

Request for Proposal for Cleaning Services

Cicero Public Library
5225 West Cermak Road
Cicero, Illinois 60804
Attn: Cleaning Services

Introduction

The Cicero Public Library is soliciting proposals for a one (1) year contract with two (2) one year options for cleaning services for the Cicero Public Library building.

Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The proposal must be submitted no later than 5:00PM on December 10th, 2019, directly to the Cicero Public Library at the following address:

Cicero Public Library
5225 West Cermak Road
Cicero, Illinois 60804
Attn: Cleaning Services

General Instructions for Proposal

a) **Proposal Content** - A completed proposal must contain the following:

- **Proposal Form & Signature Page** – the proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed nonresponsive.
- **References** – Proposals shall include a list of three (3) references including name, address, phone number and contact person. It is preferred that references are those of Illinois contacts. The Library reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.

b) **Proposal Period** – Proposal prices are to be firm for ninety (90) days.

c) **Proposal Award** - It is the intent of the Library to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors which the Cicero Pubic Library may consider. The Library reserves the right to accept or reject any or all proposals and to waive irregularities therein. Awarded proposal will be approved publicly at the January 13, 2020 Cicero Library Board meeting.

- d) **Term and Renewal** – The term of the Contract shall be for a one (1) year contract with two (2) one year options unless earlier terminated. The Contract may be terminated by either party with a thirty (30) day written notice.
- e) **Basis of Payment** – Payment will be made to the contractor within 30 days upon receiving the contractor’s monthly invoice and after approval by the Library Board. The invoice shall state the date the service was performed and amount. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

Specifications and Walkthrough

The specifications outline the requirements for cleaning services for the Cicero Public Library and will be provided at the mandatory walkthrough.

A mandatory walkthrough will be held on November 18, 9:30 a.m. at the Library.

Equipment and Cleaning Chemicals

The vendor will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper.

Damage

The contractor shall report to the Library Director any damaged facilities and/or broken items that need to be replaced so as not to be held accountable weekly.

Proposal Instructions Request for Proposal for Cleaning Services

1. Based on the requirements and provider qualifications please provide four (4) copies of the proposal to the Cicero Public Library.
2. Complete Proposal Form and Signature Page
3. Complete Worker's Compensation Certificate
4. Complete Independent Contractor Statement
5. Complete Reference Form

If delivered via mail or in person, vendor shall include items 1-5 in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope: **Request for Proposal for Cleaning Services.**

Proposals should be mailed or delivered in person to:

Cicero Public Library
5225 West Cermak Road
Cicero, Illinois 60804
Attn: Cleaning Services

Proposals must be received no later than 5:00PM on December 10th, 2019

Proposal Form Request for Proposals for Cleaning Services

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the Cicero Public Library:

Library Building \$ _____ per month

Signature Page Request for Proposal for Cleaning Services

By: Name and Title (please print) _____

Signature _____

Vendor Address _____

Contact (please print) _____

Phone _____

Fax _____

E-mail _____

Worker's Compensation Certification

I hereby certify that effective the date of my Contract with the Cicero Public Library and at all times in the performance of such Contract that:

- I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Illinois with the following insurance company:

Company Name

Agent's Name, Address and Telephone Number

Policy Number and Effective Date OR

- I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Illinois to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the Cicero Public Library.

Date

Signature of Contractor

Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the Library for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the Library, shall not be considered employees of the Library and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Illinois on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the Library; and the Contractor shall defend, indemnify and hold the Library, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Library, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

Company/Individual Name: _____

Official Address: _____

Signature and Title: _____

Date: _____

Client References Request for Proposal for Cleaning Services

Please list three (3) client references. It is preferred that those references are clients within the State of Illinois. The Library reserves the right to contact references other than, and/or in addition to, those being furnished below.

- 1. Name: _____
Address: _____
Phone number: _____

- 2. Name: _____
Address: _____
Phone number: _____

- 3. Name: _____
Address: _____
Phone number: _____