



Winnebago County - Purchasing Department

404 Elm Street Room 202

Rockford, Illinois 61101

(815)319-4380 Purchasing@purchasing.wincoil.gov

REQUEST FOR PROPOSALS	24P-2358	ISSUE DATE	7/31/24
RFP TITLE	FACILITIES JANITORIAL SERVICES		
RFP DUE DATE	9/3/24	DUE TIME (CST)	2:00 P.M.
SUBMIT 6 PAPER COPIES, PLUS 1 MEMORY STICK		BOND REQUIRED	NONE

The County of Winnebago, Illinois, hereby solicits qualified and interested firms to submit proposals for **JANITORIAL SERVICES FOR WINNEBAGO COUNTY OWNED FACILITIES.**

Proposals must be delivered by the date and time listed under **Schedule of Events** to:

**Winnebago County Purchasing Department
404 Elm Street - Room 202 Rockford, IL 61101**

OVERVIEW OF THE COUNTY OF WINNEBAGO:

The County of Winnebago is a unit of local government in the State of Illinois with a current population of almost 300,000 as estimated by the US Census Bureau, within its 519 square miles. It is the 7th most populous County in Illinois. The governing body is the County Board, which is comprised of twenty members. The County has eighteen (18) constructed facilities in various locations totaling approximately 1,684,230 SF.

GENERAL REQUIREMENTS

This is a County Request for Proposals. Proposals will be opened and evaluated in private and submittal information will be kept confidential until a final selection is made.

There will be a MANDATORY PRE-PROPOSAL meeting beginning at 9:00 A.M. on August 7th in Room 510 of the Winnebago County Administration Building (404 Elm Street). All interested bidders are required to sign in at 9:00 A.M. The Facilities tour will be continuous, and locations are as follows:

LOCATION AND SITE VISIT

404 Elm Street, Room 303, Rockford, IL 61101 – Downtown Campus
555 N. Court Street, Lobby, Rockford, IL 61101 – Health Department
4517 N. Main Street, Rockford, IL 61103 – Animal Services
424 N. Springfield Avenue, Rockford, IL 61101 – Highway Department
5350 Northrock Drive, Rockford, IL 61103- Juvenile Detention Center

If all site visits cannot be completed in one day, the remaining site visits will be scheduled for the next day at 9 A.M. **Bidders will also be allowed return site visits, as needed, but no later than August 16th and will be required to be scheduled ahead of time by emailing wincofacilities@fm.wincoil.gov**

SUBMISSION DATE AND TIME

No later than 2:00 P.M. (CST) on September 3, 2024— Proposals received after the submittal time will be rejected. (Refer to Schedule of Events)

CONTRACT TERM

The term of this contract will be for two (2) years with three (3) additional one-year renewal options.

SCHEDULE OF EVENTS

7/31/24	RFP Solicitation is made available on our website wincoil.gov
8/7/24	Mandatory Pre-Proposal and Site Visit at 9 A.M.
8/22/24	Questions emailed to purchasing@purchasing.wincoil.gov by 2:00 PM
8/27/24	Questions answered via Addendum sent and posted on website by 12:00 PM
9/3/24	RFP submittals due by 2:00 P.M.

CONTACT PERSON: Hope Edwards, Director of Purchasing – purchasing@purchasing.wincoil.gov

Any communication regarding this invitation between the date of issue and date of award is required to go through a contact listed above. Unauthorized contact with other County Offices or employees is strictly forbidden and may result in disqualification of Responder’s Proposal.

Clarification and/or Questions shall be submitted by email to purchasing@purchasing.wincoil.gov and no later than the question deadline indicated in the **Schedule of Events**.

All proposals are subject to staff analysis. The County reserves the right to accept or reject any and all proposals received, and waive any and all technicalities.

Please review this document carefully.

SECTION ONE: GENERAL CONDITIONS

AMERICANS WITH DISABILITIES ACT

The Proposer will comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 USC 12101-12213) and all applicable Federal Regulations under the Act, including 28 CFR Parts 35 and 36.

CANCELLATION

The County of Winnebago reserves the right to cancel any Contract in whole or in part without penalty due to failure of the Proposer to comply with terms, conditions and specifications of their awarded Contract.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

The Proposer certifies, by submission of this Proposal or acceptance of this Contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this Proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, Contracts, and Subcontracts. Where the Proposer or any lower tier participant is unable to certify to this statement, it shall attach an explanation in their proposal response.

Additionally, for all new Proposer's and Proposer's to be paid, the Purchasing Department will review the Federal and State Excluded Parties List System prior to requesting the Proposer be created in our accounting system.

COMPLIANCE WITH LAWS

All services, work and materials that in any manner affect the production, sale, or payment for the product or service contained herein must comply with all Federal, State, County and Municipal laws, statutes, regulations, codes, ordinances and executive orders in effect now or later and whether or not they appear in this document, including those specifically referenced herein. The successful Proposer must be authorized to do business in the State of Illinois, and must be able to produce a Certificate of Good Standing with the State of Illinois upon request.

The Proposer must obtain all licenses, certificates and other authorizations required in connection with the performance of its obligations hereunder, and Proposer must require any and all Subcontractors to do so. Failure to do so is an event of disqualification and/or default and may result in the denial of this Proposal and/or termination of this Agreement.

In the event Federal or State funds are being used to fund this Contract, additional certifications, attached as addenda, will be required. Lack of knowledge on the part of the Proposer/Composer will in no way be cause for release of this obligation. If the County becomes aware of violation of any laws on the part of the Proposer, it reserves the right to reject any Proposal, cancel any Contract and pursue any other legal remedies deemed necessary.

COST OF THE PROPOSAL

Expenses incurred in the preparation of Proposals in response to this RFP is the Proposer's sole responsibility. There is no expressed or implied obligation by the County to reimburse any individual or firm for any costs incurred in preparing or submitting Proposals, providing additional information when requested by the County, or for participating in any selection interviews.

DISPUTES

In case of disputes as to whether or not an item or service quoted or delivered meet specifications, the decision of the Director of Purchasing, or authorized representative, shall be final and binding to all parties.

FREEDOM OF INFORMATION

Any responses and supporting documents submitted in response to a Proposal will be subject to disclosure under the Illinois Freedom of Information Act. The County will assume that all information provided in a Proposal is open to inspection or copying by the public unless clearly marked with the appropriate exception that applies under the Freedom of Information Act.

Additionally, if providing documents that you believe fall under an exception to the Freedom of Information Act, please submit both an un-redacted copy along with a redacted copy which has all portions redacted that you deem to fall under a Freedom of Information Act exception.

INDEMNITY

The Proposer shall, at all times, fully indemnify, hold harmless, and defend Winnebago County and their officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this Contract by the Proposer and its employees, or because of any act or omission, neglect or misconduct of the Proposer, its employees and agents or its Subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Proposer's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided. Nothing contained herein shall be construed as prohibiting Winnebago County and their officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them.

