



WINNEBAGO COUNTY

— ILLINOIS —

County Administration Building
404 Elm Street
Rockford, Illinois 61101

Hope Edwards
Director of Purchasing
Phone: 815-319-4380
Fax: 815-319-4381

August 27, 2024

ADDENDUM TWO

FACILITIES JANITORIAL SERVICES REQUEST FOR PROPOSAL #24P-2358

Bidders are required to indicate on their Proposer Signature Form that they have received and acknowledged Addendum One. Below are the questions that were submitted followed by their answers;

1. Do you have some kind of a count on how many liners the County buildings use such as small, medium, and large size liners for each building? We were verbally told that we were to supply all of the liners and the county was supplying hand soaps, toilet paper, and paper towels. Are the liners a re-bill to the county or is that something that we need to factor in? We have no way of knowing your usage other wise and would not know how many cases we would have to purchase per month and factor into our bid.

No, the liners are not a re-bill to the County. We do not have a size or count on the trash liners.

2. Also is there a recent bid that was awarded to the current vendor for the same services for the county published for public view?

The last bid was sent out in 2016. It will be attached at the bottom of this Addendum along with the original agreement with the current vendor and a current invoice.

3. Regarding the solicitation, can you please provide the name of the previous awarded vendor (incumbent) and the incumbent's tenure.

See answer to number 2 above.

4. What is the existing annual contract value for facilities under this RFP? (To help challenge the status quo and develop a cost-effective solution)

See answer to number 2 above.

5. Please share facility / building wise, total of 18 Nos, current FTE deployment.
The number of sites is listed in the bid document. We do not have a count of FTE- that is through the vendor.
6. To maintain business continuity/union relations (if applicable) can we rehire the majority of existing janitorial staff? Would contracting authority assist in this matter post contract award?
The current staff is hired by the current vendor.
7. Are current janitorial employees unionized?
Not to our knowledge
8. If YES, please share labor union contact name/ address and latest copy of CBA
N/A
9. Please provide building wise sq feet details
Details were provided to everyone that attended the Pre-Proposal meeting.
10. Please provide building wise evening shift timing details
Normal starting is 5pm, except for hours listed. At times there may be additional cleaning that will need to be done during normal business hours 8am-5pm
11. Please provide each building area break up floor type wise - PVC tile/ Vinyl tile/ terrazzo / carpet/ hard/ wooden / others
Unknown
12. Please provide number of rest rooms with split (Male/Female) for each building.
**Not broken out by male/female. Administration Building, Courthouse, Old Courthouse, PSB, Memorial Hall and CJC toilets 276, urinals 220, and sinks 260.
Juvenile Detention 3 toilets, 1 urinal, sinks 3.
Male locker room – 1 toilet/1 sink/ 1 shower
Female locker room- 1 toilet/1 sink/1 shower
Medical room-1 toilet/1 sink/ 1 shower
Lobby restrooms- 2 toilets/2 sinks
Highway toilets 10, urinals 3, sinks 10.
Health Department toilets 23, urinals 7, sinks 21, plus exam rooms.
Animal Services toilets 3, urinals 1, sinks 7**

Any questions should be directed to the Purchasing Department, 404 Elm Street, Room 202, Rockford, IL 61101 or by phone 815-319-4380, or email purchasing@purchasing.wincoil.gov

END OF ADDENDUM TWO

PROPOSAL # 16-2087

**I
CALL FOR PROPOSALS
INSTRUCTIONS AND SPECIFICATIONS
FOR
CLEANING SERVICES**

The County of Winnebago will receive sealed proposals in the Purchasing Department, Winnebago County Administration Building, 404 Elm Street, Room 202, Rockford, Illinois 61101 until December 6, 2016 at 11:00 A.M. A public opening and reading will be held at this date and time.

A mandatory pre-bid meeting with tours of the facilities, beginning at 8:30 A.M. through 3:00 P.M., will be held on November 17, 2016 at Winnebago County Administration Building, 404 Elm Street, Room 303, Rockford, Illinois 61101. The pre-bid schedule is in the Information Sheet section of this document.

ALL PROPOSALS MUST BE ENCLOSED IN SEALED ENVELOPES MARKED:

**“CLEANING SERVICES”
11:00 A.M., December 6, 2016**

The County of Winnebago reserves the right to accept or reject any and all proposals or to waive technicalities, or to accept any item of any proposal. Information is available from the Purchasing Department, Winnebago County Administration Building, 404 Elm Street, Room 202, Rockford, Illinois 61101. Telephone: (815) 319-4380, Fax: (815) 319-4381, E-Mail rgray@wincoil.us.

