

# Request for Proposals, Instructions, and Specifications for Cleaning Services for the Oak Park Public Library

**Date Issued:** Friday, October 18, 2019

**Proposals Due:** Friday, November 8, 2019, 5 pm

The Oak Park Public Library is requesting proposals to contract for the provision of cleaning services for its three branch locations.

All questions regarding this Request For Proposal (RFP) should be addressed to:

Jeremy Andrykowski, Director of Operations  
Oak Park Public Library  
834 Lake St.  
Oak Park, IL 60301  
708.697.6918  
JAndrykowski@oppl.org

All questions and responses to questions will be shared on our website as "Addendum to RFP for Cleaning Services - 2019."

## Section 1: Introduction

The Oak Park Public Library (the Library) requests proposals from qualified and experienced custodial / cleaning firms (the Firm) to provide cleaning services for the Main Library Branch 7 days a week, Maze Branch Library 6 days a week, and Dole Branch Library 6 days a week.

Each offeror must reply to this RFP by supplying an offer that includes information that meets the selection timeline, requests, and standards set forth in this RFP. The library anticipates selecting a single firm to provide all of the services. Due to the nature of the services, competitive sealed bidding is not practical and not advantageous to the Library.

## Section 2: Library Background

The Library is a unit of local government. Its boundaries are contiguous with the Village of Oak Park which is an inner-ring suburban Cook County community located nine miles west of downtown Chicago. It is a fully developed, 4.6 square mile, mature, multicultural community with a population of 52,261.

The Library's mission is to share the information, services, and opportunities that fulfill the community's aspirations.

Governed by a board of seven elected officials, the Library serves its community through the leadership and expertise of about 95 full-time equivalent employees. The Library shares information, services, and opportunities to help fulfill community's aspirations through its three physical buildings, digitally through [oppl.org](http://oppl.org), and at external community locations with the Paperback Rider, the Library's book bike. In 2018, the Library recorded 679,642 visits, hosted 33,558 programs, and circulated 1,454,209 physical and 193,223 digital items. Staff use public knowledge about community aspirations to set strategic priorities of engagement, learning, and stewardship and to guide everyday work.

## Section 3: General Information

Offers will be evaluated by the Executive Director, Director of Operations, and Facilities Manager. All offers should be open for acceptance for a period of 60 days from the deadline for receipt. The library reserves the right to accept or reject any and all offers, to waive technicalities, and to accept or reject any item of any offer.

All successful offers and services must be in compliance with Illinois Statutes, including Prevailing Wage Act, and be responsible and responsive. The Firm shall agree to indemnify the Library for any and all violations of the prevailing wage laws and any rules and regulations now and hereafter issued pursuant to said laws or proposal process.

A record of offers shall be prepared and shall be posted on our website after the contract is awarded. If particular comments or information is proprietary to the Firm, this must be clearly stated in the RFP to be redacted from the report before posting of the report.

## Section 3: Scope of Services

The Firm will provide the following services. Maintain overall cleanliness of the three library branches by providing daily cleaning services during closed hours at all locations and provide Porter service at the Main Library.

**Main Branch Library** - 7 days / week - 100,000 square ft.

**Maze Branch Library** - 6 days / week (closed Fridays) - 7,100 square ft.

**Dole Branch Library** - 6 days / week (closed Mondays) - 4,600 square ft.

The Firm will provide cleaning services that meet or exceed industry standards for institutional and commercial facilities. Employees of the firm will report any issues or concerns promptly to Library administration. Any stated cleaning task in this request that the Firm will not do or charges additional cost for must be clearly stated or will be assumed part of the overall stated cost. Additional porter services for restrooms will be provided during the operating hours for the restrooms at the Main Branch Library.

The Library provides Eco surface & Terrazzo stripper & sealant. In addition the Library owns and maintains a floor scrubber. The offer should reflect separately any cost of cleaning supplies provided by the Firm, and note if environmentally friendly supplies are available with any cost difference noted.

Areas the Firm is not responsible to clean include:

Main Library - Server Room, Special Archives, Penthouse.

Dole Branch Library - Restrooms, levels other than the Library level.

### **Holidays the Library is closed and no service needed -**

New Year's Day

Memorial Day

Independence Day

Labor Day

Day before Thanksgiving

Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

## **General Cleaning Schedule:**

### **DAILY CLEANING**

- Dust all low (up to 6") horizontal surfaces that are cleared
- Spot clean all interior glass / metal (windows, doors, handrails).
- Spot clean doors, frames, walls and switches
- Clean and disinfect tables, handrails, door handles
- Clean and disinfect computer keyboards and headphones in public areas
- Clean and disinfect drinking fountains
- Dust mop / sweep all hard surface floor areas
- Wet mop spot spills, dirt, or seasonal residue all hard surface floor areas
- Vacuum carpeted areas and rugs
- Vacuum and/or wipe fabric/leather/plastic furniture in public areas
- Clean and disinfect restrooms
  - Clean and disinfect toilets / sinks / urinals / handles
  - Clean and disinfect tile walls and partitions
  - Clean and disinfect and polish dispensers and fixtures
  - Wet mop and disinfect floors
- Clean and disinfect break-rooms / kitchens
  - Clean and disinfect kitchen counters / tables / sinks
  - Clean microwaves inside and out
  - Clean exterior of appliances
- Restock restroom / kitchen paper and soap products

- Empty waste paper / trash and change trash liners as needed
- Empty recycling bins to recycling containers

