



**REQUEST FOR PROPOSALS**  
**Cleaning and Janitorial Services**

**ISSUED**

**March 11, 2024**

**SUBMISSION DEADLINE**

**April 3 2024**

**4:30 P.M.**

Village of Bourbonnais  
600 Main Street NW  
Bourbonnais, Illinois 60914

## I. CALL FOR PROPOSALS

The Village of Bourbonnais, Illinois, is accepting proposals for cleaning and janitorial services for all Village facilities, including the Administration Building, Municipal Center, Community Room, Childrens' Safety Center, Police Department, Public Works Department, and the newly constructed Community Campus restroom and concession facilities. Proposals will be accepted until 4:30 p.m. local time on Wednesday, April 3, 2024.

Proposals should be sent electronically to the email address shown below and should indicate "Request for Proposal – Cleaning and Janitorial Services" in the subject line. One (1) unbound copy of the proposal may be submitted to the address below, but it is not required if an electronic version was sent. The Village Board of Trustees reserves the right to accept or reject any and all proposals submitted, to ask for more details or further clarification of any proposals, and to select the proposal that best meets the needs of the Village. The award will not be based solely on price. Questions should be addressed to:

Village of Bourbonnais  
Administration  
600 Main Street NW  
Bourbonnais, IL 60914  
(815) 937-3570  
[bourbonnais@villageofbourbonnais.com](mailto:bourbonnais@villageofbourbonnais.com)

The documents constituting component parts of this request for proposal are the following:

- I Call for Proposals
- II General Overview
- III Scope of Work
- IV Walkthrough of Facilities
- V Detailed Terms and Specifications
- VI Review of Proposals
- VII Contact Information
- VIII Background Check Acknowledgement

## II. GENERAL OVERVIEW

The Village of Bourbonnais is a non-home rule municipality with a population of approximately 18,164. The Village consists of 57 full-time and 19 part-time employees. The Village seeks a cleaning and janitorial company to provide regular cleaning and general janitorial support services for its various buildings. The nature of the service will be ongoing cleaning and maintenance for the following locations:

Administration Building.....600 Main Street NW, Bourbonnais  
Municipal Center, Community Room,  
and Police Department.....700 Main Street NW, Bourbonnais  
Community Campus.....700 Main Street NW, Bourbonnais  
Children's Safety Center.....777 Stratford Drive E, Bourbonnais  
Public Works Department.....255 Mooney Drive, Bourbonnais

### **III. SCOPE OF WORK**

The various facilities described above are to be cleaned according to the schedule attached in Exhibit A. The successful contractor will be responsible for all regular and ongoing cleaning maintenance and care of the Village facilities, as well as more intense cleaning projects on an annual, semi-annual, or as deemed necessary basis.

- Perform duties as described in Exhibit A
- Provide regular communication with appropriate staff when supplies are low and need ordering (paper towels, toilet tissue, soap, etc.)
- Provide recommendations on solutions to cleaning issues
- Prepare cost estimates for repairs and/or replacement items
- Prepare cost estimates for larger projects such as window washing, carpet cleaning, floor waxing, etc.
- Guarantee a 2-hour response time for emergency situations

### **IV. WALKTHROUGH OF FACILITIES**

It is recommended that prospective offerors schedule a time for a walkthrough of the Village's facilities to aid in the proposal and cost estimate preparation. Walkthroughs can be scheduled by calling 815-937-3570 or emailing [bourbonnais@villageofbourbonnais.com](mailto:bourbonnais@villageofbourbonnais.com). All walkthroughs should be completed by March 28, 2024.

### **V. DETAILED TERMS AND SPECIFICATIONS**

Proposals shall contain the following information:

- 1) Profile – A profile of the company, including a description of business history, objectives, and clients.
- 2) References – Provide names and contact persons of at least three client organizations where similar work has been provided as contained in this RFP.
- 3) Approach and Methodology – A description of how the company will complete the scope of work described in this RFP document.
- 4) Work Plan and Availability – Details on approach to the cleaning required, how staff will be assigned, etc.
- 5) Project Staffing – Identification of the qualifications and experience of key staff who will be directly involved in this project.
- 6) Provide Equipment – A statement claiming the contractor will provide their own equipment for mopping, dusting, vacuuming, all purpose cleaning, etc.
- 7) Fees – Provide an appropriate rate schedule that will be utilized to carry out the required scope of work. Include an hourly rate schedule of extra fees, if any.
- 8) Certificate of Insurance – Must hold liability insurance in the aggregate amount of \$1,000,000 and the ability to name the Village of Bourbonnais as additional insured.
- 9) Statement of Understanding – Provide a statement on whether or not the company is able to comply with individual owners and employee background checks necessary to work in a Police Department and Government buildings unsupervised.

