



VILLAGE OF HOFFMAN ESTATES

Department of Public Works

REQUEST FOR PROPOSALS

JANITORIAL MAINTENANCE SERVICES (2023/24, 2024/25, and 2025/26)

RELEASE DATE: June 2, 2023

DUE DATE: June 16, 2023

PROJECT

The Village of Hoffman Estates is seeking proposals from qualified janitorial maintenance Service Providers for the contract cleaning of five municipal buildings, listed in the table below. Respondents should be capable of delivering all professional services called for within the scope of this project.

Facility	Address	Approx. Square Feet
Village Hall	1900 Hassell Road	68,000
Police Department	411 W. Higgins Road	40,000
Public Works Center	2305 Pembroke Ave.	10,000
Vehicle Maintenance Building	2405 Pembroke Ave.	5,000
Fire Station #24	5775 Beacon Pointe	1,500

The Village has implemented a Green Building initiative and is requiring the use of Green-certified and environmentally-friendly cleaning products along with the practice of Green cleaning methods.

Please note that all buildings have been designated as no-smoking zones.

SUBMISSION DEADLINE

Proposals shall be submitted via email to Paul Petrenko, Superintendent of Facilities and Arena Maintenance, at paul.petrenko@vohe.org no later than 4:00pm on June 16, 2023. All questions shall be submitted via email prior to June 14, 2023.

The Village of Hoffman Estates reserves the right to reject any and all proposals and to accept that proposal which it deems most favorable to the Village of Hoffman Estates. All proposals become the property of the Village of Hoffman Estates.

RFP TIMELINE

The following is the anticipated timeline for the selection process associated with this RFP. This timeline is subject to change.

Target Date	Event
June 2, 2023	Request for Proposals published
June 8, 2023	Pre-proposal mandatory meeting & walk-thru, 9:00 a.m.
June 16, 2023	Submittal due back to Village, 4:00 p.m.
June 20, 2023	Staff review of submittals completed
June 26, 2023	Staff recommendation to Public Works & Utilities Committee
July 3, 2023	Village Board action
August 1, 2023	Contract cleaning begins

MANDATORY PRE-PROPOSAL MEETING

All interested firms must attend a guided building tour scheduled for Tuesday, June 8, 2023 at 9:00am at Village Hall, 1900 Hassell Road, Hoffman Estates, IL to familiarize themselves with the facilities and pose questions or request additional information. Representatives should meet in the foyer of the Village Hall in advance of the tour start time. Village staff reserve the right to exclude any firm/representative that arrives late for this tour.

Service Providers shall familiarize themselves with all documents, conditions, and job locations specified within this RFP. The Service Provider shall make all investigations required to become thoroughly familiar with the scope of work, worksites, and services to be provided in accordance with this proposal. No plea of ignorance by the Service Provider of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Service Provider will be accepted.

SUBMISSION REQUIREMENTS

All proposals, including the required security deposit, shall be submitted in a sealed envelope with the following information clearly presented on the outside of the face of the envelope:

Vendor's Name
Vendor's Address
Title of Proposal ("2023 Janitorial Maintenance Services")
RFP Submission Deadline ("6/23/2023")

All proposals will be reviewed by staff and evaluated based on the information below. To assist in the review process, please use the headings provided to structure your proposal.

