

**REQUEST FOR PROPOSAL
CRYSTAL LAKE PUBLIC LIBRARY
CLEANING CONTRACT**

1. GENERAL INFORMATION

The Crystal Lake Public Library is accepting proposals for Cleaning the library building located at 126 W. Paddock.

2. DESCRIPTION, PURPOSE AND OBJECTIVES

Requirements are outlined in this RFP and the attached Contract, Cleaning Services Requirements, Approval of Disbursements Policy and Price Work Sheet

3. BIDDER'S QUALIFICATIONS

- A. Company is licensed to do business in the state of Illinois.
- B. Contractor observes and complies with all applicable laws, ordinances, regulations, and codes of any applicable governmental entity.
- C. Company is of sound financial status
- D. Company shall have a minimum of five (5) years documented experience.
- E. Company shall be free of encumbering legal actions or firm history of judgments, claims and arbitration proceedings.
- F. Company agrees to provide crew lead on site at all times. Crew lead is able to converse, read and write instructions and directives in English.

4. SITE INSPECTION QUESTIONS

A mandatory site inspection for all properties will be conducted by appointment. Interested parties can schedule an appointment with Mr. Scott Zator, Building Maintenance Manager, (815)526-5106.

5. QUESTIONS

Questions must be submitted in writing to the Library by fax, (815)459-9581 or email to kmigaldi@clpl.org by noon on Tuesday, July 30, 2024. The Library will post a written response on our website, www.clpl.org, in the form of an Addendum by end of day Thursday, August 1, 2024.

6. PROJECT TIMELINE & SUBMITTAL REQUIREMENTS

A. Please note the following requirements of the Request for Proposal:

- Completed, signed Proposal Form
- Completed, signed Price Work Sheet
- Completed Question Work Sheet
- 5 References for cleaning buildings of comparable size and with comparable daily visitors. References shall include the company name, contact name, street address, contact email address, contact phone number, size of facility, dates of service and description of work provided
- Certificate of Insurance
- Proposal valid 90 days after submission
- Original with One Copy and One Electronic Copy of your full submitted Proposal

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- B. The contract will be awarded to the responsible, responsive proposer, who meets or exceeds the criteria outlined on the form provided, or any other proposer determined by the Board of Library Trustees to be in the best interest of the Library. The Library reserves the right to reject any or all proposals or to waive any details in proposals received whenever such rejection or waiver is in the best interests of the Library.

- C. Submit proposals to: Karen Migaldi, Assistant Director, Crystal Lake Public Library, 126 Paddock Street, Crystal Lake, IL 60014. Proposals must be received by noon on Wednesday, August 14, 2024.

**CRYSTAL LAKE PUBLIC LIBRARY
PROPOSAL FORM**

RFP TITLE: **Cleaning Services for Crystal Lake Public Library
126 W. Paddock, Crystal Lake, IL 60014**

RECEIVED BY: **August 14, 2024** **TIME DUE: 9:00 p.m.**

The undersigned proposer, having examined the RFP, Contract, Specifications, Approval of Disbursements and Price Work Sheet hereby agrees to supply services as described.

***PLEASE SUBMIT ONE (1) ORIGINAL AND
ONE (1) COPY OF YOUR PROPOSAL AND
ONE ELECTRONIC COPY OF YOUR PROPOSAL***

TO BE CONSIDERED, ALL PROPOSALS MUST:

**BE SIGNED, INCLUDE PRICE AND QUESTIONS WORKSHEETS AND
BE RECEIVED PRIOR TO DUE DATE AND TIME.**

FIRM NAME: _____

ADDRESS: _____

TELEPHONE NO.: _____ **FAX NO:** _____

AUTHORIZED REPRESENTATIVE:

SIGNATURE: _____

_____ (Typed)

DATE: _____ **TITLE:** _____

**CRYSTAL LAKE PUBLIC LIBRARY
Cleaning Services
Price Work Sheet
Exhibit C**

All respondents must use the following price sheet for their proposal to be considered.

Firm Name _____

Tax ID # _____

Contact _____

Phone /Fax /Email _____

PRICING:

Year 1

Crystal Lake PL (40,000 S.F.) _____ per month _____ per year

Year 2

Crystal Lake PL (40,000 S.F.) _____ per month _____ per year

Year 3

Crystal Lake PL (40,000 S.F.) _____ per month _____ per year

CRYSTAL LAKE PUBLIC LIBRARY**Cleaning Services
Question Work Sheet**

(Attach answers to this form.)

Firm Name _____

1. Many of the tasks specified are to be performed on a periodic basis – weekly and monthly. Please review the Cleaning Services Requirements, Exhibit A, and provide calendar listing for the first three months of service showing when these tasks will be performed/completed.
2. Crystal Lake Public Library has high foot traffic throughout the week. Sanitation and odor control are key for maintaining the rest rooms, please describe what products, equipment, procedures, and task frequency you will use to ensure the rest rooms always look their best and remain odor free. Also explain how these procedures may differ from procedures at the other buildings.
3. The main level lobby is Marmoleum Flooring. Please describe what products, equipment, procedures, and task frequency you will use to ensure the floors always look their best. Please be specific about how you would eliminate any salt residue during the winter months.
4. The Contractor, not the Owner, should perform quality control. Please describe what steps you will take to monitor and redirect the quality of the cleaning provided. Include such information as inspection frequency, recording methods, qualifications of the inspector, and steps that will be taken to correct problems.
5. Please provide the following information:
 - What size crew will work at each building?
 - How many hours will they be scheduled to work?
 - When deficiencies are found what reporting process will be established and what course of action will you take to address the situation? If the problem persists, how will you correct the problem?
 - How many years experience does the supervisor have? Is he a working supervisor or does he roam? If he roams at what frequency will he inspect our location?
 - Have you had any contracts terminated early within the last five years?
 - If yes, please explain.
 - How long has your company been in the contract janitorial business?
 - Has your company been under a different name? If so, what name(s)? Is your company a subsidiary of another company? If so, what company?

CRYSTAL LAKE PUBLIC LIBRARY
Cleaning Services
References

Firm Name _____

| | |
|------------------------------|--|
| Company name | |
| Company contact | |
| Street address | |
| Email address | |
| Phone number | |
| Size of facility (sq ft) | |
| Dates of service | |
| Description of work provided | |

| | |
|------------------------------|--|
| Company name | |
| Company contact | |
| Street address | |
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