

VILLAGE OF VERNON HILLS

ORDINANCE NO. 2020-112

AN ORDINANCE AWARDING A THREE (3) YEAR CONTRACT TO ALPHA BUILDING MAINTENANCE SERVICES FOR JANITORIAL SERVICES AT THE PUBLIC WORKS FACILITY, ARBORTHEATER, METRA STATION, VILLAGE HALL, POLICE DEPARTMENT, COMMUNICATIONS FACILITY, AND MUNI GOLF COURSE FROM 11/01/2020 TO 10/31/2023, AND AUTHORIZING PAYMENT FOR SAID SERVICES FOR AN AMOUNT NOT TO EXCEED \$36,000 WITHIN FISCAL YEAR 2021

THE 6<sup>th</sup> DAY OF OCTOBER 2020

Published in pamphlet form by the Authority of the President and Board of Trustees of the Village of Vernon Hills, Lake County, Illinois, this 7<sup>th</sup> Day of October 2020

**VILLAGE OF VERNON HILLS  
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**WHEREAS**, the Village of Vernon Hills, County of Lake, State of Illinois (*“the Village”*) is a duly organized and existing municipality and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Municipal Code; and

**WHEREAS**, the Village of Vernon Hills currently has seven (7) facilities that require contracted janitorial cleaning services; and

**WHEREAS**, the Village received a total of seven (7) sealed bids on September 23, 2020 for Janitorial Services at the Public Works Facility, Arbortheater, Metra Station, Village Hall, Police Department, Communications Facility, and Muni Golf Course; at which time they were publicly opened; and

**WHEREAS**, the lowest bidder, Multi-System Management, has been disqualified for not providing the proper bid security at the time of submittal; and

**WHEREAS**, Alpha Building Maintenance Services provided the lowest qualifying bid, and has performed janitorial work for the Village in the past; and

**WHEREAS**, said contract is renewable up to two additional years with a 2% price increase per month for year two (2) and a 2% price increase per month for year three (3); and

**WHEREAS**, an additional \$2,880 has been allocated, and is available, within the FY2021 budget for any additional cleaning requests out of the normal monthly scope of work for a total not to exceed amount of \$36,000 from November 1, 2020 to April 30, 2021; and

**WHEREAS**, expenditures over \$25,000 require Board of Trustee approval.

**NOW THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF VERNON HILLS, LAKE COUNTY, ILLINOIS, AS FOLLOWS:**

**SECTION 1: EXECUTION OF AGREEMENT:** The Village Manager is hereby authorized to execute all required documents for Janitorial Services at the Public Works Facility, Arbortheater, Metra Station, Village Hall, Police Department, Communications Facility, and Muni Golf Course with Alpha Building Maintenance Services for up to a three-year period from November 1, 2020 to October 31, 2023.

**SECTION 2: AUTHORIZATION & RELEASE OF PAYMENT:** The Finance Director is hereby authorized to make payments not to exceed \$36,000 to Alpha Building Maintenance Services within the 2021 Fiscal Year.

**SECTION 3: EFFECTIVE DATE:** This Ordinance shall be in full force and effect from its passage and approval.

**SECTION 4: ORDINANCE NUMBER:** This Ordinance shall be known as Ordinance Number 2020-112.

Dated the 6h of October, 2020

Adopted by roll call votes as follows:

AYES: 7 – Byrne, Schultz, Marquardt, Koch, Oppenheim, Takaoka, Forster

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 - None

  
\_\_\_\_\_  
Roger L. Byrne, Village President

PASSED: 10/06/2020  
APPROVED: 10/06/2020  
ATTEST: 10/06/2020

  
\_\_\_\_\_  
Mark Fleischhauer, Village Clerk



AFFIDAVIT OF SERVICE

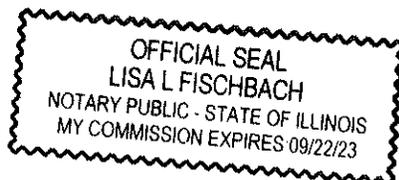
STATE OF ILLINOIS     )  
  )  
COUNTY OF LAKE     )

I, MARK FLEISCHHAUER, BEING FIRST DULY APPOINTED, DEPOSES AND SAYS ON OATH THAT AS VILLAGE CLERK OF THE VILLAGE OF VERNON HILLS, HE DID CAUSE THE FOREGOING CERTIFICATE FOR ORDINANCE NO. 2020-112 – AN ORDINANCE AWARDDING A THREE (3) YEAR CONTRACT TO ALPHA BUILDING MAINTENANCE SERVICES FOR JANITORIAL SERVICES AT THE PUBLIC WORKS FACILITY, ARBORTHEATER, METRA STATION, VILLAGE HALL, POLICE DEPARTMENT, COMMUNICATIONS FACILITY, AND MUNI GOLF COURSE FROM 11/01/2020 TO 10/31/2023, AND AUTHORIZING PAYMENT FOR SAID SERVICES FOR AN AMOUNT NOT TO EXCEED \$36,000 WITHIN FISCAL YEAR 2021 TO BE POSTED IN THE VILLAGE HALL AS REQUIRED BY LAW FROM OCTOBER 7, 2020 TO OCTOBER 21, 2020.

  
\_\_\_\_\_  
Mark Fleischhauer  
Village Clerk

SUBSCRIBED AND SWORN TO BEFORE  
THIS 21<sup>ST</sup> DAY OF OCTOBER 2020

  
\_\_\_\_\_  
Notary Public



**CONTRACT FOR  
JANITORIAL SERVICES  
BETWEEN  
THE VILLAGE OF VERNON HILLS  
AND  
ALPHA BUILDING MAINTENANCE SERVICES**

GENERAL OBJECTIVE

The objective of this contract is to define the conditions under which janitorial services are to be performed. This is a three (3) year contract to provide these services from November 1, 2020 through October 31, 2023.

SCOPE OF SERVICES

The successful BIDDER shall furnish supervision, labor, and equipment and materials necessary to clean the specified buildings and areas. Janitorial Services shall only be conducted in the specified areas and in the specified manner, except as authorized below, and shall be conducted in defined areas as described by the VILLAGE. The VILLAGE OF VERNON HILLS PUBLIC WORKS CREW LEADER (hereinafter "CREW LEADER") may specifically authorize cleaning outside the parameters of this contract if such cleaning is determined by the VILLAGE to be necessary or desirable.

The CONTRACTOR shall demonstrate it has the resources and specific experience with similar sized municipalities to provide crews for the cleaning work assigned.

**PART 1 – CONTRACT REQUIREMENTS**

1.1 PERFORMANCE OF THE WORK

CONTRACTOR shall, at its sole cost and expense, provide, perform, and complete all of the following, all of which is herein referred to as the "Work":

1. Labor, Equipment, Materials and Supplies. Provide, perform and complete in the manner described and specified in this Contract, all necessary work, labor, services, transportation equipment, materials, apparatus, machinery, tools, fuels, gas, electric, water, waste disposal, information, data, and all other means and items necessary to accomplish the project in accordance with the specific project specifications attached hereto, except for those exceptions specifically noted and provided for in this contract.
2. Bonds and Insurance. Procure and furnish all Bonds and all certificates and policies of insurance specified in this Contract.
3. Taxes. Pay all applicable federal, state, and local taxes.
4. Quality. Provide, perform and complete all of the foregoing in a proper and workmanlike manner, consistent with the highest standards of professional practices and in full compliance with,

and as required by or pursuant to, this Contract, and with the greatest economy, efficiency, and expedition consistent therewith.

## 1.2 COMMENCEMENT AND COMPLETION DATES

CONTRACTOR shall commence the Work not later than the "Commencement Date" set forth in the bid proposal hereto and shall diligently and continuously prosecute the Work at such a rate as will allow the Work to be fully provided, performed, and completed in full compliance with this Contract.

## 1.3 REQUIRED SUBMITTALS

Submittals Required. CONTRACTOR shall submit to VILLAGE all documents, data, and information specifically required to be submitted by CONTRACTOR under this Contract and shall, in addition, submit to VILLAGE a complete description of all equipment, materials and supplies to be provided under this Contract ("Required Submittals").

## 1.4 REVIEW AND INTERPRETATION OF CONTRACT PROVISIONS

CONTRACTOR represents and warrants that it has carefully reviewed this Contract.

CONTRACTOR shall, at no increase in the Contract Price, provide workmanship, equipment, materials, and supplies that fully conform to this Contract. Whenever any equipment, materials or supplies are specified or described in this Contract by using the name or other identifying feature of a proprietary product or the name of other identifying feature of a particular manufacturer or vendor, the specific item mentioned shall be understood as establishing the type, function and quality desired. Other manufacturers' or vendors' products may be accepted, provided that the products proposed are equivalent in substance and function to those named as determined by VILLAGE in its sole and absolute discretion.

CONTRACTOR shall promptly notify VILLAGE of any discrepancy, error, omission, ambiguity, or conflict among any of the provisions of this Contract before proceeding with any Work affected thereby. If CONTRACTOR fails to give such notice to VILLAGE, then the subsequent decision of VILLAGE as to which provision of this Contract shall govern shall be final, and any corrective work required shall not entitle CONTRACTOR to any damages, to any compensation in excess of the Contract Price, or to any delay or extension of the Contract Time.

## 1.5 CONDITIONS AT THE WORK SITES

CONTRACTOR represents and warrants that it has had sufficient opportunity to conduct a thorough investigation of the Work Sites and has completed such investigation to its satisfaction.

CONTRACTOR shall have no claim for damages, for compensation in excess of the Contract Price, or for a delay or extension of the Contract Time based upon conditions found at, or in the vicinity of, the Work Site. When information pertaining to the locations, nature of conditions at those sites, is or has been provided by VILLAGE, or is or has been otherwise made available to CONTRACTOR by VILLAGE, such information is or has been provided or made available solely for the convenience of CONTRACTOR and is not part of this Contract.

VILLAGE assumes no responsibility whatever in respect to the sufficiency or accuracy of such information, and there is no guaranty or warranty, either expressed or implied, that the conditions indicated are representative of those existing throughout the Work or the Work Site.

## 1.6 TECHNICAL ABILITY TO PERFORM

CONTRACTOR represents and warrants that it is sufficiently experienced and competent, and has the necessary capital, facilities, organization, and staff, to provide, perform and complete the Work in full compliance with, and as required by or pursuant to, this Contract.

## 1.7 FINANCIAL ABILITY TO PERFORM

CONTRACTOR represents and warrants that it is financially solvent, and CONTRACTOR has the financial resources necessary to provide, perform and complete the Work in full compliance with, and as required by or pursuant to, this Contract.

## 1.8 TIME

CONTRACTOR represents and warrants that it is ready, willing, able and prepared to begin the work on the Commencement Date and that the Contract Time is sufficient time to permit completion of the Work in full compliance with, and as required by or pursuant to, this Contract for the Contract Price, all with due regard to all natural and man-made conditions that may affect the Work or the Work Site and all difficulties, hindrances, and delays that may be incident to the Work.

## 1.9 SAFETY AT THE WORK SITES

CONTRACTOR shall be solely and completely responsible for providing and maintaining safe conditions at the Work Site, including the safety of all persons and property during performance of the Work. This requirement shall apply continuously and shall not be limited to normal working hours. CONTRACTOR shall take all safety precautions as shall be necessary to comply with all applicable laws and to prevent injury to persons and damage to property.

CONTRACTOR shall conduct all of its operations without interruption or interference with vehicular and pedestrian traffic on public and private rights-of-way.

## 1.10 CLEANLINESS OF THE WORK SITES

CONTRACTOR shall keep the Work Site and adjacent areas clean at all times during performance of the Work and shall, upon completion of the Work, leave the Work Site and adjacent areas in a clean and orderly condition.

