

**County of Kendall
Facilities Management Department
804 W. John St.
Suite B.
Yorkville, IL 60560**

(630) 553-4102



Invitation to Bid

Janitorial Services

February 3, 2022

INSTRUCTION TO BIDDERS

General Description: Sealed bids are being accepted for the Janitorial services for eight county owned facilities which include nightly cleaning, project & carpet cleaning, hard floor maintenance including Terrazzo, vinyl tile, rubber treaded staircases & epoxy. Also includes interior & exterior trash & recycling removal. Bidding documents are available from the Kendall County Facilities Management Office ("KCFM"), 804 John Street, Suite B, Yorkville, Illinois, telephone (630) 553-4102, after February 3, 2022 between the hours of 8:00 a.m. and 4:00 p.m., or on the Kendall County website at <https://www.co.kendall.il.us/departments/administration-services/rfp-rfq-call-for-bids> . Kendall County plans to enter into a contract with the successful bidder for a period covering three (3) years. The contract shall be automatically renewed for (2) one-year increments following the initial period, unless KCFM notifies vendor in writing by or before thirty days prior to the expiration date of the initial period or each subsequent one-year period, that KCFM does not wish to continue the agreement.

A mandatory pre-bid meeting will be held on February 9, 2022 at 2p.m. starting at the KCFM office.

Examination: Bidders shall receive a copy of the Instruction to Bidders, Agreement & General Terms and Conditions, and all attachments to use in preparing a bid. Examine the documents and the described site(s) to obtain first-hand knowledge of existing conditions. Extra compensation will not be given for conditions that can be determined by examining the documents and the site(s).

Questions and Interpretations: Submit questions about the documents to the Director of Facilities Management in writing via facsimile (630) 553-4125, personal delivery at the KCFM office or by email – kcfm@co.kendall.il.us . Replies will be issued to all bidders of record as Addenda to the appropriate attachment and will become part of the Agreement. Questions will not be responded to by oral clarification. Any Addenda issued will be posted on the website along with the original bidding documents. Bidders are responsible for reviewing the website and obtaining any Addenda issued prior to the submittal date.

Failure to request clarification will not waive responsibility for comprehension of the documents and performance of the work in accordance with the intent of the documents.

Submittal: Submit completed bid and other required documents in a sealed envelope clearly marked "KCFM Janitorial Maintenance" and the name and address of the bidder. No responsibility shall be attached to Kendall County for the premature opening of any bid not properly addressed and identified. **No bid will be considered unless all stipulations of this document and the Agreement & General Terms and Conditions have been completed and signed where appropriate, which includes *Attachment C-Fees and Reimbursements*.**

Completed bids can be forwarded or mailed to Kendall County Facilities Management, 804 John Street, Suite B, Yorkville, Illinois, 60560. Sealed Bids must be received before Thursday, February 17, 2022 at 10:00 a.m.. in order to be considered.

Bids shall be deemed a Firm Offer continuing for sixty (60) days after the date and time set for Opening of Bids. Bids may not be modified, withdrawn, or cancelled by the bidder during this time.

Pre-qualification: The bidder shall submit on a separate document, to be included with the bid, three current references, which are similar in size and scope of work to this bid. The references shall include the company name, contact person's name, company address, and company telephone number. The bidder shall also submit with the bid a copy of all pertinent licenses, which are required in the performance of this work.

Kendall County also reserves the right to require bidders to provide information necessary to determine the qualification of the bidder to satisfactorily perform the work including:

- Maintaining a permanent place of business.
- Has adequate equipment to perform the work properly.
- Has a suitable financial status to meet the obligations incidental to the work.
- Has satisfactorily performed contracts of similar nature and magnitude.

Opening: Bids shall be stamped with the date and time received. **The bids shall be opened and publicly read on February 17, 2022 at 10:00 a.m.** in the Conference Room at 804 W. John Street, Suite B. by the Director of Facilities Management & another designee. Each bid shall be analyzed to ensure that all stipulations have been satisfied. The

results shall be recorded and forwarded with all bidding documents to the Facilities Management Committee and/or Kendall County Board.

Award: It is the intent of Kendall County to award the bid to the lowest responsible bidder who has met all stipulations of this document and the Agreement. Low bid will be established by comparing all forms in **Attachment C**.

Rejection of Bids: The Kendall County Board, Kendall County Facilities Management Committee, and Kendall County Facilities Management Director reserve the right to reject any or all bids; to waive technicalities; and reserves the right to award a contract that is in the best interests of Kendall County.

Disqualification: Kendall County reserves the right to disqualify bids, before or after opening, upon evidence of collusion with intent to defraud or other illegal practices upon the part of the bidder.

Execution of Contract: Notwithstanding any delay in the preparation and execution of any subsequent formal Agreement (above and beyond the attached AGREEMENT & GENERAL TERMS & CONDITIONS), each bidder shall be prepared, upon written notice of bid acceptance, to commence work within 10 days following receipt of official written order of Kendall County to proceed, or on date stipulated in such order.

The accepted bidder shall assist and cooperate with Kendall County in preparing any further necessary Agreement, and within 10 days following its presentation shall execute same and return to the Director of Facilities Management. All of the terms and conditions contained within the AGREEMENT & GENERAL TERMS & CONDITIONS below shall be binding upon the accepted bidder.

The accepted bidder shall provide original certificates of insurance and copies of applicable required licenses and certificates prior to commencement of the work.

AGREEMENT FORM

THIS Agreement is entered into the day and year first set forth below between *KENDALL COUNTY, ILLINOIS* (hereinafter “Kendall County”), with its principal place of business at 111 W. Fox St., Yorkville, Illinois, 60560 and _____ (hereinafter referred to as “Contractor”) with its principal place of business at _____. In consideration of the mutual covenants hereinafter set forth, and other good and valuable consideration, the parties hereto agree as follows:

1. **Effective Date & Term:** This Agreement shall be effective as of its execution and continue until the **Kendall County Facilities Janitorial** contract has been completed or as terminated by either party pursuant to the terms in the Agreement.
2. **The Work:** This Agreement includes and incorporates by reference herein all terms and conditions set forth in these eight (8) pages Terms & Conditions set forth in the RFP, Attachment A (Scope of Service), Attachment B (Places of Service), Attachment C (Fees & Reimbursements) and Attachment D (Cleaning Schedules) all of which are collectively referred to as the “Agreement”. This Agreement shall be effective as of (*Insert date*) and shall continue in force and effect until the project has been fully completed to the satisfaction of Kendall County through year three (*Insert date*) (“initial period”) or as terminated by either party pursuant to the terms in the Agreement, whichever occurs first. Upon the conclusion of the initial period, the Agreement shall automatically renew for two (2) separate one (1) year increments following the initial period, unless Kendall County notifies Vendor in writing by or before thirty (30) days prior to the expiration date of the initial period or either of the subsequent one (1) year periods, that Kendall County does not wish to continue the agreement.
3. Pursuant to and as set forth in this Agreement, Vendor will provide Kendall County with the following types of services: Facilities Cleaning, Floor Maintenance, Floor Rejuvenation, New Floor Installation & Window Cleaning, all services set forth in Attachments A and D, and any other Janitorial Related Activities requested by the Kendall County Facilities Management Director. Vendor shall provide the services set forth in this Paragraph 2 for all locations identified in Attachment B as scheduled in Attachments A and D and, if needed, at any other time as requested by the Kendall County Facilities Management Director.
4. Agreed-upon changes, which increase or decrease the scope of services to be performed, may subject the Fees & Reimbursements set forth in Attachment C to a mutually agreeable adjustment in writing signed by both parties to the Agreement. Should any changes to relevant regulations, laws, or codes substantially affect the vendor’s services or obligations, Kendall County agrees to attempt to negotiate with the vendor for appropriate changes to the scope or price of this Agreement or both. In the event that Kendall County and Vendor are unable to mutually agree to an adjustment in the Fees & Reimbursements and/or scope of this Agreement, Kendall County may immediately terminate the Agreement upon providing written notice to Vendor.
5. Contractor must present an Application for Payment to Kendall County, attn.: KCFM Director, kcfm@co.kendall.il.us 804 W. John St. Suite B. Yorkville, IL 60560 for certification of the amount due monthly, in accordance with Contract Documents. The total amount due shall be paid in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1, *et seq.* Kendall County reserves the right to reject any portion of the invoice that is outside the scope of the approved work or outside the scope of any additional approved work.
6. **Time:** Time shall be changed only by written agreements signed by both parties.
7. **Indemnification:** Contractor shall indemnify, hold harmless and defend with counsel of Kendall County’s own choosing, Kendall County, its past, present and future elected officials, department heads, employees, insurers, and agents (hereinafter collectively referred to as “Releases”) from and against all liability, claims, suits, causes of action, demands, proceedings, set-offs, liens, attachments, debts, expenses, judgments, or other liabilities including costs, reasonable fees and expense of defense, arising from any loss, damage, injury, death, or loss or damage to property, of whatsoever kind or nature as well as for any breach of any covenant in the Agreement or ancillary documents and any breach by Contractor of any representations or warranties made within the contract documents (collectively, the “Claims”), to the extent such Claims result from the performance of this Agreement contract by Contractor or those Claims are due to any act or omission, neglect, willful acts, errors, omissions or misconduct of Contractor in its performance under this Agreement. Nothing contained herein shall be construed as prohibiting Kendall County, its past, present, and future elected officials, officers, employees, board members, and agents from defending through the

selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings and actions brought against them. Pursuant to 55 ILCS 5/3-9005, any attorney representing Kendall County, under this paragraph, shall be approved by the Kendall County State's Attorney and shall be appointed as a Special Assistant State's Attorney. Kendall County's participation in its defense shall not remove Contractor's duty to indemnify and hold the Kendall County harmless as set forth above. Kendall County does not waive its defenses or immunities under the Local Government and Government Employee Tort Immunity Act. (745 ILCS 10.1 et seq.) by reason of indemnification or insurance. Indemnification obligations shall survive the termination of this Agreement.