The documents constituting component parts of the Proposal Form are the following:

- I Call for Proposals
- II Requirements for Bidding and Instructions to Bidders
- III Information Sheet
- IV Detailed Specifications
- V Proposal Forms

Legal Advertisement for Proposals published in the Rockford Register Star on November 4, 2016 or our website <http://wincoil.us/>.

In the event that any addenda to this proposal are issued, a public posting a minimum of 10 days will be adhered to, and could result in a revised date for the opening of this bid.

JANITORIAL SERVICES AGREEMENT

This Agreement is made between Advanced Cleaning, 3815 North Mulford Road, Rockford, Illinois 61114 (“Contractor”) and the County of Winnebago, 404 Elm Street, Room 202, Rockford, Illinois 61101 (“County”). In consideration of the terms, conditions, and mutual promises contained herein, the Parties agree to the following:

1. **Services:** Contractor will provide maintenance services to Client in accordance with the terms and conditions contained in the proposal submitted by Contractor to the County on December 5, 2016 (hereinafter the “Proposal”), which is incorporated into this Agreement as if fully set forth herein. Services will be provided at the following locations:

Downtown Campus

- a. Winnebago County Administration Building
- b. Winnebago County Juvenile Justice Center
- c. Winnebago County Public Safety Complex
- d. Winnebago County Adult Probation
- e. Winnebago County Wellness Center
- f. Winnebago County Justice Center

Other Locations:

- a. Winnebago County Health Department, Court Street
- b. Winnebago County Health Department, Division Street
- c. Winnebago County Animal Services
- d. Winnebago County Highway Department
- e. Winnebago County 911 Center

Services to be provided at each location are set forth in the Specification List included in the Proposal. Additional services may be performed at the request of the County and will be subject to additional charges.

2. **Term of Agreement:** This Agreement shall be effective on March 1, 2017, and shall remain in effect for twelve (12) months. This Agreement may be renewed for up to four (4) additional twelve (12) months periods upon written approval of the parties for each additional period.
3. **Price Adjustments:** No price adjustments will occur during the initial twelve (12) month period of this Agreement. If this Agreement is renewed, as provided above, the price may be adjusted by written agreement of the parties at that time.
4. **Termination of Agreement:** This Agreement may be terminated by either party for any reason or no reason with sixty (60) days written notice to the other party. In the event the services performed by Contractor do not meet County approval, the County may terminate this Agreement immediately.

5. **Terms of Payment:** County agrees to pay Contractor \$27,899.00 per month for cleaning services provided pursuant to the terms of this Agreement and the Proposal. Notwithstanding any provision to the contrary in this Agreement, in the event the County should discontinue use of all or any part of any of the locations listed in Paragraph 1 above, Contractor agrees to renegotiate the payment terms of this Agreement. The new payment terms shall be agreed to by both parties and set forth in writing. Contractor shall mail invoices for cleaning services on the last day of each month. Invoices submitted by Contractor to County under this Agreement shall be paid according to the Illinois Local Governmental Prompt Payment Act.

6. **Cleaning Chemicals and Equipment.** All cleaning chemicals and equipment to perform the services detailed in the Specification List will be supplied by Contractor. The County is responsible for providing consumable supplies for the restrooms (soap, toilet tissue, paper towels, urinal mats). These supplies may be purchased from Contractor.

7. **Insurance:** The Contractor shall, for the duration of this Agreement, maintain General Liability, Auto Liability, and Worker's Compensation Insurance. All policies, except the Worker's Compensation Insurance, shall name Winnebago County as an additional insured. The General Liability policy shall include products/completed operations and a broad form Comprehensive General Liability endorsement. Minimum limits of liability shall be:

Auto	\$500,000	Combined Single Limit; per occurrence
General Liability	\$1,000,000	Combined Single Limit; per occurrence
Worker's Compensation	Statutory	

8. **Indemnification:** Contractor agrees to indemnify and save harmless County and its officials, both elected and appointed, employees, attorneys and representatives and their respective heirs, successors and assigns, from and against any and all costs, expenses, attorney's fees, losses, damages and liabilities incurred or suffered directly or indirectly from or attributable to any claims arising out of or incident to the performance or nonperformance of this Agreement by Contractor, or the acts or omissions of the officers, agents, employees, contractors, subcontractors, licensees or invitees of the Contractor. Contractor expressly understands and agrees that any performance bond and/or insurance protection required of Contractor, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify the County as hereinabove provided.