1. ABOUT US:
 - a. Provide information about the firm including its size, history, the number of years the firm has conducted business in the State of Illinois, general operations/services provided, the total number of staff employed by the firm with support staff and janitorial staff differentiated, and mission statement. List the name of the owners and/or company officers. List any awards, certifications, and professional affiliations.
2. PROPOSED SERVICES:
 - a. State the total number of janitors that shall perform daily services specified under the terms of this RFP.
 - b. Indicate the total approximate number of labor hours which shall be expended delivering the specified services each day for each facility.
3. MATERIALS AND EQUIPMENT:
 - a. List all materials and equipment types which shall be used to deliver services for each building within the scope of this project (a list for each facility). The equipment list shall differentiate between equipment that will be stored at the jobsite and equipment that will be removed from the jobsite between periods of use.
 - b. Note: only materials intended for commercial/industrial use should be proposed. All materials, power tools, machines, and equipment necessary to perform the specified work are to be approved by the Village prior to their use.
4. GREEN EXPERIENCE:
 - a. List any experience with Green/environmentally-friendly products and cleaning methods.
5. GREEN PRODUCTS AND METHODS:
 - a. Provide a recommendation for Green-certified and eco-friendly cleaning products and methods that should be utilized in the contract facilities and describe how their use will be monitored for compliance.
6. PROGRESS REPORTING:
 - a. Provide an overview statement of how your firm monitors work in progress and the reporting system/method to be used. Include examples of actual progress reports and controls utilized on other projects.
7. QUALITY ASSURANCE:
 - a. Provide a written copy of your Quality Assurance Plan.
8. SERVICE PROVIDER STATEMENTS:
 - a. State if your firm has, in the past 5 years, been involved in any litigation or arbitration with any past client.
 - b. Provide a statement demonstrating that your janitorial firm is qualified, sufficiently staffed, and capable of performing the required services.
9. SERVICE PROVIDER OPERATIONS:
 - a. Provide the total square footage of facilities current under contract for like-services with your firm as well as your current total number of cleaning staff. Provide assurances that you have sufficient staff to perform the required work or provide a plan to increase staff, if necessary.
 - b. Outline the frequency and type of training provided by your company to your staff inclusive of cleaning technology, regulatory compliance, blood borne pathogens, and work safety.
10. REFERENCES:
 - a. Provide a minimum of 5 references starting from the most recent date. References should be from contracts of a similar size and scope with a preference for municipal contracts.
11. PROPOSED CONTRACT COST:
 - a. In a sealed envelope (submitted within the proposal envelope, not as a separate submittal), provide a monthly cost/fee per facility for the proposed services for years 2023/24, 2024/25, and 2025/26. This should exclude paper goods (see specifications).

- b. Provide a separate list of extra services including their cost. These extras should include light fixture cleaning, carpet cleaning, window cleaning, special floor cleaning, and any other services deemed appropriate by the Service Provider. The cost for extra services should also be in a sealed envelope.
- c. Provide a single visit lump-sum service cost for cleaning Fire Station #24 lower level area, as listed in the scope of services. This cost should also be in a sealed envelope as detailed above.

The Village assumes no responsibility for any misunderstanding or misrepresentations made by the Service Provider's officers, employees, and/or representatives prior to the execution of any contract unless such understanding or representation is specifically incorporated into the contract. No additional allowance will be granted due to lack of knowledge or such conditions.

INSURANCE

In submission of this proposal, the Service Provider is certifying that the firm has all insurance coverages required by law or would typically be expected for a firm conducting this type of business. In addition, the Service Provider is certifying that they have at least the following coverages:

<u>Type of Insurance</u>	<u>Occurrence</u>	<u>Liability Limits</u>	
		<u>Each</u>	<u>Aggregate</u>
GENERAL LIABILITY			
Bodily Injury	\$1,000,000		\$3,000,000
Property Damage	\$1,000,000		\$3,000,000
Contractual Insurance-Broad Form	\$1,000,000		\$3,000,000
AUTOMOBILE LIABILITY			
Bodily Injury	\$1,000,000		\$1,000,000
Property Damage	\$1,000,000		\$1,000,000

This insurance must include non-owned, hired, or rented vehicles, as well as owned vehicles.

WORKMEN'S COMPENSATION & OCCUPATIONAL DISEASES: Statutory for Illinois
Employers Liability Coverage: \$1,000,000 per accident

NOTE: The specifications may require higher limits or additional types of insurance coverages than shown above and the contractor will be required to furnish a certificate of proof of insurance coverages.

The Service Provider further agrees to indemnify the Village and save it "harmless" against and from all loss, damage, expense, liability or claim of liability arising out of the performance of the contractor, any subcontractors, or their employees in connection with the contract. Contractors and subcontractors are to grant the Village an "additionally insured" status on all applicable insurance policies and provide the Village with original endorsements affecting coverage required by this clause. Said policies will not be canceled unless the Village is provided a thirty (30) day written notice. Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration, and defense expenses. Nothing contained in the insurance requirement shall be construed as limiting the extent of the contractor's responsibilities for payment of damages resulting from their operations under this agreement.

ADDITIONAL REQUIRED FORMS

The successful Service Provider must complete the following required forms and provide them to the Village prior to award of the contract:

1. Signed contract – the signed contract will be countersigned by the Village upon award. A copy will be provided to the contracted firm.
2. Substance Abuse Prevention Program Certificate
3. The successful firm shall have or obtain, at their own expense, a Village of Hoffman Estates Contractor's License.
4. The successful firm shall have or obtain, at their own expense, an annual performance bond for the full contract amount.

CONTRACT PERIOD

The proposed services shall commence on August 1, 2023 and the contract shall terminate on July 31, 2024 with options to renew the contract from August 1, 2024 through July 31, 2025 and from August 1, 2025 through July 31, 2026, at the Village's discretion.

