

# Village of Bensenville

**Invitation to Bid with Specifications**

## **Janitorial Services**



**Bensenville Public Works**  
**717 E. Jefferson St. Bensenville, IL 60106**  
**Phone: 630-350-3435 Fax: 630-594-1148**  
**[www.Bensenville.il.us](http://www.Bensenville.il.us)**

## LEGAL NOTICE

**PLEASE TAKE NOTICE** that Sealed Bids will be received in the Office of the Village Clerk, Village of Bensenville, 12 S. Center, Bensenville IL 60106 until 10:45am local time on Monday, June 8, 2015 and, thereafter, immediately publicly opened and read for:

### **Janitorial Services**

The Village of Bensenville is seeking Janitorial Services to clean and disinfect in accordance with USGBC LEED standards and the enclosed specifications the Police and Emergency Management Headquarters at 345 E. Green Street, Bensenville, Illinois.

Specifications and bid forms can be found at [www.bensenville.il.us](http://www.bensenville.il.us) under "Business". They can also be picked up at the Public Works Department, 717 E. Jefferson, Bensenville IL 60106, or by e-mailing [kkatz@bensenville.il.us](mailto:kkatz@bensenville.il.us), or by calling [630-350-3489](tel:630-350-3489).

**MAY 29 AT 10 AM: MANDATORY PRE-BID SITE TOUR** - Failure to attend disqualifies proposal.

All bids require a Bid Bond, or Certified or Cashier's Check made payable to the Village of Bensenville for not less than five percent (5%) of the bid amount.

Ilsa Rivera-Trujillo  
Village Clerk

## **Janitorial Services**

The Village of Bensenville seeks a janitorial firm to clean the newly constructed USGBC LEED Gold rated Police and Emergency Management Headquarters at 345 E. Green Street in Bensenville, Illinois. The facility is about 47,000 sf consisting of:

- 20,577 sf office, lobby and conference room space;
- 3,273 sf restroom and locker rooms (40 fixtures);
- 535 sf lunch room;
- 8,139 sf parking garage and storage and sally port
- 3,175 sf detention area (must be accompanied by officer to access)
- 11,586 sf gun range, mechanical and evidence storage (NO cleaning)

The facility operates 24 hours a day, 365 days a year. The building has constant activity during the day, with limited activity at night. The large public meeting room accommodates up to 150 guests for training. The Police and Emergency Management staff includes about 90 employees, both full and part-time.

The Village requires that all cleaning techniques and products be environmentally-minded and in accordance with the USGBC Gold LEED designation.

### **GENERAL TERMS AND CONDITIONS**

**1. CONDITIONS** – Bidders should become familiar with all conditions, instructions and specifications governing their proposal. Once the award has been made, failure to have read all the conditions, instructions and specifications of their contract is not a reason to alter the original contract or to request additional compensation. The term "Village" in these bid documents means the Village of Bensenville, Cook and DuPage Counties, Illinois.

### **2. BID SECURITY**

**2.1** Each Bid must be accompanied by Bid security made payable to the Village in an amount of five percent (5%) of the Bidder's maximum Bid price and in the form of a certified or bank check or a Bid Bond.

**2.2** Bid Bonds shall be duly executed by the Bidder as principal and having as surety thereon a surety company approved by the Village, having the minimum equivalent of a Best and Co. 5A Rating.

**2.3** Upon contract execution, the Bid deposit will be returned. Failure of the bidder to execute a contract after notice of contract award will result in forfeiture of the Bid deposit. Bid deposit shall be retained by the Village as liquidated damages, not a penalty.

**2.4** Village will return Bid deposits from unsuccessful Bidders after contract is executed by the successful Bidder.

3. **REFERENCES** – Provide three references as requested on enclosed form.
4. **ADJUSTMENTS TO CONTRACT** - Village reserves the right to adjust the quantities of work, either up or down, dependent upon the current budget or until budgeted funds are depleted without prejudice to the Contract. Payment is based on accepted unit prices.
5. **MULTI-YEAR CONTRACT** - Contracts with duration greater than 12 months require annual renewals to be signed by the Village and Contractor.
6. **TAX EXEMPT STATUS** – By law, the Village is exempt from paying State or Local Retailer’s Occupation Tax, State Service Occupation and Use Tax, and Federal Excise Tax. The Illinois State Exemption Number will be provided after Contract is awarded.
7. **PRICING** – Bid pricing for goods and services are valid through December 31, 2016.
8. **CONTRACT EXTENSION & ESCALATOR CLAUSE** - Upon mutual agreement, this contract may be extended for two, one year periods, with the first extension running from January 1, 2017 through December 31, 2017; and the second extension from January 1, 2018 through December 31, 2018.

A one-time economic adjustment for labor, material, and equipment costs shall be allowed for each one year extension to the contract after the initial eighteen month contract period. This economic adjustment may not exceed the Published Chicago Consumer Price Index (CPI) for the previous twelve month period.

9. **MANDATORY PRE-BID SITE TOUR** - Failure to attend will disqualify your proposal. Conference purpose is to answer questions pertaining to the Bid and conduct a site tour. Floor plan layout drawings will be provided.

**Date:** May 29, 2015

**Time:** 10:00 am

**Location:** Village of Bensenville  
Public Safety Building  
345 E. Green Street  
Bensenville IL 60106

Confirm your attendance by e-mailing Mark Rysavy at [rysavy@bensenville.il.us](mailto:rysavy@bensenville.il.us)

Refrain from contacting the Village of Bensenville before the pre-bid site tour.

10. **MEETING BEFORE WORK BEGINS** – After award, Contractor must meet with the Director of Public Works or designee(s) before starting work to review specifications, provide project contacts, and the manner that work will proceed, among other items.

## **SCOPE OF WORK and MATERIAL CONCERNS**

Bidding requirements, general terms and conditions, scope of work and other special requirements are all part of the bidding document and contract specifications. Standard specifications of technical or professional societies and federal, state or local agencies referred to shall include all amendments as of the date of advertisement for bids.

### **1.0 BIDDER'S COMMITMENT TO VILLAGE'S USGBC LEED RATING**

**1.1 CERTIFICATION:** Successful bidder will hold a Green Cleaning Certification or equivalent, or shall obtain certification within 90 days of the contract start date. Said certification must meet or exceed requirements set forth by the LEED Certification program. Attach Certificate to the Bid Price Form if currently held.

**1.2 GREEN CLEANING/SUSTAINABLE CLEANING PRACTICES:** At contract execution, Contractor will provide Company Green Cleaning Policy.

### **2.0 CONTRACTOR PERSONNEL** - Contractor's responsibility to supply crews.

**2.1** To facilitate the Village's ability to communicate its cleaning requirements and instructions, the parties agree that at least one member of the cleaning crew will speak fluent English.

