



777 Front Street
Lisle, IL 60532
lislelibrary.org
(630) 971-1675

LISLE LIBRARY DISTRICT REQUEST FOR PROPOSALS/BIDS FOR CLEANING SERVICES

April 3, 2023

The Lisle Library District (LLD) requests proposals (RFP)/bids from qualified firms to provide regular cleaning services for the Library interior.

LLD:

Lisle Library District is located 25 miles west of Chicago in the western suburbs of DuPage County, Illinois. Serving the Village of Lisle and a portion of unincorporated Lisle and Naperville, the LLD is committed to enhancing the cultural, social, and lifelong educational development of the community.

Square feet: 32,614

Building features a variety of surfaces: wood, laminate, glass and stainless steel sinks. Carpet tiles are used throughout the facility. A variety of poly-vinyl and ceramic floor tiles are in the kitchen, lobby, receiving area, and restrooms. Rubberized flooring is laid in the Youth Play Area.

The Library is open to the public Monday – Friday 9:30am – 9pm, Saturday 9:30am – 5pm and Sunday 1pm– 5pm.

The LLD maintains its reputation for quality public service. It is known in the community as the place to go for knowledgeable, friendly assistance with a pleasant and inviting atmosphere.

SCOPE OF WORK:

The cleaning firm shall be required to perform cleaning services for the Library on a nightly schedule, with day-time porter service for public restrooms, and be available on an as-needed basis. Proposals will only be accepted from company owners. Cleaning duties and service obligations cannot be outsourced. The scope of work includes, but is not limited to:

- Various daily, weekly, monthly and annual cleaning of the restrooms, staff areas, meeting rooms, and public spaces. The complete list of cleaning specifications is described in the Appendix.
- Empty interior trash and recycling bins nightly. Empty exterior trash cans and deposit in outside dumpster. Replace trash can liners.
- Service agent provides cleaning tools, products and equipment such as vacuums, mops, buckets, dusters, and spray bottles. All tools, supplies and equipment used on a daily basis shall be stored

in the Library and only used for cleaning at the Library. The Library provides toilet paper, hand soap, paper towels, air freshener, and urinal guards.

Library cleaning instructions will be provided by the LLD.

SITE TOUR: A mandatory pre-proposal meeting and facility walk-through will be held at 2:00 pm. Thursday, April 20th. All questions concerning the proposal can be directed to Will Savage, Assistant Director, at savagew@lislelibrary.org or by calling 630-971-1675 x3004.

QUALIFICATIONS:

The cleaning firm shall employ personnel who are experienced and competent in all tasks as described in this RFP. The firm's employees shall be carefully interviewed, screened and bonded. Firms shall provide proof of insurance and bonding when submitting proposals. A certificate of insurance will be required before the effective date of a contract.

PROPOSAL/BID REQUIREMENTS:

Firms responding to this RFP must submit the proposal via e-mail. A response to this RFP must include the following:

- A cover letter-stating the firm's understanding of the work to be performed. The cover letter should also include name(s) of the person authorized to represent the firm, title, address, telephone, and email.
- References of three office/municipal buildings where the company is currently providing cleaning services. Libraries are preferred. Provide information on the experience or qualifications of staff assigned to this building.
- Staff count, including how many staff will be in the building, for how long, and the range of hours staff will be on premises.
- A supply list of what is included in the contract and list of tools/equipment to be stored on premises.
- Annual costs for services for one year (contract) beginning July 1, 2023 with option to renew, and a not-to-exceed amount for year-two (three). Provide a fixed cost for the cleaning services identified in Appendix A and a fixed cost for extra services outlined in Appendix B. Provide an hourly rate for on-call or out-of-scope work.
- Copies of insurance, license, and bonding documents.
- Answer the "LLD QUESTIONS/DETAIL" below.

LLD QUESTIONS/DETAIL:

1. Describe your firm's cleaning service experience.
2. Are the same employees assigned to the Library every night?
3. Who fills in during employee absences or vacations?
4. How frequently does a supervisor inspect the premises to check work or the maintenance schedule?
5. Will a specific individual be assigned as our customer service representative?
6. Does the firm offer emergency clean-up service during the Library's normal business hours?
7. Do you incorporate green cleaning products into your cleaning services?

PROPOSAL/BID SUBMISSION:

Please submit proposals/bids to LLD Assistant Director, Will Savage (savagew@lislelibrary.org) and copy Director, Tatiana Weinstein via e-mail (tatiana@lislelibrary.org) in PDF format no later than 5:00 p.m., on Wednesday, May 3, 2023. Please reference "Cleaning Bid" in the subject line. Confirmation will be sent upon receipt. Proposals will be kept confidential until the public announcement of bids. Response contents may be subject to public disclosure upon the public announcement. Questions and requests for clarification/s regarding this RFP shall be sent to Will Savage.

