8-21-19, 10:00 A.M.
Open: 8-21-19, 10:10 A.M.

**PURCHASING DEPARTMENT
COUNTY OF WILL
302 N. CHICAGO ST
JOLIET, IL 60432
2020-13 Various Building Cleaning**

COMPANY NAME _____ F.E.I.N. # _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
CONTACT _____
PHONE FAX _____ EMAIL _____

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!

<u>Vendor Return Address:</u>	
<u>SEALED BID DOCUMENT</u>	
<u>BID #:</u>	2020-13
<u>DUE DATE:</u>	8/21/19
<u>DUE:</u>	10:00 A.M.
<u>DESCRIPTION:</u>	VARIOUS BUILDING CLEANING
DATED MATERIAL-DELIVER IMMEDIATELY	
WILL COUNTY PURCHASING DEPARTMENT 302 N. CHICAGO ST., 2ND FLOOR JOLIET, IL60432	

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!