

Village of Buffalo Grove

Custodial Services 2017

Bid and Contract Documents

Prepared by Finance Department
9/21/2016

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INVITATION TO BID
CUSTODIAL SERVICES 2017

RECEIPT OF BIDS

Sealed bids for the Village of Buffalo Grove Custodial Services 2017 are invited and will be received by the Village of Buffalo Grove (hereinafter referred to as The Village) at 50 Raupp Boulevard (Office of the Village Clerk), Buffalo Grove, Illinois 60089 on or before, but not later than 10:00 A.M. Local Time on Friday, November 4, 2016. Bids will be publically opened and read aloud. Each Bidder shall be required to submit one original digital copy (PDF Format) and one paper copy of their respective bid in a sealed envelope or box. Sealed envelopes or packages containing bids shall be marked or endorsed:

Bid for Village of Buffalo Grove, Illinois
VoBG-2016-27 Custodial Services 2017

MANDATORY WALKTHROUGH

All bidders are required to visit each building described in the Appendices hereto. Village staff will conduct a walk through of each facility on Tuesday, October 25, 2016, at 9:30 AM. The walk through will begin at the Village Board room in Village Hall at 50 Raupp Boulevard, Buffalo Grove, Illinois.

GENERAL DESCRIPTION OF WORK

The following invitation for bid involves providing custodial services to Village owned facilities in the Village of Buffalo Grove.

For information on how to receive a copy of the Bid Package contact the Office of the Village Clerk at 847-459-2500 or visit the Village of Buffalo Grove procurement website at www.vbg.org

HOLDING OF BIDS

No Bid shall be withdrawn after Friday, November 4, 2016 at 10:00 AM without the consent of the Village, for a period of seventy five calendar (75) days.

QUALIFICATION OF BIDDERS

It is the intention of the Village to award a contract only to the Bidder who furnishes satisfactory evidence that they have the requisite qualifications and ability and that they have sufficient capital and facilities to enable them to complete the work successfully and promptly, and to complete the work within the time named in the Contract Documents.

The Village may make such investigations as it deems necessary to determine the qualifications and ability of the Bidder to perform the work, and the Bidder shall furnish to the Village all the information and data for this purpose as the Village may request. The Village reserves the right to reject any Bid if the evidence submitted by, or investigation of such Bidder fails to satisfy the Village that such Bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Bids will not be accepted.

BID QUESTIONS

All comments or concerns regarding this Bid shall be addressed to the Village of Buffalo Grove Purchasing Manager via email at BGfinance@vbg.org. This will allow for responses to go to all Bidders in the event that the question has a pertinent relevance to all those involved. All such questions must be posed no later than Friday, October 28, 2016, at 9:00 AM

RESERVATION OF RIGHTS

The Village reserves the right to accept the Bidder's Proposal that is, in their judgment, the best and most favorable to the interests of the Village and the public; to reject the low Price Proposal; to accept any item in the Bidder's Proposal or a portion thereof; to reject, any and all Bidder's Proposals; to accept and incorporate corrections, clarifications or modifications following the opening of the Bidder's Proposals when to do so would not, in Village's opinion, prejudice the bidding procurement process or create any improper advantage to any Bidder; and to waive irregularities and informalities in the bidding process or in any Bidder's Proposal submitted; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defects or informalities, and Bidder should not rely upon, or anticipate, such waivers in submitting the Bidder's Proposals. The enforcement of this Reservation of Rights by the Village shall not be considered an alteration of the bids.

INSTRUCTIONS TO BIDDERS

1. All bidders are required to visit each building described in Appendices. Village staff will conduct a walk through of each facility on Tuesday, October 25, 2016, at 9:30 AM. The walk through will begin at the Village Board room in Village Hall at 50 Raupp Boulevard, Buffalo Grove, Illinois.
2. Bid to be made on Schedule of Prices form which is included in the Contract Documents.
3. Bid documents must be accompanied by an acceptable bid bond.
4. Public Contract Statements must be signed and submitted with the bid documents.
5. Bidders shall at the time of making its Bid, and as part of its Bid, submit a list of all the subcontractors and equipment suppliers with whom it proposes to contract, and the class of work or equipment to be performed or furnished by each. Such list shall not be added to, nor altered, without the written consent of the Village. The Village reserves the right to approve any and all subcontractors and no subcontractor shall be allowed to do work unless they are listed in the Bidder's Bid, or in a subsequent written statement to the Village.
6. Bidder shall not under any circumstances be relieved of its liabilities and obligations. All transactions of the Village shall be with the Bidder. Subcontractors shall be recognized only in such capacity.
7. The Village reserves the right to accept the Bidder's Proposal that is, in their judgment, the best and most favorable to the interests of the Village and the public; to reject the low Price Proposal; to accept any item in the Bidder's Proposal or a portion thereof; to reject, any and all Bidder's Proposals; to accept and incorporate corrections, clarifications or modifications following the opening of the Bidder's Proposals when to do so would not, in Village's opinion, prejudice the bidding procurement process or create any improper advantage to any Bidder; and to waive irregularities and informalities in the bidding process or in any Bidder's Proposal submitted; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defects or informalities, and Bidder should not rely upon, or anticipate, such waivers in submitting the Bidder's Proposals. The enforcement of this Reservation of Rights by the Village shall not be considered an alteration of the bids.
8. The bid security of the lowest bidders for the Contract will be held until the contract is executed and approved and then returned to these bidders. The balance of the bid securities submitted will be returned within ten (10) calendar days after the opening of bids.
9. All bidders are prohibited from making any contact with the Village President, Trustees, or any other official or employee of the Village (collectively, "Municipal Personnel") with regard to the Project, other than in the manner and to the person(s) designated herein. The Buffalo Grove Village Manager reserves the right to disqualify any bidder that is found to have contacted Municipal Personnel in any manner with regard to the Project. Additionally, if the Buffalo Grove Village Manager determines that the contact with Municipal Personnel was in violation of any provision of 720 ILCS 5/33E, the matter will be turned over to the State's Attorney for review and prosecution.
10. Any bidder may be required by the Village to submit additional information, including but not limited to an interview process, to satisfy the Village that such bidder is prepared to best fulfill the Contract, if it is awarded to them.

INSTRUCTIONS TO BIDDERS (CONT.)

11. Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the sites of the work, the structure of the ground, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed.
12. The Contractor to whom a contract is awarded will not be allowed any extra compensation by reason of any matters or things concerning which the Contractor did not inform itself prior to bidding. The successful Contractor must employ, so far as possible, such methods and means in the carrying out of his work as will not cause any interruption or interference with any other Contractor.

VILLAGE OF BUFFALO GROVE PUBLIC CONTRACT STATEMENTS

The Village of Buffalo Grove is required to obtain certain information in the administration and awarding of public contracts. The following Public Contract Statements shall be executed and notarized.

PUBLIC CONTRACT STATEMENTS

CERTIFICATION OF CONTRACTOR/BIDDER

In order to comply with 720 Illinois Compiled Statutes 5/33 E-1 et seq., the Village of Buffalo Grove requires the following certification be acknowledged:

The below-signed bidder/contractor hereby certifies that it is not barred from bidding or supplying any goods, services or construction let by the Village of Buffalo Grove with or without bid, due to any violation of either Section 5/33 E-3 or 5/33 E-4 of Article 33E, Public Contracts, of the Chapter 720 of the Illinois Compiled Statutes, as amended. This act relates to interference with public contracting, bid rigging and rotating, kickbacks, and bidding.

CERTIFICATION RELATIVE TO 65 ILCS 5/11-42.1.1

In order to comply with 65 Illinois Compiled Statutes 5/11-42.1.1, the Village of Buffalo Grove requires the following certification:

The undersigned does hereby swear and affirm that it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue unless it is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax. The undersigned further understands that making a false statement herein: (1) is a Class A Misdemeanor, and (2) voids the contract and allows the Village to recover all amounts paid to it under the contract.

CONFLICT OF INTEREST

The Village of Buffalo Grove Municipal Code requires the following verification relative to conflict of interest and compliance with general ethics requirements of the Village:

The undersigned supplier hereby represents and warrants to the Village of Buffalo Grove as a term and condition of acceptance of this (bid or purchase order) that none of the following Village Officials is either an officer or director of supplier or owns five percent (5%) or more of the Supplier: the Village President, the members of the Village Board of Trustees, the Village Clerk, the Village Treasurer, the members of the Zoning Board of Appeals and the Plan Commission, the Village Manager and his Assistant or Assistants, or the heads of the various departments within the Village.

If the foregoing representation and warranty is inaccurate, state the name of the Village official who either is an officer or director of your business entity or owns five percent (5%) or more thereof:

(Official) EWA AMBIE

PERFECT CLEANING SERVICE CORP

Print Name of Contractor/Bidder/Supplier

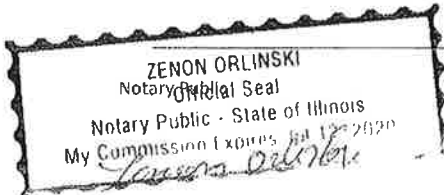
[Signature]

Signature

Account Executive

Title

Subscribed and Sworn to before me this 2nd day of November, 2016.



Notary Expiration Date 7/12/2020

SCHEDULE OF PRICES

Custodial Services 2017

TO: THE VILLAGE OF BUFFALO GROVE, ILLINOIS

FULL NAME OF BIDDER: PERFECT CLEANING SERVICE CORP

MAIN BUSINESS ADDRESS: 5850 N NORTHWEST HWY
CHICAGO, IL 60631

PLACE OF BUSINESS: SAME

The undersigned, declares that it has carefully examined the location of the proposed work, the Contract Documents, and all other documents referred to or mentioned in the Contract Documents and it proposes and agrees, if this Bid is accepted, that it will contract with the Village, in the form of the Contract attached, to complete the Work titled "CUSTODIAL SERVICES 2017", and that it will take in full payment therefore the sums set forth in the following Schedule of Prices.

If this bid is accepted, and the undersigned fails to contract as aforesaid and to give the Bond for Faithful Performance required by the Special Conditions of the Contract and by law, and to provide all insurance as required by the Contract Documents within fifteen (15) calendar days after the date of the award of the Contract, the Village, at its option, may determine that the bidder has abandoned this Bid, and thereupon this Bid and the acceptance thereof shall be null and void, and such security accompanying this Bid shall be forfeited and shall be the property of the Village of Buffalo Grove not as penalty, but as liquidated damages.

If awarded a contract under this Bid, the undersigned proposes to commence work at the site within fifteen (15) calendar days after the effective date of the award of the Contract or issuance of a Purchase Order.

BID SECURITY

Accompanying this Bid is a Bid Bond
in the amount of 90,000 ninety thousand Dollars
(\$ 90,000).

Note: (a) Insert the words "Bank Draft", "Cashier's Check", "Certified Check" or "Bid Bond", as the case may be.

(b) Amount must be equal to at least five percent (5%) of the Total Base Bid.

