

LEGAL NOTICE AS IT APPEARS IN THE NEWSPAPER...

**REQUEST FOR PROPOSALS FOR THE PROVISION OF
CLEANING SERVICES TO THE
HILLSIDE PUBLIC LIBRARY**

DESCRIPTION OF SERVICES

The Hillside Public Library is requesting proposals for a contract for the provision of cleaning services for a 12,600 square foot library. Sealed proposals, clearly labeled "Proposal - Cleaning Services," will be received weekdays between 10:00 AM and 5:00 PM at the Hillside Public Library, 405 N. Hillside Ave., Hillside, IL 60162 until 5:00 p.m. Thursday, May 10, 2018. Proposals received after 5:00 p.m. on that day will not be accepted. All proposals will be required to include a list of five clients with 12,000 square feet or larger.

Services are to begin June 1st, 2018 and continue through May 31st, 2019. Request for Proposal documents may be obtained on the library's website www.hillsidepubliclibrary.org/vendors beginning Monday, April 30, 2018.

Proposals received after the above-cited time will be considered a late bid and are not acceptable unless waived by the HILLSIDE PUBLIC LIBRARY Director.

Bidders should read the entire set of specifications carefully, as these will form the basis of the contractual agreement with HILLSIDE PUBLIC LIBRARY. Failure to comply with the specifications may provide grounds to nullify the contract agreement.

Legal advertisement for a request for proposals published in the La Grange My Suburban Life, May 2, 2018.

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SPECIAL CLAUSES

All bidders are hereby informed that failure to provide the Bonds and Insurance Certificate with the required limits and coverage within twenty (20) days of receiving a notice of the award may result in the next lowest bidder being awarded the contract.

For contracts exceeding \$10,000 the successful bidder shall furnish HILLSIDE PUBLIC LIBRARY the following:

INSURANCE REQUIREMENTS

The vendor(s) awarded this contract is (are) required to provide a Certificate of Insurance that contains a minimum of the following coverage and limits:

Commercial General Liability - (policy to include premises and operations, products/completed operations and blanket contractual liability- the contractual section of the coverage must cover this agreement)

General Aggregate Limit	\$2,000,000.
Products & Completed Operations Aggregate Limit	\$2,000,000.
Each Occurrence Limit	\$1,000,000.

Automobile Liability - to include owned, non-owned and hired vehicles:

Combined Single Limit	\$ 500,000.
or Bodily Injury	\$ 250,000. Each person
Bodily Injury	\$ 500,000. Each accident
and Property Damage	\$ 100,000.

Excess Liability - coverage is to be in an umbrella form, any restrictions or limitations in coverage should be specified on the certificate of insurance -

Each Occurrence	\$2,000,000.
Aggregate Limit	\$2,000,000.

**Workers Compensation
and Employer's Liability:**

Statutory

Bodily Injury by Accident	\$ 100,000. Each accident
Bodily Injury by Disease	\$100,000. Each employee
Bodily Injury by Disease	\$ 500,000. Policy limit

Additional Insured shall read:

The Hillside Public Library, its Board of Director's, employees, officers, departments, and divisions shall be included as additional insured with respect to the work performed for this contract.

Cancellation Clause shall read:

Should any of the above-described policies be canceled before the expiration date thereof, the issuing company will mail 30 days **prior** written notice to the certificate holder

Certificate Holder

Hillside Public Library Attn: Library Director, 405 N. Hillside Ave, Hillside, IL 60162.

INSTRUCTIONS TO BIDDERS

1. Bid packages may be downloaded from the internet at www.hillsidelibrary.org/vendors or by emailing dlosey@hillsidelibrary.org.
2. HILLSIDE PUBLIC LIBRARY reserves the right to accept and award a contract to the lowest responsive, responsible bidder. HILLSIDE PUBLIC LIBRARY reserves the right to reject any or all bids or any part, thereof. HILLSIDE PUBLIC LIBRARY reserves the right to award a contract based on an evaluation of specific criteria found in these specifications. BIDS on forms other than provided herewith will be rejected.