~~8. **Bonds:** Contractor must furnish, supply and deliver a payment bond in the amount of 100% of the Contract Sum to Kendall County pursuant to the requirements of the Public Construction Bond Act, 30 ILCS 550/1 et seq. if required.~~

9. **Insurance:** Contractor will obtain and continue in force, during the term of this Agreement, all insurance as set forth herein. All coverage shall be placed with insurers authorized to conduct business in Illinois with a current A.M. Best's rating of no less than A:VII. Each insurance policy shall not be cancelled or changed without thirty (30) calendar days prior written notice, given by the insurance carrier to Kendall County at the address set forth herein.

All coverage shall be at least as broad as the following:

Commercial General Liability ("CGL"): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be \$2,000,000.

Umbrella/Excess Liability: Limits of liability equal to or greater than \$5,000,000 per occurrence and \$5,000,000 in aggregate.

Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

Workers' Compensation Insurance: Insurance as required by the State of Illinois, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

If Contractor maintains broader coverage and/or higher limits than the minimums shown above, Kendall County shall be entitled to the broader coverage and/or the higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to Kendall County.

Kendall County and its, past, present, and future its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

For any claims related to this contract, Contractor's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 with respect to Kendall County, its past present and future officers, officials, employees, and volunteers. Any insurance maintained by Kendall County, its past present or future officers, officials, employees, or volunteers shall be excess of Contractor's insurance and shall not contribute with it.

Contractor hereby grants to Kendall County and its, past, present, and future its officers, officials, employees, and volunteers a waiver of any right to subrogation which any insurer of said Contractor may acquire against Kendall County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not Kendall County has received a waiver of subrogation endorsement from the insurer.

If any of the required policies provide coverage on a claims-made basis, (1) the Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work, (2) insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work, and (3) if coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

Contractor shall furnish Kendall County with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Kendall County before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive Contractor's obligation to provide them. Kendall County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that Kendall County is an additional insured on insurance required from subcontractors.

10. **Property Damage:** All loss or damage arising out of the nature of the work performed by Contractor including, but not limited to any damage caused to Contractor's equipment during the performance of said work shall be sustained at Contractor's expense. Contractor shall also be held responsible for any and all damage caused by Contractor in the performance of services under this Agreement. Any damage caused by Contractor to the County's parking lots, islands, sidewalks, buildings, and/or other Kendall County property may be repaired by Kendall County, in its sole discretion, and either deducted from the payment owed to the Contractor or billed to Contractor, at Kendall County's discretion.
11. **Independent Contractor:** Contractor is an Independent Contractor and is not an employee of, partner of, agent of, or in a joint venture with Kendall County. Contractor understands and agrees that Contractor is solely responsible for paying all wages, benefits and any other compensation due and owing to Contractor's officers, employees, and agents for the performance of services set forth in the Agreement. Contractor further understands and agrees that Contractor is solely responsible for making all required payroll deductions and other tax and wage withholdings pursuant to state and federal law for Contractor's officers, employees and/or agents who perform services as set forth in the Agreement. Contractor also acknowledges its obligation to obtain appropriate insurance coverage for the benefit of Contractor, Contractor's officers, employees and agents and agrees that Kendall County is not responsible for providing any insurance coverage for the benefit of Contractor, Contractor's officers, employees and agents. Contractor hereby indemnifies and agrees to waive any right to recover alleged damages, penalties, interest, fees (including attorneys' fees), and/or costs from Kendall County, its board members, officials, employees, insurers, and agents for any alleged injuries that Contractor, its officers, employees and/or agents may sustain while performing services under the Agreement.
12. **Non-Appropriation:** In the event Kendall County is in default under the Agreement because funds are not appropriated for a fiscal period subsequent to the one in which the Agreement was entered into which are sufficient to satisfy all or part of the County's obligations under this Agreement during said fiscal period, the County agrees to provide prompt written notice of said occurrence to Contractor. In the event of a default due to non-appropriation of funds, Contractor and/or Kendall County has the right to terminate the Agreement upon providing thirty (30) calendar days written notice to the other party. No additional payments, penalties and/or early termination charges shall be required upon termination of the Agreement.
13. **Termination:** Notwithstanding any other provision of this Agreement, this Agreement may be terminated by Kendall County upon written notice delivered to Contractor at least thirty (30) calendar days prior to the effective date of termination. Kendall County shall reimburse Contractor for any work completed prior to the termination date. Upon receipt of a termination notice, Contractor shall immediately comply with its terms and take all reasonable steps to minimize the costs associated with termination of services. Kendall County shall not be liable for those costs and expenses resulting from Contractor's failure to mitigate such losses. Further, Kendall County shall not be responsible for salaries, overhead, and fees accrued after the Agreement's termination. Kendall County shall not be liable for any other additional payments, penalties, and/or early termination charges.
14. **Warranties:** Contractor warrants to Kendall County that all construction and related services provided shall be performed in a good and workman like manner, in accordance with the terms of the Contract Documents, and all applicable laws, codes, regulations and other requirements, including safety standards. All services to be undertaken by Contractor shall be carried out by competent and properly trained personnel of Contractor to the highest standards and to the satisfaction of Kendall County. All services, materials and components shall conform to relevant manufacturers' and equipment suppliers' specifications, and all materials and spare parts shall be obtained from the original equipment manufacturers or from suppliers approved by them. No warranties implied or explicit may be waived or denied.

15. **Kotecki Waiver:** Contractor (and any subcontractor into whose subcontract this clause is incorporated) agrees to assume the entire liability for all personal injury claims suffered by its own employees, asserted by persons allegedly injured on the Project; waives any limitation of liability defense based upon the Worker's Compensation Act, court interpretations of said Act or otherwise; and to the fullest extent permitted by law, agrees to indemnify and hold harmless and defend Kendall County, Illinois and its past, present and future board members, elected officials, employees, agents and consultants (the "Indemnitees") from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, that the Indemnitees may sustain as a result of such claims, except to the extent that Illinois law prohibits indemnity for the Indemnitees' own negligence. Indemnitees are designated and recognized as explicit third-party beneficiaries of the Kotecki Waiver within the general contract and all subcontracts entered into in furtherance of the general contract.
16. **Assignment:** Neither party shall assign, sublet, sell, or transfer its interest in this Agreement without the prior written consent of the other.
17. **Confidentiality:** It is understood and agreed to by Contractor that all contracts entered into by a government body, such as Kendall County, are open to public review and as such will be on file with the County Clerk's office and may be released pursuant to the Illinois Freedom of Information Act (5 ILCS 140, *et seq.*).
18. **Notice:** Any notice required or permitted to be given pursuant to this Agreement shall be duly given if sent by fax, certified mail, or courier service and received, in the case of notice to Kendall County, KCFM, Attention: Director, Facilities Management, 804 John Street, Suite B, Yorkville, Illinois, 60560, fax (630) 553-4125, with copy sent to: State's Attorney, Attention: Eric Weis, 807 John Street, Yorkville, Illinois, 60560, fax (630) 553-4204. And, in the case of Contractor, to _____, _____, Phone: (____) _____, Fax: (____) _____.
19. **Force Majeure:** Neither party will be responsible to the other for damage, loss, injury, or interruption of work if the damage, loss, injury, or interruption of work is caused solely by conditions that are beyond the reasonable control of the parties, and without the intentional misconduct or negligence, of that party (hereinafter referred to as a "force majeure event"). To the extent not within the control of either party, such force majeure events include: acts of God, acts of any governmental authorities, fire, explosions or other casualties, vandalism, and riots or war. A party claiming a force majeure event ("the claiming party") shall promptly notify the other party in writing, describing the nature and estimated duration of the claiming party's inability to perform due to the force majeure event. The claiming party with all reasonable dispatch will remedy the cause of such inability to perform.
20. **Certification:** Contractor certifies that Contractor, its parent companies, subsidiaries, and affiliates are not barred from entering into this Agreement as a result of a violation of either 720 ILCS 5/33E-3 or 5/33E-4 (bid rigging or bid rotating) or as a result of a violation of 820 ILCS 130/1 *et seq.* (the Illinois Prevailing Wage Act).
Contractor further certifies by signing the Agreement that Contractor, its parent companies, subsidiaries, and affiliates have not been convicted of, or are not barred for attempting to rig bids, price-fixing or attempting to fix prices as defined in the Sherman Anti-Trust Act and Clayton Act. 15 U.S.C. § 1 *et seq.*; and has not been convicted of or barred for bribery or attempting to bribe an officer or employee of a unit of state or local government or school district in the State of Illinois in that Officer's or employee's official capacity. Nor has Contractor made an admission of guilt of such conduct that is a matter of record, nor has any official, officer, agent, or employee of the company been so convicted nor made such an admission.
21. **Compliance with State and Federal Laws:** Contractor agrees to comply with all applicable federal, state and local laws and regulatory requirements and to secure such licenses as may be required for its employees and to conduct business in the state, municipality, county and location. Such obligation includes, but is not limited to, environmental laws, civil rights laws, prevailing wage laws, and labor laws.
22. **Equal Opportunity/Non-Discrimination:** The Contractor and any Subcontractors will not discriminate against any employee or applicant for employment because of race, color, religion, sex, ancestry, national origin, place of birth, age or handicap unrelated to bona fide occupational qualifications. Contractor, its officers, employees, and agents agree not to commit unlawful discrimination and agree to comply with all applicable provisions of the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Section 504 of the Federal Rehabilitation Act, and all applicable rules and regulations.
23. **Prevailing Wage:** This contract calls for the construction of a "public work" within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* ("the Act"). The Act requires contractors and subcontractors to pay

laborers, workers and mechanics performing services on public works projects no less than the current “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. The Illinois Department of Labor (“Department”) publishes the prevailing wage rates on its website at <http://labor.illinois.gov/>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department’s website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Department’s website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including, but not limited to, all wage requirements and notice and record keeping duties.