SCHEDULE OF PRICES

Item No.	Village of Buffalo Grove Custodial Service Locations	Monthly Unit Price	Extended Price (12 months)
1.	Arboretum Golf Club 401 Half Day Rd.	\$ <u>450</u> .00	\$ <u>5400</u> .--
2.	Fire Administration 1051 Highland Grove Dr.	\$ <u>575</u> .00	\$ <u>6900</u> .--
3.	Buffalo Grove Golf Club 48 Raupp Blvd.	\$ <u>400</u> .--	\$ <u>4800</u> .--
4.	Pace Bus Facility 801 Commerce Ct.	\$ <u>300</u> .--	\$ <u>3600</u> .--
5.	Metra Train Station 825 Commerce Ct.	\$ <u>300</u> .--	\$ <u>3600</u> .--
6.	Metra Warming Shelters 825 Commerce Ct.	\$ <u>300</u> .--	\$ <u>3600</u> .--
7.	Public Service Center 51 Raupp Blvd.	\$ <u>750</u> .--	\$ <u>9000</u> .--
8.	Village Hall 50 Raupp Blvd.	\$ <u>1100</u> .--	\$ <u>13200</u> .--
9.	Youth Center 50 1/2 Raupp Blvd.	\$ <u>350</u> .--	\$ <u>4200</u> .--
10.	Police Headquarters 46 Raupp Blvd.	\$ <u>2700</u> .--	\$ <u>32400</u> .--
11.	Optional Day Porter	\$ <u>1248</u> .--	\$ <u>14976</u> .--
12.	Buffalo Grove Days Festival	Lump Sum Price	\$ <u>3200</u> .--
		2017 Total	\$ <u>89904</u> .--

ANNUAL CONTRACT COST ADJUSTMENT

with optional day Porter 104,876.00

Do you agree with the Escalation clause in the General Conditions of the Contract? X (Yes/No)

If the response to the above is No, then please complete the following:

Optional 2nd Year: The unit prices as shown above shall be adjusted by _____ percent (+/-)

Optional 3rd Year: The unit prices as shown above shall be adjusted by _____ percent (+/-)

Optional 4th Year: The unit prices as shown above shall be adjusted by _____ percent (+/-)

Optional 5th Year: The unit prices as shown above shall be adjusted by _____ percent (+/-)

SUBCONTRACTOR LISTING

Bidder, to employ the following listed subcontractors for the following enumerated classes of work and is not to alter or add to such list without the written consent of the Village. No subcontracting will be permitted for regular and nightly service. Subcontracting will only be permitted for specialty services and must be pre-approved by the Village

<u>SUBCONTRACTOR</u>	<u>CLASS OF WORK</u>
1. <u>NONE</u>	
2. _____	_____
3. _____	_____
4. _____	_____

ACKNOWLEDGEMENT OF ADDENDA

Acknowledgement of receipt of Addenda(s) #1 (list each addendum number)

Attach each signed addendum, if any, to the bid packet as part of your submittal.

CONTRACTOR SIGNATURE and CONTACT INFORMATION

11/2/16
Date

773-774-7800
Phone

Perfect Cleanup Service Corp
Legal Entity

OFFICE@Perfectcleanupservicecorp.com
E-mail

[Signature]
(Sign here)

FLA AMBROSZ
(Print Name)

REFERENCE LISTING

Contact Name: Doug Kettel
Schaumburg Park District
Municipality/Business: 6 Building
Dates Employed: 8 years to _____
Phone Number or E-mail address: 847-982-2115

Contact Name: Greg Utalski
Municipality/Business: Elmhurst Park District
Dates Employed: 20 years to _____
Phone Number or E-mail address: 630-993-8189

Contact Name: Jack Smith
Municipality/Business: CSX
Dates Employed: 5 years to _____
Phone Number or E-mail address: 708-906-1078

Contact Name: Darren Martens
Municipality/Business: Village of Oak Brook (Village Hall, Public Works, Police, Library, Golf)
Dates Employed: 5 years to _____
Phone Number or E-mail address: 630-706-4027

**VILLAGE OF BUFFALO GROVE
CUSTODIAL SERVICES PROGRAM
BID SPECIFICATIONS**

A. GENERAL INSTRUCTIONS

OBJECTIVE:

The Village seeks to provide for a safe and clean working environment for employees of the Village and residents conducting business at Village facilities.

SCOPE OF WORK:

Contractor will supply all labor, material, equipment and supplies (except paper products, trash liners, and hand soap to be supplied by the Village) to perform the daily, weekly, monthly, and Biannual cleaning of each facility as listed in Appendix C. Work will be performed according to the schedule of assigned tasks developed by the Village for each facility. These schedules were designed to provide the same level and quality of service we had achieved with our in-house custodial program. All supplies to be stored in Village facilities must be accompanied with Safety Data Sheets.

SCHEDULE:

All Work will be performed between 10:00 P.M. and 7:00 A.M. unless otherwise specified or with written consent of the Village

Service at the Pace Bus Facility, Metra Train Station, Metra Warming Shelters, Village Hall, Youth Center, Public Service Center and Fire Administration will be performed (5) days per week, Monday through Friday.

The Village will not require cleaning services on Holidays and dates observed by the Village for the following locations Pace Bus Facility, Metra Train Station, Metra Warming Shelters, Village Hall, Youth Center, Public Service Center and Fire Administration. The Village will provide all such dates on an annual basis.

Service at the Police Headquarters, Buffalo Grove Golf Course and Arboretum Golf Clubhouse will be performed (7) days per week (365) days per year.

Locker rooms at the Buffalo Grove Golf Course and Arboretum Golf Clubhouse shall only be serviced from March 1 to November 30 of each year.

BUFFALO GROVE DAYS EVENT:

Buffalo Grove Days is an annual festival. The Contractor shall be prepared to supply sufficient staffing to provide service listed in Appendix C. No less than five (5) staff including one (1) supervisor shall be provided for the Friday evening of Buffalo Grove Days and no Less than five (5) staff including one (1) supervisor shall be provided for Saturday through Monday each day of the event. Custodial Staff shall check in and out with the event coordinator.

B. STAFFING

SUPERVISOR

Contractor will provide an on-site supervisor at all times and report quality control inspections weekly to the Village. The Contractor will supply the Village with the name, office telephone number, cell phone number and email address and/or fax number of a contact person. The Contractor's Supervisor shall meet with the Village Facilities representative weekly and shall attend the facilities Monthly Meeting (held every month or as needed).

The Supervisor shall be authorized to accept and act upon all directives issued by the Village. Failure of the Supervisor to act on said directives shall be sufficient cause for the Village to give notice that the Contractor is in default of the Contract unless such directives would create potential personal injury or safety hazards or such directives are contrary to the intent of these specifications. The Supervisor shall be responsible for the instruction, safety and training of Contractors personnel in the proper work methods and procedures. The Supervisor will schedule and coordinate all services and functions as required by the Contract and as specified in the task schedules (Appendix C.). The Supervisor is required to check and verify Contract compliance (Quality Control) before work crews leave each facility.

Award of the contract is contingent upon acceptable interview and approval by the Village of the proposed Supervisor.

The Contractor shall not substitute the proposed Supervisor with other staff members once the Village has approved the proposed Supervisor without prior written approval from the Village of Buffalo Grove Facilities Manager. In the event the Contractor substitutes the proposed Supervisor or moves the Supervisor to another account within one year of the execution of the contract, the Contractor shall pay the Village damages equal to three (3) month of service costs.

MONTHLY REVIEW

The Village shall schedule and review contract performance with the Contractor typically on a monthly basis. The Contractor's Supervisor, Manager or President shall attend. Performance issues shall be submitted to the Contractor in writing or via e-mail for resolution within a time period approved by the Village.

COMMUNICATION

The Village will have authorized personnel monitor the contractual cleaning services. It is mandatory that Village personnel be able to communicate verbally, in writing and via e-mail with a Supervisor of the crew(s), and reasonable complaints and concerns be addressed within twenty four (24) hours when brought to the Supervisor's attention.

PERSONNEL

The Village reserves the right to perform background checks on all Contractor employees including its subcontractors. Prior to commencing work, the Contractor shall submit to the Facilities Manager or designee, the names, home addresses, date of birth, social security numbers, immigration documents (if applicable), and driver's license numbers of all employees to be engaged in work specified herein or having access to the buildings in an inspecting or supervisory capacity and the Contractor shall cause to be completed fingerprint charts and personal history statements of all employees. No employees at any time shall commence work until the above listed information has been submitted to and written clearance received from the Facilities Manager. The Contractor shall provide written authorization from prospective employees for the Village to perform the security clearances required. Employees of the Contractor shall be subject to the same standards of pre-employment examinations as regular full-time employees of the Village and shall be held to the same standards of conduct.. The Contractor shall provide Photo ID's, and uniforms with company logo for each employee. No personnel will be able to perform work without first completing the aforementioned security process.

(Option Day Porter)

The Village of Buffalo Grove at its sole option may require the Contractor to supply a Day Porter, schedule is detailed below. The Village may not require the Contractor to supply a Day Porter at the onset of service, but reserves the right to add the service at a later date. Day Porters are expected to work without direct supervision.

Duties of the Day Porter to be provided include, but are not limited to: shoveling sidewalks and spreading ice melt chemicals during snow events occurring during scheduled hours, moving furniture, cleaning, policing of the grounds, provide general assistance to Village maintenance staff. Proper Personal Protective Equipment (PPE) shall be worn by the Day Porter at all times, including but not limited to safety toe shoes and eye protection. Day Porters shall be physically fit, be capable of routinely lifting items in excess of twenty (20) pounds, fluent in both written and spoken conversational English (capable of passing a written test for competency), self-motivated and capable of working without direct supervision. The Village Day Porter will generally provide coverage from 8:00 am to 12:00pm Monday through Thursday (excluding holidays).

C. MATERIALS AND EQUIPMENT

In support of the Contract, the Village will supply the following at no cost to the Contractor for application at the Facilities subject to the Contract:

Consumable products for use of building occupants:

- Toilet tissue
- Roll towels –household use
- Roll towels –bathroom use
- Toilet seat covers
- Facial tissue
- Liquid hand cleaner
- Bar soap
- Feminine napkins
- Waste cans liners
- Recycling bins liners
- Toilet bowl sanitation blocks
- Urinal blocks

The Village is providing the consumable products noted above, it is the Contractor's responsibility to ensure quantities of supplies are sufficient and available at all times for use by the Village building occupants

CONTRACTOR TO FURNISH

The Contractor shall provide, at its expense and at no additional cost to the Village, equipment and janitorial supplies required to support the work tasks as specified, with the exception of those items being provided by the Village as itemized above. The janitorial supplies to be provided by the Contractor, and included in the price to maintain each facility, shall include but not be limited to: general detergent, furniture polish, stainless steel cleaner, disinfectants, carpet and rug cleaners, floor finishes, treatments and wax, window cleaner, scouring cleanser, pails, mops, brooms, vacuums, floor scrubbers and sponges. All equipment stored on the Village premises shall be clearly marked with the Contractors logo and company name.

The Contractor shall make available to the Village samples of the janitorial supplies they propose to use to enable the Village to assess product quality. Environmentally preferable cleaning products shall be used wherever practicable. If for any reason the Village objects to the use of a given janitorial product, the Contractor shall discontinue use and find a substitute that is acceptable to the Village. Quality assessment shall be at the sole judgment of the Village, whose decision is final. All products supplied shall meet all applicable federal, state and local standards for product safety. Products and containers shall be properly labeled to meet all applicable standards and regulations regarding safety, toxicity and other standards. Safety Data Sheets (SDS) shall be supplied as required for all affected products at all sites and the Contractor is responsible to keep all SDS sheets current.

D. CLEANING STANDARDS AND WORKMANSHIP

It is the intent of these specifications for the Contractor to provide a high level of service in custodial care and maintenance. The following statements indicate the general standards and workmanship to be furnished under the Contract.

FLOOR and CARPETS

A satisfactory and acceptable floor or carpet will not have dust, streaks, marks or dirt in corners, behind doors or under furniture. All paper clips, staples, etc., shall be picked up. The use of vacuuming equipment and/or treated dust mops will be used to keep the floors clean. Waxed floors will show a "wet look" gloss and shall not be yellowed or show signs of a wax buildup. Carpets shall be cleaned on a regular basis by a Village approved method. Heavy use carpet areas will be cleaned more frequently to maintain a dirt free appearance. "Wet Floor" signs shall be placed in areas cleaned during any occupied facility.

Stripping and waxing of tile floors and shampooing of carpets and furniture, and window cleaning will be scheduled so as not to disturb or hinder daily activities.

WET MOPPING

Satisfactory and acceptable waxing and polishing will be accomplished through the use of thin coats of evenly layered wax. Floors will be bright and clean under furniture as well as in traveled areas. Wax or polish will not be allowed to dry on wall bases, furniture legs, equipment, etc. Wax shall not be applied over dirt or other loose material.

GLASS

All glass, mirror or vitreous surfaces will be free from streaks, smears and spots.

DUSTING

Satisfactory and acceptable dusting will present a surface free from all dust and other loose material.

CLEANING

A satisfactory and acceptable clean surface shall be completely free of all loose and adhering dirt or other foreign material down to the original finish of the surface. A clean surface will appear both physically and visually clean, free from streaks or other residue.