## 1.11 DAMAGE TO THE WORK SITE AND OTHER PROPERTY

CONTRACTOR shall have no claim against Owner because of any damage or loss to the Work or to CONTRACTOR'S equipment, materials, or supplies from any cause whatsoever, including damage or loss due to simultaneous work by others. CONTRACTOR shall, promptly and without charge to Owner, repair or replace, to the satisfaction of Owner, any damage done to, and any loss suffered by, the Work Site or other property as a result of the Work. Notwithstanding any other provision of this Contract, CONTRACTOR'S obligations under this Section shall exist without regard to, and shall not be construed to be waived by, the availability or unavailability of any insurance, either of Owner or CONTRACTOR, to indemnify, hold harmless, or reimburse CONTRACTOR for the cost of any repair or replacement work required by this Section.

## 1.12 SUBCONTRACTORS AND SUPPLIERS

A. Approval and Use of SUBCONTRACTORS and Suppliers. CONTRACTOR shall perform the Work with its own personnel and under the management, supervision, and control of its own

organization unless otherwise approved in advance by Owner in writing. All SUBCONTRACTORS, suppliers, and SUBCONTRACTORS used by CONTRACTOR shall be acceptable to, and approved in writing in advance by, Owner. Owner's approval of any SUBCONTRACTOR, supplier, and subcontract shall not relieve CONTRACTOR of full responsibility and liability for the provision, performance, and completion of the Work in full compliance with, and as required by or pursuant to, this Contract. All Work performed under any subcontract shall be subject to all of the provisions of this Contract in the same manner as if performed by employees of CONTRACTOR. Every reference in this Contract to "CONTRACTOR" shall be deemed also to refer to all SUBCONTRACTORS and suppliers of CONTRACTOR.

B. Removal of SUBCONTRACTORS and Suppliers. If any SUBCONTRACTOR or supplier fails to perform the part of the Work undertaken by it in a manner satisfactory to Owner, CONTRACTOR shall immediately upon notice from Owner terminate such SUBCONTRACTOR or supplier. CONTRACTOR shall have no claim for damages, for compensation in excess of the Contract Price, or for a delay or extension of the Contract Time as a result of any such termination.

#### 1.13 SIMULTANEOUS WORK BY OTHERS

Owner shall have the right to perform or have performed such other work, as Owner may desire in, about, or near the Work Site during the performance of the Work by CONTRACTOR. CONTRACTOR shall make every reasonable effort to perform the Work in such manner as to enable both the Work and such other work to be completed without hindrance or interference from each other.

#### 1.14 OCCUPANCY PRIOR TO FINAL ACCEPTANCE

Owner shall have the right, at its election, to occupy or use any part of the Work prior to completion of the Work. Such occupancy or use shall be conducted as much as possible in such a manner as to not unreasonably interfere with the progress of the Work.

#### 1.15 OWNER'S RIGHT TO TERMINATE OR SUSPEND WORK FOR CONVENIENCE

A. Termination of Suspension for Convenience. Owner shall have the right, for its convenience, to terminate or suspend the Work in whole or in part at any time by written notice to CONTRACTOR. Every such notice shall state the extent and effective date of such termination or suspension. On such effective date, CONTRACTOR shall, as and to the extent directed, stop Work under this Contract, cease all placement of further orders or subcontracts, terminate or suspend Work under existing orders and subcontracts, and cancel any outstanding orders or subcontracts that may be canceled.

B. Payment for Completed Work. In the event of any termination pursuant to Subsection 1.15A above, Owner shall pay CONTRACTOR (1) such direct costs, excluding overhead, as CONTRACTOR shall have paid or incurred for all Work done in compliance with, and as required by or pursuant to, this Contract up to the effective date of termination together with ten percent (10%) of such costs for overhead and profit; and (2) such other costs pertaining to the Work, exclusive of overhead and profit, as CONTRACTOR may have reasonably and necessarily incurred as the result of such termination. Any such payment shall be offset by any prior payment or payments and shall be subject to owner's rights to withhold and deduct as provided in this Contract. Furthermore any payment by Owner made pursuant to this section, including the amount of any offsets due to a prior payment or payments, shall not exceed the Contract Price unless such a payment is permitted by and granted under the terms and conditions set forth in Part 6.

## **PART 2 – GENERAL REQUIREMENTS**

### **2.1 ADMINISTRATION AND ADDITIONAL WORK**

This contract will be under the direct administration of the DIRECTOR OF PUBLIC WORKS (DIRECTOR) and detailed administration of the contract shall be provided by the Crew leader or their authorized representatives. Any alterations or modifications of the work performed under this contract shall be made only by written agreement between the CONTRACTOR and the DIRECTOR and shall be made prior to commencement of the altered or modified work. No claims for any extra work or materials shall be allowed unless authorized by written agreement.

### **2.2 WORK CREW SUPERVISION**

The CONTRACTOR shall provide qualified supervision of each crew at all times while working under this contract. Each supervisor must be qualified and experienced, must be able to converse in the English language, and shall be authorized by the CONTRACTOR to accept and act upon all directives issued by the Crew leader or their designee(s). Furthermore, all work shall be conducted under the direct supervision of this qualified supervisor. Failure for the Supervisor to act on said directives shall be sufficient cause to give notice that the CONTRACTOR is in default of the contract unless such directives would create potential personal injury, property damage or safety hazards.

### **2.3 PROTECTION OF PUBLIC AND PRIVATE PROPERTY**

The CONTRACTOR shall exercise all necessary caution to protect all persons and to protect all public and private property from injury or damage caused by the operations of the CONTRACTOR. This will include the erection and use of warning signs and barricades when appropriate. The CONTRACTOR upon receipt of either written or oral notice to discontinue such practice shall immediately discontinue any practice obviously hazardous in the opinion of the DIRECTOR, Crew Leader, or their designee(s). The CONTRACTOR shall comply with all OSHA, IDOL and other Federal and State safety standards.

Should the CONTRACTOR or his representatives damage property of the VILLAGE or that of other persons, the repair or replacement shall be the sole responsibility of the CONTRACTOR. Any such repair work shall be completed under the direction of the VILLAGE.

CONTRACTOR shall be solely and completely responsible for providing and maintaining safe conditions at the work site, including the safety of all persons and property during the performance of the work. This requirement shall apply continuously and shall not be limited to normal working hours. CONTRACTOR shall take all safety precautions as shall be necessary to comply with all applicable laws and to prevent injury to persons and damage to property.

## 2.4 LOCATIONS AND SCHEDULE OF WORK

The VILLAGE has designated seven (7) locations for the purpose of regular cleaning work pursuant to this contract.

METRA STATION – 75 East Route 45  
ARBORTHEATER – 50 Fairway Drive  
VILLAGE HALL FACILITY – 290 Evergreen Drive  
POLICE DEPARTMENT – 754 Lakeview Parkway  
PUBLIC WORKS FACILITY – 490 Greenleaf Drive  
VILLAGE MUNI GOLF COURSE – 291 Evergreen Drive  
COMMUNICATION AND TRAINING CENTER – 740 Lakeview Parkway

Services shall be performed five (5) days per week for the Metra Station, Village Hall, and Public Works Facilities, exclusive of VILLAGE observed holidays, with the exception of the Arbortheater, Police Department, Communication Center, and Golf Course which services shall be performed 7 days per week. The Arbortheater restrooms are scheduled to be opened from May 1 and close on October 31; whereas, exterior trash cans will need to be emptied throughout the entire year. As for the Metra Station, the CONTRACTOR will be cleaning that facility all year round, but water is only available from May 1 to October 31. CONTRACTOR will be required to bring water to the Metra Station during the winter months.

The CONTRACTOR'S supervisor, upon leaving the Public Works site must activate the buildings security system.

## 2.5 CONCURRENT OPERATIONS

This contract is a non-exclusive contract with the VILLAGE. The VILLAGE reserves the right to use other CONTRACTORS or its own employees to perform janitorial services similar to that being performed under this contract. Performance of work by others shall be construed as being consistent with the terms of this contract and shall not be cause for the CONTRACTOR to cease performance of work as directed.

## 2.6 WORKING HOURS

Services shall be performed five (5) days per week, some facilities will require weekend and holiday service, exclusive of VILLAGE observed holidays. The CONTRACTOR will be required to adhere to following time schedules: Public Works Facility, Village Hall Facility, Police Department, Communication and training center, Muni Golf course, Monday-Friday, after 6:00 pm but prior to 6:00 am; Arbortheater, Monday-Friday, from 6:00 am to 9:00 am; and the Metra Station, Monday-Friday, 9:00 am to noon. The Director of Public Works or Crew Leader of Public Works must approve altering from this schedule in advance only. CONTRACTOR'S supervisor, upon leaving the Public Works site, must activate the building security system.

## 2.7 CLEANUP AND DISPOSAL

All materials, supplies, or equipment used to perform the work shall be cleaned up or put away in the appropriate storage location.

## 2.8 LICENSES AND PERMITS

The CONTRACTOR shall, at his expense, procure all necessary licenses and permits needed to conduct the work required under the terms of this contract. The VILLAGE will waive the cost of all

required licenses and fees with the exception of those fees associated with securing a business license to conduct business within the VILLAGE. The CONTRACTOR will not be included under the general maintenance permits issued to the VILLAGE. The CONTRACTOR shall give any and all necessary formal notices required in conjunction with the lawful prosecution of the work of this contract.

## 2.9 SUBCONTRACTS

The CONTRACTOR will not be allowed to subcontract work under this contract unless written approval is granted by the DIRECTOR. The SUBCONTRACTOR, as approved shall be bound by the conditions of the contract between the VILLAGE and the CONTRACTOR. If approved, the authorization for the use of a SUBCONTRACTOR will be to perform all work in accordance with all terms of the contract and specifications. All required notices, work orders, directives, and requests will be directed to the CONTRACTOR. All directions given to the SUBCONTRACTOR in the field shall bind the CONTRACTOR as if the notice had been given directly to the CONTRACTOR.

## 2.10 SEVERABILITY

The provisions of this Contract shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provision of this Contract shall be in any way affected thereby.

## 2.11 LEGAL RESPONSIBILITY

### NOTICE TO PROCEED

The CONTRACTOR and SUBCONTRACTORS shall not commence work under this contract until a notice to proceed has been provided by the VILLAGE.

### ACCIDENT NOTIFICATION

In the event of accidents of any kind, which involve the general public and/or private or public property, the CONTRACTOR shall immediately notify the DIRECTOR or his authorized representative and shall provide a full accounting of all details of the accident. The CONTRACTOR shall furnish the VILLAGE with copies of all reports of such accidents at the same time the reports are forwarded to any other interested parties.

### REPAIRS AND RESTORATION

Any damage shall be repaired at the CONTRACTOR'S expense within ten (10) days of the occurrence (unless demonstrable reason a delay can be shown with the consent of the DIRECTOR.) Should the damage not be rectified within the agreed time or to the complete satisfaction of the DIRECTOR, the VILLAGE reserves the right to further repair or replace that which was damaged, or assess the CONTRACTOR such costs as may be reasonable and related to damage caused by the CONTRACTOR, and deduct these costs from any payment due the CONTRACTOR or failure may be cause for termination of the contract.

## 2.12 EXECUTION OF CONTRACT

The successful BIDDER shall execute a contract in accordance with the Instructions to Bidders.

## 2.13 RECORDKEEPING AND WORK REPORTS

Administration and additional work - The CONTRACTOR shall be required to call in daily to report, if needed, if there were any difficulties or problems that arose with the scheduled janitorial service that day and the solutions that were implemented.

Work report - CONTRACTOR must furnish a brief report at the end of each workweek detailing any problems, solutions, failures, and finally that the scheduled work was properly completed (or if not completed what was not completed and why not).

## 2.14 SECURITY REQUIREMENTS

The CONTRACTOR'S employees shall be neatly attired in a company uniform, which clearly displays the Company logo. Additionally, all CONTRACTOR employees shall clearly display an identification badge at all times while present in VILLAGE facilities and sites. The identification badge shall include a photograph of the employee and the employee's full name.