9. **Attorney's Fees:** In the event any party shall bring any action or proceeding against the other party for damages for an alleged breach of any provision of this Agreement, to recover amounts owing under this Agreement, or to enforce, protect or establish any right or remedy under this Agreement, the prevailing party shall recover from the other party all reasonable costs and expenses, including all reasonable attorneys' fees.

10. **Relationship of Parties:** It is understood and agreed to by all parties that this Agreement is not intended to nor does it create an employment contract between the County, on the one hand, and the Contractor and any of Contractor's employees, on the other hand, nor

does it create a joint relationship or partnership between the parties hereto. As such, Contractor and Contractor's employees are not entitled to wages, workers' compensation, medical or liability insurance, or any other employee benefits provided by County for its employees.

11. **Notices:** All notices, requests and communications which are required or may be given under this Agreement shall be in writing to the address set forth above, or any other address designated in writing by one party to the other party, and shall be deemed to have been duly given if delivered personally or sent by nationally recognized overnight carrier or mailed by U.S. mail. Receipt of any notice shall be deemed effective upon receipt, if delivered personally, or one (1) day after mailing if sent by overnight carrier, or three (3) days after deposit in the U.S. mail, with proper postage and properly addressed.
12. **Saving Clause:** If any of the provisions of this Agreement shall be declared invalid for any reason, such invalidation shall not affect the other provisions of this Agreement, and such invalid provisions shall be severable.
13. **Entire Agreement:** This Agreement and the incorporated Proposal are the entire Agreement of the parties. This Agreement may not be modified except by written agreement of both parties.
14. **Choice of Law and Venue:** This Agreement shall be governed by the laws of the State of Illinois. Any action brought in connection with this Agreement will be brought exclusively in the courts of competent jurisdiction located in Winnebago County, Illinois, and the parties submit to jurisdiction and venue in Winnebago County, Illinois, and waive any defenses or objections to same.
15. **Captions:** The captions used in this Agreement are inserted only as a matter of convenience and for reference, and in no way define, limit or describe the scope or the intent of this Agreement.

ATTEST:

COUNTY CLERK

THE COUNTY OF WINNEBAGO, ILLINOIS

Margie Mullins, Clerk of the County
Board of the County of Winnebago,
Illinois

Frank Haney, Chairman of the County Board
of the County of Winnebago, IL

[SEAL]

ADVANCED CLEANING

By: _____
Its: _____

II
REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS

PREPARATION OF BID OR PROPOSAL

The bidder must submit a bid or proposal on the forms furnished by the Purchasing Department. All blank spaces on the bid or proposal form must be filled in. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership, or signed in the name of a corporation by an officer whose title shall be stated. Bids or proposals shall be sealed in an envelope and marked as required in the instructions. The bid or proposal is contained in these documents and must remain attached hereto when submitted.

TAXES NOT APPLICABLE

The County of Winnebago as a Governmental Unit pays neither Federal Excise Tax nor Illinois Retailers Occupational Tax, and therefore, those taxes should be excluded from bid. Our Tax Exempt Number is: E9992-3963-07.

PROMPT PAYMENT ACT

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

FREEDOM OF INFORMATION

Any responses and supporting documents submitted in response to a bid or proposal will be subject to disclosure under the Illinois Freedom of Information Act.

WITHDRAWAL OF BIDS OR PROPOSALS

Any bidder may withdraw their bid or proposal at any time prior to the time specified in the advertisement as the closing time for the receipt of bids or proposals by signing a request therefore. However, no bidder shall withdraw or cancel his bid or proposal for a period of sixty (60) days after said advertised closing time for the receipt of bids or proposals; the successful bidder shall not withdraw or cancel their bid or proposal after having been notified by the Director of Purchasing that said bid or proposal has been accepted by the County Board.

CATALOGS

Each bidder shall submit catalogs, descriptive literature, and detailed drawings, where applicable, to fully illustrate and describe the material and/or work they propose to furnish.

