

Janitorial RFP

Village of Franklin Park Police Department

Request for Proposal

May 30, 2013

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JANITORIAL SERVICES FOR VILLAGE OF FRANKLIN PARK POLICE DEPARTMENT

OVERVIEW

Service Description

We are seeking a relationship with a supplier who will provide a best-in-class cleaning program for our Police Department. The building is operational twenty four hours per day, seven days per week. A facility plan and breakdown of the cleanable space is included. There are 80 employees that will be in the building.

Duration

The anticipated contract start date is July 15, 2013 with a one (1) year term. There may also be an option to renew for multiple additional one year terms upon written agreement of The Village of Franklin Park and the Contractor.

We reserve the right to review after 180 days for any modifications to areas serviced.

Primary Contact

All questions regarding this Request for Proposal shall be submitted via e-mail to:

Carmen Cupello

Building Director

9500 Belmont Ave

Franklin Park, IL 60131

ccupello@vofp.com

Contractor's Obligation

By submitting a proposal, the Contractor will be presumed to be thoroughly familiar with the Request for Proposal, Specifications, other documents, including all Addenda and to have inspected the site so as to be fully informed of The Village of Franklin Park operational activities as they pertain to performance of this contract.

The failure or omission of any Contractor to examine any form, instrument, or document shall in no way relieve the Contractor from any obligation with respect to its proposal.

Pre-Bid Conference and Site Tour

All Contractors must attend the Pre-Bid Conference. Failure to attend will disqualify your proposal. The purpose of this conference is to answer questions pertaining to the RFP and conduct a site tour.

Date: June 21, 2013

Time: 10:30 am

Location:

The Village of Franklin Park

9500 Belmont Ave

Franklin Park, IL 60131

Please refrain from contacting The Village of Franklin Park before the pre-bid conference. You are encouraged, to formulate a list of questions and e-mail them to ccupello@vofp.com by the close of business on June 12, 2013

Contractors wishing re-visit of the site may do so by contacting Carmen Cupello ccupello@vofp.com at least 48 hours before the desired inspection time.

Key Event Timeline

Event	Date
Pre-bid acknowledgement	6/6/13
Submit pre-bid conference questions	6/12/13
Pre-bid conference and site tour	6/21/13
Request for interpretations	6/24/13
Proposals due	6/26/13
Notify Contractor	7/3/13
Contract start date	7/15/13

REQUEST FOR PROPOSAL (RFP)

Proposal Format

In order for The Village of Franklin Park to evaluate and compare each proposal, it is required that all proposals follow the general format and sequential order of this request for proposal. It is recommended that each section of this request for proposal be addressed in depth in the order as it is found in this request for proposal.

Non Binding

This is a Request for Proposal (RFP) and is not to be construed as an offer to enter into a contract.

Proposal Expenses

All expenses incurred in the proposal process, pre-bid conference, and any subsequent on-site presentation is part of the Contractor's sales process. The Village of Franklin Park shall not incur or be responsible for any expenses incurred by Contractors or others as a result of the proposal process. All expenses will be the Contractor's sole responsibility.

Addenda and Interpretation

No oral interpretation of the Request for Proposal, Contract Conditions, Specifications, or other Documents will be given to any Contractor. All interpretations will be in the form of written Addenda.

Should a Contractor find discrepancies, omissions, or items requiring clarification the Contractor shall immediately request an interpretation. Requests for interpretation must be sent via e-mail by the close of business on June 24, 2013 to:

Carmen Cupello
Building Director
9500 Belmont Ave
Franklin Park, IL 60131
ccupello@vofp.com

Only written addenda provided by The Village of Franklin Park will be binding. Contractors are warned that no other source is authorized to give information to interrupt the Request for Proposal.

The failure of the Contractor to receive an Addendum shall not relieve the Contractor from any obligation under its proposal. In the event that a Contractor fails to acknowledge receipt of an Addendum in the space provided on the Addendum, its proposal will nevertheless be construed as though the Addendum had been received.

Time, Date and Manner of Proposal Submission

Time and Date: June 26, 2013 by noon. Late proposals will not be considered.

Manner: All proposal documents must be either hand delivered or express mailed in a sealed, opaque envelope. *Facsimiles and e-mail are not acceptable and will be considered non-responsive.*

Submit three copies of your proposal to:

Carmen Cupello
Building Director
9500 Belmont Ave
Franklin Park, IL 60131
ccupello@vofp.com

On-Site Presentation

The Village of Franklin Park may require Contractors to provide an on-site presentation after the proposal due date. The on-site presentation will take place in The Village of Franklin Park.

