



3501 Kishwaukee Street  
P.O. Box 7480  
Rockford, IL 61126-7480  
815-387-7400  
815-387-7538 (FAX)

Donald Massier, President  
Elmer Jones, Vice President  
Rick Pollack, Clerk/Treasurer  
Ben Bernsten, Trustee  
John Sweeney, Trustee  
Timothy S. Hanson, District Director

## REQUEST FOR PROPOSALS

### JANITORIAL SERVICE

RFP #18-206

May 16, 2018

Name of Proposing Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### Proposal Due Date and Time:

*Proposals will be accepted until the specified due date and time. Any proposal delivered after the due date and time will be refused.*

**Bid Deposit/Bid Bond: NO**

**Prevailing Wage: NO**

**Performance Bond: NO**

#### **PLEASE MARK THE RETURN SEALED ENVELOPE:**

1. Proposal Due Date and Time
2. Title of Job
3. Bid Number

#### **SEND PROPOSALS TO:**

Rock River Water Reclamation District  
3501 Kishwaukee Street  
Rockford, IL 61109

#### **PROPOSALS WILL NOT BE ACCEPTED BY FAX OR EMAIL.**

If the Illinois Department of Human Rights registration number has not been obtained, this number must be provided within 5 business days after the date proposals are due.

Proposal results are available after contracts are awarded at the Regular Meeting of the Board of Trustees, held on the fourth Monday of the month. Please call 815-387-7425 or visit [www.rwrwd.dst.il.us](http://www.rwrwd.dst.il.us)

I  
NOTICE  
ROCK RIVER WATER RECLAMATION DISTRICT  
REQUEST FOR PROPOSALS  
**Janitorial Service**  
**RFP #18-206**

The Rock River Water Reclamation District will receive sealed and signed proposals for **Janitorial Service**. Proposals shall be submitted to the Rock River Water Reclamation District Administration offices located at 3501 Kishwaukee Street, Rockford, Illinois 61109 until 2:00 p.m. June 6, 2018.

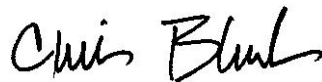
Copies of the RFP for review purposes only are available through the Rock River Water Reclamation District web site [www.rr wrd.dst.il.us](http://www.rr wrd.dst.il.us). Proposal documents for submittal are available by contacting Melinda Roach at the Rock River Water Reclamation District, 3501 Kishwaukee Street, Rockford, Illinois, 61109 (815) 387-7425. For more information, visit the Rock River Water Reclamation District web site at [www.rr wrd.dst.il.us](http://www.rr wrd.dst.il.us).

The District will conduct a **MANDATORY** pre-proposal meeting and building tour at 1:00 P.M. on May 23, 2018. Interested parties may make attendance arrangements by contacting Melinda Roach, Procurement Coordinator, Rock River Water Reclamation District at 815-387-7425.

The Rock River Water Reclamation District reserves the right to reject any or all proposals, or any part thereof, or to accept any or all proposals, or any part thereof, or to waive any formalities in any proposals, deemed in the best interest of the Rock River Water Reclamation District.

No proposal shall be withdrawn without the consent of the District for 60 days after the scheduled time of receiving the proposals.

The District will confirm any award decision in writing, to the successful proposer.



Chris Black  
Business Manager  
Rock River Water Reclamation District

GENERAL SPECIFICATIONS AND INSTRUCTIONS  
REQUEST FOR PROPOSALS  
**Janitorial Service**  
**RFP #18-206**

**2.1 Important Dates**

- Proposal Release Date: May 16, 2018
- Mandatory Pre-Proposal Meeting & Walkthrough: May 23, 2018, 1:00 P.M.
- Proposal Due Date: June 6, 2018, 2:00 P.M.
- Interviews (tentative) June 11 – June 15, 2018
- Anticipated Award Date: June 25, 2018

**2.2 Proposal Preparation**

Where applicable, the respondent shall submit his proposal on the forms the District provides in this document. **The respondent shall complete all applicable blanks.** He may submit additional information as he believes necessary on his stationery, under signature of the authorized representative who completes this document's forms.

If this Request for Proposals contains inconsistencies between sections, Section III - Detailed Specifications shall supersede Section II - General Specifications, which shall supersede Section I - Notice. **No warranty is made or implied as to information contained in these specifications.**

An authorized officer or individual must sign the proposal. Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership, or the corporation officer who is authorized to sign for a firm and whose title is affixed.

All prices and notations shall be in ink or typewritten. The respondent may cross out mistakes and type corrections adjacent to the point of error. The person who signs the proposal shall initial such corrections, in ink. **If the District finds a respondent's entry to be illegible, it may, at its sole discretion, reject the proposal.**

**2.3 Submission of Proposals**

The District **will not** receive proposals in an electronic format or by facsimile. The respondent shall return his proposal, clearly marked as **“Request for Proposal 18-206: Janitorial Service”**. **The District cannot ensure that the sealed proposal will not be prematurely opened if the respondent does not properly label his proposal envelope.**

Mailing labels should be addressed to:  
Rock River Water Reclamation District  
P.O. Box 7480  
Rockford, IL 61126-7480

Proposals sent via package delivery service should be addressed to:  
Rock River Water Reclamation District  
3501 Kishwaukee Street  
Rockford, IL 61109

If the respondent chooses to hand-deliver his proposal, he shall deposit it with the Main Entrance Receptionist, 3501 Kishwaukee Street, Rockford, IL 61109, between the hours of 8:00 A.M. and 4:30 P.M.

#### **2.4 Illinois Department of Human Rights Registration Number**

All proposers inside and outside of Illinois must provide an Illinois Department of Human Rights Registration Number. If the number has not been obtained, it must be provided within 5 business days after the date proposals are due. This number shall be written or typed on the line in the Fair Employment Affidavit of Compliance (included in the documents you receive). The following link may be used to access the website where the number can be obtained:

[http://www.illinois.gov/dhr/PublicContracts/Pages/Vendor On Line Renewal.aspx](http://www.illinois.gov/dhr/PublicContracts/Pages/Vendor%20On%20Line%20Renewal.aspx)

#### **2.5 Exceptions**

Exceptions to any part of the requirements stated in this request must be clearly identified as exceptions. The stated exceptions and any alternatives offered must be included in Section 3 at the specific point at which the exception is taken and in Section 4 of the Proposer's response (see "Proposal Response Format").