REFINISH (Hard or resilient floor)

A satisfactory and acceptable refinished floor will be completely stripped of all wax to the original surface of the floor, resealed with a Village approved product, recoated with a minimum of three (3) coats of an approved wax, each coat allowed to dry and buffed using an appropriate buffing machine.

RESURFACE (Hard or resilient floor)

A satisfactory and acceptable resurfaced floor will be machine scrubbed to remove all surface marks, dirt and blemishes, re-waxed and speed buffed to a "wet look" gloss. Ceramic tile shall not be machine scrubbed or waxed.

OFFICE SPACES (Desks)

Empty garbage and recycling as noted in Appendix C. Wipe desks clean only in areas where paperwork does not exist.

KITCHEN and LUNCH ROOMS

Satisfactory kitchen, coffee service areas and lunch room area cleaning shall be of "restaurant" quality. All fixtures, appliances, chrome and metal work and glass shall be cleaned and polished to a shiny appearance free from streaks, dirt, grease and grime. Sinks shall be free from rings, stains and objectionable odors. Floor, walls, cabinets, tables, chairs and garbage receptacles shall be free from stains, dirt, grime, odors, grease and streaks. Appliances shall be cleaned and sanitized to remain free from objectionable odors. Ovens, microwaves, cook tops, and ranges shall be clean and free from "cooked on" food. Kitchens shall meet all applicable Village Health standards.

VACUUMING

A satisfactory and acceptable vacuumed surface will be free of all dust, dirt, and loose foreign material, including corners, crevices and other hard to reach areas.

REST ROOMS

A satisfactory and acceptable rest room cleaning shall be of "hospital" quality. All porcelain fixtures, chrome and metal work, and glass shall be cleaned and polished to a shiny appearance free from streaks, dirt or grime. Bowls, urinals, and sinks shall be free from water stains, rings and biological stains. Floors, walls and partitions shall be clean and free from stains, dirt, grime or streaks. Fixtures shall be sanitized with a Village approved disinfectant. Rest rooms shall be free of objectionable odors. Signs shall be placed for any occupied building when facilities are out of service or any hazardous condition is present.

HANDLING of WASTE

The Contractor shall ensure that their personnel shall properly dispose of waste, including recyclable goods, in accordance with the directives of the Village and in receptacles provided by the Village.

GENERAL

The Contractor shall keep all janitor closets and material stocking areas clean, report any damage or irregularities observed during the course of duties, turn off lights when exiting facilities (as directed) and check that exterior doors are locked and securely latched when exiting facilities.

E. TASK SCHEDULES

The described tasks indicate the estimated amount of work which has to be accomplished to maintain the facilities in an acceptable condition. It may become necessary to accomplish some of the tasks on a more or less frequent basis to achieve the results outlined above (Cleaning Standards and Workmanship). The tasks and frequencies as listed in Appendix C, are generalized in nature and are not intended to be all inclusive. This Task Schedule shall not limit the responsibility of the Contractor to maintain each facility to the high level of cleanliness and service as more fully defined in the Cleaning Standards and Workmanship paragraph.

F. FACILITIES

Facility Name		Area to be Cleaned
(1) Arboretum Golf Club	Total	20,000 square feet
(2) Fire Administration	Total	7,600 square feet
(3) Buffalo Grove Golf Club	Total	3,600 square feet
(4) Pace Bus Facility	Total	100 square feet
(5) Metra Commuter Station and (6) Warming Shelters	Train Station	1,193
	West Warming Shelter	400
	East Warming Shelter	205
	Total	1,798 square feet
(7) Public Service Center	Upper Level	5,012
	Main Level	3,651
	Lower Level	3,008
	Total	11,671 square feet
(8) Village Hall	Upper Level	11,316
	Lower Level	8,880
	Total	18,956 square feet
(9) Youth Center/Chamber of Commerce		1,700 square feet
(10) Police Headquarters	Operations	20,392
	Administration	8,252
	Total	28,644 square feet

Note: All square footage measurements are estimates and do not indicate exact measurements of each facility. Areas of facilities to be cleaned under the contract are shown in color in Appendix B.

G. CONTRACT TERM

The Village will enter into a one (1) year contract with four (4) possible one (1) year extensions from the date of award. At the end of any contract term, The Village of Buffalo Grove reserves the right to extend this contract for a period of up to sixty (60) calendar days for the purpose of securing a new contract.

TRIAL PERIOD

In the event the successful Bidder has not in the past performed satisfactory custodial services for the Village, a purchase order will be issued for a trial period of up to three (3) months prior to the award of the contract in order for the Village of Buffalo Grove to evaluate their services.

H. DEFAULT PENALTY

The contractor will have two (2) hours to resolve issues related to non-compliance with the Specifications from time of notification, \$65.00 per hour per employee will be deducted from the monthly invoice for non-compliance of contractual duties that are subsequently completed by Village staff.

GENERAL CONDITIONS OF THE CONTRACT

1. Contract Security

The Contractor shall furnish a Performance and Payment Bond in an amount at least equal to 100 percent of the aggregate amount of the Contract as security for the faithful performance of the Contract and for the payment of all persons performing labor and furnishing materials in connection with this Contract

Performance and Payment Bond and Proof of Insurance coverage must be on file with the Village of Buffalo Grove before work can be started. The Village of Buffalo Grove must be named as "additional insured" on the Contractor's general comprehensive liability policies.

2. Contractor's Insurance

Contractor shall procure and maintain, for the duration of the Contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance: Coverage shall be at least as broad as:

Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village of Buffalo Grove named as additional insured on a primary and non-contributory basis. This primary, non-contributory additional insured coverage shall be confirmed through the following required policy endorsements: ISO Additional Insured Endorsement CG 20 10 or CG 20 26 and CG 20 01 04 13.

1. Insurance Services Office Commercial General Liability occurrence form CG 0001 with the Village named as additional insured, on a form at least as broad as the ISO Additional Insured Endorsement CG 2010 and CG 2026
2. Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto."
3. Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

B. Minimum Limits of Insurance: Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
2. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as it respects the Village, its officials, agents, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages:

The Village, its officials, agents, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees and volunteers.

2. The Contractor's insurance coverage shall be primary and non-contributory as respects the Village, its officials, agents, employees and volunteers. Any insurance or self-insurance maintained by the Village, its officials, agents, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials, agents, employees and volunteers.
4. The Contractor's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the Contractor shall be required to name the Village, its officials, employees, agents and volunteers as additional insureds
6. All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.
7. The contractor and all subcontractors hereby agree to waive any limitation as to the amount of contribution recoverable against them by the Village. This specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable in contribution such as Kotecki v. Cyclops Welding

E. All Coverages:

- 1) No Waiver. Under no circumstances shall the Village be deemed to have waived any of the insurance requirements of this Contract by any act or omission, including, but not limited to:
 - a. Allowing work by Contractor or any subcontractor to start before receipt of Certificates of Insurance and Additional Insured Endorsements.
 - b. Failure to examine, or to demand correction of any deficiency, of any Certificate of Insurance and Additional Insured Endorsement received.
- 2) Each insurance policy required shall have the Village expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

G. Verification of Coverage

Contractor shall furnish the Village with certificates of insurance naming the Village, its officials, agents, employees, and volunteers as additional insured's and with original endorsements, affecting coverage required herein. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Village before any work commences. The Village reserves the right to request full certified copies of the insurance policies and endorsements.

H. Subcontractors

Contractor shall include all subcontractors as insured's under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated herein.

I. Assumption of Liability

The contractor assumes liability for all injury to or death of any person or persons including employees of the Contractor, any subcontractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to the Contract.

J. Workers' Compensation and Employers' Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Village of Buffalo Grove, its officials, employees, agents and volunteers for losses arising from work performed by Contractor for the municipality.

- 1) NCCI Alternate Employer Endorsement (WC 000301) in place to insure that workers' compensation coverage applies under contractor's coverage rather than the Village of Buffalo Grove's, if the Village of Buffalo Grove is borrowing, leasing or in day to day control of contractor's employee.

3. Indemnity/Hold Harmless Provision

A. To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the Village, its officials, agents and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anywise accrue against the Village, its officials, agents and employees arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in anywise result therefore, except that arising out of the sole legal cause of the Village, its agents or employees, the Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village, its officials, agents and employees in any such action, the Contractor shall, at its own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village, its officials, agents and employees as herein provided.

B. Kotecki Waiver. In addition to the requirements set forth above, the 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 and waives any limitation of liability defense based upon the Worker's Compensation Act and cases decided there under. Contractor agrees to indemnify and defend the Village from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, which the Village may sustain as a result of personal injury claims by Contractor's employees, except to the extent those claims arise as a result of the Village's own negligence.

4. Retention of Payments:

The Contractor further agrees that to the extent that money is due the Contractor by virtue of this contract as shall be considered necessary in the judgment of the Village, may be retained by the Village to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the Village.

5. Patent Fees and Royalties:

Contractor shall indemnify and hold harmless the Village and anyone directly or indirectly employed by either of them from and against all claims, damages, losses, and expenses (including attorneys' fees and court and arbitration costs) arising out of any infringement of patent rights or copyrights incident to the use in the performance of the work or resulting from the incorporation in the work of any invention, design, process, product, or device not specified in the Contract Documents, and shall defend all such claims in connection with any alleged infringement of such rights.

6. Certificate of Authority and Surety Certificate

The Contractor shall furnish the Village with a current Certificate of Authority or Surety Certificate issued by the Illinois Department of Insurance (IDOI) for the bonding company that they are using.

The Contractor shall also furnish the Village with a current Certificate of Authority issued by the Illinois Department of Insurance (IDOI) for the insurance company that they are using.

7. Changes

If the Public Works Director deems it proper or necessary in the execution of the work to make any alteration which will increase or diminish the quantity of labor or material or the expense of the work, even to the elimination of one or more items, such alteration shall not annul or vitiate the Contract hereby entered into. The elimination of any part of the work shall not increase the unit price for any of the remaining work bid on. The value of the work so added shall be based on the rates and prices named in the Contract, and bid, when such rates and prices cover the class of work added, otherwise the value shall be determined by mutual Contract between the Village and Contractor, before such work shall be commenced.

8. Extra Work

No claim whatsoever will be allowed the Contractor for changes, extra work or material not completed or necessary for the completion of the work described, or for a greater amount of money than is hereby stipulated to be paid, unless the change in or addition to the work requiring additional outlay by the Contractor is first ordered in writing by the Public Works Director, and the price therefore agreed to in writing.

Minor changes or small modifications in the specifications which may be made to suit some special condition or situation shall not be construed as a precedent for like changes at other times, nor shall such modifications be construed by the Contractor as removing the work from the classification given in the bid, and placing it under the category of "Extra Work".

9. Notice of Starting Work

The Contractor shall notify the Public Works Director forty-eight (48) hours before beginning any work on this Contract, or of its intention so to do; in case of a temporary suspension of the work he shall give a similar notice before resuming same.

10. Sequence

The Public Works Director shall have the power to direct the order and sequence of the work. On any major portion of the work, all accessories shall be set coincident with the main construction. Payment for major portion of the work may be withheld until proper completion of accessories.

11. Supervision

The Public Works Director shall have override power to superintend and direct the work, and the Contractor shall perform all of the work herein specified, to his entire satisfaction, approval and acceptance.

12. Workers

The Contractor shall employ competent staff and shall discharge, at the request of the Public Works Director, any incompetent, unfaithful, abusive or disorderly workers in its employ. None but staff expert in their respective branches of work shall be employed where special skill is required.

13. Payment

Payment will be made pursuant to the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*)

14. Termination of Contract

The Contract may be terminated, in whole or in part, by either party if the other party substantially fails to fulfill its obligations under the Contract through no fault of the terminating party; or the Village may terminate the Contract, in whole or in part, for its convenience. However, no such termination may be effected unless the terminating party gives the other party: (1) not less than thirty (30) calendar days written notice by certified mail of intent to terminate, and (2) an opportunity for a meeting with the terminating party before termination.

