

VILLAGE OF MONTGOMERY

REQUEST FOR PROPOSALS

FOR

Professional Janitorial Services

PROPOSALS ARE TO BE RETURNED TO:

**VILLAGE OF MONTGOMERY
ATTN: Public Works Director – Professional Janitorial Services Proposal
200 N. River Street
Montgomery, IL 60538**

REQUEST FOR PROPOSAL DUE DATE AND TIME IS:

March 24th, 2016

10:30 am

Two (2) original, signed copies of the proposal must be placed in a sealed envelope and shall be marked "Village of Montgomery Professional Janitorial Services 2016-2018".

All interested contractors are invited to submit questions via e-mail to the Village's Public Works Director (thoppenstedt@ci.montgomery.il.us). Any failure by the Vendor to do so will not relieve him from responsibility for successfully performing the work. The Village assumes no responsibility for any misunderstanding or representations concerning conditions made by its officers or employees prior to the execution of this contract, unless such understanding or representations made are specifically incorporated into the contract. No additional allowance will be granted because of lack of knowledge or such conditions. Two facility tours will be offered on Friday, February 12th, at 10:00am and Thursday, March 3rd, at 10:00am. Interested contractors must RSVP no later than 8:00am the day of the tour by calling Public Works at 630-896-9241. Tours will begin at 200 N. River Street, and contractors will be responsible for their own transportation between facility sites.

Village of Montgomery Professional Janitorial Services

A. Intent:

It is the intent of these specifications to describe the requirements of the Professional Janitorial Services for the Village of Montgomery Facilities. The Village is soliciting proposals for the routine janitorial services for three Village owned facilities.

B. Term:

Services will be provided for the period beginning May 1, 2016 and concluding on April 30, 2017. The Village has the option to extend the contract for one (1) additional year which would conclude on April 30, 2018. The Village may terminate this agreement upon 7 days written notice to the contractor, provided that the Village shall make payment for all services rendered until the termination date.

C. Scope of Project:

The three Village of Montgomery facilities are the Police Department (10 Civic Center Dr.), the Village Hall (200 N. River Street) and the Public Works Department (891 Knell Road).

This contract shall include the following:

- Contractor shall provide all consumables, with the exception of toilet paper, paper towels, hand soap, and basket liners to be used in the facilities.
- Contractor equipment shall include all industry tools, vacuums, brooms, mops, mop buckets, dusters, etc.
- Contractor staff will need to be shown the facilities and be introduced to select Village staff on or before April 29th, 2016. Access cards/keys and alarm codes will be given to contractor staff as necessary.
- Vacuuming at the Village Hall shall be completed no later than 7:30am daily. Due to the frequency of evening meetings and organizational gatherings cleaning at the Village Hall shall be performed between the hours of 9:00pm and 7:30am.
- All hard surfaces, including conference room tables, filing cabinets, desks, ledges, etc., shall be wiped clean on a daily basis. Dusting shall be routinely done to a height of no less than 12' high.
- Waste baskets and garbage cans shall be checked, emptied, and cleaned on a daily basis.
- Work will be performed Monday thru Friday unless prior authorization is given by the Director of Public Works or his designee.
- In addition to the routine service, the contractor shall include one daily service of the public restrooms at the Village Hall during the Village's Montgomery Fest. The fest is held one weekend (Friday through Sunday) each fall.
- Contractor staff shall undergo a background check prior to commencement of work. No employees of the Contractor shall be allowed to enter or work in the private areas of Village Facilities without first successfully completing this mandatory requirement. Contract employees are required to be in a uniform or a uniform shirt that clearly states the name of the company performing work under this agreement.

D. Award of Contract:

The Village Public Works Director will review the proposals received and recommend the most qualified firm to the Village Board for approval. It is the intent of the Village to have a contractor chosen and in place by May 1, 2016.

E. To the Bidder:

In making its recommendation the Public Works Director will take into consideration Bidder's experience, financial responsibility, and capability. The following questionnaire is a part of the bid. Any bid received without this completed questionnaire will be basis for the rejection of the bid. The Public Works Director will use, but not be limited to, the information provided herein for evaluating the qualifications of the bidder, his or her organization to carry out satisfactorily the terms of the contract. The questionnaire must be filled out accurately and completely and submitted with the bid. Any errors, omissions, or misrepresentation of information may be considered as a basis for the rejection of the bid and may be grounds for cancellation of any subsequent agreement executed as a result of the bid or bids involved.

