



100 Parkers Mill • Oswego, IL. 60543 • (630) 554-3618 • Fax: (630) 554-3306
Website: <http://www.oswego-il.org>

Village of Oswego, Illinois
Request for Proposals
Cleaning Services

INTRODUCTION

General Information

The Village of Oswego is requesting proposals from qualified firms for cleaning services at its Village Hall and Police department facilities. All bidders must clearly understand that the awarding of the contract for each Village facility is mutually exclusive. This means the Village of Oswego may award a contract solely for cleaning services for the Village Hall to one bidder and another contract for the cleaning services of the Police department to a different bidder; there is no implication that there will definitively be one prevailing bidder for both the Village Hall and Police department cleaning contracts.

There is no expressed or implied obligation for the Village of Oswego to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, all proposers must submit three copies of the proposal no later than 11:00 a.m. on July 2, 2009 to:

Mark A. Pries
Finance Director
Village of Oswego
100 Parkers Mill
Oswego, IL 60543

During the evaluation process and after proposal have been received, the Village reserves the right to request additional information or clarifications from proposers or to allow corrections of errors or omissions. Any requests for clarification of this RFP before submission of a response must be submitted in writing to Mark A. Pries, Finance Director, Village of Oswego. All persons interested in submitting proposals must provide an e-mail address for receiving responses to any request for clarification. In addition, questions and answers will be posted on the Village of Oswego's website www.oswego-il.org. **There is a walk through of both facilities scheduled for June 18, 2009 at 10 a.m. starting at the Village Hall.**

The Village of Oswego reserves the right to retain all proposals submitted and to use any ideas in the proposals regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village of Oswego and the firm selected.

It is anticipated the selection of a firm will be completed and a contract awarded by August 4, 2009.

Term of Engagement

A contract between the Village of Oswego and the successful bidder for the cleaning services herein described shall expire on April 30, 2011. This contract shall be subject to annual review by the Village of Oswego, the satisfactory negotiation of terms, including a price acceptable to both the Village of Oswego and the selected firm, and the concurrence of the Village Board. This agreement shall not be assigned or transferred without the approval of the Village of Oswego.

The Village of Oswego may enter into successive one-year contracts with the successful bidder without redoing the bidding process. This is at the sole discretion and approval of the Village of Oswego.

Work to be Performed

In the most basic terms, the work to be performed involves the routine cleaning of two Village facilities: the Village Hall and the police department. The locations of these facilities are:

Village Hall
100 Parkers Mill
Oswego, IL 60543

Police Department
3525 Route 34
Oswego, IL 60543

Please provide three proposals (Using Attachment A) for the cleaning of the Village Hall with a cleaning schedule as follows: cleaning frequency of Monday-Wednesday-Friday for the first proposal; a cleaning frequency of Monday-Thursday for the second proposal; then a cleaning frequency of only Mondays for the third proposal. The Police Department will have a cleaning schedule of Monday-Wednesday-Friday.

Attachment B is a detailed list of the supplies that will be supplied by the Village of Oswego and at a minimum what should be supplied by the cleaning services company. All remaining cleaning supplies are to be furnished by the bidder.

Attachment C is a detailed list of the cleaning to be done at each facility. By no means is each list meant to be all inclusive and additional services may be requested from time-to-time. The Village of Oswego understands that additional services may add to the cost of the services provided and it is the responsibility of the prevailing bidder to inform the

Village of Oswego if there are additional charges for services requested over and above what is detailed on attachment C.

The Village of Oswego prides itself on being a green community and expects that the successful bidder will provide a proposal that details its commitment to the environment and offers its methods on how its services will respect and work with Oswego's vision.

Principal Contact

The principal contact that will coordinate the assistance to be provided by the Village of Oswego to the bidders will be Sue Miller, Office Manager, 630-554-3618.

Firm Qualifications and Experience

The proposal should state the size of the firm, the location of the office from which the work on this engagement is to be performed and the number and nature of the staff to be employed in this engagement on a full-time and/or part-time basis.

