



THE VILLAGE OF
OAK LAWN

9446 SOUTH RAYMOND AVENUE, OAK LAWN, ILLINOIS 60453
TELEPHONE: (708) 636-4400 | FACSIMILE: (708) 636-8606 | WWW.OAKLAWN-IL.GOV

November 30, 2018

To: Business Organizations, Individuals and other Interested Parties

The Village of Oak Lawn invites business organizations and interested parties to participate in the Request for Proposal (RFP) process for custodial services.

Included in this RFP are services to be provided to 4-5 facilities for the Village of Oak Lawn.

A **mandatory** site walk-through is scheduled for Tuesday, December 18, 2018 starting at 10:00 a.m. in the auditorium located at the Municipal Center at 9446 Raymond Avenue, Oak Lawn, IL.

Questions pertaining to this RFP should be submitted in writing no later than 3:00 p.m. on December 21, 2018 via fax at (708) 499-7065 or email sbarrett@oaklawn-il.gov. Please note, all questions and answers will be shared with other bidders. In addition, all proposals need to include an email address.

All proposals are due no later than 10:00 a.m. on Wednesday, January 16, 2019 as detailed in the RFP. The bid opening will take place on Wednesday, January 16, 2019 at 10:15 a.m. in the Municipal Center Auditorium.

Thank you for your interest in providing services to the Village of Oak Lawn by participating in this RFP process.

Sincerely,

Steve Barrett
Director of Public Works
Village of Oak Lawn
9446 Raymond Avenue
Oak Lawn, IL 60453
(708) 499-7749

DR. SANDRA BURY
VILLAGE PRESIDENT

JANE M. QUINLAN, MMC
VILLAGE CLERK

LARRY R. DEETJEN, CM
VILLAGE MANAGER

VILLAGE TRUSTEES
TIM DESMOND
ALEX G. OLEJNICZAK
THOMAS E. PHELAN
WILLIAM R. STALKER
ROBERT J. STREIT
TERRY VORDERER



VILLAGE OF OAK LAWN, ILLINOIS

REQUEST FOR PROPOSAL

CUSTODIAL SERVICES

ISSUED

Friday, November 30, 2018

PROPOSALS DUE

Wednesday, January 16, 2019

10:00 A.M.

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VILLAGE OF OAK LAWN

**Custodial Services
Request for Proposal**

OVERVIEW

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The Village of Oak Lawn is requesting proposals from interested parties for **CUSTODIAL SERVICES**. All bidding contractors must submit sealed proposals to furnish all necessary labor, supervision, materials, equipment, and supplies to satisfactorily perform janitorial maintenance and services.

PRE-PROPOSAL MEETING AND SITE VISIT: Prospective firms must attend a mandatory pre-proposal meeting in order to receive consideration. The meeting shall take place on **Tuesday, December 18, 2018 at 10:00 a.m.** in the auditorium located at the Municipal Center at 9446 Raymond Avenue, Oak Lawn, IL. The walk through will begin at the Municipal Center promptly at **10:15 a.m.** After a brief review of the RFP, participants will be shown the remaining facilities. Each participant will be allowed to ask questions and will be provided with property information. Inquiries for specific information will not be entertained prior to the aforementioned tour. Questions from RFP participants and the corresponding response will be shared with all participants via email, if the response cannot be addressed during the meeting.

Request for Proposals may be picked up at the Municipal Center, Finance Department, 9446 Raymond Avenue, Oak Lawn, IL 60453 or by contacting Deanne Adasiak at (708) 499-7837 or via email at dadasiak@oaklawn-il.gov.

The Board of Trustees reserves the right to reject any and all proposals, to modify the terms of this Request either before or after the deadline for submission of proposals, negotiate with one or more of the Contractors, to call for additional proposals, or to refrain from accepting any proposal. The Contract for Services agreement the Village of Oak Lawn expects to award shall in no event become effective until an award of contract is approved by the Village Board of Trustees.

The Village of Oak Lawn's policy in awarding this Contract of Services agreement will be based primarily on the most qualified Contractor overall, and not simply on the monthly/annual or specialty services proposed. The Village of Oak Lawn will carefully investigate each Contractors background and experience in the operation of like facilities. It is the obligation of each Contractor to carefully read and understand the terms and conditions of this RFP. Any noted or perceived inconsistencies contained herein should be brought to the attention of the Village of Oak Lawn. By requesting and completing a Proposal, the Contractor expressly agrees that any consistencies contained in this RFP, which are not brought to the attention of the Village of Oak Lawn by said Contractor, shall not be used to challenge the Village of Oak Lawn's award of the contract to the successful Contractor. Furthermore, the Village of Oak Lawn reserves the right to cancel or otherwise void any awarded Contract which is procured in violation of the Village of Oak Lawn's Ethic's Ordinance.

Proposals must be submitted no later than 10:00 a.m. on Wednesday, January 16, 2019. Proposals submitted after this deadline will not be considered.

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Request for Proposal**

The bid opening will take place on the same day, January 16, 2019 at 10:15 a.m. in the Village Hall auditorium.

Participants must submit sealed, signed and attested copies of the proposal and [1] complete copy of the proposal labeled:

Village of Oak Lawn – CUSTODIAL SERVICES RFP and addressed to:

Village of Oak Lawn
9446 S. Raymond Ave.
Oak Lawn, IL 60453

All submitted proposals must include all information and documents as requested in this Request for Proposal. All proposals received after the submittal time will be rejected. Failure to follow these instructions may result in rejection of the proposal.

THE VILLAGE OF OAK LAWN RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY IRREGULARITIES.

QUESTIONS REGARDING THIS REQUEST FOR PROPOSAL SHOULD BE MADE IN WRITING AND DIRECTED TO:

Steve Barrett
Director of Public Works
Village of Oak Lawn
9446 S. Raymond Ave.
Oak Lawn, IL 60453
E-mail: sbarrett@oaklawn-il.gov
Ph: (708) 499-7749

No oral comments will be made to any Participant as to the meaning of the RFP and Specifications or other contract documents. Participants will not be relieved of obligations due to failure to examine or receive documents, visit the site, or become familiar with conditions or facts of which the Participant should have been aware and the Village will reject all claims related thereto.

