



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item:	Custodial Services					
Presenter & Title:	Pete Adams, Facilities Manager					
Date:	March 18, 2024					
<b>Please Check Appropriate Box:</b>						
<input checked="" type="checkbox"/>	Committee of the Whole Meeting	<input type="checkbox"/>	Special Committee of the Whole Meeting			
<input checked="" type="checkbox"/>	City Council Meeting	<input type="checkbox"/>	Special City Council Meeting			
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Other -			
Associated Strategic Plan Goal/Objective: EMS-I						
Estimated Cost: \$77,856.00 / year		Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Other Funding? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If "Other Funding," please explain how the item will be funded:</i>						
<b>Executive Summary:</b>						
<p>The City's Current Custodial Services Contract expires at the fiscal year end (April 30, 2024). A thorough bid and review process was executed for future year's Custodial Services which include daily routine cleaning and all consumable cleaning supplies for the City Hall, Police Department, and Public Works. Six firms submitted bids, the lowest responsible bid from <b>Eco Clean Maintenance, Inc.</b></p>						
	<b>Vendor</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>4 Yr Total</b>
	EBM (Executive Building Maintenance)	\$ 64,015.43	\$ 65,295.73	\$ 66,601.64	\$ 67,933.68	\$ 263,846.48
	Eco Clean Maintenance	\$ 77,856.00	\$ 77,856.00	\$ 80,184.00	\$ 84,168.00	\$ 320,064.00
	City Wide Building Maintenance	\$ 111,013.89	\$ 114,344.32	\$ 114,344.32	\$ 117,774.63	\$ 457,477.16
	Alpha Building Maintenance	\$ 74,052.00	\$ 76,644.00	\$ 79,344.00	\$ 82,116.00	\$ 312,156.00
	Best Quality Cleaning	\$ 72,924.00	\$ 74,556.00	\$ 76,248.00	\$ 78,001.00	\$ 301,729.00
	DuKane Contract Services	\$ 111,840.00	\$ 117,444.00	\$ 123,312.00	\$ 129,480.00	\$ 482,076.00
Eco Clean has been interviewed and confirmed understanding of the scope of work and provided references for experience with similar work elsewhere which were validated.						
<b>Attachments:</b> <i>(please list)</i>						
<ul style="list-style-type: none"> <li>• Eco Clean Maintenance - Custodial Services - Bid Submission</li> <li>• Geneva Custodial Services Bid Spec - May 2024 - April 2026</li> </ul>						
<b>Voting Requirements:</b>						
<i>This motion requires a simple majority of affirmative votes for passage.</i>						
<i>The Mayor may vote on three occasions: (a) when the vote of the aldermen or trustees has resulted in a tie; (b) when one half of the aldermen or trustees elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or (c) when a vote greater than a majority of the corporate authorities is required by state statute or local ordinance to adopt an ordinance, resolution, or motion.</i>						
<b>Recommendation / Suggested Action:</b> <i>(how the item should be listed on agenda)</i>						
Recommend Approval of Resolution Authorizing Execution of a 2-Year Contract with Eco Clean Maintenance, Inc. at an Annual Cost of \$77,856 for Daily Custodial Services and Supplies for the City Hall, Police Department, and Public Works Facilities.						

**RESOLUTION NO. 2024-37**

**RESOLUTION AUTHORIZING EXECUTION OF THE  
CONTRACT WITH ECO CLEAN MAINTENANCE, INC.  
FOR CUSTODIAL SERVICES**

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**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GENEVA,  
KANE COUNTY, ILLINOIS, as follows:**

**SECTION 1:** That the City Administrator is hereby authorized to execute, on behalf of the City of Geneva, a 2 Year Contract with Eco Clean Maintenance, Inc. with an Annual Cost of \$77,856 per Year (with an option to extend for a 3rd year for \$80,184 Per Year and a 4th Year for \$84,168 Per Year) for Daily Custodial Services and Supplies for the City Hall, Police Department, and Public Works Facilities, as recommended by Staff.

**SECTION 2:** This Resolution shall become effective from and after its passage as in accordance with law.

**PASSED** by the City Council of the City of Geneva, Kane County, Illinois, this 1st day of April, 2024.

**AYES: \_\_ NAYS: \_\_ ABSENT: \_\_ ABSTAINING: \_\_ HOLDING OFFICE: \_\_**

Approved by me this 1st day of April, 2024.

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Mayor

ATTEST:

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City Clerk



**Memorandum**

**Kevin R. Burns, Mayor**

To: Eco Clean Maintenance, Inc  
From: City of Geneva  
Date: 3/27/2024

- Anais Bowring, Ward 1
- Mike Bruno, Ward 1
- Brad Kosirog, Ward 2
- Richard Marks, Ward 2
- Dean Kilburg, Ward 3
- Becky Hruby, Ward 3
- Amy Mayer, Ward 4
- Martha Paschke, Ward 4
- Craig Maladra, Ward 5
- Robert C. Swanson, Ward 5

Stephanie K. Dawkins,  
City Administrator

This Memo serves to provide additional clarifications to the Custodial Services agreement between the City of Geneva and Eco Clean Maintenance, Inc. for the period of May 1, 2024 through April 30, 2026 for the City Hall/Finance, Police Department, Public Works, and Tri-Com Dispatch Facilities.

**CONFIRM UNDERSTANDING OF SCOPE:** This memo is supplemental to the City of Geneva Custodial Services Bid Spec for Cleaning Services and Supplies from May 2024 through April 2026. The City of Geneva (City) and Eco Clean Maintenance, Inc. (Eco Clean) acknowledge and accept the terms outlined in the "Geneva Custodial Services Bid Specifications" document, supported by the submission provided by Eco Clean Maintenance, Inc. on January 29th 2024 (Exhibit A). Any additional terms outlined on this memo will also apply to the contract terms between the City and Eco Clean.