Preparation and Submission of Proposal:

Proposals must be delivered by the specific time indicated on the cover page. Proposals arriving after the specified time will not be accepted. Mailed proposals which are delivered after the specified hour will not be accepted regardless of the postmarked date on the envelope. All forms included in the RFP must be completed and submitted. Authorized signature must be by an officer whose title is stated.

Taxes not Applicable:

The Village of Bourbonnais as a municipality pays neither Federal Excise Tax nor Illinois Retailers Occupational Tax and, therefore, these taxes should be excluded from quotations.

Withdrawal of proposals:

Any offeror may withdraw their proposal at any time prior to the time specified in the advertisement as the closing time for the receipt of proposals by signing a request. However, no offeror shall withdraw or cancel their proposal for a period of sixty (60) days after said advertised closing time for the receipt of proposals; the successful offeror shall not withdraw or cancel their proposal after having been notified by the Village that said proposal has been accepted by the Village Board of Trustees.

Conditions:

Offerors are advised to become familiar with all conditions, instructions and specifications governing this request for proposal. Once the award has been made, failure to have read all the conditions, instructions and specifications of this contract shall not be cause to alter the original contract or request additional compensation.

Subletting of contract:

No contract awarded by the Village of Bourbonnais shall be assigned or any part subcontracted without the written consent of the Village administration. In no case shall such consent relieve the contractor from their obligations or change the terms of the contract.

Village Ordinances:

The contractor will strictly comply with all ordinances of the Village of Bourbonnais and laws of the State of Illinois.

Hold Harmless:

Vendor agrees to indemnify, save harmless and defend the Village of Bourbonnais, its agents, servants and employees, and each of them against and hold it and them harmless from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service expenses, compensation, court costs and attorneys' fees which the undersigned now has/have or which may hereafter accrue, directly or indirectly, for or on account of any and all known and unknown, foreseen and unforeseen, bodily and personal injuries to any person, or any death at any time resulting from such injury, or any damage to any property and the consequences thereof, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract.

Termination of Contract:

The Village reserves the right to terminate the whole or any part of this contract, upon written notice to the vendor, in the event of default by the vendor. Default is defined as failure of the vendor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger

performance of this contract in accordance with its terms. In the event of default and termination, the Village may procure, upon such terms and in such manner as the Village may deem appropriate, supplies or services similar to those so terminated. The vendor shall be liable for any excess costs for such similar supplies or services unless acceptable evidence is submitted to the Village that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the vendor.

Term:

Although the Village expects to enter into a one-year contract with the vendor selected, the intention is to renew the contract on an annual basis. Renewal of the contract will be dependent upon the Village's assessment of the performance of the vendor as being satisfactory. A continuing professional relationship benefits both the Village and vendor.

## **VI. REVIEW OF PROPOSALS**

The Village will review the proposals received and recommend the proposal which best fits the Village's need to the Village Board of Trustees for final approval. It is intended that a vendor be chosen and contract in place by April 15, 2024. The new contract will be expected to commence on or around May 1, 2024 to align with the Village's fiscal year.

The Village reserves the right to reject any and all proposals; waive formalities, technical requirements and/or deficiencies and irregularities; or solicit new proposals, if such actions are deemed reasonable and in the best interest of the Village of Bourbonnais.

## **VII. CONTACT INFORMATION**

Questions concerning this RFP document may be directed to Tara Latz, Finance Director, at 815-937-3570 or email [bourbonnais@villageofbourbonnais.com](mailto:bourbonnais@villageofbourbonnais.com). Questions should be submitted by March 28, 2024. All questions submitted will be available for review by request to the other applicants. Please feel free to forward this RFP to any interested and qualified companies or individuals.

## **VIII. BACKGROUND CHECK ACKNOWLEDGEMENT**

By signing below, we understand that if myself or my company is awarded the contract specified therein, all persons involved with the cleaning of Village property will submit to an extensive background check which may include but is not limited to criminal and reference checks or histories.