**2.2** Contractor Supervisors shall be responsible for the instruction and training of contractor personnel in accordance with specifications.

**2.3** Uniform and Identification: All Contractor's staff and supervisors shall wear picture identification badges and uniforms or clothing with Contractors name or logo.

**2.4** Contractor shall provide training as needed to Contractor's employees to properly use and maintain the products, equipment provided.

**2.5** Background Investigation: Before starting work, the Contractor shall give the Chief of Police, or designee, the names, home addresses, date of birth, social security numbers, immigration documents (if applicable), and driver's license numbers of all employees to be engaged in this contract, or having access to the buildings in an inspecting or supervisory capacity. **No contract employee will work until the above listed information has been submitted to and written clearance received from the Chief of Police.** The Contractor will provide and maintain a current list of contractor's employees working on the Village account. Copies of the Contractor's personnel at Village will be given to the Village Chief of Police, and Public Works Director.

**2.6** The Village has and will exercise full, complete control over granting, denying, withholding, or terminating clearance for Contractor's employees. Employees the Village

deems careless, discourteous, or otherwise objectionable or who cannot meet standards required for security or other reasons shall be prohibited from performing work.

**2.7 Daily Check In:** Pick up “Cleaning Crew” key card at Records Window. Return when leaving building. Sign in and out at the log.

### **3.0 MATERIALS AND EQUIPMENT**

Contractor will give the Village supply samples they propose to use. The Village has final say as to product quality and safety. If for any reason the Village objects to the use of a given product, the Contractor shall discontinue use and find a substitute.

All products supplied and used under this Contract shall be new and within product expiration dates. Products must meet all applicable federal, state, and local standards for product safety. *Products and containers shall be properly labeled* to meet all applicable standards and regulations regarding safety, toxicity, and other standards. Material Safety Data Sheets (MSDS) shall be supplied as required for all affected products at all sites, and the Contractor is responsible to keep all MSDS books current.

#### **3.1 Village to Furnish**

- ◆ Facial Tissue
- ◆ Liquid Hand Soap
- ◆ Air Fresheners
- ◆ Waste Can Liners
- ◆ Toilet bowl sanitation blocks
- ◆ Urinal blocks
- ◆ Surface Polish
- ◆ Stainless Steel Cleaner
- ◆ Toilet Tissue
- ◆ Glass/Window/Chrome Cleaner
- ◆ Stiff-bristle brush for Dog Kennel
- ◆ Cleaning solution and disinfectant for Dog Kennel
- ◆ Adequate containers for refuse disposal, including recycling containers.

While the Village is providing these consumable products, it is the Contractor's responsibility to ensure supply quantities are sufficient and available at all times for use by the Village building occupants.

Contractor shall work with Village to ensure a minimum inventory level of two weeks of custodial supplies for emergency purposes at the site. This supply level is to be maintained at all times.

**3.2 Contractor to Furnish** at Contractor expense and at no additional cost to the Village, equipment and janitorial supplies required to support the work activities as specified, with the exception of those items being provided by the Village as itemized

above. Where ever applicable and available, ALL cleaning products will be Green seal certified. <http://www.greenseal.org/findaproduct/index.cfm>

- ◆ Disinfectant Cleaners & Sprays: Only OSHA/EPA approved to combat AIDS and Hepatitis virus germs.
- ◆ Carpet and Rug Cleaners
- ◆ VCT Floor Strippers
- ◆ Floor Cleaning Solutions
- ◆ Floor Treatments and Wax
- ◆ Scouring and Non-Abrasive Cleanser
- ◆ C-Fold Towels
- ◆ Toilet Seat Covers
- ◆ General Cleaning Detergents
- ◆ Buckets
- ◆ Commercial Type Floor Buffer/Scrubber
- ◆ Floor Mops
- ◆ Rags / Cloth for surface cleaning
- ◆ Commercial Type Vacuum Cleaners with HEPA filter or other environmentally-friendly vacuum such as Sanitaire or equivalent

#### **4.0 CLEANING STANDARDS REQUIRED**

**4.1 Floors and Carpets** will not have dust, streaks, marks or dirt in corners, behind doors or under furniture. This includes remote areas under cubicle equipment. Paper clips, staples, etc. shall be picked up. Vacuuming equipment and/or treated dust mops will be used to keep the floors clean.

Carpets shall be cleaned on a regular basis by IICRC S100 Standards via posted Reference Guide for Professional Carpet Cleaning. Heavy use carpet areas will be cleaned more frequently to maintain a dirt free appearance. Spot clean carpets to remove stains from spills, foot prints, etc.

**4.2 Wet Mopping** will present a clean floor free from streaks, smears, and dried dirt. Safe and all-purpose detergents, which do not leave any residue or slickness, will be used on all resilient and hard floor surfaces. "Wet Floor" signs shall be placed in appropriate areas. Floors will be bright and clean under furniture and in traveled areas.

**4.3 Glass:** All glass, mirror, vitreous surfaces will be free of streaks, smears, and spots.

**4.4 Dusting** leaves surface free from all dust and other loose material.

**4.5 Surfaces** will be free of all loose and adhering dirt or other foreign material down to the original surface finish. A clean surface will appear both physically and visually clean, free from streaks or other residue.

**4.6 Granite & Solid Surface Materials** use only NON-ABRASIVE cleanser. Free of streaks, rinsed thoroughly.

**4.7 Floor Materials**

**4.7.1** Porcelain Tile vacuumed or dry mopped prior to wet mopping

**4.7.2** Luxury Vinyl Tile to be dry mopped then wet mopped per schedule. Wax & burnishing to be completed according to manufacturer's specifications (Appendix A)

**4.7.3** Carpet Tiles vacuumed, shampooed per schedule

**4.7.4** Sealed Concrete broomed, cleaned and hosed per schedule

**4.7.5** Poured in place Epoxy dry mopped prior to wet mopping

**4.8 Wall Materials:** Porcelain Tile, Painted Drywall, Wood Panels and Plastic Wall Protection. Wipe with wet soft cloth.

**4.9 Kitchen, Lunch and Break Areas** cleaned to "restaurant" quality. All fixtures, appliances, chrome and metal work, and glass cleaned and polished to a shiny appearance free from streaks, dirt, grease, and grime. Sinks free from rings, stains, and objectionable odors. Floor, walls, cabinets, tables, chairs, and garbage receptacles free from stains, dirt, grime, odors, grease, and streaks. Appliances cleaned and sanitized to remain free from objectionable odors. Ovens, microwaves, cook tops, and ranges clean and free from "cooked on" food. Kitchens shall meet all applicable Village standards.

**4.10 Vacuum** surfaces free of all dust, dirt, and loose foreign material, including corners, crevices, and other hard to reach areas. equipment that features a HEPA filter or similar environmentally friendly vacuum.