CONTRACTOR shall provide the VILLAGE a listing of CONTRACTOR employees to be assigned to work in VILLAGE facilities. The list should include the employee's first and last name, date of birth and social security number. This list shall be maintained and updated by the CONTRACTOR. In the event of any changes to assigned personnel, the CONTRACTOR shall remit to the VILLAGE a revised listing at least 48 hours prior to initiating any changes. The VILLAGE, at the time of notification, will change the security code for the Public Works facility.

All CONTRACTOR personnel assigned to VILLAGE facilities shall be subject to a criminal background check, which will be conducted at the VILLAGE'S expense.

## 2.15 MINIMUM CREW SIZES AND EQUIPMENT

A minimum cleaning work crew shall consist of (2) persons.

Work crews may be split to work in different buildings or in different areas of a building but a minimum of one English speaking supervisor shall be at each location at all times.

The VILLAGE, at any time, may request additional crews and equipment to be assigned to work as warranted by volume, pace of work, special events, or unusual occurrences. CONTRACTOR shall provide a list of all equipment owned by the firm.

## 2.16 EQUIPMENT STORAGE

The VILLAGE will provide limited equipment storage areas at Public Works, at the Arbotheater, and at the Metra Station. The equipment storage area will be designated by the DIRECTOR /CREWLEADER.

## PART 3 – JANITORIAL SPECIFICATIONS

### 3.1 “Spring” Cleaning

This work shall be scheduled for ALL FACILITIES the first weekend in May.

The CONTRACTOR will begin his yearly cleaning cycle by doing a “Spring Cleaning”. The work will necessitate the cleaning of all hallways, offices, bathrooms and locker rooms. This work shall be done each spring and shall be considered incidental to the contract and no additional compensation shall be paid.

The “Spring Cleaning” will include the following tasks:

1. Machine clean the terrazzo flooring in all vestibules and reception areas, all men’s and women’s lockers rooms, bathrooms and shower areas. This includes all cove moldings.
2. Carpet clean all offices, copy rooms, conference rooms, exercise rooms, and carpeted hallways. Use a machine extractor.
3. All walls will be washed. This includes the walls in each office and painted brick areas within the general office areas. Also include the walls in the lobby and the adjacent washrooms as well as the hallways. Wash the locker room walls and the painted brick along the main hallway leading to the truck garage at Public Works.
4. Rough brick areas will be vacuumed.
5. All doors and door frames will be washed.
6. All window blinds will be dusted and window sills washed.
7. Wipe down all desks, file cabinets, shelves, tables and chairs and chair frames, and all lockers.
8. Tile floors will be stripped and waxed.
9. Base boards shall be stripped and washed.
10. Scrub and disinfect all shower stalls and bathroom partitions.
11. Take down and wash all heating/cooling ceiling vents.
12. Wipe down door knob assembly and electrical cover plates.

### 3.2 Frequency Codes

The following codes will be used to determine the frequency of each task listed for each facility.

<u>Frequency</u>	<u>Legend</u>
5 x W	Daily - 5 times per week
3 x W	3 times weekly
2 x W	2 times weekly
1 x W	Weekly
1 x M	Monthly
2 x M	Twice per month
2 x YR	Two times per year
3 x YR	Three times per year
As Needed	Any time conditions warrant service

### 3.3 Facilities

The following facilities shall be cleaned as per the specifications, special instructions and cleaning schedules listed in the attachments.

#### Public Works Facility @490 Greenleaf Drive

CONTRACTOR will use their equipment and cleaning supplies for cleaning this facility. All paper goods, hand soaps, air fresheners, and waste and garbage can liners will be the supplied by Public Works.

**All cleaning shall be completed as per the cleaning schedule: ATTACHMENT A**

This work shall be paid for at the contract unit price per Month for Cleaning of the Public Works Facility which includes all labor and equipment necessary to complete the work.

#### Police Department Facility @754 Lakeview Parkway

**Note:** CONTRACTOR will use their equipment and cleaning supplies for cleaning this facility. All paper goods, hand soaps, air fresheners, and waste and garbage can liners will be the supplied by Public Works.

**All cleaning shall be completed as per the cleaning schedule: ATTACHMENT B**

This work shall be paid for at the contract unit price per Month for Cleaning of the Police Department Facility which includes all labor and equipment necessary to complete the work.

#### Village Hall Facility @290 Evergreen Drive

**Note:** CONTRACTOR will use their equipment and cleaning supplies for cleaning this facility. All paper goods, hand soaps, air fresheners, and waste and garbage can liners will be the supplied by Public Works.

**All cleaning shall be completed as per the cleaning schedule: ATTACHMENT C**

This work shall be paid for at the contract unit price per Month for Cleaning of the Village Hall Facility which includes all labor and equipment necessary to complete the work.

### 3.5 Communication and Training Center @740 Lakeview Parkway

**Note:** CONTRACTOR will use their equipment and cleaning supplies for cleaning this facility. All paper goods, hand soaps, air fresheners, and waste and garbage can liners will be the supplied by Public Works.

**All cleaning shall be completed as per the cleaning schedule: ATTACHMENT D**

This work shall be paid for at the contract unit price per Month for Cleaning of the Communication and Training Center which includes all labor and equipment necessary to complete the work.

### 3.6 Metra Station @ 75 East Hwy 45

**Note:** The Metra Station is in service 4am to 10pm Monday thru Friday

**Note:** Water is available from May 1 to October 31, during the winter months, the CONTRACTOR will be required to bring water to the facility. All cleaning equipment and supplies will be provided by the CONTRACTOR, Public Works will supply liners for the garbage receptacles.

**Note:** Report any damage to the Vernon Hills Police Dept. Non-emergency telephone number is 1 847 362-4449. Any other problems or concerns please call 847 680-2272 and leave a message. Check parking lots daily for litter, debris, broken glass, branches, etc.

**All cleaning shall be completed as per the cleaning schedule: ATTACHMENT E**

This work shall be paid for at the contract unit price per Month for Cleaning of the Metra Station which includes all labor, materials, equipment necessary to complete the work.

### 3.7 Arbortheater @ 50 Fairway Drive

**Note:** CONTRACTOR is to provide full cleaning services to this facility from May 1 to October 31, and from November 1 to April 31 restrooms will be closed; therefore, CONTRACTOR is to empty exterior trash cans only twice per week. All paper goods, hand soaps, air fresheners, and waste and garbage can liners will be the supplied by Public Works. Public Works is responsible for maintaining the fountain and the pool.

**Note:** Report any damage to the Vernon Hills Police Dept. Non-emergency telephone number is 1 847 362-4449. Any other problems or concerns please call 847 680-2272 and leave a message. Check parking lots daily for litter, debris, broken glass, branches, etc.

**All cleaning shall be completed as per the cleaning schedule: ATTACHMENT F**

This work shall be paid for at the contract unit price per Month for Cleaning of the Arbortheater year-round, which includes all labor and equipment necessary to complete the work.

### 3.8 Muni Golf Course @291 Evergreen Drive

**Note:** CONTRACTOR will use their equipment and cleaning supplies for cleaning this facility. All paper goods, hand soaps, air fresheners, and waste and garbage can liners will be the supplied by Public Works.

**All cleaning shall be completed as per the cleaning schedule: ATTACHMENT G**

This work shall be paid for at the contract unit price per Month for Cleaning of the Muni Golf Course Facility which includes all labor and equipment necessary to complete the work.

## PART 4 – TERM OF CONTRACT

The initial term of this contract shall commence upon the execution of the contract and expire on October 31, 2023.

## PART 5 – FINANCIAL ASSURANCES

### 5.1 INSURANCE

Contemporaneous with CONTRACTOR'S execution of this Contract, CONTRACTOR shall provide certificates and policies of insurance evidencing the minimum insurance coverages and limits set forth below. Such policies shall be in a form, and from companies, acceptable to VILLAGE. Such insurance shall provide that no change, modification in or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to VILLAGE. CONTRACTOR shall, at all times while providing, performing, or completing the Work, including, without limitation, at all times while correcting any failure to meet warranty pursuant to Section 1 of this Contract, maintain and keep in force, at CONTRACTOR'S expense, the minimum insurance coverage's and limits set forth.

- A. **Workers' Compensation and Employer's Liability** with limits not less than:
- (1) Workers' Compensation: Statutory;
  - (2) Employer's Liability:  
\$1,000,000 injury-per occurrence
- Such insurance shall evidence that coverage applies in the State of Illinois.
- B. **Comprehensive Motor Vehicle Liability** with limits for vehicles owned, non-owned or rented not less than:
- (1) Bodily Injury:  
\$1,000,000 per person  
\$2,000,000 per occurrence
  - (2) Property Damage:  
\$500,000 per person  
\$1,000,000 aggregate
- All employees shall be included as insureds.
- C. **Commercial General Liability** with coverage written on an "occurrence" as is and with no limits no less than:
- (1) General Aggregate: \$2,000,000
  - (2) Bodily Injury:  
\$1,000,000 per person  
\$1,000,000 per occurrence
  - (3) Property Damage:  
\$1,000,000 per occurrence, and  
\$1,000,000 aggregate

Coverage shall include:

Premises/Operations  
Independent contractors  
Personal Injury (with Employment Exclusion deleted)  
Broad Form Property Damage Endorsement  
Blanket Contractual Liability (must expressly cover the indemnity provisions of this Contract)

D. **Umbrella Policy.** The required coverages may be in any combination of primary excess and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that then any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss. This policy should apply to the Commercial General Liability and Motor Vehicle Coverage. Minimum amount \$5,000,000 in combination.

E. **Deductible.** Each policy shall have a deductible or self-insured retention of not more than \$500.

F. Village of Vernon Hills shall be named as an Additional Insured on the above coverages.

CONTRACTOR shall not start any work under this Contract until they obtain all insurance required and such insurance has been approved by Owner. CONTRACTOR shall not allow any SUBCONTRACTOR to commence work on their subcontract until the SUBCONTRACTOR has obtained all insurance required above and such insurance has been approved by Owner. Such insurance shall be maintained during the entire life of the Contract. CONTRACTOR and each SUBCONTRACTOR shall submit, on forms satisfactory to the Owner, Certificates of Insurance showing the required coverage.

The Certificate of Insurance shall name Owner as an additional insured. Insurance coverage provided by CONTRACTOR and any SUBCONTRACTOR will be deemed to be primary insurance and any insurance provided by or on behalf of the VILLAGE shall be in excess of any insurance provided by CONTRACTOR or any SUBCONTRACTOR.

## 5.2 INDEMNIFICATION

CONTRACTOR shall indemnify, save harmless, and defend VILLAGE against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorney's fees and administrative expenses, that may arise or be alleged to have arisen, out of or in connection with CONTRACTOR'S performance of, or failure to perform, the Work or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of CONTRACTOR, except to the extent caused by the sole negligence of VILLAGE. Nothing here in shall be construed to waive any immunities the Village may assert in response to such claims.

## PART 6 – PAYMENT

### 6.1 CONTRACT PRICE

VILLAGE shall pay to CONTRACTOR, in accordance with and subject to the terms and conditions set forth in this Part 6, and CONTRACTOR shall accept in full satisfaction for providing, performing, and completing the Work, the amount or amounts set forth in the Bid Proposal (the “Contract Price”), subject to any additions, deductions, or withholdings provided for in the Contract.

### 6.2 TAXES AND BENEFITS

VILLAGE is exempt from and shall not be responsible to pay, or reimburse CONTRACTOR for, any state or local sales, use, or excise taxes.

### 6.3 PROGRESS PAYMENTS

A. Payment in Installments. The Contract Price shall be paid in installments in the manner set forth in the Bid Proposal (“Progress Payments”).

B. Pay Requests. CONTRACTOR shall, as a condition precedent to its right to receive each Progress Payment, submit to VILLAGE a pay request in the form provided by VILLAGE (“Pay Request”). The first Pay Request shall be submitted not sooner than 30 days following commencement of the Work. Each Pay Request shall include a CONTRACTOR’S certification of the value of all Work for which payment is then requested.

C. Work Entire. This Contract and the Work are entire and the Work as a whole is of the essence of this Contract. Notwithstanding any other provision of this Contract, each and every part of this Contract and of the Work are interdependent and common to one another and to VILLAGE’S obligation to pay all or any part of the Contract Price or any other consideration for the Work.