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**Custodial Services
Request for Proposal**

CONDITIONS

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Contract

The successful Participant will be required to enter into a standard form services contract, subject to modifications, with the Village of Oak Lawn and to submit all necessary insurance certificates within ten (10) business days of receiving notice that it has been awarded the Contract for Services Agreement (hereinafter referred to as the "Contract"). The contract(s) will be modified to incorporate the terms of this RFP and any pertinent documents included with the selected contractors accepted and approved proposal. The Village reserves the right to terminate the relationship with the successful Participant if the required documents are not submitted to and approved by the Village within ten (10) business days of receiving notice of the award of the contract. **The Participant shall also include a copy of their standard contract terms and conditions for review of the Village with the RFP or they will not be considered or utilized in the contract process.**

Should the Contractor neglect, refuse, or fail to complete the work under the contract in accordance with the Village's Requirements, the Contractor may be liable for consequential damages resulting directly from their negligent acts.

Length of Contract

The term of the services contract herein granted shall be two (2) years commencing on **February 1, 2019**. Either party, at its sole option, shall have given the other party at least thirty (30) days prior written notice of its intent not to extend the contract.

Proposal Price - The submitted proposal price shall include all permits, insurance, goods/materials/equipment, plant facilities, work and expense necessary to perform the work in accordance with the Specifications included in this request for proposal. Such equipment, materials, cleaning supplies, i.e., quality toilet tissue paper, hand towels, etc. shall be provided by the Contractor. The submitted proposal price shall not include any amount for sales or use taxes, or any other tax from which the Village is exempt.

Incurred Costs

The Village of Oak Lawn will not be liable in any way for any costs incurred by the respondents in replying to this RFP.

Confidentiality

After award of the contract, all responses, documents, and materials submitted by the Participant pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the Village Manager. All data, documentation and innovations developed as a result of these contractual services shall become the property of the Village of Oak Lawn. Based upon the public nature of these RFP's, a Participant must inform the Village, in writing, of the exact materials in

VILLAGE OF OAK LAWN

Custodial Services Request for Proposal

the offer which it claims are exempt from disclosure pursuant to the Illinois Freedom of Information Act.

Assignment

Successful Participant shall not assign the work of this Project without the prior written approval of the Village.

Compliance with Laws

The Participant shall at all times observe and comply with all laws, ordinances and regulations of the federal, state, local and Village governments, which may in any manner affect the preparation of proposals or the performance of the Contract.

Participant shall make all necessary applications for a federal employer identification number, state sales tax number and a payroll tax number; and file all tax returns as required by law.

Participant/ hereby agrees that it will comply with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., including the provision dealing with sexual harassment and that if awarded the Contract will not engage in any prohibited form of discrimination in employment as defined in that Act and will require that its subcontractors agree to the same restrictions. The contractor shall maintain, and require that its subcontractors maintain, policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service. Contractors and all subcontractors shall comply with all requirements of the Act and of the Rules of the Illinois Department of Human Rights with regard to posting information on employees' rights under the Act. Contractors and all subcontractors shall place appropriate statements identifying their companies as equal opportunity employers in all advertisements for workers to be employed in work to be performed.

Participant further agrees that the Contractor and all subcontractors shall abide by the Prevailing Wage Act, 820 ILCS 130/1 et. seq.

Insurance Requirements

Participant shall produce and maintain for the term of the contract, and any renewals or extensions thereof, the various insurance coverage requirements as stated on the enclosed Insurance Requirements Certification. Participants are required to sign said Insurance Requirements Certification as part of their proposal; by signing said Certification, Participant is confirming its knowledge and acceptance of all Village of Oak Lawn insurance requirements.

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Custodial Services Request for Proposal

Certified copies of policies evidencing required insurance coverage and all certificates of insurance in connection therewith shall be furnished to the Village at its request prior to commencement of any work. All such policies shall name the Village as an additional insured and shall provide that the policy may not be terminated or canceled without at least thirty (30) days advance written notice to the Village, or, except upon prior written approval of the Village, materially changed.

Indemnification

The selected Participant shall indemnify and hold harmless the Village of Oak Lawn ("Village"), its trustees, officers, directors, agents, employees, representative and assigns, from lawsuits, actions, costs (including attorney's fees), claims or liability of any character, incurred due to the alleged negligence of the Participant, brought because of any injuries or damages received or sustained by any person, persons or property on account of any act or omission, neglect or misconduct of said Participant, its officers, agents and/or employees arising out of, or in performance of any of the provisions of the Contract Documents, including any claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act: or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the Village, its trustees, officers, directors, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The Participant shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities.

The Participant shall not make any settlement or compromise of a lawsuit or claim, or fail to pursue any available avenue of appeal of any adverse judgment, without the approval of the Village and any other indemnified party. The Village or any other indemnified party, in its or their sole discretion, shall have the option of being represented by its or their own counsel. If this option is exercised, then the Participant shall promptly reimburse the Village or other indemnified party, upon written demand, for any expenses, including but not limited to court costs, reasonable attorneys' and witnesses' fees and other expenses of litigation incurred by the Village or other indemnified party in connection therewith.

Special Conditions

Bonding and background checks for employees - The Contractor, at its expense, shall provide the Village with evidence that each of Contractor's employees performing Village cleaning services has undergone a fingerprint-based criminal background check, and the Contractor shall submit to the Village the results of each such check; and Contractor shall have an Employee Dishonesty Insurance Policy in an amount not less than \$250,000.

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Custodial Services Request for Proposal

Services to be Provided

Provide employees who will keep Village buildings clean and running without interruption of services.

Qualifications

Describe the experience of the firm and your involvement in projects of similar size and scope. Include the names of at least three (3) references and provide address and telephone information for each reference. The contractors grant the Village permission to contact said references and ask questions regarding prior work performance.

Operating history - Provide background information on your firm, including, but not limited to, the age of the business, the number of employees and pertinent financial data that will permit the Village to determine the capability of the contractor to meet all contractual requirements.

Qualifications - List the abilities, qualifications, licenses and experience of the persons who would be assigned to the engagement and their experience on similar contracts. The Participant must maintain a permanent place of business; have adequate manpower and equipment to perform the services in an expeditious and adequate manner; have satisfactorily furnished services of similar size and scope for a period of at least 12 months and provide no less than three current reference contacts for services of similar size and scope. The contract, if awarded, may not be transferred or assigned by the Participant.

