



REQUEST FOR PROPOSAL

March 11, 2022

Project:

Professional Cleaning Services for the Rock Island Public Library.

Closing Deadline:

May 24, 2022

Place:

Malachi Kohlwey, Business Office & Facilities Director
Rock Island Public Library
401 19th Street
Rock Island, IL 61201

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Rock Island Public Library Leadership Team:

Library Director: Angela Campbell

Business Office & Facilities Director: Malachi Kohlwey

Library Board of Trustees:

Eudell Watts III President
Elizabeth Russell..... Vice President
Jacki Nelson Secretary
Debbie Freiburg Treasurer
Patrick Mahar Board Member
Dr. Yolanda Grandberry-Pugh Board Member
Jo Noon Board Member
Jenni Swanson Board Member
Karen Phillips..... Board Member

Invitation for Bids

The Rock Island Public Library is requesting proposals for cleaning services for all Library locations. The locations are listed within. This will be a three-year contract.

Sealed bids shall be accepted by the Rock Island Public Library's Downtown location at 401 19th Street, Rock Island, IL 61201. The deadline for applying will be **11:00 AM on Tuesday, May 24, 2022.**

A pre-opening informational meeting will be held at **11:00 AM on Tuesday, May 03, 2022** at the Rock Island Public Library Community Room (401 19th Street, Rock Island, IL 61201) Any questions will be answered at this time.

The contractor will be responsible for complying with all local, state, and federal regulations pertaining to this project.

It is the intent of the Rock Island Public Library to award the contract to the lowest responsible bidder provided the bid has been submitted in accordance with the bidding requirements. The Library reserves the right to reject any or all bids and to waive informalities or technicalities.

Bid documents are only available on the City Website: <http://www.rigov.org/bids.aspx>. Please sign up for Bid Notifications with a valid email address in order to receive updates, addendums, and responses to Contractor questions. All questions regarding this Project must be emailed to kohlwey.malachi@rigov.org, and all answers will be posted in related documents on the City's Bid Page under a bid related document named "Contractor Questions and Answers."

Instructions to Bidders:

BIDS DUE: **Tuesday, May 24, 2022**
11:00 AM Central Standard Time
Rock Island Public Library
401 19th Street
Rock Island, IL 61201

PROJECT: Professional Cleaning Services for the Rock Island Public Library.

OWNER: Rock Island Public Library
401 19th Street
Rock Island, IL 61201

Sealed bids must be submitted on or before 11:00 AM on Tuesday, May 24, 2022; and will be opened at that time.

GENERAL:

Bidders shall study carefully and conform to these “Instructions to Proposers” so that their proposals will be regular, complete, and acceptable.

PROPOSALS:

All proposals must be typed and must comply in all regards with the requirements of this solicitation.

All proposals shall be signed in ink in the blank spaces provided. If the proposal is made by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If a corporation makes the proposals, an official who is authorized to bind the proposer shall sign it in the name of such corporation.

SUBMISSION OF PROPOSALS:

Two (2) copies of proposals must be submitted (one marked as original) in sealed envelopes marked “CONFIDENTIAL: Professional Cleaning Services Bid for the Rock Island Public Library,” bearing on the outside the name and address of the proposer, the name of the project for which the proposal is submitted, and the time and date of the proposal opening. If the proposal is forwarded by mail, the sealed envelope containing the proposal and marked as directed above, must be enclosed in another envelope addressed to Malachi Kohlwey, Business Office & Facilities Director, Rock Island Public Library, 401 19th Street, Rock Island, Illinois 61201.

Faxed or electronically delivered proposals shall be rejected as non-responsive.

RECEIPT AND OPENING OF PROPOSALS:

Proposals shall be submitted prior to the time fixed in the advertisement for proposals. Proposals received after the time so designated will be considered late proposals and will not be considered.

No responsibility will be attached to any official of the Rock Island Public library for the premature opening of, or the failure to open, a proposal not properly addressed and identified.

WITHDRAWAL OF PROPOSALS:

Any proposal may be withdrawn prior to opening.