The Proposer shall likewise be liable for the cost, fees and expenses incurred in Winnebago County's or the Proposer's defense of any such claims, actions, or suits. The Proposer shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

NON-COLLUSION

The Proposer, by its officers, agents or representatives present at the time of filing this RFP, say that neither they nor any of them, have in any way directly or indirectly, entered into any arrangement or agreement with any other Proposer's, or with any public officer of the County of Winnebago, Illinois, whereby, the Proposer has not paid or is to pay to such Proposer or public officer any sum of money, anything of value or has not directly or indirectly entered into any arrangement or agreement with any other Proposer(s). Whereby, no inducement of any form or character other than that which appears upon the face of the RFP will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said RFP or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds on the Contract sought by this RFP.

PROMPT PAYMENT ACT

The Proposal should provide that all payments are subject to Local Governmental Prompt Payment Act.

PROTEST

Firms wishing to protest any RFP and/or awards shall notify the Director of Purchasing in writing within five (5) calendar days after the RFP due date/opening. The notification should include the RFP number, the name of the firm protesting and the reason why the firm is protesting the RFP. The Director of Purchasing will respond to the protest within five (5) calendar days.

RESERVATION OF RIGHTS

Winnebago County reserves the right to reject any or all Proposals failing to meet the County specifications or requirements and to waive technicalities. If, in the County's opinion, the lowest Proposal is not the most responsible Proposal, considering value received for monies expended, the right is reserved to make awards as determined solely by the judgment of the County. Intangible factors, such as the Proposer's reputation and past performance, will also be weighed.

The Proposer's failure to meet the mandatory requirements of the RFP will result in the disqualification of the Proposal from further consideration.

Winnebago County further reserves the right to reject all Proposals and obtain goods or services through intergovernmental or cooperative agreements, or to issue a new and revised RFP. The County reserves the right to award to more than one vendor.

Submission of a Proposal confers no rights on the Proposer to a selection or to a subsequent Contract. All decisions on compliance, evaluation, terms and conditions shall be made solely at Winnebago County's discretion and shall be made in the best interest of the County.

TERMINATION, CANCELLATION AND DAMAGES

The County may terminate based on the Proposer's breach or default. Unless the breach or default creates an emergency, as determined in the County's sole discretion, the Proposer shall be given notice and a five (5) day opportunity to cure before the termination becomes effective.

If the County terminates this Contract because of the Proposer's breach or default, the County shall have the right to purchase items or services elsewhere and to charge the Proposer any additional cost incurred, including but not limited to the cost of cover, incidental and consequential damages and the cost of re-bidding. The County may offset these additional costs against any sums otherwise due to the Proposer under this Proposal or any unrelated Contract. Winnebago County may terminate any Contract or agreement resulting from this RFP at any time for any reason by giving at least thirty (30) days' notice in writing to awarded Proposer. If the Contract is terminated by the County as provided herein, the Proposer will be paid a fair payment as negotiated with the County for the work completed as of the date of termination.

PROPOSER'S RESPONSIBILITY FOR SERVICES PROPOSED

The Proposer must thoroughly examine and will be held to have thoroughly examined and read the entire RFP document. Failure of Proposer's to fully acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.

WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by an authorized representative of the Proposer or by formal written notice prior to the final due date and time specified for Proposal submission. Submitted Proposals will become the property of the County of Winnebago after the Proposal submission deadline.

However, no Proposer shall withdraw or cancel their Proposal for a period of sixty (60) days after said advertised closing time for the receipt of Proposals; the successful Proposer shall not withdraw or cancel their Proposal after having been notified by the Director of Purchasing that said Proposal has been accepted by the County Board.

The Proposer, by signing the Proposal Bid Form, acknowledges, understands and abides by all of the above "Requirements for Bidding and Instructions to Proposers".

END OF SECTION ONE: GENERAL CONDITIONS

SECTION TWO: INSTRUCTION TO PROPOSERS

INTRODUCTION/BACKGROUND

The County of Winnebago is seeking proposals for **JANITORIAL SERVICES FOR WINNEBAGO COUNTY OWNED FACILITIES.**

COPIES OF RFP DOCUMENTS

- A. Only complete sets of RFP solicitation documents should be used for preparing proposals. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.
- B. Complete sets of RFP solicitation documents must be obtained on the County's website.
- C. Submitted Proposals **MUST** include all forms and requirements as called for in the Request for Proposals. Failure to include all necessary forms will result in a non-responsive proposal.

EXAMINATION OF RFP DOCUMENTS

- A. Each Proposer shall carefully examine the RFP and other documents, and inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the proposal. Ignorance on the part of the Proposer shall in no way relieve him/her of the obligations and responsibilities assumed under the proposal.
- B. Should a Proposer find discrepancies or ambiguities in, or omissions from, the specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the County by email at purchasing@purchasing.wincoil.gov by the **Schedule of Events deadline.**

INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA

No oral interpretations will be made to any Proposer as to the meaning of the documents. Any inquiries or requests for interpretation must be received ***in writing by the date specified, in the Schedule of Events***, emailed to purchasing@purchasing.wincoil.gov

All such changes or interpretation will be made in writing in the form of an addendum and, if issued, shall be posted on the County's website no later than five (5) business days prior to the established Proposal due date. It shall be the Proposer's sole responsibility thereafter to find and download the addendum.

Each Proposer **MUST** acknowledge receipt of such addenda on the Proposal Signature Form. All addenda are a part of the documents and each Proposer will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Proposer to verify that he/she has received all addenda issued before proposals are opened.

GOVERNING LAWS AND REGULATIONS

The Proposer is required to be familiar with and shall be responsible for complying with all Federal, State, and local laws, ordinances, rules, and regulations that in any manner affect the work. Knowledge of occupational license requirements and obtaining such licenses for Winnebago County and municipalities within Winnebago County are the responsibility of the Proposer.

HOLD HARMLESS CLAUSE

The Proposer covenants and agrees to indemnify, hold harmless and defend Winnebago County, its Board members, officers, employees, agents and servants from any and all claims for bodily injury, including death, personal injury, and property damage, including damage to property owned by County, and any other losses, damages, and expenses of any kind, including attorneys' fees, costs and expenses, which arise out of, in connection with, or by reason of services provided by the Proposer or any of its Sub-consultant(s) in any tier, occasioned by the negligence, recklessness, or intentionally wrongful conduct of the Proposer, or its Sub-consultant(s) in any tier, their officers, employees, servants or agents. In the event that the completion of the project (to include the work of others) is delayed or suspended as a result of the Proposer's failure to purchase or maintain the required insurance, the Proposer shall indemnify the County from any and all increased expenses resulting from such delay.

Should any claims be asserted against the County by virtue of any deficiency or ambiguity in the plans and specifications provided by the Proposer, the Proposer agrees and warrants that Proposer shall hold the County harmless and shall indemnify it from all losses occurring thereby and shall further defend any claim or action on the County's behalf.