15. Non-Waiver Of Rights

No delay or failure by either party to enforce any of the provisions of the contract or to exercise any right therein granted shall be deemed a waiver thereof or limitation in any respect on the right of either party then and thereafter to enforce all provisions of this contract and to exercise any such right.

16. Accident Notification

In the event of accidents of any kind which involve the general public and/or private or public property, the Contractor shall immediately notify the Director of Public Works and shall provide a full accounting of all details of the accident. The Contractor shall furnish the Village with copies of all reports of such accidents at the same time that the reports are forwarded to any other interested parties.

17. Automated Clearing House Payment

The Village prefers to pay all vendors via Automated Clearing House payments (ACH). ACH payments will be processed to checking and savings accounts. Appendix A. (ACH Authorization Form) should be completed to enable the Village to process your payment. In addition to the ACH Authorization form, a cancelled check or preprinted deposit slip with your account information will be required to complete the documentation needed and ensure the Village processes the payment properly. After the Bid/RFP award please forward the completed form to apfinance@vbg.org or fax to 847-777-6045. Once payments have been approved and processed an email notification will be sent to the designated email account on your ACH authorization form indicating when the funds were transferred, the amount transferred, and the invoice number that pertains to the payment.

18. Escalation

Written requests for price revisions after the first year period shall be submitted at least sixty (60) calendar days in advance of the annual contract period. Requests must be based upon and include: (1) documentation of the actual change in the cost of the components involved in the contract and shall not include overhead or profit, and (2) shall not exceed the CPI-All Urban Consumers Chicago, or 2.5 % whichever is less.

The Village of Buffalo Grove reserves the right to reject a proposed price increase and terminate the Contract.

PERFORMANCE AND PAYMENT BOND

Bond Number: _____

KNOW ALL MEN BY THESE PRESENTS, That _____

as Principal, and _____

as Surety, are held and firmly bound unto _____ the full

and just sum of _____ Dollars

(\$_____), lawful money of the UNITED STATES OF AMERICA for the payment of which sum of money well and truly to be made, we bind ourselves, heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents;

WHEREAS, The Principal has entered into a certain written Contract, dated this _____ day of _____, 2016, with the _____ for _____ complete, as described in the foregoing Contract.

NOW THE CONDITIONS OF THIS OBLIGATION ARE SUCH that if the said Principal shall in all respects will and truly keep and perform the said Contract, and shall pay all sums of money due or to become due, for any labor, materials, apparatus, fixtures or equipment furnished for the purpose of construction of the work provided in said Contract, and shall remove and replace any defects in workmanship or materials which may be apparent or may develop within a period of one (1) year from the date of final acceptance, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

And the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder of the specifications accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work or to the specifications.

IN WITNESS WHEREOF, we have hereunto set our hands and seal this _____

day of _____, 2016.

_____(SEAL)

_____(SEAL)

_____(SEAL)

_____(SEAL)

Principal

WITNESS:

(If Individual or Firm)

ATTEST:

(If Corporation)

_____(SEAL)

_____(SEAL)

Surety

ATTEST:

(Surety)

VILLAGE OF BUFFALO GROVE
CONTRACT
CUSTODIAL SERVICES 2017

THIS CONTRACT, made this 5th day of December, 2016, by and between the VILLAGE OF BUFFALO GROVE (hereinafter called the "Village") a Municipal Corporation acting through its President, and Board of Trustees, and The Perfect Cleaning Services, Inc., hereinafter called the "Contractor."

WITNESSETH

WHEREAS, the Village has heretofore solicited bids for all the work and improvements and for the doing of all things included within the hereinafter specified improvement, and the Village of Buffalo Grove did award the Contractor a contract for said improvements:

NOW THEREFORE, for and in consideration of their mutual promises, covenant undertaking and Contract, the parties hereto do hereby agree as follows:

ARTICLE I - WORK TO BE DONE BY THE CONTRACTOR

Contractor agrees, at its own cost and expense, to do all work and to furnish all the labor, materials, equipment and other property to do, construct, install, and complete all the works and improvements included, all in full accordance with and in compliance with and as required by the hereinafter specified Plans and Specifications and Contract Documents for said works and improvements, and to do, at its own cost and expense, all other things required of the Contractor by said Contract Documents.

ARTICLE II - CONTRACT DOCUMENTS

The Contract Documents herein mentioned include all of the Contract Documents, including but not limited to the following:

1. Village of Buffalo Grove Custodial Services Program Bid Specifications
2. The General Conditions of the Contract
3. The Contract
4. The Plans and Specifications
5. Public Contract Statements
6. Schedule of Prices
7. All Bonds, Insurance Certificates and Insurance Policies mentioned or referred to in the foregoing documents
8. Any and all other documents or papers included or referred to in the foregoing documents all of which documents are on file in the Office of the Village Clerk, 50 Raupp Boulevard, Buffalo Grove, Illinois, all said documents being hereby incorporated herein and made a part herein by reference the same as if set forth herein.

ARTICLE III - CONTRACT AMOUNT

The Contractor agrees to receive and accept the unit price as set forth in the Schedule of Prices as full compensation for furnishing all materials and equipment and for doing all the work contemplated and embraced in the Contract; also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the execution of the work until its acceptance by the Village, and for all risks of every description connected with the work; also for well and faithfully completing the work, and the whole thereof, in the manner and according to and in compliance with the Plans and Contract Documents and the requirements of the Village Public Works Director.

ARTICLE IV – CONFLICT BETWEEN COMPONENT PARTS OF CONTRACT

In the event that any provision in any of the following component parts of this Contract conflicts with any provision in any other of the following component parts, the provision in the component part which follows it numerically except as may be otherwise specifically stated applies. Said component parts are the following:

1. General Conditions of Contract
2. Bid Documents and Specifications
3. Schedule of Prices
4. The Contract

This Contract is intended to conform in all respects to applicable statutes of the State in which the work is to be constructed, and if any part or provision of this Contract conflicts therewith, the said statute shall govern.

ARTICLE V – CONTRACT TIME

Contractor shall and agrees to furnish and deliver to the Village fifteen (15) calendar days after date of award of this contract the Faithful Performance and Payment Bond and the Insurance Certificates and Policies of Insurance required of him by the provisions of Paragraph 2 of the General Conditions of the Contract, and to do, prior to starting work, all other things which are required of them by the Contract Documents as a prerequisite of starting work.

ARTICLE VIII

The Village agrees with said Contractor to employ, and does hereby employ, the said Contractor to provide the materials and do all the work, and do all other things hereinabove mentioned, according to the terms and conditions hereinabove contained or referred to, for the prices aforementioned, and hereby contracts to pay the same at the time, in the manner and upon the conditions set forth or referred to in the Plans and Specifications and Contract Documents; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.

ARTICLE XI – MISCELLANEOUS PROVISIONS

A. Contractor shall comply with all applicable laws, regulations and rules promulgated by any federal, state, local, or other governmental authority or regulatory body pertaining to all aspects of the Work, now in effect, or which may become in effect during the performance of the Work. The scope of the laws, regulations, and rules referred to in this paragraph includes, but is in no way limited to, the Illinois Human Rights Act, Illinois Equal Pay Act of 2003, Occupational Safety & Health Act along with the standards and regulations promulgated pursuant thereto (including but not limited to those safety requirements involving work on elevated platforms), all forms of traffic regulations, public utility, Interstate and Intrastate Commerce Commission regulations, Workers' Compensation Laws, Public Construction Bond Act, Prevailing Wage Laws, Public Works Preference Act, Employment of Illinois Workers on Public Works Act, USA Security Act, federal Social Security Act (and any of its titles), and any other law, rule or regulation of the Illinois Department of Labor, Department of Transportation, Illinois Environmental Protection Act, Illinois Department of Natural Resources, Illinois Department of Human Rights, Human Rights Commission, EEOC, and the Village of Buffalo Grove.

B. Contractor shall comply with the provisions of the Illinois Public Works Employment Discrimination Act and the Illinois Human Rights Act/Equal Opportunity Clause which, pursuant to Illinois law, are deemed to be part of this Contract. The relevant provisions will be fully incorporated into the Contract by reference and set forth in full.

C. Contractor agrees to furnish all documentation related to this Agreement and any documentation related to the Village required under an Illinois Freedom of Information Act (ILCS 140/1 et. seq.) ("FOIA") request within five (5) calendar days after Village issues notice of such request to Contractor. Contractor agrees to defend, indemnify and hold harmless the Village, and agrees to pay all reasonable costs connected therewith (including, but not limited to reasonable attorney's and witness fees, filing fees and any other expenses) for the Village to defend any and all causes, actions, causes of action, disputes, prosecutions, or conflicts arising from Contractor's, actual or alleged violation of the FOIA or Contractor's failure to furnish all documentation related to a request within five (5) calendar days after Village issues notice of a request.

Furthermore, should Contractor request that Village utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, Contractor agrees to pay all costs connected therewith (such as reasonable attorneys' and witness fees, filing fees and any other expenses) to defend the denial of the request. The defense shall include, but not be limited to, challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction. Contractor agrees to defend, indemnify and hold harmless the Village, and agrees to pay all costs connected therewith (such as reasonable attorneys' and witness fees, filing fees and any other expenses) to defend any denial of a FOIA request by Contractor's request to utilize a lawful exemption to the Village.

VILLAGE OF BUFFALO GROVE CONTRACT

CUSTODIAL SERVICES 2017

PERFECT CLEANING SERVICE

CONTRACTOR

Barbara Wagner

BY

Quality Control Manager

TITLE

ATTEST:

Jesús Gonzalez

BY

office manager

TITLE

THE VILLAGE OF BUFFALO GROVE

[Signature]

VILLAGE MANAGER



Accounts Payable Department
Phone 847-459-2510
Fax 847-777-6045

QUALIFIED VENDOR REGISTRATION

Please email, fax or mail completed & signed form along with IRS form W-9 to:

Email: APFinance@vbg.org Fax: 847-777-6045 or Mail: Village of Buffalo Grove 50 Raupp Blvd. Buffalo Grove, IL. 60089

Legal Organization Name: _____

Doing Business as: _____

Primary Organization Address: _____

City, State ZIP: _____

Sales Contact Name: _____

Sales Contact Phone: _____

Sales Contact Email : _____

Complete this section for new Vendors or account changes

Select one: New Vendor Account Change

FEIN or SSN: _____

Primary business function: _____

Date business was established: _____

Change in ownership in the last 2 years : _____ Y/N

Professional registrations: _____

All payments will be made per the Prompt Payment Act (50 ILCS 505/1 et seq).

By submitting this application, you authorize the Village of Buffalo Grove to make inquiries into the client/trade references that you have supplied.

The undersigned supplier hereby represents and warrants to the Village of Buffalo Grove as a term and condition of acceptance of future (bid or purchase order) that none of the following Village Officials is either an officer or director of supplier or owns five percent (5%) or more of the Supplier: the Village President, the members of the Village Board of Trustees, the Village Clerk, the Village Treasurer, the members of the Zoning Board of Appeals and the Plan Commission, the Village Manager and his Assistant or Assistants, or the heads of the various departments within the Village

Signature: _____ Date: _____

Name (printed): _____ Title: _____



Accounts Payable Department
Phone 847-459-2510
Fax 847-777-6045

AUTHORIZATION FOR ACH DEPOSIT OF VENDOR PAYMENT

Please email, fax or mail completed & signed form along with a voided check or voided deposit slip (savings account) to:

Email: APFinance@vbg.org Fax: 847-777-6045 or Mail: Village of Buffalo Grove 50 Raupp Blvd. Buffalo Grove, IL. 60089

Check Box if same as page 1

Payment Address: _____

A/R Contact Name: _____

Contact Email (for ACH notification): _____

Complete this section for new enrollments or for financial institution or account changes

Select one: New Enrollment Financial institution of Account Change

Bank Name: _____

Branch (if applicable): _____

City, State Zip: _____

Transit/Routing Number: _____

Bank Account Number: _____

Account Type (check one): Checking Account Savings Account

I certify that the information above is true and correct, and that I, as a representative for the above named company, hereby authorize the Village of Buffalo Grove Accounts Payable to electronically deposit payments to the designated bank account. This authority remains in full force until The Village of Buffalo Grove Accounts Payable receives written notification requesting a change or cancellation.