QUALIFICATIONS OF BIDDERS

3. The Hillside Public Library may make such investigation, as they deem necessary to determine the ability of the bidder to perform the work. HILLSIDE PUBLIC LIBRARY reserves the right to reject any bid if an investigation of such bidder fails to satisfy the HILLSIDE PUBLIC LIBRARY that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
4. Bidders may be required to submit the names and addresses of the officers or principals of the Corporation, firm or partnership submitting a bid. Failure to comply could result in the rejection of such bid as non-responsive.
5. Unless required to complete the Questionnaire and Financial Statement as may be indicated elsewhere in these specifications, all bidders must be prepared to present suitable evidence of their financial standing and to furnish a list of similar work recently completed.
6. HILLSIDE PUBLIC LIBRARY has the right to reject any and all bids from any bidder that is in or contemplates bankruptcy of any chapter or nature. Said bidder must notify the county in writing of any existing condition or knowledge of same.
7. No verbal instructions or information to bidders will be binding. The specifications will be considered clear and complete unless written attention is called to any apparent discrepancies or incompleteness thereof, before the opening of bids. Should any written inquiries be received by HILLSIDE PUBLIC LIBRARY, these inquiries will be answered in the form of addenda and issued to all providers. These addenda shall then be considered a part of these specifications.
8. The submission of a bid will be considered as conclusive evidence of complete examination of specifications and samples.

9. A Bid Form - Signature Page is provided in these specifications. This form must be used in submitting a bid, and all pages of the form must be completely filled out, and the whole signed by the bidder.
10. Each bid must be enclosed in a sealed envelope, clearly marked on the outside, "Proposal - Cleaning Services," and delivered to the Hillside Public Library located at 405 N. Hillside Ave., Hillside, IL 60162,
11. No bid may be withdrawn later than 1:00 PM on the day of the opening of bids.
12. No modifications of any bid will be allowed after the same is sealed and delivered to the HILLSIDE PUBLIC LIBRARY.
13. HILLSIDE PUBLIC LIBRARY reserves the right to reject any or all bids or parts thereof, as deemed to be in the best interest of the Library.

FORM OF CONTRACT

14. The successful bidder will be required to execute a written contract with HILLSIDE PUBLIC LIBRARY within twenty (20) days after acceptance of his bid. It is expressly understood and agreed by the bidders that the contractual obligations of HILLSIDE PUBLIC LIBRARY to the bidders are effective only after the execution of a contract signed by all parties.

SPECIFICATIONS

15. These specifications are intended to cover the performance of all work that may be required or necessary for the complete performance of the contract, and the bidder will be required to do all things that may be necessary to fully complete the work within the purview of these specifications.
16. Equipment, supplies, and/or material to be furnished by the HILLSIDE PUBLIC LIBRARY.
17. All equipment and/or material shall conform to the requirements of these specifications, and any equipment and/or material deemed as not meeting these specifications as supplied by the Library, shall be brought to the attention of the HILLSIDE PUBLIC LIBRARY Director.

INTERPRETATION OF SPECIFICATION

18. Should a bidder discover discrepancies in the specifications, the matter shall be at once brought to the attention of the HILLSIDE PUBLIC LIBRARY Director, and the discrepancies corrected before proceeding further.
19. All explanations, interpretations, and instructions required under these specifications will be given by the Library Director or designated representative on written request from bidders.

ADDITIONS OR DEDUCTIONS

20. HILLSIDE PUBLIC LIBRARY shall have the right, without invalidating the contract, to make additions to or deductions from the work covered by these specifications, and in case such deductions or additions are made, an equitable adjustment of the

addition to or deduction in cost shall be made between HILLSIDE PUBLIC LIBRARY and the bidder, as shown in a written amendment to the contract.

EXTRA WORK

21. No extras or additional work will be allowed or paid for unless such extras or additional work are ordered by the Library Director, and the price fixed and agreed upon before such work is performed.