D. Payments. Pursuant to this section CONTRACTOR may request partial payment of the contract price at the completion of each month of work starting after the end of the first month. The amount paid will be based on the amount of janitorial services performed that month. The CONTRACTOR will be paid a fixed amount each month for each of the specific buildings in accordance with the bid specifications/proposal unit prices bid for those sections.

### 6.4 LIENS

A. Title. Nothing in this Contract shall be construed as vesting in CONTRACTOR any right of property in any materials, supplies, and other items provided under this Contract after they have been incorporated into the Work or the Work Site. All such materials, supplies, and other items shall, upon being so incorporated, become the property of VILLAGE, but such title shall not release CONTRACTOR from its duty to insure and protect the Work in accordance with the requirements of this Contract.

B. Waivers of Lien. CONTRACTOR shall, from time to time at VILLAGE’S request and in any event prior to Final Payment, furnish to VILLAGE such receipts, releases, affidavits,

certificates, and other evidence as may be necessary to establish to the reasonable satisfaction of VILLAGE, that no lien against the Work or the public funds held by VILLAGE exists in favor of any person whatsoever for or by reason of any equipment, material, supplies, or other item furnished, labor performed, or other thing done in connection with the Work or this Contract (“Lien”) and that no right to file any Lien exists in favor of any person whatsoever.

C. Removal of Liens. If at any time any notice of any Lien is filed, then CONTRACTOR shall, promptly and without charge, discharge, remove, or otherwise dispose of such Lien. Until such discharge, removal, or disposition, VILLAGE shall have the right to retain from any money payable hereunder an amount that VILLAGE, in its sole judgment, deems necessary to satisfy such Lien and to pay the costs and expenses, including attorney’s fees and administrative expenses, of any actions brought in connection therewith or by reason thereof.

## 6.5 DEDUCTIONS

A. VILLAGE’S Right to Withhold. Notwithstanding any other provision of this Contract and without prejudice to any of VILLAGE’S other rights or remedies, VILLAGE shall have the right at any time or times, whether before or after approval of any Pay Request, to deduct and withhold from any Progress or Final Payment that may be or become due under this Contract such amount as may reasonably appear necessary to compensate VILLAGE for any actual or prospective loss due to: (1) Work that is defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which CONTRACTOR is liable under this Contract; (3) state or local sales, use, or excise taxes from which VILLAGE is exempt; (4) Liens or claims of Lien regardless of merit; (5) claims of SUBCONTRACTORS, suppliers, or other persons regardless of merit; (6) delay in the progress or completion of the Work; (7) inability of CONTRACTOR to complete the Work; (8) failure of CONTRACTOR to properly complete or document any Pay request; (9) any other failure of CONTRACTOR to perform any of its obligations under this Contract; or (10) the cost to VILLAGE, including attorney’s fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of VILLAGE’S remedies set forth in Section 7.3 of this Contract.

B. Use of Withheld Funds. VILLAGE shall be entitled to retain any and all amounts withheld pursuant to Subsection 6.5A above until CONTRACTOR shall have either performed the obligations in Question or furnished security for such performance satisfactory to VILLAGE. VILLAGE shall be entitled to apply any money withheld or any other money due CONTRACTOR under this Contract to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys’ fees and administrative expenses incurred, suffered, or sustained by VILLAGE and chargeable to CONTRACTOR under this Contract.

## **PART 7 – DISPUTES AND REMEDIES**

### **7.1 DISPUTE RESOLUTION PROCEDURE**

A. Notice of Disputes and Objections. If CONTRACTOR disputes or objects to any requirement, direction, instruction, interpretation, determination, or decision of VILLAGE, CONTRACTOR may notify VILLAGE in writing of its dispute or objection and of the amount of any equitable adjustment to the Contract Price or Contract Time to which CONTRACTOR claims it will be entitled as a result thereof; provided, however, that CONTRACTOR shall, nevertheless, proceed without delay to perform the Work as required, directed, instructed, interpreted, determined, or decided by VILLAGE, without regard to such dispute or objection. Unless CONTRACTOR so notifies VILLAGE within two business days after receipt of such requirement, direction, instruction, interpretation, determination, or decision, CONTRACTOR shall be conclusively deemed to have waived all such disputes or objections and all claims based thereon.

B. Negotiation of Disputes and Objections. To avoid and settle without litigation any such dispute or objection, VILLAGE and CONTRACTOR agree to engage in good faith negotiations. Within three business days after VILLAGE'S receipt of CONTRACTOR'S written notice of dispute or objection, a conference between VILLAGE and CONTRACTOR shall be held to resolve the dispute. Within three business days after the end of the conference, VILLAGE shall render its final decision, in writing, to CONTRACTOR. If CONTRACTOR objects the final decision of VILLAGE, then it shall, within three business days, give VILLAGE notice thereof and, in such notice, shall state its final demand for settlement of the dispute. Unless CONTRACTOR so notifies VILLAGE, CONTRACTOR shall be conclusively deemed (1) to have agreed to and accepted VILLAGE'S final decision and (2) to have waived all claims based on such final decision.

### **7.2 CONTRACTOR'S REMEDIES**

If VILLAGE fails or refuses to satisfy a final demand made by CONTRACTOR pursuant to Section 7.1 of this Contract, or to otherwise resolve the dispute which is the subject of such demand to the satisfaction of CONTRACTOR, within ten days following receipt of such demand, then CONTRACTOR shall be entitled to pursue such remedies, not inconsistent with the provisions of this Contract, as it may have in law or equity.

### **7.3 VILLAGE'S REMEDIES**

If it should appear at any time prior to Final Payment that CONTRACTOR has failed or refused to prosecute, or has delayed in the prosecution of, the Work with diligence at a rate that assures completion of the Work in full compliance with the requirements of this Contract on or before the Completion Date, or has attempted to assign this Contract or CONTRACTOR'S rights under this Contract, either in whole or in part, or has falsely made any representation or warranty in this Contract, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Contract or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure any such Event of Default within five business days after CONTRACTOR'S receipt of written notice of such Event of Default, then VILLAGE shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. VILLAGE may require CONTRACTOR, within such reasonable time as may be fixed by VILLAGE, to complete or correct all or any part of the Work that is defective, damaged, flawed, unsuitable, nonconforming, or incomplete; to remove from the Work Site any such Work; to accelerate all or any part of the Work; and to take any or all other action necessary to bring CONTRACTOR and the Work into compliance with this Contract.
2. VILLAGE may perform or have performed all Work necessary for the accomplishment of the results stated in Paragraph 1 above and withhold or recover from CONTRACTOR all the cost and expense, including attorneys' fees and administrative costs, incurred by VILLAGE in connection therewith.
3. VILLAGE may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Work or part thereof and make an equitable reduction in the Contract Price.
4. VILLAGE may terminate this Contract without liability for further payment of amounts due or to become due under this Contract.
5. VILLAGE may withhold from any Progress Payment or Final payment, whether or not previously approved, or may recover from CONTRACTOR, any and all costs, including attorneys' fees and administrative expenses, incurred by VILLAGE as the result of any Event of Default or as a result of actions taken by VILLAGE in response to any Event of Default.

#### 7.4 TERMINATIONS AND SUSPENSIONS DEEMED FOR CONVENIENCE

Any termination or suspension of CONTRACTOR'S rights under this Contract for an alleged default that is ultimately held unjustified shall automatically be deemed to be a termination or suspension, for the convenience of VILLAGE under Section 1.15 of the Contract.

### **PART 8 – LEGAL RELATIONSHIPS AND REQUIREMENTS**

#### 8.1 BINDING EFFECT

This Contract shall be binding upon VILLAGE and CONTRACTOR and upon their respective heirs, executors, administrators, personal representatives, and permitted successors and assigns. Every reference in this Contract to a party shall also be deemed to be a reference to the authorized officers, employees, agents, and representatives of such party.

#### 8.2 RELATIONSHIP OF THE PARTIES

CONTRACTOR shall act as an independent CONTRACTOR in providing and performing the Work. Nothing in, nor done pursuant to, this Contract shall be construed to create the relationship of principal and agent, partners, or joint ventures between VILLAGE and CONTRACTOR.

8.3 NO COLLUSION

CONTRACTOR hereby represents that the only persons, firms, or corporations interested in this Contract as principals are those disclosed to VILLAGE prior to the execution of this Contract, and that this Contract is made without collusion with any other person, firm, or corporation. If at any time it shall be found that CONTRACTOR has, in procuring this Contract, colluded with any other person, firm, or corporation, then CONTRACTOR shall be liable to VILLAGE for all loss or damage that VILLAGE may suffer thereby, and this Contract shall, at VILLAGE'S option, be null and void.

8.4 ASSIGNMENT

CONTRACTOR shall not (1) assign this Contract in whole or in part, (2) assign any of CONTRACTOR'S rights or obligations under this Contract, or (3) assign any payment due or to become due under this Contract without the prior express written approval of VILLAGE, which approval may be withheld in the sole and unfettered discretion of VILLAGE.

8.5 NOTICES

All notices required or permitted to be given under this Contract shall be in writing and shall be deemed received by the addressee thereof when delivered in person on a business day at the address set forth below or on the third business day after being deposited in any United States Post Office, for delivery at the address set forth below by properly addressed, postage prepaid, certified or registered mail, return receipt requested.

Notices and communications to VILLAGE shall be addressed to, and delivered at, the following address:

VILLAGE of Vernon Hills  
490 Greenleaf Drive  
Vernon Hills, IL 60061-1039  
Attention: David H. Brown  
Director of Public Works

And to: James V. Ferolo  
Klein, Thorpe and Jenkins, Ltd.  
20 N. Wacker Drive, Suite 1660  
Chicago, IL 60606

Notices and communications to CONTRACTOR shall be addressed to, and delivered at, the following address:

15429 W. 139<sup>th</sup> ST.  
HOMER GLEN  
IL, 60491



**ATTACHMENT A**  
**Public Works Facility**  
490 Greenleaf Drive

Cleaning Schedule

Front Entranceway – The vestibule

- |    |   |       |
|----|---|-------|
| 1. | Clean glass doors and dust door frames – interior and exterior. | 1 x W |
| 2. | Sweep floor and damp mop same area.                             | 5 x W |
| 3. | Vacuum doormat.   | 5 x W |
| 4. | Lift doormat and remove debris.                                 | 1 x W |

Lobby Area

- |    |                                 |       |
|----|---------------------------------|-------|
| 1. | Sweep floor and damp mop floor. | 5 x W |
| 2. | Vacuum mat at service counter.  | 5 x W |

Lobby Area Washrooms

- |     |  |       |
|-----|--|-------|
| 1.  | Floors - detergent mopped and rinse.                                 | 5 x W |
| 2.  | Sanitize counter and washbasin.                                      | 5 x W |
| 3.  | Fill soap dispenser as needed.                                       | 1 x W |
| 4.  | Clean towel dispenser and add paper towels.                          | 1 x W |
| 5.  | Sanitize toilet bowl.  | 5 x W |
| 6.  | Sanitize handicap railing.   | 5 x W |
| 7.  | Waste removal, trash, and tampon containers.                         | 5 x W |
| 9.  | Clean mirror.  | 5 x W |
| 10. | Clean stainless steel fixtures with <u>stainless steel cleaner</u> . | 1 x W |

Public Works Administration Assistants Office

- |     |  |       |
|-----|--|-------|
| 1.  | Clean and damp wipe service counter.                     | 5 x W |
| 2.  | Damp wipe entrance office doors (both sides)             | 5 x W |
| 3.  | Vacuum carpeting and chairs - spot clean as needed.      | 5 x W |
| 4.  | Dust and damp wipe workstations.                         | 5 x W |
| 5.  | Dust file cabinets.                                      | 1 x W |
| 6.  | Dust Fax machine and printer and their desk.             | 5 x W |
| 7.  | Clean rear door ledge and damp wipe door (both sides)    | 5 x W |
| 8.  | Empty wastebaskets - replace plastic liners as required. | 5 x W |
| 9.  | Empty recycling bin                                      | 5 x W |
| 10. | Storage cabinet doors – damp wipe                        | 1 x W |