F. Compensation:

The Contractor shall receive as compensation for all work, and services to be performed, and materials or supplies to be used in executing this contract, at an amount based on the fee schedule attached hereto. All payments will be made according to the Illinois State Prompt Payment Act and not less than once every thirty days. The Contractor shall comply with the requirements of the Prevailing Wage Act in that all laborers performing work under this Agreement shall be paid not less than the general prevailing rate of hourly wage as provided for in 820 ILCS 130/1 et seq.

G. Inspection of work area:

Potential contractors may inspect the work area prior to submitting a proposal. The work area can be inspected on Friday, February 12th, at 10:00am and Thursday, March 3rd, at 10:00am. Interested contractors must RSVP no later than 8:00am the day of the tour by calling Public Works at 630-896-9241. Tours will begin at 200 N. River Street, and contractors will be responsible for their own transportation between facility sites.

G. Inspection of Work:

All work must be performed to the satisfaction of the Director of Public Works or his designee; any questions as to proper procedures or quality of workmanship will be resolved by the same.

H. Insurance:

The contractor agrees that is has either attached a copy of all required insurance certificates or that said insurance is not required due to the nature and extent of the types of services rendered hereunder. If required, the Village of Montgomery shall be named on the insurance certificates as an additionally insured party.

____ Required (certificate of insurance attached)

____ Not Required

I. Termination of Contract:

The Village reserves the right to terminate the whole or any part of this Contract, upon thirty (days) written notice to the Contractor, in the event that sufficient funds to complete the contract are not appropriated by the Village, or for the convenience of the Village. If the Contract is terminated for the convenience of the Village the Contractor shall be entitled to payment for all work completed to the date of termination.

The Village further reserves the right to terminate the whole or any part of this contract, upon ten (10) days' written notice to the Contractor, in the event of default by the Contractor. Default is defined as failure of the Contractor 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 will procure, upon such terms and in such manner as the Director of Public Works may deem appropriate, supplies or services similar to those so terminated. The Contractor shall be liable for any excess costs for such similar supplies or services.

J. Additional Terms or Modifications

The terms of this agreement shall be further modified in the “Submittal Requirements” section below. Accept for those terms included, no additional terms are included as a part of this agreement. All prior understandings and agreements between the parties are merged into this agreement, and this agreement may not be modified orally or in any manner other than by an agreement in writing signed by both parties.

K. Questions:

Questions shall be directed to: Todd Hoppenstedt, Director of Public Works via e-mail:
thoppenstedt@ci.montgomery.il.us

SUBMITTAL REQUIREMENTS

PRICING:

Complete submittal of pricing for each of the three (3) facilities, the Police Department, the Village Hall, and the Public Works Facility is mandatory, for both contract years. Failure to complete each line item below will automatically exclude your firm from consideration.

Year 1: \$_____ Per Month

_____ Minimum Daily Man Hours

_____ Minimum Annual Man Hours

Year 2 (Village Option): \$_____ Per Month

_____ Minimum Daily Man Hours

_____ Minimum Annual Man Hours

The Contractor in submitting this proposal hereby agrees to comply with all specifications and contract documents attached hereto. The undersigned (“Contractor”) agrees to furnish and deliver specified services to the Village of Montgomery, at the price quoted. The Village of Montgomery 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 Montgomery.

Name of Vendor: _____

Address: _____

Telephone No: _____ Date: _____

Contact Person: _____ Date: _____

Authorization:

The Contractor affirms having read and completed all of the above and attached information, that it is true and correct. Further, the contractor acknowledges that they have read the foregoing and agrees to comply with the terms set forth herein. Each signatory warrants that they possess full authority to so sign.

Contractor: _____ Date: _____

Authorized Agent: _____ Title: _____

Scribed and sworn to me this _____ day of _____ 2016
(date) (month)

(Notary Public)

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