**4.11 Restrooms** cleaning shall be "hospital" quality. All porcelain fixtures, chrome and metal work, and glass cleaned and polished to a shiny appearance free from streaks, dirt or grime. Bowls, urinals, and sinks free from water stains, rings, and biological stains. Floors, walls, and partitions shall be clean and free from stains, dirt, grime, or streaks. Fixtures sanitized with a Village approved disinfectant. Restrooms free of objectionable odors. Signs shall be placed for any occupied building when facilities are out of service or any hazardous condition is present.

**5.0 INSPECTIONS:** Periodic inspections will occur to assess the Contractors performance in meeting the quality standards and schedules as described in *Cleaning Standards Required and Task Schedules*. Deficiencies will be told to Contractor's Supervisor. Facility will be formally inspected jointly by the Village representative, and the Contractor's Supervisor as asked by Village. Any deficiencies shall be corrected within three hours, or become subject to penalty. The three hour grace period may be



extended by the Assistant to the Director of Public Works or site representative. Village reserves the right to perform unannounced inspections as it solely deems necessary.

**6.0 TASK SCHEDULES** (Appendix B) - tasks and approximate completion frequency required. It may be necessary to do some of the tasks on a more or less frequent basis to achieve the results outlined in *Cleaning Standards*. The tasks and frequencies are generalized and are not intended to be all inclusive. This task schedule shall not limit Contractor's responsibility to maintain facility to the cleanliness level and service as more fully defined in *Cleaning Standards*. The Contractor shall be responsible for establishing his own schedules, tasks, and methods of work, and shall be judged by the results. Wherever vacuuming is called for, it must be performed with equipment that features a HEPA filter or similar environmentally-friendly vacuum, i.e. Sanitaire.

Tasks marked once in a week are to be done on a regularly weekly schedule, Contractor can choose the day. If area gets dirty earlier, Contractor must complete the task in order to maintain a clean facility.

**6.1 Desks to be cleaned only on written request.**

**6.2** Papers on surfaces will not be disturbed. Computer keyboards, sensitive electronic equipment, and other areas specifically identified by on site Village representatives will not be cleaned or dusted by the Contractor.

**6.3 Police Accompany Required in DETENTION AREAS**

**6.4 Restricted Areas:** No cleaning or access to: Gun Range  
Mechanical Room  
Evidence Processing & Storage

**6.5 Quarterly and Semi-Annual (6 month) Tasks** – Coordinate with Village. Call 630-350-3489

**BIDDER INFORMATION SHEET**

NAME: (PRINT) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COMPANY NAME: (PRINT)

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FACSIMILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Please Return to: Corey Williamsen  
Deputy Village Clerk  
Village of Bensenville  
12 South Center St.  
Bensenville, IL 60106

Bid must be in a sealed opaque envelope marked: “**Janitorial Services – Bid**” received by **10:45 am on Monday, June 8, 2015 and thereafter immediately** publicly opened and read in the Village Hall Board Room.

It is bidder’s responsibility to deliver bid to the designated person at the appointed place, prior to the advertised bid opening time. **Late delivery for any reason, including faulty or late delivery by United States Mail or other carrier disqualifies the bid.**

Bids submitted unsealed, unsigned, via fax or e-mail transmission, or received subsequent to the aforementioned date and time, will be disqualified and returned to the bidder.

**BID PRICE FORM**

If this Janitorial Services bid is accepted, the undersigned, familiar with the specifications and conditions affecting the cost of the proposed work agrees to enter into an agreement with the Village in the form of these contract documents for the contract sum, in the time stated and following all terms and conditions.

Bid includes all aspects associated with the Contractor furnishing supervision, labor, cleaning supplies, materials, tools, and equipment necessary to complete the custodial and support services meeting or exceeding the quality standards in the specifications.

➔ Attach a copy of Company's Green Cleaning Certificate or equivalent.

<b>Monthly Unit Price July 1, 2015 – December 31, 2015</b>	<b>Total (Six-Month) Price July 1, 2015 – December 31, 2015</b>
\$	\$
<b>Monthly Unit Price January 1, 2016 – December 31, 2016</b>	<b>Total (Twelve-Month) Price January 1, 2016 – December 31, 2016</b>
\$	\$

<p><b><u>TOTAL COST CERTIFICATION</u></b></p> <p><b>TOTAL COST (2015 price + 2016 price): \$ _____</b></p>
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**The Village Board reserves the right to reject any and all Bids or portions thereof**

Signed:

Where bidder is a corporation, add:

\_\_\_\_\_  
Authorized Signature

Attest: \_\_\_\_\_  
(Secretary or other authorized officer)

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

(CORPORATE SEAL)

**REFERENCES**

List **three** references from previous clients for whom you have performed similar work. At least two of the references **MUST** be municipalities.

Municipality or Firm: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

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

Village: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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Municipality or Firm: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

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

Village: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

\*\*\*\*\*

Municipality or Firm: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

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

Village: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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## **GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

These conditions apply to all purchases/services and become a part of each bid invitation.

**1. NON-DISCRIMINATION IN EMPLOYMENT** - Contractor, in performing under this contract, shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex or national origin, or otherwise commit an unfair employment practice. The bidder, his sub-contractors, or labor organizations furnishing skilled or unskilled workers, craft union skilled labor, or anyone who may perform any labor or service, shall not commit within the State of Illinois, under this contract, any unfair employment practices as defined in federal and state law.

**2. PERMITS AND LICENSES** - The successful Bidder shall obtain, at its own expense, all permits and licenses which may be required to complete the Contract, and /or required by municipal, state and federal regulations and law.

**3. REMOVAL OR SUSPENSION OF BIDDERS** - Village may remove or suspend bidder from the bidder's list for a specified period not to exceed two years. The Bidder will be given notice of such removal or suspension if:

- A. Services performed do not comply with contract specifications;
- B. Work is not done within the contract's specified timeframe;
- C. An offer is not kept firm for the length of time specified in the contract;
- D. Contractor fails to provide performance bond when required by invitation to bid;
- E. Contractor is found guilty of collusion;
- F. Bankruptcy or evidence of insolvency is found;
- G. An employee currently serves as a Bensenville Board member or Village employee and is financially involved in proposed work.

## **4. COMPLIANCE TO LAW**

**4.1** Bidder shall observe and comply with all laws, ordinances, regulations and codes of federal, state, county, and village governments and/or any other local governing agencies which may in any manner affect the preparation of proposal or the performance of this contract at all times.

**4.2** All merchandise, commodities and services must conform to all standards and regulations as set by the Occupation Safety Health Administration (O.S.H.A.).

