

Request for Proposals Issued: Instructions and Specifications for Cleaning Services for the Oak Park Public Library

Date Issued: July 15, 2021

Proposals Due: July 30, 2021- 5:00PM

The Oak Park Public Library is requesting proposals to contract for the provision of cleaning services for its three branch locations encompassing approximately 111,700 square feet.

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
jeremya@oppl.org

All questions, responses to questions, and changes will be shared on our website as "Addendum to RFP for Cleaning Services - 2021."

Section 1: Introduction

The Oak Park Public Library (the Library) requests proposals from qualified and experienced custodial / cleaning firms (the Firm) to provide regular cleaning and periodic floor 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 Firm 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 approximately 95 full-time equivalent employees. The Library shares information, services, and opportunities to help fulfill the community's aspirations through its three physical buildings, digitally through oppl.org, and at external community locations with the Paperback Rider, the Library's book bike. In 2019, the Library recorded 679,642 visits, hosted 1,649 programs, and circulated 1,454,074 physical and 180,226 digital items. Staff use public knowledge about community aspirations to execute the strategic priorities of anti-racism, 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. The final contract requirements will substantially match the requirements of the RFP.

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 of the 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 selected 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 day 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 work and cost. Additional day porter services for restrooms will be provided during the middle of the operating hours 6 days a week at the Main Branch Library.

The Firm provides all equipment necessary to complete the work. The offer should reflect separately any additional cost of cleaning supplies provided by the Firm, and note if environmentally friendly supplies are available with any cost variance noted. Stripping and sealing of the floors on any Eco surface, Terrazzo, cork, restroom, elevator, and vestibule floors must be completed to a smooth, well-sealed, glossy finish. The Firm must present evidence and references for ability to complete the work to be responsive.

Areas the Firm is not responsible to clean include:

Main Library - Server Room, Special Archives, Penthouse.

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

Holidays the Library is closed -

New Year's Day

Memorial Day

Juneteenth

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 six feet from floor) 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 - Firm provided supplies
 - Firm provides all toilet paper, c-fold towels, and can liners (stored on-site as needed)
- Empty waste paper / trash daily, and change trash liners as needed
- Empty recycling bins to recycling containers
- Clear any trash in parking garage

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 light fixtures hung on vaulted ceilings 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
- Fire stairs sweep and damp mop

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 / cork / restroom / elevator, and vestibule floors to a smooth glossy finish
 - The Firm provides floor scrubber and all equipment and supplies necessary

ANNUAL CLEANING

- Strip and apply sealant to Eco Surface / Terrazzo / cork / restroom / elevator, and vestibule floors to a smooth glossy finish
 - The Firm provides floor scrubber and all equipment and supplies necessary

Day Porter Services

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

- Clean, maintain, and restock supplies in all restrooms
 - Firm provides all toilet paper, c-fold towels, and can liners
- 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 and glass
- Perform limited cleaning related tasks as requested by Library administrative staff

Term of Contract

The contract will be valid for one year, with an automatic one-year extension for a maximum of two extended years. After the initial year, the contract may be terminated at any period with ninety (90) days written notice by either party. Payment for completed work is to be made monthly - Net 30. If the Firm does not rectify any stated cleaning / services issue within 30 days of written notice, the contract may be terminated with 90 days written notice for non-performance, regardless of timing within the contract.

The Firm may present costs for each year (three years maximum), with optional annual cost increase not to exceed 3% from the previous year. Particular services, such as stripping and sealing the floors, 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. Any subcontracted work must be clearly identified in the RFP.

Insurance

The Firm must be fully bonded and insured for both liability and workers compensation with minimum coverage of \$1,000,000, 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.

A performance bond of \$50,000 is required for stripping and sealing the floors to a smooth finished surface, without leaving any residue on walls, fixtures, equipment, or furniture.

Evaluation of Proposals

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

- Adequacy and completeness of proposal, including Section #4 Proposal Form
- Respondent's understanding of the scope of work
- Compliance with the format, terms, and conditions of the RFP
- Experience and evidence 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

- **July 15, 2021:** Request for Proposals issued
- **July 21, 2021:** Facilities Tour - meeting inside main entrance: 834 Lake St. Oak Park Public Library, Oak Park, IL.
 - 9:00 AM Main Library
 - 10:15 AM Maze Branch Library
 - 11:00 PM - Dole Branch Library
- **July 30, 2021, 5:00 pm:** Deadline to receive responsive offers
- **August 02, 2021, 10:00 am:** Open offers and record responsive offerors - Public Meeting - Scoville Room, 834 Lake St., Oak Park Public Library, Oak Park, IL.

- **August 3–6, 2021:** Review proposals and interview selected Firms
- **August 9-13, 2021:** Staff make selection on Firm to contract with
- **August 16-20, 2021:** Contract with selected Firm completed with work to begin on August 25, 2021.

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
- Any and all work to be subcontracted
- Total Cost - Annually over 3 year period (Firm may state costs for individual years)

Proposals will be accepted: until 5:00 pm (CST) on Friday, July 30, 2021.

via email:

Subject: Proposal for Cleaning Services 2021- "Firm's Name"
To: Jeremy Andrykowski, Director of Operations - jeremya@oppl.org

via mail carrier:

RE: Proposal for Cleaning Service 2021- "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: _____

and / 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

\$_____ Stripping and sealing floors

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



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

\$_____ dollars per year 3

Other services with hourly charges for additional services:

Signed: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Dated: _____