Submission of a Proposal indicates acceptance by the Proposer of the conditions contained in this Request for Proposal, unless clearly and specifically noted in the Proposal submitted and confirmed in the contract between RRWRD and the Proposer selected.

#### **2.6 Proposal Response Format**

Submit three copies of the proposal. Proposal format should conform to that prescribed below.

##### **Section 1 – Required Documents**

1. Proof of required insurance (COI, additional insured endorsements)
2. Fair Employment Practices Affidavit of Compliance
3. Forms of Affidavit

##### **Section 2 – Executive Summary/Overview**

Executive Summary – An executive summary detailing the Proposer's competence, qualifications, past experience, and number of years providing Janitorial Services as described in this RFP. The summary should explain the Proposer's understanding of the District's intent and objectives and how their Proposal would achieve those objectives.

##### **Section 3 – Main Body of Response**

Include a complete copy (all pages and content) of this RFP document and Specifications document with all sections completed. A complete, point-by-point response is required; incomplete documents may be deemed unresponsive and therefore eliminated from consideration.

## **2.7 Taxes**

This District is exempt, by law, from paying Federal Excise Tax and Illinois Retailers' Occupational Tax. Therefore, the respondent shall exclude those taxes from his proposal. The District's tax exemption number is E9992-3696-07. The respondent shall include all applicable taxes in his proposal price.

## **2.8 Withdrawal of Proposals**

At any time prior to the scheduled proposal deadline, the respondent may withdraw his proposal. In order to do so, he shall submit a written request to the Business Manager.

## **2.9 Acceptance of Proposals**

The District may reject all or part of any or all proposals, for any reason. The District may accept all or part of any proposal or waive any formalities if it decides such action is in the District's best interest.

The District will only consider proposals that conform to the intent of this document. The District will reject proposals that contain one or more exceptions if the District determines that non-conforming proposals deviate from the intent of these specifications. The District's decision shall be final, and the District's procurement procedures contain no appeal provision.

## **2.10 Laws and Regulations**

The respondent who is awarded the contract shall comply with all laws of the United States of America, the State of Illinois, and all lawful regulations of the Rock River Water Reclamation District and the respective cities and villages in which the professional service and material supplied is to be performed respecting labor and compensation and all other statutes, ordinances, rules and regulations applicable and having the force of the law.

## **2.11 Terms**

**A. Payments to the Successful Respondent.** If the District receives an acceptable invoice for conforming materials prior to the fifth day of the month, the District shall issue payment before the fifth day of the succeeding month. If received on or after the fifth day of the month, payment will be issued the following month.

**B. Default.** In case of default, the District will procure the materials and service described in this Request for Proposals from other sources. The District shall hold the defaulting successful respondent responsible for any excess cost incurred. The defaulting successful respondent shall make such payment no more than 60 calendar days after the District notifies him, in writing, of such an occurrence.

**C. Delivery Hours.** Unless otherwise specified, all items shall be delivered to: Rock River Water Reclamation District, 3501 Kishwaukee Street, Rockford, Illinois, 61109, Monday through Friday, between the hours of 8:00 A.M. and 3:00 P.M., excluding holidays.

**D. F.O.B. Point and Shipping Charges.** All prices shall be quoted F.O.B. destination, Rock River Water Reclamation District, Rockford, Illinois. All shipping, handling and freight charges shall be included in the proposal amount.

**E. Use of District Name Prohibited.** In the absence of the District's written permission, the successful respondent shall not use the District's name in any form or medium of public advertising.

### **2.12 Investigation**

It shall be the responsibility of the respondent to make any and all investigations necessary to become thoroughly informed of what is required and specified in the proposal. No plea of ignorance by the respondent of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the respondent to make necessary examinations and investigations will be accepted on a basis for varying the requirements of the District or the compensation of the respondent.

### **2.13 Addenda**

If the District issues written addenda, such addenda shall become part of the contract documents. The District will email, fax, or mail the addenda:

1. not less than 3 working days prior to the proposal's opening date;
2. via email, facsimile transmission, or mail
3. to each recipient of the specifications, at either the:
  - a. email address furnished by the proposer;
  - b. facsimile number the prospective respondent sent the District;
  - c. address to which the District mailed the original proposal document;
  - d. or the corrected address the prospective respondent subsequently furnished.

In the absence of the prospective respondent's written notice of his email or facsimile number, the District will provide addenda via mail.

A respondent that does not receive the District's addenda, and who has previously submitted a proposal, shall not be relieved from any obligation in the proposal he submitted.

### **2.14 Contract Form**

No more than 10 business days following the contract award, the successful respondent shall submit a completed Contract Form to the District's Business Manager. The Contract Form is part of this Request for Proposals. By their mutual agreement, the successful respondent and District may supplement this contract form or replace it with an alternative document. If the successful respondent fails to complete the agreed upon Contract Form within the specified time, he shall be in material default.

### **2.15 Contract Termination**

**A. Respondent's Unacceptable Performance.** If the successful respondent fails to provide materials and service in conformity with this Request for Proposals, the District shall notify him in writing. If the successful respondent fails to correct the performance deficiency to the District's satisfaction within five working days after he receives the District's notice, he shall be in default. If the same performance deficiency recurs despite the District's notification and the successful respondent's temporary correction, the successful respondent shall likewise be in default. The District may, at its sole discretion, terminate the contract with the defaulting successful respondent, and remedy the matter under provisions set forth in this Section of this Request for Proposals.

**B. District's Action Following Contract Termination.** If the contract is terminated, the District may, at its sole option:

1. request new Janitorial Service proposals, or
2. designate the next-low respondent to provide Janitorial Services, provided that said next-low respondent agrees to his original proposal terms.

The District may repeat this option until it obtains an acceptable Janitorial Services contract.

### **2.16 Deliveries**

The successful respondent shall ship all material as follows: F.O.B. Rock River Water Reclamation District, 3501 Kishwaukee Street, Rockford, Illinois, 61109, freight paid by seller. All deliveries shall conform to the requirements stated in this Request for Proposals.

### **2.17 Incidental Work**

The cost of incidental work described in the Specifications for which there are no specific Contract Items shall be considered as part of the general cost of doing the work and shall be included in the prices for the various Contract Items. No additional payment will be made therefore.