## **5. BIDDING CONDITIONS**

**5.1 BID ATTACHMENTS** - Bidders shall attach to the bid form any descriptive material necessary to fully describe the merchandise he/she proposes to furnish.

**5.2 BID BINDING** - Unless otherwise specified, all bids shall be binding for Ninety days following the bid opening date.

**5.3 BID OPENING** - At the precise time set for bid opening, bids will legally be made public. Bidders or their representatives are encouraged to attend the bid opening.

**5.4 BID PRICE FORM** – Submit prices on the enclosed Bid Price Form completed properly and signed in ink.

**5.5 BIDDER’S COMPETENCE** - The Village may require proof of facilities or equipment, insurance coverage and financial resources to perform the work. If required, the bidder shall submit to the Village a properly executed Contractor Qualification statement, AIA Document A305. The Village reserves the right to require specific references of communities or companies that have purchased like materials.

**5.6 CHANGES IN CONTRACT DOCUMENTS** - Changes or corrections may be made by the Village after they are issued by the Village. Addendum or addenda shall take precedence over that portion of the documents concerned, and become part of the contract documents. Addenda are written or graphic instruments issued prior to the execution of the contract that modify or interpret the bidding documents, including drawings and specifications, by additions, deletions, clarifications, or corrections. It is the bidder’s responsibility to regard all **addenda which will be posted on Village website** at least four days prior to date established for receipt of bids.

**5.7 EXAMINATION OF BIDDING DOCUMENTS** - Bidder shall carefully examine all contract documents and addenda to become thoroughly familiar with the detailed requirements prior to submitting a proposal. If a bidder finds discrepancies or ambiguities in, or omissions from documents, or should he/she be in doubt as to their meaning, he/she shall notify the Village Clerk not later than ten days prior to bid due date. **All addenda will be posted on the Village website ([www.bensenville.il.us](http://www.bensenville.il.us)) under “Business”.** Addenda shall not be made less than four days prior to bid opening. Bid Documents shall be used by each Bidder in preparing its Bid and neither the Village nor the Architect or Engineer assumes any responsibility for errors or misinterpretations resulting from the use of an incomplete set of Bid Documents. The Village is not responsible for oral instructions. Direct inquiries to the Deputy Village Clerk. After the bids are received, no allowance will be made for bidder oversight.

**5.8 LATE BIDS** – Formal bids received after specified bid opening time will not be considered and will be returned unopened.

**5.9 MISTAKE IN BID AND BID CHANGES** – Bids cannot be modified after submittal. If an error is made in extending a total price, the unit price will govern. The bidder must initial erasures on the bid form.

**5.10 RESPONSE TO INVITATIONS** - Contractors unable to bid or not bidding will provide a letter of explanation and return the bid form. Contractors who fail to respond on two successive bids will be removed from the qualified bidder’s list.

**5.11 WITHDRAWAL OF BIDS** - A written withdrawal request must be received by the Deputy Village Clerk before bid opening. After bid opening, bids become a legal document and an integral part of the bid and shall not be withdrawn.

**6. AWARD, REJECTION OR DISQUALIFICATION OF BIDS** - Contracts are awarded to the lowest responsible bidder. The Village's has the right to reject any or all Bids and to waive informality or irregularity in any Bid received and to award each item to different Bidders or all items to a single Bidder (to accept, split, and or reject part(s) of any of all Bids). The Village has the right to reject a Bid if the Bidder failed to furnish required Bid security or to submit data required by the Bidding documents, or if the Bid is incomplete or irregular as determined by the Village.

**6.1** Responsibility of a bidder is determined by the consideration of:

- A. Bidder's character, integrity, reputation, judgment, experience and efficiency;
- B. Bidder's ability, capability, and skill to perform the service required;
- C. Whether the Bidder can perform the contract or provide the service promptly, or within the service specified, without delay or interference;
- D. Bidder's performance quality in previous contracts of services;
- E. Bidder's previous and existing compliance with laws and ordinances relating to the contract or service;
- F. Bidder's ability to provide future maintenance and service for Contract subject;
- G. Number and scope of conditions attached to the Bid;
- H. Responsiveness to the exact requirements of the invitation to Bid;
- I. Current, uncompleted work in which Contractor is involved, which might hinder or prevent prompt delivery of the Merchandise;
- J. Bidder's financial resources;
- K. Cash discounts offered;
- L. Quality, utility, suitability of work or material: the quality of the commodity to be furnished, as well as the price is to be taken into consideration, and a bid which is low in price may be rejected if the furnished material is not the best;
- M. Direct, indirect and incidental costs to the Village;
- N. Ability to work cooperatively with the Village and its administration;
- O. Past Village records of the Bidder's transaction or with other entities as evidence of the Bidder's responsibility, character, integrity, reputation, judgment, experience, efficiency and cooperativeness; and,
- P. Any other evidence of bidder's responsibility as determined by the Village.

**6.2** The Village may reject any and all Bids, and may re-advertise for new bids.

**6.3** The following may be cause for disqualification of a submitted Bid:

- A. Prices excessively high and/or exceed monies available for the Contract;
- B. Failure to submit Bid deposit or surety;
- C. Failure to offer to meet specified delivery or performance schedules;
- D. Failure to price out the Bid in the required format; or qualification of price to protect the Bidder from unknown future market conditions;
- E. Rights of the purchasing agency limited under any contract clause;
- F. Bidder currently on "debarred" bidders list. "Debarred" bidders list are vendors who have not complied with the rules and regulations of Village contracts. If you have any questions, please contact Village Finance Director;
- G. Reasonable basis to suspect either conflict of interest or collusion among Bidders;
- H. Bidder does not provide requested data, literature, samples, or affidavits with Bid;

- I. Late Bids;
- J. Failure of any authorized person to sign the Bid; and
- K. Bidder is prohibited by local, state or federal law from entering into public contracts.

**6.4** Village staff is authorized to independently investigate matters of bidder's responsibility and verify any statement made to the Village by the bidder.

**6.5** NOTICE OF AWARD – After the acceptance and award of the bid, and upon receipt of a purchase order executed by proper Village officials, this instruction to bidders, including specifications, and bid price form constitutes part of the legal contract between the Village of Bensenville and the Contractor.

## **7. CONTRACT PROVISIONS**

**7.1** CATALOGS - Bidder will submit if necessary or requested catalogs, descriptive literature, detailed feature drawings, designs, construction, finishes, operational manuals and the like not listed in the Specifications to fully illustrate and describe the material or Work proposed. When equipment requires installation, the successful Bidder shall submit detailed shop drawings to the Deputy Clerk for the Village's approval. Drawings shall show the characteristics of equipment and installation details.

