



Agenda Item Executive Summary

AGENDA ITEM: Janitorial Services Contract BOARD OR COMMITTEE: Board

BUDGET IMPACT			
Amount	\$85,912.56	Budgeted	\$90,000
Fund: Departmental Janitorial Funds		Corresponding Activity Measure: N/A	
EXECUTIVE SUMMARY			
<p>The Village initially awarded a janitorial services contract to Alpha Building Maintenance Services Inc. in April 2023, following a competitive RFP process. However, due to poor service and communication issues, the contract was terminated in December 2024. Multisystem Management Company, the second-lowest bidder, was subsequently approved to fulfill the remaining contract term. Over the past 3.5 months, their performance has been satisfactory, with excellent responsiveness to concerns. Staff recommends renewing the contract for one year at a 2% increase, bringing the total cost to \$85,912.56.</p>			
ATTACHMENTS (PLEASE LIST)			
<p>Staff Memo Resolution Agreement (Exhibit G) Certificate of Insurance Exhibits A,C,D,E,F</p>			
RELATIONSHIP TO STRATEGIC PLAN GOAL			
Strategic Plan Goal: N/A			
Short Term (1-3 Years): Routine <input type="checkbox"/> Complex <input type="checkbox"/>			
Long Term (3-5 Years): Routine <input type="checkbox"/> Complex <input type="checkbox"/>			
ACTION REQUESTED			
<input type="checkbox"/> For Discussion Only <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Motion			
MOTION: I Move to Approve Resolution 2025-_____ A Resolution Approving of the Janitorial Services Agreement Between the Village of Bartlett and Multisystem Management Company			
Staff:	<u>Samuel Hughes</u> <u>Assistant to the Village Administrator</u>	Date:	<u>04/07/2025</u>

Memorandum

To: Paula Schumacher, Village Administrator
From: Samuel Hughes, Assistant to the Village Administrator
Date: 4/7/2025
Re: Janitorial Services Contract

Background

In February 2023, the village went out to RFP for a new janitorial company. Alpha was the lowest bid received out of 8 total proposals at \$62,772 per year. The Village approved a contract for janitorial services with Alpha Building Maintenance Services Inc. in April 2023. The agreement was set to extend from May 1, 2023 until April 30, 2025 and included cleaning services for the village hall, police department, golf course, public works administration building and the Metra station. Due to poor cleaning services and a lack of communication, the village terminated the contract with Alpha on December 17, 2024.

Request

The second lowest option from the 2023 RFP was Multisystem Management Company which bid \$84,228 per year. The Village Board approved a contract with Multisystem on December 3, 2024 to take over the rest of the contract term ending on April 30, 2025. Over the past 3.5 months, staff feels the janitorial services have been satisfactory and responsiveness on fixing concerns has been excellent. This one-year renewal would be a 2% increase from the current contract which is an increase of \$1,684.56 for a total of \$85,912.56 for the year.

Motion

I Move to Approve Resolution 2025-_____ A Resolution Approving of the Janitorial Services Agreement Between the Village of Bartlett and Multisystem Management Company

RESOLUTION 2025- ____-R

**A RESOLUTION APPROVING OF THE JANITORIAL SERVICES AGREEMENT
BETWEEN THE VILLAGE OF BARTLETT AND MULTISYSTEM MANAGEMENT
COMPANY**

BE IT RESOLVED by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

SECTION ONE: The Janitorial Services Agreement dated as of May 1, 2025 and ending on April 30, 2026, between the Village of Bartlett and Multisystem Management Company (the Agreement), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: That the Village President and the Village Clerk are hereby authorized and directed to sign and attest, respectively, the Agreement on behalf of the Village of Bartlett.

SECTION THREE: SEVERABILITY. The various provisions of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

Kevin Wallace, Village President

ATTEST:

Lorna Giles, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2025 - _____ enacted on April 15, 2025, and approved on April 15, 2025, as the same appears from the official records of the Village of Bartlett.

Lorna Giles, Village Clerk

Exhibit G
JANITORIAL SERVICES AGREEMENT

This Janitorial Services Agreement (the "Agreement") is entered this ____ day of _____, 2025, between the Village of Bartlett, an Illinois home rule municipality (the "Village") and Multisystem Management Company (the "Contractor") (collectively, the "Parties").

IN CONSIDERATION of the covenants and conditions herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties hereby agree as follows:

1. Cleaning Services. Contractor shall perform janitorial services and provide all cleaning supplies, equipment and materials required therefore (collectively, "Cleaning Supplies") at the Village Hall and Police Department located at 228 S. Main Street, Bartlett, Illinois, 60103, the Public Works Administration Building located at 1150 Bittersweet Dr., Bartlett, Illinois 60103, the Bartlett Hills Golf Course Clubhouse and Midway located at 800 W. Oneida, Bartlett, Illinois, 60103, and the Bartlett Train Station located at 120 E. Railroad Avenue, Bartlett, Illinois, 60103 (collectively, the "Property Sites"), in strict compliance with the Village of Bartlett-Janitorial Services Request for Proposal dated February 8, 2023, including Proposal Exhibits A, C, D, E, F and G attached thereto (the "RFP"), and are attached hereto together with the Contractor's Proposal, each of which are expressly incorporated herein (the "Contract Documents"), which the Contractor shall perform in strict compliance with the terms and conditions herein (the "Cleaning Services"). Cleaning Services shall be performed on the days and at the times specified in the RFP in strict compliance with the Schedule of Cleaning set forth in the RFP.

2. Terms. The Term of this Agreement shall commence on May 1, 2025, and expire on April 30, 2026, unless sooner terminated as provided herein. Upon mutual written agreement between the Village and the Contractor, the term of this Agreement can be extended one (1) additional year.

3. Contract Sum. The Contract Sum for the Cleaning Services is \$85,912.56, \$7,159.38 monthly, and includes all costs of Contractor performing the Cleaning Services in strict compliance with the terms and conditions herein, including but not limited to providing all Cleaning Supplies. Payments shall be made in accordance with paragraph 4 and 20B below.

4. Payment Procedures. The Village shall pay Contractor the monthly Contract Sum following the Village's determination that all Cleaning Services have been performed in strict compliance with the requirements herein, by the third Tuesday following the month in which the Cleaning Services have been completed. The Village reserves the right to discount the monthly invoice for work not performed or performed in an unsatisfactory manner. The discount is not to be considered a penalty but rather will be in direct proportion of the time and materials necessary for the Village staff to

perform those services as described in the contract at a satisfactory level. A discount will be demanded after written notice is given to the Contractor using electronic mail (email) outlining a specific complaint(s) and/or how the terms of the contract are not being fulfilled. On the first occurrence of a specific complaint or default, the Contractor will have five (5) working days to evaluate the performance or source of the complaint and implement corrective measures and cure the default. If, after the five-day period, an improvement to the service or contract default is not evident by the Village, then the discount will be levied to the monthly invoice. On the second occurrence of the same or similar incident, complaint or default, only three (3) days will be given to the Contractor to implement corrective measures and to cure the default before the discount is applied. The third and subsequent occurrence of the same incident or breach will result in an automatic discount to the monthly invoice and will be considered a breach of contract. The Village may also deduct from any payment required hereunder, the cost of any Repair Work not completed in a timely manner by Contractor, in accordance with paragraph 14 herein. In the event Cleaning Services are performed for a portion of a month, the Cleaning Services Fees shall be prorated based on the number of days said Cleaning Services were performed and based on the itemized billing schedule set forth on Exhibit B, subject to any deductions set forth in this paragraph 4.

5. Non-Discrimination.

A. Contractor shall not discriminate against any worker, employee or applicant for employment because of religion, race, sex, color, national origin, marital status, ancestry, age, physical or mental disability unrelated to ability, or an unfavorable discharge from the military service, nor otherwise commit an unfair employment practice. Contractor further agrees that this article will be incorporated by the Contractor in all contracts entered into with suppliers of materials or services, and all labor organizations and/or subcontractors furnishing skilled, unskilled and/or craft skilled labor and/or who may otherwise perform any such labor or services in connection with this Contract.

B. The Contractor shall comply with all applicable federal, state and local sexual harassment laws.

6. Compliance with Law. All goods and equipment, and all labor furnished by Contractor and subcontractors shall comply with all applicable federal, state, county, municipal, or other governmental unit or regulatory body laws now in effect or which may be in effect during the term of this Agreement and any extension thereof, including, but not limited to, laws, regulations, rules and ordinances promulgated by any safety related regulations as required by the Federal Occupational Safety and Health Act (OSHA), workers compensation laws, the Social Security Act, the Illinois Department of Human Rights, the Human Rights Commission, and the EEOC statutory provisions, rules and regulations (collectively, the "Laws"). To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the Village, its officials, officers, employees, and agents from loss or damage, including, but not limited to, attorney's fees, and other costs of defense by reason of actual or alleged violations of

any Laws. This obligation shall survive the expiration and/or termination of this Agreement.

7. Indemnity. To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the Village, and its officials, officers, employees, and agents, against all injuries, deaths, damage to property, loss, damages, claims, patent claims, suits, liens, lien rights, liabilities, judgments, costs and expenses, which may in any way arise directly or indirectly from (i) the Cleaning Services and/or any Repair Work provided hereunder; (ii) any acts and/or omissions of or on behalf of the Contractor, its employees, contractors, sub-contractors of any tier, suppliers, and/or agents; and/or (iii) any breach or default under this Agreement by Contractor; except to the extent caused by the negligence of a party indemnified hereunder; in which case Contractor shall at its own expense, appear, defend and pay all charges of attorneys and costs and other expenses arising therefrom or incurred in connection therewith, and if any judgment shall be rendered against the Village in any such action, Contractor agrees that any bond or insurance protection required herein, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village as herein provided. This obligation shall survive the expiration and/or termination of this Agreement.

8. Binding Obligation and Non-Assignability. Contractor shall not assign and/or delegate the whole or any part of this Agreement without the written consent of the Village. The names of any proposed subcontractors must be submitted to the Village for preapproval at least ten (10) days prior to proposed use of any such subcontractor(s) and must be prior approved by the Village to utilize any proposed subcontractor. All subcontractors shall be approved by the Village. Any such unapproved subcontractor assignment and/or delegation shall be null and void.