Bidders' proposals shall be valid for at least 180 days from the proposal opening. *The expiration date must be included in the submitted proposal.*

ADDENDA AND INTERPRETATIONS:

Statements by Rock Island Public Library staff or its representatives are not binding, unless confirmed by written addendum. Addenda will be issued and bidders shall receive addenda as follows: All questions regarding this Project must be emailed to kohlwey.malachi@rigov.org, and all answers will be posted in related documents on the City's Bid Page under a bid related document named "Contractor Questions and Answers." Bidders should frequently check the City's website until bid closing. **The final day to submit questions is May 19, 2022.**

NONDISCRIMINATION:

Submittal of a proposal in response to this RFP evidences bidder's agreement that, in performing the work called for by this proposal and in securing and supplying materials, the bidder has not and will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, physical or mental handicap, national origin or ancestry, unless the reasonable demands of employment are such they cannot be met by a person with a particular physical or mental handicap. The Rock Island Public Library is committed to preserving equal rights for all citizens during the implementation and construction of its projects and encourages Minority Contractors to submit Bids for this work. Additionally, the Library encourages Bidders to consider hiring subcontractors and employees of all racial and ethnic backgrounds.

PREPARATION OF OFFERS:

Proposers are expected to examine the specification, schedules, and all instructions. The Rock Island Public Library is not liable for costs associated with preparation of proposals in response to this RFP.

EMPLOYEES NOT TO BENEFIT:

No employee or elected official of the City of Rock Island shall be permitted to receive any share or part of this contract, or any benefit that may arise there from.

PROTEST OF AWARD:

The award of the Contract by the Rock Island Public Library's Board of Trustees shall constitute a final decision. Any protest to the award will need to be written and received by the Rock Island Public Library within seven (7) days of the award. If a timely protest is filed, the Rock Island Public Library Board of Trustees will reply via a written decision denying or affirming the award. The Board will not entertain a protest submitted after the time period established in this section.

REIMBURSEMENT:

There is no express or implied obligation for the Rock Island Public Library to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

RESERVED RIGHTS:

The Rock Island Public Library reserves the right:

1. To reject any proposal not in compliance with all prescribed public bidding procedures and requirements.
2. To reject for good cause any or all proposals upon the Rock Island Public Library's written finding that it is in the public interest to do so.
3. To reject any and all proposals not meeting or differing from the specifications set forth herein.
4. To waive any or all informalities in the proposals submitted.
5. To consider the competency and responsibility of proposers in making any awards.
6. In the event any bidder or bidders to whom a contract is awarded shall default in executing said formal contract within the time and manner herein after specified, to award the contract to another bidder or bidders.
7. To extend the deadline for submitting proposals.
8. To negotiate additions or deletions to the proposed equipment and/or services.

PROPOSED LIABILITY:

Bidder shall provide a product liability coverage minimum of \$1,000,000.

Proposal Items to be Signed, Filled-in, and/or included:

1. Special Provisions (Pages 8-12)
2. Bid Form (Pages 22-23)
3. Proof of Liability insurance (Page 11)
4. Non-Collusion Affidavit of Prime Bidder (Page 24)
5. Agreement for Contract (Page 25)

Special Provisions

SP-1 Project Area

The Rock Island Public Library intends to seek professional cleaning services to cover the requirements for furnishing labor, supplies and equipment to perform complete cleaning services at the Library's Downtown, Southwest, and other location(s) as specified. It is contemplated that a contract will be awarded to the responsible offer which will be most advantageous to the Rock Island Public Library.

Contractor is expected to use all visual references provided in this contract for the properties and visit each area if reasonable to do so in order to bid the project.

_____ Contractors Initials, denotes acceptance of SP-1

SP-2 Time of Project Completion

The work which the Contractor is to perform under this Contract shall begin once the "Notice to Proceed" (see page # 26) is signed by the Library and shall run for three consecutive years.

_____ Contractors Initials, denotes acceptance of SP-2

SP-3 Prime Contractor Requirements (Limitations on Subcontracting)

In order to be awarded this contract the prime contractor must perform at least 51 percent of the cost of the contract with their own employees.

Work to be performed by subsidiaries or other affiliates of the prime contractor is not counted as being performed by the prime contractor for purposes of determining whether the prime contractor will perform the required percentage of work.

Contractor will obtain written approval from the Rock Island Public Library giving them permission for the use of subcontractors in regard to the completion of cleaning services. Subcontractors' names and addresses of subcontractors' company/s are to be provided to the Library.

_____ Contractors Initials, denotes acceptance of SP-3

SP-4 Responsibilities of the Contractor and their Subcontractors

Except as otherwise specifically stated in the Contract Documents, Technical Specifications, and Contractor Specifications, the Contractor shall provide and pay for all materials, labor, tools, equipment, transportation, superintendence, and damage to properties until finalization of the project.