**PAYMENTS/INVOICING:** Contractor should invoice for services in a timely fashion after work has been performed, no more than 30 calendar days whenever possible. Invoices are to be submitted to Accounts Payable at: AP@geneva.il.us. The City will process payment on a net 30 basis.

**CHANGES or ADDITIONAL FEES:** The Contractor shall be responsible for carrying out work according to the terms outlined in the proposal and per manufacturer specifications. The Contractor shall receive the concurrence of the Facilities Manager or designee prior to implementing any subsequent changes to the approved terms.

**ATTENDANCE:** Services are to be performed daily (work week or 7-days per week depending on facility) as outlined. In the event of extreme weather or other major event that will result in inability to perform services, Eco Clean will notify the Facilities Manager via email or text message promptly once the circumstances are defined. In the event of City Facilities closing due to weather event or other unforeseen circumstances, the Facilities Manager or other City representative will notify Eco Clean via text, call, or email in as timely a manner as possible.

**PERFORMANCE EVALUATION:** The Facilities Manager and any facility stakeholders will review Eco Clean Staff performance against the checklists included in the bid specification on a monthly basis and are to make Eco Clean staff aware of any noted concerns or issues as quickly as possible.

**RESPONSIVENESS TO ISSUES:** Eco Clean is expected to resolve any reported issues or concerns within 2 working days for the facility (varies if 5 or 7 day per week service schedule). If the reported concern/issue is not able to be resolved within 2 days, Eco Clean is expected to communicate in writing when and how the matter will be resolved. Email to the Facilities Manager is the preferred written communication method. (padams@geneva.il.us)

**CANCELLATION POLICY:** Should either the City or Eco Clean find cause to terminate the term of the service agreement prior to the expiration on April 30 2026, the party pursuing contract termination will notify the other party formally in writing with minimum 30 days' notice of expected termination. This formal notice will explain in detail the reasoning for the contract cancellation.

Signature acknowledging acceptance of the 2 year agreement between the City of Geneva and Eco Clean Maintenance, Inc. for cleaning services and supplies as outlined in the bid submission provided by Eco Clean on January 29th 2024 (attached at Exhibit A) and additional clarifying terms outlined in this memorandum.

Dylan Meyer  
Eco Clean Maintenance, Inc. (Authorized Representative Signature)

Stephanie K. Dawkins  
City of Geneva (Authorized Representative Signature)

3/27/24  
(Date)

4/3/2024  
(Date)



**CUSTODIAL SERVICES BID PROPOSAL**  
**FOR**  
**CITY OF GENEVA**  
**BY**  
**ECO CLEAN MAINTENANCE, INC.**



January 29<sup>th</sup>, 2024

City of Geneva  
22 South First Street  
Geneva, IL 60134

**Re: Custodial Services**

To Whom It May Concern:

I would like to take this opportunity to introduce our company. We are a commercial janitorial company specializing in providing state of the art janitorial services to companies with diversified requirements. We are very confident that our extremely competitive rates and the highest standard of services in the industry could be an added benefit to your company.

*QUALITY CONTROL AND EXCELLENT ON PREMISES SUPERVISION* are only two of a long list of reasons that separate us from our competition.

In *Eco Clean Maintenance, Inc.* we believe that we offer outstanding customer service and satisfaction that our clients deserve, expect and will receive.

I would appreciate a few moments from your busy schedule to present to you what sets us ahead of the competition and provide you with the competitive rates.

Thank you for your time.

**YOUR SATISFACTION MEANS OUR SUCCESS!**

Truly yours,

*Dylan Meyer*

Dylan Meyer  
Sales Manager  
Eco Clean Maintenance, Inc.  
773-616-9009

## Custodial Services Bid Jan 2024 – Addendum #2

1. Do you know approximately monthly usage of toilet paper, hand towels, soap etc?
  - No, we do NOT have estimated usage quantities at this time.
2. Do you need napkins to use at lunchroom?
  - Kitchenettes/lunch rooms will have a paper towel dispenser & soap dispenser at the sink that are expected to be refilled with the contract. No additional napkins or other paper products are required for the lunchrooms.
3. Could you please email me what specific paper products you need? (for example, if you use jumbo roll toilet paper or single roll one, etc.).
  - See provided pics showing examples of existing dispensers in the facilities below. Bidders are expected to provide consumable supplies that will fit with the existing dispensers.  
or
  - Bidders may submit bids with alternate products, but must assume replacement of dispensers at the cost of the bidder or their supplier(s).
4. To my knowledge, no other Kane County municipality requires prevailing wages of \$16.50/17.00.
  - From the Geneva City Code, Section 1-8A-3/B.1: “All contractors and subcontractors shall not pay less than the prevailing rate of wages [14] as determined by the State of Illinois, if applicable.” [CHAPTER 8 - MUNICIPAL FINANCES | Code of Ordinances | Geneva, IL | Municode Library](#)
  - Per the Illinois Department of Labor: the “Prevailing Wage Act Requires contractor and subcontractor to pay laborers, workers, and mechanics employed on public works projects, no less than the general prevailing rate of wages (consisting of hourly cash wages plus fringe benefits) for work of similar character in the locality where the work is performed.” [Prevailing Wage Act - Conciliation and Mediation Division \(illinois.gov\)](#)
5. Bid Security – Do you require a bid bond and performance bond? & if awarded the contract, do we need to give you a security deposit or is that before we are awarded the contract?
  - Yes, a bid bond or deposit is required. A Performance bond is not. Link to section 1-8A-4: Bid Deposits:  
[https://library.municode.com/il/geneva/codes/code\\_of\\_ordinances?nodeId=TIT1AD\\_C H8MUFI\\_ARTABICOPR\\_1-8A-4BIDE](https://library.municode.com/il/geneva/codes/code_of_ordinances?nodeId=TIT1AD_C H8MUFI_ARTABICOPR_1-8A-4BIDE)
6. On the fees forms, you add in the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> year price to the original price for 2024. Do you not want it separate?
  - This is a typo. These were intended to fees per individual year. A corrected Fees Form is included with this addendum.
7. Are the perishable supplies such as paper towels, trash can liners, hand soaps that we are asked to furnish considered rebill items or do we need to factor them in our monthly pricing with labor?
  - Costs for consumable supplies should be included in the monthly fee estimates.