9. Taxes and Withholding.

A. The Contractor shall be responsible for and pay any and all applicable taxes, including sales and use taxes. The cost of any such taxes is included in the Contract Sum set forth in paragraph 3 above.

B. Contractor acknowledges and agrees that it is solely responsible to pay all applicable federal, state, and local income and withholding tax obligations or contributions imposed by social security, unemployment insurance, and worker's compensation insurance on behalf of Contractor.

10. Investigations by Contractor. Contractor has made such investigations as it deems necessary to perform the Cleaning Services required hereunder, including, but not limited to, Project Sites inspection, and represents and warrants that Contractor can perform the Cleaning Services in strict compliance with the terms and conditions herein. No plea of ignorance of conditions that exist or of conditions or difficulties that may be encountered in the execution of the Cleaning Services under this Agreement as a result of failure to make the necessary investigations will be accepted as an excuse for any

failure or omission on the part of Contractor to fulfill in every detail all of the requirements of this Agreement, or will be accepted as a basis for any claims whatsoever, for extra compensation.

11. Insurance Requirements. Contractor shall procure and maintain for the duration of the Agreement, and any extensions or renewals thereof, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Cleaning Services and/or the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

A. MINIMUM SCOPE AND LIMIT OF INSURANCE. Coverage shall be at least as broad as:

- i. **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 **\$2,000,000** 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 twice the required occurrence limit.
- ii. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
- iii. **Workers' Compensation:** as required by the State of Illinois with Statutory Limits, and Employer's Liability Insurance with limits of no less than **\$1,000,000** per accident for bodily injury or disease.

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

C. **Other Insurance Provisions:** The insurance policies are to contain, or be endorsed to contain, the following provisions:

- i. **Additional Insured Status.** The Village, 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 the 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 the Contractor's insurance (at least as broad as ISO

Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used).

- ii. **Primary Coverage.** For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the Village, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Village, its officers, officials, employees, or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
- iii. **Notice of Cancellation.** Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice to the Village.
- iv. **Waiver of Subrogation.** Contractor hereby grants to Village a waiver of any right to subrogation which any insurer of said Contractor may acquire against the Village 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 the Village has received a waiver of subrogation endorsement from the insurer.
- v. **Self-Insured Retentions.** Self-Insured retentions must be declared to and approved by the Village. The Village may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Village.
- vi. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the Village.
- vii. **Claims Made Policies.** All insurance shall be on an occurrence basis unless pre-approved in writing by the Village Administrator, and such claims-made policy or policies meet the following minimum additional coverage requirements:
 - a. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
 - b. Insurance must be maintained and evidence of insurance must be provided **for at least three (3) years after completion of the contract work.**
 - c. 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, the Contractor must purchase "extended reporting" coverage for a minimum of **three (3) years** after completion of work.

D. **Verification of Coverage.** Contractor shall furnish the Village with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Village before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The Village reserves the right to require complete, certified copies of any required insurance policies, including endorsements required by these specifications, at any time.

F. **Subcontractors.** Provided the Village pre-approves a proposed subcontractor submitted by the Contractor, no subcontractor shall perform any Cleaning Services unless and until each subcontractor employed by Contractor has procured and shall maintain insurance of the type specified above. When requested by the Village, Contractor shall furnish copies of certificates of insurance evidence coverages for each subcontractor. Failure of any such subcontractor to maintain such insurance shall be considered a material breach of this Agreement by Contractor.

12. **Default.** In the event of default hereunder by Contractor, the Village shall be entitled to all remedies available at law and/or equity, including recovery of damages for any additional cost to hire a replacement cleaning contractor to perform the Cleaning Services and recovery of the Village's reasonable attorney's fees.

13. **Notice.** Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed served (a) when delivered by Federal Express or similar overnight courier service to that party's address set forth below during the hours of 9:00 a.m. and 5:00 p.m. local time Monday through Friday, excluding federal holidays; or (b) when mailed to any other person designated by that party in writing herein to receive such notice, via certified mail, return receipt requested, postage prepaid. Notice shall be given to the following:

If to the Contractor:

Multisystem Management Company
6019 N. Milwaukee Ave.
Chicago, IL 60646

If to the Village:

Village of Bartlett
228 South Main Street
Bartlett, Illinois, 60103
Attention: Kevin Wallace, Village President

With a copy to:

Ancel Glink
140 S. Dearborn St. 6th Fl.
Chicago, IL 60603
Attention: Kurt Asprooth

Either party hereto may change the place of notice to it by sending written notice to the other party.

14. Repair Work. Contractor shall repair any damage to the Project Site(s) and/or any other Village real and/or personal property attributable to acts and/or omissions of Contractor, its employees, subcontractors of any tier, agents, and/or anyone acting on behalf of any of them, or otherwise attributable to the Cleaning Services, except to the extent such damage is caused by the negligence of the Village or its employees (the "Repair Work"). The Repair Work shall be completed within ten (10) days of the date of said damage (the "Repair Completion Date"). The Village will hold back funds for the Repair Work and/or any costs of replacing any damaged property in accordance with Section 4 herein. However, such holdbacks shall not relieve Contractor of its obligation to complete the Repair Work required hereunder; nor shall such holdbacks be considered a limit on Contractor's liability hereunder.

15. Assumption of Risk. To the fullest extent permitted by law, Contractor assumes liability for all injury to or death of any person or persons including employees of contractor, any subcontractor of any tier, any supplier and/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 this Agreement.

16. Incorporation of Documents. The (a) Contractor's Proposal Form, (b) the RFP, and (c) all Exhibits referred to therein and/or herein are hereby expressly incorporated herein and made a part hereof.

17. Conflicting Terms. In the event of any conflict between the terms and conditions of this Agreement and the terms and conditions of the Proposal, RFP and/or other exhibits hereto, the terms and conditions of this Agreement shall control to the extent of such conflict or inconsistency.

18. Hazardous Substances. Contractor shall not cause or permit any Hazardous Substances to be brought upon, kept, stored or used in or about the Project Sites and/or any other Village property (collectively, the "Village Property") by Contractor, its employees, contractors, subcontractors, agents, suppliers and anyone for whose acts and/or omissions for whom Contractor may be liable (collectively "Contractor's Agents"). If the presence of Hazardous Substances brought upon, kept, stored or used in or about any Village Property by or on behalf of Contractor or

Contractor's Agents in violation of this paragraph, results in contamination of said Village Property, Contractor shall pay for all actual costs of clean up and shall indemnify, hold harmless and at the Village's option, defend the Village, and its employees, affiliates, agents, volunteers, officers, and officials from and against any and all claims, demands, expenses (including reasonable attorneys' fees), costs, fines, penalties and other liabilities of any and every kind and nature, including, but not limited to, costs and expenses incurred in connection with any clean-up, remediation, removal or restoration work required by any federal, state or local governmental authority because of the presence of any such Hazardous Substances on or about the Village Property.

For purposes hereof, Hazardous Substances shall include, but not be limited to, substances defined as "hazardous substances," "toxic substances" in the federal Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended; the federal Hazardous Materials Transportation Act, as amended; and the federal Resource Conservation and Recovery Act, as amended ("RCRA"); those substances defined as "hazardous substances," "materials," or "wastes" under any Federal law or the law of the State of Illinois; and as such substances are defined in any regulations adopted and publications promulgated pursuant to said laws (collectively, "Environmental Laws"). If Contractor's activities or the activities of any of Contractor's Agents violate or create a risk of violation of any Environmental Laws, Contractor shall cause such activities to cease immediately upon notice from the Village. Contractor shall immediately notify the Village both by telephone and in writing of any spill or unauthorized discharge of Hazardous Substances or of any condition constituting an "imminent hazard" under any Environmental Laws.

Contractor's indemnification obligations and duties hereunder shall survive the termination and/or expiration of this Agreement.

19. Criminal Background Checks. Contractor shall be responsible for causing each employee, contractor, sub-contractor and/or other person that will be performing Cleaning Services hereunder to sign an Investigation Authorization and Release form, attached hereto as Exhibit C, and incorporated herein and shall furnish said Authorization and Release forms to the Village Police Department at least ten (10) days prior to that individual performing any Cleaning Services in or on any of the Project Sites.

The Parties agree that in the event any criminal background check discloses a conviction or adjudication as a delinquent minor for committing any felony and/or a misdemeanor involving mortal turpitude, including, but not limited to, a conviction or adjudication as a delinquent minor for any of the Disqualifying Criminal Offenses listed on Exhibit D which is incorporated herein, then such employee, contractor, sub-contractor and/or other person shall be prohibited from performing any Cleaning Services and/or other work hereunder.

20. Termination of Agreement.

- A. Notwithstanding any provision herein to the contrary, the Village may terminate this Agreement with or without cause by providing, not less than five (5) days prior written notice of termination to Contractor.
- B. The Village may amend the Agreement at any time to remove [and/or add on to] one or more of the Project Sites from the Cleaning Services provided hereunder, by providing not less than 48 hours written notice thereof to Contract, in which case the Contract Sum shall be reduced (or increased) accordingly based on the Cleaning Services Fees allocated for the Project Site or Sites, and shall be pro-rated based on the effective date of said notice.

21. Permits and Licenses. Contractor shall obtain, at its own expense, a Village of Bartlett Contractor's License. In addition, Contractor is specifically denied the right of using, in any form or medium, the name of the Village of Bartlett for public advertising unless express permission is granted by the Village.

22. Relationship of the Parties. It is understood, acknowledged and agreed by the parties that the relationship of the Contractor to the Village arising out of this Agreement shall be that of an independent contractor. Neither Contractor, nor any employee, subcontractor or agent of Contractor, is an employee or agent of the Village, and therefore is not entitled to any benefits provided to employees of the Village. Contractor has no authority to employ/retain any person as an employee or agent for or on behalf of the Village for any purpose. Neither Contractor nor any person engaging in any work or services related to this Agreement at the request or with the actual or implied consent of the Contractor may represent himself to others as an employee of the Village. Contractor acknowledges and agrees that it and its employees and subcontractors, if any, are not entitled to any benefits or protections afforded employees of the Village or bound by any obligations of employees of the Village. Contractor understands and fully agrees that its employees and subcontractors, if any, are not covered under the provisions of the unemployment compensation insurance of the Village or the workers' compensation insurance of the Village, and that any injury or property damage on the Village premises or in performing the Cleaning Services will be the sole responsibility of the Contractor and not the responsibility of the Village. Also, it is understood that Contractor and its employees and subcontractors, if any, are not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance, or other insurance of the Village, and therefore, Contractor will be solely responsible for its employees and its subcontractors, if any, own acts and omissions. Should any person indicate to the Contractor or any employee, subcontractor or agent of Contractor by written or oral communication, course of dealing or otherwise, that such person believes Contractor to be an employee or agent of the Village, Contractor shall use its best efforts to correct such belief. In ordering or accepting delivery of or paying for any goods or services, Contractor shall do so in Contractor's own business.