24. **Employment of Illinois Workers on Public Works Act:** If at the time the Agreement is executed, or if during the term of the Agreement, there is a period of excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0.01 et seq., (hereinafter referred to as “the Act”), Contractor, its consultants, subcontractors and agents agree to employ Illinois laborers on this Project in accordance with the Act. Contractor understands that the Act defines (a) “period of excessive unemployment” as “as any month following two consecutive calendar months during which the level of unemployment in the State of Illinois has exceeded 5%, as measured by the United States Bureau of Labor Statistics in its monthly publication of employment and unemployment figures,” and (b) “Illinois laborer” as “any person who has resided in Illinois for at least thirty (30) calendar days and intends to become or remain an Illinois resident.” See 30 ILCS 570/1. Contractor understands and agrees that its failure to comply with this provision of the Agreement may result in immediate termination of the Agreement.
25. **Conflict of Interest:** Both parties affirm no Kendall County officer or elected official has a direct or indirect pecuniary interest in Contractor or this Agreement, or, if any Kendall County officer or elected official does have a direct or indirect pecuniary interest in Contractor or this Agreement, that interest, and the procedure followed to effectuate this Agreement has and will comply with 50 ILCS 105/3.
26. **Remedies:** In any action with respect to this Agreement, the Parties are free to pursue any legal remedies at law or in equity. If Kendall County is required to take legal action to enforce performance of any of the terms, provisions, covenants and conditions of this Agreement, and by reason thereof, Kendall County is required to use the services of an attorney, then Kendall County shall be entitled to reasonable attorneys’ fees, court costs, expenses, and expert witness fees incurred by Kendall County pertaining thereto and in enforcement of any remedy, including costs and fees relating to any appeal.
27. **Waiver:** The Parties' waiver of any term, condition, or covenant or breach of any term, condition, or covenant, shall not constitute a waiver of any other term, condition, or covenant, or the breach thereof.
28. **Background Checks/Security:** Contractor shall exercise general and overall control of its officers, employees and/or agents. Contractor agrees that no one shall be assigned to perform work at Kendall County’s facilities on behalf of Contractor, Contractor’s consultants, subcontractors and their respective officers, employees, agents and assigns unless Contractor has completed a criminal background investigation for each individual to be performing work at the site. In the event that the individual’s criminal background investigation reveals that the individual has a conviction record that has not been sealed, expunged, or impounded under Section 5.2 of the Criminal Identification Act, Contractor agrees that the individual shall not be assigned to perform work on or at Kendall County’s facilities absent prior written consent from Kendall County. Kendall County, at any time, for any reason and in Kendall County’s sole discretion, may require Contractor and/or Contractor’s consultants, and/or subcontractors to remove any individual from performing any further work under this Agreement.

Contractor understands, and agrees, that any person who takes into, or out of, or attempts to take into, or out of, a correctional facility, or the grounds belonging to or adjacent to the correctional facility, any item not specifically authorized by the correctional facility, such as contraband, shall be prosecuted. All persons, including employees and visitors, entering upon such premises are subject to routine searches of their persons, vehicles, property and/or packages. Contraband shall include, but not be limited to, any dangerous drug, narcotic drug, intoxicating liquor, deadly weapon, dangerous instrument, ammunition, explosive or any other article whose use of or possession of would endanger the safety, security or preservation of order in a correctional facility or any persons therein. Company further agrees that it shall notify correctional facility personnel of the loss or breakage of any tools and equipment while within the facility.

29. **MSDS:** When applicable, Contractor shall furnish Material Safety Data Sheets for their products, in compliance with the Illinois Toxic Substance Disclosure to Employee Act, Safety Inspection and Education Act & “Right to Know” law, 820 ILCS 255/1 *et seq.*, 820 ILCS 220/0.01 *et seq.* and 820 ILCS 225/0.1 *et seq.*

30. **Counterparts:** This Agreement may be executed in counterparts (including facsimile signatures), each of which shall be deemed to be an original and both of which shall constitute one and the same Agreement.
31. **Waiver of Lien:** Contractor hereby waives any claim of lien against subject premises on behalf of Contractor, its officers, insurers, employees, agents, suppliers and/or subcontractors employed by this Agreement. Upon completion of the work and as a condition prior to payment in full, Contractor shall tender to Kendall County a final waiver of lien for all subcontractors and/or suppliers.
32. **Occupational Safety and Health Act:** The Contractor and any Subcontractors shall comply with all the provisions of the Federal Occupational Safety and Health Act of 1970 (84 Stat. 1590), as amended.
33. **Drug Free Workplace:** Contractor and its consultants, employees, contractors, subcontractors, and agents agree to comply with all provisions of the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 *et seq.* and the Illinois Drug Free Workplace Act, 30 ILCS 580/1 *et seq.*
34. **Default:** The Agreement may be canceled or annulled by Kendall County in whole or in part by written notice of default to the Contractor upon nonperformance or violation of ITB and/or Agreement's terms. Failure of the Contractor to deliver services within the time stipulated in its offer, unless extended in writing by Kendall County, shall constitute an Agreement default.
35. **Governing Law & Venue:** This Agreement shall be construed in accordance with the law and Constitution of the State of Illinois and if any provision is invalid for any reason such invalidations shall not render invalid other provisions which can be given effect without the invalid provision. Notwithstanding any other provision to the contrary, venue in all legal proceedings between the parties shall be in the Circuit Court of Kendall County, Illinois, Twenty-Third Judicial Circuit, State of Illinois.
36. **Entire Agreement:** This Agreement, together with the Contract Documents referenced in paragraph 2 above, represents the entire agreement between the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement, together with the Contract Documents, supersedes any prior written or oral agreements between the parties and may not be modified except in writing acknowledged by both parties.
37. **Taxes:** Kendall County is exempt from federal excise and transportation taxes. Kendall County is also exempt from payment of Illinois Sales Tax. TAX EXEMPTION IDENTIFICATION NUMBER: E9995-9003-07. The County agrees to notify Contractor promptly in the event of a change in its tax-exempt status. No submitted bids can include any amounts of money for these taxes.
38. **Authority to Execute Agreement:** The Kendall County and Contractor each hereby warrant and represent that their respective signatures set forth below have been and are on the date of this Agreement duly authorized by all necessary and appropriate corporate and/or governmental action to execute this Agreement.

Agreed, this _____ day of _____, 2022

Contractor Name

Signature

Printed Name

Title

Kendall County, Illinois

Signature

Printed Name

Title

ATTACHMENT A SCOPE OF WORK

SUPERVISION

The vendor shall provide full supervision of the cleaning staff. A working supervisor shall be assigned to the contract, which will provide on-site supervision and conduct daily inspections to ensure staff is meeting the requirements of the contract. The supervisor shall also maintain daily communication with KENDALL COUNTY FACILITIES MANAGEMENT as to any project work, problems, areas needing special attention and overall performance of the work.

INSPECTION

The Vendor shall inspect all work on a daily basis to ensure contract requirements are being met and overall customer satisfaction is maintained. The Vendor also acknowledges that KENDALL COUNTY FACILITIES MANAGEMENT will conduct an inspection as determined by KENDALL COUNTY FACILITIES MANAGEMENT and provide a copy of such inspection to Vendor. The Vendor will correct any documented deficiencies the following cleaning day unless the deficiency creates an unsafe condition in which the Vendor shall correct the deficiency immediately.

COMMUNICATION

A logbook shall be provided by KENDALL COUNTY FACILITIES MANAGEMENT and maintained by the Vendor at each building location. The logbook shall contain a project log, daily tasks by area, and blank pages for communication between Kendall County, janitorial staff, and janitorial supervision. The Vendor shall provide KENDALL COUNTY FACILITIES MANAGEMENT with a fax and/or email address for written notification of information. The Vendor shall provide KENDALL COUNTY FACILITIES MANAGEMENT with a pager for immediate notification and/or communication. KENDALL COUNTY FACILITIES MANAGEMENT shall transmit to Vendor via fax any deficiencies or complaints on a standard complaint form upon notification.