**City of Geneva, IL**



**CONTRACT DOCUMENTS  
AND PROJECT SPECIFICATIONS  
FOR  
CUSTODIAL SERVICES  
AT THE  
CITY HALL &  
FINANCE DEPARTMENT  
POLICE DEPARTMENT,  
PUBLIC WORKS FACILITY,  
&  
TRI-COM DISPATCH  
FOR  
May 2024 through April 2026**

**PETE ADAMS - FACILITIES MANAGER**

**JANUARY 2024**

## City of Geneva, IL

### ADVERTISEMENT REQUESTING PROPOSALS

The City of Geneva (City) is seeking a qualified proposals for custodial services for City Hall, Finance Department, Police Department, Public Works & Tri-Com facilities.

Proposals to be submitted in **duplicate**, in a sealed envelope with the words "CUSTODIAL SERVICES" clearly marked on it, will be received by the City of Geneva, Illinois until **10:00 a.m. on Monday, January 29th 2024** at the office of the City Administrator located at 22 South First Street, Geneva, IL 60134; immediately following, they will be publicly opened and read aloud in the City's Council Chambers. To attend the public opening, please use the public entrance on the James Street side (south) of the building.

Instructions and specifications are available on the City of Geneva web site. <https://www.geneva.il.us>

All persons working on this project shall be paid no less than current prevailing wages stipulated by the Illinois Department of Labor in the County of Kane and/or as determined by a Court of Law having Jurisdiction.

The City of Geneva, Illinois reserves the right to reject any or all proposals and waive technicalities. Submissions may withdraw their proposal if a request

## City of Geneva, IL

The Term of this contract will run from May 1, 2024 through April 30<sup>th</sup> 2026 with a possible two year extension if the successful bidder's performance meets or exceeds expectations.

4. LIQUIDATED DAMAGES: n/a
5. SUBSTITUTE OR "OR-EQUAL" ITEMS: Any substitutions from the bid form or documents for consumable products implemented and scope &/or schedule of services are subject to the approval of the by the City's FM at padams@geneva.il.us.
6. BID FORM: All Bids must be made on the required Bid Form. The Bid Form is included with the Bidding Documents.

All blanks on the Bid Form must be completed using the fillable PDF version, by ink, or typewriter.

The Bid shall contain an acknowledgement of receipt of all Addenda (the numbers of which must be filled in on the Bid Form).

7. MODIFICATION AND WITHDRAWAL OF BIDS: Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids.

If, within twenty-four hours after Bids are opened, any Bidder files a duly signed, written notice with Owner and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of its Bid, that Bidder may withdraw its Bid and Bid security will be returned. Thereafter, that Bidder will be disqualified from further bidding on the Work to be provided under the Contract Documents.

8. All Bids shall remain open for sixty days after the day of the Bid opening.
9. AWARD OF CONTRACT: Owner reserves the right to reject any and all Bids, to waive any and all informalities and to negotiate contract terms with the Successful Bidder, and the right to disregard all nonconforming, non-responsive or conditional Bids. Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
10. BID EVALUATION: Owner shall consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements, and alternates and unit prices if requested in the Bid Forms.

Owner may consider the qualifications and experience of Subcontractors and other persons and organizations (including those who are to furnish the principal items of material or equipment) proposed for those portions of the Work as to which the identity of Subcontractors and other persons and organizations must be submitted as provided in the Supplementary Conditions. Operating costs, maintenance considerations, performance data and guarantee of materials and equipment may also be considered by Owner.

Owner may conduct such investigations as deemed necessary to assist in the evaluation of any bid and to establish the responsibility, qualifications and financial ability of the Bidders, proposed Subcontractors and other persons and organizations to do the work in accordance with the Contract Documents to Owner's satisfaction within the prescribed time.

# City of Geneva, IL

## PROPOSAL

The following proposal is hereby made to the **City of Geneva, Illinois**, hereinafter called the Owner. Proposal is submitted in duplicate by Eco Clean Maintenance, Inc.

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The undersigned hereby proposes and agrees to furnish all the necessary labor, materials, equipment, tools and services necessary to perform the "CUSTODIAL SERVICES" in accordance with the Specifications and Procedural documents attached.

In submitting this proposal the undersigned declares that the only persons or parties interested in the Proposal as principals are those named herein and that the Proposal is made without collusion with any other person, firm, or corporation.

The Undersigned acknowledges receipt of the following Addenda.

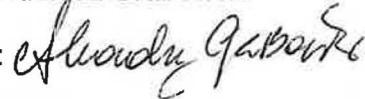
Addendum No.	Date	Initials
<u>1</u>	<u>1/22/24</u>	<u>A.G.</u>
<u>2</u>	<u>1/25/24</u>	<u>A.G.</u>

The Undersigned declares that he has examined the Contract Documents and is familiar with the local conditions at the site where the work is to be performed and with the conditions affecting the Contract requirements and understands that in making this Proposal he waives all right to plead any misunderstanding regarding the same.