The firm should identify the principal supervisory and/or management staff who would be assigned to this contract. The firm should also provide information on the relevant experience of its firm on similar engagements.

The Village of Oswego retains the right to approve or reject staff replacements of the successful bidder. Criminal background checks will be required on the successful bidders personnel that will be employed on this engagement.

DOLLAR COST

Total All Inclusive Maximum Cost

Attachment A must be completed and signed. Attachment A's price should specify all pricing information relative to performing the cleaning services as described in this request for proposal. The total all inclusive maximum cost is to include all direct and indirect costs including all out of pocket expenses. Also, the cost breakdown should be given by each facility on a monthly basis.

If the bidder has packaged services pricing or "a la carte" type pricing, this information must be included in the proposal presented to the Village of Oswego.

The Village of Oswego will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

Manner of Payment

The Village of Oswego follows the Illinois "Prompt Payment Act" established by Illinois State Statutes (50 ILCS 505/1 et seq.) and, as such, the Village Board approves invoices

within thirty (30) days after receipt of the invoice and sends payment within thirty (30) days after the invoice has been approved by the Village Board.

EVALUATION CRITERIA

Mandatory Elements

1. The cleaning firm is independent and licensed to practice in the State of Illinois.
2. The firm has no conflict of interest with regard to any other work performed by the firm for the Village of Oswego.
3. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
4. The firm has an understanding of the specific needs of the Village of Oswego as it relates to the services provided.
5. References/Past performance of firm.
6. The firm is bonded/insured at the levels approved by the Village of Oswego.

Conditions

Bidders are advised to become familiar with all conditions, instructions and specifications governing this request for proposal. Once the award has been made, failure to have read all the conditions, instructions and specifications of this contract shall not be cause to alter the original contract or request additional compensation.

Village Ordinances

The contractor will strictly comply with all ordinances of the Village of Oswego and laws of the State of Illinois.

Price Consideration

Cost will not be the primary factor in the selection of a cleaning services firm.

Final Selection

The Village of Oswego will select a firm based upon the evaluation criteria. It is anticipated that a contract will be awarded by August 4, 2009.

Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village of Oswego and the firm selected.

The Village of Oswego reserves the right without prejudice to reject any or all proposals.

Hold Harmless

Vendor agrees to indemnify, save harmless and defend the Village of Oswego, its agents, servants and employees, and each of them against and hold it and them harmless from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service expenses, compensation, court costs and attorneys' fees which the undersigned now has/have or which may hereafter accrue, directly or indirectly, for or on account of any and all known and unknown, foreseen and unforeseen, bodily and personal injuries to any person, or any death at any time resulting from such injury, or any damage to any property and the consequences thereof, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract.

Termination of Contract

The Village reserves the right to terminate the whole or any part of this contract at any time, with or without notice, if deemed in the Village of Oswego's best interests.

Completion of Proposal

The following may be used as a checklist for potential offerers in determining the completeness of the proposal to be submitted:

1. Letter of Transmittal (not to exceed two (2) pages) which bears the signature of an authorized representative of the firm and designates the names of individuals authorized to negotiate with the Village on this contract.
2. Qualifications of the firm. Provide a general description of your firm's organization, experience, services and staff composition.
3. References. Provide a list of current clients, specifically including any municipal clients. Include length of service, and name and telephone of contact persons.
4. Current workload. Include a description of the possible impact of performing on this project.
5. Cost proposal. A detailed breakdown by Village facility is to be included in the completion of attachment A.
6. Insurance. Whether bonded or insured, the proposal must display proof of insurance for all employees of the firm that will be engaged in performing services for the Village of Oswego.

ATTACHMENT A
VILLAGE OF OSWEGO
REQUEST FOR PROPOSAL
CLEANING SERVICES
TOTAL COST SUMMARY

DUE: 11:00 A.M. JULY 2, 2009

Firm Submitting Proposal:

Fee Structure: Monthly costs of providing cleaning services to each Village of Oswego facility.