### **2.18 Plant, Tools and Equipment**

The Contractor shall provide and maintain such modern plant, tools and equipment as may be necessary to perform in a satisfactory and acceptable manner all the work required by this Contract. Only equipment of established reputation and proven efficiency shall be used. The Contractor shall be solely responsible for the adequacy of his plant and equipment.

### **2.19 Verification of Data**

The Contractor shall verify all Specifications or other data received from the District and shall notify it of all errors, omissions, conflicts, and discrepancies found therein. Failure to discover or correct errors, conflicts, or discrepancies shall not relieve the Contractor of full responsibility for unsatisfactory work resulting there from nor from rectifying such conditions at his own expense. Contractor will not be allowed to take advantage of any errors or omissions, as full instructions will be furnished by the District, should such errors or omissions be discovered. The Contractor shall assume all responsibility for the making of estimates of the size, kind, and quality of materials and equipment included in work to be done under the Contract.

### **2.20 Payment Terms**

Invoices must be submitted by the firm to: Rock River Water Reclamation District, 3501 Kishwaukee Street, P.O. Box 7480, Rockford, IL 61126-7480. RRWRD will make payments in the following manner:  
District's standard payment terms.

III  
DETAILED SPECIFICATIONS  
REQUEST FOR PROPOSALS  
**Janitorial Services**  
**18-206**

**3.1 General**

The successful respondent shall be an independent contractor. He shall provide a firm fixed price for providing **Janitorial Services** in conformity with this Request for Proposals and with applicable laws, regulations and professional standards. The successful proposer shall supply, at his expense, all necessary labor, transportation, machinery, fuel and materials necessary to perform the specified services.

**3.2 Facility Inspection**

The District will conduct a **MANDATORY** pre-proposal meeting and building tour at 1:00 P.M. on May 23, 2018. Interested parties may make attendance arrangements by contacting Melinda Roach, Procurement Coordinator, Rock River Water Reclamation District at 815-387-7425.

**3.3 Proposal Evaluation**

**A. Evaluation Committee**

A committee composed of District staff shall review all proposals submitted based upon the Evaluation Criteria set forth below.

**B. Evaluation Criteria**

1. Responsiveness of proposal – Proposals will be screened to ensure responsiveness to the RFP. The District may reject as non-responsive any proposal that does not include the documents required to be submitted by this RFP.
2. Experience and Past Performance – Ability to provide service demonstrated by past experience with previous clients and firms.
3. Ability to Provide Services – Information on the company's ability to provide the specified services. Items considered include background of the company, responsiveness of proposal approach and resources committed to providing services, and experience of supervisory staff.
4. Cost – The annual cost will be considered for reasonableness in combination with the other criteria.

**3.4 Minimum Requirements**

**A. General**

The successful proposer shall, at his expense, supply all necessary labor, supplies, tools, and materials necessary to perform the services detailed in this document for the duration of the contract. The District will not provide transportation for the successful proposer, nor will the District be in any way responsible for any costs or liabilities the successful proposer incurs off District premises.



## B. Time of Service

Unless he obtains the District's prior approval to alter hours, the successful proposer shall perform all janitorial service between 2:00 P.M. and 7:00 A.M. each day the District's offices are open for business.

## C. Location of Service

Cleaning and maintenance shall occur in all of the following areas:

1. Maintenance Building
  - a. First floor: all offices, squad room, restrooms, hallways, stairwells, main entrance. Approximately 4,400 Sq. Ft.<sup>1</sup>
  - b. Second floor: entire floor except storage area: Approximately 7,600 Sq. Ft.<sup>1</sup>
  - c. Combined square footage for both floors: Approximately 12,000 Sq. Ft.<sup>1</sup>
2. Old Truck Shop: men's bathroom
3. Building #30 Plant Operators office, bathroom, locker room
4. Building #18 Aeration office, bathroom
5. Building #21 Main Pump bathroom
6. Administration Building
  - a. All areas of this one-story building, including the restrooms in the basement, are to be serviced under this Contract.
  - b. Seven locked offices shall be serviced prior to District close of business, currently 4:30 p.m.
  - c. Square footage: Approximately 29,000 Sq. Ft.<sup>1</sup>
7. Laboratory Building
  - a. Lower level-entryway, lobby, restrooms, break room, and stairs leading to the upper level: Approximately 900 Sq. Ft. <sup>1</sup>
  - b. Upper level-entire floor except walk-in cooler: Approximately 3500 Sq. Ft.<sup>1</sup>
8. Offices in the IWS garage: floor and trash only.
9. North Facility, 4850 Torque Drive: Office Building Only - Approximately 1500 Sq. Ft.<sup>1</sup>
10. Other Areas as the District May Specify  
The District may specify other areas for **Janitorial Service**, or delete areas identified in this Request for Proposal. If such additions or deletions result in only minor changes to the contract's scope, no payment changes will occur. However, if the District's revisions result in significant changes to the contract scope, the District may increase or decrease the successful proposer's compensation accordingly. The District and the successful proposer shall determine the distinction between minor changes and significant changes.

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<sup>1</sup>Square footages are approximate figures, which the proposer shall confirm to his satisfaction.

## D. Operations

Schedules that are stated reflect minimum service frequencies. Actual conditions may, in the District's sole discretion, require more frequent attention.