Modification of Proposal

No proposal may be withdrawn for a period of sixty days after the time and date set for submission of proposals. A proposal may be withdrawn before the proposal time and submission date indicated in above.

Contractor Qualifications

The Contractor must demonstrate, to The Village of Franklin Park satisfaction that the Contractor has:

- Adequate financial resources to meet its obligations.
- The ability to maintain such resources for the term of the contract.
- The technical and managerial experience to perform the services as demonstrated by successful performance at facilities of similar size and type.
- Specifically, all firms doing business with The Village of Franklin Park shall hold a - Green Cleaning Certification or equivalent, or shall obtain said certification within 90 days of the contact's start date. Said certification must meet or exceed the requirements set forth by the LEED Certification program.

The custodial service that the village will contract with must create a green cleaning policy specifically tailored to this Police Station and base this policy on the requirements from LEED below. These requirements should be stated in the RFP for the station's custodial service. Once the green policy is approved by the village and the architect, it will become part of the cleaning vendor's contract.

The policy in the contract must address the following:

- Purchase of sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in IEQ Credit 3.3. (The project team is not required to apply for IEQc3.3, but the Green Cleaning Policy must adhere to the requirements of the credit.) See attached.
- Establishment of standard operating procedures (SOPs) addressing how an effective cleaning and hard floor and carpet maintenance system will be consistently utilized, managed and audited. Address cleaning to protect vulnerable building occupants. These procedures may identify likely occupants who are disproportionately affected by cleaning practices and propose methods to minimize impacts on those groups. These methods may include adjustments to cleaning procedures, frequencies, or timing.

- Purchase of cleaning equipment meeting the sustainability criteria outlined in IEQ Credit 3.4. (The project team is not required to apply for IEQc3.4, but the Green Cleaning Policy must adhere to the requirements of the credit.) See attached. Quantitative goals and performance metrics for cleaning products and equipment. As an example, a goal could be set for a specific percentage of cleaning product purchases (by cost) to satisfy the criteria of IEQc3.4-3.6: Green Cleaning, Purchase of Sustainable Cleaning Products and Materials.
- Development of strategies for promoting and improving hand hygiene, including both hand washing and the use of alcohol-based waterless hand sanitizers.
- Development of guidelines addressing the safe handling and storage of cleaning chemicals used in the building, including a plan for managing hazardous spills or mishandling incidents.
- Development of requirements for staffing and training of maintenance personnel appropriate to the needs of the building. It addresses the training of maintenance personnel in the hazards of use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.
- The green cleaning policy/contract adheres to the LEED for Existing Buildings Policy Model outlined in the introduction to the rating system.
- Provision for collecting occupant feedback and continuous improvement to evaluate new technologies, procedures and processes.
- The green cleaning policy or contractual agreement for the building and site has been implemented and will remain in place indefinitely.

Selection

All proposals will be evaluated by The Village of Franklin Park. Selection of a successful Contractor will be at the sole discretion of The Village of Franklin Park. The Village of Franklin Park reserves the right to reject any proposal for any reason. The Village of Franklin Park philosophy in awarding such agreements and contracts includes but is not limited, to the following factors:

- Cost and cost savings references.
- Quality and technical capability.
- Organization support and experience.
- Sufficiency of the proposal to perform required services.
- Completeness of information provided in response to this RFP.
- Other various business issues.

Irregularities

The Village of Franklin Park reserves the right to waive any informalities or irregularities of proposals.

Alternative Proposals

The Village of Franklin Park reserves the right to negotiate with Contractors, to solicit new proposals, or to seek other alternatives.

TECHNICAL REQUIREMENTS

Facility Manager Communications

The Contractor's on site manager will be the key contact for communication between the Village of Franklin Park facility manager and Contractor. Describe in detail how Contractor facilitates this important relationship. Include items such as; scheduled meetings with The Village of Franklin Park facility managers, continuous feedback, and improvement initiatives etc.