23. No Third Parties and/or Waiver of Statutory Immunities. Notwithstanding any provisions herein to the contrary, this Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person and/or Village who is not a part to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Village, and/or its respective officials, officers, employees, volunteers and/or agents.

24. Miscellaneous.

a. This Agreement supercedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the heirs, successors, executors, administrators and assigns of the parties to this Agreement. Any amendments to this Agreement must be in writing and executed by both parties to this Agreement. Any amendments to this Agreement must be in writing and executed by both parties, other than as provided in paragraph 20B above.

b. This Agreement may be executed in any number of counterparts, and by the Village and Contractor on different counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.

c. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

d. This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the enforcement of this Agreement and/or litigation between the parties shall be the Circuit Court of DuPage County, Illinois.

e. In construing this Agreement, section headings shall be disregarded.

f. Time is of the essence of this Agreement and every provision contained herein.

g. If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstance, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

VILLAGE OF BARTLETT

By: _____
Kevin Wallace, Village President

Attest: _____
Lorna Giles, Village Clerk

CONTRACTOR:

By: _____

Title: _____

Attest: _____

Title: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/25/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Biz Broker Inc 5051 N Harlem Ave Unit 1 Chicago IL 60656		CONTACT NAME: Biz Broker Inc PHONE (A/C, No, Ext): (773) 777-1040 E-MAIL ADDRESS: cert@biz1040.com FAX (A/C, No): (773) 777-4443	
		INSURER(S) AFFORDING COVERAGE INSURER A: Acuity Heritage Insurance NAIC # 14184	
INSURED MULTISYSTEM MANAGEMENT COMPANY 6019 N MILWAUKEE AVE CHICAGO IL 60646		INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** MASTER 25 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			ZX6939-1	11/07/2024	11/07/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			ZX6939-1	11/11/2024	11/07/2025	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N/A			ZX6939-1	11/07/2024	11/07/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This Certificate Holder is an Additional Insured on the General Liability policy per the Additional Insured Automatic Status Endorsement. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

CERTIFICATE HOLDER**CANCELLATION**

VILLAGE OF BARTLETT 228 S MAIN ST BARTLETT IL 60103	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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VILLAGE OF BARTLETT

JANITORIAL SERVICES - REQUEST FOR PROPOSAL

Dated February 8, 2023

Exhibit A

I. Project Overview

The Village of Bartlett (Village), a community of 41,105, is seeking a company to provide “green” janitorial services for the Village Hall, Police Department, Public Works Administrative Building, Bartlett Train Station, and the Bartlett Hills Golf Course Clubhouse & Midway. The term of the awarded contract is for two (2) years and can be extended one (1) additional year by mutual agreement.

The Village Hall and Police Department are located at 228 S. Main Street, Bartlett, Illinois. The approximate square footage of the areas within the Village Hall to receive service is 29,000 square feet. The police building is roughly 48,982 square feet around with only 38,446 square feet needing janitorial services. Approximately 110 employees work out of both buildings. Some of these employees and patrol officers leave the building and then return several times per day. Village residents and others who have business to conduct with the Village also frequent the buildings. The Village Board meetings and numerous commission meetings are held every month. On average there are five evening meetings within the Village Hall Council Chambers per month.

The Public Works Administration Building is located at 1150 Bittersweet Dr., Bartlett, Illinois. The approximate square footage of the building is 4,800 and there are 8 full time employees that occupy the space. The building consists of 4 private offices, 5 cubicle work spaces, a small reception area, 1 large conference room, 1 small conference room, a breakroom/kitchen, 2 restrooms and 2 additional spaces that contain office storage and office equipment. There is a minimal amount of foot traffic on a regular basis, however, when we do host meetings there are often contractors and maintenance workers in work boots, so the floors can get quite dirty and will require regular cleaning. Employees keep their workspaces clean so the floors, restrooms and kitchen areas are the areas that require the most attention. The building is occupied Monday – Friday from 7:00 a.m. to 4:30 p.m.

The Bartlett Hills Golf Course Facilities are located at 800 W. Oneida Ave. They include a clubhouse and a midway. The clubhouse includes proshop, offices, dining rooms, men and women’s locker rooms and several restrooms. The restaurant is open 7 days per week March – December. The Midway is a small building approximately 200 yards from

the clubhouse. The Midway is open 7 days a week March – November and includes a grill and two bathrooms. The areas that will receive service are approximately 10,000 square feet. The kitchen at the clubhouse and all food dispensing and preparation equipment at the midway will not be the responsibility of the contractor.

The Bartlett Train Station is located at 120 E. Railroad Ave. (approximately 1 block from the Village Hall and Police Department) and is approximately 3,100 square feet. An average of several hundred Metra riders utilize the station daily. The Village of Bartlett is responsible for maintaining the inside lobby and restrooms. The lobby includes a coffee shop and a Metra ticket agent office, neither of which are the responsibility of the Village to maintain.

The general areas to be serviced in the Village Hall and Police Department include the following:

Lobbies & Entrances	(25) Restrooms	Village Council Chambers
General Offices	Conference Rooms	Police Dept Records Rooms
Private Offices	Training Rooms	Stairwells
Hallways	(2) Locker Rooms	
Kitchen / Areas	Booking Rooms	
Break Rooms / Lounge Areas	Interrogation Rooms	

The Police Department will receive service seven (7) days per week. The Village Hall will receive service five (5) days per week (Monday, Tuesday, Wednesday, Thursday, and Friday).

The general areas to be serviced in the Public Works Administration Building include the following:

Lobbies & Entrances	2 Restrooms
General Offices	Conference Rooms
Hallways	
Kitchen / Areas	
Break Rooms / Lounge Areas	

The Public Works Administration Building will receive service five (5) days per week (Monday, Tuesday, Wednesday, Thursday, and Friday).

The general areas to be serviced in the Bartlett Hills Clubhouse, Golf Shop and Midway include the following:

Foyer	(8) Restrooms	(2)Locker Rooms
Pro Shop	Dining Rooms	Offices
Break Room	Lounge	Wait Station

(2)Bars

The Clubhouse will receive service seven days per week March – December and three days per week January and February (Thursday, Saturday, Sunday). The scheduled days of service at the Clubhouse may change depending on the schedule of events taking place at the banquet facility in January and February. The Village will notify the contractor in advance should the scheduled days of service need to be changed.

The Midway will receive service seven days per week March 15 – November 15. No service will be needed at the Midway during the winter months when the building is closed.

The general areas to be serviced in the Bartlett Train Station include the following:

Lobby & Entrances

(2) Restrooms

The Bartlett Train Station will receive service five (5) days per week (Monday, Tuesday, Wednesday, Thursday and Friday).

II. Scope of Service

1. *A minimum of two cleaners need to be onsite during each scheduled cleaning at each facility.*
2. Janitorial services at the Police Department shall be performed between 7:00 p.m. and 5:00 a.m. Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday. The Village Hall is to be cleaned between the hours of 10:00 p.m. and 7:00 a.m. Monday, Tuesday, Wednesday, Thursday, and Friday. The Bartlett Hills Clubhouse, Golf Shop and Midway are to be cleaned between the hours of 10:00 p.m. and 5:00 a.m. Monday, Tuesday, Wednesday, Thursday, Sunday and between 1:00 a.m. & 5:00 a.m. on Friday and Saturday. The Bartlett Train Station is to be cleaned Monday, Tuesday, Wednesday, Thursday and Friday between the hours of 10:00 p.m. and 5:00 a.m. Janitorial staff should make a reasonable effort not to disturb employees working after hours or Police Department personnel. The Contractor must not interfere with the following scheduled monthly meetings which will occur after normal business hours in the Council Chambers, and may be in session:
 - A. Village Board Meetings – 1st and 3rd Tuesdays at 7:00 p.m.
 - B. Economic Development Commission – 2nd Monday at 7:00 p.m.
 - C. Planning and Zoning Commission – 1st Thursday at 7:00 p.m.
 - D. Special Meetings as scheduled
3. With the exception of the following holidays, work should be performed five (5) nights per week, Monday through Friday in the Village Hall and seven (7) nights per week in the Police Facility. The following holidays are excluded: New Years Eve, New Years Day, Memorial Day, Independence Day, Labor Day,

Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day. In the event that the Village offices will be closed on days proceeding the above holidays, the contractor will be notified. The Bartlett Hills Golf Facility will require regular service on Memorial Day, Independence Day, Labor Day, and the day after Thanksgiving.

4. **The janitorial service shall provide a working supervisor capable of fluently speaking, reading, and writing English to be on the premises every day while cleaning services are in progress. The janitorial staff must be professionally supervised at all times.**
5. For security purposes, the contractor shall be required to submit a list including the names and addresses of the personnel who will be regularly assigned to the Village's properties. All janitorial staff assigned to the Village of Bartlett's premises must be bonded and insured. All janitorial staff shall wear an identification card that clearly displays both the company and worker's name.
6. The contractor warrants, covenants and otherwise agrees that the personnel it sends to the Village shall be responsible individuals free of criminal convictions. In this regard, the contractor agrees to obtain waivers from its employees to perform a background check for criminal history with the State of Illinois. This background check may include fingerprints in addition to all other relevant information (i.e., date of birth, address, social security number, etc.). The result of these background checks shall be sent to the Village Administrator prior to any personnel being assigned to the Village. The contractor shall obtain waivers or consent forms from its employees and shall otherwise comply with all federal, state and local laws with regards to the background checks.
7. The contractor may not substitute any employee on Village property without prior notification to the Village. In the event that a substitute employee is to be utilized, they must first report to the Police Department and consent to and submit to a criminal background check.
8. The contractor's personnel shall not disturb papers on desks, or open drawers, cabinets, files, or bookcases. The Village's telephones shall not be used by the contractor's personnel for personal use. Under no circumstances shall the contractor's personnel be allowed to bring visitors, children or other relatives into the Village's buildings.
9. Janitorial staff must sign in at the Police Department's public access counter before beginning work at the Village Hall and Police Department. Upon signing in, janitorial staff cleaning the Village Hall will be given a proximity card to gain access to the building, public areas and offices. Janitorial staff cleaning the Police Department will be given a key set to open necessary internal doors. After work at the Village Hall or Police Department is completed, the proximity card and/or key set must be returned to the Police Department and Janitorial staff must sign

out. Under no circumstances will the bidder or its agents duplicate any key or proximity card, which the Village presents to them.