1. General Daily Operations (All areas unless otherwise noted)
  - a. Spot clean interior glass, doors, reception areas, windows, mirrors, stainless steel and other reflective surfaces. **Aquarium acrylic will NOT be cleaned under this contract. Contractor will be liable for any damages incurred in any attempt to clean the aquarium acrylic or surrounding area.**
  - b. Empty all waste containers and replace liners when necessary, including outdoor waste containers: Administration Building; main entrance, north and south doors; Maintenance Building; south entrance.
  - c. Empty cigarette butt containers: Administration Building; main entrance; Maintenance Building.
  - d. Clean and sanitize drinking fountains.
  - e. Clean tray on bottled water dispensers.
  - e. Spot clean counters and table tops.
  - f. Dust mop or sweep resilient and hard floors. District furnished sweeping compound or a mop treated with dust inhibitor must be used for this purpose.
  - g. Vacuum all carpeting.
  - h. Spot clean carpeting and hard floors.
  - i. Spot wash marks on walls, light switches, baseboards, doorframes and all other visible areas.
  - j. Place garbage in designated areas.
  - k. Refill toilet paper, paper towel, roll towel, and soap dispensers as required.
2. General Weekly Operations (All areas unless otherwise noted)
  - a. Wet mop non-carpeted floors. Use disinfectant in cafeteria, restrooms and locker rooms.
  - b. Remove dust on window ledges and baseboard tops.
  - c. Vacuum and spot clean upholstered furniture.
  - d. Completely wash mirrors, stainless steel and interior reflective surfaces.
  - e. Clean file cabinets, table and desks including sides and tops without disturbing materials placed thereupon.
  - f.
3. General Monthly Operations (All areas unless otherwise noted)
  - a. Vacuum vents and louvered surfaces, ceiling heat and cold air returns, CRTs, and louvers.
  - b. Vacuum drapes and blinds.
  - c. Vacuum chalkboard trays.
4. General Quarterly Operations (All areas unless otherwise noted)
  - a. Scrub clean grout and tile--ceramic floors, mop boards.
  - b. Remove cobwebs.
  - c. Vacuum paneled walls.
  - d. Remove dust from locker tops, bookshelves and other flat surfaces above 72".

- e. Wash waste baskets, inside and out.
- 5. Twice a Year Operations (All areas unless otherwise noted)
  - a. Wash all inside windows once in the Spring and once in the Fall.
  - b. Strip and wax floors in Lab, North Facility, Administration Building, Maintenance Building.
- 6. General Annual Operations (All areas unless otherwise noted)

All window shades shall be vacuumed with a brush, and then gently wiped using a rag or sponge with warm water and a mild detergent.

**E. Additional Operations (Specific Locations)**

- 1. Administration Building - Daily Operation
  - a. Daily Operations
    - 1. Seven locked offices shall be serviced prior to 4:30 p.m.
    - 2. Completely wash the following windows on a daily basis:
      - i. Executive Services Coordinator Interior Office Window
      - ii. Drive-Up Window
      - iii. Walk-Up Payment Window
      - iv. Two (2) Customer Conference Room Windows
      - v. Engineering Payment Window
      - vi. Billing/Collection Exit Window
    - 3. Clean conference room tables using Windex only.
- 2. All Buildings - Vending Areas, Break Rooms, Kitchen Areas and Cafeterias
  - a. Daily Operations
    - 1. Clean wastebaskets, as necessary.
    - 2. Wipe tables, chairs and counter tops with appropriate disinfectant.
    - 3. Spot clean floors.
    - 4. Clean sinks and faucets.
  - b. Weekly Operations
    - 1. Clean thermal oven exterior, including the burner depressions.
    - 2. Clean microwave exterior and interior.
    - 3. Clean all vending machine exteriors.
    - 4. Wet mop all vinyl tile or hard surface hallways, including stairs, and basement foyers. May be more frequently, as needed (i.e. Rainy weather).
    - 5. Dust television screens in Administration Building conference rooms.
- 3. Administration Building Board Room/Training Room

This room must be cleaned daily. Regularly scheduled Board Meetings occur the fourth Monday of each month at 5:30 P.M. Special meetings may also occur on an as-scheduled basis. The successful proposer shall thoroughly clean and vacuum the Board Room prior to and following these meetings. The District will give the successful proposer ample notice of special meetings. The successful

proposer shall complete disruptive work, such as vacuuming, in a manner that minimizes disruption, to the satisfaction of District management.

4. All Buildings - Restrooms and Locker Rooms

a. Daily Operations

1. Dust mop floors.
2. Wet mop shower floors, dressing stall floors, and toilet floors with District approved disinfectant.
3. Clean and disinfect bowls, urinals, and sinks.
4. Refill all dispensers.
5. Empty waste receptacles. Clean them when necessary.
6. Spot wash stains or marks on walls, mirrors, doorframes, light switches, dispensers, lockers, etc.
7. Inspect all floor drains. Purge them of hair, soap curd and other obstructions as necessary. Water should cover drain trap at all times.
8. Fully clean and disinfect showers and toilet stalls, walls, partitions, and fixtures.

b. Weekly Operations

Completely clean and polish stainless steel surfaces and mirrors.

c. Monthly Operations

Remove dust from all flat surfaces, including locker tops above 80".

5. Laboratory Building

a. Daily Operations

1. Sweep floor mats

b. Weekly Operations

1. Wet mop elevator floor

NOTE: The District's personnel will clean Laboratory counter tops.

**F. Cleaning Supplies, Tools, and Materials**

The successful proposer shall provide and monitor any and all cleaning supplies, tools, and materials ("supplies") necessary to perform the services detailed in this document. He shall provide such supplies at no additional charge to the District. All such supplies shall be of good quality, customary to the janitorial industry. He shall use such supplies in conformity with their manufacturer's directions and in conformity with any and all OSHA standards and general safety procedures. If, based on reasonable standards, District management determines that the successful proposer's supplies are not acceptable, District management shall notify the successful proposer, in writing. The successful proposer shall then make reasonable efforts to find alternative supplies. If he fails to respond with a reasonable effort, the successful proposer shall be in default of the contract and the District may, in its sole discretion, terminate the contract, in conformity with Sections 2.11.B and 2.15 of this document. If the successful proposer makes a reasonable effort to find alternative supplies but is unsuccessful, the District and the successful proposer may terminate the contract, in conformity with Section 2.11 of this document.

He shall provide the District with Material Safety Data Sheets (MSDS) for any and all supplies he uses. He shall:

1. make such MSDS sheets available to all of his employees;
2. provide all OSHA-required training for safe use, clean up, and disposal;
3. label all supplies in conformity with all OSHA requirements; and
4. fully comply with any and all other OSHA requirements relating to the service he performs for the District in conformity with required OSHA-stipulated time frames.

#### **G. Expendable Products**

For purposes of this Request for Proposal, "expendable products" means any material or substance placed in District owned dispensers for employee or customer use. The District shall provide the successful proposer with expendable products such as toilet tissue, towels, hand soap, garbage bags, can liners, and any and all other items that are made available in District dispensers. The District may institute reasonable inventory control procedures for the distribution of such expendable products. The successful proposer shall replenish dispensable product dispensers, in conformity with this document's specifications.