Signature: _____ Date: _____

Name (printed): _____ Title: _____

For Village of Buffalo Grove use only

Vendor Number: _____

Date Received: _____



Illinois Department of Revenue

Office of Local Government Services
Sales Tax Exemption Section, 3-520
101 W. Jefferson Street
Springfield, IL 62702
217 782-8881

January 2, 2015

VILLAGE OF BUFFALO GROVE
SCOTT ANDERSON FINANCE DIR
50 RAUPP BLVD
BUFFALO GROVE IL 60089

Effective January 1, 2015, we have renewed your governmental exemption from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax, as required by Illinois law.

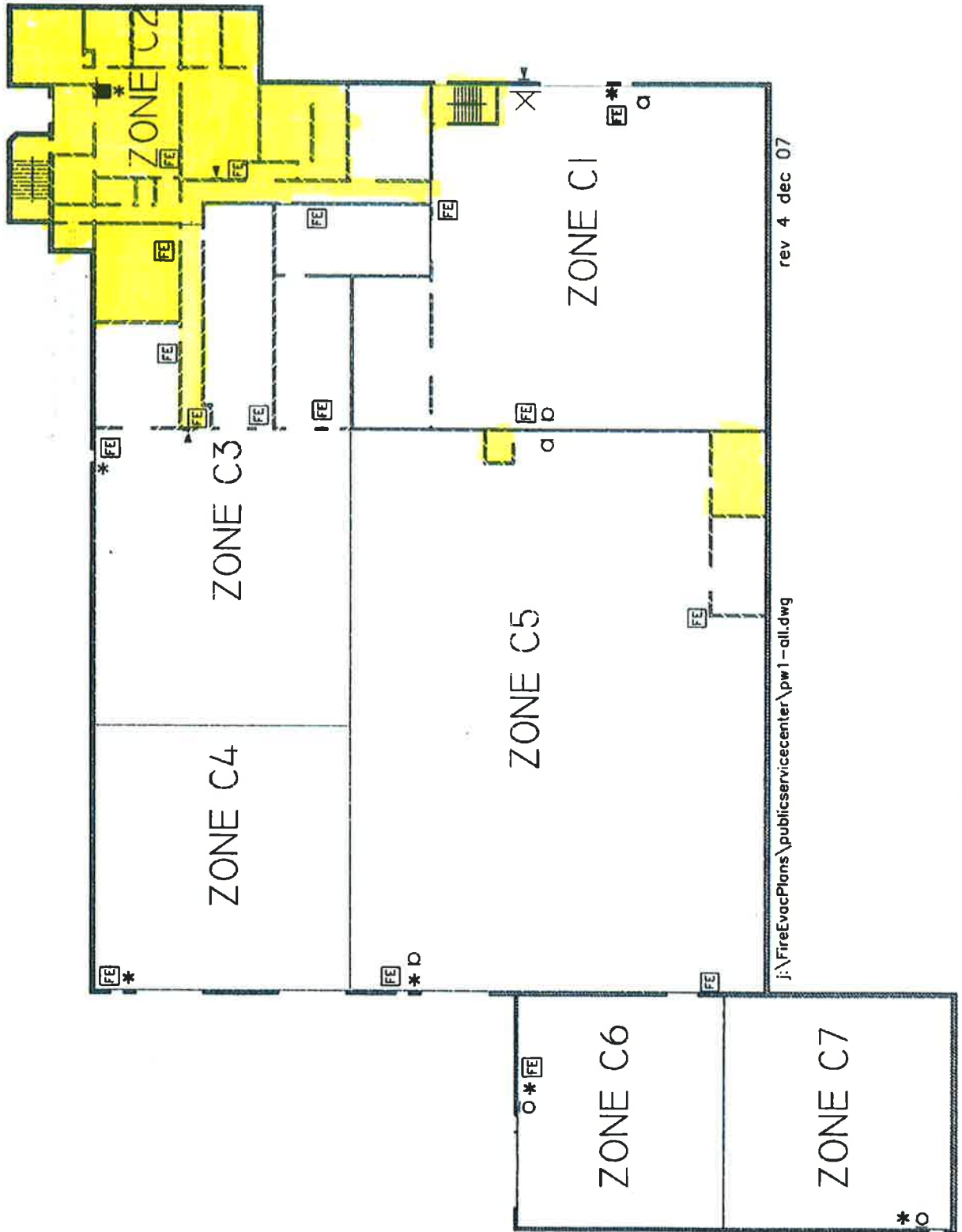
We have issued the following new tax exemption identification number:

E9998-1165-07
to
VILLAGE OF BUFFALO GROVE
of
BUFFALO GROVE, IL

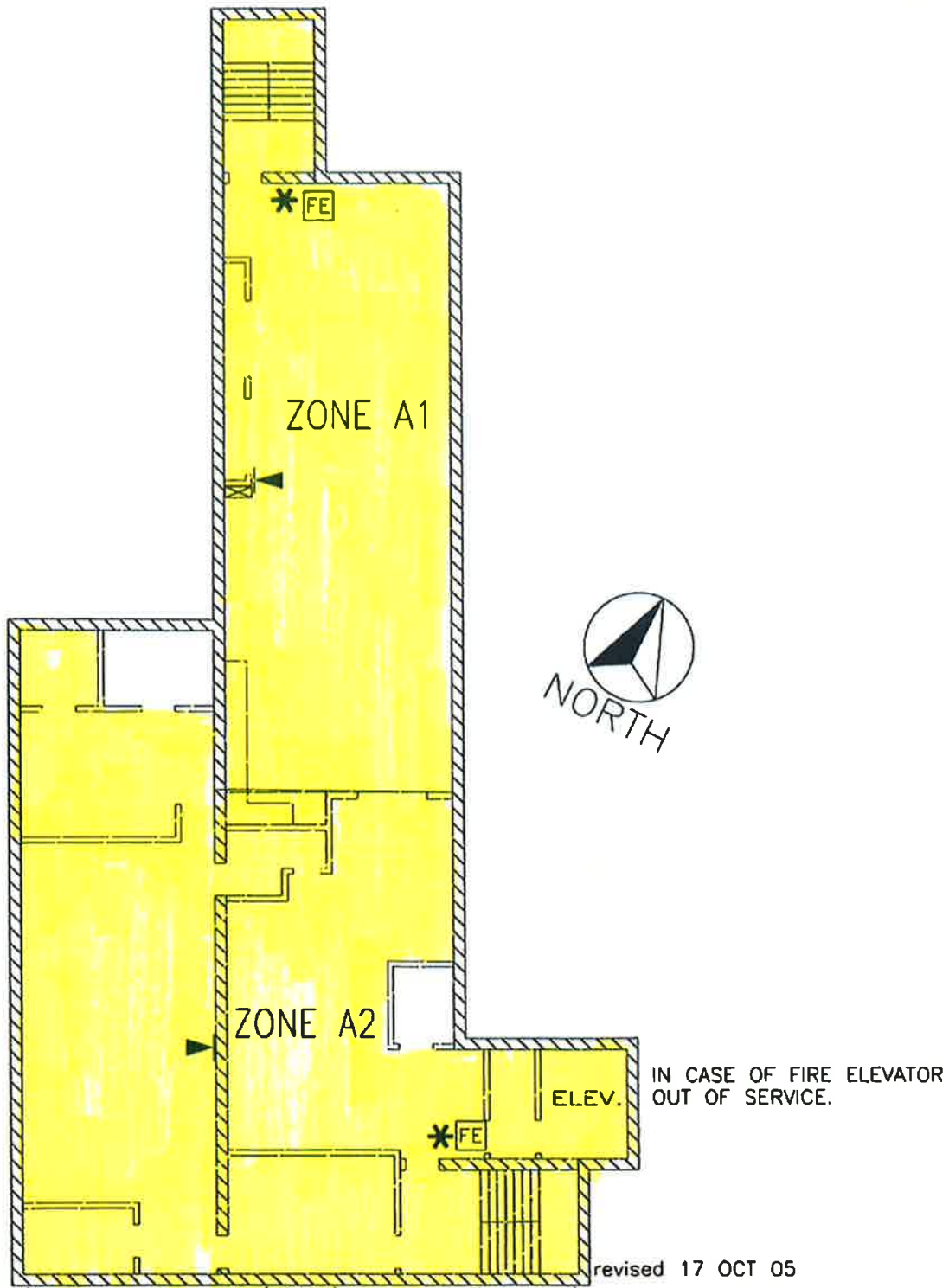
The terms and conditions governing use of your exemption number remain unchanged.

Office of Local Government Services
Illinois Department of Revenue

PUBLIC SERVICE CENTER FLOOR PLAN-FIRST FLOOR



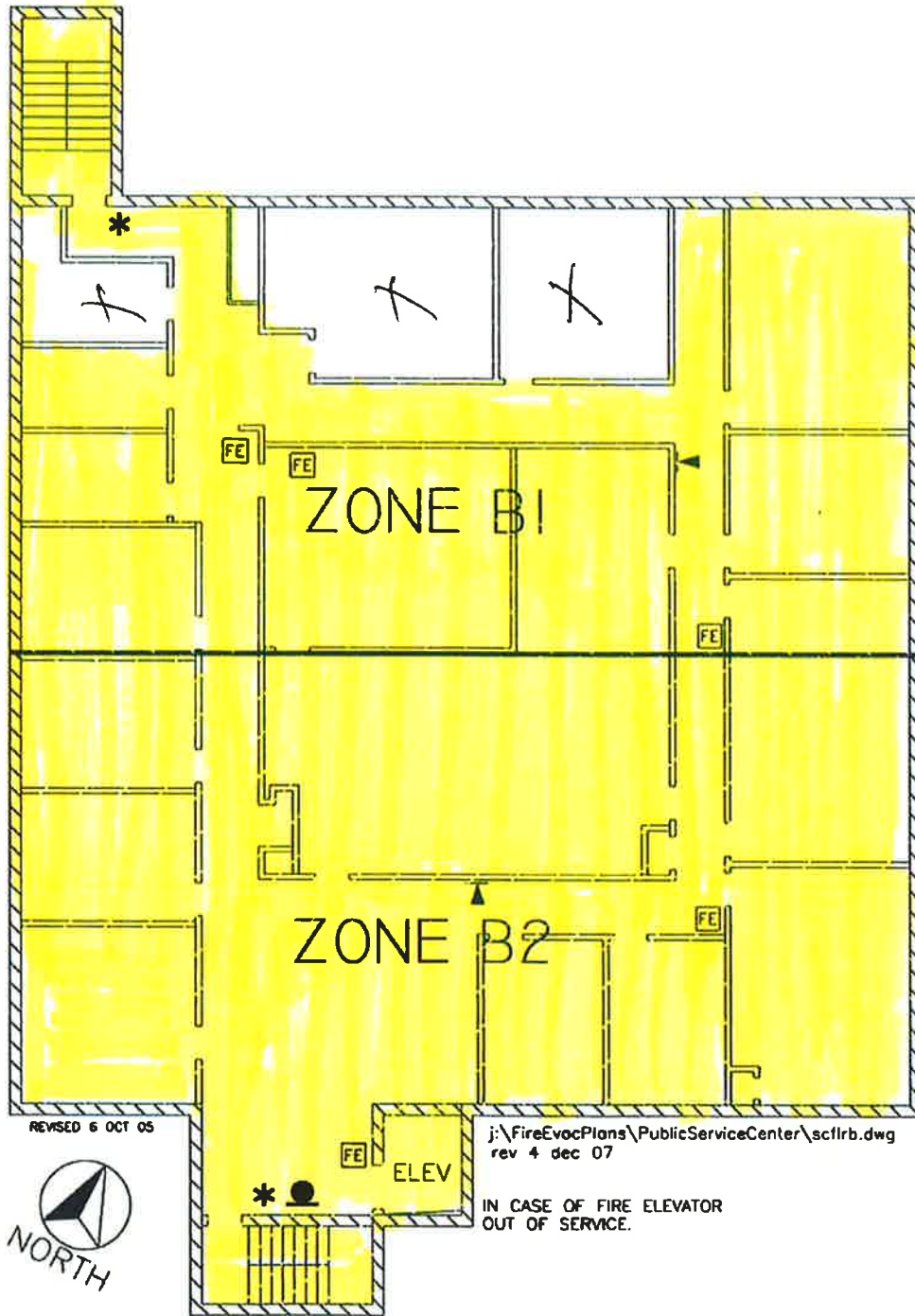
PUBLIC SERVICE CENTER BASEMENT FLOOR PLAN



revised 17 OCT 05

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public service center\bsmta.dwg