HOURS OF CLEANING OPERATIONS

<i>BUILDING</i>	<i>HOURS OF CLEANING</i>
Kendall County Public Safety Center Admin.	10:00 a.m. – 12:00 p.m.
Kendall County Public Safety Center	4:30 p.m. – 7:00 a.m.
Kendall County Courthouse	4:00 p.m. – 7:00 p.m.
Kendall County Office Building	4:30 p.m. – 7:00 a.m.
Kendall County Animal Control	7:00 p.m. – 7:00 a.m.
Kendall County Highway Department	4:30 p.m. – 7:00 a.m.
Kendall County Historic Courthouse	4:30 p.m. – 7:00 a.m.
Kendall County Facilities Management	4:30 p.m. – 7:00 a.m.
Kendall County Health & Human Services (Day)	10:00a.m. to 11:00a.m.
Kendall County Health & Human Services	9:00 p.m. – 7:00 a.m.

CLEANING DAYS

The following days shall constitute the regular days of cleaning service:

<i>BUILDING</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>	<i>S</i>	<i>SU</i>
Kendall County Public Safety Center	X	X	X	X	X		X
Kendall County Courthouse	X	X	X	X	X		
Kendall County Office Building	X	X	X	X	X		
Kendall County Animal Control	X		X		X		
Kendall County Highway Department		X		X			
Kendall County Historic Courthouse	X		X		X		
Kendall County Facilities Management	X		X		X		
Kendall County Health & Human Services	X	X	X	X	X		

See Attached Sheets – Attachment D for additional information regarding cleaning schedule and scope of work.

CLEANING DAYS (cont'd)

When a holiday falls on a regular cleaning day at the Animal Control Facility, Annex Building, Highway Department, and Historic Courthouse the cleaning day shall be moved to the preceding day.

When a holiday falls on a regular cleaning day at the Courthouse, Health & Human Services, and County Office Building the cleaning day shall be skipped.

When a holiday falls on a regular cleaning day at the Public Safety Center the cleaning day shall still be provided.

The parties agree that only the following are to be considered holidays for purposes of this Agreement:

Holidays as adopted yearly in the **Circuit Court of the Twenty Third Judicial Circuit Kendall County Illinois and set forth in an Administrative Order.**

STORAGE

KENDALL COUNTY FACILITIES MANAGEMENT shall provide a secure storage area for Vendor to store materials. This storage area shall become the designated “janitorial closet”. The Vendor agrees to maintain the “janitorial closet” in a neat, orderly, and safe condition at all times.

SAFETY

Vendor shall ensure that all of its employees performing services at Kendall County pursuant to this Agreement have received all necessary training in performing their duties as well as mandated OSHA training including, but not limited to, Hazard Communication, Blood borne Pathogens, and any other training deemed necessary in performance of this work.

Vendor shall provide KENDALL COUNTY FACILITIES MANAGEMENT with Material Safety Data Sheets for all products being utilized at any and all places of performance.

Vendor’s employees shall perform all work in a safe manner not only for personal safety but public safety as well.

EQUIPMENT

The Vendor shall provide all necessary equipment to perform service under this Agreement. The equipment shall be located in the “janitorial closet” at each building or Vendor shall provide nightly transportation of all necessary equipment to each building. All equipment shall be maintained in a neat, clean, and safe condition and shall be replaced at regular intervals to maintain quality cleaning. The following equipment or similar shall be deemed necessary to perform service under this Agreement. The equipment list may be added to fulfill a specific requirement of the performed services.

<i>EQUIPMENT DESCRIPTION</i>	<i>MANUFACTURER</i>	<i>MODEL #</i>
Vacuum-12” Commercial Upright w/beater bar	Sanitaire	SC888
Vacuum-Canister w/attachments	NSS	M-1
Vacuum-Wet & Dry w/attachments	Nobles	WD1592EV
Floor Buffer-300-1500 RPM	Nobles	SPR1200H
Floor Machine-Low speed 175 RPM	Nobles	SPR17RBHD
Carpet Extractor-w/beater bar & upholstery attachments	Nobles	SCX-1000
Janitorial Cart/Bulk Trash Can w/dolly and caddy bag	Rubbermaid	2643/2642/2640
Mop Bucket and Ringer	Rubbermaid	7580
Wet Floor Signs	Rubbermaid	6112-77
Mop Handle	Rubbermaid	H135
Dust Mop Frame	Rubbermaid	M257
High Duster	Rubbermaid	T410
Doodlebug Handle and pads	3M	6472
Floor Broom 24”	Rubbermaid	6587
Corn Broom	Rubbermaid	6381
Angle Broom	Rubbermaid	6389
Counter Brush	Rubbermaid	6341
Bowl Brush	Rubbermaid	6310
Dust Pan	Rubbermaid	2005
Scraper	Unger	UNG SR50
Putty Knife	Misc.	

MATERIALS & CHEMICALS

The Vendor shall provide all necessary materials to perform service under this agreement which shall include the following items or approved substitution.

Vendor shall ensure that all material shall be stocked, maintained, and replaced at regular intervals to maintain quality cleaning. The following material or similar shall be deemed necessary to perform service under this Agreement, and Vendor agrees to provide the following material or similar to perform service under this Agreement. The material list is not inclusive and KENDALL COUNTY FACILITIES MANAGEMENT or the Vendor may request additional material be added to fulfill a specific requirement of the performed services.

<i>Description</i>	<i>Manufacturer</i>	<i>Model / Item #</i>
Mop Head (General Cleaning)	Rubbermaid	C154-06
Mop Head (Restroom & Locker room Cleaning)	Rubbermaid	A253-06
Mop Head (Floor Stripping)	Rubbermaid	D153
Mop Head (Floor Waxing)	Rubbermaid	D513
Dust Mop Head	Rubbermaid	J157
Sponge	3M	C-21
Cleaning Towels	Grainger	3U591
Dust Rags	Grainger	3U586
Glass Cleaner		
General Purpose Cleaner		
Neutral Cleaner		
Disinfectant Cleaner (Quaternary)		
Toilet Bowl Cleaner		
Floor Stripper		
Floor Sealer		
Floor Wax		
Floor Buffing Spray		
Carpet Extraction Cleaner		
Carpet Rotary Cleaning Liquid		
Carpet Pre-Spray		
Carpet Spot Cleaning Kit	Grainger (Ramsey)	4MG39
Stainless Steel Cleaner	Drackett	Twinkle
Dust Treatment	Drackett	Duster Plus
Furniture / Wood Polish	Drackett	Pledge

KENDALL COUNTY FACILITIES MANAGEMENT shall provide the following material and make readily available to Vendor: paper towels, toilet paper, trash liners, lotion soap, sanitary napkins, and urinal screens. The material shall be located in the “janitorial closet” at each building.

DAY PORTER

Vendor shall assign two (2) Day Porters to be routinely assigned to the Kendall County Courthouse. The first position will be assigned for eight (8) consecutive hours per day. The first position shall start at 7:00 a.m. The second position shall start at 11:00 a.m. Vendor shall assign these Day Porters to perform services at other Kendall County buildings periodically daily upon request by KENDALL COUNTY FACILITIES MANAGEMENT. The duties performed by the Day Porters shall include, but are not limited to, maintaining restrooms during the day, mopping hallways, inventorying and re-stocking supplies, correcting deficient areas, and performing project work as requested by KENDALL COUNTY FACILITIES MANAGEMENT.

The day porters shall report absences to Vendor, and Vendor shall report the absences to KENDALL COUNTY FACILITIES MANAGEMENT prior to the day porter’s work shift starting. During planned or extended absences (i.e., absences of two (2) consecutive days or more) of the Day Porters the Vendor shall provide “substitutes” familiar with the facility and duties. For security reasons, Vendor agrees that any person assigned by Vendor to perform work at the Kendall County Courthouse and/or Kendall County Sheriff’s Office must have successfully completed a background

check and be approved by the Kendall County Sheriff's Office prior to working in the Kendall County Courthouse and/or Kendall County Sheriff's Office.

FACILITY WIDE RECYCLING

The Vendor shall collect in KENDALL COUNTY FACILITIES MANAGEMENT supplied containers paper, aluminum, and comingled recycling goods nightly and deposit into larger collection container. Upon larger collection container being filled Vendor shall remove to bulk containers at the exterior of the building. Vendor shall ensure with the assistance of KENDALL COUNTY FACILITIES MANAGEMENT that materials will be sorted and disposed of properly to ensure they indeed are recycled.

CLEANING SQUARE FOOTAGE

BUILDING	HARD SURFACE FLOOR (sq. ft.)	CARPETED FLOOR (sq. ft.)	TOTAL SQ. FT.
Kendall County Public Safety Center	1,057	15,890	16,947
Kendall County Courthouse	25,598	42,319	67,917
Kendall County Office Building	4,058	15,670	19,728
Kendall County Animal Control	1,050	0	1,050
Kendall County Highway Department	1,324	0	1,324
Kendall County Historic Courthouse	16,000	3,000	21,000
<u>Kendall County Facilities Management</u>	1,500	1,000	4,000
Kendall County Health & Human Services	3,200	11,800	15,000

DESCRIPTION OF CLEANING TASKS

Trash Collection

- Trash shall be collected nightly from all receptacles, placed in a larger collection container to prevent leakage and damage, and removed to the designated dumpster nightly.
- Liners shall be replaced if ripped, torn, extremely dirty or have an apparent odor.
- Trash receptacles shall be placed in the same location after removing the trash.
- Trash receptacles shall be wiped clean on an as needed basis inside and outside using a disinfectant cleaner to remove smudges, stains, or food particles causing odors.
- Main collection containers shall be cleaned regularly with a disinfectant cleaner to prevent odors while stored in the janitorial closet.