File room

- |    |                             |       |
|----|-----------------------------|-------|
| 1. | Vacuum carpeting            | 5 x W |
| 2. | Dust file cabinets          | 3 x W |
| 3. | Damp wipe door (both sides) | 1 x W |

**Note:** Public Works will be responsible for recycling bins.

Offices – Director and Offices

- |     |  |       |
|-----|--|-------|
| 1.  | Empty wastebaskets - replace plastic liners as required. | 5 x W |
| 2.  | Empty recycling bins                                     | 5 x W |
| 3.  | Dust and/or damp wipe desks.                             | 5 x W |
| 4.  | Clean windows - interior only.                           | 1 x W |
| 5.  | Vacuum carpeting - spot clean as needed.                 | 5 x W |
| 6.  | Dust and/or damp wipe cabinets.                          | 5 x W |
| 7.  | Clean windowsills.                                       | 2 x W |
| 8.  | Dust file cabinets.                                      | 1 x W |
| 9.  | Clean and/or damp wipe blinds.                           | 1 x M |
| 10. | Damp wipe door (both sides)                              | 1 x W |

#### Drinking fountains – 4 each

Drinking fountains are at the following locations: 2 within the administration office area, another is located in the Mechanics Bay, and one adjacent to the rear bathroom

- |    |                      |       |
|----|----------------------|-------|
| 1. | Damp wipe/disinfect. | 5 x W |
|    | Polish               | 1 x W |

#### Conference Room

- |    |   |       |
|----|---|-------|
| 1. | Vacuum carpeting and chairs.                        | 3 x W |
| 2. | Dust and/or damp wipe conference table and cabinet. | 3 x W |
| 3. | Clean blinds.                                       | 1 x W |
| 4. | Clean window ledge.                                 | 1 x W |
| 5. | Clean window.                                       | 1 x W |
| 6. | Empty wastebasket and replace liner.                | 1 x W |
| 7. | Damp wipe door (both sides)                         | 1 x W |

#### Exercise Room

- |    |   |       |
|----|---|-------|
| 1. | Empty wastebasket - replace plastic liners as required. | 5 x W |
| 2. | Clean windows - interior only.                          | 1 x W |
| 3. | Vacuum carpeting  | 5 x W |
| 4. | Clean windowsills.                                      | 2 x W |
| 5. | Clean and/or damp wipe blinds.                          | 1 x M |
| 6. | Damp wipe door (both sides)                             | 1 x W |

#### Hallways

- |    |   |        |
|----|---|--------|
| 1. | Vacuum all carpet areas - spot clean as needed.                 | 5 x W  |
| 2. | Clean and damp mop tile areas.                                  | 5 x W  |
| 3. | Strip, wax, and buff tile areas (May, October, and early March) | 3 x Yr |
| 4. | Spray buff tile floors.   | 1 x W  |
| 5. | Damp mop baseboards.  | 3 x W  |
| 6. | Spot clean walls.   | 1 x W  |
| 7. | Damp wipe two (2) exit doors.                                   | 1 x W  |
| 8. | Clean glass portion of exit doors - interior and exterior.      | 1 x W  |

#### Plan Room & Engineering

- |    |   |       |
|----|---|-------|
| 1. | Vacuum carpeting and chairs - spot clean as needed. | 5 x W |
| 2. | Dust tables   | 5 x W |
| 3. | Dust cabinets, drafting table, and plan cabinets.   | 3 x W |
| 4. | Clean blinds.                                       | 1 x M |
| 5. | Clean windows - interior only.                      | 2 x M |
| 6. | Damp mop baseboards.                                | 1 x W |
| 7. | Empty wastebasket as needed.                        | 3 x W |
| 8. | Damp wipe door (both sides)                         | 1 x W |

#### Janitorial Closet

- |    |  |       |
|----|--|-------|
| 1. | Empty trash.   | 5 x W |
| 2. | Clean thoroughly, including walls, floors, and sink. | 1 x W |
| 3. | Damp wipe door (both sides)                          | 1 x W |

*Note:* No storage of odiferous mops or chemicals allowed.

#### Exterior Refuse Containers

- |    |   |       |
|----|---|-------|
| 1. | Entrance container.                             | 1 x W |
| 2. | Gas island container. Monday, Wednesday, Friday | 3 x W |

#### Lunchroom/Kitchen/Training Room

- |     |  |        |
|-----|--|--------|
| 1.  | Clean and damp mop floor.                                  | 5 x W  |
| 2.  | Clean and sanitize tables and counter.                     | 5 x W  |
| 3.  | Clean chairs and damp wipe as needed.                      | 5 x W  |
| 4.  | Clean sink.  | 5 x W  |
| 5.  | Dispose of garbage and damp wipe exterior.                 | 5 x W  |
| 6.  | Clean refrigerator exterior.                               | 5 x W  |
| 7.  | Clean oven and coffee maker.                               | 5 x W  |
| 8.  | Clean vending machines - exterior.                         | 5 x W  |
| 9.  | Strip, wax, and buff floor (May, October and early March). | 3 x YR |
| 10. | Clean cabinets (doors and drawers) on Fridays              | 1 x W  |
| 11. | Damp mop baseboards.                                       | 5 x W  |
| 12. | Spot clean walls.  | 1 x W  |
| 13. | Empty two (2) refuse containers.                           | 5 x W  |
| 14. | Damp wipe door (both sides)                                | 1 x W  |

#### Telephone - Kitchenette Room – Computer Room

- |    |                                   |        |
|----|-----------------------------------|--------|
| 1. | Clean and wet mop tile floor.     | 5 x W  |
| 2. | Dust desk.                        | 1 x W  |
| 3. | Strip and wax floor. (May & Nov.) | 2 x YR |
| 4. | Spray buff floor.                 | 1 x W  |
| 5. | Damp wipe door (both sides)       | 1 x W  |

#### Men's Locker Room

- |    |                                      |       |
|----|--------------------------------------|-------|
| 1. | Floor - detergent mopped and rinsed. | 5 x W |
| 2. | Clean stationary benches.            | 5 x W |

- |     |  |       |
|-----|--|-------|
| 3.  | Clean and sanitize urinals.  | 5 x W |
| 4.  | Clean and sanitize toilet bowls.   | 5 x W |
| 5.  | Damp wipe and sanitize partitions, walls, and waste receptacles.         | 3 x W |
| 6.  | Clean and sanitize washbasins.   | 5 x W |
| 7.  | Clean and fill soap dispensers.  | 3 x W |
| 8.  | Clean and fill paper towel dispensers and toilet paper dispensers.       | 3 x W |
| 9.  | Clean mirror.  | 5 x W |
| 10. | Clean and sanitize shower stall and tile.                                | 1 x W |
| 11. | Clean lockers doors and dust top of the lockers.                         | 1 x W |
| 12. | Clean all stainless steel fixtures with <u>stainless steel cleaner</u> . | 1 x W |
| 13. | Damp wipe door (both sides)  | 1 x W |

Women's Locker Room

- |     |  |        |
|-----|--|--------|
| 1.  | Floor - detergent mopped and rinsed.                                     | 5 x W  |
| 2.  | Clean stationary bench.  | 5 x W  |
| 3.  | Clean and sanitize toilet bowls.   | 5 x W  |
| 4.  | Damp wipe and sanitize partitions, walls, and waste receptacles.         | 3 x W  |
| 5.  | Clean and sanitize washbasins.   | 5 x W  |
| 6.  | Clean, sanitize, and fill soap dispensers.                               | 3 x W  |
| 7.  | Clean and fill paper towel and toilet paper dispensers.                  | 3 x W  |
| 8.  | Clean mirror.  | 5 x W  |
| 9.  | Clean and sanitize shower stall and tile.                                | 3 x YR |
| 10. | Clean lockers doors and dust top of the lockers.                         | 2 x M  |
| 11. | Clean all stainless steel fixtures with <u>stainless steel cleaner</u> . | 1 x W  |
| 13. | Damp wipe door (both sides)  | 1 x W  |

Main Walk-way / Office to Truck Bay

- |    |                                |           |
|----|--------------------------------|-----------|
| 1. | Sweep and damp mop floor       | 5 x W     |
| 2. | Clean mats.                    | 3 x W     |
| 3. | Damp wipe doors.               | 1 x W     |
| 4. | Clean windows - interior only. | 1 x M     |
| 5. | Spot clean walls.              | As needed |
| 6. | Dust windowsills.              | 1 x W     |
| 7. | Clean glass portion of door.   | 1 x W     |

Fleet Service Crew Leader Office

- |    |   |        |
|----|---|--------|
| 1. | Clean and damp mop floor.                                   | 5 x W  |
| 2. | Dust computer screen and keyboard.                          | 3 x W  |
| 3. | Spray buff floors.  | 1 x W  |
| 4. | Clean glass in door.  | 1 x W  |
| 5. | Clean window.   | 2 x M  |
| 6. | Dust window ledge.  | 1 x W  |
| 7. | Empty waste paper baskets.                                  | 5 x W  |
| 8. | Strip, wax, and buff floors (May, October and early March). | 3 x YR |
| 9. | Clean exit doors and windows in mechanic's area.            | 1 x W  |

Mechanic's Parts Room

- |    |                           |       |
|----|---------------------------|-------|
| 1. | Clean and mop floor.      | 3 x W |
| 2. | Damp wipe chair and desk. | 3 x W |
| 3. | Empty waste paper basket. | 3 x W |
| 4. | Damp wipe double doors.   | 1 x W |

Janitor Closet - Fleet Service Area

- |    |   |           |
|----|---|-----------|
| 1. | Clean floor.  | 5 x W     |
| 2. | Clean sink.   | 5 x W     |
| 3. | Fill paper dispenser.                               | As needed |
| 4. | Door shall be damp wiped (both sides) once a month. | 1 x M     |

*Note:* No storage of odiferous mops or chemicals allowed.

Street Department Office

- |    |   |       |
|----|---|-------|
| 1. | Clean and damp mop floor.                                   | 5 x W |
| 2. | Damp wipe chair, file cabinets, and desk.                   | 5 x W |
| 3. | Clean glass door and damp wipe door                         | 1 x W |
| 4. | Empty waste paper baskets.                                  | 5 x W |
| 5. | Strip, wax, and buff floors (May, October and early March). | 3xYR  |

Forestry and Grounds Maintenance Division Office

- |    |   |       |
|----|---|-------|
| 1. | Clean and damp mop floor.                 | 5 x W |
| 2. | Damp wipe chair, file cabinets, and desk. | 5 x W |
| 3. | Clean glass and damp wipe double door.    | 1 x W |
| 4. | Empty waste paper baskets.                | 5 x W |

Electrical/Bldg. Maintenance Office

- |    |  |       |
|----|--|-------|
| 1. | Clean and damp mop floor.                  | 5 x W |
| 2. | Damp wipe chairs, file cabinets, and desk. | 5 x W |
| 3. | Clean glass and damp wipe double door      | 1 x W |
| 4. | Empty waste paper baskets.                 | 5 x W |

Rear Washroom

- |    |  |           |
|----|--|-----------|
| 1. | Floor - detergent mopped and rinsed.                               | 5 x W     |
| 2. | Clean and sanitize sink and toilet bowl.                           | 5 x W     |
| 3. | Empty waste paper baskets.   | 5 x W     |
| 4. | Clean and fill paper towel dispensers and toilet paper dispensers. | As needed |
| 5. | Sanitize towel dispenser.  | 5 x W     |
| 6. | Wash down boot washbasin.  | 1 x W     |
| 7. | Damp wipe masonite behind sink, toilet, and boot washbasin.        | 3 x W     |
| 8. | Clean mirror.  | 5 x W     |
| 9. | Damp wipe door (both sides)  | 1 x W     |