**7.2** MATERIAL, EQUIPMENT, AND WORKMANSHIP - Unless otherwise specified, the materials and equipment incorporated in the Contract will be new and good quality. All workmanship will be good quality and free from defects. If asked Contractor shall furnish satisfactory evidence as to the source, kind and quality of the materials and equipment incorporated in the Contract.

**7.3** SAMPLES - Samples, if required, must be furnished at no charge to the Village on or before date specified. If they are not destroyed in examination, they will be returned to Bidder, if requested, at Bidder's expense. Mark each sample with Bidder's name, address, subject of proposal, and date and time of bid opening. **DO NOT ENCLOSE IN OR ATTACH SAMPLE TO BID.**

**7.4** SPECIAL HANDLING – Before delivering a product which is caustic, corrosive, flammable or dangerous to handle, the Bidder will provide written directions for methods of handling such products, as well as the antidote or neutralizing material required for its first aid. Bidder will notify the Village and provide material safety data sheets for substances used in connection with this Contract defined as toxic under the Illinois Toxic Substances Disclosure to Employees Act. Failure or delay in providing data sheets may result in Bid disqualification.

**7.5** TRAINING, DEMONSTRATIONS - Bidders are required, if requested, to present a demonstration of the bid item if the Village has insufficient knowledge of the item's operation or performance capability. Demonstrations and training must be at "no charge" to the Village and at a site convenient and agreeable to the affected Village personnel.



**8. VILLAGE SUPERVISION** - The Village Manager, or designee, has full authority over the contracted work. He/she will interpret specifications in a dispute. He/she may order minor changes in a specification if necessary. Major changes will be “additions”.

**9. SAFETY/LOSS PREVENTION PROGRAM** – The Village may request the contractor provide written confirmation that a safety/loss prevention program was in place at least 90 days prior to approval to work with the Village. Evidence of completed employee safety training shall be provided if requested by the Village.

**10. VENUE** – For the purposes of a lawsuit(s) between Contractor and Village regarding the Contract, its enforcement, or subject matter, the venue shall be in DuPage County, Illinois and the laws of the State of Illinois shall govern the cause of action.

**11. DELIVERY**

- A. Bid items must be delivered within sixty days from the Contract execution date. The Village may cancel the Contract without obligation if Delivery requirements are not met. If Contract is not canceled by the Village, liquidated damages may be due and owing to the Village pursuant to the liquidated damage provision.
- B. All deliveries must be made Monday - Friday, excluding Village holidays, between the hours of 7:00 a.m. and 3:30 p.m.
- C. Shipments become the property of the Village after delivery and acceptance.
- D. Bid price shall include delivery as indicated herein.
- E. All prices must be quoted F.O.B. Bensenville, Illinois.
- F. CONTRACTOR shall assume all risk of loss or damage to the Goods prior to acceptance of delivery by OWNER at the point of delivery; and shall purchase and maintain insurance on the Goods during the process of fabrication and while in transit to insure against the perils of fire and extended coverage including “all risk” insurance for physical loss and damage including theft, vandalism and malicious, mischief, collapse, water damage and such other perils, as CONTRACTOR deems appropriate.

**12. DAMAGES TO PROPERTY**

**12.1** CONTRACTOR is responsible for property damage caused by their work performed for this contract and shall replace or restore it to its original condition at no cost to the occupant, owner or Village. The Village shall be held harmless for all liability under the Scope of Work of this contract.

**12.2** CONTRACTOR is not authorized to drive equipment on private property without property owner’s written authority.

**12.3** If damage exists before work begins (i.e. sidewalk, driveway cracks) it is recommended that contractor would notify Director of Public Works prior to starting work. Take pictures of preexisting damage before beginning. This is for the CONTRACTOR’S protection.

**13.VILLAGE INSURANCE REQUIREMENT** – Contractors shall procure and maintain for the contract duration insurance against claims for injuries to persons or property damages which may arise from or in connection with the performance of the Contracted, his agents, representatives, employees, or subcontractors.

**13.1 MINIMUM SCOPE OF INSURANCE COVERAGE SHALL BE AT LEAST AS BROAD AS:**

- A. Insurance Services Office Commercial General Liability occurrence form CG 0001 (Ed. 11/85) with Village of Bensenville named as additional insured; and
- B. Owners and Contractors Protective Liability (OCP) policy (if required) with the Village of Bensenville as insured; and
- C. Insurance Service Office Business Auto Liability coverage form number CA 0001 (ED. 10/90 or newer), Symbol 01 “Any Auto.”
- D. Workers’ Compensation as required by the Labor Code of the State of Illinois and Employers’ Liability Insurance.

**13.2 MINIMUM LIMITS OF INSURANCE CONTRACTOR SHALL MAINTAIN:**

- A. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Minimum General Aggregate not less than \$1,000,000 or a project/contract specific aggregate of \$1,000,000.
- B. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- C. Workers’ Compensation: Statutory Limits
- D. Employers’ Liability limits of \$1,000,000 per accident.

**13.3 DEDUCTIBLES AND SELF-INSURED RETENTIONS** - Any deductibles or self-insured retentions must be declared to and approved by the Village of Bensenville. At the option of the Village of Bensenville, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village of Bensenville, its officials, agents, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration, and defense expenses.

**13.4 OTHER INSURANCE PROVISIONS** - Policies are to contain, or be endorsed to contain:

**A. General Liability and Automobile Liability Coverages**

- 1. The Village of Bensenville, its officials, agents, employees, and volunteers are to be covered as insured’s as respects: liability arising out of activities performed by or on behalf of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Village of Bensenville, its officials, agents, employees, and volunteers.
- 2. The Contractor’s insurance coverage shall be primary as respects the Village of Bensenville, its officials, agents, employees, and volunteers. Any insurance maintained by the Village of Bensenville, its officials, agents, employees, and volunteers shall be excess of Contractor’s insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village of Bensenville, its officials, agents, employees, and volunteers.
4. The Contractor's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Contractor's insurance shall apply separately to each insured against who claim is made or suit is brought, except with respect to the limits of the insurer's liability.

**B. Workers' Compensation and Employers' Liability Coverage** - The insurer agrees to waive all rights of subrogation against the Village of Bensenville, its officials, agents, employees, and volunteers for losses arising from work performed by Contractor for the municipality.

**C. All Coverages** - Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty days prior to written notice by certified mail, return receipt requested, has been given to the Village of Bensenville.

**13.5 ACCEPTABILITY OF INSURERS** - Insurance is to be placed with insurers with a Best's rating of no less than A-, VII, and licensed to do business in the State of Illinois.

**13.6 VERIFICATION OF INSURANCE COVERAGE** - Contractor shall give the Village of Bensenville certificates of insurance naming the Village of Bensenville, its officials, agents, employees, and volunteers as additional insured's, and with original endorsements affecting coverage require by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements may be on forms provided by the Village of Bensenville and are to be received and approved by the Village of Bensenville before any work commences. Village of Bensenville may request full certified copies of policies and endorsements.