PUBLIC SERVICE CENTER FLOOR PLAN-SECOND FLOOR



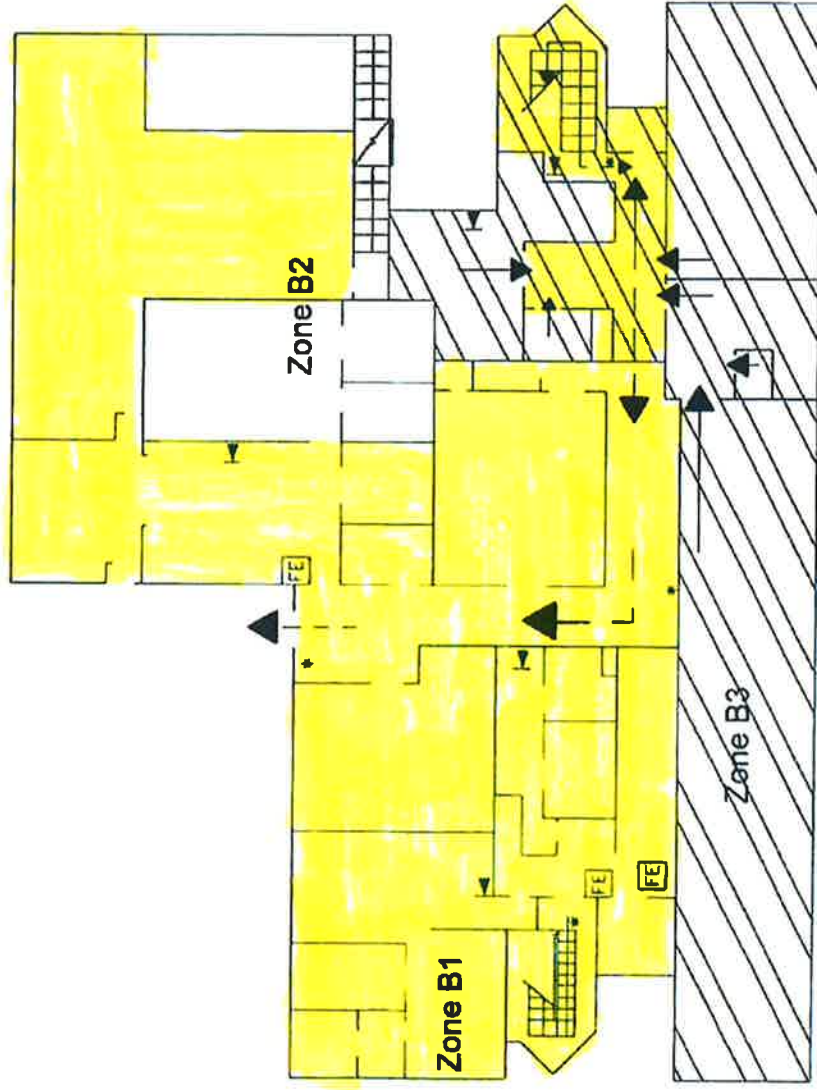
REVISED 6 OCT 05



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rev 4 dec 07

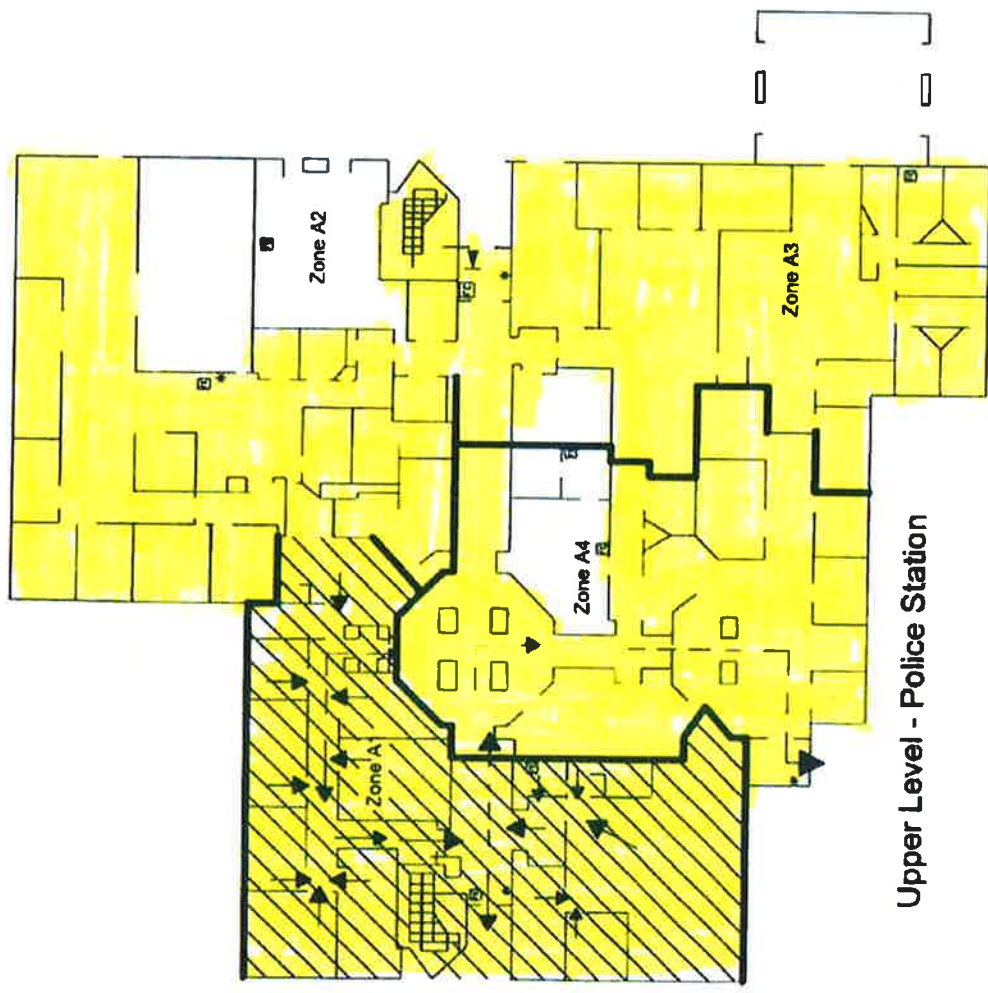
IN CASE OF FIRE ELEVATOR
OUT OF SERVICE.