PREPARATION OF PROPOSALS

Signature of the Proposer: The Proposer must sign the proposal forms in the space provided for the signature. If the Proposer is an individual, the words "Doing Business As", or "Sole Owner" must appear beneath such signature. In the case of a Partnership, the signature of at least one of the partners must follow the firm name and the words "Member of the Firm" should be written beneath such signature.

If the Proposer is a limited liability company, the title of person signing the Proposal on behalf of the limited liability company must be stated and evidence of his authority to sign the Proposal must be submitted.

SUBMISSION OF PROPOSALS

- A. Proposals shall be submitted to Winnebago County at the designated location not later than the time and date for receipt of proposals indicated in the RFP solicitation, or any extension thereof made by Addendum. Winnebago County's representative authorized to open the proposals will decide when the specified time has arrived and no Proposals received thereafter will be considered. Proposals received after the time and date for receipt of Proposals will be returned unopened.
- B. Winnebago County Purchasing Department receives proposals by paper only. Please DO NOT email or fax proposals.
- C. Each Proposer shall submit with his Proposal the required evidence of his qualifications and experience.

MODIFICATION OF PROPOSALS

Written modification will be accepted from firms if addressed to the entity and address indicated in the Request for Proposals and received prior to Proposal due date and time. Prior to the time and date designated for receipt of Proposals, any Proposal submitted may be modified by delivery to the County Purchasing Department of a complete Proposal as modified.

All emails shall be marked "Modified Proposal" delivery shall comply with requirements for the original proposal.

RESPONSIBILITY FOR PROPOSAL

The Proposer is solely responsible for all costs of preparing and submitting the proposal, regardless of whether a contract award is made by the County. *Unless otherwise specified by the Proposer, the County has no less than one hundred twenty (120) day to make a final selection.*

RECEIPT AND OPENING OF PROPOSALS

The properly identified Proposals received on time will be opened by the County Purchasing Department. Any Proposal not received by the Purchasing Department on or before the deadline for receipt of proposals designated in the solicitation or Addendum(s) will not be opened.

AWARD OF CONTRACT

- A. The County reserves the right to waive any informality in any proposal, or to re-advertise for all or part of the work contemplated. If proposals are found to be acceptable, written notice will be given to the selected Proposer of the award of the contract. The County reserves the right to reject any and all proposals.
- B. If the award of a contract is annulled, the County may award the contract to another Proposer(s), or the work may be re-advertised or may be performed by other qualified personnel as the County decides.
- C. A contract will be awarded to the Proposer(s) deemed to provide the services which are in the best interest of the County.
- D. The County also reserves the right to reject the proposal of a Proposer who has previously failed to perform properly or to complete contracts of a similar nature on time.

MANDATORY OR NON-MANDATORY PRE-PROPOSAL MEETINGS

If identified in the issued solicitation, the County may conduct a mandatory or non-mandatory pre-proposal meeting and/or allow prospective vendors to inspect the location where the work will be performed. When applicable, the solicitation will identify whether a mandatory or a non-mandatory pre-proposal meeting and/or inspection will be held. The Director of Purchasing, or designee, is responsible for facilitating the mandatory or non-mandatory pre-proposal meeting. The Director of Purchasing, or designee will require that all attendees sign-in on a Pre-Proposal Meeting Sign-In Form and that form will be maintained as part of the solicitation file.

Open dialog from potential vendors and the County is encouraged during the pre-proposal meeting and/ or inspection as vendor questions may assist the County in identifying potential gaps in the solicitation and provide valuable information a vendor may need to submit an accurate proposal. Statements made by the Director of Purchasing or designee at a pre-proposal meeting and/or inspection are not considered revisions or additions to the solicitation.

Any changes made to the solicitation following a pre-proposal meeting must be made in writing and will act as an addendum to the original issued solicitation.

END OF SECTION TWO: INSTRUCTION TO PROPOSERS

SECTION THREE: INSURANCE REQUIREMENTS

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
Workers Compensation	Statutory
Employers Liability A. Each Accident B. Each Employee-disease C. Policy Aggregate-disease	\$1,000,000 \$1,000,000 \$1,000,000
Commercial General Liability A. Per Occurrence B. General Aggregate 1. General Aggregate- Per project 2. General Aggregate - Products/ Completed Operations	\$2,000,000 \$2,000,000 \$2,000,000 \$2,000,000
Business Auto Liability	\$2,000,000
General Umbrella Excess Liability	\$5,000,000

CERTIFICATE OF INSURANCE AND INSURANCE REQUIREMENTS

The Proposer shall be responsible for all necessary insurance coverage as indicated below. Certificates of Insurance must be provided to Winnebago County within fifteen (15) days after award of contract or acceptance of the proposal, with Winnebago County listed as additional insured as indicated. If the proper insurance forms are not received within the fifteen (15) day period, the contract may be awarded to the next selected Proposer/Proposer. Policies shall be written by companies licensed to do business in the State of Illinois and having an agent for service of process in the State of Illinois. Companies shall have an A.M. Best rating of VI or better.

The County shall be named as an Additional Insured on the General Liability and Vehicle Liability policies.

CHANGES IN INSURANCE COVERAGE:

The Proposer will immediately notify the Winnebago County Purchasing Department if any insurance has been cancelled, materially changed, or renewal has been refused and the Proposer shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage(s) and limits.

If suspension of work should occur due to insurance requirements, upon verification by the County of required insurance, the County will notify Proposer when they can proceed with work.

Failure to provide and maintain required insurance coverage(s) and limits could result in immediate cancellation of the Contract and the Proposer shall accept and bear all costs that may result due to the Proposer’s failure to provide and maintain the required insurance.

END OF SECTION THREE: INSURANCE REQUIREMENTS

SECTION FOUR: SCOPE OF WORK

The building janitorial services shall include cleaning of the following locations:

DOWNTOWN CAMPUS:

- | | |
|---|---|
| <p>1) Winnebago County Administration Building
404 Elm Street
Rockford, Illinois 61101</p> <p>2) Winnebago County Juvenile Justice Center
211 S. Court Street
Rockford, Illinois 61101</p> <p>3) Winnebago County Public Safety Complex
420 W. State Street
400 W. State Street
403 Elm Street
Rockford, Illinois 61101
<i>(This includes 3 interconnected buildings that will be priced out separately.)</i></p> | <p>4) Winnebago County Adult Probation
526 W. State Street
Rockford, Illinois 61101</p> <p>5) Winnebago County Wellness Center*
526 W. State Street
Rockford, Illinois 61101</p> <p>6) Winnebago County Justice Center
650 W. State
Rockford, Illinois 61101</p> <p>7) Veterans Memorial Hall
211 N. Main Street
Rockford, Illinois 61101</p> |
|---|---|

OTHER LOCATIONS:

- 8) Winnebago County Health Department
555 N. Court Street
Rockford, Illinois 61101
- 9) Winnebago County Animal Services*
4517 N. Main Street
Rockford, Illinois 61103
- 10) Winnebago County Highway Department
424 N. Springfield
Rockford, Illinois 61101
- 11) Winnebago County Juvenile Detention Center
5350 Northrock Drive
Rockford, Illinois 61103

***Requires cleaning Monday – Saturday.**

The successful bidder shall supply, at their expense, all necessary labor, equipment and cleaning to include biohazard supplies for the duration of the contract.