CANCELLATION

The County of Winnebago reserves the right to cancel any contract in whole or in part without penalty due to failure of the contractor to comply with terms, conditions and specifications of this contract.

COST OF BID OR PROPOSAL

Expenses incurred in the preparation of proposals in response to this bid or proposal are the Bidder's sole responsibility.

USE OF TRADE NAMES

In cases where a specified item is identified by a manufacturer's name, trade name, or other references, it is understood that the bidder proposes to furnish the item identified. If the bidder proposes to furnish an "equal," the proposed "equal" item must be so indicated in the written bid or proposal. The County shall be the sole determiner of the equality of the substitute offered.

II
REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS
(CONTINUED)

DELIVERIES

All materials shipped to the County of Winnebago must be shipped F.O.B. designated location, County of Winnebago, Rockford, Illinois.

DEVIATIONS, EXCEPTIONS OR ALTERNATES

Deviations, exceptions or alternates from terms, conditions, or specifications shall be described fully, on bidder's letterhead, signed, and attached to the Request for Bid or Proposal. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the bidder shall be held liable. Bidders are cautioned to avoid making deviations and exceptions to the specifications, which may result in rejection of their bid or proposal. If deviations, exceptions or alternates are submitted, it is the Winnebago County Purchasing Director's sole and final decision whether specifications have been met and will be considered for award.

CASH DISCOUNTS

In determination of award, cash discounts will only be considered when all other conditions are equal.

ORDERING

Purchase orders shall be placed directly to the contractor by an authorized agent. No other purchase orders are authorized.

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 bidder 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.

Bidder/Contractor must obtain all licenses, certificates and other authorizations required in connection with the performance of its obligations hereunder, and Bidder/Contractor 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 bid 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 vendor 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 vendor, it reserves the right to reject any bid, cancel any contract and pursue any other legal remedies deemed necessary.

PREVAILING WAGE

All bidders on Public Works projects, where applicable, must bid prevailing wages. The Successful Bidder will be required to provide certified payroll records on a monthly basis according to Illinois Act 820 ILCS §130/5.

II
REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS
(CONTINUED)

SUBSTANCE ABUSE PREVENTION

The Substance Abuse Prevention on Public Works Act, Public Act 95-0635, prohibits the use of drugs and alcohol, as defined in the Act, by employees of the Contractor and by employees of all approved Subcontractors while performing work on a public works project. The Contractor/ Subcontractor herewith certifies that it has a superseding collective bargaining agreement or makes the public filing of its written substance abuse prevention program for the prevention of substance abuse among its employees who are not covered by a collective bargaining agreement dealing with the subject as mandated by the Act.

Bidders and their Subcontractors (if applicable) certifies that the entity has signed collective bargaining agreements that are in effect for all of its employees, and that deal with the subject matter of Public Act 95-0635, or certifies that the contracting entity has in place for all of its employees not covered by a collective bargaining agreement that deals with subject of the Act, and will attach the substance abuse prevention program that meets or exceeds the requirements of Public Act 95-0635.

BID PROTEST

Firms wishing to protest bids or awards shall notify the Purchasing Director in writing within 30 days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting and the reason why the firm is protesting the bid. The Purchasing Director will respond to the protest within 30 calendar days.

DISPUTES

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

ACCOUNTING RECORDS AND RIGHT TO AUDIT

The winning Bidder ("Contractor") shall establish and maintain a reasonable accounting system that enables the County to readily identify the Contractor's assets, expenses, costs of goods, and use of funds. The County and its authorized representatives shall have the right to audit, to examine, and to make copies of or extracts from all financial and related records (in whatever form they may be kept, whether written, electronic, or other) relating to or pertaining to this award kept by or under the control of the Contractor, including, but not limited to those kept by the Contractor, its employees, agents, assigns, successors, and subcontractors.

ENTIRE AGREEMENT

These Standard Terms and Conditions of Bid or Proposal shall apply to any contract or order awarded as a result of this Request except where special requirements are stated elsewhere in the Request; in such cases the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgement shall be effective or binding unless expressly agreed to in writing by the contracting authority.

NON-DISCRIMINATION

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment of compensation, and selection for training, including apprenticeship. Except with respect to

II
REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS
(CONTINUED)

sexual orientation, the contractor further agrees to take affirmative action to ensure Equal Employment Opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the Non-Discrimination Clause.

