

# BIDDING REQUIREMENTS

Cleaning & Custodial Services for the City of East Peoria



CITY OF EAST PEORIA

401 W. Washington Street

EAST PEORIA, IL 61611

## BID OPENING

Monday, October 10, 2022

10 A.M (local time)

City Hall 401 W. Washington Street

[robertcole@cityofeastpeoria.com](mailto:robertcole@cityofeastpeoria.com)

## CONTACT

Robert Cole

Director of Buildings

309-427-7641

INVITATION TO BID  
CITY OF EAST PEORIA

The City of East Peoria will accept Sealed Bids for Cleaning and Custodial Services for the City of East Peoria facilities. The (3) three-year contract will begin on January 1, 2023 and end on December 31, 2025 with the City of East Peoria having the option to offer (1) year contract extension. Bids are due at City Hall, 401 W. Washington Street., East Peoria, Illinois 61611 by October 7, 2022, before 5:00 p.m.

Tours of the City's buildings under this contract will be by **Appointment Only** by calling Robert Cole 309-427-7641 or 309-397-0962 by October 7, 2022 before 5:00 p.m. All meetings for tours will start at City Hall/ Civic Plaza 401 W. Washington Street East Peoria, Illinois 61611.

Specifications and conditions of the bid will be available on or after September 16, 2022 @ 10:00 a.m. at City Hall, 401 W. Washington Street., East Peoria, Illinois and on the City's website at [www.cityofeastpeoria.com](http://www.cityofeastpeoria.com) under Bids and Proposals.

Bids will be publicly opened and read by the Director of Buildings and Inspections or his/her representative on October 10, 2022 @10:00 a.m. East Peoria City Hall, Room 127, 401 W. Washington St., East Peoria Illinois.

The tendering of a bid to the City of East Peoria shall be construed as acceptance of the specifications. The City of East Peoria reserves the right to accept or reject any or all bids received and to accept the bid deemed most favorable to the interest of the City of East Peoria after all bids have been examined and evaluated.

## INSTRUCTIONS TO BIDDERS FOR CLEANING AND CUSTODIAL SERVICES FOR THE CITY OF EAST PEORIA

### GENERAL SPECIFICATIONS

Sealed bids are invited to provide Cleaning and Custodial Services for the City of East Peoria facilities. This bid would cover the thirty-six (36) month period beginning January 1, 2023, and end on December 31, 2025, with an option to renew for one (1) additional twelve-month periods. The cleaning bid/proposal is to be separated into (2) two separate prices, (1) the custodial cleaning and (2) other semi-annual floor maintenance including, stripping and waxing/deep detail scrub of hard floor systems, carpets deep cleaned using extraction machine.

### MANDATORY WALK THRU

All bidders must participate in a facility walk-thru to submit a bid. The bidders will be expected to examine the premises as to all existing conditions under which their service will be obligated to operate and perform. No allowance will be made subsequently in this condition on behalf of any service contractor for any error or negligence on their part. Tours of the City buildings under this contract will be **by appointment only by calling Robert Cole 309-427-7641 or 309-397-0962 by October 7, 2022**, before 5:00 p.m. All tours will begin at City Hall/Civic Plaza, 401 W. Washington St., East Peoria.

### BID PACKET DUE DATE

Bids will be received City of East Peoria City Hall, 401 W. Washington Street, East Peoria until

**October 7, 2022, before 5:00 p.m. BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Bids shall be addressed to: City of East Peoria, Attn: Robert Cole, 401 W. Washington Street, East Peoria, IL 61611

Bids will be publicly opened and read by the Director of Buildings and Public Property or a representative at 10:00 a.m. on October 10, 2022 at City of East Peoria City Hall, Room 127, 401 W. Washington Street, East Peoria, Illinois. The tendering of a bid to the City of East Peoria shall be construed as acceptance of the specifications. The City of East Peoria reserves the right to accept or reject any or all bids received and to accept the bid deemed most favorable to the interest of the City of East Peoria after all bids have been examined and evaluated.

Bids must be made in accordance with the instructions contained herein. Bid forms shall be filled out either typewritten or in ink. The complete set of contract documents shall be submitted with this proposal. All bid forms and specifications as attached hereto shall be used to form the contract for the services to be performed. Bids shall be submitted on the forms furnished by the City of East Peoria in a sealed envelope, plainly marked with the Bidder's name and address and the notation:

SEALED BID OPENING: Bid packets for cleaning and custodial services for City of East Peoria buildings will be opened at 10:00 a.m. on October 10, 2022.