10. A task sheet will be kept in a common area of each Village facility that will note special instructions or specific tasks (such as spill cleanup) that are to be attended to that night. The supervisor shall initial each item as completed and/or make any notations necessary.
11. The contractor shall assume full responsibility for the actions of its employees or agents.
12. To provide for open communications and quality assurance, the contractor's representative shall perform monthly site visits with a Village representative during regular business hours to ensure satisfaction and compliance with the specifications.
13. Any items on the specifications listed as quarterly are to be scheduled with a Village representative in advance.
14. The contractor shall provide a working supervisor and other personnel satisfactory to the Village to perform the work as specified and replace within twenty-four (24) hours any such employees as the Village may reasonably determine to be unsatisfactory.
15. The contractor shall have at least two employees that have been background checked and approved by the village, who are trained on how to clean each building at all times.
16. The contractor shall employ no less than 6 employees that are background checked and approved by the village, who are trained on how to clean all buildings listed in the contract, at any one time.
17. The Village reserves the right to discount the monthly invoice for work not performed or performed in an unsatisfactory manner. The discount is not to be considered a penalty but rather a compensation adjustment in direct proportion to the time and materials necessary for the Village staff to perform those services as described in the contract at a satisfactory level. A discount will be demanded after email notice is given to the Contractor outlining a specific complaint(s) and/or how the terms of the contract are not being fulfilled. On the first occurrence of a specific service complaint or default, the Contractor will have five working days to evaluate the performance or source of the complaint and implement corrective measures and cure the default. If, after the five-day period, an improvement to the service or default is not evident by the Village, then the discount will be levied to the monthly invoice. On the second occurrence of the same or similar incident or complaint, only three days will be given to implement corrective measures and cure the default before the discount is applied. The third

and subsequent occurrence of the same or similar incident or default will result in an automatic discount to the monthly invoice and will be considered a breach of contract.

18. The contractor shall determine the number of work-hours and supervisory hours necessary to provide the service specified. The work schedule and/or specifications are subject to change by mutual written agreement between the Village of Bartlett and the contractor.

19. Any and all deviations from the Village's Specifications for this proposal must be fully noted and explained by interested firms. The Village also must acknowledge the acceptance of all tendered proposal deviations prior to said deviations becoming allowable under the terms of the contract.

SUPPLIES:

The janitorial service shall provide all cleaning equipment and "green" cleaning supplies including all disinfectants, floor cleaning products, polishes, etc. All supplies provided by the janitorial service shall be of a quality acceptable to the Village and shall be a product included in conjunction with Exhibit F. The contractor or supply vendor will be required to submit to the Village the corresponding material safety data sheets (MSDS) for all cleaners, polishes, soaps, and other chemicals used to provide the specified janitorial services. Paper towels, toilet tissue, liquid hand soap, urinal cakes, and can liners will be supplied by the Village.

All Facilities

SCHEDULE OF CLEANING

Village Hall: Monday, Tuesday, Wednesday, Thursday, Friday – between 10:00 p.m. & 7:00 a.m.

Bartlett Police Department: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday – between 7:00 p.m. & 5:00 a.m.

Public Works Administration Building: Monday, Tuesday, Wednesday, Thursday, Friday – between 10:00 p.m. & 7:00 a.m.

Bartlett Train Station: Monday, Tuesday, Wednesday, Thursday, Friday - between 10:00 p.m. & 5:00 a.m.

Bartlett Hills Clubhouse & Golf Shop (March – December): Monday, Tuesday, Wednesday, Thursday, Sunday – between 10:00 p.m. & 5:00 a.m. Friday and Saturday – between 1:00 a.m. & 5:00 a.m.

Clubhouse & Golf Shop (January & February): Thursday, Sunday – between 10:00 p.m. & 5:00 a.m. Saturday – between 1:00 a.m. & 5:00

Scheduled days for Bartlett Hills subject to change depending on banquet hall events schedule.

Midway (March 15 – November 15): 7 Days a week – between 10:00 p.m. & 5:00 a.m.

LOBBY / ENTRYWAYS / HISTORY MUSEUM

Daily

1. Clean glass doors to 7' height.
2. Empty waste containers.
3. Dust mop all hard floors.
4. Wet mop all hard floors.
5. Pick-up walk-off mats, clean floor and place mats in same location.
6. Damp wipe glass on display cases (History Museum).

Weekly

1. Dust display cases (History Museum).
2. Clean all inside glass to 7 feet height.
3. Dust all furniture, pictures and fixtures.
4. Damp wipe wood surfaces including exhibit cases.
5. Dust flat surfaces.
6. Clean plexi-glass display cases with plexi-glass cleaner (History Museum).

Monthly

1. Spray buff/burnish hard floors to maintain a high shine.
2. Remove cobwebs.

First Week of January/April/July/October

1. Scrub and refinish hard floors with approved floor finish.
2. Clean baseboards.
3. Polish woodwork and display cabinets (History Museum).
4. Polish door hardware, handles, and push and kick plates.
5. Dust air distribution units on ceiling

CORRIDORS

Daily

1. Dust mop all resilient/hard floors.
2. Wet mop all resilient/hard floors.
3. Vacuum Carpet.
4. Clean and polish drinking fountains.

Weekly

1. Damp wipe all flat surfaces.
2. Dust display cases.
3. Clean display cases glass (spray rag, not glass before cleaning).

Monthly

1. Scrub and recoat floors with approved floor finish.
2. Spray buff/burnish hard floors to maintain a high shine
3. Damp wipe fire extinguisher cabinets and clean glass doors.
4. Dust wall fixtures.
5. Spot clean walls and doors.
6. Check for fingerprints on doors, frames, light switches, kick and push plates and handles and remove as needed.

First Week of January/April/July/October

1. Strip and refinish resilient floors.
2. Polish wood doors.
3. Clean baseboards.
4. Dust all walls.
5. Dust air distribution units on ceiling
6. Polish door hardware.

ELEVATORS

Daily

1. Vacuum carpet and remove spots and stains.

Weekly

1. Damp wipe interior and exterior surfaces.
2. Clean and polish interior and exterior bright metal surfaces.

Monthly

1. Clean tracks.
2. Wash interior and exterior surfaces.

RESTROOMS

Daily

1. Empty waste containers.
2. Damp wipe/disinfect waste containers.
3. Replace can liners.
4. Refill dispensers.
5. Damp wipe/disinfect dispensers.
6. Damp wipe/disinfect sinks.
7. Clean/disinfect urinals.
8. Clean/disinfect toilets and seats.
9. Damp clean mirrors, fixtures and furnishings.
10. Spot clean walls.
11. Spot clean metal partitions.
12. Spot clean push and kick plates and polish dry.
13. Sweep floor.
14. Wet mop/disinfect floor using **DOUBLE MOPPING METHOD**.
15. Deodorize floor drains (as needed).
16. Check for graffiti on all surfaces and remove as needed.

Weekly

1. Damp wipe/disinfect all brightwork and polish dry.
2. Damp wipe metal partitions.
3. Damp wipe handles, push & kick plates and polish dry.

Monthly

1. Dust exhaust vents and air distribution units.
2. Acid clean/desiccate insides of urinals and toilet bowls.

OFFICES, CONFERENCE, COMPUTER, MAIL, AND TRAINING ROOMS

Daily

1. Empty waste containers and damp wipe/wash if necessary.
2. Empty small recycling containers and centrally located larger blue containers.
3. Replace can liners as needed. (Non-recyclable waste containers).
4. Vacuum carpet.
5. Remove stains on carpet as they occur.

Weekly

1. Dust accessible windowsills.
2. Dust and damp wipe desk upon request or when desk is cleared.
3. Damp wipe furniture (including filing cabinets, bookcases, and shelves) and pedestals of fabric partitions.
4. Dust Equipment (Excluding Computer Equipment).

5. Low and high dust horizontal surfaces.
6. Damp wipe accessible windowsills.

Monthly

1. Spot clean walls as needed.
2. Damp wipe metal & vinyl surfaces on partitions.
3. Dust air distribution units and door grilles.
4. Damp wipe air distribution units and radiators.
5. Edge-vacuum carpet.
6. Damp wipe waste containers.
7. Vacuum upholstered furniture.
8. Spot clean walls, extensively.
9. Damp wipe accessible windowsills.
10. Dust interior office mini-blinds.
11. Damp wipe frames and trim of doors.
12. Remove fingerprints from doors, frames, light switches, kick and push plates and handles.
13. Remove cobwebs.

First Week of January/April/July/October

1. Polish wood doors.
2. Clean baseboards.
3. Dust all walls.
4. Polish door hardware.

First Week of December/May

1. Vacuum fabric partitions.
2. Wash Venetian blinds.

LUNCH ROOM / MULTI-PURPOSE ROOM

Daily

1. Empty waste containers.
2. Damp wipe waste containers as needed.
3. Replace can liners.
4. Spot clean cabinets as needed.
5. Dust mop tile floors.
6. Damp mop tile floors.
7. Vacuum carpet (multi-purpose room).
8. Clean/disinfect tables.

Weekly

1. Damp wipe vending machines.

Monthly

1. Damp wipe and/or vacuum and spot clean chairs.
2. Damp wipe ledges and sills.

First Week of January/April/July/October

1. Wash all walls.
2. Scrub and refinish hard flooring during the months of March, June, September and December.
3. Scrub and recoat hard floors with approved floor finish.
4. Clean baseboards.

STAIRWAY (BASEMENT)

Daily

1. Spot clean walls and remove graffiti as needed.

Weekly

1. Sweep and damp mop steps and landings.
2. Damp wipe railings.
3. Damp wipe doors.

Monthly

1. Dust light fixtures.

First Week of January/April/July/October

1. Dust all walls.
2. Spot clean walls, extensively.
3. Wash doors.
4. Remove fingerprints from doors, frames, light switches, kick and push plates and handles.