Oswego Village Hall: \$ _____

Oswego Police Department: \$ _____

Signature of Authorized Representative

Name of Authorized Representative

Title

Date:

ATTACHMENT B

Supplies Provided by the Village of Oswego

Cleaning Cart

All Cleaning Chemicals for Bathrooms and Floors

Toilet Paper

Fold Towels

Hand Soap

Urinal Screens

Garbage Liners

Supplies to be Provided by the Cleaning Services Company

Brooms

Mops

Cleaning Cloths

Paper Towels

Squeegees

Window Cleaner

Vacuum

Floor Scrubber

Any Miscellaneous Cleaning Implements

Oswego Village Hall - 100 Parkers Mill

Cleaning/Maintenance Schedule

Area/Task	Frequency
Offices: Upper and Lower Level	
Offices and Conference Rooms: Remove trash	Daily
Offices and Conference Rooms: Empty recycle bins	Daily
Offices and Conference Rooms: Vacuum carpet	Weekly (or daily if needed)
Offices and Conference Rooms: Clean equipment	Weekly
Offices and Conference Rooms: Wipe / Dust furniture	Weekly
Offices and Conference Rooms: Feather dust around objects and pictures	Twice monthly
Offices and Conference Rooms: Clean windows (indoor)	Twice monthly
Offices and Conference Rooms: Clean window coverings	Twice annually
Offices and Conference Rooms: Dust Window sills	Twice monthly
Offices and Conference Rooms: Shampoo carpet	Twice annually (spot clean as needed)
Offices and Conference Rooms: Clean Air diffusers	Semi-annually
Lobby: Remove trash	Daily
Lobby: Clean counter/reception area	Daily
Lobby: Empty recycle bins	Daily
Lobby: Vacuum carpet	Weekly (or daily if needed)
Lobby: Sweep / Mop lobby floor	Weekly (or daily if needed)
Lobby: Wipe / Dust furniture	weekly
Lobby: Clean windows / Display cases	Twice monthly (spot clean as needed)
Lobby: Clean glass railings	Weekly (spot clean as needed)
Lobby: Shampoo carpet	Twice annually (spot clean as needed)
Lobby: Clean ceiling light fixtures	Twice annually
Vestibule: Clean glass doors	Daily
Vestibule: Vacuum carpet/rugs	Daily
Vestibule: Stairways	Twice monthly
Common Work Areas and Community Room: Remove trash	Daily
Common Work Areas and Community Room: Empty recycle bins	Daily
Common Work Areas and Community Room: Clean sink/counter	Daily
Common Work Areas and Community Room: Vacuum carpet	Weekly (or daily if needed)
Common Work Areas and Community Room: Clean office/computer equipment	Weekly
Common Work Areas and Community Room: Wipe / Dust furniture	Weekly
Common Work Areas and Community Room: Feather dust around objects	Weekly
Common Work Areas and Community Room: Clean windows (indoor)	Twice monthly
Common Work Areas and Community Room: Clean window coverings	Twice annually
Common Work Areas and Community Room: Dust Window sills	Twice monthly
Common Work Areas and Community Room: Shampoo carpet	Twice annually (spot clean as needed)
Common Work Areas and Community Room: Clean Air diffusers	Twice annually
Mud Room: Wipe / Sweep / Mop	Weekly (spot clean as needed)
Building & Zoning: Check/clean bottom of chairs at workstations	Daily if needed
Board Room: Wipe / Dust furniture	Before each Board meeting
Board Room: Vacuum	Before each Board meeting
Board Room: Clean windows (indoor)	Monthly (spot clean as needed)
Private Stairways	Twice monthly
Restrooms: Clean toilets, sinks	Daily
Restrooms: Sweep floor	Daily
Restrooms: Mop floor	Weekly (spot clean as needed)
Restrooms: Replace toilet paper	Daily - As needed
Restrooms: Replace hand towels	Daily - As needed
Restrooms: Fill soap dispensers	Daily - As needed
Kitchen: Clean sinks, counter tops and microwave	Daily
Kitchen: Sweep / mop floor	Weekly (spot clean as needed)
Kitchen: Wipe / Dust furniture	Twice monthly
All cobwebs	Quarterly
All door handles and railings	Monthly
All Exterior windows:	Quarterly

