

# LAKE LAND COLLEGE

5001 Lake Land Boulevard ♦ Mattoon, IL 61938-9366 ♦ 217-234-5434 ♦ lakelandcollege.edu

## Request for Proposal Cleaning Services Proposals accepted through Noon, February 7, 2024

### OVERVIEW:

Lake Land College, Mattoon, Illinois, requests proposals from qualified cleaning companies to provide general office cleaning services for the Effingham Technology Center, located at 1201 Althoff Drive in Effingham, Illinois (Base Bid) with an Alternate Bid for Kluthe Center for Higher Education & Technology, located at 1204 Network Centre Boulevard in Effingham, Illinois.

The project is to begin mid-February 2024.

### SCOPE OF WORK:

This project involves the daily, weekly, monthly and quarterly full-service cleaning of the Effingham facilities. The Effingham Technology Center includes approx. 100,000 S.F. on 3 floors and opened in 2011. Renovations of a portion of this building are expected to begin Spring 2024 and will not be included in the required cleaning space. Estimated areas to be cleaned on all 3 floors is approx. 41,381 S.F. – which includes leased office space on the lower level occupied by Patterson. The Kluthe Center for Higher Education & Technology includes 24,336 S.F. on 2 floors and opened in 1996. Both buildings are open five (5) days per week with the exception of a limited holiday closing schedule. A schedule of cleaning needs is attached to this document. A copy of current floor plans will be distributed upon request.

### BIDDER'S QUALIFICATIONS:

Any bidding Cleaning Service provider is agreeing that they meet the following minimum requirements:

1. Company is licensed to do business in the state of Illinois.
2. Company shall be in and maintain compliance with the Owner's Fair Employment Practices Agreement, the Federal Civil Rights Act and Illinois Fair Employment Practices Act.
3. Company should be of sound financial status.
4. Company shall have a minimum of five (5) years documented experience.
5. Company shall be free of encumbering legal actions or firm history of judgments, claims and arbitration proceedings.
6. Company shall provide necessary insurance requirements as defined.

### SUPPLIES:

The Contractor shall provide all supplies (both chemical and paper) and equipment to adequately clean the buildings. The Contractor is directed to utilize cloth rags or towels to perform all

cleaning except for glass surfaces. At no time should any equipment or product provided by the College be utilized for cleaning.

The College shall provide the following:

- Can Liners
- Toilet paper
- Paper towels
- Soap dispenser refills
- Tampon, sanitary napkins

The bidder must restock all can liners (specific standardized sizes) appropriately and daily without waste of materials.

#### EQUIPMENT:

The Contractor shall provide all equipment necessary to perform the contracted work to current industry standards. The Contractor will research and select the appropriate floor scrubber machines to properly clean the different flooring surfaces that are unique to each building. Equipment must be approved by the College. The Contractor shall maintain all equipment in proper working order at all times. All equipment stored on the premises must be clearly marked with the Contractor's company name. All equipment including mops and mop buckets must be kept clean and odor free.

#### WORK SCHEDULE:

The Contractor will provide the appropriate staffing and will be present in the buildings for the amount of time specified below:

- Effingham Technology Center – Minimum one cleaning staff for a minimum of eight hours per night.
- Kluthe Center – Minimum one cleaning staff for a minimum of six hours per night.

The cleaning time will be set by agreement between all parties involved and may not be changed by the Contractor without expressed permission of the College staff.

#### BUILDING SECURITY:

The Contractor is responsible for any theft or tampering by his workers or during the period the workers are in the building. Additionally, the College requires the name and address of all Contractor employees prior to their assignment on site. Within one week of the employees start date, the College must receive a clear ID-type photo of the individual. Any updates or changes will need to be communicated to the designated College staff member prior to the Contractor's employees working on site.

#### CONTRACT PERIOD:

The anticipated contract period for this RFP is February 15, 2024 and will be extended on a month-to-month basis. The College reserves the right to renew for additional time at the proposed prices(s.)

#### SUPERVISION:

At least one member must be considered the lead and be able to converse, read and write instructions and directives in English. A log book, provided by the Contractor, must be maintained on each site. The College may require an on-site walk-through inspection to be

attended by the Contractor's responsible personnel with proper notice.