The Contractor shall use equipment of quality, size, and durability normally used in the industry for the performance of similar services. The contractor shall periodically inspect the equipment to ensure its serviceability, safety, and performance. Equipment determined not to be in compliance will be removed and replaced with suitable equipment.

Contractor shall be responsible for maintaining vehicles, or vehicles of those persons representing the contractor; shall be in proper working order and in a good state of repair.

Contractor's personnel will be required to wear identification at all times during the performance of their services. Contractor will ensure personnel maintain a neat, clean, and orderly appearance.

Contractor shall be responsible for instructing personnel in safety measures and staff safety considered appropriate. The contractor shall not permit such manners as to create safety hazards.

All supplies, equipment, and machines shall be kept out of traffic lanes and other areas where they might be hazardous, and will be secured at the end of each work period in other facilities provided for this purpose by the contractor.

Contractor shall ensure all personnel are well versed in standard operating procedures and the requirements of wearing protective gear at all times during shift. Contractor shall be solely responsible for the safety and welfare of all said personnel performing work under this contract; educating and advising all said personnel to health hazards associated with work performed under contract. All work shall be performed with the utmost concern for safety of both the worker and public.

Contractor shall be responsible for maintaining satisfactory standards of personnel competency, conduct, and integrity and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary.

The contractor shall be responsible for excluding from work such employees as he deems incompetent, careless, insubordinate, unsuitable, or otherwise objectionable, or whose continued employment, or work, is deemed by the Rock Island Public Library to be contrary to the public interest or inconsistent with the best interests of the Rock Island Public Library.

The contractor shall ensure all personnel follow and abide by policies and procedures set by the Rock Island Public Library and its Board of Trustees. The Rock Island Public Library will provide access and all necessary and reasonable information in order for personnel to effectively provide service.

_____ Contractors Initials, denotes acceptance of SP-4

SP-5 Communications

Contractor must sign up for Bid Notifications with a valid email address in order to receive updates, addendums, and responses to Contractor questions.

All questions regarding this Project must be emailed to: kohlwey.malachi@rigov.org.

All notices, demands, requests, instructions, approvals, proposals, and claims must be submitted in writing and sent by email to kohlwey.malachi@rigov.org, with the subject line of RIPL-ID 20220524 Round 1. All response questions will be posted under related documents on the City's Bid Page for this project under a bid related document named "Contractor Questions and Answers."

Voice communication questions will not be responded to or relayed during the bidding process. Upon award of contract the awarded contractor may communicate freely with the Business Office securely and directly by phone or email.

_____ Contractors Initials, denotes acceptance of SP-5

SP-6 General and Site Specific Information

Bid Details:

The right is reserved to accept other than the lowest proposal and to reject any or all proposals. The Rock Island Public Library reserves the right to waive minor technicalities or irregularities which have no effect on quality or performance of service. A proposal will be considered as non-responsive to the request for proposals if it does not conform to the essential requirements herein. Such proposals will be rejected.

Contract Details:

The Rock Island Public Library shall have the right to terminate the contract without cause by giving thirty (30) days written notice.

The Rock Island Public Library reserves the right to terminate the contract without notice in the event the contractor becomes insolvent, is judged bankrupt or voluntarily abandons or vacates the premises.

The contractor in the performance of said duties must comply with all applicable Federal, State, and local regulations and ordinances.

Prior to execution of the contract, the contractor shall furnish to the Library a listing of all contractor personnel entering or working in the building. Said listing shall contain the name, birth date and photo identification of the employee.

During the fulfillment of this contract, the contractor agrees to confidentiality between both parties as privileged information, deemed critical, may be exchanged or exposed due to the on-going operation of business. Because of this exposure, the contractor will agree to keep confidential all business activities with the fulfillment of this contract.

The enclosed specifications cover the requirements of furnishing all labor, materials, supplies and equipment necessary to perform complete professional cleaning services. The Contractor shall provide, at own risk, all labor, materials, supervision, tools, equipment, insurance, storage, transportation, proper protection, and any other items needed or directed, to perform the work described in the specifications.

The contractor shall be responsible and liable for any and all damage or breakage to any Rock Island Public Library property. The Contractor will replace it with an exact like item or pay for damage at the discretion of the owner. The owner would expect the contractor to report to the owner the time and place of any damage or breakage as soon as possible. Because the contractor does not report the breakage, it does not relieve the contractor from this liability.