The County will provide the disposal of biohazard materials only.

CONTRACT PERIOD

The conditions agreed to will be maintained for a two (2) year period with three (3) one-year renewal options. The contract will consist of a firm price for the initial two (2) year period. Any price increases for the renewal options shall be negotiated and mutually agreeable with the County. The County reserves the right to cancel the contract within sixty (60) days or if service performed does not meet County approval.

SECURITY

- 1a) The County may recommend to the contractor to dismiss from work such employees as are deemed incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of national and/or the County's security.
- 1b) Contractor must perform criminal background checks at the Contractor's own expense and provide documentation of said criminal background checks, along with a list of the employees that are being recommended to work within the County facilities. Failure on the part of the Contractor to perform said criminal background checks may result in contract termination. Downtown Campus employees must also pass a criminal background check performed by the Winnebago County State's Attorney's Office. Contractor's employee's failure to pass their criminal background check(s) will bar them from working in the Downtown Campus.
- 1c) Workers must have a uniform shirt identifying the company.
- 1d) All employees must have a state ID or a valid Drivers license. The County will provide a photo ID for all employees.
- 2) **All employees will be held responsible for re-locking rooms in areas after cleaning, locking rooms in security areas, and returning keys to lock box nightly. Contract or will be held responsible for re-keying if keys are misplaced or stolen.**
- 3) **A security access card will be issued to each employee. The access cards are to be used only by the people that they have been issued to.**
- 4) The Contractor shall provide adequate supervision.
- 5) All employees shall be approved by the County before working on site.
- 6) The contractor shall be responsible for turning over any found articles over to the County.
- 7) The Contractor's employees are not permitted to use any Winnebago County telephones, computers, or any type of Winnebago County devices or equipment without prior written permission from the County's Director of Facilities Management.
- 8) The Contractor's employees shall refrain from disturbing papers on desks, opening desk drawers or cabinets included, but not limited to file cabinets.

PRICING

The County is asking for pricing on individual locations. For locations that do not require special conditions, janitorial services shall be performed after 5:00 p.m., Monday through Friday, or as noted, with the exception of legal holidays.

Each bidder will need to be able to provide extraction cleaning due to flooding, spills or any other emergency situation that arises.

All cleaning supplies and equipment for the complete and satisfactory performance of all janitorial services shall be provided by bidder. All said cleaning supplies shall be of good quality, customary to the janitorial industry. The said cleaning supplies will be used based on manufacturer's directions and in conformity with any and all OSHA standards and general safety procedures.

SPECIAL CONDITIONS

During the day, the Downtown Campus will require two individuals, one person from 7:00 a.m. to 3:00 p.m., and one person from 8:00 a.m. to 4:00 p.m., Monday through Friday. They will be required to clean all bathrooms every two hours, clean up spills and thoroughly clean restricted areas; additionally, some of these areas may require County or City personnel to be present. These individuals will be working mostly in the Winnebago County Public Safety Complex and the Criminal Justice Center but will not be restricted to these facilities only. They may be asked to perform specific needs in the other Downtown Campus Facilities.

The successful bidder shall provide the County with Safety Data Sheets (SDS) for any and all supplies used. The bidder shall:

- ◆ Make such (SDS) sheets available to all their employees;
- ◆ Provide all OSHA required training for safe use, clean up, and disposal;
- ◆ Label all supplies in conformity with all OSHA requirements;
- ◆ Fully comply with any and all other OSHA requirements relating to the service they perform for the County in conformity with required OSHA stipulated time frames.

Price increases shall be prohibited with the exception of mutually agreed upon revisions to the Janitorial Services, and subject to the approval of the County Purchasing Director.

One of the bidder's supervisory employees shall, in the course of their duties, inspect each County facility at least once per week throughout the course of the contract. In addition, some other form of communication will be set up for bi-weekly communication between the contractor and a representative of the County Facilities department which can be reached at wincofacilities@fm.wincoil.gov

QUALITY CONTROL

Each Bidder must provide detailed information explaining how their firm would verify that the nightly services listed on the Detailed Specification is actually being performed, including any documentation to be provided to the County to attest that work is completed. A description must be provided of Bidder's Quality Control process, including all written documentation.

TRAINING

Bidders must include detailed description of employee training.

PROPOSAL AWARD

The awarding of this proposal shall be based on the following information. The order listed below does not necessarily indicate order of importance.

1. Response to Request for Proposal
2. Previous and present references
3. Personnel and cleaning experience including employee training.
4. Quality Control
5. Pricing
6. Company experience and financial stability.

DETAILED SPECIFICATIONS

CLEANING REQUIREMENTS

Schedules stated reflect minimum service. Actual conditions may, at the County's sole discretion, require more frequent attention.

Location: Downtown Campus

Administrative Building (404 Elm) – Bid for 3 days per week and 5 days per week

Criminal Justice Center (650 W. State) – Bid for 3 days per week and 5 days per week

Juvenile Justice Center (211 S. Court) – Bid for 3 days per week and 5 days per week

Adult Probation (526 W. State) – Bid for 3 days per week

Wellness Center (526 W. State) – Bid for 5 days per week

Memorial Hall (211 N. Main St.)- Bid for 1 day a week bi-weekly

Public Safety Complex (403 Elm Street)- Bid for 3 days per week and 5 days per week

Please Note: There will be construction taking place in the PSB in the near future, so schedules are subject to change.

400 West State Street- Bid for 3 days per week and 5 days per week

420 W. State Street – Bid for 3 days per week and 5 days per week

States Attorney Floors are cleaned between the hours of 3pm and 5pm on weekdays only. Dust and Vacuum as requested. These floors are: 4th/5th/6th/7th/8th floors of Courthouse (400 W. State), 2nd floor of Juvenile Justice Center (211 S. Court), 2nd floor of Criminal Justice Center (650 W. State) and 3rd floor of Old Courthouse.

Daily (All areas unless otherwise noted)

1. Clean interior glass, doors, reception areas, windows, mirrors, stainless steel and other reflective surfaces.
2. Empty all waste containers and replace liners when necessary.
3. Empty all office recycling containers.
4. Clean and sanitize drinking fountains.
5. Clean sinks, counters and table tops.
6. Dust mop or sweep resilient and hard floors. Bidders must furnish sweeping compound or a mop treated with dust inhibitor to be used for this purpose.
7. Vacuum all carpeting.
8. Sweep/vacuum all public entrances and hallways every night (5 days)
9. Spot clean carpeting and hard floors.
10. Dust and clean all office furniture (all desks that are cleared). All areas of any furniture with the exception of the top of the desk.
11. Spot wash marks on walls, light switches, baseboards, door frames and all other visible areas.
12. Place garbage and recycling in designated areas.
13. Refill toilet paper, paper towels, roll towels, hand sanitizer and soap dispensers as required.
 - a. Note: This material will be supplied by Winnebago County.
14. Wet mop non-carpeted floors.
15. Vacuum carpet in elevators and walk-off mats.
16. Sanitize door knobs, elevator buttons and keypads.