Dust Mopping & Sweeping

- A pre-treated dust mop, floor broom, or angle broom shall be used to perform this task.
- Floors should be free of all loose paper, bottles, trash, and other foreign materials.
- Wads of gum, spots of tar and other foreign substances that tend to stick to the floors shall be removed using a scraper or putty knife.
- There should be no dirt remaining under desks, in corners, behind doors, under radiators, or where the dirt was picked up with the dustpan after the dust mopping & sweeping operation is complete.
- Chairs and other furniture moved during this procedure shall be placed back to its original position.
- Dust mops and brooms shall be cleaned and replaced on a regular basis.

Wet Mopping

- Wet floor signs shall be placed prior to commencement of this procedure.
- Floors shall be dust mopped or swept prior to wet mopping.
- A neutral cleaner shall be used on all plastic mats, marble, vinyl, terazzo and ceramic floors except, rest rooms, locker rooms, and examination rooms where a disinfectant cleaner shall be used.
- An antimicrobial mop head that is orange in color shall only be used in the rest rooms, locker rooms, and examination rooms. This mop shall be kept separate and not used in other areas.
- Chairs and other furniture moved during this procedure shall be placed back to its original position.

Wet Mopping (cont'd)

- Walls, baseboards, and other surrounding surfaces should be free of watermarks, scars from the cleaning equipment striking the surfaces, and splashing from the cleaning solution and rinse water.
- All surfaces should be dry prior to removing wet floor signs.
- Mop buckets shall be emptied / rinsed and mops hung to dry nightly.
- Mop heads shall be cleaned and replaced on a regular basis.

Vacuuming

- A commercial vacuum with a beater bar shall be used to perform this task.
- Floors should be free of all loose paper, bottles, trash, and other foreign materials.
- Wads of gum, spots of tar and other foreign substances that tend to stick to the floors shall be removed using the appropriate spot cleaning chemical.
- There should be no dirt remaining under desks, in coroners, behind doors, under radiators, or where the dirt was picked up with the dustpan after the dust mopping & sweeping operation is complete.
- Chairs and other furniture moved during this procedure shall be placed back to its original position.
- The collection bag or cup shall be emptied on a weekly basis or more often if required.

Low/Horizontal Dusting

- Stair railings, fire apparatus, tops of partitions, venetian blinds, pictures, plaques, file cases, book cases, door moldings, tops of lockers, ledges, radiators, and grilles should be dust free after dusting. The dust shall be removed rather than pushed around.

High Dusting

- Precaution shall be taken to protect all surfaces below the area where high dusting is being performed. If dust falls to surfaces below then that surface shall be cleaned as well.
- Transoms-both sides of glass should be clean and surrounding framework should be free of dust and cobwebs.
- Clocks-face should be clean and free of streaks. Edge should be wiped free of dust.
- Overhead pipes-should be free of dust and wiped clean if extremely dirty.
- Wall fans-should be free of dust.
- Light fixtures-should be free of dust and cobwebs and wiped clean if extremely dirty. All smudges and fingerprints shall be removed.

Spot Cleaning of Carpets

- Wads of gum, spots of tar, coffee, ink, food and other foreign spots shall be addressed as soon as noticed. Proper spot cleaning procedures shall be taken to identify the stain and use the appropriate cleaning solution.

Carpet Cleaning

- Vacuuming of the entire carpet shall be performed prior to carpet cleaning.
- Spot cleaning of the carpet shall be performed prior to this procedure.
- All metal furniture shall be raised onto protective material to protect the metal from rusting.
- A carpet pre-treatment may be used on extremely dirty carpets.
- A carpet extractor with a beater bar to lift the pile shall be used in this procedure.
- Wet floor signs shall be placed prior to commencement of this procedure.
- Walls, baseboards, and other surrounding surfaces should be free of watermarks, scars from the cleaning equipment striking the surfaces, and splashings from the cleaning solution and rinse water.
- Chairs and other furniture moved during this procedure shall be placed back to its original position.

Floor Stripping & Waxing

- Dust mopping or sweeping shall be performed prior to stripping.
- All metal furniture shall be raised onto protective material to protect the metal from rusting.
- Surrounding areas not being stripped or carpeted areas shall be protected from the stripping process.
- Wet floor signs shall be placed prior to commencement of this procedure.
- Walls, baseboards, and other surrounding surfaces should be free of watermarks, scars from the cleaning equipment striking the surfaces, and splashings from the stripper solution and rinse water.
- A commercial stripping agent shall be used according to the manufacturer's instructions.
- The stripping solution shall be applied using a mop and agitated using a low speed floor machine with a black stripping pad.
- A wet/dry vacuum shall be used to recover the stripping solution.
- The stripping process shall be repeated until **all** old floor wax has been removed.

Floor Stripping & Waxing (cont'd)

- After stripping the wax a neutral cleaner shall be liberally applied and recovered using a wet/dry vacuum.
- The floor shall be allowed to completely dry prior to waxing.
- Two coats of floor sealer and three coats of a buffable floor wax shall be applied using a rayon mop. Ample drying time shall be given between coats. A floor fan shall **not** be used to speed drying time during this process. The sealer shall be applied from wall to wall. The first coat of wax shall be applied wall to wall while the additional coats shall be applied a mop stroke away from the walls.
- Chairs and other furniture moved during this procedure shall be placed back to its original position.

Top Scrubbing & Re-coating

- Dust mopping or sweeping shall be performed prior to top scrubbing and re-coating.
- All metal furniture shall be raised onto protective material to protect the metal from rusting.
- Surrounding areas not being re-coated or carpeted areas shall be protected from this process.
- Wet floor signs shall be placed prior to commencement of this procedure.
- Walls, baseboards, and other surrounding surfaces should be free of watermarks, scars from the cleaning equipment striking the surfaces, and splashing from the cleaning solution and rinse water.
- A neutral cleaner shall be applied using a mop and agitated using a low speed floor machine with a red cleaning pad.
- The floor shall be allowed to completely dry prior to waxing.
- Two coats of a buff able floor wax shall be applied using a rayon mop. Ample drying time shall be given between coats. A floor fan shall **not** be used to speed drying time during this process. The first coat of wax shall be applied wall to wall while the additional coat shall be applied a mop stroke away from the walls.
- Chairs and other furniture moved during this procedure shall be placed back to its original position.

Floor Buffing

- Dust mopping or sweeping shall be performed prior to floor buffing.
- Damp mopping of the entire floor using a neutral cleaner shall be performed prior to floor buffing.
- Wet floor signs shall be placed prior to commencement of this procedure.
- Walls, baseboards, and other surrounding surfaces should be free of watermarks, scars from the cleaning equipment striking the surfaces, and splashing from the cleaning solution and rinse water.
- A spray buffing solution shall be applied using a mop or spray bottle and polished using a floor machine with a buffing pad.
- Chairs and other furniture moved during this procedure shall be placed back to its original position.
- All scratches, marks, and smudges shall be buffed out and the entire floor shall have a gloss shine.

Machine Scrubbing

- Dust mopping or sweeping shall be performed prior to machine scrubbing.
- Wet floor signs shall be placed prior to commencement of this procedure.
- Walls, baseboards, and other surrounding surfaces should be free of watermarks, scars from the cleaning equipment striking the surfaces, and splashing from the cleaning solution and rinse water.
- A tile and grout restorer shall be applied liberally and agitated using a low speed floor machine with a stiff bristle pad.
- A wet/dry vacuum shall be used to recover the solution.

Certifications

- **Contractor must submit certification that they are trained to professionally maintain floor surfaces at Kendall County.**
- **Hard Surface Floor Certification (Terrazzo, epoxy, concrete).**
 - **Certifications from 3M/Stonemedic; IICRC (or comparable certification).**
- **Carpet: Certification from IICRC for commercial carpet maintenance (or comparable certification).**
- **Green Seal, Greenguard or comparable products & equipment.**
- **The Contractor shall provide a floor care procedure using products that meet American Society of Testing Materials (ASTM) and CSMA standards.**
- **Maintenance or replacement of cleaning equipment**
- **Certification in COVID Cleaning Procedures**

GENERAL SPECIFICATIONS AND REQUIREMENTS:					
	SERVICE DAYS/YR		CURRENT FREQUENCY	DAY OF WEEK	Previous Schedule
LOBBIES					
Auto scrub granite floor	260		5 x week		
Damp mop hard surface floors in display area	260		5 x week		
Damp mop stairwell	260		5 x week		
Dust furniture, accessories & equipment	260		5 x week		
Dust horizontal/Vertical surfaces (window ledges, planters); spot clean	260		5 x week		
Dust low reach areas (corners back of stairwell and behind planters)	52		1 x week	Monday	
Dust mop stairs, dust railings, ledges and spot clean	260		5 x week		
Empty Waste receptacles	260		5 x week		
Spot clean carpeted floors and walk off mats	260		5 x week		
Vacuum carpeted floors and walk off mats	260		5 x week		
OFFICE AREAS/PRIVATE OFFICES					
Dust all window sills, heating units and horizontal surfaces	52		1 x week	Fridays	
Dust and spot clean furniture, fixtures, equipment, & accessories	52		1 x week		
Dust high & low area (e.g., pictures, clocks, partition tops) (above 6')	12		1 x month		
Dust mop and damp mop hard surface floors	260		5 x week		
Dust top of office/cubicle partitions	52		1 x week		
Empty recycling wastebaskets	52		1 x week		
Empty wastebaskets and replace liners	260		5 x week		
Phones - sanitize	12		1 x month		
Polish clean door kick plates and thresholds	12		1 x month		
Sanitize water fountains	260		5 x week		
Spot clean desks to remove stains	12		1 x Week		1 x mos
Spot clean partition glass	52		1 x week		
Vacuum carpeted floors in private offices/cubicles	52		1 x week		
Vacuum carpeted floors (corners and edges)	12		1 x week		1 x mos
Vacuum Main Aisles	260		5 x week		