**Note:** Clean all carpet three times a year spring, summer and fall.

**Note:** Clean all interior & exterior windows three times a year spring, summer and fall.

**ATTACHMENT B**  
**Police Department Facility**  
754 Lakeview Parkway

Cleaning Schedule

Front Entranceway – The vestibule

- |    |   |       |
|----|---|-------|
| 1. | Clean glass doors and dust door frames – interior and exterior. | 1 x W |
| 2. | Sweep floor and damp mop same area.                             | 5 x W |
| 3. | Vacuum doormat.   | 5 x W |
| 4. | Sweep sidewalk at main door.                                    | 1 x W |
| 5. | Lift doormat and remove debris.                                 | 1 x W |

Roll call

- |    |                                 |       |
|----|---------------------------------|-------|
| 1. | Sweep floor and damp mop floor. | 5 x W |
| 2. | Vacuum mat at service counter.  | 5 x W |

Roll call Washrooms

- |     |  |       |
|-----|--|-------|
| 1.  | Floors - detergent mopped and rinse.                                 | 5 x W |
| 2.  | Sanitize counter and washbasin.                                      | 5 x W |
| 3.  | Fill soap dispenser as needed.                                       | 1 x W |
| 4.  | Clean towel dispenser and add paper towels.                          | 1 x W |
| 5.  | Sanitize toilet bowl.  | 5 x W |
| 6.  | Sanitize handicap railing.   | 5 x W |
| 7.  | Waste removal, trash, and tampon containers.                         | 5 x W |
| 9.  | Clean mirror.  | 5 x W |
| 10. | Clean stainless steel fixtures with <u>stainless steel cleaner</u> . | 1 x W |

Offices, conference, and Interview rooms

- |    |  |       |
|----|--|-------|
| 1. | Clean and damp wipe service counter.                     | 5 x W |
| 2. | Damp wipe entrance office doors (both sides)             | 1 x W |
| 3. | Vacuum carpeting and chairs - spot clean as needed.      | 5 x W |
| 4. | Dust and damp wipe workstations.                         | 5 x W |
| 5. | Dust file cabinets.                                      | 3 x W |
| 6. | Dust Fax machine and printer and their desk.             | 5 x W |
| 7. | Clean rear door ledge and damp wipe door (both sides)    | 5 x W |
| 8. | Empty wastebaskets - replace plastic liners as required. | 5 x W |
| 9. | Storage cabinet doors – damp wipe                        | 5 x W |

**Note:** Public Works will be responsible for recycling bins.

Offices –Investigations, Sergeants area.

- |    |  |       |
|----|--|-------|
| 1. | Empty wastebaskets - replace plastic liners as required. | 5 x W |
| 2. | Dust and/or damp wipe desks.                             | 5 x W |
| 3. | Clean windows - interior only.                           | 1 x W |
| 4. | Vacuum carpeting and chairs - spot clean as needed.      | 5 x W |
| 5. | Dust and/or damp wipe cabinets.                          | 5 x W |
| 6. | Clean windowsills.                                       | 2 x W |

- |    |                                |       |
|----|--------------------------------|-------|
| 7. | Dust file cabinets.            | 3 x W |
| 8. | Clean and/or damp wipe blinds. | 1 x M |
| 9. | Damp wipe door (both sides)    | 1 x W |

Drinking fountains

- |    |                      |       |
|----|----------------------|-------|
| 1. | Damp wipe/disinfect. | 5 x W |
|    | Polish               | 1 x W |

Hallways

- |    |  |       |
|----|--|-------|
| 1. | Vacuum all carpet areas - spot clean as needed.            | 5 x W |
| 2. | Clean and damp mop areas.                                  | 5 x W |
| 4. | Damp mop baseboards.                                       | 3 x W |
| 6. | Spot clean walls.  | 1 x W |
| 7. | Damp wipe two (2) exit doors.                              | 1 x W |
| 8. | Clean glass portion of exit doors - interior and exterior. | 1 x W |

Janitorial Closet

- |    |  |       |
|----|--|-------|
| 1. | Empty trash.   | 5 x W |
| 2. | Clean thoroughly, including walls, floors, and sink. | 1 x W |
| 3. | Damp wipe door (both sides)                          | 1 x W |

*Note:* No storage of odiferous mops or chemicals allowed.

Exterior Refuse Containers

- |    |  |       |
|----|--|-------|
| 1. | Entrance containers (3) Employee back door, Kennel, Squad lot. | 2 x W |
|----|--|-------|

Lunchroom/Kitchen

- |     |   |       |
|-----|---|-------|
| 1.  | Clean and damp mop floor.                     | 5 x W |
| 2.  | Clean and sanitize tables and counter.        | 5 x W |
| 3.  | Clean chairs and damp wipe as needed.         | 5 x W |
| 4.  | Clean sink.                                   | 5 x W |
| 5.  | Dispose of garbage and damp wipe exterior.    | 5 x W |
| 6.  | Clean refrigerator exterior.                  | 5 x W |
| 7.  | Clean oven and coffee maker.                  | 5 x W |
| 8.  | Clean vending machines - exterior.            | 5 x W |
| 10. | Clean cabinets (doors and drawers) on Fridays | 1 x W |
| 11. | Damp mop baseboards.                          | 5 x W |
| 12. | Spot clean walls.                             | 1 x W |
| 13. | Empty two (2) refuse containers.              | 5 x W |
| 14. | Damp wipe door (both sides)                   | 1 x W |

Telephone - Message Room – Computer Room

- |    |                                   |        |
|----|-----------------------------------|--------|
| 1. | Clean and wet mop tile floor.     | 5 x W  |
| 2. | Dust desk.                        | 1 x W  |
| 3. | Strip and wax floor. (May & Nov.) | 2 x YR |

- |    |                             |       |
|----|-----------------------------|-------|
| 4. | Spray buff floor.           | 1 x W |
| 5. | Damp wipe door (both sides) | 5 x W |

Men's Locker Room

- |     |  |       |
|-----|--|-------|
| 1.  | Floor - detergent mopped and rinsed.                                     | 5 x W |
| 2.  | Clean stationary benches.  | 5 x W |
| 3.  | Clean and sanitize urinals.  | 5 x W |
| 4.  | Clean and sanitize toilet bowls.   | 5 x W |
| 5.  | Damp wipe and sanitize partitions, walls, and waste receptacles.         | 3 x W |
| 6.  | Clean and sanitize washbasins.   | 5 x W |
| 7.  | Clean and fill soap dispensers.  | 3 x W |
| 8.  | Clean and fill paper towel dispensers and toilet paper dispensers.       | 3 x W |
| 9.  | Clean mirror.  | 5 x W |
| 10. | Clean and sanitize shower stall and tile.                                | 1 x W |
| 11. | Clean lockers doors and dust top of the lockers.                         | 1 x W |
| 12. | Clean all stainless steel fixtures with <u>stainless steel cleaner</u> . | 1 x W |
| 13. | Damp wipe door (both sides)  | 1x W  |

Women's Locker Room

- |     |  |        |
|-----|--|--------|
| 1.  | Floor - detergent mopped and rinsed.                                     | 5 x W  |
| 2.  | Clean stationary bench.  | 5 x W  |
| 3.  | Clean and sanitize toilet bowls.   | 5 x W  |
| 4.  | Damp wipe and sanitize partitions, walls, and waste receptacles.         | 3 x W  |
| 5.  | Clean and sanitize washbasins.   | 5 x W  |
| 6.  | Clean, sanitize, and fill soap dispensers.                               | 3 x W  |
| 8.  | Clean and fill paper towel and toilet paper dispensers.                  | 3 x W  |
| 8.  | Clean mirror.  | 5 x W  |
| 9.  | Clean and sanitize shower stall and tile.                                | 3 x YR |
| 10. | Clean lockers doors and dust top of the lockers.                         | 2 x M  |
| 11. | Clean all stainless steel fixtures with <u>stainless steel cleaner</u> . | 1 x W  |
| 12. | Damp wipe door (both sides)  | 5 x W  |

Sally port

- |    |                          |           |
|----|--------------------------|-----------|
| 1. | Sweep and damp mop floor | 2 x W     |
| 3. | Damp wipe doors.         | 1 x W     |
| 4. | Spot clean walls.        | As needed |

Hallway to Sally port

- |    |                           |       |
|----|---------------------------|-------|
| 1. | Dust mop and wet mop.     | 5 X W |
| 2. | Empty waste paper basket. | 5 X W |

Cell area and Entrance triangle When No Prisoners

- |    |  |       |
|----|--|-------|
| 1. | Floor - detergent mopped and rinsed.     | 5 x W |
| 2. | Clean and sanitize sink and toilet bowl. | 5 x W |
| 3. | Empty waste paper baskets.               | 5 x W |

- |    |  |           |
|----|--|-----------|
| 4. | Clean and fill paper towel dispensers and toilet paper dispensers. | As needed |
| 5. | Sanitize towel dispenser and mattress.                             | 5 x W     |
| 6. | Wipe down tables, stools, sink.                                    | 1 x W     |
| 7. | Damp wipe masonite behind sink, toilet, and boot washbasin.        | 3 x W     |
| 8. | Clean mirror, and wipe down cell lights.                           | 5 X W     |
| 9. | Damp wipe door (both sides)  | 1 x W     |

Juvenile Cell area When No Prisoners

- |    |  |           |
|----|--|-----------|
| 1. | Floor - detergent mopped and rinsed.                               | 5 x W     |
| 2. | Clean and sanitize sink and toilet bowl.                           | 5 x W     |
| 3. | Empty waste paper baskets.   | 5 x W     |
| 4. | Clean and fill paper towel dispensers and toilet paper dispensers. | As needed |
| 5. | Sanitize towel dispenser and mattress.                             | 5 x W     |
| 6. | Wipe down tables, stools, sink.                                    | 1 x W     |
| 7. | Damp wipe masonite behind sink, toilet, and boot washbasin.        | 3 x W     |
| 8. | Clean mirror, and wipe down cell lights.                           | 5 x W     |
| 9. | Damp wipe door (both sides)  | 1 x W     |

Washrooms

- |    |  |           |
|----|--|-----------|
| 1. | Floor - detergent mopped and rinsed.                               | 5 x W     |
| 2. | Clean and sanitize sink and toilet bowl.                           | 5 x W     |
| 3. | Empty waste paper baskets.   | 5 x W     |
| 4. | Clean and fill paper towel dispensers and toilet paper dispensers. | As needed |
| 5. | Sanitize towel dispenser.  | 5 x W     |
| 6. | Wash down boot washbasin.  | 1 x W     |
| 7. | Damp wipe masonite behind sink, toilet, and boot washbasin.        | 3 x W     |
| 8. | Clean mirror.  | 5 x W     |
| 9. | Damp wipe door (both sides)  | 1x W      |

**Note: Clean all carpet three times per year spring, summer, and fall.**

**Note: Clean all interior & exterior windows three times a year spring, summer, and fall.**

**Note: This facility will need to be cleaned on weekends, and holidays.**

**ATTACHMENT C**  
**Village Hall Facility**  
290 Evergreen Drive

Cleaning Schedule

Front Entranceway – The vestibule

- |    |   |       |
|----|---|-------|
| 1. | Clean glass doors and dust door frames – interior and exterior. | 1 x W |
| 2. | Sweep floor and damp mop same area.                             | 5 x W |
| 3. | Vacuum doormat.   | 5 x W |
| 4. | Sweep sidewalk at main door.                                    | 1 x W |
| 5. | Lift doormat and remove debris.                                 | 1 x W |

Lobby Area

- |    |                                 |       |
|----|---------------------------------|-------|
| 1. | Sweep floor and damp mop floor. | 5 x W |
| 2. | Vacuum mat at service counter.  | 5 x W |

Elevator

- |    |                                |       |
|----|--------------------------------|-------|
| 1. | Vacuum carpet                  | 5 x W |
| 2. | Wipe walls, and damp wipe door | 1 x W |

Lobby Area Washrooms

- |     |  |       |
|-----|--|-------|
| 1.  | Floors - detergent mopped and rinse.                                 | 5 x W |
| 2.  | Sanitize counter and washbasin.                                      | 5 x W |
| 3.  | Fill soap dispenser as needed.                                       | 1 x W |
| 4.  | Clean towel dispenser and add paper towels.                          | 1 x W |
| 5.  | Sanitize toilet bowl.  | 5 x W |
| 6.  | Sanitize handicap railing.   | 5 x W |
| 7.  | Waste removal, trash, and tampon containers.                         | 5 x W |
| 9.  | Clean mirror.  | 5 x W |
| 10. | Clean stainless steel fixtures with <u>stainless steel cleaner</u> . | 1 x W |

Administration Office, and work stations.