Any area that requires special cleaning and disposal of biohazard materials: Employee must be trained to handle this type of cleaning by the contractor and must provide proof of training materials (SDS sheets), The County will provide a disposal mechanism only.

Restrooms – to include rooms utilized for drug testing.

Daily:

1. Dust mop floors;
2. Wet mop floors with approved disinfectant.
3. Clean and disinfect bowls, urinals, and sinks.
4. Refill all dispensers.
5. Empty waste receptacles. Clean them when necessary. To include any biohazard waste.

6. Spot wash stains or marks on walls, mirrors, door frames, light switches, dispensers, etc.
7. Inspect all floor drains. Purge them of hair, soap curd and other obstructions, as necessary. Add water to floor drains as necessary to prevent sewer gas.
8. Fully clean toilet stalls, walls, partitions, and baseboard fixtures.

Weekly Operations (All Areas Unless Otherwise Noted)

1. Remove dust on window ledges, baseboard tops, banisters and lights.
2. Vacuum and spot clean upholstered tops.
3. Completely wash mirrors, stainless steel and interior reflective surfaces.
4. Clean and sanitize telephones with appropriate cleaning agents.
5. Clean file cabinets, tables, and desks including sides and tops without disturbing materials placed thereupon.
6. Empty all main recycling containers when they become full, but in no case less frequently than one time per week.
7. Clean all elevators, doors, walls, floors, tracks and spot clean carpet.
8. Sweep stairwells.
9. Sanitize banisters

Monthly Operations (All Areas Unless Otherwise Noted)

1. Vacuum vents and louvered surfaces, ceiling heat and cold air returns, CRT's, louvers.
2. Vacuum drapes, blinds.
3. Spot wash all inside windows.

Quarterly Operations (All Areas Unless Otherwise Noted)

1. Scrub and clean grout and tile-ceramic floors, mop boards.
2. Remove cobwebs.
3. Vacuum paneled walls.
4. Remove dust from bookshelves and other flat surfaces above 72".
5. Wash waste baskets, inside and out.

Bi-Weekly County Board Room (and two adjoining conference rooms) – 8th Floor Courthouse

1. Doors, benches, chairs, desk tables etc. are wiped with soft cloth and germicidal solution and dry cloth.
2. Vacuum carpet.
3. Remove garbage.

Note: In addition to the County Board Room with two adjoining conference rooms, the 8th floor also has an office area that must be cleaned daily. Only the County Board and the two adjoining conference rooms on the 8th floor must be cleaned bi-weekly.

ADDITIONAL OPERATIONS:

Main Entrances

1. Completely wash all glass doors and adjoining windows interior and exterior faces. All other exterior windows shall be maintained by Winnebago County.
2. Floors are to sweep and vacuumed daily

Vending Areas and Break Rooms

Daily:

1. Clean wastebaskets, as necessary.
2. Wipe tables, chairs, and counter tops with appropriate disinfectant.
3. Mop floors.

Weekly:

1. Clean microwaves exterior and interior.
2. Clean all vending machine exteriors.

Carpet Cleaning

Spot cleaning daily as needed and extract cleaning yearly for all carpeted areas in all buildings with the following exceptions:

- ◆ Kids Place and Jury Rooms will be cleaned quarterly.
- ◆ The County will allow for extract carpet cleaning only. A schedule will be established with the successful Bidder to determine annual cleaning.

Provide details on how the work is verified after completed and include what documentation is provided to the County showing work completed.

Location: **Veterans Memorial Hall**
211 North Main Street, Rockford, Illinois- Once a week, Bi-Weekly

1. Clean all floors, both wet mop and vacuum.
2. Clean all restrooms including the floors and all of the fixtures, including mirrors.
3. Clean and sanitize drinking fountain
4. Refill toilet paper, paper towels, roll towels, hand sanitizer and soap dispensers as required.

Note: This material will be supplied by Winnebago County.

5. Clean glass on display cases, as needed.
6. Wipe down the wood railings.

7. Spot clean carpet for spills.
8. Clean glass on entrance doors.
9. Remove and take out the garbage, as needed.

Location: **Winnebago County Health Department**
555 N Court Street, Rockford, Illinois – Evening Cleaning of Floors 1 through 4
Monday through Friday.

Frequency: See above; after 5:00 p.m.

East and West Lobbies, Foyers on each floor, and Stairwells:

1. Vacuum floor mats, carpets, behind reception desk and in visitor seating area.
2. Dust mop entry tile floors.
3. Damp mop entry tile floors.
4. Keep glass entrance doors free of fingerprints/smudges.
5. Keep windowsills and corners free of spider webs and insects, and also the front entrance outside should be kept spider web free.
6. Spot clean walls, handles, door kick and push plates, light switches, baseboards, for fingerprints, smudges, black marks, etc.
7. Dust tables, straighten magazines.
8. Dust reception desk.
9. Spot clean carpets for spills
10. Spot check all chairs
11. Sweep and mop all stairwells
12. Clean all entrance glass and any glass in various doors, as well as, sidelights
13. Clean all drinking fountains
14. Vacuum upholstered furniture when needed in the public areas, such as; conference rooms
15. Need a long-handled duster to dust all window sills in the atrium.

Office Areas: General Offices, Private Offices, Conference Rooms

1. Vacuum carpets and walk off mats.
2. Empty all wastebaskets, recycling containers and trashcans and remove to trash handling/recycling areas; including exterior trash cans.
3. Spot clean entry and interior partition glass.
4. Wipe glass conference room table in Room 120 of fingerprints/smudges nightly.
5. Spot clean carpet for spills
6. Detail vacuum corners, edges, and hard to reach areas of carpet.

7. Spot clean the following with damp cloth: Fingerprints, smears, and smudges on walls, doors, doorframes, kick and push plates, handles, light switches, baseboards and glass surfaces, as required.
8. Dust horizontal surfaces such as desks, partitions, filing cabinets, chairs, shelves, computer equipment, printers, copiers, scanners and displays, being careful not to disturb paperwork or personal effects. Vacuum all upholstered furniture as needed.
9. High and low dust all horizontal surfaces, including picture frames, moldings, ledges, and coat racks. Remove cobwebs.
10. Dust window blinds using feather duster
11. Replace paper towels, hand soap, and sanitizer in lab, clinic rooms, etc.

Weekly:

1. Dust file cabinets (all sides and top areas).
2. Dust on top of cabinets and closets in hallways, conference rooms, kitchen, file rooms.
3. Vacuum upholstered furniture (reception, conference rooms, work station chairs).
4. Clean and deodorize children's play equipment.
5. Clean all handrail.