CLEANING FACILITY SPECIFICATIONS: (See Attached)

PROOF OF INSURANCE:

1. The successful bidder shall furnish the City with certificates showing the type, amount, class or operations covered, effective dates and dates of expiration of policies, which policies shall specifically refer to the indemnity agreement. These policies shall include the City of East Peoria as additional insured on the Certificate. Certificates shall be provided at the time of the final award of the contract. Such certificates shall also contain substantially the following statement: "The Insurance covered by this Certificate will not be cancelled or materially altered except after thirty {30} days written notice has been received by all named insured." Any Certificate not containing said proof of insurance shall be non-conforming 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 most current AM Bests Insurance Guide.
4. Contractor shall submit a certificate of insurance as proof of *Worker's Compensation Insurance* coverage and a certificate of insurance as proof of *Contractor's Comprehensive General Liability and Property Damage Insurance* before commencement of this agreement. Contractor shall provide \$1 million per occurrence and \$2 million aggregate minimum on their general liability limits naming the City of East Peoria as additional insured.

TYPES OF INSURANCE- FOR SUCCESSFUL BIDDER:

1. **Workers' Compensation Insurance.** The Contractor shall procure and maintain during the life of this contract Workers' Compensation Insurance as required by applicable state law for all his/her employees who would be engaged in work under this Contract. In case of any class of employees engaged in any work under this Contract is not protected under the Worker's Compensation Statute, the Contractor shall provide adequate employer's liability insurance for the protection of such of his employees as are provided Employer's Liability (Coverage B) in the amount of \$500,000.00.

2. Contractor's Comprehensive General Liability and Property Damage Insurance. Contractor shall provide \$1 million per occurrence and \$2 million aggregate minimum on their general liability limits naming the City of East Peoria as additional insured. Contractor's comprehensive general and property damage insurance shall be in an amount not less than \$1,000,000.00 for injuries, including accidental death, to any one person and not less than 1,000,000.00 on account of any one occurrence.

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.

AWARDING OF BID:

1. Evaluations will be based on the competency, responsibility, and experience of the Contractor, as well as the total overall dollar amount. All these things will be considered in making awards.
2. The successful bidder will be awarded the contract based on a one-hundred twenty (120) day trial period. If the Successful bidder does not comply with the specifications as written, that vendor will be dismissed from all duties, and The City of East Peoria will select another vendor to complete the contract.
3. The bidder acknowledges the right of The City of East Peoria to accept the bid deemed most favorable to the interest of the City after all bids have been examined and evaluated.
4. The bid is expected to be awarded at the next scheduled City Council meeting of the City of East Peoria.

TAX EXEMPTION:

The City of East Peoria is exempt from federal, state and municipal taxes.

SIGNATURE OF BIDS:

The City of East Peoria expects the signature on bid documents to be that of an authorized representative of said Company. Each bidder, by making their bid, represents that they have read and understands the bidding documents.

#### BIDDING PROCEDURES:

All bids must be prepared on the forms provided by the Owner and submitted in accordance with the Instructions to the Bidder. 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 Invitation to Bid, or prior to any extension thereof issued to the Bidder.

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 City of East Peoria to all bidders recorded by the City of East Peoria as having received the bidding documents and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.

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 he be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to bid due date, notify the City of East Peoria, who will, if necessary, send written addendum to all bidders. The City of East Peoria will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Buildings and Inspections or his representative. After bids are received, no allowance will be made for oversight by the bidder.

#### REJECTION OF BIDS:

The bidder acknowledges the right of the City of East Peoria to reject any or all bids, to waive informality or irregularity in any bid received, and to accept the bid deemed most favorable to the interest of The City of East Peoria after all bids have been examined and evaluated. In addition, the bidder recognizes the right of the City of East Peoria to reject a bid if the bid is in any way incomplete or irregular.

#### CONTRACT DURATION:

The contract is to commence on January 1, 2023, thru December 31, 2025. The City of East Peoria reserves the right to extend the contract for one (1) year periods. **Contract negotiations will be held no later than two (2) months before the expiration of the current contract.**

#### PRIME CONTRACTOR CERTIFICATION:

Included in this bid packet is a Prime Contractor Certification form 7201LCS 5/33E. This form *must* be completed and returned as an attachment in the bid packet.

#### NON-DISCRIMINATION:

Bidding Requirements September 2022– City of East Peoria

The contractor shall always observe and comply with any law, statute, regulation or the like relating in any way to civil rights, including but not limited to the Public Works Employment Discrimination Act, 775ILSC10/0.01ET.SEQ..

TRIAL PERIOD:

The successful bidder will be awarded the contract based on a one-hundred twenty (120) day trial period. If the successful bidder does not comply with the specifications as written, that vendor will be dismissed from all duties, and the City of East Peoria will select another vendor to complete the contract.

DEFAULT:

In case of default by the successful bidder, the City of East Peoria may procure the articles or services from the other sources and may deduct from unpaid balance due the successful bidder and the prices paid by the City of East Peoria shall be considered the prevailing market price at the time such purchase is made.

PAYMENT PERIOD:

Monthly billing to the City of East Peoria should begin in February 2022 (30) days after the first month and should be sent to the billing address of 401 W. Washington Street, East Peoria, IL 61611. Payment to the Contractor by the Owner shall be made in equal monthly installments commencing thirty (30) days after the commencement of work. Any additional work not part of the contract that City of East Peoria has requested to be done should be billed as a separate line item from the original monthly contract amount. If contract should be delayed, the Owner will notify the successful bidder and the contract will be adjusted.