December/May

1. Polish door hardware
2. Strip and seal steps and landings.
3. Clean baseboards.

STAIRWAY (1st and 2nd FLOOR)

Daily

1. Spot clean walls and remove graffiti as needed.
2. Vacuum steps and landings.
3. **Remove all salt from stairways, nightly during winter months**

Weekly

1. Remove fingerprints from doors, frames, light switches, kick and push plates and handles.
2. Damp wipe railings.
3. Damp wipe doors.

Monthly

1. Dust light fixtures.

First Week of January/April/July/October

1. Dust all walls.
2. Spot clean walls, extensively.
3. Wash doors.
4. Clean baseboards.
5. Polish door hardware

LOCKER ROOMS (Bartlett Hills & Police Department)

Daily

1. Wash floors with germicidal cleaner.
2. Clean and sanitize exterior of towel containers.
3. Clean locker room bathrooms by method explained above.
4. Vacuum Floors.
5. Wipe down all Benches with anti-bacterial cleaner.

Weekly

1. Clean and sanitize shower surfaces.

Monthly

1. Clean and sanitize shower curtains.
2. Wipe clean all lockers, removing fingerprints, smudges.

POLICE DEPARTMENT DETENTION BLOCK AREA (Mondays and Fridays)
Scheduled days subject to change depending on availability of the detention block area.

Daily

1. Empty waste containers.
2. Damp wipe/disinfect waste containers.
3. Replace can liners.
4. Refill dispensers as needed.
5. Damp wipe/disinfect dispensers as needed.
6. Damp wipe/disinfect sinks.
7. Clean/disinfect urinals.
8. Clean/disinfect toilets and seats.
9. Damp clean mirrors, fixtures and furnishings.
10. Spot clean walls as needed.
11. Spot clean metal partitions.
12. Sweep floor.
13. Wet mop/disinfect floor using **DOUBLE MOPPING METHOD**.
14. Remove graffiti on all surfaces as needed.

Weekly

1. Damp wipe/disinfect all brightwork and polish dry.

JANITORIAL STOREROOM / UTILITY SINK CLOSETS

Daily

1. Clean equipment after use and return to designated location.

Monthly

2. Sweep and damp mop hard floors.
3. Clean utility sink.
4. Spot clean doors.
5. Spot clean and/or damp wipe walls.
6. Sweep and damp mop hard floors.
7. Spot clean and/or damp wipe walls.
8. Wash walls as needed.

AS REQUESTED

1. Present Village with extra cost to wash both interior and exterior windows.
2. Present Village with extra cost to shampoo and steam extract carpeting.

BARTLETT HILLS DINING ROOMS / LOUNGE / GOLF SHOP

Daily

1. Empty/clean ashtrays.
2. Empty trash containers; spot clean exterior and interior of containers.
3. Vacuum carpets in their entirety.
4. Check for stains/spills on carpet and remove as needed.
5. Dust ledges, trim and fireplace.
6. Dust golf shop furniture (including merchandise displays where accessible).

Weekly

1. Damp clean/sanitize tabletops, seats, and chairs.
2. Spot clean doors, frames, light switches, handles, walls and glass.
3. Low dust and high dust all horizontal surfaces.

Monthly

1. Polish wood furniture.
2. Polish wood wall surfaces.

BARTLETT HILLS TWO BARS & WAITSTATION

Daily

1. Empty waste containers.
2. Damp wipe waste containers.
3. Replace can liners.
4. Wet mop/disinfect floor using DOUBLE MOPPING METHOD.

First Week of January/April/July/October

1. Strip and seal ceramic tile floors and cove-base during the months of January, April, July and October.

MIDWAY CUSTOMER AREA (March 15th – November 15th)

Daily

1. Dust mop tile floors.
2. Damp mop tile floors.
3. Damp wipe counters, ledges, sills and tables.
4. Empty trash containers.
5. Spot clean exterior & interior of trash containers.
6. Replace can liners.
7. Sweep screened area.
8. Clean bathrooms by method explained above.

III. Basis of Selection

The Village will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

1. The firm's plan to provide the Village with the Services as described in Section II, Scope of Services.
2. The firm's experience in providing Services similar to those described in this RFP, and the experience of the individuals which the firm proposes to provide such Services.
3. The firm's references from clients which are comparable to the Village.
4. The firm's past work performance with the Village of Bartlett, if applicable.
5. The firm's financial proposal.
6. Any other factors relevant to the firm's capacity and willingness to satisfy the Village.

IV. Content of Proposals

Firms should provide this information:

A. Services

1. State the firm's ability to provide the Services as described in Section II, Scope of Services. Provide a brief history of the firm and its experience, qualifications and success in providing these Services.
2. Describe the experience of the individual(s) who would be responsible for providing the Services to the Village of Bartlett.
3. Describe in detail how the firm plans to provide the Services detailed in Section II, Scope of Service.
4. Provide a minimum of three references comparable to the Village of Bartlett, including the name and telephone number of a contact person which the Village may call.

B. Financial Proposals

1. Provide a proposal which describes the firm's proposed annual fee to accomplish the services per facility based on providing "green" cleaning products for the products not provided by the Village and complete Exhibit B. The "green" cleaning products shall be in compliance with the list of products contained in Exhibit F. The proposed fee will remain the same throughout the two (2) year term of the agreement and will include all travel and related expenses.

C. Contractual Arrangements

1. By submitting a Proposal, a proposer is stating the firm's acceptance of the terms of the RFP, including without limitation, those listed under Section II, Scope of Services, and that the firm, if selected, will execute and submit to the Village within ten (10) days of being notified that its proposal has been selected, a Janitorial Services Agreement, Authorization and Release forms for all employees it reasonably anticipates at the time of submit its Proposal will perform Cleaning Services, and a certificate of insurance evidencing insurance as required. The

Village's obligation shall not commence unless and until the Janitorial Service Agreement has been approved by its corporate authorities, and has been duly signed by the Village President.

V. Pre-Proposal Meeting

Prospective firms are strongly encouraged to attend a pre-proposal meeting where firms will be given a walkthrough of the Village Hall, Police Department, Public Works, Golf Course Clubhouse, Golf Course Midway and the Bartlett Train Station. The meeting shall take place at 10:00 a.m. local time, on Wednesday, February 22, 2023 within the Council Chambers of the Village Hall. The building is located at 228 S. Main Street, Bartlett, IL 60103. No firm may have more than two representatives at the meeting.

VI. Proposal Deadline

All proposals must be received at the Bartlett Village Hall, Main Office, 228 S. Main Street, Bartlett, IL by 3:00 p.m., Monday, March 6, 2023. The proposal must incorporate the use of "green" cleaning supplies listed in Exhibit F.

Any questions concerning this RFP will be directed to Joey Dienberg, 630-540-5906 and not to any other person at the Village. The Village will determine whether any addenda should be issued as a result of any questions raised or other matters raised.

VII. Cleaning Service Contract

The awarded bidder will be required to execute the Janitorial Services Agreement attached to the RFP.

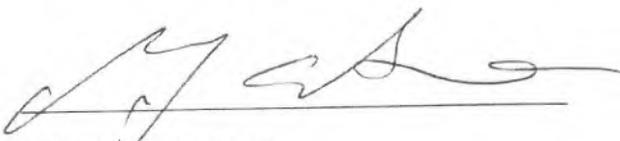
EXHIBIT C

INVESTIGATION AUTHORIZATION AND RELEASE

I, MACIEJ CWIERTNIA, hereby authorize the Village of Bartlett Police Department to conduct a criminal background investigation of the undersigned and authorize it to receive reports from other law enforcement agencies and/or Clerks of Court, including without limitation, a criminal history check from the Illinois State Police, Police Information Management Systems and/or the FBI (collectively, "Law Enforcement Agencies").

I, further authorize the Village of Bartlett to disclose any such criminal background information to (owner) MACIEJ CWIERTNIA d/b/a (contractor) MULTISYSTEM MANAGEMENT COMPANY for whom I am providing or have offered to provide services relative to cleaning services provided on behalf of the Village of Bartlett to deny the undersigned permission to perform said cleaning services.

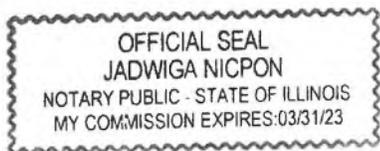
I do hereby waive, release and forever discharge the Village of Bartlett and the Law Enforcement Agencies, and their respective officials, officers, employees and agents from and against any and all liability in releasing, relying on, and/or utilizing said information provided by any such law enforcement agency and/or Clerk of Court.



Print Name:

MACIEJ CWIERTNIA

Subscribed and Sworn to before me by MACIEJ CWIERTNIA this 27 day of FEBRUARY, 2023



(SEAL)