Monthly:

1. Clean ceiling vents.
2. Feather dust mini-blinds (on first Monday of the month).
3. Scrub floors thoroughly.

Employee Break Areas:

Daily:

1. Vacuum floor mats.
2. Dust and damp mop tile floors.
3. Damp wipe tables, counter tops, cabinet faces, refrigerator doors, and microwave using a germicidal detergent solution.
4. Empty all wastebaskets and trashcans and remove to trash handling area.
5. Spot clean the following with damp cloth: Fingerprints, smears, and smudges on walls, doors, doorframes, tables and chairs, kick and push plates, handles, light switches, baseboards and glass surfaces, as required.
6. Replace paper towels and hand soap in break room/kitchen.
7. 4th floor clinic exam rooms- Sweep & mop floors, wipe down and sanitize all counters, exam tables and chairs in all six clinic exam rooms.
8. 4th floor clinic waiting area: Sweep & mop floors, wipe down and sanitize waiting room chairs, tables, cabinets and counter surfaces.

Restrooms:

Daily:

1. Clean and polish all chrome fittings and bright work, including shelves, and metal dispensers.
2. Clean and sanitize toilet seats with a germicidal solution.
3. Clean, sanitize and polish all vitreous fixtures, including toilet bowls, urinals and sinks, using a germicidal detergent solution.
4. Clean and polish all mirrors and glass.
5. Empty all disposal receptacles, inserting liners.
6. Refill all dispensers, including napkins, soap, tissues, towels, liners, etc., supplied by customer.
7. Wash/scrub and rinse all floors thoroughly, using a germicidal detergent solution.

Floor care:

Ceramic Tile in restrooms: Machine scrub semi-annually.

Vinyl Tile in Clinic Exam Rooms and clinic hallways, records vault and offices. Scrub and recoat semi-annually.

Location: **Winnebago County Animal Services**
 4517 N. Main Street, Rockford, Illinois

Cleaning Specifications:

Nightly

1. Sweep, wet mop, and buff floors, where applicable;
2. Empty and clean all waste paper receptacles, replacing liners;
3. Restrooms: clean and disinfect stools, urinals, wash basins, towel holders, soap dispensers, door handles, and sanitary napkin dispensers and trash receptacles;
4. Empty and clean all cigarette urns;
5. Polish all metal, including smoking urns, faucets, receptacles, and/or other areas where metal is visible and clean all entrance glass.
6. Dust and clean drinking fountains;
7. Wash and clean drinking fountains;
8. Dust molding, baseboards, ledges, etc;
9. Dust and clean office furniture (all desks that are cleared), and door equipment (this excludes computers, security camera/monitor, faxes, typewriters, and copying machinery);
10. Lounge areas – clean waste receptacles and reinstall plastic bags;
11. Vacuum all carpet areas and upholstered furniture;
12. Spot clean carpeting as needed;
13. Clean vending machines;
14. Clean and disinfect meeting room and lunchroom tables as well as counters in the break room, and
15. Clean and sanitize office phones.

Weekly

1. Clean entrance mats; and
2. Spot clean upholstered chairs.
3. Thoroughly clean conference room.

Bi-Weekly

1. Dust communications consoles

Quarterly:

1. Strip and wax vinyl tile floors.

Semi-Annually and as needed

1. Wash light fixtures and vertical blinds; if applicable
2. Clean all carpeting, extract cleaning only; and
3. Vacuum air ducts and vents.

In the Performance of the Work Specified, the Contractor shall:

1. Prohibit contractor's employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephones or office equipment.
2. Require employees to comply with all instructions issued by the Operations Director or authorized representatives thereof.
3. Require contractor's employees to conserve on use of lighting during the process or performing contracted services and to turn off lights when cleaning is completed.

The following must be submitted with the proposal:

1. An outline of the personnel and training procedures the bidder proposes to use in performing Janitorial Services for the County. Include the process for verifying all work is completed according to these specifications nightly.
2. An outline of the management and operational structure.
3. A statement of how long the bidder has been in the Janitorial Services.
4. A list of four organizations for which Janitorial Services is currently being provided to include contact name and telephone number.
5. A list of four organizations where Janitorial Services were previously provided, but are not currently customer.
6. Current number of employees and years of cleaning experience. Provide Supervisors Resume.
7. Financial statements.
8. Quality Control Procedures

Location: **Winnebago County Juvenile Detention Center**
5350 Northrock Dr. Rockford, Illinois 61103

Front office Area
3-day cleaning

Daily (All areas unless otherwise noted)

1. Clean interior glass, doors, reception areas, windows, mirrors, stainless steel and other reflective surfaces.
2. Empty all waste containers and replace liners when necessary.
3. Empty all office recycling containers.
4. Clean and sanitize drinking fountains.
5. Clean sinks, counters and table tops.
6. Dust mop or sweep resilient and hard floors. Bidders must furnish sweeping compound or a mop treated with dust inhibitor to be used for this purpose.
7. Vacuum all carpeting.
8. Sweep/vacuum all public entrances and hallways every night (5 days)
9. Spot clean carpeting and hard floors.
10. Dust and clean all office furniture (all desks that are cleared). All areas of any furniture with the exception of the top of the desk.
11. Spot wash marks on walls, light switches, baseboards, door frames and all other visible areas.
12. Place garbage and recycling in designated areas.
13. Refill toilet paper, paper towels, roll towels, hand sanitizer and soap dispensers as required.
 - a. Note: This material will be supplied by Winnebago County.
14. Wet mop non-carpeted floors.
15. Vacuum carpet in elevators and walk-off mats.

Any area that requires special cleaning and disposal of biohazard materials: Employee must be trained to handle this type of cleaning by the contractor. The County will provide a disposal mechanism only.

Restrooms – to include rooms utilized for drug testing.

Daily:

1. Dust mop floors;
2. Wet mop floors with approved disinfectant.
3. Clean and disinfect bowls, urinals, and sinks.
4. Refill all dispensers.

5. Empty waste receptacles. Clean them when necessary. To include any biohazard waste.
6. Spot wash stains or marks on walls, mirrors, door frames, light switches, dispensers, etc.
7. Inspect all floor drains. Purge them of hair, soap curd and other obstructions, as necessary. Add water to floor drains as necessary to prevent sewer gas.
8. Fully clean toilet stalls, walls, partitions, and baseboard fixtures.

Weekly Operations (All Areas Unless Otherwise Noted)

1. Remove dust on window ledges, baseboard tops, banisters and lights.
2. Vacuum and spot clean upholstered tops.
3. Completely wash mirrors, stainless steel and interior reflective surfaces.
4. Clean and sanitize telephones with appropriate cleaning agents.
5. Clean file cabinets, tables, and desks including sides and tops without disturbing materials placed thereupon.
6. Empty all main recycling containers when they become full, but in no case less frequently than one time per week.
7. Clean all elevators, doors, walls, floors, tracks and spot clean carpet.
8. Sweep stairwells.

Monthly Operations (All Areas Unless Otherwise Noted)

1. Vacuum vents and louvered surfaces, ceiling heat and cold air returns, CRT's, louvers.
2. Vacuum drapes, blinds.
3. Spot wash all inside windows.