#### **H. Securing District Buildings**

The District has a Security System in most buildings. The successful proposer will be responsible for arming and disarming, and securing the buildings where appropriate.

#### **I. Contract Duration**

The successful proposer shall provide the District with **Janitorial Services** August 1, 2018 through July 31, 2019. The contract may be renewed if the District and the successful proposer mutually agree in writing.

#### **J. Terms of Renewal**

Sixty (60) days in advance of the renewal of this contract the vendor may request a change to the original terms and pricing. A written request detailing the specific reasons for the change must be submitted to the Business Manager of Rock River Water Reclamation District. The District reserves the right to reject any requested change in the original contract terms or pricing and to re-bid this contract.

#### **K. Price Increases Prohibited**

Except for changes to which the District and the successful proposer agree because of revisions the District requires from the scope of the **Janitorial Service**, the **Janitorial Service** contract allows for no price increases.

#### **L. Supervision**

One of the successful proposer's supervisory employees shall visit the District's 3333 Kishwaukee Street facility at least once per week throughout the course of the contract. Once per month, at a time agreeable to the District, one of the successful proposer's senior managers or officers shall meet with District management. The meeting shall occur at the District, at a time agreeable to both parties.

#### **3.5 Payments to Successful Proposer**

The successful proposer shall invoice the District monthly. The District will deny invoices for any costs not included in the successful proposer's original proposal, unless the

successful proposer attaches District management's written pre-authorization for additional payment. Section 2.11 of this Request for Proposal contains the District's general payment requirements.

### **3.6 Schedule**

By August 1<sup>st</sup> of each given year of the contract, the successful proposer shall submit a schedule to the District indicating the time and dates on which he proposes to provide all of the services described in this Request for Proposals.

### **3.7 Questions**

Interested parties may direct questions concerning this Request for Proposals or for specific details regarding services to be performed to Terry Stoll, Supporting Services Supervisor, 815-387-7588. The District will not interpret specifications for individual proposers. If the District determines that the specifications need to be clarified or revised, it will issue an addendum to all prospective proposers.

### **3.8 Insurance**

**A. The successful respondent/contractor shall, for the duration of the contract, maintain the following:**

**General Liability:** \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate limit shall be twice the required occurrence limit.

**Auto Liability:** \$1,000,000 combined single limit per accident for bodily injury and property damage including coverages for owned, hired or non-owned vehicles, as applicable.

**Workers' Compensation and Employers' Liability:** Workers' Compensation limits as required by statute and Employers' Liability limits of \$500,000 per accident and \$500,000 per disease.

**Umbrella:** \$2,000,000 per occurrence/aggregate.

The policies shall contain, or be endorsed to afford Contractual Liability coverages for the following provisions in the General Liability and Automobile Liability coverages:

1. The District, its officers, officials, employees, and volunteers shall be covered as additional insureds as respects liability arising out of activities performed by or on insured's general supervision of the successful respondent/contractor, products and completed operations of the successful respondent/contractor, premises owned, occupied or used by the successful respondent/contractor, or automobiles owned, leased, hired, or borrowed by the successful respondent/contractor. The coverage shall contain no special limitations on the scope of protection afforded to the District, its officers, officials, employees, volunteers, or agents.

2. The successful respondent's/contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, volunteers, and agents. Any insurance or self-insurance maintained by the District, its officers, officials, employees, volunteers, or agents shall be in excess of the successful

respondent's/contractor's insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its officers, officials, employees, volunteers, or agents.

4. The successful respondent's/contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

**B. Proof of Insurance – Certificate of Insurance and Additional Insured Endorsements.** No more than 10 calendar days subsequent to the District's issuance of an award letter and no later than 30 days before commencement to work, the successful respondent/contractor shall provide documentation including a Certificate of Insurance and additional insured endorsements for commercial general liability and auto liability to prove that it has obtained all required insurance and bonds. The Certificate of Insurance shall state Rock River Water Reclamation District is additional insured under the commercial general liability and automobile liability on a primary, non-contributory basis. The primary, non-contributory additional insured endorsements for commercial general liability and automobile liability shall be provided. The District shall be the sole judge as to the acceptability of any such proof.

**C. Correction of Successful Respondent's/Contractor's Insurance Deficiencies.** If the District determines the successful respondent's/contractor's insurance or documentation does not conform to the specifications, the District shall inform said respondent/contractor of the non-conformity. If said respondent/contractor fails to provide conforming insurance or documentation within five calendar days of the District's notice, it shall be in default.

**D. Suitability of Insurance.** The District shall be the sole judge of whether an insurer's rating is satisfactory. The District's decision shall be final and the District's bidding procedures contain no appeal provision.

**E. Best Ratings.**

1. Alphabetical Rating. For purposes of this Request for Proposals, "insurer" shall mean any surety, insurance carrier, or other organization which proposes to provide an insurance policy or bond for the successful respondent/contractor. No insurer or surety rated lower than "A-," **Excellent**, in the current Best's Key Rating Guide shall be acceptable to the District.

2. Financial Size Rating. Provided an insurer's alphabetical rating is satisfactory, the District will examine said insurer's financial size rating.

a) If Best classifies the insurer XII or larger, said insurer shall be acceptable to the District.

b) If Best classifies the insurer as smaller than XII, but larger than VI, said insurer shall be submitted to the District's Business Manager and/or the District's insurance consultant for review.

Financial Size ratings less than VII are not acceptable and will disqualify the respondent/contractor.

### **3.9 Indemnification Clause**

Successful respondent/contractor shall protect, indemnify, hold and save harmless and defend the District, its officers, officials, employees, volunteers, and agents against any and all claims, costs, causes, actions and expenses, including but not limited to attorney's fees incurred by reason of a lawsuit or claim for compensation arising in favor of any person, including the employees, officers, independent contractors, or subcontractors of the successful respondent/ contractor or District, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from the performance by the successful respondent/contractor or subcontractor, whether such loss, damage, injury, or liability is contributed to by the negligence of the District or by premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that the successful respondent/contractor shall have no liability for damages or the costs incident thereto caused by the sole negligence of the District.

The indemnification shall not be limited by a limitation on amount or type of damages payable by or for the successful respondent/contractor or its subcontractor under any employee benefits act including, but not limited, to the Workers' Compensation Act.