Contractor's Representative

The Village of Franklin Park requires the Contractor to offer a single Site Manager for the Village of Franklin Park Account. The Site Manager will be the focal point of all proposal activity for service requirements as they arise. **The Site Manager must have authority and be able to make decisions and commitments for the Contractor at this site.**

Contractor's Staff

Provide details regarding Contractor's staff and site managers. Include information on how managers and staff are selected and placed, background checks, experience requirements, and ongoing training. Should a situation arise where The Village of Franklin Park is dissatisfied with a site manager or staff of Contractor, how does the Contractor address these issues in fixing the problems via communication, training or replacement of the staff? What is the Site Manager's role and authority in such situations?

Provide an overview of your company's training programs and how they would be conducted at The Village of Franklin Park.

Describe your company's recruitment program. We are particularly interested in how your company would recruit service personnel to work at The Village of Franklin Park.

How are your employees chosen? Describe your selection criteria and the process by which candidates are chosen.

What methods and level of training does each employee receive?

Identification of Contractor Employees

The Village of Franklin Park requires that all Contractor's staff and supervisors wear picture identification badges and uniforms or clothing with Contractor's name or logo.

Cleaning Supplies and Equipment

The Village of Franklin Park requires Contractor to supply cleaning supplies and all equipment required to accomplish the cleaning services. Describe in detail how these costs are factored into the square foot charge. Who has Contractor aligned themselves with as far as purchasing supplies for accomplishment of cleaning services? *Do purchasing policies of cleaning chemicals and equipment align with green standards?*

Include a list of all supplies, materials and equipment included in the square foot rate.

Are there any supplies and equipment not included in the monthly price? If so, provide full description and additional costs.

Service Log

Does Contractor keep a log of cleaning services performed per site? This includes descriptions of services provided as well as hours to complete. Does Contractor staff sign in when on The Village of Franklin Park site?

Equipment and Utilities for Accomplishing the Services

Contractor shall provide all equipment and supplies required to accomplish the tasks of cleaning the facilities. The cost of equipment maintenance, repair and upkeep shall be the responsibility of and at the cost of Contractor.

The Village of Franklin Park shall provide the water, electricity and sewer utilities required for Contractor to accomplish the services.

Service Hours

What hours of service does Contractor make available?

Is 24-hour, 7-day service available if required?

Describe the process that will be used to handle emergency cleaning calls from The Village of Franklin Park. Emergency service must be available 24 hours per day and seven days per week including weekends and holidays.

Special Projects

From time to time The Village of Franklin Park may require additional services and hours above the base scope of work at a specific site. This may include clean up of emergencies, etc. Describe in detail how Contractor handles such increases in requirements with current or additional staff. How is the cost of these special requirements passed on to The Village of Franklin Park? (i.e. Hourly rate, per square foot charge.)

Transition of Taking over New Sites

Describe how Contractor transitions in implementing services to a new site. Include standard and guaranteed lead time required to transition a new site to up and running from point of The Village of Franklin Park establishment of specific scope of work.

Provide a start-up plan for the time leading up to the contact's start date, the first week, and the first month.

Insurance requirements

The Village of Franklin Park requires installation network to furnish Certificates Of Insurance (COI) prior to each installation. The minimum insurance requirements per project are:

Worker's Compensation and Employer's Liability = Statutory

Comprehensive, Commercial General Liability on an "occurrence" basis naming The Village of Franklin Park as "additional insured" = \$1,000,000

Comprehensive Automobile Liability for all owned, non-owned and hired vehicles

Scale of Operations

How many people are employed by your company in Cook County and nationally?

Green Cleaning/Sustainable Cleaning Practices

Does your company have a Green Cleaning policy? Does your company require Green Cleaning Training? If so, describe your approach and measurement tools to evaluate their effectiveness.

Safety and Environmental Policy

Describe your company's safety and environmental policies.

Quality Plan

Describe your company's quality plan for this site.

What makes your company "different from the rest"?

Other Significant Information

Provide any other information that you would like us to know about your company or your management.

PRICING AND RATE INCLUSIONS

All pricing and rates provided in the responses to this request for proposal must be inclusive of all costs associated with the services and supplies. These costs include but are not limited to; permits, tools, supplies and equipment for project accomplishment, protection material, and uniforms.

All pricing and rates must also be inclusive of compliance with all applicable laws, statutes, ordinances, codes, rules, and regulations of any federal, state, local and other public authorities including but not limited to all federal Occupational Safety and Health Act regulations, Americans With Disabilities Act requirements, fire ratings, and material and environmental code requirements.