- |     |  |       |
|-----|--|-------|
| 1.  | Clean and damp wipe service counter.                     | 5 x W |
| 2.  | Damp wipe entrance office doors (both sides)             | 1 x W |
| 3.  | Vacuum carpeting and - spot clean as needed.             | 5 x W |
| 4.  | Dust and damp wipe workstations.                         | 5 x W |
| 5.  | Dust file cabinets.                                      | 3 x W |
| 6.  | Dust Fax machine and printer and their desk.             | 5 x W |
| 7.  | Clean rear door ledge and damp wipe door (both sides)    | 1x W  |
| 8.  | Empty wastebaskets - replace plastic liners as required. | 5 x W |
| 9.  | Storage cabinet doors – damp wipe                        | 5 x W |
| 10. | Empty all Recycling bins.                                | 5 x W |

File room with copier and jet printer

- |    |  |       |
|----|--|-------|
| 1. | Vacuum carpeting                           | 5 x W |
| 2. | Dust copier, file cabinets and jet printer | 3 x W |
| 3. | Wipe wall behind copier.                   | 1 x W |
| 4. | Empty wastebasket.                         | 5 x W |

#### Drinking fountains

- |    |                      |       |
|----|----------------------|-------|
| 1. | Damp wipe/disinfect. | 5 x W |
| 2. | Polish               | 1 X W |

#### Conference Rooms

- |    |   |       |
|----|---|-------|
| 1. | Vacuum carpeting and chairs.                        | 3 x W |
| 2. | Dust and/or damp wipe conference table and cabinet. | 3 x W |
| 3. | Clean blinds.                                       | 1 x W |
| 4. | Clean window ledge.                                 | 1 x W |
| 5. | Clean window.                                       | 1 x W |
| 6. | Empty wastebasket and replace liner.                | 1 x W |
| 7. | Damp wipe door (both sides)                         | 1x W  |

#### Board Room

- |    |   |       |
|----|---|-------|
| 1. | Empty wastebasket - replace plastic liners as required. | 5 x W |
| 2. | Clean windows - interior only.                          | 1 x W |
| 3. | Vacuum carpeting  | 5 x W |
| 4. | Clean windowsills.                                      | 2 x W |
| 5. | Clean and/or damp wipe blinds.                          | 1 x M |
| 6. | Damp wipe door (both sides) and glass                   | 1 x W |

#### Upper control board room

- |    |   |        |
|----|---|--------|
| 1. | Clean and damp mop floor.                                   | 5 x W  |
| 2. | Damp wipe desk.   | 1 x W  |
| 3. | Dust computer screen and keyboard.                          | 3 x W  |
| 4. | Clean glass in door.  | 1 x W  |
| 5. | Dust window ledge.  | 1 x W  |
| 6. | Empty waste paper baskets.                                  | 5 x W  |
| 7. | Strip, wax, and buff floors (May, October and early March). | 3 x YR |

#### Hallways

- |    |  |       |
|----|--|-------|
| 1. | Vacuum all carpet areas - spot clean as needed.            | 5 x W |
| 2. | Clean and damp mop tile areas.                             | 5 x W |
| 3. | Damp mop baseboards.                                       | 3 x W |
| 4. | Spot clean walls.  | 1 x W |
| 5. | Damp wipe two (2) exit doors.                              | 3 x W |
| 6. | Clean glass portion of exit doors - interior and exterior. | 1 x W |

#### Senior room

- |    |   |       |
|----|---|-------|
| 1. | Vacuum carpeting and chairs - spot clean as needed. | 5 x W |
| 2. | Dust tables   | 5 x W |
| 3. | Dust cabinets, drafting table, and plan cabinets.   | 3 x W |
| 4. | Clean blinds.                                       | 1 x M |
| 5. | Clean windows - interior only.                      | 2 x M |
| 6. | Damp mop baseboards.                                | 1 x W |
| 7. | Empty wastebasket as needed.                        | 3 x W |
| 8. | Damp wipe door (both sides)                         | 5 x W |

#### Janitorial Closets

- |    |  |       |
|----|--|-------|
| 1. | Empty trash.   | 5 x W |
| 2. | Clean thoroughly, including walls, floors, and sink. | 1 x W |
| 3. | Damp wipe door (both sides)                          | 5 x W |

*Note:* No storage of odiferous mops or chemicals allowed.

#### Exterior Refuse Containers

- |    |                     |       |
|----|---------------------|-------|
| 1. | Entrance container. | 5 x W |
|----|---------------------|-------|

#### Lunchroom/Kitchen/and seniors kitchen

- |     |  |        |
|-----|--|--------|
| 1.  | Clean and damp mop floor.                                  | 5 x W  |
| 2.  | Clean and sanitize tables and counter.                     | 5 x W  |
| 3.  | Clean chairs and damp wipe as needed.                      | 5 x W  |
| 4.  | Clean sink.  | 5 x W  |
| 5.  | Dispose of garbage and damp wipe exterior.                 | 5 x W  |
| 6.  | Clean refrigerator exterior.                               | 5 x W  |
| 7.  | Clean oven and coffee maker.                               | 5 x W  |
| 8.  | Clean vending machines - exterior.                         | 5 x W  |
| 9.  | Strip, wax, and buff floor (May, October and early March). | 3 x YR |
| 10. | Clean cabinets (doors and drawers) on Fridays              | 1 x W  |
| 11. | Damp mop baseboards.                                       | 5 x W  |
| 12. | Spot clean walls.  | 1 x W  |
| 13. | Empty refuse containers.                                   | 5 x W  |
| 14. | Damp wipe door (both sides)                                | 1 x W  |

#### Locker Room

- |    |  |       |
|----|--|-------|
| 1. | Floor - detergent mopped and rinsed.             | 5 x W |
| 2. | Clean and sanitize urinals.                      | 5 x W |
| 3. | Clean lockers doors and dust top of the lockers. | 1 x W |
| 4. | Damp wipe door (both sides)                      | 1 x W |

#### Genealogy

- |    |   |       |
|----|---|-------|
| 1. | Vacuum carpet                             | 5 x W |
| 2. | Damp wipe chair, file cabinets, and desk. | 5 x W |
| 3. | Clean glass door and damp wipe door       | 1 x W |

4. Empty waste paper baskets. 5 x W

Stair cases and rear hallways

1. Clean and damp mop floor. 5 x W  
2. Damp wipe chair, file cabinets, and desk. 5 x W  
3. Clean glass and damp wipe double door. 1 x W  
4. Empty waste paper baskets. 5 x W  
5. Strip, wax, and buff floors (May, October and early March). ??? 3xYR

Lower Washrooms

1. Floor - detergent mopped and rinsed. 5 x W  
2. Clean and sanitize sink and toilet bowl. 5 x W  
3. Empty waste paper baskets. 5 x W  
4. Clean and fill paper towel dispensers and toilet paper dispensers. As needed  
5. Sanitize towel dispenser. 5 x W  
6. Wash down boot washbasin. 1 x W  
7. Damp wipe masonite behind sink, toilet, and boot washbasin. 3 x W  
8. Clean mirror. 5 x W  
9. Damp wipe door (both sides) 5 x W

**Note: Clean all carpet three times per year spring, summer, and fall.**

**Note: Clean all interior & exterior windows three times per year spring, summer, and fall.**

**ATTACHMENT D**  
**Communications and Training Center**  
740 Lakeview Parkway

Cleaning Schedule

Front Entranceway – The vestibule

- |    |   |       |
|----|---|-------|
| 1. | Clean glass doors and dust door frames – interior and exterior. | 1 x W |
| 2. | Sweep floor and damp mop same area.                             | 5 x W |
| 3. | Vacuum doormat.   | 5 x W |
| 4. | Sweep sidewalk at main door.                                    | 1 x W |
| 5. | Lift doormat and remove debris.                                 | 1 x W |

Lobby Area

- |    |                                 |       |
|----|---------------------------------|-------|
| 1. | Sweep floor and damp mop floor. | 5 x W |
| 2. | Vacuum chairs.                  | 1 x W |
| 3. | Vacuum mat at service counter.  | 5 x W |

Lobby Area Washrooms

- |     |  |       |
|-----|--|-------|
| 1.  | Floors - detergent mopped and rinse.                                 | 5 x W |
| 2.  | Sanitize counter and washbasin.                                      | 5 x W |
| 3.  | Fill soap dispenser as needed.                                       | 1 x W |
| 4.  | Clean towel dispenser and add paper towels.                          | 1 x W |
| 5.  | Sanitize toilet bowl.  | 5 x W |
| 6.  | Sanitize handicap railing.   | 5 x W |
| 7.  | Waste removal, trash, and tampon containers.                         | 5 x W |
| 9.  | Clean mirror.  | 5 x W |
| 10. | Clean stainless steel fixtures with <u>stainless steel cleaner</u> . | 1 x W |

Offices

- |    |  |       |
|----|--|-------|
| 1. | Clean and damp wipe service counter.                     | 5 x W |
| 2. | Damp wipe entrance office doors (both sides)             | 5 x W |
| 3. | Vacuum carpeting and chairs - spot clean as needed.      | 5 x W |
| 4. | Dust and damp wipe workstations.                         | 5 x W |
| 5. | Dust file cabinets.                                      | 3 x W |
| 6. | Dust Fax machine and printer and their desk.             | 5 x W |
| 7. | Clean rear door ledge and damp wipe door (both sides)    | 5 x W |
| 8. | Empty wastebaskets - replace plastic liners as required. | 5 x W |
| 9. | Storage cabinet doors – damp wipe                        | 5 x W |

**Note:** Public Works will be responsible for recycling bins.

### Dispatch and offices

1.	Empty wastebaskets - replace plastic liners as required.	5 x W
2.	Dust and/or damp wipe desks.	5 x W
3.	Clean windows - interior only.	1 x W
4.	Vacuum carpeting and chairs - spot clean as needed.	5 x W
5.	Dust and/or damp wipe cabinets.	5 x W
6.	Clean windowsills.	2 x W
7.	Dust file cabinets.	3 x W
8.	Clean and/or damp wipe blinds.	1 x M
9.	Damp wipe door (both sides)	5 x W

### Drinking fountains

1.	Damp wipe/disinfect.	5 x W
2.	Polish	1 x W

### Training Rooms

1.	Vacuum carpeting and chairs.	3 x W
2.	Dust and/or damp wipe conference table and cabinet.	3 x W
3.	Clean blinds.	1 x W
4.	Clean window ledge.	1 x W
5.	Clean window.	1 x W
6.	Empty wastebasket and replace liner.	1 x W
7.	Damp wipe door (both sides)	5 x W

### Exercise Room

1.	Empty wastebasket - replace plastic liners as required.	5 x W
2.	Clean windows - interior only.	1 x W
3.	Vacuum carpeting	5 x W
4.	Clean windowsills.	2 x W
5.	Clean and/or damp wipe blinds.	1 x M
6.	Damp wipe door (both sides)	5 x W

### Hallways

1.	Vacuum all carpet areas - spot clean as needed.	5 x W
2.	Clean and damp mop tile areas.	5 x W
5.	Damp mop baseboards.	3 x W
6.	Spot clean walls.	1 x W
7.	Damp wipe exit doors.	3 x W
8.	Clean glass portion of exit doors - interior and exterior.	1 x W

### Classroom

1.	Vacuum carpeting and chairs - spot clean as needed.	5 x W
2.	Dust tables	5 x W
3.	Dust cabinets, drafting table, and plan cabinets.	3 x W
4.	Clean blinds.	1 x M
5.	Clean windows - interior only.	2 x M
6.	Damp mop baseboards.	1 x W
7.	Empty wastebasket as needed.	3 x W
8.	Damp wipe door (both sides)	1 x W

### Janitorial Closet

1.	Empty trash.	5 x W
2.	Clean thoroughly, including walls, floors, and sink.	1 x W
3.	Damp wipe door (both sides)	1 x W

*Note:* No storage of odiferous mops or chemicals allowed.