Notary Public

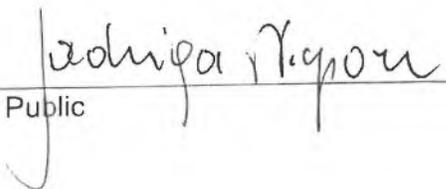
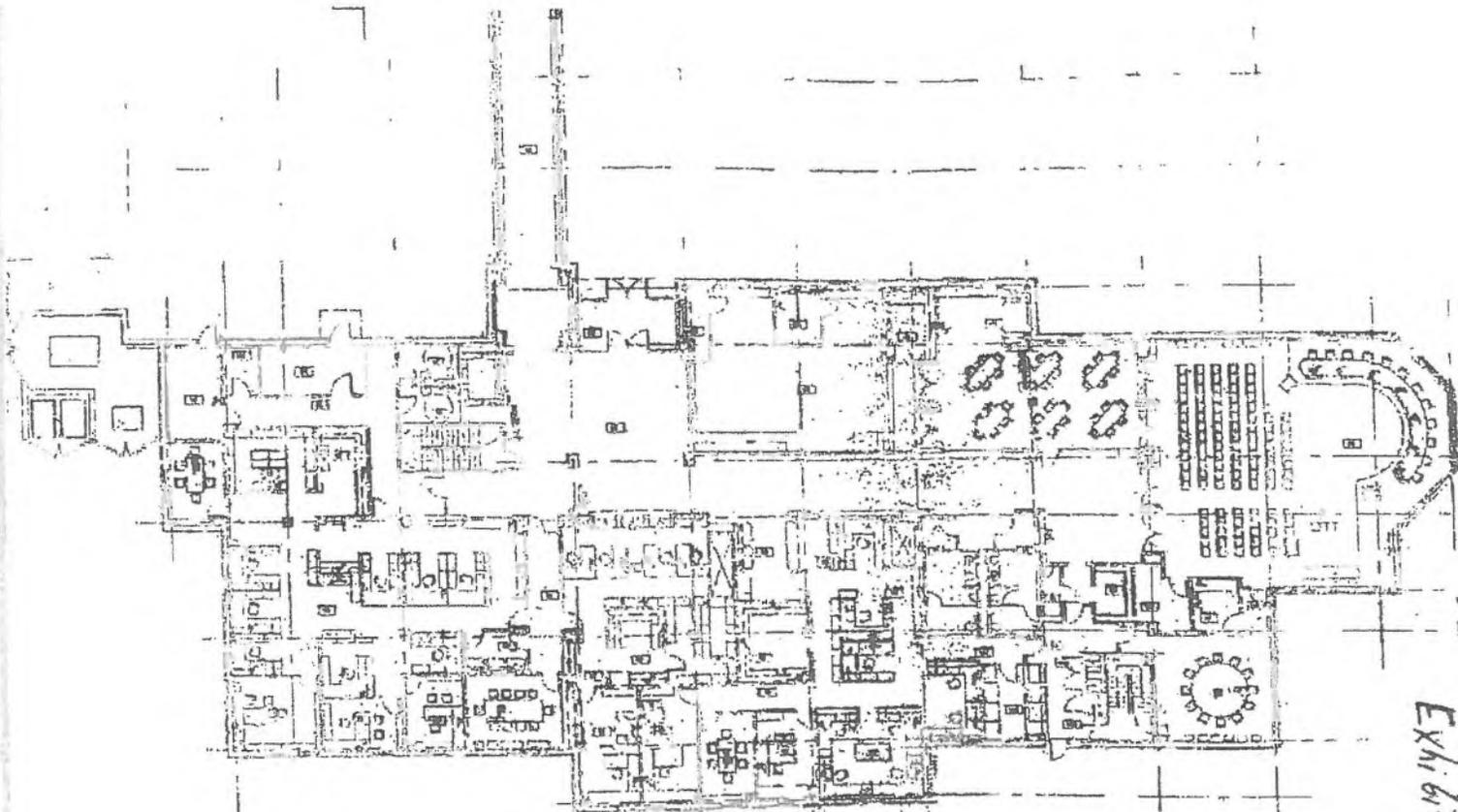


EXHIBIT D

DISQUALIFYING CRIMINAL OFFENSES

The conviction or adjudication of a delinquent minor for:

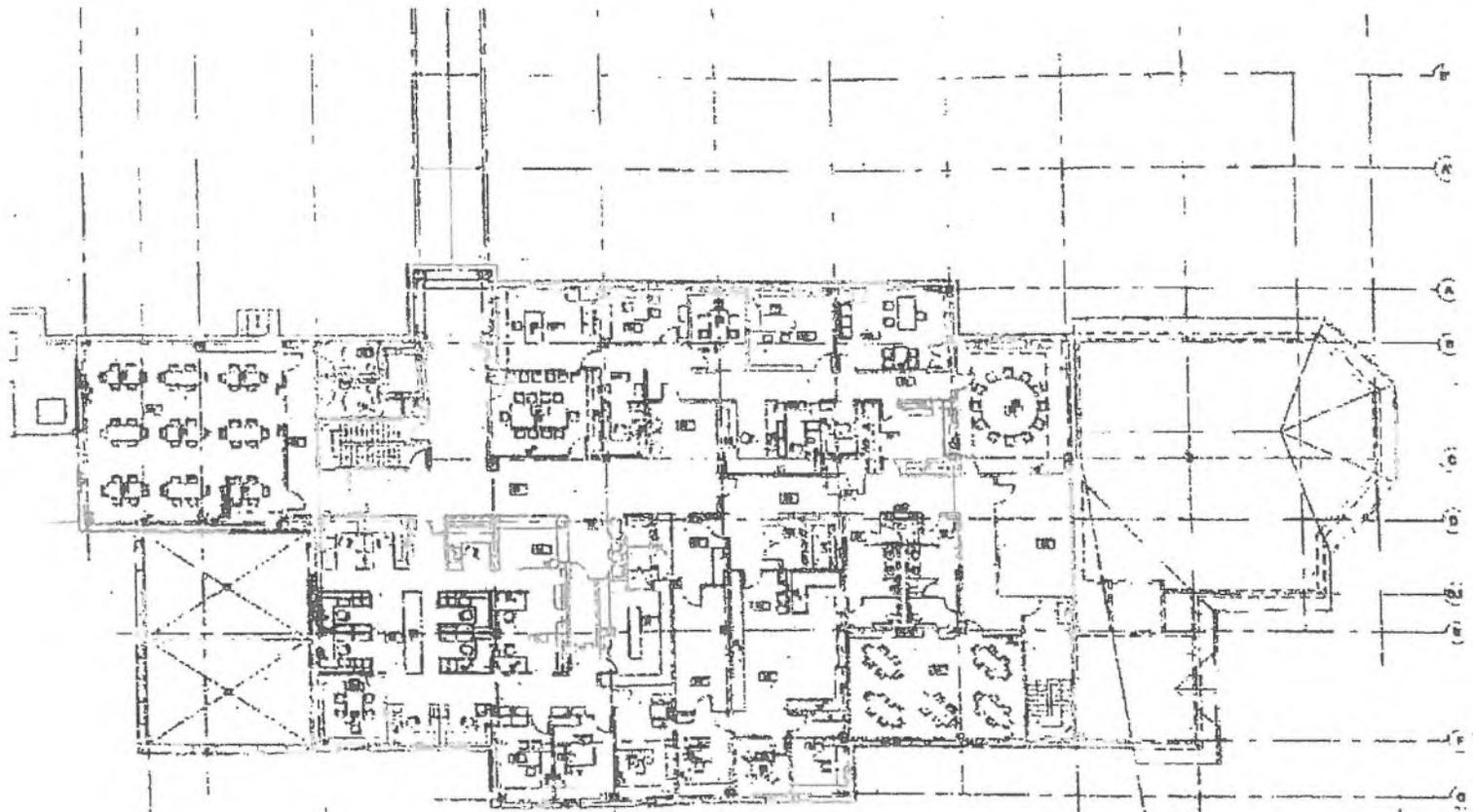
- a. Committing attempted first degree murder or committing or attempting to commit first degree murder, a Class X felony.
- b. Any one or more of the following criminal offenses:
 - (i) Those defined in Sections 10-1, 10-2, 10-3, 10-4, 10-5, 10-7, 10-9, 10-10, 11-1.20, 11-1.30, 11-1.40, 11-1.50, 11-1.60, 11-6, 11-9, 11-14.3, 11-14.4, 11-15, 11-15.1, 11-16, 11-17, 11-18, 11-19, 11-19.1, 11-19.2, 11-20, 11-20.1, 11-20.1B, 11-20.3, 11-21, 11-30 (if convicted of a Class 4 felony), 12-2, 12-3, 12-3.05, 12-3.2, 12-3.3, 12-6, 12-6.2, 12-6.4, 12-7.3, 12-7.4, 12-7.5, 12-13, 12-14, 12-14.1, 12-15, 12-16, 16-1, 16-2, 16-3, 16-25, 16-30, 16-31, 16-32, 17-1, 17-11.5, 17-32, 17-56, 18-1, 18-2, 18-3, 18-4, 18-6, 19-1, 19-2, 19-3, 19-4, 19-6, 20-1, 20-1.1, 20.2, 21-1, 21-1.01, 21-1.2, 21-2, 24-1, 24-1.2, 24-1.5, 24-1.6 and 33A-2 of the Criminal Code of 1961 or the Criminal Code of 2012.
 - (ii) Any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.
 - (iii) A person who has been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.
- c. The following drug offenses, other than an offense set forth in subsection b., until 7 years following the end of the sentence imposed for any of the following offenses:
 - (i) Those defined in the Cannabis Control Act, except those defined in Sections 4(a), 4(b), 4(c), 5(a) and 5(b) of that Act.
 - (ii) Those defined in the Illinois Controlled Substances Act.
 - (iii) Those defined in the Methamphetamine Control and Community Protection Act.
 - (iv) Any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses. For purposes of this paragraph, "sentence" includes any period of supervision or probation that was imposed either alone or in combination with a period of incarceration.