POLICE STATION FLOOR PLAN - LOWER LEVEL



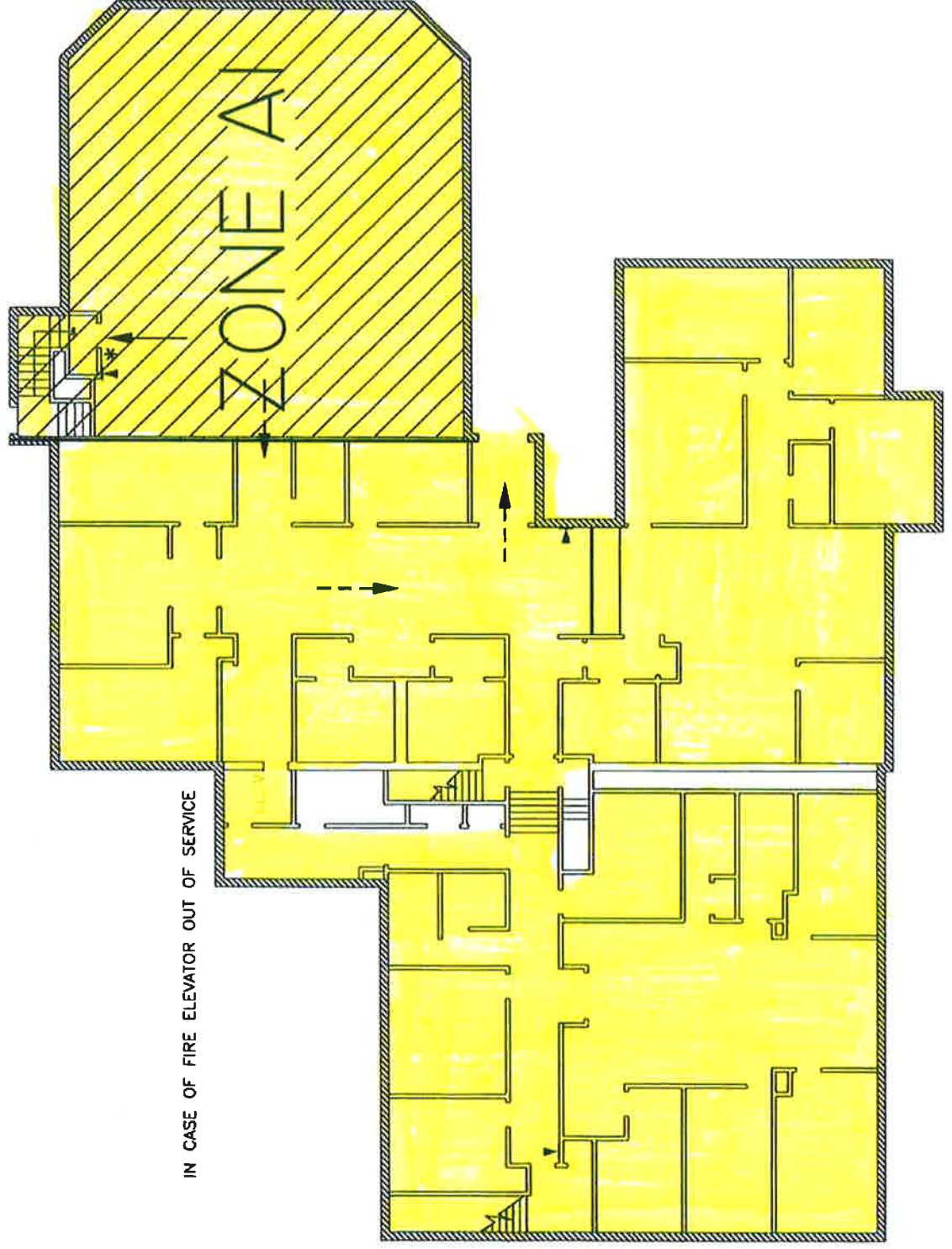
Lower Level - Police Station

POLICE STATION FLOOR PLAN-UPPER LEVEL

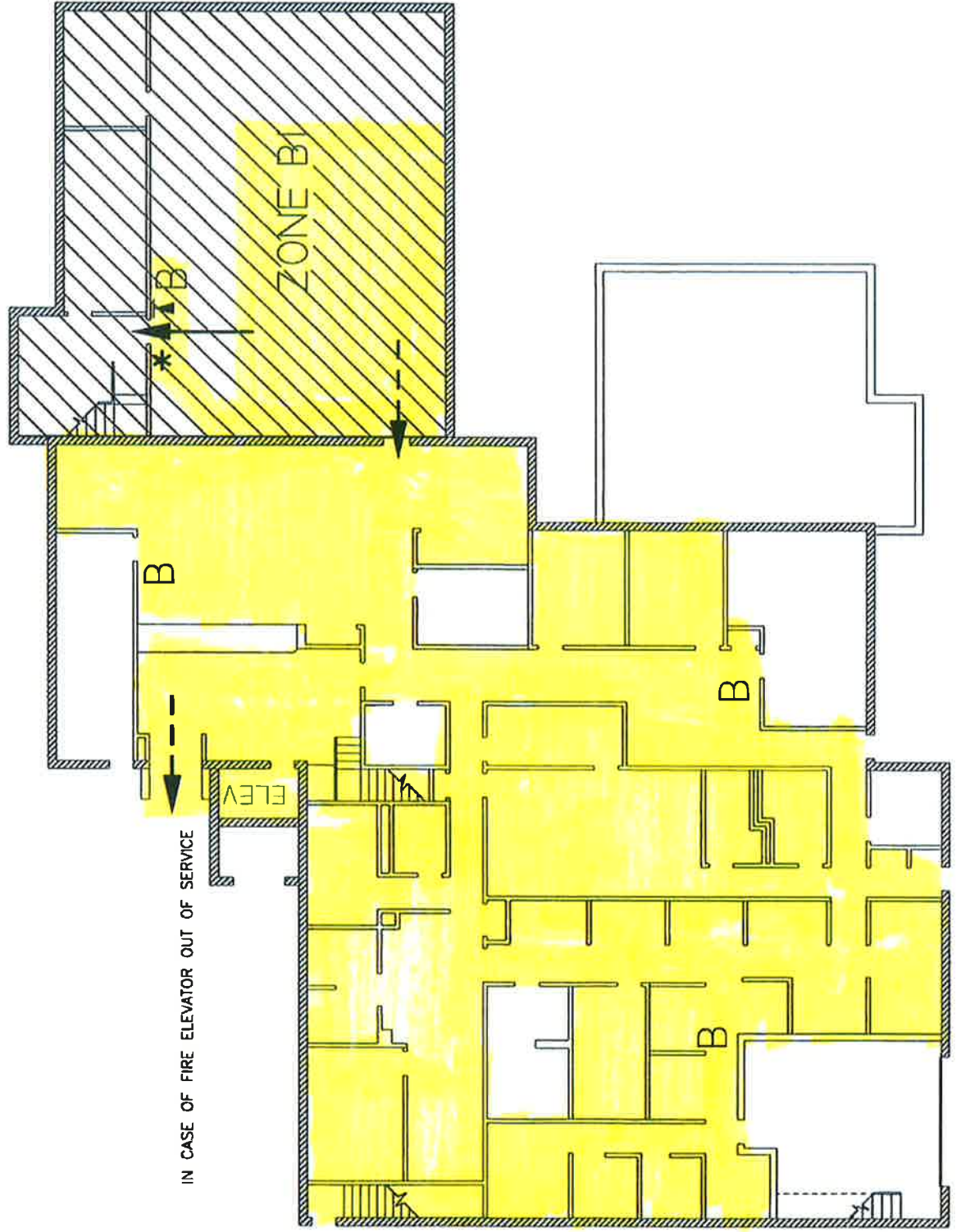


Upper Level - Police Station

VILLAGE HALL UPPER LEVEL FLOOR PLAN



VILLAGE HALL LOWER LEVEL FLOOR PLAN



IN CASE OF FIRE ELEVATOR OUT OF SERVICE

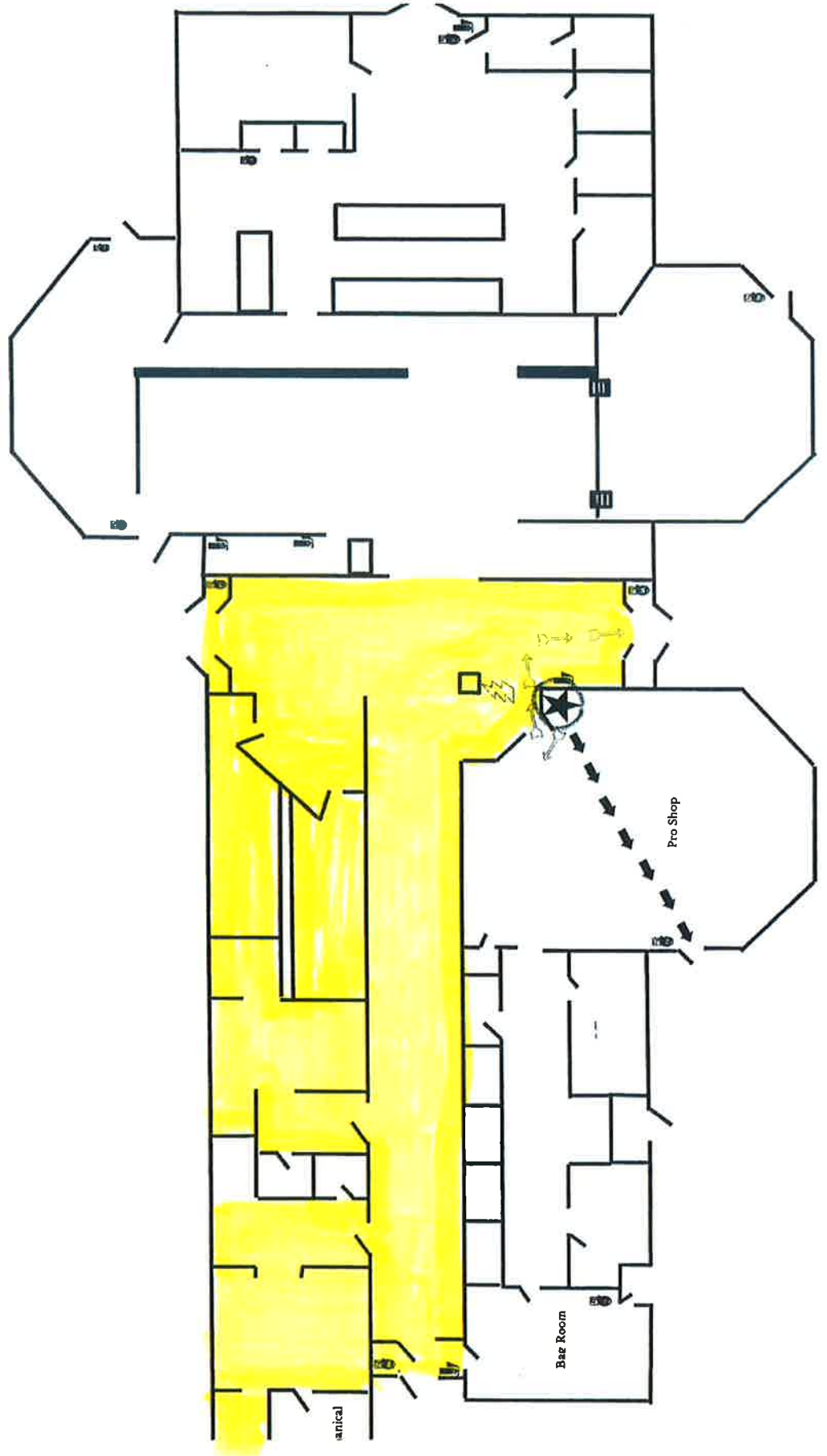
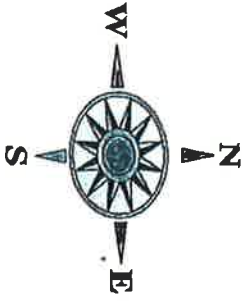
ELEV

ZONE B1

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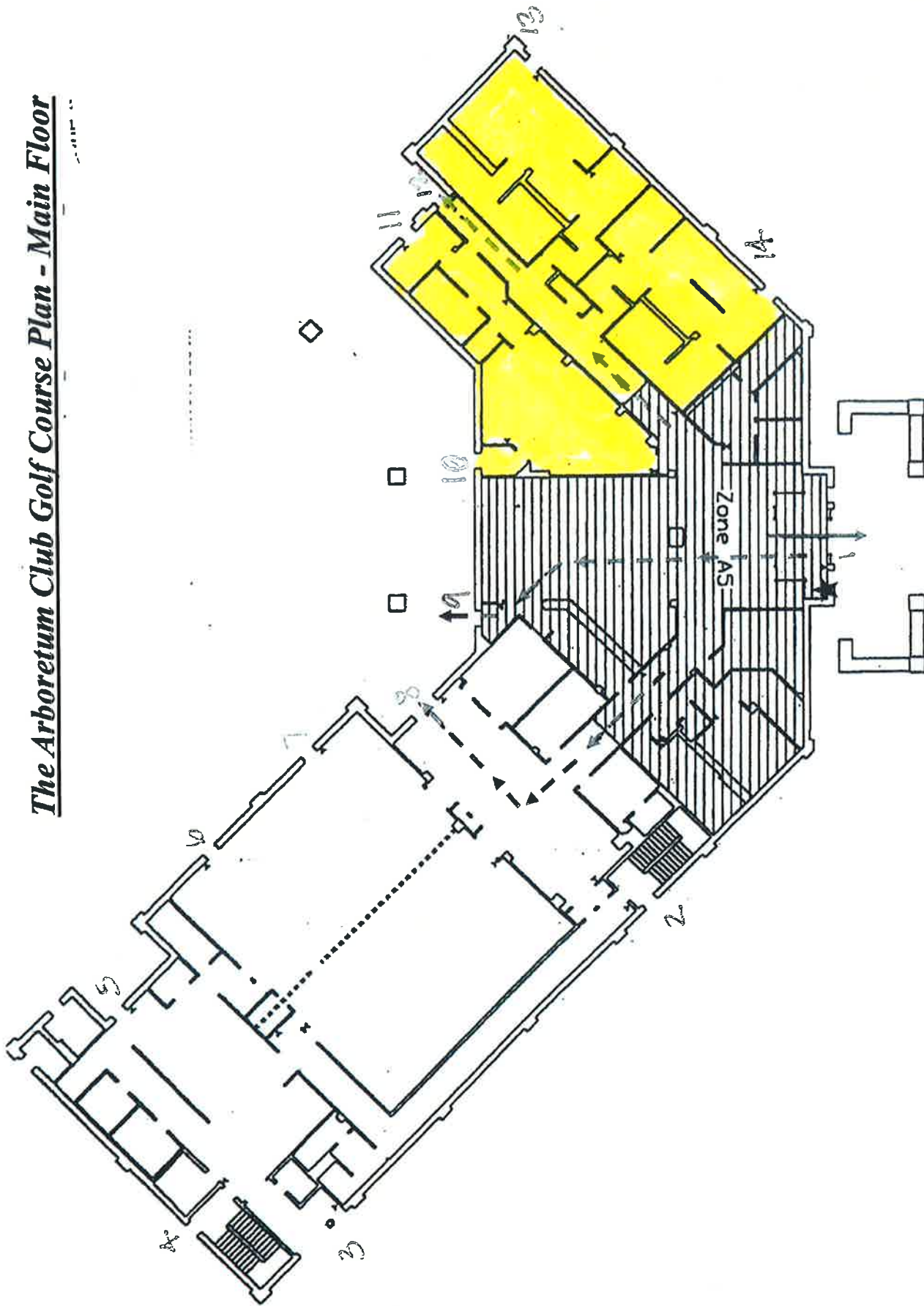
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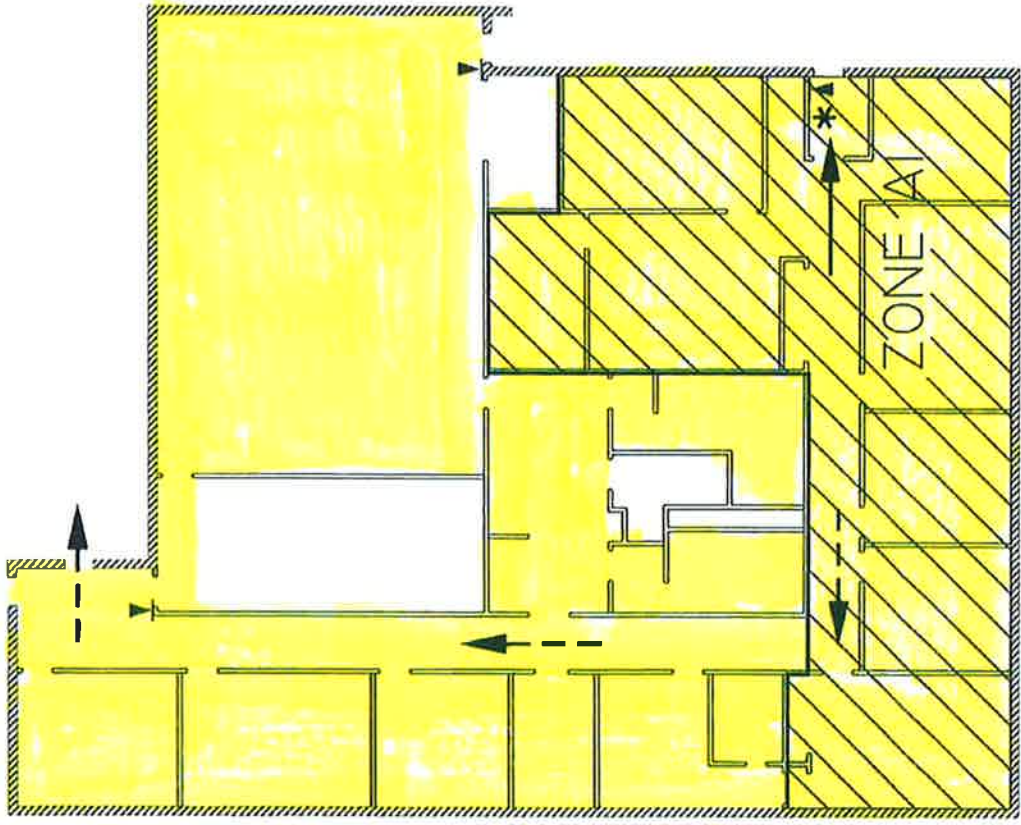