**13.7 SUBCONTRACTORS ARE PROHIBITED**

**13.8 ASSUMPTION OF LIABILITY** - Contractor assumes liability for all injury to or death of any person(s) including employees of the Contractor, any sub-contractor, any supplier or other person(s) 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.

**14. INDEMNITY/HOLD HARMLESS PROVISION**

To the fullest extent permitted by law, the Contractor agrees to defend, indemnify, and hold harmless the Village of Bensenville, its officials, agents, and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anyway accrue against the Village of Bensenville, its officials, agents, and employees, arising in whole or in part or in consequence of the Contractor's performance of this work, its employees, or subcontractors, or which may in anywise result, except that arising out of the sole legal cause of the Village of Bensenville, its agents, or employees, the Contractor shall, at its own expense, appear, defend, and pay all charges of attorney and all costs and expenses arising therefore or

incurred in connection with, and if any judgment shall be rendered against the Village of Bensenville, its officials, agents, and employees, in any such action, the Contractor shall at its own expense, satisfy and discharge same. Contractor expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village of Bensenville, its officials, agents, and employees.

Contractor agrees that to the extent that money is due the Contractor by virtue of this contract as shall be considered necessary in the judgment of the Village of Bensenville, may be retained by the Village of Bensenville to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the Village of Bensenville.

**15. DEFAULT** - The Village may, subject to the provisions specified, by written notice of default to the contractor, terminate the whole or any part of this contract if the Contractor/Vendor fails to:

- A. make material delivery or perform the services within specified time or any extension hereof; or
- B. make progress that endangers contract performance; or
- C. provide or maintain in full force and affect the liability and indemnification coverages or performance bond as required.

If the Board terminates this contract in whole or in part as provided above, the Village may procure, upon such terms and manner as the Village may deem appropriate, supplies or services similar to those terminated, and the contractor shall be liable to the Village for any excess costs for such similar supplies for services; PROVIDED that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

**16. ALTERNATE MATERIALS AND EQUIPMENT** - Where specifications read “or approved equal”, contractor shall give written description to the Public Works Director for approval. Generally, where specifications indicate a particular brand or manufacturer’s catalog number, it shall be understood to mean that specification or equal, or item that performs a comparable function and is equal thereto to fill the needs of the Village, unless “No Substitutes” is specified. When offering alternatives identify by brand name and catalog number. Also include manufacturer’s literature with the bid. Bidders will be required to furnish samples upon request and without charge to the Village.

**17. BIDDER’S ACCESS TO PROCUREMENT INFORMATION** - All procurement information shall be a public record to the extent provided in the Illinois Freedom of Information Act and Public Act #85-1295 and shall be available to all bidders as provided by such acts.

**18. ACCEPTANCE** - Contracted work is accepted when final payment is made.

**19. PAYMENT** – The Village Board approves payouts to vendors at regular Village Board meetings which typically occur on the second and fourth Tuesdays of the month. Payment is made by check and issued the same week as payout approval. Payouts do not appear on the agenda until the appropriate Village staff has accepted the product to be delivered, or work performed under contract.

**20. PAYMENT WITHHELD** - The Village may withhold, or due to subsequently discovered evidence, nullify the whole or part of any payment certificate to such extent as may be necessary to protect itself from loss on account of:

- A. Defective work not remedied.
- B. Claims filed or reasonable evidence indicating probable filing of claims;
- C. Contractor’s failure to properly pay subcontractors or for material or labor;
- D. Damage to other contractors' tools, materials, work or equipment;
- E. Damage to public or private property.

When issues are remedied, payment for amounts withheld because of it will be made.

**21. DEDUCTIONS FOR UNCORRECTED WORK** - If the Village deems it inexpedient to correct work done in accordance with the Contract, an equitable deduction from the Contract price shall be made.

**22. LIENS** – The Village reserves the right to request waivers of lien whether partial or final if the Contractor utilizes subcontractor(s).

**23. REORDERS** - Reorders for the same item(s) shall be furnished at the base contract price or shall be furnished pursuant to a schedule of prices attached by the contractor. Reordering shall be within the sole discretion of the Village.

**24. GUARANTEES AND WARRANTIES**

**24.1** All material, workmanship, services, and purchased commodities will be guaranteed from defects for at least one year, or for the period of time specified in the bid documents, based on the date of completion. Upon notice of defect, bidder shall make necessary repairs, without delay, at no extra charge to the Village. Said time period shall be based on date of completion. Upon written notice of defect, contractor shall make all necessary repairs, without delay, at no extra charge to the Village.

**24.2** All warranties for materials or equipment must be received with title before payment is recommended.

**25. CHANGES/ADDITIONAL SERVICES/DELETIONS** - Requests for changes or modifications to this contract must be submitted in writing and approved by the Village Manager or designee, prior to such changes or modifications being made. Additional service desired from the contractor under this contract will be requested in writing and the additional charges for these services will be in accordance with the rate submitted on the proposal page and will be agreed to with the contractor prior to additional work starting. If charges for additional services cannot be agreed upon, bids will be requested.

The Village reserves the right to negotiate additional services based upon the contractor's price and performance, within all legal constraints.

**26. CHANGE ORDER AUTHORIZATION** - Pursuant to Public Act 85-1295 (720 ILCS 5/33E-1 et seq.) no change order may be made in this contract which authorizes or necessitates an increase or decrease in either the cost of the contract by \$10,000.00 or more, or the time of completion by 30 days or more unless one of the following certifications is made by either the Village Board or designee that:

- Circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed; or
- Circumstances said to necessitate the Change were not within the contemplation of the contract as signed; or
- The change is in the best interest of the Village.

*The party authorized to execute the above certification is the Village of Bensenville.*

**VENDOR:**

**Village of Bensenville:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**VILLAGE OF BENSENVILLE  
BID COMPLIANCE CERTIFICATION**

I, \_\_\_\_\_, having been first duly sworn, depose and state that:  
*(owner/authorized company representative)*

\_\_\_\_\_ (“Contractor”), having submitted a proposal for:  
*(Name of Company)*

\_\_\_\_\_ to the Village of Bensenville, hereby certifies that  
Contractor:

1. is operating in compliance with the federal Civil Rights Act, 42 USC §2000e, and the Illinois Human Rights Act, 775 ILCS 5/2-105(A).
2. is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:
  - a. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the Illinois Revenue Act; or
  - b. it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.
3. is in full compliance with the Federal Highway Administration Rules on Controlled Substances and Alcohol Use and Testing, 49 CFR Parts 40 and 382 and that

\_\_\_\_\_  
*(Name of employee/driver or “all employee drivers”)*

is/are currently participating in a drug and alcohol testing program pursuant to the aforementioned rules.