Payment Terms

What terms of payment are proposed should The Village of Franklin Park contract to utilize Contractor at this location? Preferred terms are net 30 days.

SITE SPECIFIC SOW FOR THE POLICE DEPARTMENT SITE

Frequency Chart

Service Days per Week	Service days per year
Six Day per week Service	312
Three day per week service	156
Once per week service	52
Once every two weeks service	26
Once per month service	12
Once per quarter service	4
Once per year service	1

Offices/Lobby/Corridors/Reception

1.	Empty all trash containers and reline, place refuse in container supplied by Village of Franklin Park	312
2.	Collect recyclable items and place in containers supplied by Village of Franklin Park	312
3.	Spot clean glass entrance doors	312
4.	Dust mop hard floor surfaces in offices and common areas	312
5.	Damp mop floor surfaces in offices and common areas	312
6.	Spot wash entrance windows and doors	312
7.	Sanitize and disinfect water fountains	312
8.	Vacuum all carpeted areas	312
9.	Spot clean vertical surfaces to hand height	52
10.	Spot clean partition and interior door glass	52
11.	Dust all horizontal surfaces to hand height to include ledges, cabinets, and available desk area	52
12.	Burnish vinyl tile flooring in common areas, lobby and aisles	52

13.	Detail clean entrance glass	12
14.	Dry shampoo all carpeted areas	2
15.	Vacuum wipe ceiling diffusers	2
16.	Machine scrub and refinish vinyl tile flooring	4
17.	Shampoo and Extract carpeted flooring	1
18.	Wash all building perimeter windows-Both Surfaces	1
19.		
20.		
21.		

Restrooms

1.	Sanitize and disinfect all fixtures; sinks, toilets, urinals	312
2.	Empty trash and reline containers, Refill all dispensers	312
3.	Dust mop/damp mop floors with germicidal disinfectant	312
4.	Spot clean mirrors	312
5.	Spot wash partitions, door, and walls. Dust horizontal surfaces	312
6.	Machine scrub floors	4

Cafeteria

1.	Empty trash and recyclables and reline	312
2.	Dust mop/damp mop hard floor surfaces	312
3.	Damp wipe counters, tables, chairs, vending machines, walls	312
4.	Remove all trash and recyclables and reline	312
5.	Damp wipe and disinfect kitchenette counter, microwave oven, cabinets, and cupboards	312
6.	Wash/wipe trash containers	52
7.	Damp wipe horizontal surfaces, walls, doors, and telephones	52
8.	Machine scrub and refinish vinyl tile flooring	4
9.		
10.		
11.		
12.		
13.		

Adjudication

1.	Empty all trash containers and reline, place refuse in container supplied by Village of Franklin Park	52
2.	Collect recyclable items and place in containers supplied by Village of Franklin Park	52
3.	Spot wash entrance windows and doors	52
4.	Sanitize and disinfect water fountains	52
5.	Spot clean vertical surfaces to hand height	52
6.	Vacuum all carpeted areas	52
7.	Spot clean partition and interior door glass	52
8.	Dust all horizontal surfaces to hand height to include ledges, cabinets, and available desk area	52
9.	Dry shampoo all carpeted areas	2
10.	Shampoo and Extract carpeted flooring	1

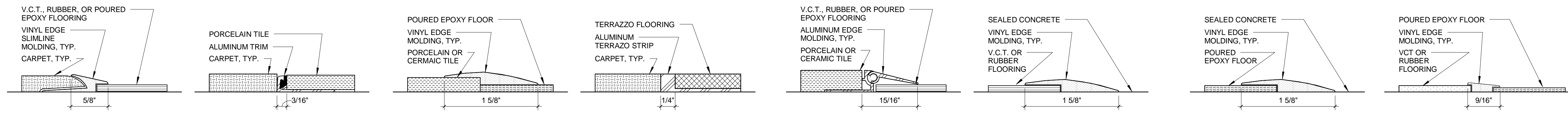
Booking/Cells/Sally Port

1.	Empty all trash containers and reline, place refuse in container supplied by Village of Franklin Park	312
2.	Collect recyclable items and place in containers supplied by Village of Franklin Park	312
3.	Dust mop/damp mop hard floor surfaces	312
4.	Spot clean glass entrance doors	312
5.		