Quarterly Operations (All Areas Unless Otherwise Noted)

1. Scrub and clean grout and tile-ceramic floors, mop boards.
2. Remove cobwebs.
3. Vacuum paneled walls.
4. Remove dust from bookshelves and other flat surfaces above 72".
5. Wash waste baskets, inside and out.

Bi-Weekly County Board Room (and two adjoining conference rooms) – 8th Floor Courthouse

1. Doors, benches, chairs, desk tables etc. are wiped with soft cloth and germicidal solution and dry cloth.
2. Vacuum carpet.
3. Remove garbage.

Note: In addition to the County Board Room with two adjoining conference rooms, the 8th floor

also has an office area that must be cleaned daily. Only the County Board and the two adjoining conference rooms on the 8th floor must be cleaned bi-weekly.

ADDITIONAL OPERATIONS:

Main Entrances

1. Completely wash all glass doors and adjoining windows interior and exterior faces. All other exterior windows shall be maintained by Winnebago County.
2. Floors are to sweep and vacuumed daily

Vending Areas and Break Rooms

Daily:

1. Clean wastebaskets, as necessary.
2. Wipe tables, chairs, and counter tops with appropriate disinfectant.
3. Mop floors.

Weekly:

1. Clean microwaves exterior and interior.
2. Clean all vending machine exteriors.

Carpet Cleaning

Spot cleaning daily as needed and extract cleaning yearly for all carpeted areas in all buildings with the following exceptions:

- ◆ Kids Place and Jury Rooms will be cleaned quarterly.
- ◆ The County will allow for extract carpet cleaning only. A schedule will be established with the successful Bidder to determine annual cleaning. Each bidder is asked to provide a unit price per square foot for carpet cleaning. This will be used in the event additional cleaning is required beyond what is listed.

Provide details on how the work is verified after completed and include what documentation is provided to the County showing work completed.

Location: **Winnebago County Highway Department**
 424 N. Springfield Avenue, Rockford, Illinois

Cleaning Specifications:

Daily (All areas unless otherwise noted)

1. Clean interior glass, doors, reception areas, windows, mirrors, stainless steel and other reflective surfaces.
2. Empty all waste containers and replace liners when necessary.
3. Empty all office recycling containers.

4. Clean and sanitize drinking fountains and sinks.
5. Clean kitchen sinks, counters, appliances and table tops.
6. Dust mop or sweep resilient and hard floors. Bidders must furnish sweeping compound or a mop treated with dust inhibitor to be used for this purpose.
7. Mop kitchen floor twice a week.
8. Vacuum all carpeting including halls.
9. Spot clean carpeting and hard floors.
10. Dust and clean all office furniture (all desks that are cleared) and conference room table.
11. Spot wash marks on walls, light switches, baseboards, doors, door frames and all other visible areas.
12. Place garbage and recycling in designated areas.
13. Refill toilet paper, paper towels, roll towels, hand sanitizer and soap dispensers as required.
 - a. Note: This material will be supplied by Winnebago County.
14. Vacuum carpet in elevators and walk-off mats.
15. Any area that requires special cleaning and disposal of biohazard materials. Employee must be trained to handle this type of cleaning by the successful Bidder. The County will provide a disposal mechanism only.

Restrooms:

Daily:

1. Dust mop floors
2. Wet mop floors with approved disinfectant.
3. Clean and disinfect bowls, urinals, and sinks.
4. Refill all dispensers.
5. Empty waste receptacles. Clean them when necessary. To include any biohazard waste.
6. Spot wash stains or marks on walls, mirrors, door frames, light switches, dispensers, etc.
7. Inspect all floor drains. Purge them of hair, soap curd and other obstructions, as necessary. Add water to floor drains as necessary to prevent sewer gas.
8. Fully clean toilet stalls, walls, partitions, and baseboard fixtures.
9. Clean out showers once a week

Weekly Operations (All Areas Unless Otherwise Noted)

1. Remove dust on window ledges, baseboard tops, banisters and lights.
2. Completely wash mirrors, stainless steel and interior reflective surfaces.
3. Clean and sanitize telephones with appropriate cleaning agents.

4. Clean file cabinets, tables, and desks including sides and tops without disturbing materials placed thereupon.
5. Empty all main recycling containers when they become full, but in no case less frequently than one time per week.
6. Clean all elevators, doors, walls, floors, tracks and spot clean carpet.
7. Wash out garbage cans
8. Thoroughly vacuum offices

Monthly Operations (All Areas Unless Otherwise Noted)

1. Vacuum and spot clean upholstered tops.
2. Vacuum vents and louvered surfaces, ceiling heat and cold air returns, CRT's, louvers.
3. Vacuum drapes, blinds.
4. Spot wash all inside windows.
5. Wax/buff tile every other month

Quarterly Operations (All Areas Unless Otherwise Noted)

1. Scrub and clean grout and tile-ceramic floors, mop boards.
2. Remove cobwebs.
3. Vacuum paneled walls.

Remove dust from bookshelves and other flat surfaces above 72”.

Annually

The County will allow for **EXTRACT CARPET CLEANING ONLY**. A schedule will be established with the successful Bidder to determine annual cleaning. This will be used in the event additional cleaning is required beyond what is listed.

AWARD

The cleaning proposal will be awarded to the bidder that the County determines will be the most qualified to perform the services. While the County would prefer to award the cleaning services to one Bidder, the County reserves the right to award to more than one Bidder, if it is in the best interest of the County. All buildings may or may not be awarded. Award will not be based solely on price but on the criteria listed under proposal award.

All required information must be included with this proposal. Any bidder not providing complete information may have their bid rejected.

END OF SECTION FOUR: SCOPE OF WORK

SECTION FIVE: RESPONSE REQUIREMENTS

Please follow the Proposal instructions as laid out below;

Proposal Title Page (Section 1)

The title page should include, at minimum, the following:

- **Name of Project /RFP**
- **Submitted by** [Vendor's Name]
- **Date of Submittal** [MM/DD/YYYY]

Letter of Transmittal (Section 2)

The transmittal letter shall:

- Indicate the intention of the Vendor to adhere to the provisions described in the RFP without County approved modification.
- Identify the submitting organization.
- Identify the person, by name and title, authorized to contractually obligate the organization.
- Identify the contact person responsible for this response, specifying name, title, mailing address, phone, and email address.
- Acknowledge addendums made to this RFP.
- Acknowledge the proposal is considered firm for one hundred and twenty (120) days after the due date for receipt of proposals or receipt of the last best and final offer submitted.
- Provide the original signature of the person authorized to contractually obligate the organization.
- Signed by a company representative who is authorized to negotiate on behalf of the company.

Proposal Table of Contents (Section 3)

The proposal table of contents should outline Vendor Response Section.

Proposal Executive Summary (Section 4.1)

Include a brief executive overview of your proposal and any additional noteworthy information.

Vendor Qualifications and Litigation History (Section 4.2)

The Vendor should provide:

- A brief profile of the company.
- A brief description of the organization structure and primary products and services provided.