4. is in full compliance with the Drug Free Workplace Act, 30 ILCS 580/1 et. seq.
5. is in full compliance with the Criminal Code of 2012, 720 ILCS 5/33-1 et. seq.
6. is in full compliance with the Public Construction Act, 30 ILCS 557/1 (applicable if the contract is in excess of \$75,000.00).

By: \_\_\_\_\_  
*(Officer or Owner of Company stated above)*

Title: \_\_\_\_\_

SUBSCRIBED AND SWORN to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
NOTARY PUBLIC

# Luxury Solid Vinyl

NATURAL CREATIONS® – ArborArt® | EarthCuts® | Mystix®

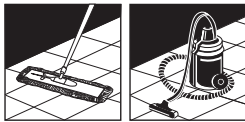
NATURAL CREATIONS tiles are manufactured with a protective urethane finish that provides improved maintenance characteristics and maintenance options for the end-user.

## For Best Results:

- When performing wet maintenance, always use proper signage and prohibit traffic until the floor is completely dry.
- **Do not wet wash, machine scrub or strip the floor for at least 4 days after installation. This is to prevent excess moisture from interfering with the adhesive bond.**
- The use of aggressive strippers such as mop-on/mop-off, no-scrub and no-rinse strippers is not recommended on tile floors less than 2 years old because these strippers may affect the adhesive bond.
- Do not dry buff or burnish the unpolished surface of NATURAL CREATIONS. Floors which are to be dry buffed or high-speed burnished should have a sufficient base of polish (5 to 7 coats). Floors must also be clean and dry before burnishing. Any residual soil on the floor before burnishing will be ground into the finish, resulting in discoloration.
- Do not use excessive amounts of liquid during maintenance.
- The use of scrubbing brushes is recommended to reach into the textured surface to remove dirt, particles and residues.
- Do not use brown or black pads, equivalent brushes or stiff-bristled, highly abrasive brushes on Armstrong® resilient flooring.
- If it becomes necessary to move any heavy fixtures or appliances over the flooring on casters or dollies, the flooring should be protected with 1/4" or thicker plywood, hardboard or other underlayment panels. If other on-site work is continuing, consider using a protective covering such as plain, undyed Kraft paper to guard against damage to the new floor.

## NO POLISH, NO BUFFING MAINTENANCE SYSTEM

### A. Initial Maintenance and Preparation for Commercial Traffic

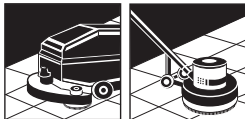


1. Sweep, dust mop or vacuum the floor thoroughly to remove all loose dust, dirt, grit and debris.

2. Remove any dried adhesive residue with a clean, white cloth dampened with mineral spirits, carefully following the warnings on the container.



3. Damp mop the floor with a properly diluted neutral (pH 6 to 8) detergent solution such as Armstrong® S-485 Commercial Floor Cleaner.



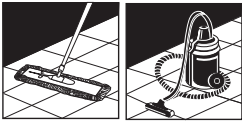
4. If necessary, scrub the floor using a rotary machine or auto scrubber with a properly diluted neutral detergent solution (such as Armstrong® S-485 Commercial Floor Cleaner) and the appropriate scrubbing brush (aggressiveness equivalent to 3M red pad for light scrub, 3M blue pad or equal for a deep scrub).



5. Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.



## B. Daily / Regular Maintenance



1. Sweep, dust mop or vacuum the floor daily to remove dust, dirt, grit and debris that can damage the floor and become ground into the surface.



2. Spot mop as needed. Any spills should be cleaned up immediately.



3. Damp mopping of the floor should be performed on a regular or daily basis, depending upon traffic and soil levels in the area. Use a properly diluted neutral detergent solution, such as Armstrong® S-485 Commercial Floor Cleaner.

## C. Periodic Maintenance



1. When needed, machine scrub the floor with a properly diluted neutral detergent solution (such as Armstrong S-485 Commercial Floor Cleaner) and the appropriate scrubbing brush (aggressiveness equivalent to 3M red pad for light scrub, 3M blue pad or equal for a deep scrub).

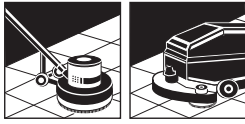


2. Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.

## ALTERNATIVE MAINTENANCE OPTIONS

Recognizing that some end-users may prefer other maintenance options, these products may also be maintained using floor polish (finish) or without polish using spray buff procedures as described below.

### 1. Polish Option



- After completing Steps 1 and 2 under Initial Maintenance above, scrub the floor using a rotary machine or auto scrubber with a properly diluted neutral detergent solution such as Armstrong® S-485 Commercial Floor Cleaner and a scrubbing brush (aggressiveness equivalent to 3M red pad). This will promote polish adhesion.



- Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.

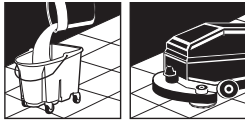


- Apply 3 to 5 coats of high-quality commercial floor polish such as Armstrong S-480 Commercial Floor Polish. In areas where the flooring will be exposed to heavy traffic and/or staining agents, the application of a stain resistant sealer (such as Armstrong S-495 Commercial Floor Sealer) prior to the application of polish is recommended.

- Regular and Periodic Maintenance should be performed as described above in Sections B and C.

- As needed, additional coats of floor polish should be applied. Additional coats should only be applied after scrubbing as described above in Section C – Periodic Maintenance.

### 2. Spray Buff Option



- After completing Steps 1 and 2 above under Initial Maintenance, scrub the floor using a rotary machine or auto scrubber with a properly diluted neutral detergent solution such as Armstrong S-485 Commercial Floor Cleaner and a scrubbing brush (aggressiveness equivalent to 3M red pad).

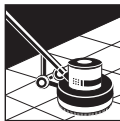
- Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.



- Spray buff using a rotary machine (175 to 600 rpm) with the appropriate pad and spray buff solution.

- Regular and Periodic Maintenance should be performed as described above in Sections B and C.

- Spray buffing should only be conducted after scrubbing as described above in Section C – Periodic Maintenance.



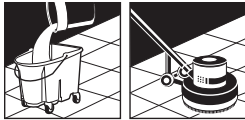
**NOTE:** For the above two options, at some point it may become necessary to remove polish build-up by stripping the floor. The use of high-quality maintenance products such as Armstrong® commercial floor care products and adherence to a well-planned maintenance program will greatly reduce the need for stripping. Should stripping become necessary, follow the procedures outlined below.