The contractor shall have background checks completed on all personnel at the contractor's expense. Proof that background checks have been completed shall be provided to the Rock Island Public Library upon request.

The contractor will be required to submit to the Facilities Director at the Rock Island Public Library in writing the names of at least two representatives who are authorized to act for the contractor. This supervisor shall, at all reasonable times be available to implement orders, or instructions which affect the services to be rendered under this contract.

If the Rock Island Public Library requests additional services, such services shall be performed at a cost agreed on between the contractor and the Rock Island Public Library at the time.

Insurance Requirements:

The contractor must provide a certificate of insurance in the following amounts before actual award of the contract will be made:

Coverage Required	Limits of Liability
Workmen's Compensation Insurance	\$10,000 (including employee's liability)
General/Automobile Liability; bodily injury and property damage damage liability.)	\$500,000 (combined single limit
Excess Liability	\$1,000,000

Payment Details:

Payment for services performed, as a result of the contract, shall be on a monthly basis and based upon the submission of invoices to the Rock Island Public Library, Business Office, 401 19th Street, Rock Island, Illinois, 61201.

Inspection Details:

The Library's Facilities Director will have the right to accompany the contractor's representative on inspections at a time suitable for both parties, and to further demand additional or more frequent inspections at any time at their discretion.

Cleaning Details:

Janitorial maintenance cleaning is scheduled to be completed five days a week at the downtown location. The Southwest and Midtown locations are requisitioning an alternative bid for weekly schedules. At all locations, work will be done on regularly scheduled work days, with the exception of holidays, when custodial work is not done. Cleaning schedule can only be modified if approved by the Library.

Contractor shall ensure that no keys are lost, misplaced, or used by unauthorized persons. Keys are not to be duplicated. The contractor shall reimburse the Rock Island Public Library for replacement of locks or keys if lost.

All supplies, equipment, and machines shall be secured at the end of each work period in areas provided

for this purpose. Cloths, mops, or brushes containing a residue of wax or other combustible material subject to spontaneous ignition will be disposed of or stored outside of the buildings.

All dirt and debris resulting from work under this contract will be disposed of daily at the completion of work. Cleaning solutions will be disposed of in plumbing fixtures provided for this purpose.

Contractor shall use lights only in areas where their work is being performed and turn them off after the job is completed.

The Rock Island Public Library will furnish a storage area for contractor equipment and supplies. The contractor will ensure that the area so designated for this purpose is securely locked and maintained in a clean and orderly fashion. The Rock Island Public Library, in furnishing this area, will assume no responsibility for the supplies and equipment stored within.

In all areas of the building specified, janitorial personnel shall check all doors to ensure they are locked, that all lights (except emergency and night lights) are turned off, and that the building is secure.

Proposal must include complete fee schedule with rates for service at each location (see page # 22-23).

_____ Contractors Initials, denotes acceptance of SP-6

SP-7 Labor Laws

Upon award of contract, the contractor shall comply with all local, state and federal regulations pertaining to cleaning services as regulated by the Department of Labor.

_____ Contractors Initials, denotes acceptance of SP-7

Scope of Work

Cleaning Duties - Downtown Library:

Daily (5 days a week, Monday-Friday):

Restrooms (Seven restrooms to be cleaned):

Sweep and wet mop floors, using a germicidal solution, remove scuff marks.
Wash all sinks, toilet bowls, and urinals, using a germicidal solution.
Wash both sides of the toilet seats, using a germicidal solution.
Clean and/or polish all mirrors, plumbing fixtures, countertops, and door handles.
Fill dispensers with toilet paper, soap, toilet seat covers, and paper towels. (Supplies for dispensers provided by the Library)
Spot clean doors, walls, and partitions, removing splashes and hand prints.
Empty trash and sanitary napkin receptacles.

Entryways/Receiving/Storage Areas:

Sweep/ damp mop entryways, wet mop as needed.
Dust all edgings and horizontal surfaces.
Clean entrance glass including both sides of the outside doors.
Wash and sanitize all drinking fountains.
Vacuum carpet runners and mats.
Spot clean doors, walls, and partitions, removing splashes and hand prints.
Sweep/ damp mop stairways and landings, wet mop as needed.

