

CONTRACT FOR CLEANING SERVICES

(_____)

The Crystal Lake Public Library (“Library”) and _____ (“Contractor”) agree that Contractor will provide cleaning maintenance service to the Library in accordance with the following:

1. Contractor services to the Library are those services described in the Cleaning Services Requirements attached as Exhibit A (“Services”).
2. Contractor shall employ personnel who are experienced and competent in all tasks to be provided under this agreement.
3. These services shall be performed 7 days per week except when prevented by a strike, lockout, accident, or act of God. No services shall be performed on the following holidays: Thanksgiving Day, Christmas Eve, Christmas Day, New Years Day, Easter, Memorial Day, Fourth of July or Labor Day.
4. Contractor shall perform the services outside of the Library’s typical hours of operation, i.e., “after hours”. For informational purposes, and excepting holidays and seasonal variation, the Library’s typical hours of operation are:

9am—9pm, Monday—Thursday
9am—5pm, Friday—Saturday
1pm—5pm, Sunday

5. The Library will pay Contractor for said services \$_____ per month (_____ annually). If Contractor does not complete the Cleaning Services Requirements attached as Exhibit A, the Library reserves the right to reduce this fee by an amount commensurate to the omissions.
6. Terms of payment and certificates of insurance:

a. Payment

Payment to Contractor will be made in accordance with the Library’s Approval of Disbursements Policy attached as Exhibit B. As noted in that policy, an invoice must be received in the Business Office no later than the first Monday of the month, in order to be processed for approval by the Board and payment that month. The Crystal Lake Public Library Board of Trustees approves bills for payment on the third Wednesday of each month.

b. Invoicing

All billing should be on a monthly basis for services rendered.

c. Certificate of Insurance

Contractor will file with the Crystal Lake Public Library a Certificate of Insurance and proof of bonding showing complete coverage of all insurance required, duly executed and notarized by an insurance company or agent prior to commencement of any and all work. The contractor will name the Board of Library Trustees of the Crystal Lake Public Library as an insured party in all coverage. The limits on the General Liability should be a minimum of \$2,000,000 General Aggregate, \$1,000,000 Each Occurrence, \$50,000 Fire Damage and \$5,000 Medical Expenses. The Workmen's Compensation coverage should be a minimum of \$100,000 Each Accident, \$500,000 Disease Policy Limit and \$100,000 Disease Each Employee.

The Certificate of Insurance will provide that the coverage will be maintained in full during the term of the contract and not be terminated or reduced without the prior written approval and thirty (30) days notice to the Crystal Lake Public Library.

7. Contractor shall defend, indemnify, and hold harmless the Library, its Trustees, employees, and agents from and against liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages or expenses are caused by Contractor conduct, acts, errors, or omissions.
8. Contractor shall be an independent contractor and not an agent or employee of the Library.
9. Contractor shall at all times observe and comply with all applicable laws, ordinances, regulations, and codes of any applicable governmental entity.
10. Contractor acknowledges full and sole authority for all safety programs and precautions in connection with the services.
11. The standard of care applicable to Contractors' services shall be the standard of care consistent with those usual and customary standards of care, skill, and diligence which are commonly followed in performing the same or similar services in the locale in which the Library is located.
12. Contractor shall pay all reasonable attorneys' fees, experts' fees, and costs incurred by the Library in enforcing the terms and provisions of this Contract and in defending any proceeding to which the Library is made a party as result of Contractor's conduct, acts, errors or omissions.

13. If there are changes in the services to be performed, the Library and Contractor will negotiate a reasonable price adjustment.
14. Contractor shall not be liable for delay, loss, or damage caused by warfare, riots, strikes, boycotts, acts of god, criminal acts, omissions of others, natural calamity, or other causes beyond Contractor's control.
15. The Contractor shall supply all cleaning supplies, materials and equipment required to perform the Services.

Library will furnish a janitor's closet in which Contractor may store equipment and supplies. Library will also supply consumables such as toilet paper and paper towels.
16. Under no circumstances shall Contractor's personnel be allowed to bring visitors, children, or other relatives into Library's building while Contractor is performing Services.
17. Contractor is responsible for any theft or tampering by their workers.
18. This Contract contains the entire agreement between the parties. All prior negotiations between the parties are merged in this Contract. There are no understandings or agreements other than those incorporated in this Contract.
19. This Contract may not be modified except in writing signed by both parties.
20. If any provision of this Contract shall be held to be invalid and unenforceable, such holding shall not affect any other provision of this Contract.
21. Library agrees that, during the term of this Contract and for one (1) year thereafter, Library shall not hire Contractors' personnel, either as employee or independent contractor, to perform the same or substantially the same service which said employee or independent contractor performed for Contractor. Further, Library agrees that, for the same time period, it shall not directly or indirectly entice, induce, or in any manner influence any such personnel to leave Contractor.
22. This Contract is not assignable.

23. The term of this Contract shall be one (1) year, October 1, 2024 - September 30, 2025. The Crystal Lake Public Library reserves the right to renew for additional year(s) at the proposed price(s) listed on the Price Work Sheet (Exhibit C). Either the Library or the Contractor may terminate this Contract, with or without cause, at any time upon 60 days prior written notice. The Library reserves the right to decline such notice from Contractor, as deemed appropriate.