SERVICE DETAILS

TOOL AND EQUIPMENT REQUIREMENTS

Firms shall furnish all tools and equipment necessary for the proper performance of the janitorial services. All vacuum machines are required to contain HEPA filters. The Service Provider shall not use any tool or equipment that would be unsuitable for the intended purpose, at the discretion of the Village. The Village reserves the right to inspect the Service Provider's equipment and/or tools at any time and to direct the removal of improper or unsafe equipment and/or tools.

PRODUCT REQUIREMENTS

The Service Provider shall, if practical and available, use only eco-friendly cleaning products as certified by Green Seal or other nationally recognized third-party certifiers of environmentally-friendly products.

The Village must pre-approve all products used within the facilities and be provided all pertinent documentation concerning the products and their proper use.

The Service Provider shall, at their expense, provide the following products in sufficient quantities in pre-measured ready-to-use form. The vendor shall deliver to the Village a Material Safety Data Sheet (MSDS) for each product prior to delivering or using the product. If, at any time, the product container label is removed or becomes illegible, it shall be properly relabeled or removed from the premises.

The Village reserves the right to reject any products that leave unwanted residue, offensive odors, or cause damage to the Village's property, at any time. Any damage caused by the Service Provider shall be the responsibility of the Service Provider to correct, at their expense, to the sole satisfaction of the Village.

The following product list is provided as a reference and may not be all-inclusive for the length of the contract.

- Chrome and Glass Cleaner

- All-Purpose Cleaner: product should be mild enough to spray on painted surfaces without removing paint or causing discoloration.
- Disinfectant: at a minimum, must be effective at killing staphylococcus, salmonella, pseudomonas, influenza, herpes 1 and 2, and HIV viruses.
- Toilet Bowl Cleaner (non-acid)
- Neutral Floor Cleaner (no-rinse): product shall not leave streaks or spots and shall have a Ph of 7 to 8. Product shall be safe for all surfaces and shall be pleasantly scented. The dilution rate of the product shall be conspicuously displayed in the area where the product is stored. The product shall be stored in a locked room where access to water is available.
- Stainless Steel Cleaner: safe for use on kitchen equipment, drinking fountains, elevators, and stainless steel door hardware.
- Furnisher Polish (no-wax)
- Spot and Stain Remover for Carpeting: must be consistent with the carpet manufacturer's recommendations for care and cleaning. The Service Provider should coordinate product purchase with the Village.
- Rubber Floor Cleaner
- Other Products: the Service Provider may, from time to time, be required to add products to their inventory in order to adequately provide the level of cleanliness required by the Village.

All products not specifically mentioned in this section of the specifications must be approved by the Village before they are used on the premises.

CLEANING STANDARDS AND WORKMANSHIP

The following list of cleaning standards and workmanship is provided as reference and may not ultimately be all-inclusive of the standards or expectations of the Service Provider.

Vacuum Carpet: carpets should not have dust or dirt in corners, under desks, behind doors or furniture, etc.

Clean And Sanitize: remove all dirt, grease smudges, and soil from designated areas or surfaces with an appropriate all-purpose cleaning product. Once an area is visibly clean, a sufficient amount of disinfectant shall be applied, following manufacturer's recommendations, to kill germs.

Toilet Bowl Sanitize: use an appropriate toilet bowl cleaner and swab or brush to remove visible stains and rust. The finished toilet will be clean and free of odors.

Spot Clean Carpet: use eco-friendly products and techniques to address stains and discoloration.

Sweep and Mop Resilient Floors: wet mopping will present a clean floor free of streaks, smears, and dried dirt. Safe all-purpose detergents will be used on all resilient flooring. Cleaning agents shall be compatible with all flooring within the job location. The Service Provider shall use wet floor signs at all times when a hazard is present. Note that additional sweeping/mopping may be necessary in the winter months to achieve the required level of service.

Floor Mopping Order: the following chronological order shall be observed to minimize the transfer of germs while mopping: conference rooms, private offices, and other employee-occupied spaces shall be mopped first; lobbies, entrances, hallways, and stairwells

shall be mopped second; kitchens and break areas shall be mopped third; and all other areas, including bathrooms, shall be mopped last.

Waxing: accomplished through the use of a thin coat evenly layered. Floors will be bright and clean under furniture as well as in walking areas. No wax or polish should be allowed to dry on wall bases or furniture.