No inspection by the District, its employees, or agents shall be deemed a waiver by the District of full compliance with the requirements of the Contract. This indemnification shall not be limited by the required minimum insurance coverage in the Contract.

### **3.10 Force Majeure**

The obligations of either the District or the successful respondent shall be suspended during the time as such party is prevented from complying therewith in whole or in part because of any cause, except financial, beyond the reasonable control of such party. In the event of either the District or the successful respondent being rendered unable wholly or in part by force majeure to carry out its obligations other than to make payments due, it is agreed that on such party giving notice and full particulars of such force majeure in writing or by facsimile to the other party as soon as possible after the occurrence of the cause relied on, then the obligations of the parties insofar as they are affected by such force majeure shall be suspended during the continuance of any inability so caused but for no longer period, and such cause shall as far as possible be remedied with all reasonable dispatch.



IV

PROPOSAL FORM

Request for Proposals

**JANITORIAL SERVICE**

To: BOARD OF TRUSTEES  
ROCK RIVER WATER  
RECLAMATION DISTRICT  
P. O. Box 7480  
ROCKFORD, IL 61126-7480

From: \_\_\_\_\_  
(Individual, Partnership or Corporation)

\_\_\_\_\_  
(Address of Individual, Partnership or Corporation)

Trustees:

I (We) the undersigned hereby propose to furnish **Janitorial Service** in compliance with the attached Notice, General Specifications, Detailed Specifications, Proposal Form, Fair Employment Practices Affidavit of Compliance Form, Forms of Affidavit, and Contract Form.

The Undersigned also affirms and declares:

A. That he (they) has (have) examined and is (are) familiar with all the related contract documents and found that they are accurate and complete and are approved by the undersigned.

B. That he (they) has (have) carefully examined the scope of the required service, and that, from his (their) own investigation, has (have) satisfied himself (themselves) as to the nature and location of the delivery point, the character, quality and quantity of materials, and the kind and extent of equipment and other facilities needed for the performance of the service and provision of the materials, the general and local conditions and all difficulties to be encountered, and all other items which may, in any way, affect the materials or services or their performance.

C. That this proposal is made without any understanding, agreement or connection with any other person, partnership, or corporation making a proposal for the same purposes, and is in all respects fair and without collusion or fraud; and that he (they) is (are) not barred from proposing as a result of a bid-rigging or bid-rotating conviction.

D. All goods and services provided in response to this request will be produced in compliance with all applicable requirements of Sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Section 14 thereof.

E. The firm which I (we) represent complies with all applicable requirements of the Americans with Disabilities Act (ADA), the Occupational Safety and Health Act (OSHA), rules and regulations of the US Department of Transportation (DOT), and the Federal

Drug Free Work Place Act. If said firm is awarded a contract to provide the District's **Janitorial Service**, it will:

1. complete all OSHA, ADA, and DOT required supervisory, employee and customer training,
2. document compliance as required,
3. ensure that persons in safety-sensitive positions associated with loading, transportation, and delivery of the merchandise or service detailed in these specifications are subject to all required drug and alcohol testing and are properly licensed,
4. prepare and make available all required information and documentation, and
5. hold harmless and indemnify the District and the District's representatives as defined in Section 3.9 from all:
  - a. Suits, claims, or actions;
  - b. Costs, either for defense (including but not limited to reasonable attorney's fees and expert witness fees) or for settlements, and;
  - c. Damages of any kind (including but not limited to fines, actual, punitive, and compensatory damages) relating in any way to or arising out of the ADA or the OSHA, to which said firm is exposed or which it incurs in the execution of the contract.

F. The firm which I (we) represent has adopted and promulgated written sexual harassment policies that include, at a minimum, the following information:

1. the illegality of sexual harassment;
2. the definition of sexual harassment under Illinois State law;
3. a description of sexual harassment, utilizing examples;
4. my (our) organization's internal complaint process including penalties;
5. the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission;
6. directions on how to contact the Department and the Commission; and
7. protection against retaliation as provided by Section 6-101 of Illinois Human Rights Act.

Upon request, my (our) organization will provide the Illinois Department of Human Rights with the information described in F1 through F7 above.

In submitting this proposal, I (we) understand that the District may reject part or all of any and all proposals. I (we) agree that I (we) shall not withdraw this proposal for a period of 60 calendar-days following the scheduled proposal due date. I (we) have carefully examined the nature of the service and materials. The cost of all the materials, equipment, and service necessary to complete this contract is given in this proposal.

**PROPOSAL PRICES FOR JANITORIAL SERVICE  
AS SPECIFIED IN THIS REQUEST FOR PROPOSALS**

(Express all numerical quotations in figures; **all figures shall be for an annual amount**)

Location	Amount
Maintenance Building	
Old Truck Shop	
Building #30 Plant Operators Office	
Building #18 Aeration	
Building #21 Main Pump	
Administration Building	
Laboratory Building	
IWS Garage Offices	
North Facility, 4850 Torque Drive	
<b>All Buildings</b>	

\*All quotations shall be the total amount of the proposer's charge, inclusive of labor, and of materials, supplies, and tools as defined in Section 3.4.F of this document, and any and all other expenses necessary to provide Janitorial Service in complete conformity with any and all provisions of this document.

DATE: \_\_\_\_\_

PROPOSER: \_\_\_\_\_ BY: \_\_\_\_\_  
(print name of firm) (authorized rep's signature)

\_\_\_\_\_  
(print street address) (print rep's name)

\_\_\_\_\_  
(print city, state, zip) (print rep's title)

\_\_\_\_\_  
(area code and phone number) (facsimile number)

**Note:** The Rock River Water Reclamation District, a Governmental Unit, pays neither Federal Excise Tax nor Illinois Retailers' Occupational Tax. The proposer shall exclude those taxes from his proposal.

**“NO PROPOSAL” RESPONSE  
TO  
REQUEST FOR PROPOSALS**

If your firm is unable to submit a proposal at this time, would you please provide the information requested in the space provided below and return to:

Rock River Water Reclamation District  
P.O. Box 7480  
Rockford, IL 61126-7480

Responses can be delivered in person to:

Rock River Water Reclamation District  
3501 Kishwaukee Street  
Rockford, IL 61109

For this form only, responses can also be faxed to:

Rock River Water Reclamation District  
815-387-7538

We have received Request for Proposals #18-206: **Janitorial Service**, due at 2:00 P.M. on June 6, 2018.