Responding firms may not contact individual LLD Trustees or staff members other than the contact person specified above during this submission period.

PROCESS:

There will be a public announcement of all bids received by the LLD on Thursday, May 4, 2023 at 9:30 a.m. in the LLD's meeting room. LLD staff and the Board of Trustees will review submitted proposals. Firms may be asked to provide additional information. All costs related to the RFP/bid process are at the cost of the firm.

The LLD reserves the right to accept or reject any or all proposals and is not bound to accept the proposal that cites the lowest costs/fees. This request for proposal does not constitute an offer by the LLD to enter into a contract with any person or firm. The LLD reserves the right to negotiate with those responding.

The LLD Board of Trustees anticipates selecting a firm in May of 2023. All candidates will be notified of the Board's decision within five business days after official selection.

Sincerely,

Will Savage, Assistant Director | LLD

Appendix

A. Regular Cleaning Specifications

Nightly

- Empty waste and recycling receptacles each night including outside receptacles. Deposit refuse in outside dumpster/s. Damp-wipe inside and outside of receptacles as needed.
- Vacuum carpeting, including under desks and tables. Vacuum lobby/vestibules, elevator cabs, and receiving area floor mats. Dust all furniture including chairs, tabletops, and counters.
- Mop tile flooring in main lobby, all restrooms, east landing near outdoor seating area, and kitchen areas with approved detergent solutions. Spot clean the tile at the receiving door as needed. Clean rubber flooring in the youth play area.
- Spot clean inner and outer glass doors and windows at the entrances. Check for fingerprints.
- Clean tables and chairs in the staff break room/kitchen. Clean tables in the meeting rooms and study rooms.
- Clean kitchen counter tops. Clean and polish sinks and faucets in kitchens.
- Clean inside and outside of toilets and urinals with approved germicidal detergent.
- Clean restroom sinks, fixtures, and counters with approved germicidal detergent.
- Wipe clean restroom mirrors, dispensers, and baby changing areas.
- Clean and sanitize toilet seats and chrome hardware.
- Empty sanitary receptacles. Fill toilet paper, towel, and soap dispensers completely.
- Clean, sanitize, and polish drinking fountains.
- Clean and dust chairs, tables, end-tables, and shelf tops.
- Inspect carpet for spots and spills. Spot clean carpet as needed.
- Clean and keep janitor closets organized.
- Disinfect and wipe-down handrails.

Weekly

- Completely clean the inside and outside of the entrance glass doors and entrance windows on north and south side of facility.
- Clean and wipe restroom partitions and doors with approved germicidal detergent. Remove graffiti, stickers, etc. if needed.
- Mop receiving room tile flooring.

Monthly

- Edge-tool vacuum all carpeting under couches and upholstered chairs.
- Clean/vacuum restroom vents.
- Dust the tops of the bookshelves including the tops of books and materials.
- Vacuum fabric chairs.

Quarterly

- Dust/vacuum HVAC diffusers in ceiling.

B. Extra cleaning services – specify the cost for each service

- Deep clean all carpet using professional extraction method.
- Deep clean high-traffic areas using professional extraction method.
- Clean all light fixtures.
- Window cleaning inside and outside; including office glass partitions.

BID NOTICE: The Lisle Library District (LLD) will receive proposals/bids for regular cleaning services for the Library interior. Specifications for bidding are available on the LLD website: lislelibrary.org via the *About Us* tab and by clicking on the *Financial Information* link. Submit proposals/bids to LLD Assistant Director, Will Savage (savagew@lislelibrary.org) in PDF format via email no later than 5:00 p.m. on Wednesday May 3, 2023. A mandatory meeting and facility walkthrough will be held on Thursday, April 20, 2023 at 2:00 p.m. at the LLD. There will be a public announcement of all proposals/bids received by the LLD on Thursday, May 4, 2023 at 9:30 a.m. in the LLD's meeting room; 777 Front Street, Lisle, IL 60532

The successful bidder must comply with all applicable laws and regulations pertaining to equal employment and payment of prevailing wages. The LLD reserves the right to accept or reject any or all proposals and is not bound to accept the proposal that cites the lowest cost/fees. The LLD reserves the right to negotiate with responding firms. The LLD anticipates selecting a firm in May of 2023.