Trash Removal: empty all trash and visually inspect the inside of each receptacle/container. If present, clean liquid or residue from the receptacle/container prior to replacing the can liner and returning it to its original location. The Service Provider shall consolidate trash from each building in drip-proof trash collection barrels lined with an appropriately sized plastic bag. The barrel will be taken directly to the outside dumpster before it is tied closed and transferred to the dumpster. The Service Provider shall not consolidate trash into bags and allow them to be staged or sit on the floors or carpeted areas throughout the facilities.

QUALITY CONTROL

- Initial and Final Inspections: the Service Provider and Village shall conduct a joint inspection of all building included within the scope of this RFP to identify damage to floors, walls, doors, fixtures, and finishes throughout the service area.
 - Initial Inspection shall be done to identify preexisting conditions.
 - Final Inspection shall be done as close to the end of the contract term as possible to identify any damage that exists at the end of the contract term. Any damage found during the final inspection that was not identified during the initial inspection shall be the responsibility of the Service Provider to correct at their expense.
- Routine Inspections: shall be performed by the Village. Inspections shall be done a minimum of one time per month and will be maintained as the basis for determining if the Service Provider is performing sufficiently. The Contract Administrator shall provide notice to the Service Provider at any time that a routine inspection item is marked unsatisfactory.
- Reporting Discrepancies: the Service Provider shall report any building defects or maintenance-related problems that they discover during the performance of their work to the Village. The Service Provider and Contract Administrator shall agree on the best method for relaying information concerning building defects.
- Method of Evaluation: the Service Provider's performance shall be gauged by physical inspections and the quantity and severity of any service complaints received. The quality of the service will also be evaluated by the Service Provider's ability to complete service requests in a timely manner.

VENDOR RESPONSIBILITIES

SANITATION AND DISEASE CONTROL

All duties described in this section shall be performed a minimum of one time during each required day of service. Any words or phrases that appear in *italics* shall indicate a technique or procedure that is further defined in the general conditions.

- Elevators: *clean and sanitize* the interior and exterior of the elevator cars and security pads, call buttons, and wall surfaces around these devices.
- Trash: *remove trash* from all receptacles throughout the facilities.
- Restrooms, Locker Rooms, and Showers: *clean and sanitize* all push plates and pulls on door hardware, light switches and cover plates, grab bars, toilet seats, dispensers, faucets and shower

controls, shower curtains, doors, sinks, countertops, partitions, hand driers, changing tables, and any other contact surface throughout the restrooms, locker rooms, and shower areas. All hardware, dispensers, and fixtures are made of stainless steel and shall be treated with a stainless steel cleaner. *Sweep and mop resilient floors* in respective areas. Visually inspect urinals and toilets each day of service to ensure they are clean inside and out, are free of spots and stains, and are rust and odor free. The use of toilet bowl cleaner for any other purpose than cleaning the inside of toilets or urinals is strictly prohibited. Damage resulting from misuse of toilet bowl cleaner shall be the responsibility of the Service Provider to repair or replace to the satisfaction of the Village.

- Kitchens and Coffee Bars: *clean and sanitize* all countertops, food preparation surfaces, sinks, and faucets in the kitchens and coffee bars throughout the buildings. *Sweep and mop resilient floors or vacuum carpet* at each location. *Spot clean carpet* if spots or discoloration are noticed.
- Lunchrooms and Break Areas: *clean and sanitize* all table tops, counters, food preparation surfaces, and exterior surfaces of ovens, microwaves, and refrigerators. *Sweep and mop resilient floors* in respective areas.
- Lobbies, Interview Rooms, and Customer Service Areas: *clean and sanitize* all contact surfaces including, but not limited to: door handles; push plates; pulls; transactions tops; desks or table tops; light switches and cover plates; arm rests; pay phones and enclosures; drinking fountains; literature racks; and any other items that may potentially transfer germs from one person to another.
- Mop and Towel Maintenance: thoroughly rinse out mop heads, cleaning rags, and towels after each use with fresh water. Each item shall be saturated completely with fresh water and wrung out thoroughly until water runs clean from the item. Items shall be suspended to air-dry over a sink, basin, or other suitable container. Do not allow any item to drip on a walkway or floor surface. Wash every mop head, cleaning rag, or towel in hot water with bleach not less than one time per week at the Service Provider's facility. The Village reserves the right to reject tattered or unserviceable mops, rags, or towels or any item that causes odors.

GENERAL CUSTODIAL SERVICES

The Service Provider shall provide those general custodial services defined in this section of the contract at all locations covered under the agreement as often as necessary in order to maintain clean, like new appearance on all finishes, normal wear and tear accepted.