Village Hall
1st Floor

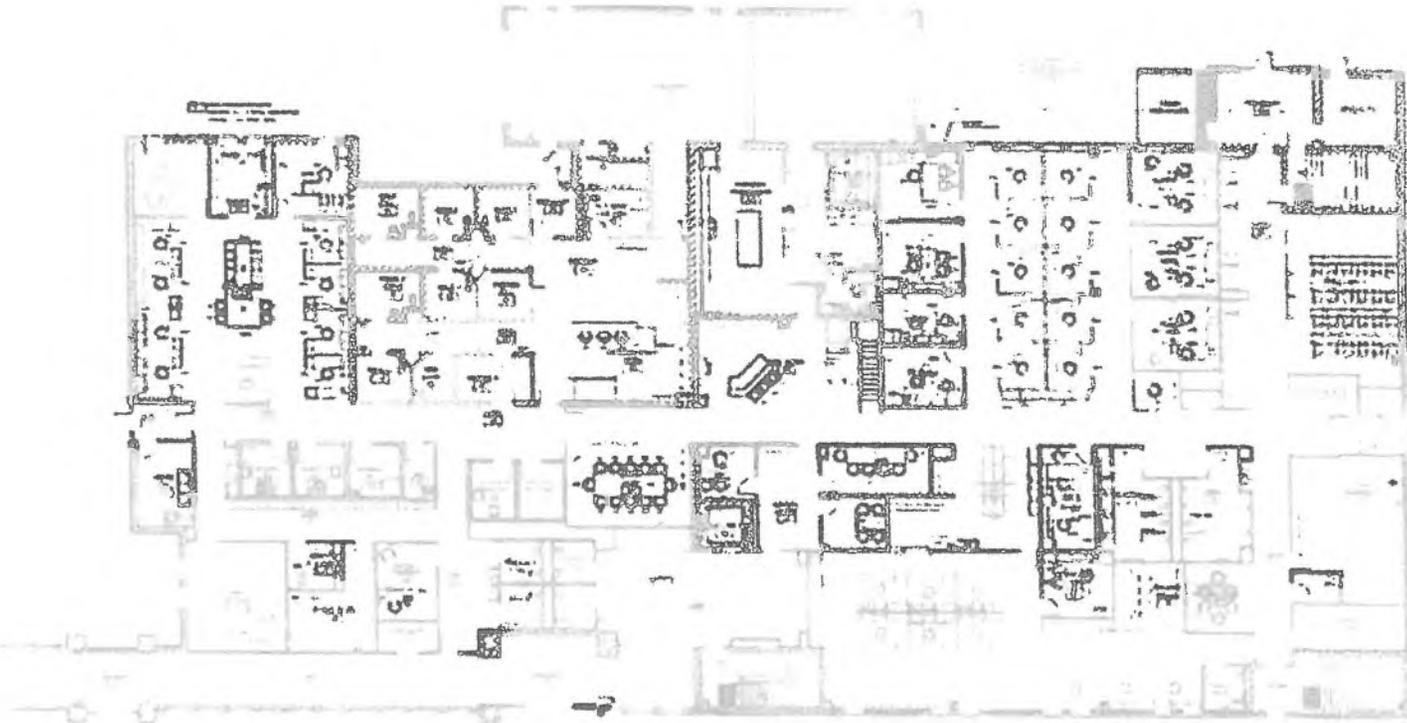
EXHIBIT E

Plan View



Village Hall
2nd Floor

 No Janitorial Services Needed (2,232 Sqft. Combined)



Main Level

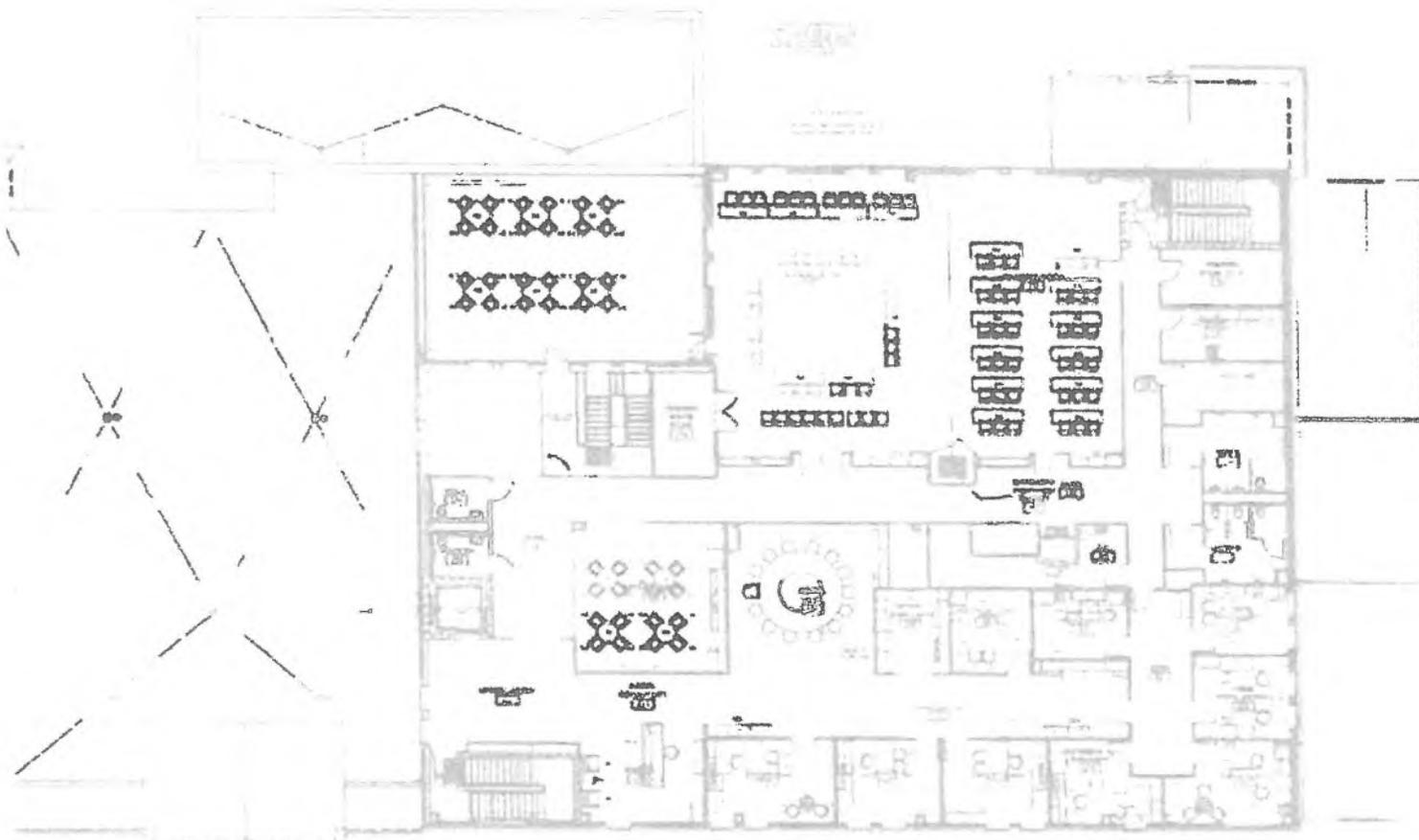
*Sprinkler Room (#121)- 156 Sqft.

*Property Control/Elevator #2 (#144/147)- 420 Sqft.

*Sallyport (#149)- 1,656 Sqft.

230 SOUTH MAIN STREET
DARTMOUTH, NH 03824





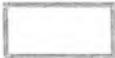
NEW POLICE FACILITY
 BARTLETT POLICE DEPARTMENT
 228 SOUTH MAIN STREET
 BARTLETT, ILLINOIS 60103



WILLIAMS
ARCHITECTS
 6700 N. WISCONSIN AVE. SUITE 100
 CHICAGO, ILLINOIS 60630
 TEL: 773-330-1100
 WWW.WILLIAMSARCHITECTS.COM

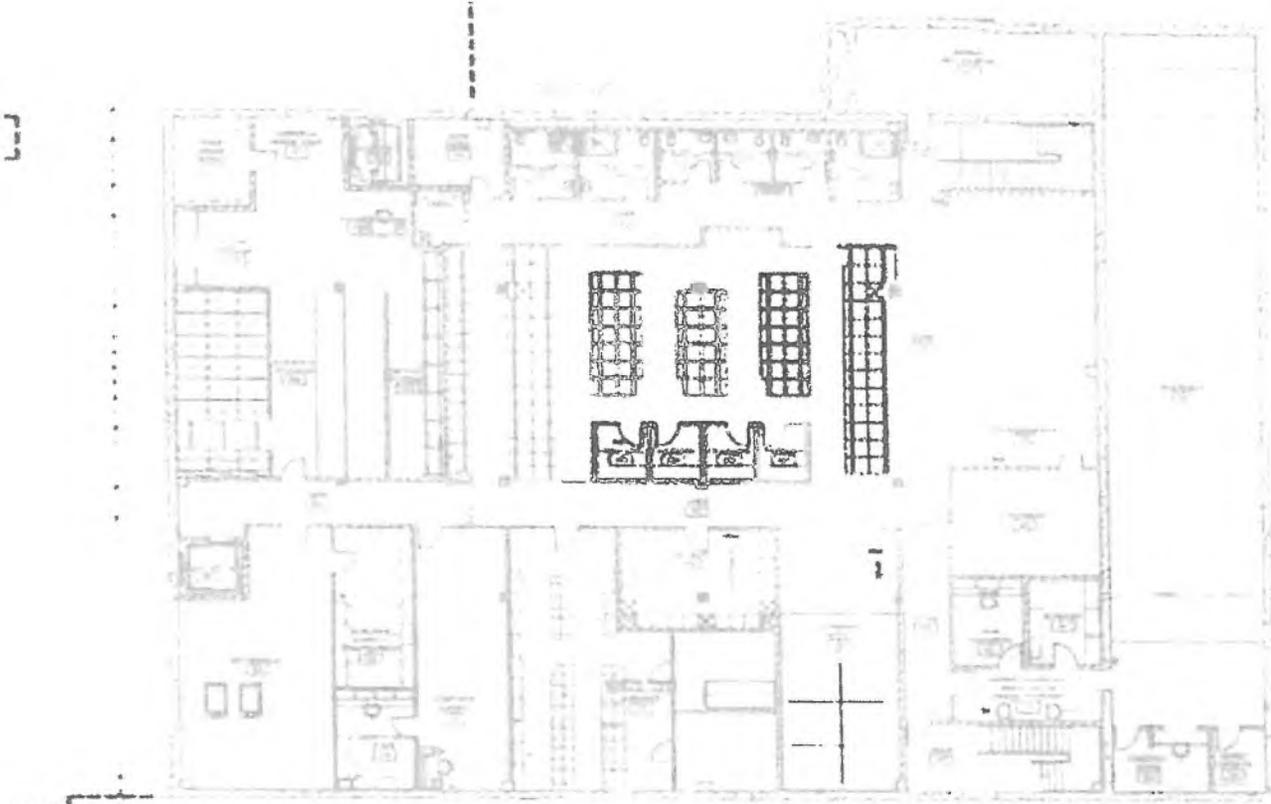
F1.2

DATE: 11/11/11
 DRAWING NO: 111111

 No Janitorial Services Needed (634 Sqft. Combined)

- *Electrical Room (#237)- 237 Sqft.
- *Training Room Storage and Administration Storage (#231/232)- 272 Sqft.
- * Training Room Storage (#239)- 128 Sqft.

Upper Level



No Janitorial Services Needed (7,670 Sqft. Combined)

*Gun Range, Control Room and Range Targets (#044, 042, 043)- 2,200 Sqft.

*Electrical, Gun Cleaning and Armory (#045, 040, 041)- 646 Sqft.

*Range Mechanic (#048)- 432 Sqft.

*Elevator Equipment (#015)- 100 Sqft.