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**Custodial Services
Request for Proposal**

PROPOSAL SUBMISSION REQUIREMENTS

Participant must submit two (2) complete, sealed, signed and attested copies of the proposal and shall have provided all requested information, and submitted all appropriate forms, narratives, certificates, affidavits, acknowledgements in each copy in order to be considered responsive. All copies shall be the forms with the original signatures.

Once submitted, no proposal may be withdrawn without the Village's consent, but it may be superseded by a subsequent timely proposal. Any proposal received after the time and date specified for opening, or any postponement thereof, will not be considered.

Each Participant is responsible for reading the RFP documents and determining that the Specifications describe the work to be performed in sufficient detail. Failure of a Participant to do so shall not relieve the Participant of any obligation with respect to said proposal. It is the obligation of each Contractor to carefully read and understand the terms and conditions of this RFP. Any noted or perceived inconsistencies contained herein should be brought to the attention of the Village of Oak Lawn. By requesting and completing a Proposal, the Contractor expressly agrees that any inconsistencies contained in this RFP, which are not brought to the attention of the Village of Oak Lawn by said Contractor, shall not be used to challenge the Village of Oak Lawn's award of the contract to the successful Contractor. Furthermore, the Village of Oak Lawn reserves the right to cancel or otherwise void any awarded Contract which is procured in violation of the Village of Oak Lawn's Ethic's Ordinance.

After proposals have been opened, no Participant shall assert that there was a misunderstanding concerning the nature of the work to be done and no such claim shall relieve a Participant from its obligation to perform. All proposals must be made only on the forms provided by the Village and must be made in accordance with this Request for Proposal all of which are on file and may be obtained for examination in the Village of Oak Lawn's Finance Department 9446 S. Raymond Ave., Oak Lawn, IL 60453, or online on the Village's website www.oaklawn-il.gov, and are made part of this notice as though fully set forth herein.

Insurance

Contractor shall purchase and maintain, at all times during the performance of the work under this Contract, insurance coverage, including Worker's Compensation, Automobile Liability, Comprehensive General Liability, Excess Liability, and Employee Dishonesty, in the amounts set forth in the Village's Insurance Requirements. Participants must sign and submit with the proposal, the Insurance Requirements page, as recognition of the insurance coverage and amounts (hereinafter referred to as "coverage(s)") that will be required to be in place before the commencement of any work by the successful

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Participant. Please submit with the proposal, a current policy Specimen Certificate of Insurance showing the insurance coverage the Participant currently has in force.

Execution of the Contract by the Village will be contingent upon provision of the required insurance certificates to be provided by the contractor or sub-contractor. A "Notice to Proceed" will not be issued and work may not commence until the required Certificates of Insurance are submitted to the Village.

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VILLAGE OF OAK LAWN

**Custodial Services
Request for Proposal**

REQUIRED PROPOSAL SUBMISSION DOCUMENTS

PROPOSAL SUBMITTAL CHECKLIST

In order to be responsive, the Participant must submit all of the following items: Sealed Envelope - Addressed to the **Village of Oak Lawn, Village Clerk's Office**, 9446 S. Raymond Ave., Oak Lawn, IL 60453 and labeled: **Village of Oak Lawn – CUSTODIAL SERVICES RFP**, in the lower left hand corner.

- Proposal - Participant/ must submit **Two (2) complete, signed, sealed and attested bound copies of the proposal and one (1) complete, identical, unbound copy of the proposal** and shall have provided all requested information, and submitted all appropriate forms, certificates and affidavits and addendum acknowledgements in each copy in order to be considered responsive. All copies shall have forms with original signatures.

- Information and narratives as requested in the **Requirements of Proposal** section of the RFP, including a sample contract from your company if you intend to submit one for the Village's consideration.

- All forms listed below to be completed:

- Proposal Summary Sheet
- Business Organization
- Certificate of Eligibility to Enter into Public Contracts
- Sexual Harassment Policy
- Equal Employment Opportunity
- Tax Certification
- References
- Insurance Requirements

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**Custodial Services
Request for Proposal**

PROPOSAL SUMMARY SHEET

Project Name

IN WITNESS WHEREOF, the parties hereto have executed this proposal as of date shown below.

Organization Name: _____

Street Address: _____

City, State, Zip: _____

Contact Name: _____

Phone: _____ Fax: _____

E-Mail address: _____

FEIN#: _____

Village Buildings

\$ _____ per month

Signature of Authorized Signee: _____

Title: _____

Date: _____

ACCEPTANCE: This proposal is valid for _____ calendar days from the date of submittal. (Note: At least ___ days should be allowed for evaluation and approval)

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BUSINESS ORGANIZATION

_____ Sole Proprietor: An individual whose signature is affixed to this proposal.

_____ Partnership: Attach sheet and state full names, titles and address of all responsible principals and/or partners. Provide percent of ownership and a copy of partnership agreement.

_____ Corporation: State of incorporation: _____
Provide a disclosure of all officers and principals by name and business address, date of incorporation and indicate if the corporation is authorized to do business in Illinois.

In submitting this proposal, it is understood that the Village of Oak Lawn reserves the right to reject any or all proposals, to accept an alternate proposal, and to waive any informalities in any proposal.

In compliance with your Request for Proposals, and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish the services as outlined.

_____		(Corporate Seal)
Business Name		
_____		_____
Signature		Print or type name
_____		_____
Title		Date

VILLAGE OF OAK LAWN

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**CERTIFICATION OF ELIGIBILITY
TO ENTER INTO PUBLIC CONTRACTS**

IMPORTANT: THIS CERTIFICATION MUST BE EXECUTED.

I, _____, being first duly sworn certify and say that I am

(Insert "sole owner," "partner," "president," or other proper title)

of _____, the Prime Contractor submitting this proposal, and that the Prime Contractor 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 Illinois Criminal Code, or of any similar offense of "bid-rigging" or "bid rotating" of any state or of the United States.

Signature of Person Making Certification

Subscribed and Sworn To
Before Me This _____ Day
of _____, 20_____.