IT Offices/Server room

1.	Empty all trash containers and reline, place refuse in container supplied by Village of Franklin Park	312
2.	Collect recyclable items and place in containers supplied by Village of Franklin Park	312
3.	Follow manufactures specs for cleaning Static Dissipative Tile	2
4.		

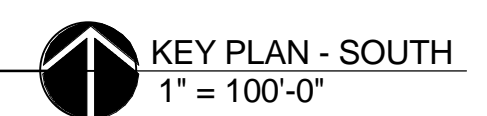
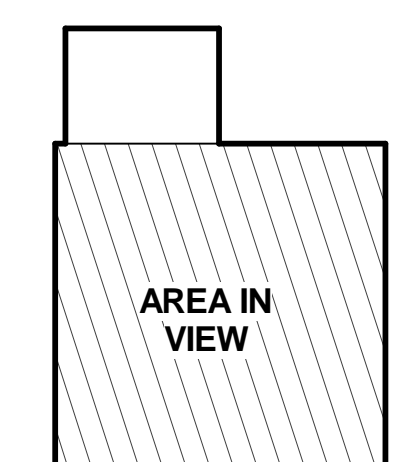
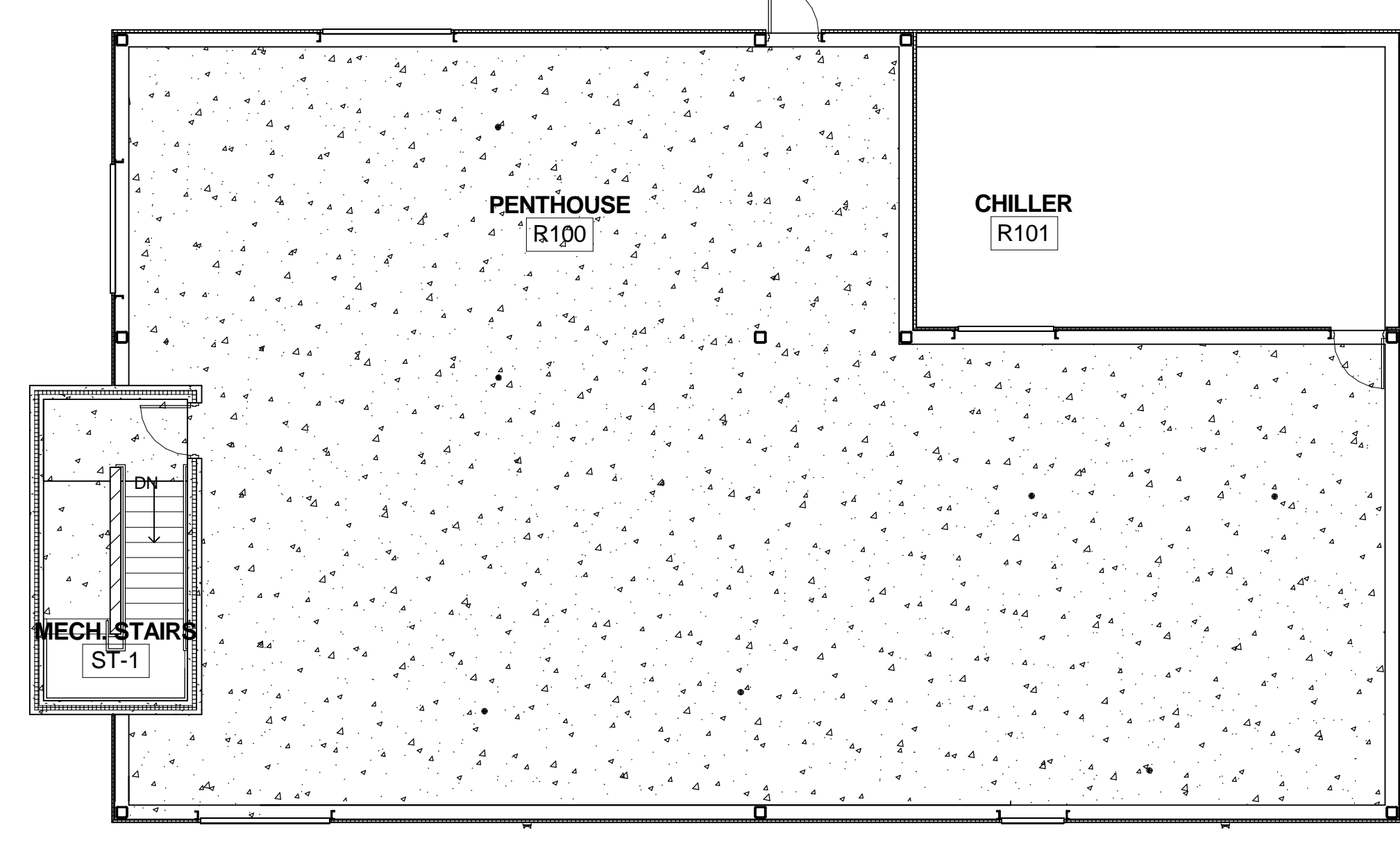
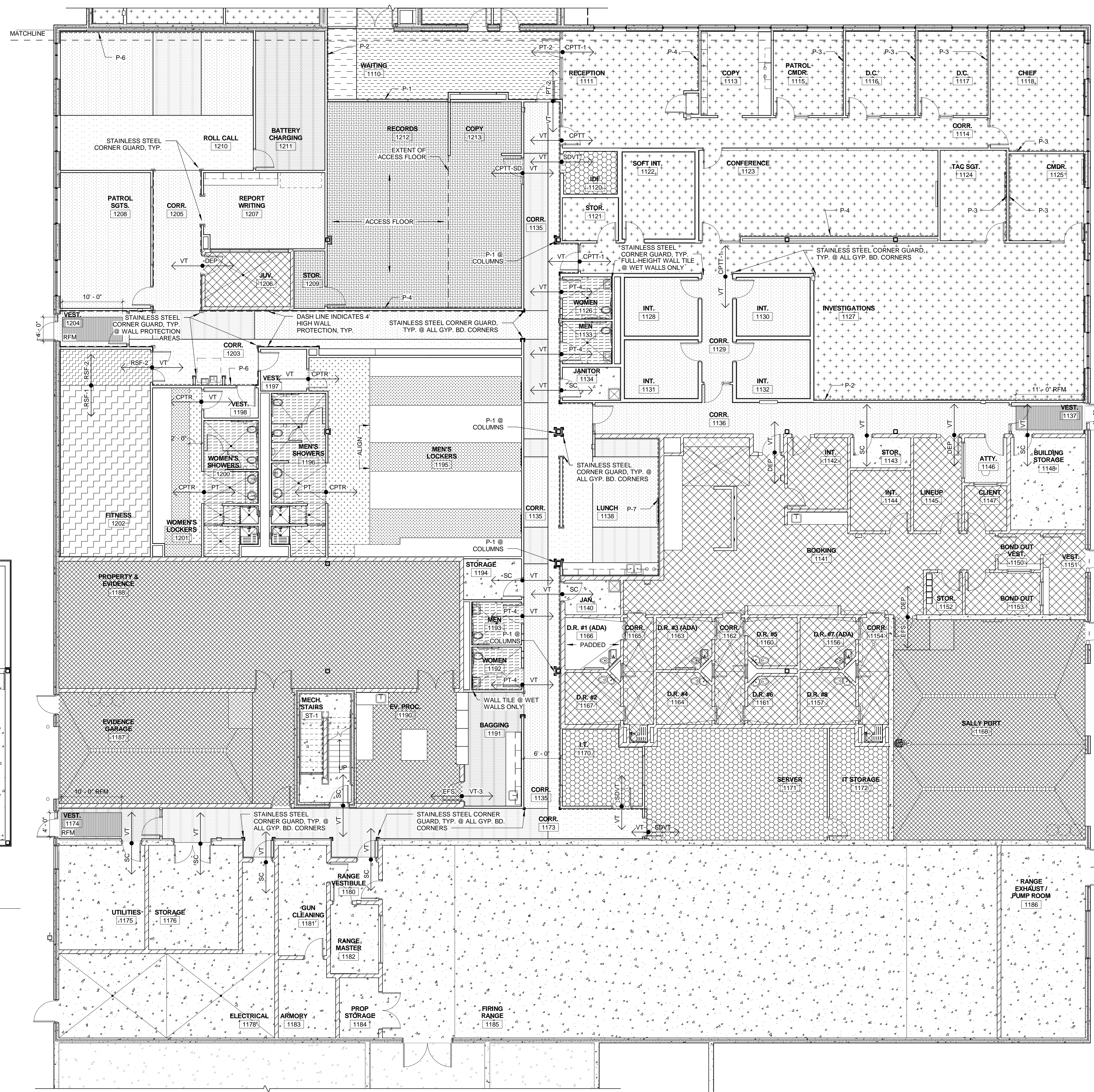
See PDF files available to verify and acknowledge floor finishes in above mentioned areas.