RESILIENT FLOOR CARE: inspect resilient floors frequently and provide sweeping, spot mopping, and/or wet mopping services as often as needed to keep floors visibly clean, spot free, stain free, and maintain the level of luster. The case and cleaning of vinyl base or baseboards shall be considered an integral part of this work. The Village will periodically inform/advise the Service Provider when buffing, spray buffing, stripping, waxing, or repairs are necessary and such work shall be performed no less than on a quarterly basis.

CARPET CARE: vacuum high-traffic carpeted areas nightly and spot vacuum all other areas as often as necessary to maintain the color, fullness of the knap, and the overall appearance in a like-new condition for as long as possible, normal wear and tear accepted. The Service Provider shall regularly inspect all carpeted areas for spots, stains, discoloration, or visible traffic patterns, and shall act as quickly as possible to remove or correct them.

The Service Provider shall furnish all labor and materials necessary to effectively remove spots, stains, and clean small areas (less than (9) square feet). The Service Provider shall provide chemicals and cleaning procedures that are consistent with the carpet manufacturer's recommendations. The Service Provider will demonstrate all cleaning procedures to the Contract Administrator before the Service Provider is permitted

to use them on Village property. Any damages caused by the Service Provider shall be the responsibility of the Service Provider to correct to the sole satisfaction of the Village.

DUSTING: routinely/regularly remove dust from all horizontal surfaces within reach of the average adult using a long-handle duster (approximately (8) feet from the floor). Dusting shall include, but is not limited to, desks, window sills, window blinds, shelves and counter tops, picture frames, wall sconces, door frames, binder bins, file cabinets, lockers, and wood and masonry accents.

METAL POLISHING: perform metal polishing often enough to maintain all visible metal surfaces in like-new condition. The surfaces should be sanitary and visibly free of dirt or smudges. Stainless steel and brushed stainless steel surfaces shall also be treated with an acceptable stainless steel cleaner to mask fingerprints.

WOOD AND FINE FURNITURE: all natural wood furniture, laminate, doors, window sills, trim, and any other wood products shall be cleaned with a small amount of mild soap (Ivory, Lux, or Joy) in warm water and a clean soft cloth. After cleaning, the surface should be allowed sufficient drying time. The Service Provider may, at their discretion, polish the surface by applying a small amount of polish to a soft cloth and wiping the surface to restore the appearance to a like new condition.

GLASS CLEANING: remove visibly noticeable spots, smudges, or haze on glass and mirrored surfaces. Include interior office windows and sidelights, entrance and vestibule doors, doors with glass viewing windows, display cases, bathroom mirrors, and framed artwork.

DOOR AND WALL CLEANING: clean doors and door frames and contact surfaces around elevator call buttons and card readers as often as necessary to remove scuffs, visible dirt, and smudges. Clean walls, baseboards, and other contact surfaces around transaction tops where shoe scuffs, hand prints, and other marks can commonly be found.

RESUPPLY DISPENSERS: physically inspect the level of products, materials, and supplies in all dispensers and resupply them, as needed. Upon completion, each dispenser must contain enough product to adequately dispense until the next regularly scheduled service date. The units shall be stocked with the correct amount, size, and style of product so it will dispense effectively, one unit at a time with ease. Included in this work: toilet paper, c-fold towels, rolled towels, paper towels, hand soap, sanitary napkins, air fresheners, deodorizer, dishwashing liquid, and other kitchen and restroom supplies that may be provided by the Village from time to time.

SERVICE AREAS

AVAILABILITY AND SERVICE FREQUENCY

Village Hall work shall take place 5 days per week, Monday through Friday, after 11:00pm and before 5:00am, except for the holidays listed below.

Public Works Center and Vehicle Maintenance Building work shall take place 5 days per week, Monday through Friday, after 5:00pm and before 5:00am, except for the holidays listed below.

Police Facility work shall take place 6 days per week, Monday through Saturday, after 6:00pm and before 5:00am, except for the holidays listed below.

Fire Station work shall take place on a per-call basis, as determined by the Station Captain.

Village observed holidays consist of the following: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day.

VILLAGE HALL – 1900 Hassell Road, Hoffman Estates, IL

Areas within the building that are to receive services under the terms of this RFP include the entire building except for the following: caged storage areas, maintenance tool room, mechanical rooms, HRM records room, service panel rooms, server room, and finance vault. The approximate area to receive service at this facility is 68,000 square feet.