Notary Public

VILLAGE OF OAK LAWN

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SEXUAL HARASSMENT POLICY

Please be advised that pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2- 105 (A) has been amended to provide that every party to a public contract must:

"Have written sexual harassment policies that shall include, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department (of Human Rights) and the Commission (Human Rights Commission); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act). (emphasis added)

Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public contract" includes:

...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

_____, having submitted a proposal for
_____ (Name of Contractor) for
_____ (General Description of Work
Proposed on) to the Village of Oak Lawn, hereby certifies that said contractor has a
written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A)
(4).

By: _____
Authorized Agent of Contractor

Subscribed and Sworn To
Before Me This _____ Day
of _____, 20____.

Notary Public

VILLAGE OF OAK LAWN

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EQUAL EMPLOYMENT OPPORTUNITY

Section I. This EQUAL EMPLOYMENT OPPORTUNITY CLAUSE is required by the Illinois Human Rights Act and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq.

Section II. In the event of the Contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights (hereinafter referred to as the Department) the Contractor may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

During the performance of this Agreement, the Contractor agrees:

A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

B. That, if it hires additional employees in order to perform this Agreement, or any portion hereof, it will determine the availability (in accordance with the Department's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract.

E. That it will submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all

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respects comply with the Illinois Human Rights Act and Department’s Rules and Regulations for Public Contracts.

F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department’s Rules and Regulations for Public Contracts.

G. That it will include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the Vendor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Vendor will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

Section III. For the purposes of subsection G of Section II, “subcontract” means any agreement, arrangement or understanding, written or otherwise, between the Vendor and any person under which any portion of the Vendor’s obligations under one or more public contracts is performed, undertaken or assumed; the term “subcontract”, however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Vendor or other organization and its customers.

ACKNOWLEDGED AND AGREED TO:

BY: _____

DATE: _____

Subscribed and Sworn To
Before Me This _____ Day of _____, 20____.

Notary Public

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TAX CERTIFICATION

I, _____, having been first duly sworn depose and state as follows:

I, _____, am the duly authorized agent for _____, which has submitted a proposal to the Village of Oak Lawn for

_____ and I hereby certify
(Name of Project)

that _____ is not

delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:

a. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or

b. it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

By: _____

Title: _____

Subscribed and Sworn To
Before Me This _____ Day of _____, 20____.

Notary Public

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REFERENCES

(Please Print or Type)

ORGANIZATION _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

CONTACT PERSON _____

DATE OF PROJECT _____

ORGANIZATION _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

CONTACT PERSON _____

DATE OF PROJECT _____

ORGANIZATION _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

CONTACT PERSON _____

DATE OF PROJECT _____

Participant's Name & Title: _____

Signature and Date: _____

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INSURANCE REQUIREMENTS

Please submit a policy Specimen Certificate of Insurance showing current coverage's

WORKERS COMPENSATION & EMPLOYER LIABILITY

\$1,000,000 - Each Accident
\$1,000,000 - Policy Limit
\$1,000,000 - Each Employee
Waiver of Subrogation in favor of the Village of Oak Lawn

AUTOMOBILE LIABILITY

\$1,000,000 - Combined Single Limit
Additional Insured Endorsement in favor of the Village of Oak Lawn

GENERAL LIABILITY (Occurrence basis)

\$1,000,000 - Each Occurrence
\$2,000,000 - General Aggregate Limit
\$1,000,000 - Personal & Advertising Injury
\$2,000,000 - Products/Completed Operations Aggregate
Additional Insured Endorsement & Waiver of Subrogation in favor of the Village of Oak Lawn

EXCESS LIABILITY (Umbrella-Follow Form Policy)

\$2,000,000 - Each Occurrence
\$2,000,000 - Aggregate

EXCESS MUST COVER: General Liability, Automobile Liability, Workers Compensation

3RD PARTY EMPLOYEE DISHONESTY BOND

\$250,000

Any insurance policies providing the coverage required of the Contractor shall be specifically endorsed to identify "The Village of Oak Lawn, and their respective officers, trustees, directors, employees and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured." If the named insured have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insured in regards to General Liability and Workers Compensation coverage's. The certificate of insurance shall also state this information on its face. Certificates of insurance must state that the insurer shall provide the Village with thirty (30) days prior written notice of any change in, or cancellation of required insurance policies. The words "endeavor to" and ", but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives" must be stricken from all Certificates of Insurance submitted to the Village. Any insurance company providing coverage must hold an A VII rating according to Best's Key Rating Guide. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement however, shall not be a waiver of the contractor's obligation to provide all of the above insurance.

The participant agrees that if they are the selected contractor, within ten days after the date of notice of the award of the contract and prior to the commencement of any work, you will furnish evidence of Insurance coverage providing for at minimum the coverage and limits described above directly to the Village of Oak Lawn, Steve Barrett, 9446 S. Raymond Ave., Oak Lawn, IL 60453. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village's relationship with the selected and the bid will be awarded to the next lowest or result in creation of a new bid.

ACCEPTED & AGREED THIS _____ DAY OF _____, 20____

Signature

Authorized to execute agreements for:

Printed Name & Title

Name of Company

VILLAGE OF OAK LAWN

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REQUIREMENTS OF PROPOSAL

The Village of Oak Lawn, Illinois is requesting proposals for custodial, cleaning, and janitorial services. Cleaning specifications are listed in the following pages. Additional information for each location within the Village is listed below:

LOCATION	SQUARE FOOTAGE	FREQUENCY
Municipal Center 9446 Raymond Avenue	56,500	5 days a week* (General Office Area***) 7 days a week (Police Dept & 911 Center, Lock up Area (after 8:30 AM/before 11AM))
Family Service + <i>Access only when open</i> (best time 11:30 / Noon) Office Area 5210 West 95th Street	1,900	5 days a week M-F
5210 Building Public Areas 5210 West 95th Street	1,160	5 days a week M-F
Patriot Station/Parking Tower 5120 West Museum Drive	7,334	5 days a week M-F / (See note on page 31)
Additional Services (see page 33)		