The undersigned further agrees prosecute the work in such a manner and with sufficient materials, equipment, and labor as will insure its completion by the completion date, it being understood and agreed that the completion within the time limit is an essential part of the Contract.

The undersigned hereby proposes and agrees to furnish all necessary labor, materials, equipment, tools and services necessary to perform the "CUSTODIAL SERVICES" as described in the contract documents.

Name: Arkadiusz Grabowski

Signature: 

Date: 1/26/24

Title: President

Company: Eco Clean Maintenance, Inc.

<b>City Hall</b>	<b>Annual Price</b>	<b>Monthly Price</b>	<b>Estimated hours required for daily task execution</b>
May 1 2024 - April 30 2025	\$18,096	\$1,508	3 hours
May 1 2025 - April 30 2026	\$18,096	\$1,508	3 hours
May 1 2026 - April 30 2027	\$18,636	\$1,553	3 hours
May 1 2027 - April 30 2028	\$19,560	\$1,630	3 hours

<b>Finance Department</b>	<b>Annual Price</b>	<b>Monthly Price</b>	<b>Estimated hours required for daily task execution</b>
May 1 2024 - April 30 2025	\$3,216	\$268	0.5 hours
May 1 2025 - April 30 2026	\$3,216	\$268	0.5 hours
May 1 2026 - April 30 2027	\$3,312	\$276	0.5 hours
May 1 2027 - April 30 2028	\$3,468	\$289	0.5 hours

<b>Police Department</b>	<b>Annual Price</b>	<b>Monthly Price</b>	<b>Estimated hours required for daily task execution</b>
May 1 2024 - April 30 2025	\$36,036	\$3,003	4 hours
May 1 2025 - April 30 2026	\$36,036	\$3,003	4 hours
May 1 2026 - April 30 2027	\$37,116	\$3,093	4 hours
May 1 2027 - April 30 2028	\$38,964	\$3,247	4 hours

<b>Public Works</b>	<b>Annual Price</b>	<b>Monthly Price</b>	<b>Estimated hours required for daily task execution</b>
May 1 2024 - April 30 2025	\$20,508	\$1,709	3.5 hours
May 1 2025 - April 30 2026	\$20,508	\$1,709	3.5 hours
May 1 2026 - April 30 2027	\$21,120	\$1,760	3.5 hours
May 1 2027 - April 30 2028	\$22,176	\$1,848	3.5 hours

<b>Tri-Com Dispatch</b>	<b>Annual Price</b>	<b>Monthly Price</b>	<b>Estimated hours required for daily task execution</b>
May 1 2024 - April 30 2025	\$18,012	\$1,501	2 hours
May 1 2025 - April 30 2026	\$18,012	\$1,501	2 hours
May 1 2026 - April 30 2027	\$18,552	\$1,546	2 hours
May 1 2027 - April 30 2028	\$19,476	\$1,623	2 hours

# City of Geneva, IL

## OVERVIEW & TERMS

The City of Geneva (City) is seeking bids for interior cleaning of the City Hall and Finance Department Offices, Police Department, Public Works Facility, and Tri-Com Dispatch center. These services are to be *done in strict compliance with the attached specifications and checklists with the intended goal of maintaining a clean and sanitary work environment for employees and to present properly maintained facilities to the public.* The Term of this contract will run from May 1, 2024 through April 30th 2026 with a possible two year extension if the successful bidder's performance meets or exceeds expectations.

### **FACILITY INSPECTIONS:**

Bidders are responsible to complete a thorough, initial inspection prior to submitting their bid. Visits to inspect the building should be coordinated with the Facilities Manager (FM), Pete Adams, via email at [padams@geneva.il.us](mailto:padams@geneva.il.us) with NO LESS THAN 48 HOURS NOTICE. During inspections FM or Designee will inform the Bidder of any site specific conditions or restrictions. Any visitors are required to follow required to check in & out at the front office

### **GENERAL TERMS AND PERFORMANCE EXPECTATIONS:**

- 1) All refuse and recycling materials will be deposited separately in the appropriate on-site dumpsters *provided; City employees are responsible to for pre-sorting any waste generated appropriately into "garbage" or "recyclable" waste bins.*
- 2) Greater area carpet cleaning will be contracted separately by the City on an annual or as needed basis. The awarded bidder is encouraged to communicate any concerns related to carpet cleanliness to the FM over the duration of the contract.
- 3) The City will provide a small secure storage area at each facility for use by the awarded bidder for the purpose of storing supplies and other cleaning related tools and materials.
- 4) The City will issue one set of keys for City Hall and Finance Department Offices and Public Works Facilities. Keys are not necessary for the Police Department and Tri-Com dispatch since they are staffed 24/7. Any additional keys must be issued by the City. Duplication of keys will be strictly prohibited and considered a breach of contract. Upon Termination or Conclusion of the contract all keys issued by the City are to be promptly returned to the FM.
- 5) Schedule: All services are to be performed during non-business hours. "Business Hours" for City Hall, Finance Department, Police Department, and Tri-Com are between the hours of 8 am and 4:30 pm Monday to Friday; for Public Works, "Business Hours" are 7:00 am to 3:30 pm Monday to Friday.

The Police Department and Tri-Com Buildings are 7 day per week contracts and City Hall the Public Works Buildings are 5 day per week contracts (Monday through Friday).

Periodically, portions of the buildings are used for evening public meetings (Typically from 7:00 to 10:00 pm in the Council Chambers in at City Hall). On these dates, the spaces should be available for cleaning following the meetings by no later than 10:00 pm. Please see this link to City's website for the Master Calendar of the City's Public Meetings.

- 6) Bidders are required to provide an estimated/expected time that the cleaning crew or individual staff member will be at each location per daily services.

