



Harvey Park District Request  
for  
Proposal for Cleaning Services

Effective Date  
May 1, 2018

The proposal must be submitted no later than 4:00PM on Friday August 24, 2018 directly to the Administrative Building at the following address:

Harvey Park District

Attn: Request for Proposal for Cleaning Services  
15335 Broadway Ave  
Harvey, IL 60426

## Harvey Park District RFP for Cleaning Services

### Introduction

The Harvey Park District is soliciting proposals for a one (1) year contract with a one (1) year extension option for cleaning services for three District buildings. Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed.

The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The proposal must be submitted no later than 4:00PM on Friday August 24, 2018 directly to the Administrative Building at the following address:

Harvey Park District

Attn: Request for Proposal for Cleaning Services

15335 Broadway Ave

Harvey, IL 60426

### General Instructions for Proposal

- a) Proposal Content - A completed proposal must contain the following:
  - Proposal submissions must contain the complete contact information and title for the individual authorized to bind the vendor. All proposals submitted without such the contact information may be deemed nonresponsive.
  - References – Proposals shall include a list of three (3) references including name, address, phone number and contact person. It is preferred that references are those of Illinois contacts. The District reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.
- b) Proposal Period – Proposal prices are to be firm for ninety (90) days.
- c) Proposal Award - It is the intent of the District to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors which the Harvey Park District may consider.

The District reserves the right to accept or reject any or all proposals and to waive irregularities therein. Proposal will be announced on Thursday September 6, 2018 at the Administrative Office.

Term and Renewal – The term of the Contract shall be for a one (1) year contract with one (1) one year extension option unless earlier terminated.

The Contract may be terminated by either party with a thirty (30) day written notice.

d) Basis of Payment – Payment will be made to the contractor within 30 days upon receiving the contractor's monthly invoice and after approval by the District Board. The invoice shall state the date the service was performed and amount for each building. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided. Specifications The specifications outline the requirements for cleaning services for three (3) District buildings. A list of each building and the address is noted to assist you in your quote. Proposals may include all three locations in one bid or a separate bid per location.

A walkthrough can be scheduled by appointment to view the buildings beforehand. Buildings included are as follows:

- Gloria Taylor Hall – 14821 Broadway Ave
- Holmes Recreational- 16001 Woodbridge Ave
- King (Cooper) Recreational Facility- 234 W. 150<sup>th</sup> St.

#### Responsibilities of the Contractor

The following cleaning instructions are outlined inclusive of all buildings. All functions noted are to be completed bi-weekly (if applicable):

#### General Services

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Thoroughly vacuum throughout.
3. Dust mop hard surface floors.
4. Clean both sides of glass doors removing prints and smudges; wipe frames.
5. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
6. Spot treat soiled carpet areas.
7. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

8. Dust all horizontal and vertical surfaces. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
9. Complete all high dusting, including exhaust fans and air ventilators within reach.
10. Clean drinking fountain(s) or water cooler(s) removing watermarks and splashes on sides, fronts and surrounding walls.

### **Restroom Services**

1. Empty all trash and sanitary napkin receptacles, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacles liners)
2. Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed. (Client to furnish supplies)
3. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
4. Toilet seats to be wiped clean on both sides.
5. Remove splash marks from walls around basins.
6. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
7. Sweep or dust mop hard surface floor.
8. Report any restroom repairs needed to the maintenance department.
9. Wipe all restroom partitions on both sides.
10. Scour and sanitize all basins. Polish bright work.
11. Pour fresh water down floor drains to refresh water in sewer line.
12. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
13. Complete all high dusting, including exhaust fans and air ventilators within reach.

### **Kitchen and Bar Services**

1. Clean and sanitize sink.
2. Spot clean cabinets and exterior of appliances to present at neat appearance.
3. Clean exterior and interior of all appliances (stove, microwaves, refrigerators) removing food particles and stains.
4. Pour fresh water down floor drains to refresh water in sewer line.
5. Pour products necessary to prevent blockages down sinks and floor drains.
6. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and Spills.
7. Complete all high dusting, including exhaust fans and air ventilators within each.

## **Equipment and Cleaning Chemicals**

The District will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper. Restocking of cleaning equipment and chemicals will be coordinated with the Administrative Office.

### **Damage**

The contractor shall report to the Administrative Office any damaged facilities and/or broken items that need to be replaced so as not to be held accountable weekly.

### **Services to be performed one time per month and/or upon Director's request:**

1. Machine strip all tile floors, taking care to get into corners, along edges, and beneath furniture. Rinse, reseal, and refinish all tile floors.
2. Machine steam all carpeted floors, taking care to get into corners, along edges, and beneath furniture.

**Proposal Instructions Request for Proposal for Cleaning Services**

1. Based on the requirements and provider qualifications please provide two (2) copies of the proposal to the Harvey Park District.
2. Complete Proposal Form and Signature Page
3. Complete Worker’s Compensation Certificate
4. Complete Independent Contractor Statement
5. Complete Reference Form If delivered via mail or in person, vendor shall include items 1-5 in a sealed envelope.

All proposals should be clearly labeled on the outside of the envelope: Request for Proposal for Cleaning Services. Proposals should be mailed or delivered in person to:

Harvey Park District  
Attn: Request for Proposal for Cleaning Services  
15335 Broadway Ave  
Harvey, IL 60426

Proposals must be received no later than 4:00PM Friday August 24, 2018.

Proposal Form Request for Proposals for Cleaning Services

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the

Harvey Park District Buildings:

- Gloria Taylor Hall \$ \_\_\_\_\_
- Holmes Recreational \$ \_\_\_\_\_
- King (Cooper) Recreational Facility \$ \_\_\_\_\_

**Signature Page Request for Proposal for Cleaning Services By:**

Name and Title (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Vendor Address \_\_\_\_\_

Contact (please print) \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Worker's Compensation Certification**

I hereby certify that effective the date of my Contract with the District and at all times in the performance of such Contract that:

I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Illinois with the following insurance company:

Company Name: \_\_\_\_\_

Agent's Name, Address and Telephone Number: \_\_\_\_\_

\_\_\_\_\_

Policy Number and Effective Date: \_\_\_\_\_

OR

I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Illinois to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the Harvey Park District.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor



### **Independent Contractor Statement**

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the District for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement.

Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the District, shall not be considered employees of the District and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Illinois on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the District; and the Contractor shall defend, indemnify and hold the District, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the District, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

Company/Individual Name: \_\_\_\_\_

Official Address: \_\_\_\_\_

Signature and Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Client References Request for Proposal for Cleaning Services

Please list three (3) client references. It is preferred that those references are clients within the State of Illinois. The reserves the right to contact references other than, and/or in addition to, those being furnished below.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_