***HOURS 5 A.M. – 6 P.M.**

*****AREAS OF EXCLUSION AND ACCESS TIMES MAY APPLY**

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VILLAGE OF OAK LAWN

Custodial Services
Request for Proposal

MUNICIPAL CENTER

Municipal Center / Village Green	Daily	Weekly	Monthly	Annually
GENERAL AREAS ###:				
Notify Buildings & Grounds Division of any irregularities via note, email or phone	X			
Empty wastebaskets, trash cans, and recycling containers, sanitize as needed, and insert liners securely and neatly where appropriate (all trash/recyclables are to be placed in outside dumpsters) Only Recyclable items allowed in recycle dumpsters. {Finance area trash/recycle saved for one day, in case receipts are needed.}	X			
Trash & recycling will be collected in <u>separate containers</u> . Non-recyclable items will be removed from recycling prior to placing in the recycling dumpsters.	X			
Spot clean desk tops, tables, and counter tops; papers are not to be disturbed	X			
Spot clean all partition glass, office door glass, railings in Lobbies. Inside, side of exterior windows	X			
Clean entrance glass, glass doors, inside & outside of cashiers windows, & police desk, Credit Union	X			
Spot clean/polish inside of elevators	X			
Dust mop/sweep/vacuum all hard floors	X			
Wet mop <i>all</i> hard floors; Scrape up gum/tar/spots/debris	X			
When floors/stairs are wet use "WET FLOOR" signs Remove signs when dry	X			
Machine scrub quarry tile floors	X			
Sweep & mop quarry tile stairs	X			
Sweep and wet mop all stairwells Mop all stairs more often as needed after snow fall	X			
Vacuum carpet traffic lanes including carpet runners & mats, auditorium carpets, dispatch center, and inside elevators	X			
Empty outside ash trays, trash cans, and recycle containers	X			
Sweep/Pick up trash/debris around building, including the Village Green and parking lots, driveway, bushes etc. (includes cigarette butts on/in sidewalks)	X			
Clean Big Belly's trash inside chute doors, wipe tops			3x	
Rake/sweep/pickup butts from rocks/groundcover		X		
Sweep walks and steps around MC building and on Village Green / Gazebo	X			
Keep janitorial closets clean and uncluttered	X			
Turn off lights	X			
Close all doors and close and lock all office doors as needed	X			

Some Items Apply to all Areas

VILLAGE OF OAK LAWN

**Custodial Services
Request for Proposal**

Municipal Center	Daily	Weekly	Monthly	Annually
Vacuum all carpeting in all areas		4x		
Vacuum along baseboards corners w/crevice tool			3X	
Clean and sanitize telephone handsets with appropriate cleaners		X		
Wet mop and buff ALL area hard floors			2x	
Sanitize and clean all doors, handles, frames, light switches, and Hand railing /banisters top & bottom	X Flu Season	2x (and as needed)		
Dust all ledges, edges, and corners		X		
Dust all file cabinets, shelves, window ledges, and counters		X		
Clean/dust HVAC grills and radiator covers			2X	
Remove all dust and cobwebs from ceiling areas, wall corners, baseboards, etc.		X		
Dust Dispatch Consoles **		X		
Wet mop chair mats in winter months		X (winter)	X	
Sweep Police Department garage			X	
Hose garage floor in Police Department			X	
Spot clean carpet, spills and drips, etc.	X			
Carefully remove staples from carpeting, as not to damage carpet	X			
Strip/recoat with Flr Finish(2-3coats) hard VCT floors using non-skid wax then HS Buff				3x
Rubber Studded stairs- Strip/recoat with Floor Finish(2-3 coats)				X
Wash all partition glass, office door glass, glass lobby railings			2X	
Polish all wood office furniture				2x
Dust all blinds			X	
Remove and clean all blinds				X
Dust and damp clean all office furniture (desks, counters, file cabinets)				4x
Dust and damp clean all lighting fixtures Clean debris from diffusers as needed				4X
Vacuum all furniture upholstery				6x
Dust Vacuum atrium lobby plant planters				2x
Extract Shampoo all carpeting				2x
Extract Shampoo entire carpeting in auditorium				3x

VILLAGE OF OAK LAWN

**Custodial Services
Request for Proposal**

Municipal Center	Daily	Weekly	Monthly	Annually
Extract Shampoo traffic lanes in auditorium			X <i>(or as needed)</i>	
Extract Shampoo all upholstery (chairs) in auditorium				X
Vestibules' 3, carpet mats: Extract shampoo, neutralize, to remove salt/ice melt residue (to stop slippery/tracking onto floors)			X	
Pour water into floor drain traps+ Vestibules		X		
Clean inside/outside of elevator with appropriate cleaners		X		
Scrub grout all areas				X
Clean, polish, and sanitize drinking fountains and water dispensers (empty/clean drip trays)	X			
Clean marks, scuffs finger/hand prints from walls in offices, hallways, common areas			2X	
Wash walls				X
Wash lap marks from mopping off baseboards			X	
LOUNGE / EATING AREAS:				
Damp clean and sanitize tabletops, counters, and chairs	X			
Clean and sanitize drinking fountains and dispensers	X			
Empty wastebaskets and recycling containers and insert liners where appropriate	X			
Refill all dispensers to normal limits	X			
Shampoo upholstery				X
Clean leather-like chairs; clean with appropriate cleaner/conditioner				3x
Vacuum entire carpeted areas including Dispatch lounge	X			
Spot clean appliances (refrigerators, microwaves, coffee makers, etc.)	X			
Clean and polish sinks and bleach stains; Scrub/dissolve hard water buildup	X			
Clean and sanitize tabletops, counters, and chairs	X			
Spot clean all doors, frames, and light switches		X		
Clean HVAC grills and radiators			2X	
Shampoo carpeting				2x
Strip/Wax hard floors using non-skid wax				3x
Vacuum all furniture upholstery				2x