- ### GENERAL NOTES
- CONTINUE SPECIFIED FLOOR FINISH TO UNDER KNEE SPACE OF MILLWORK OR ANY EXPOSED FLOOR FINISH.
 - CARPET TILE IS TO BE ARRANGED IN ROOMS AS TO NOT REQUIRE CARPET STRIPS LESS THAN 6" IN WIDTH UNLESS NOTED OTHERWISE.
 - FLOOR FINISH MATERIAL TO CHANGE AT FACE OF DOOR SIDE STOP, UNLESS NOTED OTHERWISE.
 - PROVIDE BASE FINISH AS SCHEDULED AT MILLWORK.
 - ALL WALLS TO RECEIVE PAINT FINISH TO MINIMUM 6" ABOVE FINISHED SUSPENDED CEILING.
 - PROVIDE SILICONE SEALANT JOINTS AT ALL PLUMBING FIXTURES AND COUNTER TOPS TO WALL SURFACE.
 - REFER TO REFLECTED CEILING PLANS, INTERIOR ELEVATIONS, ENLARGED TOILET AND SHOWER PLANS FOR MORE FINISH INFORMATION.

- ### FINISH LEGEND
- (CPTT-1) CARPET TILE 1
 - (CPTT-2) RESILIENT CARPET TILE
 - (CPTT-3) RESILIENT CARPET TILE
 - (CPTT-SD) STATIC DISSIPATIVE CARPET TILE
 - (DEP) DETENTION EPOXY FLOOR SEALER
 - (EFS) EPOXY FLOOR SEALER - CLEAR
 - (PT-1) PORCELAIN TILE 1
 - (PT-2) PORCELAIN TILE 2
 - (PT-3) PORCELAIN TILE 3
 - (PT-4) PORCELAIN TILE 4
 - (PT-5) PORCELAIN TILE 5
 - (CT-1) CERAMIC TILE 1
 - (CT-2) CERAMIC TILE 2
 - (RFM) RECESSED FLOOR MAT
 - (RSF-1) RUBBER SPORTS FLOORING
 - (RSF-2) RUBBER SPORTS FLOORING
 - (SC) SEALED CONCRETE
 - (SDVT) STATIC DISSIPATIVE VINYL TILE
 - (VT-1) VINYL TILE 1
 - (VT-2) VINYL TILE 2
 - (VT-3) VINYL TILE 3

- ### LEGEND
- ACT-1 2 X 2 ACOUSTICAL TILE SYSTEM
 - ACT-2 2 X 4 ACOUSTICAL TILE SYSTEM
 - CB CEMENT BOARD
 - CMU CONCRETE MASONRY UNIT
 - CONC. CONCRETE
 - EP EPOXY PAINT
 - GL GLASS
 - EXP. EXPOSED
 - GYP. GYPSUM BOARD
 - IMP. IMPACT RESISTANT GYPSUM BOARD
 - IRGB IMPACT RESISTANT GYPSUM BOARD
 - MRGB MOLD AND MOISTURE RESISTANT GYPSUM BOARD
 - P PAINT
 - PAD DETENTION PADDING SYSTEM
 - PC PRECAST CONCRETE
 - PREF. PREFINISHED
 - RB RUBBER BASE
 - RFM RECESSED FLOOR MAT
 - SDVT STATIC DISSIPATIVE VINYL TILE
 - VB VINYL BASE



ISSUANCE
6.22.2012
ISSUED FOR CONSTRUCTION

FGM ARCHITECTS
OF FALLON
OAK BROOK
CHICAGO
www.fgmarchitects.com

PROFESSIONAL SEAL
EXPIRATION DATE:
DRAWN: NBR/WAO
CHECKED: RR
APPROVED: RL
Professional Design Firm
184-000350

VILLAGE OF FRANKLIN PARK
FRANKLIN PARK POLICE STATION
9451 BELMONT AVENUE
FRANKLIN PARK, ILLINOIS 60131

PARTIAL FINISH PLAN - SOUTH

SHEET NO
A16.2

JOB NO 11-0104
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