GENERAL SPECIFICATIONS AND REQUIREMENTS:					
	SERVICE DAYS/YR		CURRENT FREQUENCY		
CEOs EXECUTIVE SUITE					
Vacuum carpeted floors and spot clean floors as needed	260		5 x week		
Empty wastebaskets and replace liners if necessary	260		5 x week		
Empty recycling containers	52		1 x week		
Spot clean all partition glass	260		5 x week		
Dust and spot clean furniture, fixtures, equipment, & accessories	52		5 x week		1 x week
Spot clean/dust horizontal surfaces (desks/credenzas) removing stains	52		5 x week		1 x week
Dust high & low area (e.g., pictures)	52		5 x week		1 x week
RESTROOMS (B1-B9; including fitness center restrooms)					
Refill dispensers, empty waste; clean & sanitize restroom fixtures, wipe all counters	260		5 x week		
Completely clean all showers	260		5 x week		
Wash mirrors	52		5 x week		1 x week
Wall all restroom partitions on both sides	4		4 x year		
Damp mop floors using germicidal detergent solution	260		5 x week		
Dust and clean all exhaust vents	4		4 x year		
Wash walls	2		2 x year		
MEDICAL OFFICE					
Spot vacuum carpeted floors	260		5 x week		
Dust mop and damp mop hard surface floors	260		5 x week		
Spot clean reception glass	260		5 x week		
Wash reception glass	12		1 x month		
Empty wastebaskets and replace liners	260		5 x week		
Empty recycling wastebaskets	52		1 x week		
Vacuum carpeted floors (corners and edges)	52		1 x week		
Completely damp mop hard surface floors	260		5 x week		
Dust and spot clean furniture, fixtures, equipment, & accessories	52		1 x week		
Spot clean desks to remove stains	52		5 x day		1 x week
Dust high & low area (e.g., pictures, clocks, partition tops)	52		1 x week		
Sanitize all surface in exam rooms	260		5 x week		

GENERAL SPECIFICATIONS AND REQUIREMENTS:	SERVICE DAYS/YR		CURRENT FREQUENCY		
FITNESS CENTER					
Clean/sanitize showers/wipe down shower curtains	260		5 x week		
Clean changing area lockeroom	260		5 x week		
Wipe down workout equipment (B5)	52		1 x week		
Spot Clean and polish mirrors and interior glass in Fitness Room and Fitness office area	260		5 x week		
Vacuum carpet/floor and remove stains	260		5 x week		
Dust fronts , sides, and tops of lockers	12		1 x month		
Dust mop and light damp mop fitness center floors	260		5 x week		
High/low dust area	12		1 x month		1 x week
Wash mirrors completely	12		1 x month		
Dust window ledges	260		5 x week		
ELEVATOR CARS					
Clean and Polish elevator bright work	260		5 x week		
Vacuum carpeted floors	260		5 x week		
Completely clean and damp mop hard surface floor in elevator	260		5 x week		
Spot clean carpet (extract cabs completely if necessary)	52		1 x week		
Vacuum elevator tracks, removing debris	52		1 x week		
Clean elevator threshold plates	52		1 x week		
Dust ceiling light lenses	12		1 x month		
LUNCH/BREAK AREAS (1 large & 2 smaller cafeterias; 25 pantry areas)					
Dust mop and spot mop hard surface floors	260		5 x week		
Damp wipe/sanitize horizontal surfaces	260		5 x week		
Remove waste and recyclable paper to designated area	260		5 x week		
Refill soap and paper towel dispensers	260		5 x week		
Clean and sanitize all sinks and wipe dry	260		5 x week		
Damp clean interior/exterior microwave	260		5 x week		
Clean refrigerator and empty contents every Friday	52		1 x week		
Clean outside of refrigerators and other appliances	260		5 x week		
Clean and sanitize tables	260		5 x week		
Sanitize Chairs	52		1 x week		
Sanitize counters	260		5 x week		
Clean sinks with germicidal disinfectant detergent and wipe dry	260		5 x week		
Polish stainless steel sink	12		1 x month		

GENERAL SPECIFICATIONS AND REQUIREMENTS:	SERVICE DAYS/YR		FREQUENCY		
DATA CENTER					
dust mop hard surface floors	52		1 x week		
spot damp mop hard surface floor	52		1 x week		
Scrub raised floor surface	12		1 x month		
STAIRWELLS					
Pick up litter	52		1 x week		
Dust mop stairs, dust railings, ledges and spot clean walls	12		1 x month		
Completely mop stairs	26		2 x month		
Apply rubber floor sealer on stairs and landings	bi-annually		Every 2 years		
ENTRANCES					
Wipe both sides of glass doors	260		5 x week		1 x week
Clean threshold plates removing all visible soil	52		1 x week		
Dust all furniture and accessories	156		3 x week		
Dust all horizontal surfaces	260		5 x week		
Dust mop and spot damp mop all hard surface floors	260		5 x week		
Empty exterior wastebaskets and pick up debris around containers	260		5 x week		
High dusting: dust light fixtures, etc.	52		1 x week		
Low dust baseboards	52		1 x week		
Remove fingerprints from door frames	260		5 x week		
Spot clean fingerprints from door frames	260		5 x week		
Vacuum carpeted floors and spot clean or extract carpet if necessary	260		5 x week		
Squeegee clean glass doors completely	12		1 x month		
B8 and B5 Glass Bridges					
Dust window ledges	52		1 week		
Vacuum	260		5 x week		
Spot clean carpet as necessary	260		5 x week		
Wash glass doors	12		1 x month		
DESIGN CENTER					
Sanitize restrooms	260		5 x week		
Clean office areas as outlined in the Office/Conference rooms	260		5 x week		
Take out garbage	260		5 x week		
Dust window ledges	260		5 x week		
Dust garage doors	260		5 x week		
Dust mop floor	260		5 x week		
Dust mop all floor corners and remove cobwebs	260		5 x week		
Auto Scrub floor	260		5 x week		
Clean inside rooms when necessary and when we have access	52		1 x week		

Miscellaneous					
Lower Level Floor - auto scrubbed	52		1 x week		
Transport waste and place in container on dock	260		5 x week		
Transport recycling and place in appropriate container on dock	260		5 x week		
Spot clean walls/wallpaper (exclude flat paint) as needed	260		5 x week		
Turn off lights in unoccupied areas	260		5 x week		
Report to client representative any restroom fixtures/ lights not working	260		5 x week		
Flatten boxes and remove to designated area.	260		5 x week		

Please list the amount of time planned to be used for all cleaning functions

Cleaning company name:

All phases - all years

DESCRIPTION	QTY	Hours Week	Hours Month	Hours Annual	Hr. Rate	% Rate	Monthly
LABOR							
Day Porter - Day Staff							
Manager							
Area Manager - Evening							
Manager/Supervisor							
Team Leaders/assistant supervisors							
Janitorial Staff							
Total Daily Staff							
Project/Skilled Cleaners							
Subtotal							
Total Labor							

ADDITIONAL SERVICES REQUIRED
Billed as a separate service

Ability to perform COVID related cleaning in a spot, department or entire facility.

Ability to install & maintain Epoxy Floor finishes

**ATTACHMENT B
PLACES OF SERVICE**

Services performed under this agreement shall be at the following locations:

Kendall County Public Safety Center
1102 Cornell Lane/806 John Street
Yorkville, IL 60560

Kendall County Courthouse
807 W. John Street
Yorkville, IL 60560

Kendall County Health & Human Services
811 W. John Street
Yorkville, IL 60560

Kendall County Office Building
111 W. Fox Street
Yorkville, IL 60560

Kendall County Animal Control
802 W. John Street
Yorkville, IL 60560

Kendall County Highway Department
6780 Rt. 47
Yorkville, IL 60560

Kendall County Historic Courthouse
109 W. Ridge Street
Yorkville, IL 60560

Kendall County Facilities/Coroner's Office
804 W. John Street
Yorkville, IL 60560

**ATTACHMENT C
FEES & REIMBURSEMENTS**

Vendor shall invoice KENDALL COUNTY FACILITIES MANAGEMENT on a monthly basis for previous work performed from the first to the last day of the month. ***Invoice shall be submitted to KENDALL COUNTY FACILITIES MANAGEMENT for receipt on the first day of each month.*** Payment of invoices shall occur pursuant to the Illinois Local Government Prompt Payment Act, as amended (50 ILCS 505/1 *et seq.*). Each location identified in Attachment B shall be invoiced separately.