VILLAGE OF OAK LAWN

**Custodial Services
Request for Proposal**

Municipal Center	Daily	Weekly	Monthly	Annually
Dust blinds				2x
Remove and Clean blinds				X
Move/Clean behind, around, top and under ALL refrigerators all areas				2x
Clean inside refrigerator/freezer /microwave				4x
Clean underside of tables and bases			X	
Sanitize waste/recycle containers inside & out			X	
Wipe Cabinet Doors and Drawers	X			
Wash tops of Cabinets			X	
Vending Machines and Refrigerators – wash tops and sides			X	
Vending Machine – wipe front of machine as needed to look clean	X			
RESTROOMS / LOCKER ROOMS:				
Clean all mirrors. dust tops	X			
Clean, sanitize, and polish all vitreous fixtures, <i>chrome</i> , and counters (swab inside toilet/urinals with bowl cleaner) replace urinal screens; Clean debris from screens	X			
Remove hard water build-up (especially behind faucets) / Bleach stains		X		
Clean underside of sink, drain tube and toilet		X		
Empty all containers and insert liners where appropriate sanitize interior as needed	X			
Empty and sanitize interior of sanitary containers (use liners)	X			
Spot clean/sanitize walls, doors, and partitions especially around toilets urinals	X			
Clean door grills			X	
Sanitize outside of dispensers	X			
Refill all dispensers to normal limits place spare rolls	X			
Clean paper dust from inside dispensers				4X
Sweep and wet mop and sanitize all hard floors (use wet floors signs)	X			
Scrub ceramic tile / grout				3x
Replace/refill feminine products	X			
Sanitize all, coat hooks/racks, light switch/plates	X			

VILLAGE OF OAK LAWN

**Custodial Services
Request for Proposal**

Municipal Center	Daily	Weekly	Monthly	Annually
Vacuum carpeted areas	X			
Clean and sanitize hard dryers	X			
Sanitize door push plates, handles and knobs	X			
Sanitize exercise equipment			X	
Clean and sanitize stall walls and partition doors and handles/knobs			X	
Delime/Clean/Sanitize Shower Stalls			X	
Wet Clean tops of lockers			X	
Lobby bathrooms – have extra toilet paper available for events on the Village Green+			X (as needed)	
Wipe Cabinet Doors and Drawers	X			
Wash tops of Cabinets			X	
Clean HVAC grills and radiators			X	
Pour water into floor drain traps restrooms and Vestibules (under blue grates)			X	
Sanitize ALL waste containers inside & out			X	
Strip / Wax VCT floors using non-skid wax				3x
AUDITORIUM AND CONFERENCE ROOMS:				
Set up for meetings and classes; this includes: tables, chairs, coffee service, fill water pitchers, cups, name plates, carts signs etc.	❖			
Take down the set ups of meeting and classes	❖			
Vacuum before and after meetings	❖			
Empty wastebaskets and recycling containers and insert liners where appropriate	❖			
Clean and sanitize countertops and tables	❖			
Dust Dias ledges and inlays		X		
Clean, Sanitize, Drain, put away water pitchers	❖			
Clean and Disinfect all tables and counters	X			

*******GENERAL AREAS INCLUDE: ALL OFFICES, CONFERENCE ROOMS, WORK STATIONS, AND PUBLIC AREAS IN THE VILLAGE HALL AND THE POLICE DEPARTMENT**

❖ PER AUDITORIUM CALENDAR + See Special events Calendar

VILLAGE OF OAK LAWN

**Custodial Services
Request for Proposal**

MUNICIPAL CENTER / POLICE DEPARTMENT LOCK UP

Police Dept. Lock Up	Daily	Weekly	Monthly	Annually
FLOORS:				
Sweep, dust mop, vacuum floors including under counters & corners	X			
Scrape up gum/tar	X			
Sweep garage floor			2x	
Hose garage floor				4x
Wet mop floors, use Disinfectant, remove dirt from edges	X			
Machine Scrub (more often in winter)		3x		
CELLS:				
Sweep, dust mop, vacuum , MOP & Sanitize floors	X			
Sanitize/clean stainless steel toilet/sink (swab inside bowl with sanitizer safe for stainless steel)	X			
Wipe dry polish with stainless polish	X			
Replace toilet paper	X			
Clean & sanitize mattress	X			
Clean & sanitize bunk frame		X		
Clean & sanitize cells phone boxes	X			
Wipe food pass through tray	X			
Wipe-Wash clean/sanitize walls		2X		
Sweep/mop under toilets	X			
Dust cell bars			2x	
Remove all trash from cells; check ceiling; Remove paper, wads, gum, etc.	X			
KITCHENETTE:				
Clean/sanitize sink & countertops (bleach coffee stains as needed)	X			
Wipe cabinets & spot clean appliances		2x		
Move out/clean behind-around-under refrigerator				2X
Clean inside refrigerator/freezer /microwave				4X
Clean tops of cabinets				6x
Refill Paper Towels / Provide extra paper towels	X			

VILLAGE OF OAK LAWN

**Custodial Services
Request for Proposal**

Police Dept. Lock Up	Daily	Weekly	Monthly	Annually
RESTROOM:				
Clean/sanitize sink & toilet (swab inside toilet with bowl cleaner); Remove hard water build-up	X			
Clean underside of sink, drain tube and toilet		X		
Polish S/S chrome	X			
Clean/sanitize walls, baseboard heat cover, door handles, light switches – especially around toilet	X			
Clean mirror & shelf dust top edge	X			
Refill all dispensers to normal limits	X			
Sweep & wet mop floor with sanitizer, scrub as needed	X			
Clean vent			X	
GENERAL AREA:				
Empty waste/recycling containers and replace liners where needed-neatly	X			
Clean & Sanitize inside outside of all recycle & waste containers			X	
Spot/clean glass windows, partions & doors	X			
Clean glass windows & doors			X	
Dust blinds		X		
Clean blinds (remove)				X
Dust edges & ledges, desks, counters, shelves, cabinets		X		
Spot clean doors, frames, & light switches (sanitize as needed)		X		
Wipe & sanitize counters, tables, desks & chairs	X			
Clean & polish fingerprint sink & refill dispensers	X			
Vacuum mats		3x		
Clean & polish drinking fountain	X			
Pour water into floor drain traps as needed			X	
High & low dust/cobwebs		2X		
Wash clean/sanitize all walls			X	