Signed \_\_\_\_\_

Name (print) \_\_\_\_\_

Company Name \_\_\_\_\_

Date \_\_\_\_\_

Exhibit "A"						
CLEANING CREW SCOPE OF WORK	Frequency					
	DAILY	3 X WEEKLY	WEEKLY	MONTHLY	OTHER	
	(7 days a week)	(3 days a week)				
Administration Building: Monday, Wednesday and Friday; One day cleaning during the day when offices are open.						
Empty all trash containers and disposals, insert liners as required, spot clean and sanitize interior/exterior of container		X				
Throw large items away (empty boxes, etc.)		X				
Empty paper shredder in conference room			X			
Sweep, damp mop & sanitize all hard floors in washrooms, kitchen & whole front entrance area, scrub to remove scuff and heel marks		X				
Vacuum entire carpeted areas including shared spaces, entryways and walkways		X				
Damp clean and sanitize table tops, conference room table, chairs & other furniture		X				
Damp clean pedestals or legs			X			
Dust desks and file cabinets		X				
Clean and sanitize telephones		X				
Clean and sanitize drinking fountains		X				
Wipe and disinfect door knobs and light switches		X				
Wipe countertops		X				
Clean marks off of walls		X				
Spot clean glass doors - front doors & any other partition or door glass		X				
Spot clean doors, frames, light switches, kick & push plates, handles, walls & interior glass		X				
High & Low dust all horizontal surfaces to hand height (70") (including sills, ledges, moldings, shelves, picture frames, ducts, radiators, vents, etc.)			X			
Clean, sanitize & polish all fixtures, toilet bowls, urinals, hand basins in washrooms		X				
Clean all glass and mirrors in washrooms		X				
Spot clean all walls, doors and partitions in washrooms including ceramic tile		X				
Refill all dispensers to normal limits: napkins, soap, tissue, towels, liners, (currently supplies provided by the Village)		X				
Clean kitchen sink, countertops, coffee pot, and outside of refrigerator		X				
Clean microwave, toaster			X			
Dust blinds throughout building				X		
Remove dust and cobwebs from ceiling areas				X		
Vacuum basement stairs				X		

## Exhibit "A"

### CLEANING CREW SCOPE OF WORK

#### Frequency

DAILY      3 X WEEKLY      WEEKLY      MONTHLY      OTHER  
(7 days a week)      (3 days a week)

Municipal Center (Includes these Upstairs Areas: Board Room, 700 Conference Room, & Bathrooms): Once a week						
Empty all trash containers and disposals, insert liners as required, spot clean and sanitize interior/exterior of container			X			
Throw large items away (empty boxes, etc.)			X			
Sweep, damp mop & sanitize all hard floors in washrooms, scrub to remove scuff and heel marks			X			
Vacuum entire carpeted areas including shared spaces, entryways and walkways			X			
Damp clean and sanitize table tops, conference room table, chairs & other furniture			X			
Damp clean pedestals or legs			X			
Clean and sanitize telephones			X			
Wipe and disinfect door knobs and light switches			X			
Clean marks off of walls			X			
Spot clean glass doors & any other partition or door glass			X			
Spot clean doors, frames, light switches, kick & push plates, handles, walls & interior glass			X			
High & Low dust all horizontal surfaces to hand height (70") (including sills, ledges, moldings, shelves, picture frames, ducts, radiators, vents, etc.)			X			
Clean, sanitize & polish all fixtures, toilet bowls, urinals, hand basins in washrooms			X			
Clean all glass and mirrors in washrooms			X			
Spot clean all walls, doors and partitions in washrooms including ceramic tile			X			
Refill all dispensers to normal limits: napkins, soap, tissue, towels, liners, (currently supplies provided by the Village)			X			
Dust blinds throughout building				X		
Remove dust and cobwebs from ceiling areas				X		
Vacuum basement stairs				X		

## Exhibit "A"

### CLEANING CREW SCOPE OF WORK

#### Frequency

DAILY      3 X WEEKLY      WEEKLY      MONTHLY      OTHER  
(7 days a week)    (3 days a week)