Vendor agrees to charge the following rate for all services performed for each facility itemized by location as a combined monthly statement as outlined in Attachment B performed pursuant to this Agreement:

	2022		2023		2024
	Cost		Cost		Cost
	Per Month		Per Month		Per Month
Total Monthly Billing Amount For All Facilities Starting April 1 Each Contract Year	\$ _____		\$ _____		\$ _____

Optional Years

	2025		2026
	Cost		Cost
	Per Month		Per Month
Total Monthly Billing Amount For All Facilities Starting April 1 Each Contract Year	\$ _____		\$ _____

**ATTACHMENT C
FEES & REIMBURSEMENTS**

SITE	HARD SURFACE WAXING/RECOATING PER SQ. FT/PER OCCURRENCE	HARD SURFACE BUFFING OR BURNISHING PER SQ. FT/PER OCCURRENCE	Carpet Cleaning Cost Per Sq. Ft./Cost Per Occurrence	Pressure Washing Restroom Walls with Kaivac or Similar Pressure Washing System
Public Safety Center Hard Surface Sq. Ft. = 1,057; Carpet Sq. Ft. =15,890				
Courthouse Hard Surface Sq. Ft. = 25,598; Carpet Sq. Ft. =42,319				
Office Building Hard Surface Sq. Ft. = 4,058; Carpet Sq. Ft. =15,670				
Animal Control Hard Surface Sq. Ft. = 1,050				
Highway Department Hard Surface Sq. Ft. = 1,324				
Historic Courthouse Hard Surface Sq. Ft. = 16,000; Carpet Sq. Ft. = 3,000				
Facilities Management Hard Surface Sq. Ft. = 1,500; Carpet Sq. Ft. =1,000				
Health and Human Services Hard Surface Sq. Ft. = 3,200; Carpet Sq. Ft. =11,800				

Building 8 Preventative Maintenance/Projects

				Cost
Court House: Monthly Carpet Cleaning				
Court House: Carpet Cleaning				
Court House: Carpet Cleaning				
Court House: Quarterly Restroom Floor Program				
Historic Museum - Monthly Carpet Cleaning				
Historic Museum - Quarterly Carpet Cleaning				
Historic Museum - Annual Carpet Cleaning				
Historic Museum: Quarterly Restroom Floor Program				
111 W. Fox St - Monthly Carpet Cleaning				
111 W. Fox St - Quarterly Carpet Cleaning				
111 W. Fox Street - Annual Carpet Cleaning				
111 W. Fox St - Quarterly Restroom Floor Program				
Sheriff's Office - Monthly Carpet Cleaning				
Sheriff's Office - Quarterly Carpet Cleaning				
Sheriff's Office - Annual Carpet Cleaning				
Sheriff's Office: Quarterly Restroom Floor Program				
Health and Human Services-Monthly Carpet Cleaning				
Health and Human Services-Quarterly Carpet Cleaning				
Health and Human Services-Annual Carpet Cleaning				
Health and Human Services-Quarterly Restroom Floor Program				
Stairwells				

Unless otherwise agreed to in writing by both parties, Vendor agrees to assume the cost and expense of all materials and equipment provided to perform the services set forth in this Agreement as listed in Attachment A.

ATTACHMENT D
CLEANING SCHEDULE

Vendor agrees to comply with the following schedule and list of cleaning duties for each Kendall County facility.

111 W. Fox Street Office Building

5:30-12 (Midnight) Monday thru Friday

Hallways - Daily Cleaning

- 1) Dust mopped.
- 2) Spot mopped or wet mopped as needed.

Friday/Weekend

- 1) Wet mopped completely.

Bathroom floors

Daily Cleaning

- 1) Swept and wet mopped.

Bathrooms

Daily Cleaning

- 1) Clean all sink and toilet surfaces.
- 2) Clean stainless steel surfaces.
- 3) Clean mirrors
- 4) Empty trash.
- 5) Replace trash liners (If needed).
- 6) Restock soaps, paper and feminine hygiene products.

Stairways

Daily Cleaning

- 1) Swept
- 2) Spot mopped or wet mopped as needed.

Friday/Weekend

- 1) Wet mopped completely.

Office Areas/Conference Rooms

Daily

- 1) General light dusting of most areas.
- 2) General light vacuuming (Spot vacuuming and high traffic areas).

Friday/Weekend

- 1) Detail dusting/cleaning consisting of picture frames, wall switches, window ledges, chairs as needed, sides of desks, file cabinets, doors, door glass and other office furniture.
- 2) Thorough vacuuming of most areas including under desks, behind doors, corners and other hard to reach areas.

General Cleaning – Includes but not limited to the following:

Daily

- 1) Remove all trash from buildings.
- 2) Dusting of horizontal surfaces.
- 3) Vacuuming of carpeted areas.
- 4) Cleaning of bathrooms and replenishing of all supplies.

111 W. Fox Street Office Building (cont'd)

Ongoing

Departments to be notified in advance

- 1) Carpet cleaning.
- 2) Tile floor maintenance.
- 3) Blinds/Window coverings.
- 4) Air vents.

Animal Control (802 W. John Street)

Daily Monday, Wednesday & Friday

Normally between the hours of 5:00 p.m. – 12:00 a.m.

Hallways - Daily Cleaning

- 1) Dust mopped.
- 2) Spot mopped or wet mopped as needed with disinfectant.

Bathroom floors

Daily Cleaning

- 1) Swept and wet mopped with disinfectant.

Bathrooms

Daily Cleaning with disinfectant products.

- 1) Clean all sink and toilet surfaces.
- 2) Clean stainless steel surfaces.
- 3) Clean mirrors
- 4) Empty trash.
- 5) Replace trash liners (If needed).
- 6) Restock soaps, paper and feminine hygiene products.

Office Area

Daily

- 1) General light dusting of most areas.
- 2) Dust mopped.
- 3) Spot mopped or wet mopped as needed with disinfectant.

Monthly

- 1) Detail dusting consisting of picture frames, wall switches, window ledges, chairs as needed, sides of desks, file cabinets and other office furniture.
- 2) Thorough vacuuming of most areas including under desks, behind doors, corners and other hard to reach areas.
- 3) Completely wet mopped with disinfectant.

General Cleaning – Includes but not limited to the following:

Each Day of Service

- 1) Remove all trash from buildings.
- 2) Dusting of horizontal surfaces.
- 3) Vacuuming of carpeted areas.
- 4) Cleaning of bathrooms and replenishing of all supplies.
- 5) Replacement of trash liners (If needed).

Courthouse (807 W. John Street)

Monday – Friday 7:30 a.m. – 3:30 p.m., Monday 4:00 p.m. – 5:30 p.m., Tuesday – Friday 4:00 p.m. – 5:30 p.m.

Hallways - Daily Cleaning

- 1) Swept and mopped daily.

Bathroom floors

Daily Cleaning

- 1) Swept and wet mopped with disinfectant.

Courthouse (cont'd)

Bathrooms

Daily Cleaning with disinfectant products.

- 1) Clean all sink and toilet surfaces.
- 2) Clean stainless steel surfaces.
- 3) Clean mirrors
- 4) Empty trash.
- 5) Replace trash liners (If needed).
- 6) Restock soaps, paper and feminine hygiene products.

Office Areas/Conference Rooms

Daily

- 1) General light dusting of most areas.
- 2) Counters, cafeteria, drinking fountains, benches dusted/cleaned.
- 1) General light vacuuming (Spot vacuuming and high traffic areas).

Weekly

- 1) Detail dusting/cleaning consisting of picture frames, wall switches, window ledges, chairs as needed, sides of desks, file cabinets, doors, door glass and other office furniture. This is done when accessibility is available between court breaks and lunch hour.
- 2) Thorough vacuuming of most areas including under desks, behind doors, corners and other hard to reach areas. The front half of the building is done on Mondays when an extra hour of cleaning time is available.

General Cleaning – Includes but not limited to the following:

Daily

- 1) Remove all trash from buildings.
- 2) Dusting of horizontal surfaces.
- 3) Vacuuming of carpeted areas.
- 4) Cleaning of bathrooms and replenishing of all supplies.
- 5) Replacement of trash liners (If needed).
- 6) Extraordinary situations – Ice, snow, salt.

Ongoing

Departments to be notified in advance

- 1) Carpet cleaning.
- 2) Tile floor maintenance.
- 3) Blinds/Window coverings.
- 4) Air vents.

Due to the nature of this facility, we are listing normal office areas. Cleaning is not limited to these areas.

This facility is divided into two halves for cleaning. The back half (Judicial areas including Judge's Chambers & associated courtrooms staff offices and main Judicial hallway) of the building are cleaned by the daytime cleaning staff. The daytime staff also monitors areas in the front half (Public Areas and bathrooms) of the building during this time. The front half of the building including Courtrooms and Departments and public hallways & bathrooms, are cleaned by the late afternoon cleaning staff. Daytime staff also needs to go to the Health Department mid—morning for approx. 1 hour and check the bathroom supplies and common areas for trash and items like cobwebs that cannot be seen at night. The Sheriff's office also requires the Command office to be cleaned mid-day while the offices are occupied due to the sensitive nature of their offices. These areas cannot be cleaned at night.

Facilities Management & Coroner's Offices

Daily Monday, Wednesday and Friday

Normally between the hours of 4:30p.m. – 7:30a.m.

Hallways - Daily Cleaning

- 1) Dust mopped.

Facilities Management & Coroner's Offices (cont'd)

- 2) Spot mopped or wet mopped as needed.
- 3) Vacuuming of floor mats.

Weekly

- 1) Wet mopped completely.

Bathroom floors

Daily Cleaning

- 1) Swept and wet mopped with disinfectant.

Bathrooms

Daily Cleaning with disinfectant products.