Approximate flooring square footage:

Tile - 4,150

Carpet - 27,600

Oswego Police Department - 3525 Route 34

Cleaning/Maintenance Schedule

Area/Task	Frequency
Offices: Upper and Lower Level	
Offices: Remove trash	Daily
Offices: Empty recycle bins	Daily
Offices: Vacuum carpet	Weekly
Offices: Clean office/computer equipment	Weekly
Offices: Wipe / Dust furniture	Weekly
Offices: Feather dust around objects and pictures	Weekly
Offices: Clean windows (indoor)	Monthly
Offices: Clean window coverings	Annually
Offices: Dust Window sills	Weekly
Offices: Shampoo carpet	Annually
Offices: Clean Air diffusers	Semi-annually
Lobby/front desk: Remove trash	Daily
Lobby/front desk: Clean counter/reception area	Daily
Lobby/front desk: Empty recycle bins	Weekly
Lobby/front desk: Vacuum carpet	Weekly
Lobby/front desk: Sweep / Mop lobby floor	Weekly
Lobby/front desk: Clean office/computer equipment	Weekly
Lobby/front desk: Wipe / Dust furniture	Weekly
Lobby/front desk: Clean windows / Display cases	Weekly
Lobby/front desk: Shampoo carpet	Annually
Common Work Areas: Remove trash	Daily
Common Work Areas: Empty recycle bins	Weekly
Common Work Areas: Vacuum carpet	Weekly
Common Work Areas: Clean office/computer equipment	Weekly
Common Work Areas: Wipe / Dust furniture	Weekly
Common Work Areas: Clean windows (indoor)	Monthly
Common Work Areas: Clean window coverings	Annually
Common Work Areas: Dust Window sills	Weekly
Common Work Areas: Shampoo carpet	Annually
Common Work Areas: Clean Air diffusers	Semi-annually
Jail / Booking: Remove trash	Daily
Jail / Booking: Wipe down counters / table tops	Weekly
Jail / Booking: Clean Jail cell toilet fixtures	Weekly
Jail / Booking: Sweep / Mop floor	Weekly
Jail / Booking: Wax floor	Annually
Training Room: Remove trash	Daily
Training Room: Wipe down counters / table tops	Weekly
Training Room: Vacuum carpet	Weekly
Training Room: Clean Dry erase board	Weekly
Training Room: Shampoo carpet	Annually
Lower Lobby / Hallway: Sweep / mop floor	Weekly
Lower Lobby / Hallway: Wax floor	Annually
Lower Lobby / Hallway: Clean windows	Weekly
Exercise Room: Vacuum carpet	Bi-monthly
Exercise Room: Wipe mirrors	Monthly
Locker Rooms: Vacuum	Weekly
Restrooms: Clean toilets, sinks	Daily
Restrooms: Sweep floor	Daily
Restrooms: Clean Showers	Weekly
Restrooms: Mop floor	Weekly
Restrooms: Check plumbing for leaks	Quarterly

Oswego Police Department - 3525 Route 34

Cleaning/Maintenance Schedule

Area/Task	Frequency
Restrooms: Replace toilet paper	Daily - As needed
Restrooms: Replace hand towels	Daily - As needed
Restrooms: Fill soap dispensers	Daily - As needed
Kitchen: Clean sinks, counter tops and microwave	Daily
Exterior walks: Broom	Weekly
Exterior entrance: Salt / shovel	As needed
All Exterior windows:	Semi - Annually

Approximate flooring square footage:

Tile - 8,750

Carpet - 6,560