Police Department & Separate Detective Office downstairs (near the Community Room): Monday, Wednesday and Friday; One day cleaning during the day when offices are open.						
Empty all trash containers and disposals, insert liners as required, spot clean and sanitize interior/exterior of container.		X				
Throw large items away (empty boxes, etc.)		X				
Sweep, damp mop & sanitize all hard floors in washrooms, kitchen & whole front entrance area, scrub to remove scuff and heel marks		X				
Vacuum entire carpeted areas including shared spaces and walkways		X				
Damp clean and sanitize table tops, conference room table, chairs & other furniture		X				
Damp clean pedestals or legs			X			
Dust desks and file cabinets		X				
Clean and sanitize telephones		X				
Wipe and disinfect door knobs and light switches		X				
Wipe countertops		X				
Clean marks off of walls		X				
Spot clean glass doors - front doors & any other partition or door glass (includes dispatch area windows)		X				
Spot clean doors, frames, light switches, kick & push plates, handles, walls & interior glass		X				
High & Low dust all horizontal surfaces to hand height (70") (including sills, ledges, moldings, shelves, picture frames, ducts, radiators, vents, etc.)			X			
Clean, sanitize & polish all fixtures, toilet bowls, urinals, hand basins in washrooms		X				
Clean all glass and mirrors in washrooms		X				
Spot clean all walls, doors and partitions in washrooms including ceramic tile		X				
Refill all dispensers to normal limits: napkins, soap, tissue, towels, liners, (currently supplies provided by the Village)		X				
Clean kitchen sink, countertops, coffee pot, and outside of refrigerator		X				
Clean microwave, toaster			X			
Clean out cells				X		
Maintain toilets in cells				X		
Pour bleach water in floor drains				X		
Wash windows on display cases				X		
Dust blinds throughout building				X		
Remove dust and cobwebs from ceiling areas				X		
Empty trash containers in the attached PD garage/sally port area				X		
Vacuum or clean vents in ceilings					X	Quarterly
Use grout cleaner and sealer in bathrooms					X	Semi-Annually



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### CLEANING CREW SCOPE OF WORK

#### Frequency

DAILY      3 X WEEKLY      WEEKLY      MONTHLY      OTHER  
(7 days a week)      (3 days a week)

Public Works Building: Once a week						
Empty all trash containers and disposals, insert liners as required, spot clean and sanitize interior/exterior of container			X			
Throw large items away (empty boxes, etc.)			X			
Sweep, damp mop & sanitize all hard floors in washrooms, kitchen & whole front entrance area, scrub to remove scuff and heel marks			X			
Vacuum entire carpeted area including shared spaces, entryways and walkways			X			
Damp clean and sanitize table tops, conference room table, chairs & other furniture			X			
Damp clean pedestals or legs			X			
Dust desks and file cabinets			X			
Clean and sanitize telephones			X			
Wipe and disinfect door knobs and light switches			X			
Wipe countertops			X			
Clean marks off of walls			X			
Spot clean glass doors - front doors & any other partition or door glass			X			
Spot clean doors, frames, light switches, kick & push plates, handles, walls & interior glass			X			
High & Low dust all horizontal surfaces to hand height (70") (including sills, ledges, moldings, shelves, picture frames, ducts, radiators, vents, etc.)			X			
Clean, sanitize & polish all fixtures, toilet bowls, urinals, hand basins in washrooms			X			
Clean all glass and mirrors in washrooms			X			
Spot clean all walls, doors and partitions in washrooms including ceramic tile			X			
Sanitize showers and locker room areas			X			
Refill all dispensers to normal limits: napkins, soap, tissue, towels, liners (currently supplies provided by the Village)			X			
Clean Cafeteria including kitchen sink, countertops, coffee pot, and outside of refrigerator			X			
Clean microwave, toaster			X			
Mop floor in Cafeteria			X			
Dust blinds throughout building				X		
Remove dust and cobwebs from ceiling areas				X		

## Exhibit "A"

### CLEANING CREW SCOPE OF WORK

#### Frequency

DAILY      3 X WEEKLY      WEEKLY      MONTHLY      OTHER  
(7 days a week)    (3 days a week)

Community Room: Monday, Wednesday and Once between Sat/Sun parties IF there are back to back parties booked (Village staff will send monthly calendar of room rental schedule).						
Empty all trash containers and disposals, insert liners as required, spot clean and sanitize interior/exterior of container		X				
Throw large items away (empty boxes, etc.)		X				
Sweep, damp mop & sanitize all hard floors in main room, kitchen & whole front entrance area, scrub to remove scuff and heel marks		X				
Wipe tables & countertops		X				
Wipe and disinfect door knobs and light switches		X				
Clean marks off of walls		X				
Spot clean glass doors - front doors & any other partition or door glass		X				
High & Low dust all horizontal surfaces to hand height (70") (including sills, ledges, moldings, shelves, picture frames, ducts, radiators, vents, etc.)			X			
Clean Community Room Bathrooms (in kitchen area)		X				
Clean Public Bathrooms in hallway near PD/Comm Room		X				
Refill all dispensers to normal limits: napkins, soap, tissue, towels, liners, (currently supplies provided by the Village)		X				
Clean kitchen in Community Room including sink, fridge, and microwave		X				
Wipe out inside of the refrigerator in Community Room			X			
Clean Air Vent in Community Room				X		
Clean Display Cases (inside)					X	Quarterly