## City of Geneva, IL

- 7) The contract will be an annual contract with automatic renewal unless either party terminates. Either party may terminate the contract upon written notice via email or registered mail upon a ten (10) day notice. The day of receipt of this notice constitutes the first day of the ten (10).
- 8) Invoicing and payments for services rendered are to be done on a monthly basis. Payment will be issued within 30 days of receipt of invoice from the awarded bidder.
- 9) In the event any building is expanded or altered during the contract period, the awarded bidder will work with the city to provide an amended contract for the City's approval.
- 10) The Successful bidders appointed primary contact or other authorized representative will notify FM immediately via email, text, or call of any unusual circumstance encountered during the course of regular cleaning services.
- 11) Checklists detailing the routine tasks required by this contract are included later in this document. These checklists are to be completed by the successful bidder's onsite staff with every cleaning visit.
- 12) The Successful Bidder's designated primary contact or other designee is to schedule a monthly meeting at location with the FM to provide copies of the filled out checklists for the month and to collectively review and ensure to all routine tasks and other terms outlined in the contract terms.

At the discretion of the FM and after a consistent track record of meeting performance expectations have been established, these monthly meetings may be substituted with a monthly report submitted in writing to the FM.

- 13) All necessary equipment to perform this contract will be provided by the awarded bidder and will be maintained in good operating condition throughout the contract. No access to or usage of city equipment or technology (Copy Machine, computers, phones, etc.) are permitted by the bidder's onsite personnel without explicit approval by city personnel.
- 14) All consumable cleaning related products including paper products (toilet paper, hand towels, paper towels, and facial tissues), trash can liners, hand soap, will be provided by the awarded bidder under this contract. (Facial tissues are to provide as a stock item to be retrieved by City employees on an as-needed basis).

An onsite stockpile of approximately one to two months of all required supplies is to be stored onsite in the provided onsite secure storage area.

- 15) Non-residual germicidal cleaning products are to be used for all surface cleaning.
- 16) After regular tasks are completed all office doors are to be left closed and all lights switched lights are to be left off unless a City employee is currently in the space,

### **STAFF SPECIFICATIONS:**

- 1) Throughout the term of this contract, any persons participating in onsite services on behalf of the successful bidder will be bonded, insured, and supervised. Supporting documentation to be provided upon request.



## Public Works Custodial Checklist

<p>GA - General Areas (offices, conference rooms, library, electric meter room, hallways, entryways, work areas)                      Wind - Windows                      RR - Restrooms                      Lch/Trn - Lunch &amp; Training Rooms                      LR - Locker Rooms</p> <p style="text-align: right;">                         D = Daily                          W = Weekly                          BW = Bi-Weekly                          M = Monthly                          BM = Bi-Monthly                          Q = Quarterly                          SA = Semi-Annual                          A = Annually                     </p>			Month																					
			Week 1			Week 2			Week 3			Week 4			Week 5									
			MON. Date	TUES. Date	WED. Date	THURS. Date	FRI. Date	MON. Date	TUES. Date	WED. Date	THURS. Date	FRI. Date	MON. Date	TUES. Date	WED. Date	THURS. Date	FRI. Date	MON. Date	TUES. Date	WED. Date	THURS. Date	FRI. Date	MON. Date	TUES. Date
Area	TASK	FREQ																						
GA	Sweep/dust mop and wet mop all stairs & disinfect handrails	D																						
GA	Vacuum all carpeting	D																						
GA	Empty all trash receptacles and recycle containers & replace bags/liners	D																						
GA	Clean and sanitize all drinking fountains (including in the garage)	D																						
GA	Clean and sanitize all stainless steel sinks	D																						
GA	Disinfect all counter tops	D																						
GA	Clean and sanitize all telephones and radio handsets	D																						
Lch/Trn	Sweep & wet mop all vinyl floor tile with germicide solution	D																						
Lch/Trn	Empty all trash receptacles and recycle containers & replace bags/liners	D																						
Lch/Trn	Clean and sanitize all drinking fountains	D																						
Lch/Trn	Clean/sanitize all counter tops & table tops	D																						
Lch/Trn	Clean and sanitize all telephones	D																						
Lch/Trn	Clean and sanitize all stainless steel sinks	D																						
LR	Clean and sanitize all porcelain and stainless steel fixtures	D																						
LR	Clean all mirrors	D																						
LR	Clean and fill all toilet paper and paper towel dispensers (and leave extra product at each location)	D																						
LR	Clean and fill all soap dispensers	D																						
LR	Clean and sanitize all chrome fixtures	D																						
LR	Empty all trash receptacles	D																						
LR	Install plastic can liners in all trash receptacles	D																						
LR	Sweep & wet mop all floors with germicide solution	D																						
RR	Clean all glass and mirrors	D																						
RR	Clean and fill all toilet paper and paper towel dispensers (and leave extra product at each location)	D																						
RR	Clean and fill all soap dispensers	D																						
RR	Clean and sanitize all chrome fixtures	D																						
RR	Empty all trash receptacles and recycle containers & replace bags/liners	D																						
RR	Sweep & wet mop all tile floors with germicide solution	D																						
RR	Clean and sanitize all porcelain fixtures	D																						
Wind	Clean all entry door glass (both sides)	D																						
GA	Spray buff all vinyl floor tile to high gloss	W																						
GA	Clean and sanitize all microwaves (inside & outside)	W																						
GA	Clean and sanitize all cabinet fronts	W																						