PROTECTION BY BIDDER

22. The bidder agrees to indemnify and save harmless HILLSIDE PUBLIC LIBRARY and their representatives from all suits or actions of every nature and description brought against them or any of them, on account of the use of patented or copyrighted appliances, materials, products or processes, and from all legal expenses and costs of suits regarding the same.
23. The bidder shall obey all Federal, State, County, or Township laws or ordinances in any way pertaining to the work, and shall obtain all permits that may be necessary for its performance if required.
 - a. That is the hiring of employees for the performance of such contract, no bidder, sub-contractor, nor any person acting on behalf of such bidder or sub-contractor shall by reason of race, creed or color discriminate against any citizen of the United States who is qualified and able to perform the work to which the employment relates;
 - b. (b) Nor shall they in any manner discriminate against or intimidate any employees hired for the performance of the work on account of race, creed or color.
24. The bidder shall not assign, transfer, convey, sublet or otherwise dispose of the contract or any part thereof to anyone without the consent of the HILLSIDE PUBLIC LIBRARY
25. Any bidder who has demonstrated poor performance during either a current or previous agreement with HILLSIDE PUBLIC LIBRARY may be considered as an unqualified source and their bid may be rejected. HILLSIDE PUBLIC LIBRARY reserves the right to exercise this option as is deemed proper and/or necessary.

BID FORM

27. As noted under "Instructions to Bidders"...attached to these specifications is "Bid Form-Signature Page" which must be completely filled out and signed by each bidder.
28. All bids must be sealed, marked, and delivered in accordance with instructions in Paragraphs 9 and 10 of the Instructions to Bidders. Bids will be opened and read by a HILLSIDE PUBLIC LIBRARY Director by the closing of the due date. Recommendations will be made and the HILLSIDE PUBLIC LIBRARY Board of Directors will award the contract at the Monthly Board meeting which is held the May 16th, 2018.

EXEMPTION FROM FEDERAL EXCISE AND ILLINOIS SALES TAXES

29. HILLSIDE PUBLIC LIBRARY is exempt from Federal Excise Taxes and the Illinois Sales Tax. Net prices as shown in the proposal shall exclude said Federal and State tax amounts.

Bidders shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax-exempt status of HILLSIDE PUBLIC LIBRARY

Following the contract award, an exemption certificate will be furnished by HILLSIDE PUBLIC LIBRARY (at the bidder's request)

CONTRACTS WITH SUBCONTRACTORS

30. The Contractor agrees to include the "Access to Accounting Records" and "Assignments of Refund Rights" paragraphs, in full, in any contracts with subcontractors.

PROVISIONS CONCERNING THE AMERICANS WITH DISABILITIES ACT

31. During the terms of this contract, the Contractor agrees as follows:
- A. Pursuant to federal regulations promulgated under the authority of The Americans with Disabilities Act, 28 C.F.R. Section 35.101 et seq., the Contractor understands and agrees that no individual with a disability shall, on the basis of disability, be excluded from participation in this contract or from activities provided for under this contract. As a condition of accepting and executing this contract, the Contractor agrees to comply with the "General Prohibitions against Discrimination," 28 C.F.R. Section 35.130, and all other regulations promulgated under Title II of the Americans with Disabilities Act which are applicable to the benefits, services, programs, and activities provided by HILLSIDE PUBLIC LIBRARY through contracts with outside contractors.
 - B. The Contractor shall be responsible for and agrees to indemnify and hold harmless HILLSIDE PUBLIC LIBRARY from all losses, damages, expenses, claims, demands, suits and actions brought by any party against HILLSIDE PUBLIC LIBRARY as a result of the Contractor's failure to comply with the provisions of paragraph A. above.
32. The failure or omission to receive and examine any documents, form, addendum or other information, or to visit the site and acquaint oneself with conditions existing there shall in no way relieve any individual or organization

from any obligation with respect to the contract. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

All questions pertaining to this bid must be submitted in writing by email to dlosey@hillsidelibrary.org. Questions will be answered in the form of an addendum which will be posted at www.hillsidelibrary.org/vendors.