CANCELLATION CLAUSE:

Failure to satisfactorily perform the duties and responsibilities may result in contract cancellation if corrective efforts fail to resolve the problem(s). Thirty (30) days written notice and concurrence of the City of East Peoria is required.

CONTRACTOR'S REQUIREMENTS:

To be qualified to bid, the bidder must have cleaning contracts for work like that specified in this contract. Bidder should submit at least three (3) references with the bid. Bidder may be requested to submit further information regarding his/her business to better evaluate the contract bid. Bidder may be required by the Owner to submit additional data to satisfy the Owner that such Bidder is equipped and prepared to fulfill a contract should a contract be awarded to him/her. The competency, responsibility, and experience, if any, of all bidders will be considered in making awards. The Owner reserves the right to reject any or all bids, to waive any informalities in the bidding, and to accept the bid deemed most favorable to the interest of the Owner after all bids have been examined and evaluated. The Contractor shall furnish all materials, except as noted under requirement #4, la-

bor, tools, cleaning equipment, transportation, insurance, and all other services necessary to complete the work as specified herein for the City of East Peoria.

SECURITY:

1. It is the responsibility of the Contractor to protect the properties of the Owner. The Contractor shall be responsible for closing doors and extinguishing all lights after they have completed an area.
2. Contracted security personnel allow entry to the building by authorized personnel only. The only persons allowed entering the building after normal working hours while cleaning is being done will be those authorized by the building security personnel.
3. Prior to commencing any work under this Contract, Contractor shall provide Owner with the name, address, date of birth, social security number and criminal background report from the Illinois State Police for each employee (including officers and directors of Contractor) who are to provide work under this Contract before work can start. Due to the sensitive nature of the work to be performed, if Owner determines that any employee, officer or director has been convicted of a felony or theft, Owner shall have the right to request Contractor to substitute employees or the alternative, to reject Contractor's bid or to terminate said Contract.
4. At Owner's expense and upon reasonable notice to Contractor, Owner may require any employee, officer, director 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 Owner or in obtaining or disseminating confidential information of Owner. If in the sole discretion of said polygraph examiner, said employee, officer, director, or agent fails said polygraph examination, Owner may insist that said person be replaced or in the alternative this Contract may be terminated.
5. If any employee of the Contractor is found by the Owner to be violating any security procedures or found to be neglect of his or her realm of responsibility, and/or found loitering in offices or unauthorized areas, the Owner or his staff has the right to have the person removed from the building, either permanently or until a meeting can be made with the Contractor to determine further disciplinary action.

ADVERTISEMENTS:

The Contractor shall not place or maintain any signs, bills, posters, or other advertisements in or about the complex, except by written permission of Owner.

REQUIREMENTS:

1. The Contractor shall provide and schedule enough and competent supervisory night personnel to fully, competently, and in a timely manner perform all work required herein or that is necessary and convenient thereto so that the premises and all appurtenances thereto are



maintained in a clean, neat condition satisfactory to the Owner or its assignee.

2. The Contractor's personnel shall be carefully interviewed, screened, reference-checked, and covered by bond. They shall be properly neat and clean in appearance and able to verbally communicate in English with the Owner and tenants.
3. While on duty, all employees shall be identifiable by uniform and employee identification badge.
4. The Contractor shall furnish the necessary, appropriate tested and approved implements, machinery, and cleaning supplies, except paper products and hand soap, for the satisfactory performance of their services.
5. The Contractor shall promptly report to Owner or its designee any occurrences or situations requiring building management attention, all keys and access cards are the property of City of East Peoria and shall remain on site(s) or approved from the Director of Building and Inspections.
6. The Contractor ensures 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 Owner or Contractor as they pertain to the operations. Must have SDS stations at sites per OSHA.
7. It shall be understood that, in case of conflict, the City of East Peoria always has full control over cleaning services. Unless requested by City Staff, housekeeping activities are prohibited in occupied offices, meeting rooms, etc. Wet floors shall not be allowed in any area(s) that are occupied by staff or general public whether scheduled or unscheduled unless it is to abate a slip hazard due to spillage and only then while the area is properly marked with appropriate safety precautions.
8. The Contractor's personnel shall not disturb paper on desk, tables or cabinets. If City of East Peoria telephone records reveal usage by Contract personnel, monthly pay deductions will be applied to invoice to cover cost of telephone usage along with a \$25.00 per use service charge.
9. Inspection shall be made twice monthly by Cleaning Contractor and the City of East Peoria Director of Buildings and Inspections or his designee on the first and third Friday during the hours of 8:30 a.m. and 11:30 a.m.
10. The Contractor shall pay all salaries, payroll and other taxes, fees, Workers' Compensation and other charges or insurance levied or required by any federal, state or local statutes relating to the employment of his employees.
11. The Contractor and all employees and/or agents shall be aware of and provide evidence of employee training in OSHA Blood Borne Pathogens Exposure Guidelines.
12. The Contractor shall provide and maintain a communication record book to be placed at the site in a predetermined common location accessible to City of East Peoria staff and checked

daily by housekeeping staff in order to document and resolve day to day issues as they may arise.