### Lista De Verificación De Servicio M De Limpieza De Tri-Com

			Mes																								
			Semana 1					Semana 2				Semana 3				Semana 4				Semana 5							
			Lunes	Martes	Miércoles	Jueves	Viernes	Sábado	Domingo	Lunes	Martes	Miércoles	Jueves	Viernes	Sábado	Domingo	Lunes	Martes	Miércoles	Jueves	Viernes	Sábado	Domingo	Lunes	Martes	Miércoles	
<b>GA</b> - Áreas generales (oficinas, salas de conferencias, biblioteca, sala de medidores eléctricos, pasillos, entradas, áreas de trabajo)	<b>Wind</b> - Windows	<b>RR</b> - Baños (Restrooms)	<b>Lch/Trn</b> - Salas de almuerzo y entrenamiento (Lunch & Training Rooms)	<b>LR</b> - Vestuarios (Locker Rooms)																							
<b>Area</b>	<b>TASK</b>	<b>FREQ</b>																									
			Lunes	Martes	Miércoles	Jueves	Viernes	Sábado	Domingo	Lunes	Martes	Miércoles	Jueves	Viernes	Sábado	Domingo	Lunes	Martes	Miércoles	Jueves	Viernes	Sábado	Domingo	Lunes	Martes	Miércoles	
GA	Barrear/trapear y trapear en húmedo todas las escaleras y desinfectar los pasamanos	D																									
GA	Aspirar todas las alfombras	D																									
GA	Vacíe todos los recipientes de basura y recicle los contenedores y reemplace las bolsas / revestimientos	D																									
GA	Limpie y desinfecte todas las fuentes de agua potable (incluso en el garaje)	D																									
GA	Limpie y desinfecte todos los fregaderos de acero inoxidable	D																									
GA	Desinfecte todas las encimeras	D																									
GA	Limpie y desinfecte todos los teléfonos y aparatos de radio	D																									
Lch/Trn	Barrear y mojar todas las baldosas de vinilo con solución germicida	D																									
Lch/Trn	Vacíe todos los recipientes de basura y recicle los contenedores y reemplace las bolsas / revestimientos	D																									
Lch/Trn	Limpie y desinfecte todas las fuentes de agua potable	D																									
Lch/Trn	Limpie / desinfecte todas las encimeras y mesas	D																									
Lch/Trn	Limpie y desinfecte todos los teléfonos	D																									
Lch/Trn	Limpie y desinfecte todos los fregaderos de acero inoxidable	D																									
RR	Limpie todos los vidrios y espejos	D																									
RR	Limpie y llene todos los dispensadores de papel higiénico y toallas de papel (y deje el producto adicional en cada ubicación)	D																									
RR	Limpie y llene todos los dispensadores de jabón	D																									
RR	Limpie y desinfecte todos los accesorios cromados	D																									
RR	Vacíe todos los recipientes de basura y recicle los contenedores y reemplace las bolsas / revestimientos	D																									
RR	Barrear y mojar todos los pisos de baldosas con solución germicida	D																									
RR	Limpie y desinfecte todos los accesorios de porcelana	D																									
Wind	Limpie todos los vidrios de la puerta de entrada (ambos lados)	D																									
GA	Pulir todas las baldosas de vinilo a alto brillo	W																									
GA	Limpie y desinfecte todos los microondas	W																									
GA	Limpie y desinfecte todos los frentes del gabinete	W																									
Lch/Trn	Pulir todas las baldosas de vinilo a alto brillo	W																									
Lch/Trn	Limpie y desinfecte todos los microondas	W																									
Lch/Trn	Limpie y desinfecte todos los refrigeradores	W																									
Lch/Trn	Limpie y desinfecte todos los frentes del gabinete	W																									
RR	Limpie y pulir todas las puertas y tabiques	W																									
GA	Desempolvacar todos los muebles y superficies horizontales	BW																									
GA	Limpie y pula todas las superficies visibles del escritorio	BW																									
GA	Limpie todas las alfombras	M																									
GA	Limpie todas las paredes	M																									
Lch/Trn	Limpie todas las paredes	M																									
RR	Limpie todas las paredes	M																									
Wind	Limpie todos los vidrios interiores (ambos lados)	M																									
GA	Limpie y pula todas las baldosas de vinilo para obtener un alto brillo	Q																									
			<i>Trimestral (una vez cada 3 meses)</i>																								

## **REFERENCES**

### **City of Elmhurst**

209 N. York St, Elmhurst, IL 60126

Phone: (630) 530-3019

Contact: Larry Paruszkiewicz

Job Description: Daily Cleaning of City Hall, PD, Public Works, Water Plant, Museum & Metra

Contract Period: June 2021-Present

Buildings Size: 120,000 sq. ft.

### **City of St. Charles**

2 E. Main Street, St. Charles, IL 60174

Phone: (630) 443-3709

Contact: AJ Reineking

Job Description: Daily Cleaning of City Hall, Public Works, PD, Fire Station,

Contract Period: May 2022-Present

Buildings Size: 150,000 sq. ft.

### **Will County Office of the County Executive**

302 N. Chicago Street Ave., Joliet, IL 60432

Phone: (815) 671-9512

Contact: Kathy Henderson

Job Description: Daily Cleaning of Offices, Facilities, Sheriff's Complex, Health Dept., Courthouse, Porter Services

Contract Period: December 2016- Present (extended/renewed)

Buildings Size: 600,000 sq. ft.

### **The Oaks Recreation and Fitness Center**

10847 LaPorte Rd., Mokena, IL 60448

Phone: (708) 372-8867

Contact: Jim VanGennep

Job Description: Fitness Center, Offices & Facilities

Contract Period: March 2010-Present (extended/renewed)

Building Size: 80, 000 sq. ft.

Contract Amount: \$75,000

## **II. COMPANY OVERVIEW**

Our HR Department, Hiring Manager is responsible for recruiting process, which includes the interview stage and employees screening procedures. Among all required forms, we always insist on filing out Form I-9 to verify prospective candidate's legal status. At all times, without exception, we require at least 4 documents showing claimed legal status. Upon the satisfactory results from character screening, verification of previous employment and recommendation letters, the candidate is interviewed by our Hiring Manager.