### **MONTHLY CLEANING**

- High dusting ceiling vents, light fixtures (including lower fixtures over the stacks), picture frames, collection and shelving, sills. (Excluded are the very high hung light fixtures at all locations.)
- Dust all blinds
- Clean horizontal wood surfaces with appropriate cleaner (Murphy's Oil Soap)
- Waste baskets cleaned and disinfected, corners and edges detailed
- Damp mop / disinfect all hard surface floor areas
- Detail vacuuming
- Carpet spot cleaned

### **QUARTERLY CLEANING**

- Clean all interior glass / metal (windows, doors, rails)
- Wet clean all carpeting
- Dry mop / dust under all library material shelving where accessible

### **BI-ANNUAL CLEANING**

- Apply sealant to Eco Surface / Terrazzo / restroom and vestibule floors

### **ANNUAL CLEANING**

- Strip and apply sealant to Eco Surface / Terrazzo / cork / restroom, elevator, and vestibule floors

## Porter Services

### **DAILY CLEANING – MAIN LIBRARY – (Monday – Saturday between approximately 1:00-5:00 PM)**

- Clean, maintain, and restock supplies in all restrooms
- Spot clean vestibule and accessible areas of services areas throughout the facility
- Wet mop spot spills, dirt, or seasonal residue all hard surface floor areas
- Spot clean walls and stalls
- Perform limited cleaning related tasks as requested by Library administrative staff

### **Term of Contract**

The contract will be valid for 3 years, with an option for 1 year extension agreed upon by both parties. The contract may be terminated at any period with sixty (60) days written notice by either party. Payment to be made monthly - Net 30.

The Firm may present costs for each year, with optional annual cost increase not to exceed 3% from the previous year. Particular services may be adjusted and must be scheduled to meet the Library's needs.

No agreement awarded by the Oak Park Public Library shall be assigned or any part sub-agreement without the written consent of the Oak Park Public Library or as noted in the Firms offer.

### **Insurance**

The Firm must be fully bonded and insured for both liability and workers compensation and submit certificates of insurance each year to Oak Park Public Library naming Oak Park Public Library as an additional insured party to those coverages.

The offer should reflect the amount of insurance coverage carried.

## Evaluation of Proposals

Although no weighted value is assigned, consideration will be given to the following:

- Adequacy and completeness of proposal
- Respondent's understanding of the scope of work
- Compliance with the format, terms, and conditions of the RFP
- Experience in providing like services
- Respondent's ability to provide the services required, including the Firm's financial stability
- Respondent's qualifications and references
- Respondent's alignment with the library's values and strategic priorities including social and environmental stewardship
- Cost

## Timeline for Selection

- October 18, 2019 - Request for Proposals issued
- October 24, 2019 - Facilities Tour - meeting inside main entrance:
  - 9:00 AM Main Library
  - 11:00 AM Maze Branch Library
  - 12:00 PM - Dole Branch Library
- November 8, 2019, 5:00 pm - Deadline to receive responsive offers
- November 11, 2019, 10:00 am - Open offers and record responsive offerors - Public Meeting
- November 11–15, 2019 - Review proposals and select Firms to interview
- November 15–20, 2019: Interview selected Firms
- November 20–22, 2019: Staff make selection on Firm
- November 27–December 31, 2019: Contract with selected Firm

## Proposal Submittal

The proposal submitted by the Firm must include information regarding the following:

- Firm Profile, FEIN, and Qualifications
- References from three recent, comparable service contracts
- Firm Owner / Officers with contact information including email address
- Deliverables
- Assumptions
- Staffing - model, training, compliance

- Items, supplies, services provided at additional cost noting hourly rates if applicable
- Estimate of how many personnel will be on premises and for how long daily
- Times manager / supervisors will be on premises
- Total Cost - Annually over 3 year period (Firm may state costs for individual years)

Proposals will be accepted: until 5:00 pm local time on Friday, November 8, 2019.

via email:

Subject: Proposal for Cleaning Services - "Firm's Name"

To: Jeremy Andrykowski, Director of Operations - [jandrykowski@oppl.org](mailto:jandrykowski@oppl.org)

via mail carrier:

RE: Proposal for Cleaning Service - "Firm's Name"  
ATTN: Jeremy Andrykowski, Director of Operations  
Oak Park Public Library  
834 Lake Street, Oak Park, Illinois 60301



## Section 4: Proposal Form

\_\_\_\_\_ offers to contract for cleaning services as outlined above to the Oak Park Public Library for monthly payments totalling the cost of

**Annual cost - Total Services Combined:** \_\_\_\_\_

or

**Main Branch Library** - 100,000 square feet.

\$\_\_\_\_\_ dollars per year 1

\$\_\_\_\_\_ dollars per year 2

\$\_\_\_\_\_ dollars per year 3

\$\_\_\_\_\_ Porter Services - dollars per year

**Maze Branch Library** - 7,100 square feet.

\$\_\_\_\_\_ dollars per year 1

\$\_\_\_\_\_ dollars per year 2

\$\_\_\_\_\_ dollars per year 3

**Dole Branch Library** - 4,600 square feet.

\$\_\_\_\_\_ dollars per year 1

\$\_\_\_\_\_ dollars per year 2

\$\_\_\_\_\_ dollars per year 3



Main Library  
834 Lake St.  
Oak Park, IL 60301  
p 708.383.8200  
f 708.697.6917

Dole Branch Library  
255 Augusta St.  
Oak Park, IL 60302  
p 708.386.9032  
f 708.386.0023

Maze Branch Library  
834 Gunderson Ave.  
Oak Park, IL 60304  
p 708.386.4751  
f 708.445.2385

Other services with hourly charges for additional services:

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Signed: \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_

Dated: \_\_\_\_\_