VILLAGE OF OAK LAWN

**Custodial Services
Request for Proposal**

FAMILY SERVICES

Family Services	Daily	Weekly	Monthly	Annually
GENERAL AREAS:				
Empty wastebaskets and recycling containers and insert liners where appropriate (all trash/recyclables are to be placed in outside dumpsters)	X			
Clean and sanitize telephone handsets with the appropriate cleaners	X			
Spot clean desk tops and counter tops; papers are not to be disturbed	X			
Spot clean partition glass	X			
Clean coffee counter and sink	X			
Vacuum carpet traffic lanes including carpet runners and mats	X			
Turn off lights and secure any alarms	X			
Close all doors and close and lock all office doors as needed	X			
Vacuum all carpeting in all areas		X		
Spot clean all doors, frames. Light switches; sanitize as needed	X <i>(Flu Season)</i>	X		
Dust all file cabinets, shelves, window ledges, and counters			X	
Clean HVAC grills and radiators			X	
Remove all dust and cobwebs from ceiling areas			X	
Spot clean carpets, spills/drips, etc.	X			
Shampoo carpeting – Move mats and small items				2x
Wash interior windows				4x
Polish all wood office furniture				2x
Dust all blinds				2x
Dust and damp clean all office furniture (desks, counters, file cabinets)				X
Dust and damp clean all lighting fixtures				X
Vacuum all furniture upholstery				2x
Refill all dispensers to normal limits	X			
Spot clean appliances (refrigerators, microwaves, coffeemakers, etc.)		X		
Do Not Disturb Therapist In Session	X			

VILLAGE OF OAK LAWN

**Custodial Services
Request for Proposal**

5210 BUILDING

5210 Building	Daily	Weekly	Monthly	Annually
HALLWAYS:				
Sweep/vacuum all hard floors & stairs	X			
Wet mop hard floors	X			
Vacuum carpet traffic lanes including carpet runners and mats	X			
Spot clean inside of elevator	X			
Clean entrances door glass both sides, and spot clean inside windows- wipe metal door frames	X			
Vacuum all carpeting in all areas including stairways & elevator		2x		
Sweep back stairwell		X		
Spot clean all doors, frames, light switches, and railings/banisters top & bottom, elevator buttons, etc., Sanitize as needed	X <i>(Flu Season)</i>	X		
GENERAL:				
Keep janitorial closets clean and uncluttered	X			
Turn off lights and secure any alarms	X			
Close all doors and close and lock office doors	X			
Notify Buildings and Grounds Division of any irregularities via Work Order Form	X			
Dust window ledges, radiators, and plants			2X	
Pick-up debris in stones	X			
Wash all inside side of exterior window glass			X	
Clean HVAC grills and radiators			X	
Remove all dust and cobwebs from ceiling areas & light fixtures			2x	
Spot clean carpets; spills, drips, etc.	X			
Mop back stairwell			X	
Shampoo Carpeting + stairs				2X
RESTROOMS:				
Clean, sanitize, and polish, toilets/sinks/ chrome fixtures (hard water stains too) swab w/ bowl clr.	X			
Clean all mirrors. Top edge too.	X			

VILLAGE OF OAK LAWN

**Custodial Services
Request for Proposal**

5210 Building	Daily	Weekly	Monthly	Annually
Empty all containers and insert liners.	X			
Clean & Sanitize inside & outside of waste containers			X	
Empty and sanitize interior & lid of sanitary containers	X			
Spot clean all walls and doors	X			
Refill all dispensers to normal limits, sanitize knobs and handles, outside of dispenser	X			
Sweep and wet mop and sanitize all hard floors	X			
Clean underside of sink		X		
Clean and sanitize walls and doors/handles/knobs, coat hooks			X	
Dust corners/cobwebs Clean HVAC grills and radiators, vents			2X	
OUTSIDE:				
Sweep walks, clean cig. butts from cracks	X			
Sweep and pick up debris around building including North & West parking lots; empty ashtrays	X			
Roll out Recycle toter to street for pickup Mondays before 6am		X		
Retrieve toter from street when empty MONDAYS		X		

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VILLAGE OF OAK LAWN

**Custodial Services
Request for Proposal**

OAK LAWN PATRIOT STATION

Patriot Station	Daily	Weekly	Monthly	Annually
FLOORS:				
Sweep and mop	X			
Machine scrub (<i>more often in winter</i>)		3x		
DOOR:				
Door glass and <u>frames</u> cleaned on both sides, metal wiped clean; handles too	X			
WINDOWS:				
All glass surfaces within reach, all finger marks, etc. removed inside & outside	X			
WASTE/RECYCLING RECEPTACLES:				
Empty, clean, and replace liners sanitize monthly	X			
RESTROOM FACILITIES:				
Wipe splashes/marks; Wash walls with disinfectant as needed	X			
Mop floors with disinfectant cleaner	X			
Pour water into floor drains and or as needed for smell, bugs, etc. (<i>keep traps from drying out</i>)			X	
Clean toilet bowl and toilet seat (<i>both sides</i>) with disinfectant and swab inside bowl with bowl cleaner underside too	X			
Clean washbasin, disinfectant, wipe dry, and polish all chrome fixtures underside too	X			
Clean and dust mirrors	X			
Empty, damp wipe, disinfect, inside outside and replace liners in waste receptacles	X			
Wipe soap dispensers dry, refill as needed	X			
Replace or refill toilet paper	X			
Disinfect and wipe dry hand dryers/light switches and door handles	X			
GENERAL AREA:				
Clean and polish water fountain	X			
Dust all ledges & edges Corners, high & low (<i>cobwebs etc.</i>) including rolling gate & all light fixtures; Restrooms too		X		
Vacuum mats	X			
Shampoo Mats				2X

VILLAGE OF OAK LAWN

**Custodial Services
Request for Proposal**

Patriot Station	Daily	Weekly	Monthly	Annually
Wipe train benches as needed	X			
Clean/wipe/wash marks from wall surfaces and ledges	X			
Vacuum bugs/dust from inside hanging light fixtures				4X
Disinfect and dry train benches		X		
Clean salt from door thresholds as needed	X			
Put out train schedules as needed	x			
Roll down & lock rolling gate at determined times	X			
OUTSIDE:				
Sweep outside walks of all Debris	X			
Sweep up cigarette butts-includes around bike rack, under benches, 911 Memorial areas, planters, cracks in walkways etc.	X			
Sweep / Pick-up trash/debris-in street, curbs, planters, walks, leaves in front of doors, etc.	X			
Clean up spills, i.e.: coffee, pop, ice cream, etc. as needed	X			
Clean salt from door thresholds as needed	X			
Sweep/blow excessive salt from walks during dry days as needed	X			
Empty garbage/ashtray/butt receptacles	X			
Clean outside benches	X			
Clean tops of Big Belly, trash receptacles		X		
Clean Big Belly's trash inside chute doors		X		
Check and clean marks, etc. from walls	X			
Wipe clean surfaces outside Parking Tower PAY stations			X	
Roll out recycle rolling toter to cul-du-sac for pickup by 6am Weds		X		
Retrieve toter from street when empty		X		

NOTE: The interior of the METRA Oak Lawn Patriot Station shall be cleaned during closed hours. The METRA Oak Lawn Patriot Station hours are: **ALL** doors open @ 5AM M-F; **Main Lobby** CLOSES at 3:00PM; Monday – Thursday @ 12:30PM on Fridays; **East Warming Area** CLOSES at 10:30PM (SAT doors OPEN @6:15AM; **Main Lobby** CLOSES @ Noon; **East Warming Area** @ 11:30PM; Closed SUNDAY) Hours are subject to change per Metra; During open NON-Peak times (see train schedule) any touch-ups or additional work, i.e., Glass, Dusting, and the outside around the station may be done.