CLEANING SCHEDULE:

City of East Peoria Observed Holidays: New Year's Day, Dr. Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. All deep cleaning, floor stripping and waxing, carpet cleaning must be scheduled.

DEDUCTIONS FROM PAYMENT FOR OMITTED OR UNACCEPTABLE WORK:

1. If the specifications or the cleaning frequencies are not performed within the standards set, then, at that point, the Owner will:
  - a. 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.
  - b. The Owner will determine by percentage, the amount of cleaning that was omitted and make that percentage of deduction from the monthly bill.
  - c. If this deduction procedure repeats, it will be at The City of East Peoria's discretion to exercise the Right of the Owner to Terminate Contract.

RIGHT OF THE OWNER TO TERMINATE CONTRACT:

1. If any of the Provisions of the Contract are violated by the Contractor, or if the Contractor shall persistently disregard applicable law, ordinances, rules or regulations or if 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 five (5) days after demand made by the person or persons furnishing such labor, material or equipment, the City may serve written notice upon the Contractor. Unless within ten (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 ten (10) days, at City's option, cease and terminate.
2. In the event of any such termination, the City shall immediately serve notice thereof upon the Contractor. The City may take over work and prosecute the same to completion by other contract or by force. Contractor shall be liable to the City for any excess cost to the Owner occasioned for a period of sixty (60) days thereby, and in such event the City may take possession of and utilize in completing the work, such material, equipment and the like as may be on the project site of the work and necessary, therefore.
3. Notwithstanding anything contained to the contrary herein, the City or its assign may termi-

nate this agreement by giving the Contractor written notification of termination of this agreement by certified United States Mail, sufficient postage prepaid, return receipt requested, addressed to the Contractor at its address stated in the Contract, at least fourteen (14) days prior to termination, with service of such notice conclusively presumed to be received on date.

4. of dispatch. In such event, the Contractor shall only be entitled to receive a prorated settlement payment for work performed pursuant to the Contract through date of termination.

(See Attached)

#### ILLINOIS FREEDOM OF INFORMATION ACT:

All submissions to the City of East Peoria become the property of the City of East Peoria 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) 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 City of East Peoria receives a request for a document submitted, the City of East Peoria 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 The City of East Peoria'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 City of East Peoria all related records maintained by, provided to, or required to be provided to the City of East Peoria during the contract duration are subject to FOIA. In the event the City of East Peoria receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the City of East Peoria 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 The City of East Peoria's responses to requests for a document relating to contractor, its 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 City of East Peoria has contracted to perform a governmental function on behalf of the City of East Peoria, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the City of East Peoria for purposes of FOIA. 5 ILCS 140/7(2). As such, upon request by the City of East Peoria (or any of its officers, agents, employees or officials), the contractor shall provide to the City of East Peoria at no cost and within the time frames of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the City of East Peoria, 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.



**BID FORM**



**CLEANING AND CUSTODIAL SERVICES  
CITY OF EAST PEORIA  
401 W. Washington Street East Peoria, IL 61611**

**Due: October 7, 2022 before 5:00 p.m.**

The Bidder proposes to provide cleaning services in accordance with the specifications attached herein.

**SUBMIT PROPOSAL TO: CITY OF EAST PEORIA, 401 W. Washington ST., EAST PEORIA, IL 61611**  
**The City of East Peoria Reserves the Right to Accept or Reject Any or All Bids Received.**

For additional information contact: Robert Cole, Director of Buildings and Inspections at:  
<mailto:robertcole@cityofeastpeoria.com>

NAME: _____
ADDRESS: _____
CITY: _____ ZIP CODE: _____
TELEPHONE: ( ) _____ - _____ FAX: ( ) _____ - _____ FEIN NUMBER: _____
I propose to furnish cleaning and maintenance services as defined in the (date) BIDDING REQUIREMENTS FOR CLEANING SERVICES for a monthly cost of \$_____ Additional Labor per hour \$_____
Carpet/ Hard floors for a monthly cost of \$_____ Additional Flooring Labor \$_____
Signed: _____
Title/Company _____

\_\_\_\_\_ FOR OFFICE USE ONLY \_\_\_\_\_

Accepted by: \_\_\_\_\_  
(Name)

TITLE \_\_\_\_\_ CITY OF EAST PEORIA

PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that \_\_\_\_\_ 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 Bidder

\_\_\_\_\_  
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 the intent that the bid submitted or not submitted will result in the award of a contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted. Bid rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for five (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 unity 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 purpose of this Section, shall include at least three (3) contract bids within a period of ten (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 Unites States 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 higher managerial agent in behalf of the corporation as provided in paragraph (2) of subsection 9a) of Section 5-4 of this Code. Form 7201LCS5/33E

REFERENCES:

The Contractor must list four (4) references listing firm, name, address, telephone number and contact person for whom the Contractor has supplied janitorial services for a period of no less than six (6) months.