#### SUBCONTRACTING:

No part of this contract may be subcontracted by the successful bidder without the expressed written permission of the College. By submitting a proposal each bidder agrees that each worker assigned to this contract is a direct employee of the named organization.

#### REFERENCES:

All respondents must provide five references of buildings of comparable size and traffic within 20 miles of Effingham. Also provide a minimum of three references for cleaning services provided over the past 12 months. The reference list shall include the company name, contact name, contact phone number, the type of work done, dates work occurred and the size of the facility.

#### COMPENSATION AND PUBLIC LIABILITY INSURANCE:

Contractors shall carry sufficient insurance on their workmen to absolutely protect the Owner from any liability or damage resulting to the workmen as provided under the "Workmen's Compensation Act", and "Structural Works Act".

The Contractor performing services on said site shall take out and furnish to the Owner, and maintain during the life of this Agreement, complete Owner's Protective Liability Insurance in the amounts as specified herein for bodily injury, property damage, liability, or damage resulting to the Workmen as provided under the Workmen's Compensation and Structural Works Act of the State of Illinois as shall protect the Owner and Contractor performing work covered by this Agreement from claims for damages of personal injury including accidental death, as well as, from claims for property damage which may arise from operations under this Agreement, whether such operations be by the Contractor or by anyone, directly or indirectly employed by them, and the amounts of such insurance shall not be less than:

1. Comprehensive Automobile Liability:
  - a) \$1,000,000 Bodily Injury per person.
  - b) \$1,000,000 Bodily Injury per occurrence.
  - c) \$500,000 Property Damage per occurrence.
  - d) \$1,000,000 Combined Single Limit coverage for bodily injury and property damage per occurrence in the same aggregate limit will be accepted in lieu of the separate limits specified above.
  
2. Workman's Compensation: Statutory Limits
  - a) Employer's Liability: \$500,000 Bodily Injury per person.
  - b) The Contractor may use a Self-Insured plan for Workman's Compensation Insurance if the plan is approved by the State of Illinois. For approval, the Contractor shall obtain a Certificate from the Illinois Industrial Commission, Office of Self-Insurance Administration, Springfield office.
  
3. Comprehensive general Liability:
  - a) \$1,000,000 Bodily Injury per person.
  - b) \$2,000,000 Product and Completed Operations Aggregate
  - c) \$1,000,000 Bodily Injury aggregate limit.
  - d) \$1,000,000 Property Damage per occurrence.
  - e) \$2,000,000 Property Damage aggregate limit.
  - f) \$1,000,000 Combined Single Limit coverage for bodily injury and property damage per occurrence in the same aggregate limit will be accepted in lieu of the separate limits specified above.

4. Umbrella
  - a) \$1,000,000 Umbrella

The above Comprehensive General Liability Insurance shall be specifically endorsed to cover the terms of Liability Insurance for the Owner as set forth hereinafter.

The Contractor shall cause Certificates of Insurance to be deposited with the Owner.

#### LIABILITY INSURANCE FOR OWNER

The Contractor shall purchase and maintain public liability insurance naming the Owner and his agents and employees as insured with respect to any claim that may be made against the Owner or his agents and employees arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense shall be covered by such insurance only if (a) it is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom, and (b) is caused in whole or in part by any negligent act or omission of the Contractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable regardless of whether or not the claimant contends that the Owner or his agents or employees are in part negligent or otherwise legally culpable with regard to the loss.

Such insurance shall provide a defense for the Owner and his agents and employers, including the cost of defense counsel and other expenses of litigation.

This insurance shall cover all Agreements and any extra work connected with this Project.

Contractors shall instruct their Insurance Companies to supply the Owner with Certificates of Insurance showing that such insurance is kept in force until completion of the Agreement. These Certificates of Insurance shall be provided before Contractors start any work under this Agreement.