- 1) Clean all sink and toilet surfaces.
- 2) Clean stainless steel surfaces.
- 3) Clean mirrors
- 4) Empty trash.
- 5) Replace trash liners (If needed).
- 6) Restock soaps, paper and feminine hygiene products.

Office Area/Conference

Daily

- 1) General light dusting of most areas.
- 2) General light vacuuming (Spot vacuuming and high traffic areas).

Weekly

- 1) Detail dusting consisting of picture frames, wall switches, window ledges, chairs as needed, sides of desks, file cabinets and other office furniture.
- 2) Through vacuuming of most areas including under desks, behind doors, corners and other hard to reach areas.

General Cleaning – Includes but not limited to the following:

Each Day of Service

- 1) Remove all trash from buildings.
- 2) Dusting of horizontal surfaces.
- 3) Vacuuming of carpeted areas.
- 4) Cleaning of bathrooms and replenishing of all supplies.
- 5) Replacement of trash liners (If needed).

Health & Human Services Building (811 W. John Street)

9:30 p.m. - 1:30 a.m. Monday thru Friday

Hallways - Daily Cleaning

- 1) Hard floors swept.
- 2) Carpeted hallways vacuumed.

Bathroom floors

Daily Cleaning

- 1) Swept and wet mopped with disinfectant.

Bathrooms

Daily Cleaning with disinfectant products.

- 1) Clean all sink and toilet surfaces.
- 2) Clean stainless steel surfaces.
- 3) Clean mirrors
- 4) Empty trash.
- 5) Replace trash liners (If needed).
- 6) Restock soaps, paper and feminine hygiene products.

Health & Human Services Building (cont'd)

Stairways

Daily Cleaning

- 1) Hard floors swept.
- 2) Carpeted hallways vacuumed.

Office Areas/Conference Rooms

Daily

- 1) General light dusting of most areas.
- 2) General light vacuuming (Spot vacuuming and high traffic areas).

Tuesday

- 1) Detail dusting/cleaning consisting of picture frames, wall switches, window ledges, chairs as needed, sides of desks, file cabinets, doors, door glass and other office furniture.
- 2) Through vacuuming of most areas including under desks, behind doors, corners and other hard to reach areas.

General Cleaning – Includes but not limited to the following:

Daily

- 1) Remove all trash from buildings.
- 2) Dusting of horizontal surfaces.
- 3) Vacuuming of carpeted areas.
- 4) Cleaning of bathrooms and replenishing of all supplies.
- 5) Replacement of trash liners (If needed).
- 6) Extraordinary situations – Ice, snow, salt.

Ongoing

Departments to be notified in advance

- 1) Carpet cleaning.
- 2) Tile floor maintenance.
- 3) Blinds/Window coverings.
- 4) Air vents.

Highway Department (6780 Route 47)

Daily Tuesday & Thursday

Normally between the hours of 4:30p.m. - 5:30p.m.

Hallways - Daily Cleaning

- 1) Dust mopped.
- 2) Spot mopped or wet mopped as needed.

Bathroom floors

Daily Cleaning

- 1) Swept and wet mopped with disinfectant.

Bathrooms

Daily Cleaning with disinfectant products.

- 1) Clean all sink and toilet surfaces.
- 2) Clean stainless steel surfaces.
- 3) Clean mirrors
- 4) Empty trash.
- 5) Replace trash liners (If needed).
- 6) Restock soaps, paper and feminine hygiene products.

Office Area

Daily

- 1) General light dusting of most areas.
- 2) General light vacuuming (Spot vacuuming and high traffic areas).

Monthly

- 1) Detail dusting consisting of picture frames, wall switches, window ledges, chairs as needed, sides of desks, file cabinets and other office furniture.

Highway Department (cont'd)

- 2) Through vacuuming of most areas including under desks, behind doors, corners and other hard to reach areas.

General Cleaning – Includes but not limited to the following:

Each Day of Service

- 1) Remove all trash from buildings.
- 2) Dusting of horizontal surfaces.
- 3) Vacuuming of carpeted areas.
- 4) Cleaning of bathrooms and replenishing of all supplies.
- 5) Replacement of trash liners (If needed).

Historic Courthouse (109 W. Ridge Street)

Daily Monday, Wednesday & Friday

Normally between the hours of 6:30p.m. - 9:30p.m.

Hallways - Daily Cleaning

- 1) Dust mopped.
- 2) Spot mopped or wet mopped as needed.
- 3) Weekly schedule
- 4) Wet mopped completely.

Bathroom floors

Daily Cleaning

- 1) Swept and wet mopped with disinfectant.

Bathrooms

Daily Cleaning with disinfectant products.

- 1) Clean all sink and toilet surfaces.
- 2) Clean stainless steel surfaces.
- 3) Clean mirrors
- 4) Empty trash.
- 5) Replace trash liners (If needed).
- 6) Restock soaps, paper and feminine hygiene products.

Stairways

Daily Cleaning

- 1) Swept
- 2) Spot mopped or wet mopped as needed.

Weekly - Friday

- 1) Wet mopped completely.

Office Area

Daily

- 1) General light dusting of most areas.
- 2) General light vacuuming (Spot vacuuming and high traffic areas).

Weekly Friday

- 1) Detail dusting consisting of picture frames, wall switches, window ledges, chairs as needed, sides of desks, file cabinets and other office furniture.
- 2) Through vacuuming of most areas including under desks, behind doors, corners and other hard to reach areas.

General Cleaning – Includes but not limited to the following:

Each Day of Service

- 1) Remove all trash from buildings.
- 2) Dusting of horizontal surfaces.
- 3) Vacuuming of carpeted areas.
- 4) Cleaning of bathrooms and replenishing of all supplies.
- 5) Replacement of trash liners (If needed).

Historic Museum

Daily Monday, Wednesday & Friday

- Hallways - Daily Cleaning
- 1) Dust mopped.
 - 3) Spot mopped or wet mopped as needed.
- Weekly
- 1) Wet mopped completely.

Bathroom floors

- Daily Cleaning
- 1) Swept and wet mopped with disinfectant.

Bathrooms

- Daily Cleaning with disinfectant products.
- 1) Clean all sink and toilet surfaces.
 - 2) Clean stainless steel surfaces.
 - 3) Clean mirrors
 - 4) Empty trash.
 - 5) Replace trash liners (If needed).
 - 6) Restock soaps, paper and feminine hygiene products.

Stairways

- Daily Cleaning
- 1) Swept
 - 2) Spot mopped or wet mopped as needed.
- Weekly - Friday
- 1) Wet mopped completely.

Office Area

- Daily
- 1) General light dusting of most areas.
 - a. Note: Displays not touched in museum area.
 - 2) General light vacuuming (Spot vacuuming and high traffic areas).
- Weekly Friday
- 1) Detail dusting consisting of picture frames, wall switches, window ledges, chairs as needed, sides of desks, file cabinets and other office furniture.
 - 2) Through vacuuming of most areas including under desks, behind doors, corners and other hard to reach areas.

General Cleaning – Includes but not limited to the following:

- Daily
- 1) Remove all trash from buildings.
 - 2) Dusting of horizontal surfaces.
 - 3) Vacuuming of carpeted areas.
 - 4) Cleaning of bathrooms and replenishing of all supplies.
 - 5) Replacement of trash liners (If needed).

Due to the nature of this facility we are listing normal office areas. Cleaning is not limited to these areas.

Sheriff's Office (PSC) Building (1102 Cornell Lane/806 W. John Street)

6:00 p.m. – 9:00 p.m. Sunday thru Friday

- Hallways - Daily Cleaning
- 1) Dust mop hard floor areas.
 - 2) Spot mopped or wet mopped as needed at least two times per week.

Bathroom floors

Daily Cleaning

- 1) Swept and wet mopped with disinfectant.

Bathrooms

Daily Cleaning with disinfectant products.

- 1) Clean all sink and toilet surfaces.
- 2) Clean stainless steel surfaces.
- 3) Clean mirrors
- 4) Empty trash.
- 5) Replace trash liners (If needed).
- 6) Restock soaps, paper and feminine hygiene products.

Stairways

Daily Cleaning

- 1) Hard floors swept.
- 2) Spot mopped or wet mopped as needed at least two times per week.

Office Areas/Conference Rooms

Daily

- 1) General light dusting of most areas.
- 2) General light vacuuming (Spot vacuuming and high traffic areas).

Wednesday

- 1) Detail dusting/cleaning consisting of picture frames, wall switches, window ledges, chairs as needed, sides of desks, file cabinets, doors, door glass and other office furniture.
- 2) Through vacuuming of most areas including under desks, behind doors, corners and other hard to reach areas.

General Cleaning – Includes but not limited to the following:

Daily

- 1) Remove all trash from buildings.
- 2) Dusting of horizontal surfaces.
- 3) Vacuuming of carpeted areas.
- 4) Cleaning of bathrooms and replenishing of all supplies.
- 5) Replacement of trash liners (If needed).
- 6) Extraordinary situations – Ice, snow, salt.

Ongoing

Departments to be notified in advance

- 1) Carpet cleaning.
- 2) Tile floor maintenance.
- 3) Blinds/Window coverings.
- 4) Air vents.

Garage/Fitness Center Bathroom

Bathrooms

Weekly Cleaning with disinfectant products.

- 1) Clean all sink and toilet surfaces.
- 2) Clean stainless steel surfaces.
- 3) Clean mirrors
- 4) Empty trash.
- 5) Replace trash liners (If needed).
- 6) Restock soaps, paper and feminine hygiene products.