Offices/Meeting Rooms/Book Stacks/Hallways:

Wash and sanitize all drinking fountains.
Vacuum, carpet runners, mats, and floors.
Spot clean doors, walls, and partitions, removing splashes and hand prints.
Spot clean glass in partitions and doors.
Sweep stairways and landings, wet mop as needed.
Position chairs neatly.
Clean all desk installed plex-glass.
Empty trash receptacles.

Elevator/Elevator Panel:

Vacuum carpeted floors.
Vacuum door tracks.
Clean/polish walls, buttons, and partitions.

Staff Lounge/Breakroom:

Vacuum carpeted floors.

Wash table tops, counters, and sink.
Wipe chairs, removing crumbs and spills.
Position chairs neatly.
Damp wipe appliances.
Empty trash receptacles.

All Carpeted Areas of the Building:

Vacuum carpeted floors.

Weekly (Once a week):

Restrooms (Seven restrooms to be cleaned):

Wash all handrails and door handles.

Entryways/Receiving/Storage Areas:

Wet mop all stairways and landings.
Dust all edgings, horizontal surfaces, and railings.
Clean entrance glass including both sides of the outside doors.
Wash all handrails and door handles.

Offices/Meeting Rooms/Book Stacks/Hallways:

Dust all furniture, desks, chairs, filing cabinets, tables, shelves, counters, and window sills.
Dust all low areas, rungs, baseboards, and molding.
High dustings, removing dust and cobwebs from frames, moldings, free standing shelving, and cabinet tops.
Clean all desk tops and counters with a germicidal solution.
Sweep stairways and landings, wet mop as needed.
Clean and sanitize all telephones.
Wash all handrails and door handles.

Staff Lounge/Breakroom:

Wet mop floors.
Wash all handrails and door handles.

Quarterly (Four times a year):

Restrooms (Seven restrooms to be cleaned):

Recoat floor with wax.

Entryways/Receiving/Storage Areas:

Recoat floor with wax.

Staff Lounge/Breakroom:

Deep clean all kitchen appliances.

All Carpeted Areas of the Building:

Deep clean carpeted floors (Sections of the Library):
Ground & First floor areas around the services desks, entrance doors, and elevator.
Public Hallway and Lobby area of the Ground floor.
Elevator.
Children's Area.

Deep clean janitorial supply closet and mop sink areas.

Annually (Once a year):

Restrooms (Seven restrooms to be cleaned):

Completely strip and wax floors.

Entryways/Receiving/Storage Areas:

Completely strip and wax floors.

All Carpeted Areas of the Building:

Deep clean all carpeted floors in the Library.

Contract for Cleaning at the Downtown Library does not include:

Maintenance Office, any Mechanical Rooms, or the Boiler Room.

Cleaning Duties - Southwest Library:

Daily (3 or 5 days a week (Alternative Bid), Monday-Friday or Monday, Wednesday, & Friday):

Restrooms (Two restrooms to be cleaned):

Sweep and wet mop floors, using a germicidal solution, remove scuff marks.
Wash all sinks, toilet bowls, and urinals, using a germicidal solution.
Wash both sides of the toilet seats, using a germicidal solution.
Clean and/or polish all mirrors, plumbing fixtures, countertops, and door handles.
Fill dispensers with toilet paper, soap, toilet seat covers, and paper towels. (Supplies for dispensers provided by the Library)
Spot clean doors, walls, and partitions, removing splashes and hand prints.
Empty trash and sanitary napkin receptacles.

Entryway:

Sweep/ damp mop entryways, wet mop as needed.
Dust all edgings and horizontal surfaces.
Clean entrance glass including both sides of the outside doors.
Wash and sanitize all drinking fountains.
Vacuum carpet runners and mats.
Spot clean doors, walls, and partitions, removing splashes and hand prints.

Offices/Meeting Rooms/Book Stacks/Hallways:

Wash and sanitize all drinking fountains.
Vacuum carpet runners, mats, and floors.
Spot clean doors, walls, and partitions, removing splashes and hand prints.
Spot clean glass in partitions and doors.
Sweep/ damp mop stairways and landings, wet mop as needed.
Position chairs neatly.
Clean all desk installed plex-glass.
Empty trash receptacles.

Staff Lounge/Breakroom:

Vacuum carpeted floors.
Wash table tops, counters, and sink.
Wipe chairs, removing crumbs and spills.
Position chairs neatly.
Damp wipe appliances.
Empty trash receptacles.