#### INDEMNIFICATION

The Contractor shall indemnify, hold harmless and defend the College, its trustees, officers, employees, and its agents from any and all claims, suits, actions, costs, and fees, including reasonable attorney's fees, of every nature or description arising from, growing out of, or connected with the performance of this Contract, or because of any act or omission, neglect, or misconduct of the Contractor, its employees and agents, or its subcontractor(s). Such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Nothing contained herein shall be construed as prohibiting the College, its trustees, officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions, or suits brought against them. The Contractor shall be liable for the costs, fees, and expense incurred in the defense of any such claims, actions, or suits.

#### CLEANING FREQUENCIES BY AREA / ASSIGNMENT

##### I. RESTROOMS

- a. DAILY: Empty trash and (tampon boxes in women's) clean mirror, chrome facet, paper towel dispenser/hand dryer with alcohol. Use proxy on all porcelain sinks, urinals, toilets wipe down completely. Check paper towels dispenser, soap dispenser, and toilet paper dispenser and fill as needed. Sweep and mop floors.
- b. WEEKLY: Clean partitions, bottoms of sinks, toilets, urinals

##### II. OFFICES / CONFERENCE ROOMS

- a. DAILY: Clean desk surfaces with proxy, clean door windows, straighten all table and chairs,

dump trash, vacuum floors

- b. WEEKLY: Wipe down chair legs, desk legs, trashcan, baseboards, door frame and handle. Dust vents, Dust entire room.

### III. CLASSROOMS

- a. DAILY: Clean white board with **ALCOHOL ONLY**, clean table tops with proxy, and straighten all table and chairs, dump trash, vacuum floors. Clean out lab sinks (if applicable)
- b. WEEKLY: Wipe down chair legs, desk legs, trashcan, baseboards, door frame and handle. Clean out under desk/table book storage (cubbyhole) in labs, Dust vents, Dust entire room. Clean back hall/offices/lab prep area behind classrooms (if applicable)

### IV. COMMONS

- a. DAILY: Vacuum all carpet/mats/runners, sweep & mop all hard surface floors, clean door windows, (outside windows weekly), dust window sills, clean glass on endcap of commons offices/computer labs
- b. WEEKLY: Dump commons trash, clean trash cans and behind wall of trashcan, dust entire commons, vents, computers, baseboards etc.

### V. EXTERIOR

- a. DAILY: Empty trash bins, replace liner.

## PROPOSAL/SELECTION CRITERIA

The contract will be awarded to the responsible, responsive proposer, or any other proposer determined by the Lake Land College Trustees to be in the best interest of the College, who meets or exceeds the criteria, provisions sought by the requesting department. The College reserves the right to reject any or all proposals or to waive any details in proposals received whenever such rejection or waiver is in the best interests of the College. The College also reserves the right to reject the RFP of a proposer who has previously failed to satisfactorily perform, has not completed contracts on time, or whom, upon investigation shows is not able to perform the contract.

In determining responsibility, the following qualifications will be considered by the College.

- a) The ability, capacity, and skill of the proposer to perform the contract or provide the service required;
- b) Whether the proposer can perform the contract or provide service promptly, or within the time specified, without delay or interference;
- c) The character, integrity, reputation, judgment, experience, and efficiency of the proposer;
- d) The quality of performance of previous contracts or services;
- e) The previous and existing compliance by the proposer with laws and ordinances relating to the contract or service;
- f) The sufficiency of the financial resources and ability of the proposer to perform the contract or provide the service;
- g) The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
- h) The ability of the proposer to provide future maintenance and service for the use of the subject

of the contract;

- i) Proposer's record of experience in this field of endeavor; and, the size and scope required in the proposal's specifications

**Printed proposals** must be delivered no later than 12 p.m. (noon), Wednesday, February 7, 2024 to the office of the Vice President for Business Services, Board and Administration Building, Lake Land College, 5001 Lake Land Blvd., Mattoon, IL 61938. **Electronic proposals will NOT be accepted.**

Lake Land College reserves the right to accept or reject any proposal. Proposals will be reviewed with a final recommendation to the college's Board of Trustees. Review will be completed and all companies who submit a proposal notified by Tuesday, February 13th.

To submit a proposal or request additional information, contact

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Email: [jmoore3@lakelandcollege.edu](mailto:jmoore3@lakelandcollege.edu)

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