Reason for not submitting proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name & Title, Typed or Printed

\_\_\_\_\_  
Company Name

V  
**FAIR EMPLOYMENT PRACTICES AFFIDAVIT OF COMPLIANCE**

PROJECT: JANITORIAL SERVICE

NOTE: THE PROPOSER MUST EXECUTE THIS AFFIDAVIT AND SUBMIT IT WITH ITS SIGNED PROPOSAL. THE ROCK RIVER WATER RECLAMATION DISTRICT CANNOT ACCEPT ANY PROPOSAL WHICH DOES NOT CONTAIN THIS AFFIDAVIT

\_\_\_\_\_, being first duly sworn, deposes and says that:  
(Name of person making affidavit)

They are: \_\_\_\_\_ of \_\_\_\_\_  
(Officer's Title) (Company Name)

that said company is and "Equal Opportunity Employer" as defined by Section 2000(e) of Chapter 21, Title 42 of the United States Code annotated and Federal Executive Orders #11375 which are incorporated herein by reference;

and that said company will comply with any and all requirements of Title 44 Admin. Code 750. APPENDIX A – Equal Opportunity Clause, Rules and Regulations, Illinois Department of Human Rights, which read as follows:

"In the event of the contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance to this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizen status, age, physical or mental handicap unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That, if he or she hires additional employees in order to perform this contract or any portion of this contract, he or she will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, physical or mental handicap unrelated to ability, sexual orientation, military status or an unfavorable discharge from military service.
4. That he or she will send to each labor organization or representative of workers with which he or she has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the contractor in his or her efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the contract.
5. That he or she will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Departments Rules and Regulations.
6. That he or she will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
7. That he or she will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contacts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

(Source: Amended at 32 111. Reg. 16484, effective September 23, 2008)"

IL Dept of Human Rights Registration No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

VI  
FORMS OF AFFIDAVIT  
REQUEST FOR PROPOSALS  
JANITORIAL SERVICE

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

**This Section for Sole Proprietorship:**

I, \_\_\_\_\_ (name), being duly sworn, depose and say that the organization I represent is a sole proprietorship, and that I am the person described in and who executed the foregoing proposal and that the several matters therein stated are in all respects true.

Signature \_\_\_\_\_

**This Section for Partnership:**

I, \_\_\_\_\_ (name), being duly sworn, depose and say that I am a member of \_\_\_\_\_ (partnership name), the firm described in and which executed the foregoing proposal; that I duly subscribed the name of the firm thereunto on behalf of the firm; and that the several matters therein stated are in all respects true.

Signature \_\_\_\_\_

**This Section for Corporation:**

We, \_\_\_\_\_ (representative who signed the Proposal Form), and \_\_\_\_\_ (other corporate officer), being duly sworn, depose and say that we reside in the cities of \_\_\_\_\_ and \_\_\_\_\_, respectively, and that we are the \_\_\_\_\_ (representative's title) and the \_\_\_\_\_ (other corporate officer's title), respectively, of \_\_\_\_\_ (corporation name), the firm described in and which executed the foregoing instrument; that we are authorized to complete this form and to enter into this contract on behalf of said corporation; that we have signed our names thereto by like order; and that we have knowledge of the several matters therein stated and they are in all respects true.

\_\_\_\_\_  
(representative's signature) (other corporate officer's signature)

**This Section for a Limited Liability Corporation:**

I, \_\_\_\_\_ (name), being duly sworn, depose and say that I am a \_\_\_\_\_ (representative's title) of \_\_\_\_\_ (company name), the company described in and which executed the foregoing proposal; that I am authorized to complete this form and to enter into this contract on behalf of said company and have knowledge of the several matters therein stated and they are in all respects true.

Signature \_\_\_\_\_

**Notarization (required for all successful proposers):**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

County \_\_\_\_\_

My Commission Expires \_\_\_\_\_

VII  
CONTRACT  
ROCK RIVER WATER RECLAMATION DISTRICT  
ROCKFORD, ILLINOIS

THIS CONTRACT, made and concluded this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between the Rock River Water Reclamation District, Illinois, also known as "District," and \_\_\_\_\_ his/their executors, administrators, successors or assigns, known as "Contractor":

In consideration of the payments and contracts mentioned in the Proposal attached hereto, to be made and performed by the District, the Contractor agrees with the District at his/their own proper cost and expense to do all the work, furnish all equipment, materials and all labor necessary to complete the work and furnish the merchandise in accordance with the specifications hereinafter described, and the District's requirements.

**1. Scope**

Both parties understand and agree that the Notice, General Specifications, Detailed Specifications, Proposal Form, Fair Employment Practices Affidavit of Compliance Form, and Forms of Affidavit of the **Request for Proposal: Janitorial Services**, all Addenda there to (if any), and any and all provisions required by law, are all essential documents of the contract, and are a part hereof, as if herein set out verbatim or as if attached, except for titles, subtitles, headings, table of contents and portions specifically excluded.

The Contractor understands and agrees that unless he and the District terminate the Contract by their mutual written contract in conformity with Section 2.11 of this Request for Proposals, the Contractor shall provide **Janitorial Services** for a 12-month period, August 1, 2018 through July 31, 2019. If the District and the successful proposer agree in writing, the contract may be renewed.

**2. Contract Price**

The District shall pay to the Contractor, and the Contractor shall accept, in full payment for the performance of this Contract, subject to any additions or deductions provided for hereby, in current funds, the total contract price of:

\_\_\_\_\_ (\$\_\_\_\_\_).

The Contractor fully understands and agrees that his proposal price will be the only basis for payment for the contract's duration, and that in the absence of changes to which the District and Contractor agree because of revisions to the scope of the **Janitorial Service**, this contract allows for no price increases.

The District shall make payments to the Contractor, in accordance with and subject to the provisions of Section 4 of this Contract.