- Other major products or services offered.
- Company's experience in performing work of a similar nature to that solicited in this RFP.
- Highlight participation in such work by key personnel proposed for assignment to this project.

Vendor References (Section 4.3)

List a minimum 3 references whom you have provided similar services. **(Forms are in Section 6: REFERENCES)** All references will be contacted.

Project Design, Staffing and Organization (Section 5.1)

This section shall identify key personnel who will be assigned to the project.

As part of their duties, Vendor personnel may come in contact with confidential information, and are required to hold confidential any such information. The Vendor must attest that team members have not been convicted of a felony offense and a background check has been performed. Vendor is responsible for background check.

Proposal Narrative (Section 5.2)

Solution Profile:

- This section should address the general requirements described previously in this RFP in **SECTION 4: SCOPE OF WORK**.

Proposal Pricing (Section 6)

Pricing is an important aspect of the overall evaluation of the Vendor's response. Please provide the level of detail necessary to clearly identify up-front and continuing costs. Clarification regarding responses may be sought.

END OF SECTION FIVE: RESPONSE REQUIREMENTS

SECTION SIX: REFERENCES

REFERENCES

List below 3 references whom you have provided similar services. (All references will be contacted)

1. Organization: _____
Address: _____
City, State, Zip: _____
Telephone and Email: _____
Contact Person: _____
Date and scope of Project: _____

2. Organization: _____
Address: _____
City, State, Zip: _____
Telephone and Email: _____
Contact Person: _____
Date and scope of Project: _____

3. Organization: _____
Address: _____
City, State, Zip: _____
Telephone and Email: _____
Contact Person: _____
Date and scope of Project: _____

END OF SECTION SIX: REFERENCES

SECTION SEVEN: PROPOSAL SIGNATURE FORM

Name of Proposer			
Contact Person			
Address			
City, State, ZIP			
Telephone		FEIN No.	
Email(s)			

TO: Winnebago County Purchasing Department

The undersigned, being duly sworn, certifies they are an:

- OWNER/SOLE PROPRIETOR
 MEMBER OF PARTNERSHIP
 AN OFFICER OF CORPORATION
 MEMBER OF JOINT VENTURE

Further, as the Proposer, declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm or corporation; that he/she has fully examined the proposed forms of agreement and the scope of services or work specifications for the above designated service, and all other documents referred to or mentioned in the solicitation documents, specifications and attached exhibits, including Addenda.

(Proposer, must list below any and all Addenda or your offer will be rejected, as non-responsive)

No(s): _____ and _____ and _____ issued thereto;

Further, the undersigned certifies and warrants that he/she is duly authorized to execute this certification/affidavit on behalf of the Proposer and in accordance with the Partnership Agreement or By-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Proposer and is true and accurate. The Affiant deposes and says that he/she has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

Further, the Proposer certifies that he/she has provided equipment; supplies or services comparable to the items specified in this solicitation to the parties listed in the Business Reference Form and authorizes the County to verify references of business and credit at its option. Finally, the Proposer, if awarded a contract, agrees to do all other things required by the solicitation documents, and that he/she will take in full payment therefore the sums set forth in any resulting contract award.

SIGNATURE OF PROPOSER

SIGNATURE _____

Name and Title of Signer _____

Dated this _____ **day of** _____ **2024**

AUTHORIZED VENDOR NEGOTIATOR

Name and Title _____

Phone and Email _____

DOWNTOWN CAMPUS FACILITIES:

Price per month for the Winnebago County Administration Building:

3 days per week \$ _____ 5 days per week \$ _____

Price per month for the Criminal Justice Center:

3 days per week \$ _____ 5 days per week \$ _____

Price per month for the Juvenile Justice Center:

3 days per week \$ _____ 5 days per week \$ _____

Price per month for the Adult Probation Building:

3 days per week \$ _____ 5 days per week \$ _____

Price per month for the Wellness Center Building:

3 days per week \$ _____ 5 days per week \$ _____

Price per month for the Winnebago County Public Safety Complex: (403 Elm St.)

3 days per week \$ _____ 5 days per week \$ _____

Price per month for the Winnebago County Public Safety Complex: (400 W. State St.)

3 days per week \$ _____ 5 days per week \$ _____

Price per month for the Winnebago County Public Safety Complex: (420 W. State St.)

3 days per week \$ _____ 5 days per week \$ _____

Price per month for Veterans Memorial Hall: (211 N. Main St.)

1 day per week (biweekly) \$ _____

HEALTH DEPARTMENT: 555 N Church Street

Price per Month \$ _____

JUVENILE DETENTION CENTER:

Price per Month \$ _____

ANIMAL SERVICES:

Price per Month \$ _____
(6 days per week)

HIGHWAY DEPARTMENT:

Price per Month \$ _____
(6 days per week)

END OF SECTION SEVEN: PROPOSAL SIGNATURE FORM

RETURN PROPOSAL LABEL

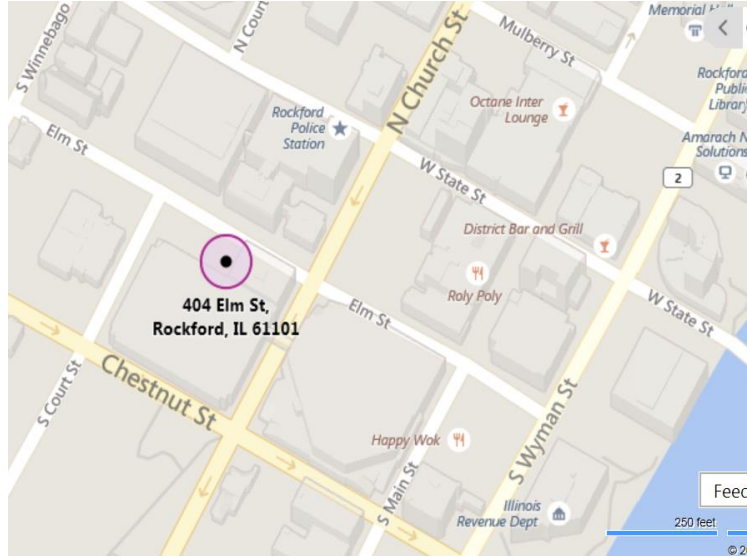


The County of Winnebago, Illinois will receive sealed Proposals at:

**WINNEBAGO COUNTY
PURCHASING DEPARTMENT
404 ELM STREET, ROOM 202
ROCKFORD, ILLINOIS 61101**

All Proposals must be enclosed in sealed envelopes marked:

“FACILITIES JANITORIAL SERVICES”



ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY – PLEASE USE BELOW FOR YOUR CONVENIENCE



PROPOSAL# 24P-2358	<p>WINNEBAGO COUNTY PURCHASING DEPARTMENT 404 ELM STREET, ROOM 202 ROCKFORD, ILLINOIS 61101</p>
PURCHASING DIRECTOR: HOPE EDWARDS	
PROPOSAL NAME: FACILITIES JANITORIAL SERVICES	
PROPOSAL DUE DATE/TIME: September 3, 2024- 2:00 P.M.	