Company Name: \_\_\_\_\_

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

Phone Number: ( ) \_\_\_\_ - \_\_\_\_ Contact Person: \_\_\_\_\_

Dates of Service (from-to): \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Phone Number: ( ) \_\_\_\_ - \_\_\_\_ Contact Person: \_\_\_\_\_

Dates of Service (from-to): \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Phone Number: ( ) \_\_\_\_ - \_\_\_\_ Contact Person: \_\_\_\_\_

Dates of Service (from-to): \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Phone Number: ( ) \_\_\_\_ - \_\_\_\_ Contact Person: \_\_\_\_\_

Dates of Service (from-to): \_\_\_\_\_



## **CLEANING SPECIFICATIONS**

### **FACILITY: PUBLIC WORKS BUILDING**

#### **Office Areas, Meeting Rooms, Entryways, and Reception Areas**

##### **Monday, Wednesday, and Friday**

###### Daily:

- Empty all trash receptacles. Replace liners as needed. Clean receptacles as needed.
- Dust desks, tables, credenzas, ledges, and all other accessible surfaces.
- Clean and polish all glass in hallways and entry areas.
- Vacuum carpeted floors and entrance mats. Spot treat as needed.
- Dust mops all solid surface floors. Remove heel marks as needed.
- Clean and sanitize drinking fountains.

###### Weekly:

- Remove fingerprints, shoe prints, and other marks from doors, frames, walls, and switch plates, etc.
- Vacuum and wipe down furniture as needed.
- Wash windows in areas inside and out.

#### **Washrooms, Kitchen Areas, Break Rooms**

###### Daily:

- Empty trash receptacles. Replace liners as needed. Clean receptacles as needed.
- Clean and disinfect sinks, counter tops, and tabletops.
- Clean and disinfect all porcelain & Stainless-steel surfaces in and out.
- Clean and fill towel, soap, and tissue dispensers as needed.
- Clean and polish mirrors and chrome.
- Clean and disinfect floors.
- Vacuum mats.
- Wash down partitions.

###### Weekly:

- Clean partitions.
- Remove fingerprints, shoe prints and other marks off walls, doors, switch covers, etc.
- Vacuum offices and detail offices.
- Mop areas and ensure luster to surface.

###### Monthly:

- Burnish resilient flooring.
- Windows washed inside and out.
- Strip and wax areas as needed to maintain luster.
- Carpets need shampooed to maintain pattern consistency.

Semi-Annually:

- Windows washed inside and out.
- Machine scrub and topcoat applied to solid surface floors.
- Carpets detailed in corners and baseboards wiped down.
- Strip and refinish floors.

**Staffing Requirements and Special Instructions**

All cleaning is to be performed before and after normal working hours unless arrangements are made in advance with the Facilities Director.

The “Shop and Fabrication” areas are not to be considered as part of the contract; however, the break rooms, washrooms, and kitchens in those areas are included.

The Contractor shall furnish all chemicals and cleaning supplies. The City will furnish all paper supplies, hand soaps, and can liners.

Cleaners will be expected to periodically perform special cleaning tasks, such as: cleaning ceiling vents, dust storage areas, etc.

Extra staffing may be required during Special Events and will be paid for on a prearranged hourly rate.

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X

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Robert Cole  
Director of Buildings and Public Property

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X

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Contractor/Representative

## CLEANING SPECIFICATIONS

**FACILITY: FACILITIES MANAGEMENT; OFFICES/AREA**

**Office Areas, Bathroom, Break room**

**Once a Week Friday**

Weekly:

- Empty trash receptacles. Replace liners as needed. Clean and sanitize receptacles as needed.
- Dust desks, file cabinets, tables, all other hard surfaces.
- Sweep and mop areas.
- Vacuum carpeted areas and entrance mats. Spot treat as needed.
- Clean and fill towel, soap and tissue dispensers as needed.
- Clean and disinfect sink and toilet.
- Clean and polish mirrors and chrome.
- Remove fingerprints, shoe prints, and other marks from walls, doors, switch covers, etc.
- Burnish resilient flooring.
- Wash and sanitize walls, trim, and other hard surfaces.
- Eliminate cobwebs around ceilings and corners.
- Vacuum carpeted areas.

Monthly:

- Detail areas to insure cleanliness.

Semi-Annually:

- Strip and refinish solid surface floors.
- Carpets cleaned/shampooed.
- Offices detailed.

This building needs to be cleaned once a week.