## Exhibit "A"

### CLEANING CREW SCOPE OF WORK

	Frequency				
	DAILY (7 days a week)	3 X WEEKLY (3 days a week)	WEEKLY	MONTHLY	OTHER
<b>Children's Safety Center: Once a week</b>					
Empty all trash containers and disposals, insert liners as required, spot clean and sanitize interior/exterior of container			X		
Throw large items away (empty boxes, etc.)			X		
Sweep, damp mop & sanitize all hard floors in main room, kitchen & whole front entrance area, scrub to remove scuff and heel marks			X		
Wipe tables & countertops			X		
Wipe and disinfect door knobs and light switches			X		
Clean marks off of walls			X		
Spot clean glass doors - front doors & any other partition or door glass			X		
High & Low dust all horizontal surfaces to hand height (70") (including sills, ledges, moldings, shelves, picture frames, ducts, radiators, vents, etc.)			X		
Clean Bathrooms			X		
Refill all dispensers to normal limits: napkins, soap, tissue, towels, liners, (currently supplies provided by the Village)			X		
Clean Kitchen including sink			X		
Dust blinds throughout building				X	
Remove dust and cobwebs from ceiling areas				X	

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### CLEANING CREW SCOPE OF WORK

#### Frequency

DAILY      3 X WEEKLY      WEEKLY      MONTHLY      OTHER  
(7 days a week)      (3 days a week)

Campus Bathrooms (6 bathrooms) - Mid-April to Mid-October						
Empty all trash containers and disposals, insert liners as required, spot clean and sanitize interior/exterior of container	X					
Sweep, damp mop & sanitize all hard floors in washrooms	X					
Wipe counter tops and storage cabinets	X					
Wipe and disinfect door knobs and light switches	X					
Clean marks off of walls	X					
Spot clean doors, frames, kick & push plates, handles, walls	X					
High & Low dust all horizontal surfaces to hand height (70") (including sills, ledges, moldings, shelves, picture frames, ducts, radiators, vents, etc.)	X					
Clean and sanitize drinking fountains	X					
Clean, sanitize & polish all fixtures, toilet bowls, urinals, hand basins in washrooms	X					
Clean all glass and mirrors in washrooms	X					
Spot clean all walls, doors and partitions in washrooms including ceramic tile	X					
Refill all dispensers to normal limits: napkins, soap, tissue, towels, liners, (currently supplies provided by the Village)	X					
Remove dust and cobwebs from ceiling areas			X			

Green Room Bathroom: Once a week (OR AS NEEDED)						
Empty all trash containers and disposals, insert liners as required, spot clean and sanitize interior/exterior of container			X			
Sweep, damp mop & sanitize all hard floors in washrooms			X			
Wipe counter tops and storage cabinets			X			
Wipe and disinfect door knobs and light switches			X			
Clean marks off of walls			X			
Spot clean doors, frames, kick & push plates, handles, walls			X			
High & Low dust all horizontal surfaces to hand height (70") (including sills, ledges, moldings, shelves, picture frames, ducts, radiators, vents, etc.)			X			
Clean, sanitize & polish all fixtures, toilet bowls, urinals, hand basins in washrooms			X			
Clean all glass and mirrors in washrooms			X			
Refill all dispensers to normal limits: napkins, soap, tissue, towels, liners, (currently supplies provided by the Village)			X			
Remove dust and cobwebs from ceiling areas			X			

Concession Stand: Once a week (OR AS NEEDED)						
Empty all trash containers and disposals, insert liners as required, spot clean and sanitize interior/exterior of container			X			
Sweep, damp mop & sanitize all hard floors			X			
Wipe countertops			X			
Wipe and disinfect door knobs and light switches			X			
Clean marks off of walls			X			
Spot clean doors, frames, kick & push plates, handles, walls			X			
High & Low dust all horizontal surfaces to hand height (70") (including sills, ledges, moldings, shelves, picture frames, ducts, radiators, vents, etc.)			X			
Clean Windows			X			
Clean Kitchen including sink, fridges, microwave and other equipment			X			
Wipe out inside of the Refrigerators			X			

Yearly Services*
Wash windows - Admin Office, Municipal Center, PD including Lobby, PW, and Childrens Safety Center
Clean carpets - Admin Office, Municipal Center, PD, PW
VCT floors (strip, clean, refinish and machine polish) - PD Lobby and PW Cafeteria

*\*Must provide quote for yearly services prior to performing the work*

**IMPORTANT NOTE:**

Cleaning crew must wear Badges/Photo ID displayed on his or her person in plain view