## D. Restorative Maintenance - Stripping

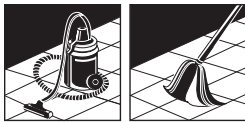
**NOTE: The use of aggressive strippers such as mop-on/mop-off, no-scrub and no-rinse strippers is not recommended on tile floors less than 2 years old because they may affect the adhesive bond.**



1. Mix stripping solution to the appropriate dilution, depending on floor finish build-up. Blockade areas to be stripped. Apply liberal amounts of solution uniformly to the floor with a mop. Let stripping solution soak for the appropriate amount of time recommended by the stripper manufacturer. Keep areas to be stripped wet. Rewet if necessary.



2. Machine scrub the floor (300 rpm or less) with a scrubbing brush (aggressiveness equivalent to 3M blue pad) to break up the polish film. **Do not allow stripping solution to dry on the floor.**



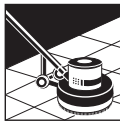
3. Remove dirty stripping solution with a wet vacuum or mop. **TIP: Drizzling fresh, clean rinse water onto the dirty stripping solution will assist with a more thorough removal.**



4. Thoroughly rinse the entire floor with fresh, clean water. Remove rinse water and allow the floor to dry completely.



5. Based on the selected maintenance option above, do one of the following:
  - If maintaining with the **Polish Option**, apply 3 to 5 coats of high-quality commercial floor polish, such as Armstrong® S-480 Commercial Floor Polish.



- If maintaining with the **Spray Buff Option**, spray buff using a rotary machine (175 to 600 rpm) with the appropriate pad and spray buff solution.

## Police and Emergency Management Headquarters 345 E. Green Street Clean after 5:00 PM - Monday through Sunday

### Appendix B

\* Task to be completed throughout facility

<b>Task Schedule</b>	<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thur.</b>	<b>Fri.</b>	<b>Sat.</b>	<b>Sun.</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Semi-Annual</b>
<b>1. Offices, Entrances, Reception Area, Hallways, and Conference Rooms</b>										
Empty all waste receptacles *	X	X	X	X	X	X	X			
Change out all waste receptable liners (more often if needed) *	X		X		X					
Wipe down exterior of all waste receptacles / Spot clean as needed *								X		
Remove all garbage & recyclables to outside receptacle *	X	X	X	X	X	X	X			
Empty and damp clean all exterior ashtrays	X	X	X	X	X	X	X			
Dust/Clean all desk tops, file cabinets, tables, and other office equipment *			X		X		X			
Clean/Sanitize all telephones *	X		X		X		X			
Damp clean, sanitize and polish drinking fountains *	X	X	X	X	X	X	X			
Remove all finger prints from doors, frames, and light switches *			X		X		X			
Vacuum walls, and ceilings for cobwebs *								X		
Dust cobwebs from all corners *							X			
Dust and damp wipe all windowsills *							X			
Clean, wipe down lighting fixtures lens (clean out bugs), diffusers, and lamps *								X		
Scrub down all hard surfaces *									X	
Vacuum, damp wipe the HVAC vents *								X		
Clean all entrance & partition (interior) door glass *	X	X	X	X	X	X	X			
Dust exposed area of tables, counters, bookcases, shelves, picture frames *			X							
Damp clean fingerprints & beverage rings, working area of tables, cabinets, chairs *	X	X	X	X	X	X	X			
Spot clean walls *	X	X	X	X	X	X	X			
Damp clean walls / Polish wood paneling *										X
Clean all shelves/surfaces and corners beyond reach of normal dusting *							X			
Vacuum all fabric and furniture and vertical surfaces of room dividers *								X		
Clean all furniture *										X
Wipe down all plastic and leather furniture *	X			X						
Damp clean tops of stairway handrails *	X			X						
Wipe down legs and arms of furniture *	X			X						
<b>2. Kitchens/Lunch Room, Coffee Areas</b>										
Clean all surfaces with an approved disinfectant	X	X	X	X	X	X	X			
Refill all soap and towel dispensers	X	X	X	X	X	X	X			
Spot clean walls around appliances and counters		X				X				
Scrub with non abrasive cleanser in all sinks		X		X			X			



Dry Mop and Wet Mop all floors			X		X		X			
<input type="checkbox"/> Wipe down and disinfect all horizontal surfaces in cells	X	X	X	X	X	X	X			
<input type="checkbox"/> Wipe down all stainless steel	X	X	X	X	X	X	X			
<input type="checkbox"/> Wipe down all cell toilets and sinks	X	X	X	X	X	X	X			
<input type="checkbox"/> Wipe down walls			X		X		X			
<input type="checkbox"/> Restock paper products			X		X		X			
<input type="checkbox"/> Clean all glass	X	X	X	X	X	X	X			
<input type="checkbox"/> Scrub and hose down all cells with Village approved product				X						
<input type="checkbox"/> Hose down all hallways				X						
<input type="checkbox"/> Wet mop showers with Village approved disinfectant				X						
<input type="checkbox"/> Clean and deodorize all drains				X						
<input type="checkbox"/> Clean and dust air vents				X						
<input type="checkbox"/> Vacuum edges using a crevice tool				X						
Squeegee, wet mop floors								X		
<input type="checkbox"/> Scrub, clean, and disinfect shower stall								X		
Empty all waste receptacles, refill liners 3x week or more	X	X	X	X	X	X	X			
<b>8. Parking Garage and Sally Port</b>										
Sweep all concrete floors and epoxy floors								X		
Empty trash receptacles	X	X	X	X	X	X	X	X		
<input type="checkbox"/> Wipe off fire extinguishers								X		
Let hose run in all floor drains to keep them free of dirt and odor								X		
<input type="checkbox"/> Wipe doors free of water spots and dirt								X		
<input type="checkbox"/> Put oil dry over any oil spots; sweep up later in the day	X	X	X	X	X	X	X	X		
Hose clean all concrete and epoxy floors									X	
<b>9. Fitness Room</b>										
Wipe down equipment with disinfectant	X	X	X	X	X	X	X			
Dry mop	X		X		X					
Wet mop floor with cleaner							X			
<b>10. Dog Kennels</b>										
Hose down kennels into flushable drain	X	X	X	X	X	X	X			
Scrub & disinfect all surfaces with Village-provided solutions. Rinse thoroughly.								X		

**Areas to be Serviced**

**Large Foyer, Public Restrooms, Report Rooms, Multi-Purpose/EOC  
Administrative Offices & Conference, Bathroom  
Records Office and attached storage areas  
Investigations open office, private offices, and interrogation rooms  
All Main Corridors, Lockerrooms, Dog Kennel  
Lunch Room, Kitchen, Private Restrooms, and Library  
EMA Offices and Conference Room, Communications Room  
Roll Call, Patrol Sergeants, Report Writing, Fitness Room  
Parking Garage and Associated Storage Areas  
Detention Cells, Booking, Holding, Bond Out, and Sally Port**