Approximately 100 Village employees work within the building. Some of these employees (inspection staff) work within positions that require them to leave the building and then return to it again, several times per day. Village residents, and others who have business to conduct with the Village, also frequent the facility. Village Board of Trustee meetings, and numerous Commission meetings, are held weekly. On average, there are approximately 17 public meetings within the Council Chambers per month.

Cafeteria equipment is not typically utilized on a regular basis for large or small-scale food preparation and is therefore excluded from the scope of work.

VILLAGE HALL ACCESS

The facility shall be entered and exited by Service Provider staff only by way of the passage door located on the west side of the building near the truck loading dock.

VILLAGE HALL SERVICE AREAS

General offices, private offices, conference rooms, meeting rooms, training rooms, modular work stations, lobbies, lounges, locker rooms, fitness room, washrooms, coat rooms, council chambers, lunchrooms, vending area, coffee stations, and stairwells (including handrails).

VILLAGE HALL EXECUTIVE OFFICES

All services, and service frequencies, specified elsewhere within these specifications that are applicable to the above areas are also applicable to Executive Offices (see attached drawings for further details). The following offices shall be referred to as Executive Offices: entire General Government area; Trustee Offices; and Village Clerk's office.

Executive Offices shall receive extra service care and attention at an elevated service level which includes dusting trophies, plaques, pictures, photographs, and other office items/nick-knacks.

POLICE DEPARTMENT FACILITIES – 411 W. Higgins Road, Hoffman Estates, IL

The Police Department building is a LEED Gold certified facility. The building area to receive services under the terms of this proposal shall include the entire building with the following exceptions: property room, evidence technician room, evidence garage, underground parking garage, mechanical and electrical rooms, storage rooms, computer rooms, maintenance shop, vehicle maintenance officer room, gun range, and armory storage room. The approximate area to receive service at this facility is 40,000 square feet.

Approximately 70 Village employees work within this building. A large number of employees work within positions that require them to leave the building and then return to it again, several times per shift. Village

residents, and others who have business to conduct with the Village, also frequent the building. Meetings and/or training classes are sometimes held in the building.

POLICE DEPARTMENT ACCESS

The facility shall be entered and exited by Service Provider staff only by way of the lobby doors located on the south side of the building (the Police Department building front lobby entrance area). The Service Provider shall sign out a building access card and keys each evening. Access card and keys shall be signed back in every evening. The card shall be retained at the Police facility within their secure enclosure. Service Provider employees shall not leave the building with the Village's access card and/or keys.

The supervisor in charge of personnel who regularly perform daily services shall report in and out of the building at the Police Department Front Desk.

POLICE DEPARTMENT SERVICE AREAS

Adjudication, Children's Resource Center, lobbies, lounges, general offices, private offices, conference rooms, interview rooms, training rooms, records area, meeting and conference rooms, modular work stations, locker rooms and showers, fitness center, restrooms, lunchrooms, vending areas, coffee stations, elevators, Emergency Operations Center, breakout rooms, and stairwells (including handrails).

PUBLIC WORKS CENTER – 2305 Pembroke Avenue, Hoffman Estates, IL

The building area to receive services under the terms of this proposal shall be the administrative section and the personnel section. The combined total area within this building to receive service is approximately 10,000 square feet.

Approximately 10 Village employees work within the administrative building section. An additional 50 Public Works maintenance employees use the building section for pre and post-work staging areas. The great majority of the daily assignments for these individuals take place outside of the building personnel section.

A few of these individuals take their lunch break within the employee lunchroom/training room. During the late spring through summer months, approximately 10 seasonal employees are added. These part-time workers use the building personnel section as previously described for the 50 full-time employees.

PUBLIC WORKS CENTER ACCESS

The facility shall be entered and exited only by way of the employee vestibule located on the west side of the structure (south passage door).

PUBLIC WORKS SERVICE AREAS

Administration: Director of Public Works Office, Assistant Director Office, Assistant to the Director Office, Superintendent Offices, water/sewer control room, conference room, waiting area, all other general office administration work stations, passage hallways, counter/coffee area, restrooms, copier/work room, and file room.

Personnel: visitor's and employee lobbies, vestibules, passage corridor (between lobbies), supervisors' general office, crew leader's general office, lunchroom/training room, refreshment area, janitor's room, and restrooms/locker rooms.

PUBLIC WORKS SPECIAL SERVICES

Rubber floors shall be stripped and waxed at least twice per month with more frequent cycles in winter months, as may be directed. Carpet areas shall be spot cleaned quarterly, or as requested/necessary.