NON-COLLUSION

The Bidder, by its officers, agents or representatives (hereafter referred to the Bidder) present at the time of filing this bid, say that neither they nor any of them, have in any way directly or indirectly, entered into any arrangement or agreement with any other Bidders, or with any public officer or the County of Winnebago, Illinois, whereby, the Bidder has not paid or is to pay to such Bidder 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 Bidder or Bidders. Whereby, no inducement of any form or character other than that which appears upon the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said bid 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 bid.

NON-BARRED BIDDING

The bidder certifies, by submission of this proposal, that it is not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

The bidder/offeror 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 bidder/offeror/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

Additionally, for all new contractors and vendors to be paid the Purchasing Office will review the Excluded Parties List System prior to requesting the vendor be created in our accounting system.

ILLINOIS PREFERENCE ACT

Any company bidding on Public Works projects certifies that 90% of their workforce are Illinois residents when the unemployment rate exceeds 5 percent as is required by Illinois House Bill 6349. By signing this bid form, Bidder certifies that it will comply with the requirements of Illinois House Bill 6349, and that should it fail to do so, agrees to indemnify Winnebago County for any penalties assessed against it for non-compliance for failure to comply with its requirements. Current Illinois unemployment rate may be found at:

http://www.ides.illinois.gov/LMI/Pages/Local_Area_Unemployment_Statistics.aspx

The Bidder, by signing the bid form, acknowledges, understands and abides by all of the above "Requirements for Bidding and Instructions to Bidders".

**III
INFORMATION SHEET**

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 three {3} interconnected buildings that will be bid at one price. Requires special conditions provided in the detailed specifications.)</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> |
|--|---|

OTHER LOCATIONS:

- 7)** Winnebago County Health Department
555 N. Court Street
Rockford, Illinois 61101
- 8)** Winnebago County Health Department
401 Division 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 911 Center
4511 N. Main Street
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.

**III
INFORMATION SHEET
(CONTINUED)**

There will be a mandatory pre-bid meeting on November 17, 2016, beginning at 8:30 A.M. in Room 303 of the Winnebago County Administration Building (404 Elm Street). All interested bidders are required to sign in at 8:30 A.M. The Facilities tour will be continuous, and locations and approximate times are as follows:

<u>Time</u>	<u>Location and Tour</u>
8:30 A.M.	404 Elm Street, Room 303, Rockford, IL 61101 – Downtown Campus
11:00 A.M.	555 N. Court Street, Lobby, Rockford, IL 61101 – Health Department Locations
1:30 P.M.	4511 N. Main, Rockford, IL 61103 – Winnebago County 911 Center
2:15 P.M.	4517 N. Main Street, Rockford, IL 61103 – Animal Services
3:00 P.M.	424 N. Springfield Avenue, Rockford, IL 61101 – Highway Department

CONTRACT PERIOD

The conditions agreed to will be maintained for a twelve month period with four (4) one-year renewal options. The contract will consist of a firm price for the initial twelve month 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.

The contract will commence January 1, 2017.

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.
- 2) The contractor shall provide adequate supervision.
- 3) All employees shall be approved by the County before working on site.
- 4) The contractor shall be responsible for turning over any found articles over to the County.
- 5) 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.
- 6) The Contractor's employees shall refrain from disturbing papers on desks, opening desk drawers or cabinets included but not limited to file cabinets.

**III
INFORMATION SHEET
(CONTINUED)**

INSURANCE

The contractor shall, for the duration of the contract, maintain General Liability, Auto Liability, and Worker's Compensation Insurance. All policies except the Worker's Compensation Insurance shall name Winnebago County as an additional insured. The General Liability policy shall include products/completed operations and a broad form Comprehensive General Liability endorsement. Minimum limits of liability shall be:

Auto	\$500,000	Combined Single Limit; per occurrence
General Liability	\$1,000,000	Combined Single Limit; per occurrence
Workman's Compensation	Statutory	

Proof of Insurance will need to be included with the bid response. The successful bidder shall provide documentation for all required insurance and after award successful bidder must name Winnebago County as an additional insured.

INDEMNIFICATION

Contractor agrees to indemnify and save harmless Winnebago County and its officials, both elected and appointed, employees, attorneys, agents and representatives and their respective heirs, successors and assigns, from and against any and all costs, expenses, attorney's fees, losses, damages and liabilities incurred or suffered directly or indirectly from or attributable to any claims arising arising out of or incident to the performance or nonperformance of this Contract by the Contractor, or the acts or omissions of the officers, agents, employees, contractors, subcontractors, licensees or invitees of the Contractor. The Contractor expressly understands and agrees that any performance bond and/or insurance protection required of Contractor, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify Winnebago County as hereinabove provided.