X

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Robert Cole  
Director of Buildings and Public Property

X

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Contractor/Representative

## **CLEANING SPECIFICATIONS**

**FACILITY: CITY HALL/ CIVIC PLAZA/ RIVERFRONT PARK**

**Office areas, Hallways, Entryways, Council Chambers, and Meeting Rooms**

**Monday- Friday**

Daily:

- Empty all trash receptacles. Replace liners as needed. Clean receptacles as needed.
- Dust desks, file cabinets, credenzas, tables, and all other furniture.
- Clean and polish all glass in offices, hallways, entryways, and other glass areas as needed.
- Vacuum carpeted floors and entrance mats. Spot treat as needed.
- Dust/damp mop all solid surface floors. Remove heel and scuff marks as needed.
- Clean and sanitize drinking fountains.

Weekly:

- Remove fingerprints, shoe prints, and other marks from walls, doors switch plates, etc.
- Vacuum/dust furniture.

**Washrooms, Kitchen Areas, Break Rooms**

Daily:

- Empty trash receptacles. Replace liners as needed. Clean receptacles as needed.
- Clean and disinfect sinks, counter tops, wipe down partitions.
- Clean and disinfect all porcelain surfaces in/out.
- Clean and fill towel, soap and tissue dispensers as needed.
- Clean and polish mirrors and chrome.
- Clean and disinfect floors.
- Spot clean partitions.
- 

Weekly:

- Clean partitions.
- Clean and polish vending machines.
- Remove fingerprints, shoe prints, and other marks from walls, doors, and switch plates, etc.
- Detail all areas to insure cleanliness.
- Organize and stock cleaning supplies.

Monthly:

- Burnish resilient flooring.
- Clean and shampoo carpets in heavy traffic areas.
- Clean windows inside/outside.
- Dust and polish all wood trim.

Semi-Annually:

- Machine scrub and topcoat all solid surface flooring.
- Detail carpets to insure pattern consistency.
- Wash windows and sills inside/outside.

Annually:

\*Strip and refinish annually.

### **Riverfront Park Bathrooms SEASONAL April- October**

#### **Monday – Friday**

Daily:

- Empty all trash receptacles. Replace liners as needed. Clean and disinfect receptacles as needed.
- Clean and sanitize drinking fountains.
- Wipe down all Stainless and porcelain surfaces.
- Clean and fill towel, soap, and tissue dispensers as needed.
- Clean and disinfect floors.
- Clean and disinfect sinks, counter tops, walls and other areas to insure cleanliness.
- Remove fingerprints, shoe prints, and other marks from walls, doors, switch covers.
- Clean mirrors and frames.
- Securing the bathrooms nightly

Monthly:

- Clean and sanitize floors.
- Detail bathrooms.
- Wipe down all surfaces.

Semi-annually:

- Wipe down and sanitize walls and floors.
- Detail clean all sinks, toilets, top to bottom.
- Clean ceiling free of cobwebs/dust, etc.
- Clean all light covers.

Annually:

- Detail bathrooms to insure cleanliness.
- **Staffing Requirements and Special Instructions**

City Hall is a standard business type environment; therefore, all cleaning is to be performed before and after normal business hours.

It should be noted that various boards and commissions meet in the Council Chambers and/or Conference Rooms regularly during evening hours. Care should be taken to avoid those areas during meetings.

City Hall is equipped with a security alarm system. Cleaning personnel will be responsible for disarming/arming the system before and after shifts, physical.

The Contractor shall furnish all chemicals and cleaning supplies including an SDS "Safety Data Sheet" station along with a copy filed with Facilities Manager.

Cleaning staff will be periodically performing special cleaning tasks when asked, such as: cleaning ceiling vents, dusting walls, doors, etc.

**Riverfront Park**

Riverfront Park is a large park the city maintains and operates.

Bathrooms need to be stocked, cleaned, and sanitized each night. All trash needs emptied each night or as needed.

The Contractor shall furnish all chemicals and cleaning supplies including an SDS "Safety Data Sheet" station along with a copy filed with Facilities Director.

The City will provide all paper products, hand soaps, and can liners.

X

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Robert Cole  
Director of Buildings and Public Property

X

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Contractor/Representative

## **CLEANING SPECIFICAGTIONS**

### **FACILITY: EASTSIDE CENTRE**

#### **Office areas, Hallways, Stairs & Elevator, Childcare, Fitness Areas, Multi-Purpose Rooms**

##### Daily:

- Empty trash receptacles. Replace liners as needed. Clean receptacles as needed.
- Dust desks, file cabinets, credenzas, tables, ledges, and all other accessible surfaces.
- Clean and polish all glass in hallways and entry areas.
- Vacuum carpeted floors and entrance mats. Spot treat as needed.
- Hang mats prior to mopping and replace after floors have dried.
- Dust and mop all solid surface floors. Remove all marks as needed.
- Clean and sanitize drinking fountains.