BASIS OF AWARD

33. The following criteria will be followed to determine the awarded bid
- Completeness of bid
 - The ability of the vendor to meet requirements
 - Lowest responsible bid
 - Response from references
 - Previous experience with HILLSIDE PUBLIC LIBRARY
 - Locality to HILLSIDE PUBLIC LIBRARY

If the information is not included with your bid, and you receive a request from HILLSIDE PUBLIC LIBRARY to provide it, you MUST deliver the information to the person making the request within 72 hours (excluding weekends). Any information not received within 72 hours may result in your bid being excluded from the evaluation and award process.

When a bidder responds to this bid he agrees to provide the services that are bid while following the terms and conditions of the bid package, **including the insurance coverage and limits shown on pages 3 and 4.**

REQUIREMENTS

34. The vendor must be able to provide services as outlined in "Scope of work". All necessary cleaning chemicals to be used in connection with this contract must be approved in advance by HILLSIDE PUBLIC LIBRARY. Tools and supplies needed to fulfill the provisions of the contract, including paper products will be supplied by HILLSIDE PUBLIC LIBRARY. Equipment and chemicals will be stored on site. The work specified should be performed between the hours of 9:00 pm and 8:00 am. The start date of service will be June 1, 2018.
35. Contractor shall provide criminal background checks on all employees and/or subcontractors assigned to a HILLSIDE PUBLIC LIBRARY location. All contractor employees and/or subcontractors must be bonded.

TERMS AND CONDITIONS

36. The term of the service agreement shall be for one year from commencement date with HILLSIDE PUBLIC LIBRARY having the option of renewing the contract for up to a total of three years. The service agreement can be canceled by either party 30 days after the service begins, providing a 30 day written notice has been given.

Service Shall be provided six (6) days a week during the library's summer hours. The days of service during the summer hours will be determined by HILLSIDE PUBLIC LIBRARY. During our regular hours, the rest of the year, service shall be provided seven (7) days per week.

The contractor shall have twenty-four (24) hours, to correct any specific instances of unsatisfactory performance. If it is not corrected within the time specified above, HILLSIDE PUBLIC LIBRARY shall have the immediate right to complete the work to its satisfaction and shall deduct its cost to cover from any balances due or to become due to the contractor. Repeated incidences of unsatisfactory performance will result in immediate cancellation of the agreement for default

To the extent the Prevailing Wage Act applies, the Contractor will, if the Act is applicable and the contractor determines (with their attorney), that it does not apply, the contractor should present a letter to the Library to certify that they do not believe the PWA applies.

37. The scope of work in this section are the minimum cleaning requirements. These requirements may be adjusted or changed at the request of HILLSIDE PUBLIC LIBRARY. If such a change is requested it will be at the sole discretion of HILLSIDE PUBLIC LIBRARY to determine if there will be additional costs to the contractor. The contract will be reviewed at three-month intervals to determined such costs

SCOPE OF WORK

Public and Staff Areas

Daily

- Collect and remove all trash (including outside trash from the container). All recycling material must be disposed of properly. Replace all liners.
- Clean entrance doors and glass. Display case glass spot clean as needed.
- Vacuum heavy traffic & spot clean and vacuum spots or stains in carpets as needed.
- Clean all exposed desk and table surfaces including public copy machine coin boxes.
- Spot clean interior glass windows as needed.
- Clean and sanitize staff phones and water fountains.
- Low dust all horizontal surfaces to hand height including sills, ledges, and heating outlets.

Weekly

- High dust above hand height all horizontal surfaces including partitions, ledges, and picture frames. Excluding bookshelves.
- Dust and clean all computers, monitors, keyboards, printers, and copiers
- Spot clean walls, doors and switch plates
- Sweep and clean outside entrances. (Cigarette butts, trash etc.)
- Vacuum outdoor walk-off mats weather permitting

- Wash and sanitize kitchen table and refrigerator door.
- Vacuum carpeted floors including stairs and elevator interior.