All Carpeted Areas of the Building:

Vacuum carpeted floors.

Weekly (Once a week):

Restrooms (Two restrooms to be cleaned):

Wash all handrails and door handles.

Entryway:

Dust all edgings, horizontal surfaces, and railings.
Clean entrance glass including both sides of the outside doors.
Wash all handrails and door handles.

Offices/Meeting Rooms/Book Stacks/Hallways:

Dust all furniture, desks, chairs, filing cabinets, tables, shelves, counters, and window sills.
Dust all low areas, rungs, baseboards, and molding.
High dustings, removing dust and cobwebs from frames, moldings, free standing shelving, and cabinet tops.
Clean all desk tops and counters with a germicidal solution.
Clean and sanitize all telephones.
Wash all handrails and door handles.

Staff Lounge/Breakroom:

Wash all handrails and door handles.

Quarterly (Four times a year):

Restrooms (Two restrooms to be cleaned):

Recoat floor with wax.

Entryways/Receiving/Storage Areas:

Recoat floor with wax.

Staff Lounge/Breakroom:

Deep clean all kitchen appliances.

All Carpeted Areas of the Building:

Deep clean carpeted floors (Sections of the Library):
Area around the circulation desk and entrance doors.
Public Hallway.
Lobby Area.

Deep clean janitorial supply closet and mop sink areas.

Annually (Once a year):

Restrooms (Two restrooms to be cleaned):

Completely strip and wax floors.

Entryways/Receiving/Storage Areas:

Completely strip and wax floors.

All Carpeted Areas of the Building:

Deep clean all carpeted floors in the Library.

Contract for Cleaning at the Southwest Library does not include:

Any Mechanical Rooms.

Cleaning Duties - Midtown Library:

Daily (3 or 5 days a week (Alternative Bid), Monday-Friday or Monday, Wednesday, & Friday):

Restrooms (One restroom to be cleaned):

Sweep and wet mop floors, using a germicidal solution, remove scuff marks.
Wash all sinks, toilet bowls, and urinals, using a germicidal solution.
Wash both sides of the toilet seats, using a germicidal solution.
Clean and/or polish all mirrors, plumbing fixtures, countertops, and door handles.
Fill dispensers with toilet paper, soap, toilet seat covers, and paper towels. (Supplies for dispensers provided by the Library)
Spot clean doors, walls, and partitions, removing splashes and hand prints.
Empty trash and sanitary napkin receptacles.

Entryway:

Sweep/ damp mop entryways, wet mop as needed.
Dust all edgings and horizontal surfaces.
Clean entrance glass including both sides of the outside doors.
Vacuum carpet runners and mats.
Spot clean doors, walls, and partitions, removing splashes and hand prints.

Offices/Meeting Rooms/Book Stacks/Hallways:

Sweep/ damp mop floors, wet mop as needed.
Vacuum carpet runners and mats.
Spot clean doors, walls, and partitions, removing splashes and hand prints.
Spot clean glass in partitions and doors.
Position chairs neatly.
Clean all desk installed plex-glass.
Empty trash receptacles.

Staff Lounge/Breakroom:

Vacuum carpeted floors.
Wash table tops, counters, and sink.
Wipe chairs, removing crumbs and spills.
Position chairs neatly.
Damp wipe appliances.
Empty trash receptacles.

All Carpeted Areas of the Building:

Vacuum carpeted floors.

Weekly (Once a week):

Restrooms (One restroom to be cleaned):

Wash all handrails and door handles.

Entryway:

Dust all edgings, horizontal surfaces, and railings.
Clean entrance glass including both sides of the outside doors.
Wash all handrails and door handles.

Offices/Meeting Rooms/Book Stacks/Hallways:

Wet mop all floors.
Dust all furniture, desks, chairs, filing cabinets, tables, shelves, counters, and window sills.
Dust all low areas, rungs, baseboards, and molding.
High dustings, removing dust and cobwebs from frames, moldings, free standing shelving, and cabinet tops.
Clean all desk tops and counters with a germicidal solution.
Clean and sanitize all telephones.
Wash all handrails and door handles.

Staff Lounge/Breakroom:

Wash all handrails and door handles.

Quarterly (Four times a year):

Restrooms (One restroom to be cleaned):

Recoat floor with wax.

Entryways/Receiving/Storage Areas:

Recoat floor with wax.