### 3. Contract Execution

The Contractor shall:

- A. Perform all services in a responsible manner, supplying only service that meets or exceeds the District's Specifications;
- B. Sustain all loss or damage arising out of the nature of the work to be done, or from any unforeseen obstruction or difficulty which he may encounter in the prosecution of the work, or from the action of the elements;
- C. Be responsible for all accidents he, his employees, or agents may incur in the contract's execution;
- D. Hold the District and its representatives harmless from liability of any nature or kind on account of use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this Contract. The Contractor shall likewise hold harmless and indemnify the District and its representatives from all:
  1. suits, claims, or actions,
  2. costs, either for defense or for settlements, and
  3. damages to which the District or its representatives might be exposed by reason of an injury or alleged injury, to the person or property of another:
    - a. in the execution of the Contract, or
    - b. from actions the District or its representatives take on the Contractor's behalf, except in cases where such suits, claims, actions, or costs are found to be based on the District's negligence. For purposes of this paragraph, "its representatives" means "the Rock River Water Reclamation District's trustees, employees, agents, assigns, and their heirs."
- E. Comply with all applicable requirements of the Americans with Disabilities Act (ADA), the Occupational Safety and Health Act (OSHA), rules and regulations of the US Department of Transportation (DOT), and the Federal Drug Free Work Place Act, and will:
  1. complete all OSHA, ADA, and DOT required supervisory, employee and customer training,
  2. document compliance as required,
  3. ensure that persons in safety-sensitive positions associated with loading, transportation, and delivery of the merchandise or service detailed in these specifications are subject to all required drug and alcohol testing and are properly licensed,
  4. prepare and make available all required information and documentation, and
  5. hold harmless and indemnify the District and the District's representatives as defined in Section 3.9 from all:
    - a. Suits, claims, or actions;



- b. Costs, either for defense (including but not limited to reasonable attorney's fees and expert witness fees) or for settlements, and;
  - c. Damages of any kind (including but not limited to fines, actual, punitive, and compensatory damages)
- relating in any way to or arising out of the ADA or the OSHA, to which said firm is exposed or which it incurs in the execution of the contract.

- F. Adopt and promulgate written sexual harassment policies that include, at a minimum, the following information:
1. the illegality of sexual harassment;
  2. the definition of sexual harassment under Illinois State law;
  3. a description of sexual harassment, utilizing examples;
  4. Contractor's internal complaint process including penalties;
  5. the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission;
  6. directions on how to contact the Department and the Commission; and
  7. protection against retaliation as provided by Section 6-101 of Illinois Human Rights Act.

Upon request, Contractor will provide the Illinois Department of Human Rights with the information described in F1 through F7 above.

- G. Maintain all specified insurance for the duration of the contract.

#### **4. Payments to Contractor**

If the District receives an acceptable invoice for conforming service prior to the fifth day of the month, the District shall issue payment before the fifth day of the succeeding month. If received on or after the fifth day of the month, payment will be issued the following month.

#### **5. Subcontracts**

No part of the work herein provided for shall be sublet or subcontracted without the express consent of the District, and in no case shall consent relieve said Contractor from the obligation herein entered into, or change the terms of this Contract.

#### **6. Contractor's Responsibility**

This Contract shall extend to and be binding upon the successors and assigns, and upon the heirs, administrators, executors, and legal representatives of the Contractor.

#### **7. Time**

The Contractor agrees, that unless he obtains the District's prior approval to alter hours, he shall perform all **Janitorial Service** between 2:00 P.M. and 7:00 A.M. each day the District's offices are open for business.

**8. Seals**

IN WITNESS WHEREOF, the parties have hereunto set their hands, and are duly authorized to enter into such contracts on behalf of their respective organizations.

\_\_\_\_\_  
Name of Firm - Contractor

By \_\_\_\_\_  
Authorized Signature

ATTEST:

By: \_\_\_\_\_

Its: \_\_\_\_\_

Rock River Water Reclamation District  
Winnebago County, Illinois

By \_\_\_\_\_  
Director

ATTEST: \_\_\_\_\_  
Business Manager

STATE OF ILLINOIS )  
COUNTY OF WINNEBAGO)

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me, a notary public within and for said County, personally appeared Timothy S. Hanson and Chris Black, to me personally known, who, being each by me duly sworn did say that they are respectively, the Director and Business Manager of the Rock River Water Reclamation District, named in the foregoing instrument, and that said instrument was signed and sealed in behalf of the District, and said Director and Business Manager acknowledge said instrument to be the free act and deed of said District.

(SEAL)

\_\_\_\_\_  
Notary Public

**APPENDIX A  
QUALIFICATION EVALUATION FORM**

Each respondent proposing to perform janitorial services shall complete the following information. If the District believes a respondent's information is unsatisfactory, District may reject his proposal without further consideration. The District's decision in such an event shall be final, and the District's procurement procedures include no method of appeal.

1. Describe the personnel and training procedures the respondent proposes to use in performing **Janitorial Service** for the District.

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2. Outline of the proposer's management and operational structure.

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3. How long has the proposer been in business under the current company name and primary ownership?

\_\_\_\_\_ Year

4. Provide the following information regarding two (2) comparable organizations for which the proposer is *currently* providing **Janitorial Service** that are 40,000 Sq. Ft. or larger. Please be sure to provide current contact information.<sup>2</sup>

	Reference #1	Reference #2
Organization Name	_____	_____
Street Address	_____	_____
City, State, Zip	_____	_____
Telephone Number	_____	_____
Contact Person	_____	_____
Square Footage Cleaned	_____	_____

6. Proposers must have an assigned supervisor to oversee the operations and requirements of the contract. This person will be required to act as liaison for the District. Please identify the person within your company who will be responsible and a brief description of his or her experience.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Indicate the number of different employee(s) Proposer anticipates using to fulfill the contract requirements on a routine basis.

\_\_\_\_\_

<sup>2</sup> References provided may be contacted by the District to complete a reference questionnaire to be used in evaluation of points awarded.

8. Indicate the number of employees needed and for how long to clean in each building.

<b>Building</b>	<b># of employees</b>	<b># of hours per employee</b>
Maintenance Building		
Old Truck Shop		
Building #30 Plant Operators Office		
Building #18 Aeration		
Building #21 Main Pump		
Administration Building		
Laboratory Building		
IWS Garage Offices		
North Facility		

9. Identify back-up staff and emergency work plan if scheduled employees do not report to work.

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10. Indicate any equipment necessary to complete the required services which is leased or rented by the Proposer. If Proposer owns sufficient equipment, enter None in space below.

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11. What, if any, pre-employment screenings does your company perform prior to hiring any given person?

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