Board of Library Trustees
Crystal Lake Public Library
126 Paddock Street
Crystal Lake, IL 60014

By: _____
Cary Waxler
President

By: _____

Date signed: _____, 2024

Date signed: _____, 2024

Crystal Lake Public Library Cleaning Services Requirements Exhibit A

The following descriptions of cleaning services for the Crystal Lake Public Library are minimum requirements but are not limited to.

Daily

1. Clean and sanitize all light switches and door handles throughout the building
2. Empty all wastebaskets in public and staff areas.
3. Clean glass both inside and outside on all exit doors and other glass partitions, display cases and interior office doors and windows.
4. Vacuum carpeted areas in traffic lanes - including stairs, Staff entrance, elevator, and mats.
5. Vacuum/sweep and wet mop Lobby floor.
6. Clean and polish Circulation desk, self-check and service desks.
7. Clean and sanitize drinking fountains, spot clean walls by fountains.
8. Elevator
 - a. Clean and sanitize elevator call buttons and buttons panel
 - b. Polish exterior elevator doors, buttons panels, and nearby walls on all levels.
9. Library Director's Office
 - a. Vacuum floor.
 - b. Dust and polish table.
 - c. Dust and polish desk.
10. Bathrooms:
 - a. Refill all bathroom dispensers to normal limits i.e. soap, tissue, towels.
 - b. Clean, sanitize and polish all bathroom mirrors and fixtures, including toilet bowls, urinals and hand basins.
 - c. Sweep, wet mop and sanitize floors in all bathrooms.
 - d. Empty all containers and disposals and insert liners as required.
 - e. Sanitize changing stations, garbage cans, sanitary napkin containers, door handles and light switch plates in all bathrooms.
11. Staff Lounge:
 - a. Clean and sanitize sinks, tables, handles (cabinets, refrigerators and dishwasher) and counter tops in Staff Lounge.
 - b. Refill all dispensers.
 - c. Sweep and mop entire floor.
 - d. Empty and sanitize garbage cans.
12. Meeting Room:
 - a. Clean and sanitize sinks, counter tops and handles in Meeting Room Kitchen.
 - b. Check Ames Meeting Room carpet daily and vacuum as needed.

Weekly

1. Thoroughly vacuum all carpeted areas.
2. Dust all furniture (office and public), desks, chairs, tables, and counters.
3. Computers and computer monitors are not to be dusted or cleaned.
4. Clean partition walls / doors in all bathrooms and wipe down walls by sink / urinals.
5. Dust and sanitize all phones.
6. Damp clean and polish tables and chairs in public areas.
7. Sweep and mop entire floor in Meeting Room Kitchen.
8. Clean counter in mail/fax/copier room.
9. Vacuum and mop IT Work Area (141) and Maintenance Office (140)
10. Documentation shall be provided on a weekly basis when work is completed.

Monthly

1. Dust all horizontal surfaces including sills, ledges, picture frames, etc. This includes top caps of 42" and 66" high shelving units.
2. Dust Venetian blinds
3. Polish interior elevator doors and walls.
4. Clean mirrors in Staff Lounge and Staff Coatroom.
5. Vacuum all upholstered furniture including office task chairs.
6. Sanitize garbage cans.
7. Mop floor in Meeting Room Kitchen or as needed.
8. Clean carpet in story time room and blue carpet in youth services
9. Clean and sanitize interior doors by handles throughout Library.
10. Clean glass on interior doors.

As Needed

1. Remove fingerprints and marks from walls, woodwork, light switches, and door handles.
2. Clean carpet spots as needed
3. Remove all cobwebs throughout Library.

4. Minor problem cleanups in all bathrooms, i.e. clogged toilets, water leaks may be required during normal cleaning hours.
5. Notify Building Maintenance Manager of any irregularities i.e. defective plumbing, unlocked doors, lights left on, graffiti or low supply of janitorial product provided by the Library.
6. Mechanically scrub, lobby cork floor to remove any dirt or scuff marks.

Annually

1. Mechanically strip and recoat tile floors with finish in the following areas: Lobby, staff lounge, staff bathrooms and storage room.
2. Mechanically strip all ceramic floors in public bathrooms.

Approval of Disbursements Policy

Exhibit B

The Crystal Lake Public Library will generally process payment of Accounts Payable once a month and will comply with the Illinois Prompt Payment Act.

Invoices received by the first Monday of the month, will be considered for payment at the next regular meeting of the Library Board. The Business Manager will be responsible for reviewing invoices, verifying accuracy, and complying with auditor requirements. The Executive Director will be responsible for approving for inclusion on the List of Disbursements. The Business Manager will prepare a List of all Disbursements for inclusion in the packet for the regular, monthly Library Board meeting.

From time to time, disbursements need to be made in between Board meetings. In addition, monthly electronic debits are reported on the bank statement. When this occurs, the payee, amount, and check number, if applicable, will be included on the List of Disbursements the following month.

The Library Board will review the List of Disbursements and approve or disapprove for payment.