Buffalo Grove Golf Club Floor Plan

The Arboretum Club Golf Course Plan - Main Floor



FIRE STA. 26 ADMINISTRATION BLDG. FLOOR PLAN



Appendix C. Daily Tasks	FACILITY									
	Wings Hall	Youth Center	Public Service Center	Police Department	The Administration	Metro Commuter Station	Pace Bus Driver Facility	Warning Shelters at Metro	Arlington Golf Club	Big Golf Club
General Housekeeping										
Collect all waste and recyclable materials from interior containers and place in designated outdoor containers. Insert liners.	X	X	X	X	X	X	X	X	X	X
Remove fingerprints from doors, moldings and from around light switch plates.	X	X	X	X	X	X	X	X	X	X
Dust exposed areas of tables, counter tops, file cabinets, bookcases, shelves and desks/receivances. Papers on these surfaces will not be disturbed.	X	X	X	X	X	X	X	X	X	X
Spot clean unobstructed working areas surfaces of tables, file cabinets, shelves, etc.	X	X	X	X	X	X	X	X	X	X
Clean, scour and sanitize drinking fountains.	X	X	X	X	X	X	X	X	X	X
Spot clean all entrance (interior and exterior) door glass, both sides.	X	X	X	X	X	X	X	X	X	X
Spot clean interior door and partition glass, both sides.	X	X	X	X	X	X	X	X	X	X
Inspect and replenish towel, tissue, soap dispensers as needed.	X	X	X	X	X	X	X	X	X	X
Remove spider webs in areas near the floor, windows and ceiling/wall edge.	X	X	X	X	X	X	X	X	X	X
Spot clean and polish wall areas of elevators.	X	X	X	X	X	X	X	X	X	X
Clean and polish elevator doors, molding and control panel areas.	X	X	X	X	X	X	X	X	X	X
Rest Rooms, Kitchen/Lunchrooms										
Clean, sanitize and polish all metal and vitreous surfaces, including toilet bowls, urinals, hand basins, sinks, microwaves, stove tops and cooking appliances.	X	X	X	X	X	X	X	X	X	X
Clean all chrome fittings.	X	X	X	X	X	X	X	X	X	X
Clean and sanitize toilet seats (both sides), baby changing stations, and all counter areas.	X	X	X	X	X	X	X	X	X	X
Clean mirrors.	X	X	X	X	X	X	X	X	X	X
Empty all waste receptacles and insert liners. Sanitize interior.	X	X	X	X	X	X	X	X	X	X
Damp clean exterior of waste containers.	X	X	X	X	X	X	X	X	X	X
Clean and sanitize table tops.	X	X	X	X	X	X	X	X	X	X
Dust tops and spot clean fronts of vending machines and refrigerators.	X	X	X	X	X	X	X	X	X	X
Lunchroom chairs - remove crumbs, dips, etc.	X	X	X	X	X	X	X	X	X	X
Spot clean partitions and remove wiring where possible.	X	X	X	X	X	X	X	X	X	X
Dust window sills.	X	X	X	X	X	X	X	X	X	X
Clean urinal screens, replace/refill urinal and toilet deodorizers as needed.	X	X	X	X	X	X	X	X	X	X
Spot clean all walls.	X	X	X	X	X	X	X	X	X	X
Clean and refill all dispensers to include, but not limited to, paper towels, napkins, toilet tissue, soap, toilet seat covers, facial tissue, etc.	X	X	X	X	X	X	X	X	X	X
Showers (men's and women's) - spot clean chrome fittings and floor with disinfectant.	X	X	X	X	X	X	X	X	X	X
Floor Care - Resilient and Hard										
Remove dust and dirt prior to damp mopping including stairways and elevators.	X	X	X	X	X	X	X	X	X	X
Damp mop all floors (including stairways, elevators and under mats).	X	X	X	X	X	X	X	X	X	X
Clean floor mats with a vacuum.	X	X	X	X	X	X	X	X	X	X
Floor Care - Carpets										
Spot clean (including any gum, candy or stained areas) with cleaner as needed.	X	X	X	X	X	X	X	X	X	X
Vacuum all unobstructed carpeted areas.	X	X	X	X	X	X	X	X	X	X
Other										
Damp clean and sanitize exercise equipment, equipment framework and seats, spot clean surfaces.										
Collect waste from exterior containers and place in designated outdoor containers. Insert liners.										
Pickup litter around building entrances	X	X	X	X	X	X	X	X	X	X

NOTES

- Police Facilities are to be cleaned every day of the year including Weekends and Holidays
- The Arlington Golf Club is to be cleaned every day of the year including Weekends and Holidays
- The Buffalo Grove Golf Club is to be cleaned every day of the year including Weekends and Holidays

Appendix C. Weekly Tasks

	FACILITY										
	Village Hall	Youth Center	Public Service Center	Police Department	Fire Administration	Metra Commuter Station	Pace Bus Driver Facility	Warning Shelters at Metra	Arboretum Golf Club	BG Golf Club	
General Housekeeping											
Clean and sanitize telephones.	X	X	X	X	X	X	X	X	X	X	X
Dust all horizontal surfaces including sills, ledges, moldings, air vents and radiators (including washrooms and lunchrooms), up to light switch plate height.	X	X	X	X	X	X	X	X	X	X	X
Clean all entrances (exterior and interior) door glass and damp wipe frames, hardware and kickplates.	X	X	X	X	X	X	X	X	X	X	X
Remove fingerprints from doors, moldings and from around light switch plates (including washrooms and lunchrooms).	X	X	X	X	X	X	X	X	X	X	X
Damp wipe complete railings of all stairways.	X	X	X	X	X	X	X	X	X	X	X
Dust window sills and treatments including vertical blinds	X	X	X	X	X	X	X	X	X	X	X
Spot clean chairs.	X	X	X	X	X	X	X	X	X	X	X
Compound sweep all storage areas and mechanical rooms	X	X	X	X	X	X	X	X	X	X	X
Vacuum elevator thresholds.	X	X	X	X	X	X	X	X	X	X	X
Add water to fill traps in floor drains	X	X	X	X	X	X	X	X	X	X	X
Rest Rooms											
Damp clean partitions and doors and remove writing where possible.	X	X	X	X	X	X	X	X	X	X	X
Showers (men's and women's)-completely clean and scrub walls, floors and chrome fittings with scum remover and Village approved disinfectant.		X	X	X							
Floor Care - Resilient and Hard											
Spray polish all tile floors		X	X	X	X	X	X	X	X	X	X
Floor Care - Carpets											
Vacuum all obstructed areas (areas that normally could not be reached) and clean edges using a crevice tool.	X	X	X	X	X	X	X	X	X	X	X
Other											
Empty and clean exterior smoker stations	X		X	X		X		X		X	X

Appendix C. Biannual Tasks

General Housekeeping	FACILITY											
	Village Hall	Youth Center	Public Service Center	Police Department	Fire Administration	Metra Commuter Station	Pace Bus Driver Facility	Warning Shelters at Metra	Arboretum Golf Club	BG Golf Club		
Damp wipe all picture frames and clean frame glass.	X	X	X	X	X	X	X	X	X	X	X	X
Clean and polish baseboards	X	X	X	X	X	X	X	X	X	X	X	X
Clean / wash all walls	X	X	X	X	X	X	X	X	X	X	X	X
Shampoo all fabric furniture	X	X	X	X	X	X	X	X	X	X	X	X
Rest Rooms, Kitchen/Lunchrooms												
Steam / deep clean shower stalls		X	X	X	X	X	X	X	X	X	X	X
Floor Care - Resilient and Hard												
Thoroughly strip tile floors, pickup solution w/wet vac, and refinish w/Village approved sealant.	X	X	X	X	X	X	X	X	X	X	X	X
Floor Care - Carpets												
Machine Shampoo all carpet areas	X	X	X	X	X	X	X	X	X	X	X	X
Other												
Complete cleaning of all exterior glass on inside and outside surfaces (doors, windows, glass walls) by approved professional methods.	X	X	X	X	X	X	X	X	X	X	X	X
Clean ceiling fixtures (including registers, grills, etc but do not touch or disturb fire sprinkler heads)	X	X	X	X	X	X	X	X	X	X	X	X
Clean ceiling around registers, grills, etc but do not touch or disturb fire sprinkler heads	X	X	X	X	X	X	X	X	X	X	X	X
Clean all light fixtures	X	X	X	X	X	X	X	X	X	X	X	X
Wash all skylights, exterior and interior			X								X	X

NOTES:

Biannual cleanings (twice a calendar year) are to be scheduled with Public Works staff.

Appendix C. Buffalo Grove Days Event

	General Event Areas	Food, Beverage and Dining Area	Portable Restrooms	Music Stage Areas
Friday September 1, 2017 6:00 pm to 12:30 am				
Pick up all trash and replace liners as needed	X	X	X	X
Empty all Recycling bins and replace liners.	X	X	X	X
Restock & Clean Restroom Trailers as needed		X	X	
Wipe and Clean all tables		X		
Organize all chairs		X		
Pick up all debris on parking lots and grass areas	X	X		X
Saturday September 2, 2017 11:00 am to 12:30am				
Pick up all trash and replace liners as needed	X	X	X	X
Empty all Recycling bins and replace liners.	X	X	X	X
Restock & Clean Restroom Trailers as needed		X	X	
Wipe and Clean all tables		X		
Organize all chairs		X		
Pick up all debris on parking lots and grass areas	X	X		X
Sunday September 3, 2017 11:00 am to 12:30am				
Pick up all trash and replace liners as needed	X	X	X	X
Empty all Recycling bins and replace liners.	X	X	X	X
Restock & Clean Restroom Trailers as needed		X	X	
Wipe and Clean all tables		X		
Organize all chairs		X		
Pick up all debris on parking lots and grass areas	X	X		X
Monday September 4, 2017 11:00 am to 7:00pm				
Pick up all trash and replace liners as needed	X	X	X	X
Empty all Recycling bins and replace liners.	X	X	X	X
Restock & Clean Restroom Trailers as needed		X	X	
Wipe and Clean all tables		X		
Organize all chairs		X		
Pick up all debris on parking lots and grass areas	X	X		X
Monday September 4, 2017 11:00 am to 7:00pm				
Pick up all trash and replace liners as needed	X	X	X	X
Empty all Recycling bins and replace liners.	X	X	X	X
Restock & Clean Restroom Trailers as needed		X	X	
Wipe and Clean all tables		X		
Organize all chairs		X		
Pick up all debris on parking lots and grass areas	X	X		X

NOTES:

Dates for 2018 are August 31, September 1, 2, and 3
 Dates for 2019 are August 30, 31, September 1 and 2
 Dates for 2020 are September 4, 5, 6, and 7
 Dates for 2021 are September 3, 4, 5, and 6