In Eco-Clean Maintenance, Inc. we believe that personnel's attire stands for Company's good image. Therefore, our employees are required to wear Company's uniform: T-shirts with company's logo and the matching work pants. Also, the Identification Badge is attached to the uniform.

Israel Cortez will be assigned to your facilities as an Area Supervisor. He has been working for our company for over 6 years and has 10 years of experience. He will be engaged in monitoring service levels and staff performance as well as he will be also responsible for communication between the Client and the cleaning crew.

Our Company will not provide any cleaning staff at your facility without prior training. At least two weeks prior to the first day of the contract, each employee will be required to take training classes and pass the performance test. In Eco-Clean Maintenance, Inc. we believe that employees are the most important factor of Company's outstanding performance. Therefore, in order to meet with the Clients' requirements, proper, and professional training is mandatory. Our Clients can be assured that all our personnel is required to complete 2 weeks of extensive training program prior to being assigned to new task. The employees who will be actively engaged in the janitorial services at your facility are our highly trained and skilled staff members with average 5 years of experience who have performed satisfactorily on other contracts the company was awarded. Crew members who will be assigned to the facilities will be required to pass the ongoing training and education program to ensure compliance with state and federal training requirements. Therefore, our company will employ a mandatory training for all

# **Eco-Clean Maintenance, Inc.**

## **Quality Control**

Quality control is important because high quality service is the name of the game. Thus, it needs to be monitored at the highest level. The first step in quality control is training. Getting the staff properly trained is paramount to high quality work. Each staff member undergoes training and testing phase before going out into the field. Once they have successfully passed their written and field tests they are placed on crew, where they work under the supervision of a crew leader and field supervisor. Right off the bat, you know you are getting a trained and tested staff. Beyond that, there are frequent check-ups and professional development training that occur on an ongoing basis for the entirety of one's career at Eco Clean.

Once our staff is trained and out in the field, they need to understand the scope of the job. Therefore, communication is a key in the providing high quality service. The first line of communication is a clear outline of the duties. This is achieved by easy-to-read daily cleaning checklists for the staff to follow. This allows the staff to clearly see what needs to be done that day, as well as gives the crew chief/supervisor an easy method to monitor that the work is being completed properly. The staff will use the checklist to execute the cleaning, while the supervisor will use the same checklist to monitor that the work has been completed and the level of satisfaction of the work. These checklists and notes can also be reviewed by the customer if they are interested to see the progress of the day-to-day operation of the project. Furthermore, we are always available to receive feedback from our customers, whether it be via telephone or email. We pride ourselves on our responsiveness, as we know our success is based wholly on your satisfaction.

Now our trained staff and supervisors are armed with a clear plan of action to attack this project. What happens when the plan is not perfectly executed? If work is not completed, or is not completed to a satisfactory level, the supervisor will determine the course of action to remedy the situation. These courses of action range from altering the order of cleaning, to improving cleaning technique, to improving time management, etc. Here is where our crew chiefs/supervisors act as teachers/coaches and guide our staff towards the goal of providing the highest level of service possible.

Therefore our quality control plan is a three pronged attack: Training, communication and guidance/rectification.

**V. Spot and Stain Removal**

- A. The Basics
- B. Chemicals
- C. Permanent Damage
- D. Urine
- E. Other Specialized Spots

**VI. Safety**

- A. Chemical (Proper use of dilution of cleaning chemicals)
- B. IAQ/Indoor Environmental Quality
- C. Equipment
- D. Slip, Trip and Fall
- E. PPE
- F. MSDS
- G. Reporting
- H. Soil and Cleaning Theory

**VII. Carpet Color and Dying**

- A. Spot
- B. Full Room
- C. Side Match

**VIII. Water Damage Restoration Basics**

**NOTE:** After the training sessions are completed, a self assessment by the trainee is requested by the trainer, followed by a Trainer evaluation which determines the competencies of each new staff member. Trainee's that do not meet our required level of comprehension are NOT permitted to move on to "in field" training until our Training Coordinator feels that they are ready to do so.

- Are existing systems of work adequate to protect against the following:
  - Article or substance falling off or being ejected from the machine? .....
  - Overheating or fire? .....
  - Discharge of dust, gas, liquid, vapor or other substance? .....
  - Any high or low temperature parts of the machine? .....
  - Does the equipment capable of excessive heat? .....
  - Any other hazards? .....

- Are there suitable and appropriate means of isolating the equipment from its source of power .....

- Are they clearly identifiable and easily accessible? .....

**4. Maintenance and Inspection**

- Is maintenance of the equipment carried out .....
- If a maintenance log is required, is it up-to-date? .....
- Can maintenance be carried out without risk to health and safety? .....
- Is inspection of the equipment carried out and are sufficient records kept? .....

**5. Safe Use**

- Is the equipment only used in an appropriate environment? .....
- Adequate lighting? .....
- Adequate temperature? .....
- Adequate space around the machine to allow safe and easy access? .....
- Do the controls (eg. start/stop) operate in a safe manner? .....
- Are the controls clearly marked and visible? .....
- Are the emergency stop controls located at appropriate and accessible points which will bring the equipment to a complete stop in a safe manner? .....
- Will the emergency stop controls switch off all sources of energy after stopping? .....

**6. Safety Signs and Warnings**

- Where necessary, are there appropriate warning signs, eg. Noise warnings, restrictions on use, prohibited actions etc? .....