PRICING

The County is asking for pricing on individual locations and for one price for the Downtown Campus facilities.

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 is asked to provide a unit price per square foot for carpet cleaning outside of an annual cleaning in the event additional cleaning is required.

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.

The County will be asking for different prices for different locations. Currently, the County is on a modified cleaning schedule due to budget reductions. Prices will be for select days and for a full cleaning schedule in the event more funding becomes available at a later date.

**III
INFORMATION SHEET
(CONTINUED)**

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 daily communication between the contractor and a representative of the County Facilities department.

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.

Any questions may be directed to Roman Gray, Director of Purchasing, 404 Elm Street, Room 202, Rockford, Illinois 61101, by telephone 815-319-4380; by fax 815-319-4381; or email rgray@wincoil.us.

IV
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 3 days per week and 5 days per week

Public Safety Complex (403 Elm, 400 & 420 W. State) – 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 Old Courthouse (400 W. State), 2nd floor of Juvenile Justice Center (211 S. Court), 2nd floor of Criminal Justice Center (650 W. State).

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.

IV
DETAILED SPECIFICATIONS
(CONTINUED)

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. Vacuum chalkboard trays.
4. 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.

**IV
DETAILED SPECIFICATIONS
(CONTINUED)**

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.

IV
DETAILED SPECIFICATIONS
(CONTINUED)

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.

IV
DETAILED SPECIFICATIONS
(CONTINUED)

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.

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.

IV
DETAILED SPECIFICATIONS
(CONTINUED)

Location: **Winnebago County Health Department
401 Division Street, Rockford, Illinois
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. Spot clean carpet for spills
5. Detail vacuum corners, edges, and hard to reach areas of carpet.
6. 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.
7. 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.
8. High and low dust all horizontal surfaces, including picture frames, moldings, ledges, and coat racks. Remove cobwebs.
9. Dust window blinds using feather duster
10. Replace paper towels, hand soap, and sanitizer in lab, clinic rooms, etc.

IV
DETAILED SPECIFICATIONS
(CONTINUED)

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.

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 and offices. Scrub and recoat semi-annually.

IV
DETAILED SPECIFICATIONS
(CONTINUED)

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.

Quarterly:

1. Strip and wax vinyl tile floors.

Semi-Annually

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. Be responsible for re-locking rooms in areas after cleaning, locking rooms in security areas, and returning keys to proper authorities.
3. Require employees to comply with all instructions issued by the Operations Director or authorized representatives thereof.

**IV
DETAILED SPECIFICATIONS
(CONTINUED)**

4. 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 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.

**IV
DETAILED SPECIFICATIONS
(CONTINUED)**

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. Vacuum chalkboard trays.
5. Spot wash all inside windows.
6. Wax/buff tile every other month

**IV
DETAILED SPECIFICATIONS
(CONTINUED)**

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. 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.

**Location: County 911 Center
4511 N. Main Street, 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.

IV
DETAILED SPECIFICATIONS
(CONTINUED)

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.

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. Vacuum chalkboard trays.
5. Spot wash all inside windows.
6. 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".

IV
DETAILED SPECIFICATIONS
(CONTINUED)

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.

V
PROPOSAL FORM

TO: Roman Gray, Director of Purchasing
C/O County Board of the County of Winnebago
404 Elm Street, Room 202
Rockford, Illinois 61101

DATE: _____

The undersigned declares they have carefully examined the requirement, information sheet, detailed specifications and proposal form. In addition, declares that this proposal is made without any connection with any person making another proposal, that the proposal is in all respects fair and without collusion or fraud, that no member of the Winnebago County Board or other officer of the County, or any person in the employ of the County is directly or indirectly interested in this proposal, or in any portion of the profits thereof.

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:

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

HEALTH DEPARTMENT: 555 N Church Street

Price per Month \$ _____

HEALTH DEPARTMENT: 401 Division Street

Price per Month \$ _____

ANIMAL SERVICES:

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

HIGHWAY DEPARTMENT:

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

V
PROPOSAL FORM
(CONTINUED)

911 Center 4511 N Main:

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

CARPET UNIT PRICES: ANY LOCATION

Carpet \$ _____ per square foot

Received Addendum: _____ of _____.