VEHICLE MAINTENANCE BUILDING – 2405 Pembroke Avenue, Hoffman Estates, IL

Building areas to receive services under the terms of this proposal shall be the Office and Personnel sections. The Office section contains 2 enclosed offices. The Personnel section consists of restrooms and locker rooms, lunchroom, building lobby, and connecting hallway. The combined total area to be serviced in this facility is approximately 5,000 square feet.

Approximately 7 Village employees work within the building. A majority of daily assignments for these individuals take place outside of the Personnel section. A few of these individuals spend their lunch break within the employee lunchroom.

VEHICLE MAINTENANCE BUILDING ACCESS

The facility shall be entered and exited by Service Provider staff only by way of the main vestibule located on the north side center of the structure.

VEHICLE MAINTENANCE BUILDING SERVICE AREAS

Office: Fleet Services Supervisor Office and Fleet Services Storeroom Office.

Exterior restroom located on the northeast corner of building.

Interior building: visitor's and employee lobby, vestibule, passage corridor, lunchroom, and restrooms/locker rooms.

FIRE STATION #24 – 5775 Beacon Pointe Drive, Hoffman Estates, IL

The building area to receive service under the terms of this proposal shall include the auxiliary Emergency Operations Center/Training Room, coffee bar, and restrooms located in the lower level of the facility. These services are to be performed on a per-call basis only as these service areas are occasionally used by internal and external groups for meetings and training.

SPECIAL PROVISIONS AND INSTRUCTIONS

PERFORMANCE BOND REQUIREMENTS

Prior to execution of the contract, the successful Service Provider shall furnish surety bonds covering the faithful performance of the contract and the payment of all obligations arising thereunder in the amount of 100% of the total RFP award. The cost of furnishing such bonds shall be included in the proposal.

PROFESSIONAL SERVICES AGREEMENT

The successful Service Provider will be required to enter into a contract/professional service agreement upon award. A blank copy of this service agreement is provided on the following page for reference only. A complete service agreement will be presented to the firm at a later date.



VILLAGE OF HOFFMAN ESTATES PROFESSIONAL SERVICE AGREEMENT

This Professional Services Agreement (the “Agreement”) is made and entered into this DAY of MONTH, YEAR, by and between the VILLAGE OF HOFFMAN ESTATES, ILLINOIS, a municipal corporation located at 1900 Hassell Road, Hoffman Estates, IL (“Village”) and NAME OF FIRM, with a principle place of business at VENDOR ADDRESS (“Contractor”) and sets forth the terms and conditions under which Contractor agrees to perform DESCRIPTION OF SERVICES as set forth below.

This Agreement is made pursuant to Hoffman Estates RFP/RFQ dated DATE1 and Contractor’s Proposal date DATE2 attached hereto as Exhibit A and incorporated herein by reference.

1. SERVICES

Contractor will complete services as outlined in Exhibit A.

Other than what is provided in Paragraph 3 below, Village shall not be responsible for the cost of materials and equipment necessary for the performance of Services.

No claim for services furnished by Contractor, not specifically provided for in this Agreement, shall be allowed by Village nor shall Contractor perform any services or furnish any material not covered by the Agreement without prior written approval by Village. Such approval shall be considered a modification of this Agreement.

2. TERMS AND TERMINATION

This Agreement shall be effective and binding upon execution. The parties agree that the time for completion of the services outlined in Exhibit A is DESCRIPTION OF REQUESTED SERVICES. Failure to complete the services outlined in Exhibit A: DESCRIPTION OF REQUESTED SERVICES shall be considered a breach of this Agreement unless an extension is agreed to in writing by both parties.

3. FEES AND PAYMENT TERMS

The total cost for services shall not exceed AMOUNT.

Any fee for additional services must be agreed to in writing by Village.

Contractor shall not incur any expenses or costs on behalf of Village or in performing the Services, other than what is provided above, unless Village specifically authorizes in advance such expenses or costs in writing. Such additional expenses may include, but are not limited to, travel and lodging expenses.

4. RELATIONSHIP OF THE PARTIES

In performing Services hereunder, Contractor shall at all times act as an independent contractor and not as an agent or employee of Village. The Services shall be completed to the satisfaction of Village; however, the actual details of the Services shall be under Contractor's control. Contractor agrees to comply with all applicable state and federal statutes and the Municipal Code of the Village. Contractor further agrees to indemnify and hold Village harmless for any and all claims made arising out of the Contractor's breach of the obligations contained in this paragraph.