*Evidence Storage, Floor Storage, Guns/Drugs/Money, Evidence Purge Area, Elevator, Technician, Bicycle Storage (#008,010,012,014,011,009)- 1,768 Sqft.

*Mechanical, Building Supply, IT, Comp. Server (#002, 003, 006, 004)- 1,554 Sqft.

*General Storage (#034)- 970 Sqft.

Lower Level

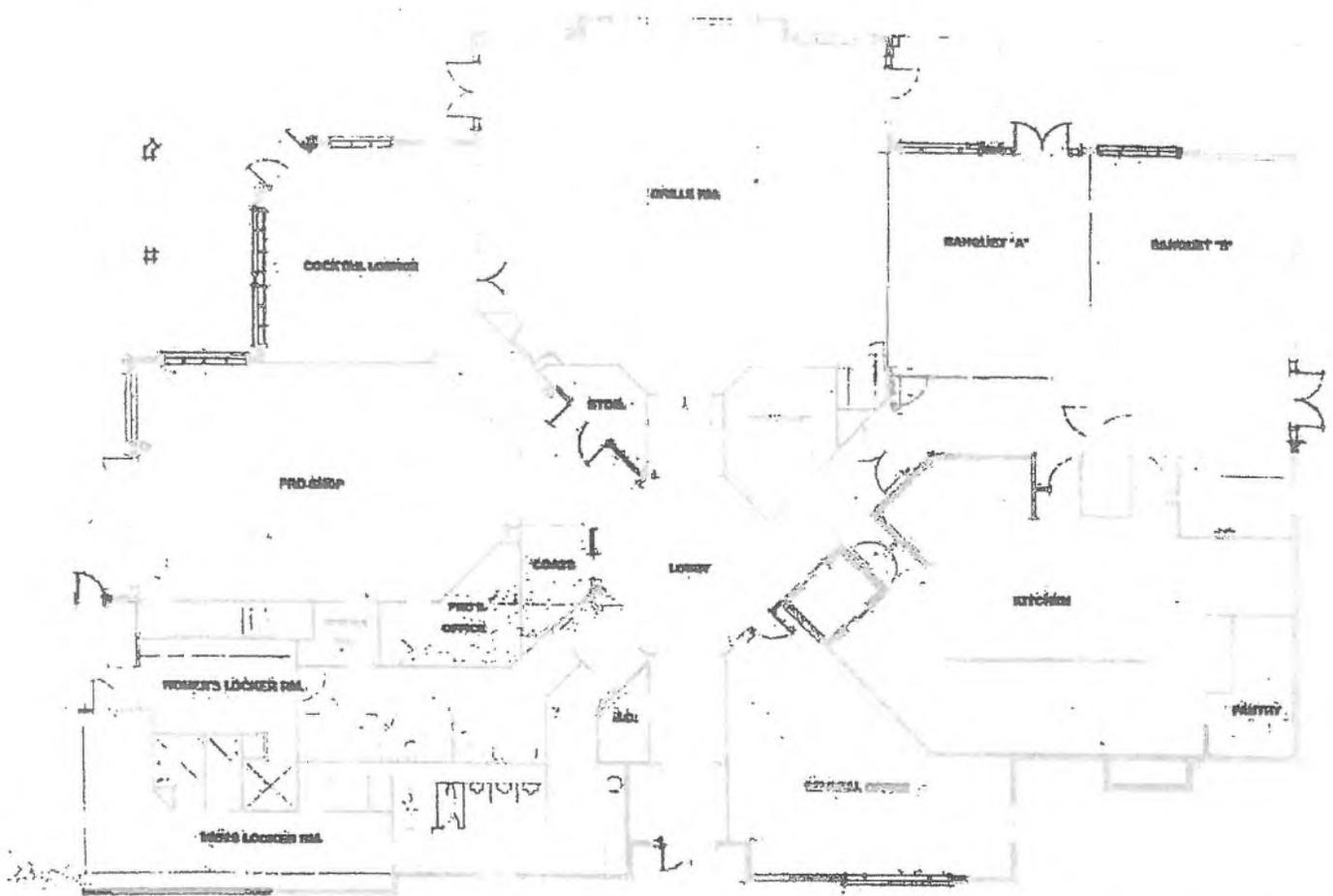
NEW POLICE FACILITY
BARTLETT POLICE DEPT
228 SOUTH MAIN STREET
BARTLETT, ILLINOIS 60110



WILLIAMS
ARCHITECTS
1111 S. WASHINGTON ST.
CHICAGO, IL 60605
TEL: 312.467.1111
WWW.WILLIAMSARCHITECTS.COM



F1.0



Bartlett Hills Clubhouse
 MAIN LEVEL FLOOR PLAN
 3/16" = 1'0"

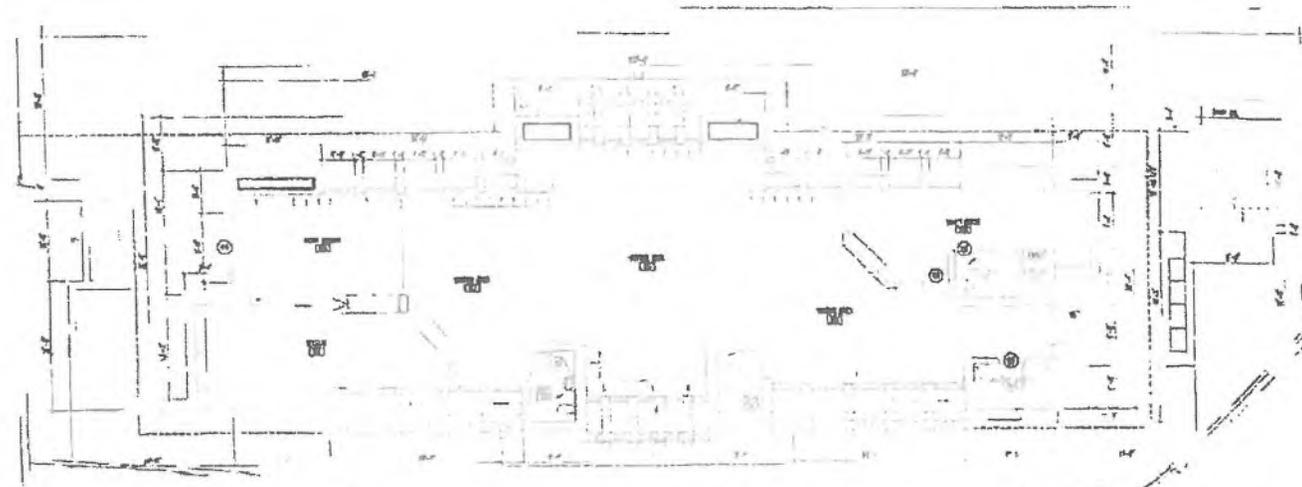




Bartlett Hills Clubhouse
 LOWER LEVEL FLOOR PLAN
 3/16" = 10"



MEUB



Scale of 1:100

PROJECT ARCHITECTS
L.P. GATANO ARCHITECTS
11111 11th Ave. S.
Boulder, CO 80501
TEL: 303.440.1111

CLIENT
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Kaiser Aluminum
11111 11th Ave. S.
Boulder, CO 80501
TEL: 303.440.1111

DATE: 11/11/01

NO. 11111 11th Ave. S.
Boulder, CO 80501
TEL: 303.440.1111

AL10

PROJECT NO. 11111 11th Ave. S.
Boulder, CO 80501
TEL: 303.440.1111

1 11111 11th Ave. S.

Bartlett Metro
Train Station

1 11111 11th Ave. S.

1 11111 11th Ave. S.

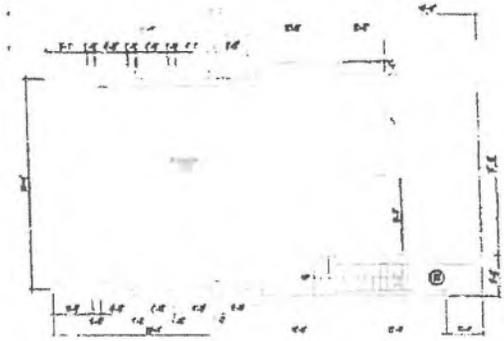
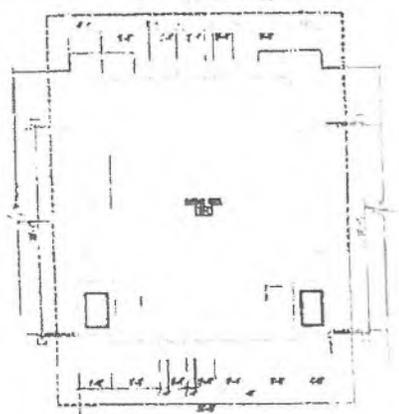


Exhibit F

Village Hall:

List environmentally friendly cleaning supplies Below-

ENVIROTAB Mold & Mildew Treatment/ Toilet Bowl Recovery, SYNERGY SB Glass and Surface Cleaner, SYNERGY SB SOIL BREAK Pretreat & Deep Clean, CD Plus Enviro TABs

Police Station:

List environmentally friendly cleaning supplies Below-

ENVIROTAB Mold & Mildew Treatment/ Toilet Bowl Recovery, SYNERGY SB Glass and Surface Cleaner, SYNERGY SB SOIL BREAK Pretreat & Deep Clean, CD Plus Enviro TABs

Bartlett Train Station:

List environmentally friendly cleaning supplies Below-

ENVIROTAB Mold & Mildew Treatment/ Toilet Bowl Recovery, SYNERGY SB Glass and Surface Cleaner, SYNERGY SB SOIL BREAK Pretreat & Deep Clean, CD Plus Enviro TABs

Bartlett Hills:

List environmentally friendly cleaning supplies Below-

ENVIROTAB Mold & Mildew Treatment/ Toilet Bowl Recovery, SYNERGY SB Glass and Surface Cleaner, SYNERGY SB SOIL BREAK Pretreat & Deep Clean, CD Plus Enviro TABs

Public Works:

List environmentally friendly cleaning supplies Below-

ENVIROTAB Mold & Mildew Treatment/ Toilet Bowl Recovery, SYNERGY SB Glass and Surface Cleaner, SYNERGY SB SOIL BREAK Pretreat & Deep Clean, CD Plus Enviro TABs