Staff Lounge/Breakroom:

Deep clean all kitchen appliances.
Deep clean janitorial supply closet and mop sink areas.

Annually (Once a year):

Restrooms (One restroom to be cleaned):

Completely strip and wax floors.

Entryways/Receiving/Storage Areas:

Completely strip and wax floors.

All Carpeted Areas of the Building:

Deep clean all carpeted floors in the Library.

Contract for Cleaning at the Midtown Library does not include:

Any Mechanical Rooms.

Bid Form:

TO: The City of Rock Island - Rock Island Public Library, 401 19th Street, Rock Island, IL 61201

The undersigned, having familiarized themselves with the existing conditions of the Project affecting the cost of the work and with the Contract Documents as prepared and on file in the office of the Business Office, Floor 2, 401 19th Street, Rock Island, Illinois; hereby proposes to furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment and services, to perform and complete all work required for the project for the sums of:

Total Sum: \$ _____, as the sum total of the following line items:

- \$ _____ Downtown Library (5 days a week) - Cleaning
- \$ _____ Southwest Library (5 days a week) - Cleaning
- \$ _____ Midtown Library (5 days a week) - Cleaning
- \$ _____ Alternate – Southwest Library (3 days a week) – Cleaning
- \$ _____ Alternate – Midtown Library (3 days a week) - Cleaning
- \$ _____ Additional fees not listed in the Scope of Work (please itemize below)

PLEASE NOTE: Failure to complete all items will disqualify your bid.

1. In submitting this Bid, the Bidder understands that the right is reserved by this Awarding Authority to reject any and all Bids. If written notice of the acceptance of this Bid is mailed or delivered to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this Bid is withdrawn, the undersigned agrees to execute and deliver an Agreement in the prescribed form and furnish the required bond within ten (10) days after the agreement is presented to him/her for signature.
2. Attached hereto is an affidavit in proof that the undersigned has not entered into a collusive agreement with any person in respect to this Bid or any other bid for the Contract for which this Bid is submitted.

3. Attached hereto is proof of insurance.

4. The Bidder is prepared to submit a financial and experience statement upon request.

5. The Principal/s of the Bidder/s is/are:

(Name)

(Address, including zip code)

(Signature)

(Tax ID Number)

(Date)

Non-Collusion Affidavit of Prime-Bidders

_____, being

PRINT NAME

first duly sworn, deposes and says that:

- 1. He/She/They are the (owner, partner, officer, representative or agent) of

_____ ,

CONTRACTOR/COMPANY NAME

the bidder that has submitted the attached bid;

- 2. He/She/They are fully informed respecting the preparation and contents of the attached bid and all pertinent circumstances respecting such bid.
- 3. Such a bid is genuine and is not a collusive or sham bid.
- 4. Neither the said bidder nor any of its officers, partners, owners agents, representatives, employees or parties conspired, connived or agreed, directly or indirectly, with any other bidder, firm, or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement or advantages against the City of Rock Island, Illinois & the Rock Island Public Library, or person interested in the proposed contract; and
- 5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

By: _____
(Signature)

Attest: _____
(Witness)

(Title)

Contract Agreement:

The executed contract documents shall consist of the following:

1. This Agreement
2. Signed Copy of Special Provisions
3. Signed Copy of Bid Form
4. Proof of Carrying Insurance
5. Copy of Contract Documents for Scope of Work
6. Signed Copy of Non-Collusion Affidavit

THIS AGREEMENT, together with the other documents enumerated in this section, which said other documents are as fully a part of the contract as if hereto attached, or herein repeated, forms and the Contract between the parties hereto. In the event that any provision in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this Article 3 shall govern, except as otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in **3** original copies on the day and year first above written

ROCK ISLAND PUBLIC LIBRARY

OWNER Name

(Seal)

BY _____

Library Director Signature

ATTEST _____

Business Office & Facilities Director Signature

(Seal)

CONTRACTOR Name

BY _____

Authorized Signature

Attest _____

Witness

Title _____

NOTICE TO PROCEED

TO ADDRESS:

CONTRACT: Professional Cleaning Services

LOCATION: Rock Island Public Library

CONTRACT NO.: RIPL-ID 20220524

Before you may start any work at the site you and the Owner must each deliver to the other, certificates of insurance which are required to be purchased and maintained in accordance with the Contract Documents.

City of Rock Island - Rock Island Public Library

Owner Name

Director Signature

Date