##### Weekly:

- Remove fingerprints, shoe prints, and other marks from walls, doors, switch covers, etc.
- Clean stair railings top to bottom, and adjacent flat surfaces.
- Clean elevator tracks to assure smooth operation.
- Vacuum and dust furniture as needed.
- Clean and sanitize babysitting area to include moving objects around to insure cleanliness.
- 

#### **Washrooms, Locker Rooms, Shower Rooms, Concession, and Snack Areas**

##### Daily 2-3 times:

- Empty trash receptacles. Replace liners as needed. Clean receptacles as needed.
- Clean and disinfect sinks, counter tops, tabletops.
- Clean and disinfect all porcelain surfaces inside and out.
- Clean and fill towel, soap, and tissue dispensers as needed.
- Clean and polish mirrors and chrome.
- Clean and disinfect floors.
- Vacuum mats and spot treat if needed.
- Dust locker tops and other horizontal surfaces.
- Clean and sanitize shower rooms cleaned and sanitized and wipe down walls and floor every night.
- Sweep and mop stairs and landing.
- Wet wipe all railings upstairs.
- Wet wipe ledges on stairs.
- Remove graffiti and gum from stair treads.
- Sweep around outer edge of walking track and around/ behind vending machines.
- Vacuum and wet mop in equipment room.

Weekly:

- Clean and sanitize partitions in bathroom stalls.
- Clean and polish vending machines.
- Remove fingerprints, shoe prints, and other markings from walls, doors, switch plates, etc.
- Burnish resilient flooring.
- Carpets need detailed in corners and base trim needs wiped down.
- Dust and sweep concrete strip along Gymnasium floor.
- Vacuum carpet directly beneath divider screens in gym.
- Broom off / feather dust front / back of dividers in gym.
- Eliminate cobwebs around ceilings and corners.

Quarterly:

- All windows/sills in and out cleaned.
- Machine scrub and topcoat resilient flooring.
- Detail offices and communal areas.

Semi-Annually:

- Strip and refinish resilient flooring.
- Carpets cleaned and detailed.
- Offices detailed walls wiped and vents.

**Staffing Requirements and Special Instructions**

Eastside Centre is a heavily used public facility that requires a different approach than the standard "After Hours" cleaning schedule. This facility shall be cleaned daily, seven days a week, except Christmas Day/ Eve and Easter.

A "Day Shift" person is required to work from 8:00 am until 3:00 pm Monday – Friday. This person will be responsible for cleaning of all office's areas, washrooms, locker/ shower rooms, hallways/ stairways, entry areas, windows, and other public areas during working hours since access cannot be gained in the evening. Day shift staff is required to check areas 2-3 times a day to insure cleanliness.

The general cleaning of the floors is to be completed after hours (Beginning no earlier than 8:00 pm) and detailing of washrooms, locker/ shower rooms, hallways, entryways, and other public areas to be completed in the evening.

Extra staffing will be required during special events on weekends and will be paid for on a prearranged hourly rate.

The Contractor shall furnish all chemicals and cleaning supplies including an SDS "Safety Data Sheet" station along with a copy filed with Facilities Director. The City will provide all paper supplies, hand & body soaps, and can liners.



Eastside Centre is equipped with a security alarm system. Cleaning staff will need to learn how to arm and disarm system before and after each shift.

Cleaning staff will punch in/out for time recording purposes.

Cleaners will be expected to periodically perform special cleaning duties when asked, such as: cleaning ceiling vents, dusting storage areas, detailing areas and other duties to ensure cleanliness of the building.

During the summer months, cleaning in communal areas: hallways, entryways, and other areas will need additional care to insure cleanliness of the building.

Cleaners will be responsible for the janitors' closets to insure they are clean and organized.

Additional duties will be assigned for mechanical rooms and utility rooms per Facilities Director's request.

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Robert Cole  
Director of Buildings and Public Property

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X

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Contractor/Representative

## **CLEANING SPECIFICATIONS**

### **FACILITY: PUBLIC SAFETY BUILDING (POLICE STATION)**

#### **Office areas, Hallways, Meeting Rooms, Communications, and Booking**

Daily:

- Empty all trash receptacles. Replace liners as needed. Clean receptacles as needed.
- Dust desks, bookshelves, credenzas, tables, and all other furniture needed.
- Clean and polish all glass in hallways and entry areas.
- Vacuum carpeted areas and entrance mats. Spot treat areas as needed.
- Dust and damp mop all solid surface areas. Remove heel marks and scuffs as needed. (The communications area has a raised false floor – care should be taken to avoid getting excessive water under tiles.)
- Clean and sanitize drinking fountains and walls around.
- Empty shredder receptacles. Replace liners as needed. Clean receptacles as needed.
- 

Weekly:

- Remove fingerprints, shoe prints, and other marks off walls, doors, door frames, and switch plates.
- Vacuum/dust furniture as needed.
- Clean and maintain organization in cleaning storage areas.
- Floor drains traps need water to prevent sewer gas build-up.

#### **Washrooms, Bathrooms, Locker Rooms, Kitchen areas, Jail Cells**

Daily:

- Empty trash receptacles. Replace liners as needed. Clean receptacles as needed.
- Clean and disinfect sinks, counter tops and tabletops.
- Clean and disinfect all porcelain & Stainless surfaces in & out.
- Clean and fill all towel, soap, and tissue paper dispensers as needed.
- Clean and polish mirrors and chrome.
- Clean and disinfect floors.
- Vacuum mats.
- Spot clean partitions as needed.