Company Information:

Female Business Enterprise (FBE)	Yes _____	No _____
Small Business Enterprise (SBE)	Yes _____	No _____
Minority Business Enterprise (MBE)	Yes _____	No _____

If yes, check the following boxes that apply:

Black/African American _____ Hispanic _____
Native American or Alaskan Native _____ Asian American _____

Type of Organization:

Individual _____ Partnership _____ Corporation _____ Other _____

SIGNATURE _____

DATE _____

PRINT/TYPE SIGNATURE _____

CONTACT PERSON _____

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE NO. _____

FAX NO. _____

E-MAIL NO. _____

FEIN NO. _____

JANITORIAL SERVICES AGREEMENT

This Agreement is made between Advanced Cleaning, 3815 North Mulford Road, Rockford, Illinois 61114 (“Contractor”) and the County of Winnebago, 404 Elm Street, Room 202, Rockford, Illinois 61101 (“County”). In consideration of the terms, conditions, and mutual promises contained herein, the Parties agree to the following:

1. **Services:** Contractor will provide maintenance services to Client in accordance with the terms and conditions contained in the proposal submitted by Contractor to the County on December 5, 2016 (hereinafter the “Proposal”), which is incorporated into this Agreement as if fully set forth herein. Services will be provided at the following locations:

Downtown Campus

- a. Winnebago County Administration Building
- b. Winnebago County Juvenile Justice Center
- c. Winnebago County Public Safety Complex
- d. Winnebago County Adult Probation
- e. Winnebago County Wellness Center
- f. Winnebago County Justice Center

Other Locations:

- a. Winnebago County Health Department, Court Street
- b. Winnebago County Health Department, Division Street
- c. Winnebago County Animal Services
- d. Winnebago County Highway Department
- e. Winnebago County 911 Center

Services to be provided at each location are set forth in the Specification List included in the Proposal. Additional services may be performed at the request of the County and will be subject to additional charges.

2. **Term of Agreement:** This Agreement shall be effective on March 1, 2017, and shall remain in effect for twelve (12) months. This Agreement may be renewed for up to four (4) additional twelve (12) months periods upon written approval of the parties for each additional period.
3. **Price Adjustments:** No price adjustments will occur during the initial twelve (12) month period of this Agreement. If this Agreement is renewed, as provided above, the price may be adjusted by written agreement of the parties at that time.
4. **Termination of Agreement:** This Agreement may be terminated by either party for any reason or no reason with sixty (60) days written notice to the other party. In the event the services performed by Contractor do not meet County approval, the County may terminate this Agreement immediately.

5. **Terms of Payment:** County agrees to pay Contractor \$27,899.00 per month for cleaning services provided pursuant to the terms of this Agreement and the Proposal. Notwithstanding any provision to the contrary in this Agreement, in the event the County should discontinue use of all or any part of any of the locations listed in Paragraph 1 above, Contractor agrees to renegotiate the payment terms of this Agreement. The new payment terms shall be agreed to by both parties and set forth in writing. Contractor shall mail invoices for cleaning services on the last day of each month. Invoices submitted by Contractor to County under this Agreement shall be paid according to the Illinois Local Governmental Prompt Payment Act.

6. **Cleaning Chemicals and Equipment.** All cleaning chemicals and equipment to perform the services detailed in the Specification List will be supplied by Contractor. The County is responsible for providing consumable supplies for the restrooms (soap, toilet tissue, paper towels, urinal mats). These supplies may be purchased from Contractor.

7. **Insurance:** The Contractor shall, for the duration of this Agreement, maintain General Liability, Auto Liability, and Worker's Compensation Insurance. All policies, except the Worker's Compensation Insurance, shall name Winnebago County as an additional insured. The General Liability policy shall include products/completed operations and a broad form Comprehensive General Liability endorsement. Minimum limits of liability shall be:

Auto	\$500,000	Combined Single Limit; per occurrence
General Liability	\$1,000,000	Combined Single Limit; per occurrence
Worker's Compensation	Statutory	

8. **Indemnification:** Contractor agrees to indemnify and save harmless County and its officials, both elected and appointed, employees, attorneys and representatives and their respective heirs, successors and assigns, from and against any and all costs, expenses, attorney's fees, losses, damages and liabilities incurred or suffered directly or indirectly from or attributable to any claims arising out of or incident to the performance or nonperformance of this Agreement by Contractor, or the acts or omissions of the officers, agents, employees, contractors, subcontractors, licensees or invitees of the Contractor. Contractor expressly understands and agrees that any performance bond and/or insurance protection required of Contractor, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify the County as hereinabove provided.