VILLAGE OF OAK LAWN

**Custodial Services
Request for Proposal**

PATRIOT PARKING TOWER

Parking Tower	Daily	Weekly	Monthly	Annually
ALL LEVELS:				
Sweep / Pick up trash and cigarette butts in all stairwells and elevator lobby and landings	X			
Vacuum/sweep stairs and landings & dust all stairwells and Elevator lobbies		3X		
Clean glass on all doors (each level entrance doors and stairwells) both sides, wipe door frames	X			
Clean-up/wash down all spills i.e., coffee, ice cream, etc. Inside and outside	X			
Scrape up bird droppings on all levels	X			
Keep custodial closets clean	X			
Notify B & G of any irregularities via email, phone	X			
Wipe inside of elevators, re-polish as needed includes ceiling	X			
Polish stainless steel with S/S polish		X		
Clean and polish outside elevator doors as needed	X			
Polish outside/around elevator doors including buttons		X		
Vacuum mats inside elevators	X			
Sweep & mop elevator car floors	X			
Wipe outside benches as needed	X			
Sweep/pick up all trash/debris and cigarette butts outside grounds area around structure, (E-N-W), including street	X			
Pick up trash & debris in North commuter lot		X		
Wipe railings & window ledges, stairwells & elevator lobbies			2X	
Remove cobwebs in all areas			2X	
Sweep elevator equipment, electric & pump rooms			X	
Sanitize elevator inside cars & call buttons	X			
Sanitize door handles	X <i>(Flu season)</i>	X		
Wipe clean any marks, scuffs, spills on walls stairwells/elevator landings		X		
Empty trash containers and replace liners,	X			

VILLAGE OF OAK LAWN

Custodial Services Request for Proposal

Additional Services

The first weekend after Labor Day, the Village's annual Fall on the Green festival is held. Since the Municipal Center building is open during this event, the building's Lobby and restrooms are available for use.

The hours for custodial services needed are Friday, 6:30 p.m. – 10:30 p.m. (total of 4 hours); Saturday, 11:00 a.m. – 11:00 p.m. (total of 12 hours) Sunday, 11:00 a.m. – 9:00 p.m. (total of 10 hours). Combined total hours: 26. The duties include: keeping the Lobby areas, restrooms, and the steps/sidewalk around the front entrance clean and in a safe/clean condition throughout the event. One (1) person is needed during the times listed above but may be split in shifts.

(Detailed duties for this event are outlined below)

Friday: Give Police Front DESK a contact PHONE Number in case an IMMEDIATE cleanup is needed.

6:00pm. Cleaning service to clean up ##: Men's/Women's (M/W) first floor LOBBY restrooms & the Women's Locker restroom; also the 2nd floor M/W restrooms by the Auditorium*; check toilet paper supply in each restroom every two (2) hours thereafter until the end of the day.

6:30pm, 8:30pm, & 10:00pm. Block restroom doorway with stanchions. Use fans to dry floors. Place WET FLOOR sign as needed. Check & clean the floor for trash and spills, CHECK garbage in lobby/East/North Entrance. Sweep/pick-up East entrance steps...around Statue, etc. Clean glass doors, both sides of glass at the East & West entrances.

Saturday: Block off main staircase leading to second floor M.C. to prohibit access during event. Use plastic barricades and yellow "do not cross" tape

CLEANING EMPLOYEE TO Give Police Front DESK a contact PHONE Number in case of an IMMEDIATE cleanup is needed.

11:00am. Cleaning service to clean up ##: Men's/Women's (M/W) first floor LOBBY restrooms & the Women's Locker restroom & also the 2nd floor M/W restrooms by the Auditorium*; Check toilet paper supply in each restroom every two (2) hours thereafter until the end of the day.

1:00pm, 3:00pm, 5:00pm, 7:00pm, 9:00pm 10:30 pm. Place WET FLOOR sign as needed. Check floor for trash and spills, clean as NEEDED, CHECK garbage in lobby/East/North Entrance. Sweep/pick-up East entrance steps, also around Statue on the bench etc. Clean glass doors both sides of glass at the east & west entrances.

Sunday: Block off main staircase leading to second floor M.C. to prohibit access during event. Use plastic barricades and yellow "do not cross" tape

VILLAGE OF OAK LAWN

Custodial Services Request for Proposal

Give Police Front DESK a contact PHONE Number in case of an IMMEDIATE cleanup is needed.

11:00am Cleaning service to clean up ##: Men's/Women's (M/W) first floor LOBBY restrooms & the Women's Locker restroom & also the 2nd floor M/W restrooms by the Auditorium*; Check toilet paper supply in each restroom every two (2) hours thereafter until the end of the day.

1:00pm, 3:00pm, 5:00pm, 7:00pm, 8:00pm. Place WET FLOOR sign as needed. Check floors for trash and spills, CHECK garbage in lobby/East/North Entrance. Sweep/pick-up East entrance steps, also around the Statue on the bench etc. Clean glass doors both sides of glass at the east & west entrances.

8:30pm. Unblock/remove Barricades from main staircase leading to second floor M.C place them on landing.

Note: * *means* Men's/Women's first floor restrooms & the Women's Locker restroom & also the 2nd floor M/W restrooms near the Auditorium.

Clean: means disinfect/wipe clean & dry--toilets/urinal Sinks, door handles, mirrors, hand dryers, etc.; sweep & mop floors; Block restroom doorway with stanchions. Use fans to dry floors; make sure floors are dry before returning to service!