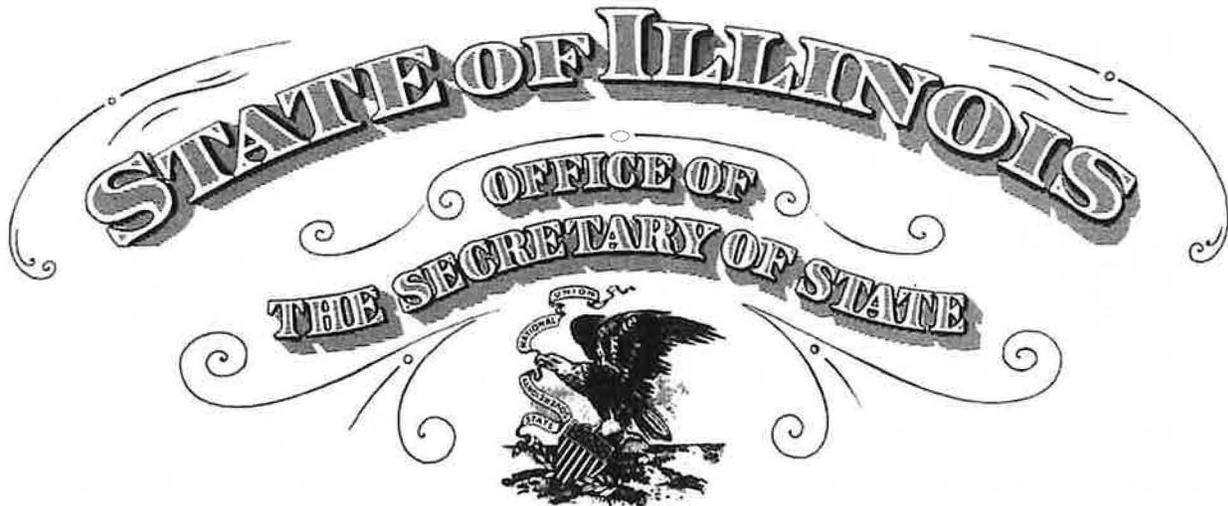
# **ECO-CLEAN MAINTENANCE, INC.**

## **SUBSTANCE ABUSE PREVENTION POLICY**

- 1) **ECO-CLEAN MAINTENANCE, INC.** is committed to protecting the safety, health, and well-being of its employees and all people who come into contact with its workplace(s) and property, and/or use its products and services.
- 2) Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, Eco-Clean Maintenance, Inc. is committed to ensuring a substance-free working environment for all of its employees
- 3) **ECO-CLEAN MAINTENANCE, INC.** therefore strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner.
- 4) In addition, **ECO-CLEAN MAINTENANCE, INC.** strictly prohibits the abuse of alcohol or prescription drugs.
- 5) Any violation of this policy will result in adverse employment action up to and including dismissal and referral for criminal prosecution.

File Number

6647-166-7



**To all to whom these Presents Shall Come, Greeting:**

***I, Alexi Giannoulas, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that***

ECO-CLEAN MAINTENANCE INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON DECEMBER 12, 2008, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



***In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 15TH day of JUNE A.D. 2023 .***

Authentication #: 2316603428 verifiable until 06/15/2024

Authenticate at: <https://www.ilsos.gov>

*Alexi Giannoulas*

SECRETARY OF STATE

Selective Insurance Company of America  
40 Wantage Avenue  
Branchville, New Jersey 07890  
973-948-3000

Bond No. **B 1301070**

## BID BOND

### KNOW ALL MEN BY THESE PRESENTS:

That Eco Clean Maintenance, Inc.  
515 Wrightwood Avenue Elmhurst, IL 60126 (hereinafter called the Principal)  
as Principal, and the SELECTIVE INSURANCE COMPANY OF AMERICA, a corporation created and existing under  
the laws of the State of New Jersey, with its principal office in Branchville, New Jersey (hereinafter called the Surety),  
as Surety, are held and firmly bound unto City of Geneva  
22 South 1st St. Geneva, IL 60134 (hereinafter called the Obligee)  
in the full and just sum of 10 % Percent of Total Bid Amount Dollars  
(\$ 10 % ) good and lawful money of the United States of America, to the payments of which sum of  
money well and truly to be made, the said Principal and Surety bind themselves, their and each of their heirs, executors,  
administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this 29th day of January, 2024 A.D.

**THE CONDITION OF THIS OBLIGATION IS SUCH**, That, if the Obligee shall make any award within 60 days to  
the Principal for  
**Janitorial Services**

according to the terms of the proposal or bid made by the Principal therefor, and the Principal shall duly make and  
enter into a contract with the Obligee in accordance with the terms of said proposal or bid and award and shall give  
bond for the faithful performance thereof with Surety or Sureties approved by the Obligee; or if the Principal shall,  
in case of failure so to do, pay to the Obligee the damages which the Obligee may suffer by reason of such failure, not  
exceeding the penalty of this bond, then this obligation shall be null and void; otherwise it shall be and remain in full  
force and effect.

When this Bond has been furnished to comply with a statutory, regulatory or other legal requirement in the location where  
the construction is to be performed, any provision in this Bond conflicting with said statutory, regulatory or legal  
requirement shall be deemed deleted from this form and provisions conforming to such statutory, regulatory or other  
legal requirement shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory  
bond and not as a common-law bond.

In Testimony Whereof, the Principal and Surety have caused these presents to be duly signed and sealed.

**Eco Clean Maintenance, Inc.**

WITNESS: \_\_\_\_\_, PRINCIPAL

\_\_\_\_\_  
(If individual or firm)

By: *Edward G. ...* (SEAL)

ATTEST:

*[Signature]*  
(If Corporation)

SELECTIVE INSURANCE COMPANY OF AMERICA, SURETY

By: *Colette Celaya*  
Colette Celaya, Attorney-in-fact