9. **Attorney's Fees:** In the event any party shall bring any action or proceeding against the other party for damages for an alleged breach of any provision of this Agreement, to recover amounts owing under this Agreement, or to enforce, protect or establish any right or remedy under this Agreement, the prevailing party shall recover from the other party all reasonable costs and expenses, including all reasonable attorneys' fees.

10. **Relationship of Parties:** It is understood and agreed to by all parties that this Agreement is not intended to nor does it create an employment contract between the County, on the one hand, and the Contractor and any of Contractor's employees, on the other hand, nor

does it create a joint relationship or partnership between the parties hereto. As such, Contractor and Contractor's employees are not entitled to wages, workers' compensation, medical or liability insurance, or any other employee benefits provided by County for its employees.

11. **Notices:** All notices, requests and communications which are required or may be given under this Agreement shall be in writing to the address set forth above, or any other address designated in writing by one party to the other party, and shall be deemed to have been duly given if delivered personally or sent by nationally recognized overnight carrier or mailed by U.S. mail. Receipt of any notice shall be deemed effective upon receipt, if delivered personally, or one (1) day after mailing if sent by overnight carrier, or three (3) days after deposit in the U.S. mail, with proper postage and properly addressed.
12. **Saving Clause:** If any of the provisions of this Agreement shall be declared invalid for any reason, such invalidation shall not affect the other provisions of this Agreement, and such invalid provisions shall be severable.
13. **Entire Agreement:** This Agreement and the incorporated Proposal are the entire Agreement of the parties. This Agreement may not be modified except by written agreement of both parties.
14. **Choice of Law and Venue:** This Agreement shall be governed by the laws of the State of Illinois. Any action brought in connection with this Agreement will be brought exclusively in the courts of competent jurisdiction located in Winnebago County, Illinois, and the parties submit to jurisdiction and venue in Winnebago County, Illinois, and waive any defenses or objections to same.
15. **Captions:** The captions used in this Agreement are inserted only as a matter of convenience and for reference, and in no way define, limit or describe the scope or the intent of this Agreement.

ATTEST:

COUNTY CLERK

THE COUNTY OF WINNEBAGO, ILLINOIS

Margie Mullins, Clerk of the County
Board of the County of Winnebago,
Illinois

Frank Haney, Chairman of the County Board
of the County of Winnebago, IL

[SEAL]

ADVANCED CLEANING

By: _____
Its: _____

Advanced Cleaning Systems

6513 Old Hunters Run
Rockford, IL 61114
+1 8158715517
advanced2004@icloud.com

INVOICE

BILL TO

County of Winnebago
404 Elm Street
Rockford, IL 61101

INVOICE # 8187

DATE 06/30/2024

DUE DATE 07/15/2024

TERMS Net 15

DESCRIPTION	AMOUNT
Cleaning Cleaning as per instructions on contract.Winnebago Administration Building.	508.00
Cleaning Cleaning as per instructions on contract.Juvenile Justice Center.	479.00
Cleaning Cleaning as per instructions on contract.Public safety building	448.00
Cleaning Cleaning as per instructions on contract.Courthouse	4,239.00
Cleaning Cleaning as per instructions on contract.Old Courthouse	962.00
Cleaning Cleaning as per instructions on contract.Adult Probation.	645.00
Cleaning Cleaning as per instructions on contract.Wellness Center.	675.00
Cleaning Cleaning as per instructions on contract.Justice Center.	2,752.00
Cleaning Cleaning as per instructions on contract.Health Department.	3,241.50
Cleaning Cleaning as per instructions on contract.Animal Services.	540.50
Cleaning Cleaning as per instructions on contract.Highway Department.	542.00
Cleaning Cleaning as per instructions on contract.911 Center.	572.50
Cleaning Cleaning as per instructions on contract.Memeorial Hall.	121.50
Extra Cleaning:Extra Cleaning Day Porter sanitizing county buildings.	2,247.00

Thank you

BALANCE DUE

\$17,973.00