GLENCOE PUBLIC LIBRARY

320 Park Ave. • Glencoe, Illinois 60022-1597 • Phone (847)835-5056 • Fax (847)835-5648 •
www.glencoepubliclibrary.org

Janitorial Service Request for Proposal

The Glencoe Public Library is soliciting proposals for janitorial services. The library is located at 320 Park Avenue, Glencoe, Illinois 60022. The building is approximately 20,600 square feet and consists of a main floor, second floor, mezzanine, and lower level. The building features an approximate 400 square foot multipurpose room as well as a large quiet study room on the main floor and small conference room on the lower level. The library is open from 9 a.m. to 9 p.m. from Monday through Thursday, 9 a.m. to 6 p.m. on Friday, 9 a.m. to 5 p.m. on Saturday and 1 p.m. to 5 p.m. on Sunday. The library requires four days a week of janitorial services.

Two copies of a company's proposal must be submitted in-person no later than 4 p.m. on Friday, May 20, 2016. Quotes should be addressed to Andrew Kim, Executive Director. Please contact the Executive Director at (847) 835-5056 or akim@glencoepubliclibrary.org for any questions regarding this request for proposal.

The library will hold a building walkthrough on Wednesday, May 11, 2016 at 1:00 p.m. Please contact the Executive Director by 4 p.m. on Tuesday, May 10, 2016 to confirm attendance. The building walkthrough is mandatory to all companies wishing to submit a proposal.

The library will provide daily consumables such as paper supplies, hand soap, garbage bags, batteries, etc. It is required that the janitorial service company provide non-scented, ecofriendly cleaning products, and all cleaning equipment.
The library requires at least one crew member to be fluent in English. The janitorial services company must provide regular supervision of their crew and will meet regularly with the Executive Director and Library Custodian to review progress and manage any issues.
The company must be bonded, be able to provide three current references, and proof of insurance with their proposal.

By submitting a janitorial service proposal, a company agrees to guarantee their quote for 90 days.

The winning bidder must be in compliance with all applicable local, state, and federal laws.

A proposal must include the following:

- Contact information including: name, address, contact phone number and email address
- The complete cost of services on a per month basis as outlined in this request for proposal for janitorial services including all fees, permits, taxes and other associated costs with performing the services in a 20,600 square foot building
- List of all products and equipment that will be used for specified cleaning requirements
- Current reference list (minimum three references)
- List of any cleaning services that are offered at an additional cost
- List of number of staff that will be on-hand for cleaning – including number of hours worked each evening
- Certificate of Insurance at company's expense to be maintained during the term of the contract:
    - $1 million – per occurrence
    - $2 million – general aggregate
    - $2 million – products completed operations
    - $1 million – personal advertising
    - $1 million – umbrella minimum
    - $10,000 – medical payments

Cleaning requirements are as follows:

Nightly

- Sweeping and mopping of all hard floors, baseboards, and corners
- Vacuuming of all carpeted areas including staircases
- Dusting and disinfecting all flat surfaces including but not limited to tabletops, study stations, countertops, desks, work stations and public areas
- Dusting and wiping down of printers and computers
- Disinfecting all computer keyboards and mice
- Spot cleaning of all interior glass including lower level conference room
- Emptying all interior trash, sanitary, and recycling receptacles as well as outside garbage cans
- Breaking down and recycling of empty boxes
- Wiping down of microwave and other kitchen appliances
- Cleaning water dispenser and removable tray
- Cleaning and disinfecting of all fixtures including but not limited to toilets, urinals, sinks, mirrors, door handles and push plates, and water fountains

- Cleaning of elevator

- Refilling of all soap dispensers, paper towel dispensers, batteries, toilet paper, etc.
- Spot cleaning all public and staff chairs

Weekly

- Dusting of all shelves, tops of circulating materials on shelves, bookcases, and cabinets ensuring a dust-free condition

Monthly

- Scrub-cleaning of all restroom walls, stall walls and doors
- Vacuuming of all upholstered chairs and wiping of all chair and table legs
- Scrub-cleaning of all garbage and recycling cans
- Wiping down of interior of staff refrigerator
- Dust window blinds

Quarterly

- Dusting of ceiling areas to remove cobwebs and other concerns
- Cleaning fireplace and surrounding woodwork

Yearly

- Stripping and applying quick dry wax to all tile surfaces