Monthly

- All high dusting including vents, emergency lighting, signs, pictures, windows and wall corners.
- Vacuum carpet edges and under desks, and computer tables.
- Clean all interior glass windows
- Remove fingerprints from doors, frames, light switches, handles, railings, kick and push plates.
- Wash interior and exterior of trash receptacles.
- Report any maintenance issues
- Wash and sanitize exterior of lockers.
- Dust tops of lockers.

Restroom Areas

Daily

- Sweep and wet mop floors per manufacturer's recommendations.
- Clean and sanitize all counters, basins, and fixtures. Urinals and toilets are to be cleaned inside and out.
- Clean mirrors
- Check and refill hand soap, toilet tissue, and paper towel dispensers
- Spot clean partitions, walls and doors
- Clean and sanitize all child changing stations
- Collect and remove all trash. Replace all liners.
- Empty and sanitize sanitary containers.

Weekly

- Clean partitions and ceramic tile walls
- Check and restock sanitary napkin and tampon dispenser
- High dust walls and dust exhaust fan registers and diffuser outlets in the ceiling with treated cloth
- Remove spots and splashes from wall area adjacent to sinks and towel dispensers.
- Wash and sanitize partitions and partitions next to urinals
- Mop lower level Large Meeting Room floor per manufacturer's specifications.

Monthly

- Clean and sanitize all door handles and partition locks, light switches, and handles.
- Clean doors, frames, kick and push plates,
- Buckets, wringers, and mops will be designated for restroom use only.

SUBMISSIONS

38. The following information must be incorporated as part of your proposal:

1. The name of your company
2. How long your company has been in business
3. The number of employees in your company
4. Provide a list of Three local references, including company name, contact, address, phone number and scope of services performed
5. Provide a list of cleaning chemicals to be used (MSDS sheets must be provided if awarded bid)
6. Provide a statement that your company is bonded and has workers compensation and liability insurance to cover a client such as HILLSIDE PUBLIC LIBRARY (Certificates must be provided within 20 days if awarded bid). Insurance requirements attached.
7. Indicate who will be responsible for the janitorial services
8. Describe what type of quality control program your company would use for HILLSIDE PUBLIC LIBRARY
9. Indicate what your procedure would be in response to an emergency
10. Describe how your company would communicate concerns with HILLSIDE PUBLIC LIBRARY and how HILLSIDE PUBLIC LIBRARY would communicate concerns to your company
11. Indicate the number of employees that will be assigned.

BID FORM - SIGNATURE PAGE

Date _____

TO: Hillside Public Library

This bid is submitted in accordance with your advertisement inviting bids to be received for the project identified as "Janitorial Services." Having carefully examined the "Bid Instructions", "Scope of the Work", etc. hereinafter referred to as "Specifications", all addenda, and being familiar with the various conditions affecting the work, the undersigned, hereby agrees to perform all labor, and do all else necessary to complete the work in strict accordance with the specifications for price as contained herein.

In the event, this bid is accepted the undersigned is hereby bound to commence and complete all of the work included under this contract in such time and such manner as designated for the various items he has contracted to supply or perform.

In submitting this bid, it is understood that the unrestricted right is reserved by the HILLSIDE PUBLIC LIBRARY in making the award to reject any and all bids or parts thereof, or to waive any informalities or technicalities in said bids.

The undersigned hereby certifies that this bid is genuine and made in the interest or on behalf of any person, firm or corporation not herein named; that the undersigned has not directly or indirectly induced or solicited any bidder to refrain from bidding, and that the undersigned has it, in any manner, sought by collusion to secure for himself an advantage over any other bidder.

I have received Addendum No. _____ dated _____

 Addendum No. _____ dated _____

Bidder **MUST** provide Social Security No. if bidding as an individual _____
or Federal EIN if other than an individual _____.

(Print Name)

Bid must be signed for Consideration

(Signature)

(Signature)