Contractor is in no way authorized to make any agreement, warranty, or representation on behalf of Village or to incur any expense or implied obligation on behalf of Village without first obtaining Village's prior written consent.

5. STANDARD OF PERFORMANCE AND ACCEPTANCE

DESCRIBE STANDARDS HERE

6. INSURANCE

At Contractor's expense, Contractor shall be required to maintain at all times insurance of such types and such amounts, as are necessary to cover responsibilities and liabilities on a project of the character contemplated under this proposal. The Contractor shall meet all insurance requirements as stated in Article 107.27 of the "Standard Specifications for Road and Bridge Construction" adopted January 1, 2022. All insurance policies obtained for the project shall include the Village of Hoffman Estates and its duly authorized representatives as an additional insured.

Village shall be named as an additional insured and the address for certificate holder must read exactly as:

Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL

7. INDEMNIFICATION

Contractor shall indemnify and hold harmless the Village, and all of its officers, directors, partners, officers, agents, representatives, and employees of the foregoing from and against any and all losses, claims, liabilities, damages, costs, and expenses (including, without limitation, reasonable attorneys' fees and court costs) arising out of, in connection with, or resulting from: (i) the failure to comply with any applicable law or regulation or breach of this Agreement by Contractor or any of its employees, agents, or contractors; (ii) performance of Services by Contractor or any of its employees, agents, or contractors; (iii) the acts or omissions, including negligence or willful misconduct, of FIRM NAME or any of its employees, agents, or contractors. Nothing in this Section shall be construed as a waiver of Village's rights to choose its own counsel to defend any claim arising under this Agreement. This Section shall survive the expiration or earlier termination of this Agreement.

8. ASSIGNMENT AND SUBCONTRACTING

This Agreement shall not be assigned by Contractor without prior written approval of the Village, subject to such conditions and provisions as the Village may deem necessary in its sole and absolute discretion. No such approval by the Village of any assignment shall be deemed in any event or in any manner to provide for the incurrence of any obligation of the Village in addition to the total agreed upon price. Approval by the Village of an assignment shall not be deemed a waiver of any right accrued or accruing against the Contractor. No assignee of Contractor shall assign this Agreement without prior written approval of the Village. This Agreement shall be binding upon the parties and their respective heirs, successors, and assigns. Furthermore, Contractor shall not enter into a subcontract with any agency or individual with respect to the performance of Services under this Agreement without the written consent of the Village. Such consent Village may grant, condition, or withhold in Village's sole discretion.

9. NOTICE

All notices and other communications required to be given under the Agreement shall be in writing and shall be deemed to have been given (i) when personally delivered; (ii) three (3) business days after sending certified mail; or (iii) sending via email to the addresses below.

If to Village: Village of Hoffman Estates
Eric Palm, Village Manager
1900 Hassell Road
Hoffman Estates, IL 60169

If to Contractor: REPRESENTATIVE NAME AND TITLE
BUSINESS NAME
STREET ADDRESS
CITY, STATE, ZIP CODE

10. GOVERNING LAW AND VENUE

The parties agree this Agreement has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies, or claims arising under this Agreement shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The parties further agree that the exclusive venue for all such disputes shall be the Circuit Court in Cook Village, Illinois, and the parties hereby consent to the personal jurisdiction thereof.

11. COMPLIANCE WITH LAWS

Each party hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations.

12. SEVERABILITY

The invalidity or unenforceability of any particular word, phrase, sentence, paragraph, or provision of this Agreement shall not affect the other words, phrases, sentences, paragraphs, or provisions hereof. This Agreement shall be construed in all respects as if such invalid or unenforceable provisions were committed and the remainder construed so as to give them meaningful and valid effect. It is the intention of both parties that if any particular provision of this Agreement is capable

of two constructions, one of which would render the provision void and the other of which would render the provision valid, the provision shall have the meaning which renders it valid.

13. WAIVER

Either Party's failure to insist upon strict compliance with any provision hereof or its failure to enforce any rights or remedy in any instance shall not be constitute or be deemed to be a waiver of any provision, right, or remedy.

14. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the parties with regard to the subject matter contained herein and supersedes all prior agreements and understandings between the parties dealing with such subject matter, whether written or oral. No agreement hereafter made between the parties shall be binding on either party unless reduced in writing and signed by the party sought to be bound thereby.

IN WITNESS WHEREOF, the Parties have executed this contract as of the date first written above.

The Village of Hoffman Estates

VENDOR NAME

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____