### Exterior Refuse Containers

1.	Entrance container.	1 x W
----	---------------------	-------

### Lunchroom/Kitchen

1.	Clean and damp mop floor.	5 x W
2.	Clean and sanitize tables and counter.	5 x W
3.	Clean chairs and damp wipe as needed.	5 x W
4.	Clean sink.	5 x W
5.	Dispose of garbage and damp wipe exterior.	5 x W
6.	Clean refrigerator exterior.	5 x W
7.	Clean oven and coffee maker.	5 x W
8.	Clean vending machines - exterior.	5 x W
9.	Clean cabinets (doors and drawers) on Fridays	1 x W
10.	Damp mop baseboards.	5 x W
11.	Spot clean walls.	1 x W
12.	Empty refuse containers.	5 x W
13.	Damp wipe door (both sides)	1 x W
14.	Vacuum carpet spot clean	5 x W

### Locker Rooms

1.	Clean stationary benches.	5 x W
2.	Vacuum carpet and spot clean	5 x W

**Note.** Clean all carpet three times per year spring, summer, and fall.

**Note.** Clean all interior & exterior windows three times per year spring, summer, and fall.

**Note.** This facility will need to be cleaned on weekends, and holidays.

## ATTACHMENT E

### Metra Station

75 East Hwy 45

#### Cleaning Schedule

##### EXTERIOR In-bound and out-bound sides

Platforms – Sidewalks –outside station, warming shelter and wind shelter

- |     |  |       |
|-----|--|-------|
| 1.  | Pick up litter---place in dumpster                     | 5 x W |
| 2.  | Empty receptacles, replace liners                      | 5 x W |
| 3.  | Clean 2 wind shelters                                  | 5 x W |
| 4.  | Clean 2 wind shelter glass                             | 1 x W |
| 5.  | Clean new wind shelter floor and glass                 | 5 x W |
| 6.  | Damp wipe window sills of station                      | 1 x W |
| 7.  | Damp wipe new wind shelter sills<br>Outside and inside | 1 x W |
| 8.  | Damp wipe warming shelter sills                        | 1 x W |
| 9.  | Sweep/vacuum platforms and walks (cigarette butts)     | 3 x W |
| 10. | Clean and sanitize the telephone                       | 5 x W |
| 11. | Sweep stairs, remove litter and debris                 | 5 x W |
| 12. | Walk path, pick up litter                              | 5 x W |

##### INTERIOR

###### Main Station

- |    |   |          |
|----|---|----------|
| 1. | Damp mop station floor                                      | 5 x W    |
| 2. | Empty receptacles, replace liners                           | 5 x W    |
| 3. | Dust/damp wipe window sills                                 | 1 x W    |
| 4. | Damp wipe benches   | 5 x W    |
| 5. | Clean glass of entrance doors and 2 exit doors              | 5 x W 6. |
|    | Vacuum entrance and exit mats (pick up and clean under mat) | 1 x M    |
| 7. | Scrub floor (time-to be decided)                            | 2 x M    |

###### Warming shelter

Same as main station with the exception of the mats.

**Note: Power scrub floors three times per year spring, summer, and fall.**

**Note: Clean all interior & exterior windows three times per year spring, summer, and fall.**

## ATTACHMENT F

### Arbortheater

50 Fairway Drive

#### Cleaning Schedule

##### Men's and Women's Bathroom

Floor – detergent mop and rise	5 x W
Damp wipe entrance door; inside and outside	5 x W
Clean and sanitize toilet bowls	5 x W
Damp wipe and sanitize walls	3 x W
Clean and sanitize wash basin	5 x W
Clean, sanitize, and fill soap dispenser	5 x W
Clean Mirror	5 x W
Empty waste receptacles	5 x W
Damp wipe storage door	5 x W
Sanitize drinking fountain	5 x W

##### Grounds of the Arbortheater

Show case/bulletin board-clean glass-inside and outside	1 x W
Pick up litter around the water fountain area	5 x W
Remove garbage bags from all black receptacles (as needed)	5 x W
Clean benches, chairs, tables etc. throughout the Arbortheater	5 x W
Walk paths at both facilities, Arbortheater and Prairie Park. Pick up litter and garbage bags from the black receptacles and from the 55 gallons drums.	5 x W (as necessary)
Parking lots - pick up debris and sweep up cigarette butts	2 X W

**Note: This facility will need to be cleaned on weekends, and holidays.**

**Note: May 1<sup>st</sup> through October 31<sup>st</sup> perform all the above assignments, however, from November 1<sup>st</sup> through April 31<sup>st</sup> only empty all exterior trash cans twice per week, restrooms will be closed.**

**ATTACHMENT G**  
**Muni Golf Course**  
291 Evergreen Drive

Cleaning Schedule

Front Entranceway – The vestibule

- |    |   |       |
|----|---|-------|
| 1. | Clean glass doors and dust door frames – interior and exterior. | 1 x W |
| 2. | Vacuum doormat, and carpet                                      | 5 x W |
| 3. | Sweep sidewalk at main door.                                    | 1 x W |
| 4. | Lift doormat and remove debris.                                 | 1 x W |

Lobby , and main dining area

- |    |                                 |       |
|----|---------------------------------|-------|
| 1. | Sweep floor and damp mop floor. | 5 x W |
| 2. | Vacuum chairs.                  | 1 x W |
| 3. | Vacuum mat at service counter.  | 5 x W |
| 4. | Vacuum carpet and spot clean.   | 5 x W |
| 5. | Empty trash and change liner.   | 5 x W |

Washrooms

- |     |  |       |
|-----|--|-------|
| 1.  | Floors - detergent mopped and rinse.                                 | 5 x W |
| 2.  | Sanitize counter and washbasin.                                      | 5 x W |
| 3.  | Fill soap dispenser as needed.                                       | 1 x W |
| 4.  | Clean towel dispenser and add paper towels.                          | 1 x W |
| 5.  | Sanitize toilet bowl.  | 5 x W |
| 6.  | Sanitize handicap railing.   | 5 x W |
| 7.  | Waste removal, trash, and tampon containers.                         | 5 x W |
| 9.  | Clean mirror.  | 5 x W |
| 10. | Clean stainless steel fixtures with <u>stainless steel cleaner</u> . | 1 x W |

Administration Office, and Pro shop

- |     |  |       |
|-----|--|-------|
| 1.  | Clean and damp wipe service counter.                     | 5 x W |
| 2.  | Damp wipe entrance office doors (both sides)             | 1 x W |
| 3.  | Vacuum carpeting and - spot clean as needed.             | 5 x W |
| 4.  | Dust and damp wipe workstations.                         | 5 x W |
| 5.  | Dust file cabinets.                                      | 3 x W |
| 6.  | Dust Fax machine and printer and their desk.             | 5 x W |
| 7.  | Clean rear door ledge and damp wipe door (both sides)    | 1 x W |
| 8.  | Empty wastebaskets - replace plastic liners as required. | 5 x W |
| 9.  | Storage cabinet doors – damp wipe                        | 5 x W |
| 10. | Empty all Recycling bins.                                | 5 x W |

Drinking fountains

- |    |                      |       |
|----|----------------------|-------|
| 1. | Damp wipe/disinfect. | 5 x W |
| 2. | Polish               | 1 x W |

Janitorial Closets

- |    |  |       |
|----|--|-------|
| 1. | Empty trash.   | 5 x W |
| 2. | Clean thoroughly, including walls, floors, and sink. | 1 x W |
| 3. | Damp wipe door (both sides)                          | 5 x W |

*Note:* No storage of odiferous mops or chemicals allowed.

Exterior Refuse Containers

- |    |                                    |       |
|----|------------------------------------|-------|
| 1. | Entrance container, and rear patio | 5 x W |
|----|------------------------------------|-------|

Kitchen

- |     |   |       |
|-----|---|-------|
| 1.  | Clean and damp mop floor.                     | 5 x W |
| 2.  | Clean and sanitize tables and counter.        | 5 x W |
| 3.  | Clean chairs and damp wipe as needed.         | 5 x W |
| 4.  | Clean sink.                                   | 5 x W |
| 5.  | Dispose of garbage and damp wipe exterior.    | 5 x W |
| 6.  | Clean refrigerator exterior.                  | 5 x W |
| 7.  | Clean oven and coffee maker.                  | 5 x W |
| 8.  | Clean cabinets (doors and drawers) on Fridays | 1 x W |
| 9.  | Damp mop baseboards.                          | 5 x W |
| 10. | Spot clean walls.                             | 1 x W |
| 11. | Empty refuse containers.                      | 5 x W |
| 12. | Damp wipe door (both sides)                   | 1 x W |

Washrooms

- |    |  |           |
|----|--|-----------|
| 1. | Floor - detergent mopped and rinsed.                               | 5 x W     |
| 2. | Clean and sanitize sink and toilet bowl.                           | 5 x W     |
| 3. | Empty waste paper baskets.   | 5 x W     |
| 4. | Clean and fill paper towel dispensers and toilet paper dispensers. | As needed |
| 5. | Sanitize towel dispenser.  | 5 x W     |
| 6. | Wash down boot washbasin.  | 1 x W     |
| 7. | Damp wipe masonite behind sink, toilet, and boot washbasin.        | 3 x W     |
| 8. | Clean mirror.  | 5 x W     |
| 9. | Damp wipe door (both sides)  | 5 x W     |

**Note: Clean all carpet three times per year spring, summer, and fall.**

**Note: Clean all interior & exterior windows three times per year spring, summer, and fall.**

**Note: Note. This facility will need to be cleaned on weekends.**

**BID PROPOSAL  
VILLAGE OF VERNON HILLS  
JANITORIAL SERVICES**

The VILLAGE Board reserves the right to accept the bid, which is in the best interest of the VILLAGE; as well as reserves the right to reject all bids. A purchase order will be issued to the low bidder by the VILLAGE for the work. Sealed bids are to be received and opened at 10:30 a.m. September 23, 2020 at the VILLAGE Hall, 290 Evergreen Drive, Vernon Hills, IL 60061.

The undersigned, having familiarized himself with the local conditions affecting the cost of work and with the contract documents on file in the Office of the VILLAGE of Vernon Hills, hereby proposes to perform everything required to be performed and to provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all utility and transportation services necessary to perform and complete, in a workman like manner, all of the work required for this service, all in accordance with the contract documents previously referred to, including any addenda issued thereto, for the following sums:

Public Works Facility- 490 Greenleaf Drive	Monthly Lump Sum \$ <u>670.00</u>
Arbortheater- 50 Fairway Drive	Monthly Lump Sum \$ <u>365.00</u>
Metra Station- 75 East Route 45	Monthly Lump Sum \$ <u>285.00</u>
Village Hall Facility- 290 Evergreen Drive	Monthly Lump Sum \$ <u>1,310.00</u>
Police Department- 754 Lakeview Parkway	Monthly Lump Sum \$ <u>1,620.00</u>
Communication Facility- 740 Lakeview Parkway	Monthly Lump Sum \$ <u>730.00</u>
Muni Golf Course- 291 Evergreen Drive	Monthly Lump Sum \$ <u>540.00</u>
<b><u>Total Monthly Sum for all 7 sites</u></b>	<b>\$ <u>5,520.00</u></b>

**Percentage Increase for year two (2021-2022)** 2 %

**Percentage Increase for year three (2022-2023)** 2 %

W. R. [Signature]  
Signature

Alpha Building Maintenance Services  
Company Name

Sept 18 2020  
Date