Weekly:

- Empty all trash receptacles outside free of garbage and cigarette butts including the Sallyport.
- Clean partitions
- Remove fingerprints, shoe prints, and other marks from doors, frames, walls, and switch plates.

Monthly:

- Windows washed inside and out or as needed.
- Burnish resilient flooring.
- Strip and wax areas as needed to maintain luster.
- Carpets need shampooed to maintain pattern consistency.
- Wash mats

Semi-Annually:

- Windows washed inside and out.
- Machine scrub and topcoat applied.
- Carpets detailed to maintain pattern consistency.
- Strip and refinish floors.

### **Staffing Requirements and Special Instructions**

The Police Station is a restricted access building. Due to the sensitive environment, it will need to be cleaned during normal business hours (8:00 a.m. – 4:00 p.m.) Mon- Fri. Specific requirements are needed for after-hour access by management personnel.

Some areas of the building such as booking, jail cells, and interrogation rooms will periodically have individuals occupying them. No cleaning shall take place in these areas during those times.

The Contractor shall furnish all chemicals and cleaning supplies. The City will furnish all paper supplies, hand/ body soaps and can liners.

All cleaning service personnel will be subject to a background check and interviewed by East Peoria Police Department pre-employment.

Cleaning staff will be expected to periodically perform special cleaning tasks when asked such as: sweeping Sallyport, sanitizing sleeping mats, cleaning ceiling vents and other duties to ensure that City buildings are clean and presentable.

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Robert Cole  
Director of Buildings and Public Property

X

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Contractor/Representative

## **CLEANING SPECIFICATIONS**

### **FACILITY: CITY OF EAST PEORIA CIVIC PLAZA SHARED SPACE**

#### **Hallways, Entryways, Council Chambers, and Meeting Rooms**

##### Daily:

- Empty all trash receptacles. Replace liners as needed. Clean receptacles as needed.
- Dust desks, file cabinets, credenzas, tables, and all other furniture.
- Clean and polish all glass in offices, hallways, entryways, and other glass areas as needed.
- Vacuum carpeted floors and entrance mats. Spot treat as needed.
- Dust/damp mop all solid surface floors. Remove heel and scuff marks as needed.
- Special attention to ceramic tile and stone masonry
- Clean and sanitize drinking fountains, use only water based stainless cleaner.

##### Weekly:

- Remove fingerprints, shoe prints, and other marks from walls, doors switch plates, etc.
- Vacuum/dust furniture.
- Detail areas, to include window frames, windows, base and door trim, light fixtures, return and supply ducts and walls.

#### **Washrooms, Kitchen Set Up Areas, Conference Rooms**

##### Daily:

- Empty trash receptacles. Replace liners as needed. Clean receptacles as needed.
- Clean and disinfect sinks, counter tops, wipe down partitions.
- Clean and disinfect all porcelain surfaces in/out.
- Clean and fill towel, soap and tissue dispensers as needed.
- Clean and polish mirrors and chrome.
- Clean and disinfect floors.
- Spot clean partitions.
- Dust/ damp mop areas of solid surface.
- Vacuum hallways, conference rooms, entrances and all other areas.

##### Weekly:

- Clean partitions.
- Clean and polish vending machines.
- Remove fingerprints, shoe prints, and other marks from walls, doors, and switch plates, etc.
- Detail all areas to insure cleanliness.

Monthly:

- Burnish resilient flooring.
- Clean and shampoo carpets in heavy traffic areas.
- Clean windows inside/outside.
- Dust and polish all wood trim.
- Clean doors of old adhesive and fingerprints etc.
- Partitions detailed cleaned with proper cleaner.

Semi-Annually:

- Machine scrub and topcoat all solid surface flooring.
- Detail carpets to insure pattern consistency.
- Wash windows and sills inside/outside.

Annually:

\*Detail entire areas to insure cleanliness.

### **Staffing Requirements and Special Instructions**

City Civic Plaza Shared Space is unique in the fact it is a public gathering area, including City Council meetings, City business meetings and social events therefore, all cleaning is to be performed before and after normal business hours.

It should be noted that various boards and commissions meet in the Council Chambers and/or Conference Rooms regularly during evening hours. Care should be taken to avoid those areas during meetings.

City Civic Plaza Shared Space is equipped with a security alarm system. Cleaning personnel will be responsible for disarming/arming the system before and after shifts.

The Contractor shall furnish all chemicals and cleaning supplies including an SDS "Safety Data Sheet" station along with a copy filed with Facilities Manager.

Cleaning staff will be periodically performing special cleaning tasks when asked, such as: cleaning ceiling vents, dusting walls, doors, etc.

X

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Robert Cole  
Director of Buildings and Public Property

X

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Contractor/Representative