



MEMORANDUM

To: Scott Niehaus, Village Manager

Through: Carl S. Goldsmith, Director of Public Works *CG*

From: Tom Ellis, Operations Superintendent, Public Works *TE*

Date: November 21, 2016

Subject: Facility Cleaning Service, Village Hall, Police and Public Works

The Village of Lombard has participated in the Municipal Purchasing Initiative (MPI) contracts bid by the Village of Glenview for contract cleaning services.

The low bidder for the contract, Advanced Cleaning Systems has agreed to provide a proposal to the Village of Lombard for the cleaning of the Village Hall, Police Department and Public Works facility. Using the MPI contract has provided a savings over the current contract cleaning service. Proposals for the cleaning service had been sought from three other cleaning firms. Advanced Cleaning Systems provided a proposal for the lowest cost.

The current contract is expiring December 31, 2016. Advanced cleaning has indicated they would like to extend the contract for an additional year and have agreed to a reduction of services from the current contract. Under the new scope of services, the cleaning service will only attend to restrooms, garbage cans and kitchen areas on week nights, Monday through Friday. The common area - horizontal surfaces (excludes desks), floors and stairwells will be on a once a week schedule.

Staff has requested the reduction in service as part of the level of service cost reduction plan. The proposed contract represents a reduction of \$21,776.76 from the previous cleaning contract.

Staff recommends approving the proposal from Advanced Cleaning Systems for an amount not to exceed \$39,291.24. If approved, Advanced Cleaning Systems will provide cleaning services beginning January 1, 2017 through December 31, 2017. Please present this item to the Board of Trustees at the December 1, 2016 meeting for their approval.

Encl: Advanced Cleaning System proposal

**ADVANCED
CLEANING
SYSTEMS, INC.**

Proposal

for

The Village of Lombard

**Submitted by
Advanced Cleaning Systems, Inc.
10 McGlashen Drive
South Barrington, Illinois 60010
(847) 304-0100
September 28, 2016**

ADVANCED CLEANING SYSTEMS, INC.

September 28, 2016

The Village of Lombard
255 East Wilson Street
Lombard, Illinois 60148

Attention: Tom Ellis

Property address: 255 East Wilson Street; Lombard, Illinois

WE FURNISH

We will furnish all the necessary "working tools" and cleaning supplies to perform the type of service rendered. Supplies used and consumed in restrooms, such as hand soap, towels, toilet tissue, etc., as well as trash can liners, are available options.

INSURANCE

- Advanced Cleaning Systems, Inc., will supply evidence of worker's compensation insurance and public liability insurance upon request by the client.

SUPERVISION

Regular supervision is maintained over all working personnel. It is our job to see that all activities are properly coordinated with the Customer's operations, modify assignments if and when necessary, inspect and correct the working personnel, make needed adjustments, check requisitions and dispense supplies and equipment, and make "on the job" inspections with or without the Customer's own representative.

EMERGENCY ADJUSTMENTS

In the event of emergencies, such as armed hostilities of the United States, riots, strikes, boycotts or like obstructive action by employees or labor organizations, acts of God, national, financial or economic disturbances, epidemics and any other contingencies not reasonably foreseeable or against which we reasonably may not be enabled to protect ourselves, the parties hereto will meet and discuss such emergency to resolve same to the satisfaction of both parties.

EMPLOYMENT

It is agreed that, during the term of our contract agreement and for eighteen (18) months thereafter, the client will not hire or employ for cleaning or cleaning-related services any person employed or contracted by Advanced Cleaning Systems, Inc., to provide services for or on behalf of client, pursuant to this agreement, without the written consent of Advanced Cleaning Systems, Inc.

ENFORCEMENT

Client will pay reasonable costs, attorneys' fees, and expenses incurred by Advanced Cleaning Systems, Inc., in the enforcement of this agreement.

ENTIRE AGREEMENT

This agreement, together with attached schedules and documentation, is the entire agreement between the parties.

TERMS

This agreement shall be in effect for one year and will continue from year to year unless otherwise terminated by either party, giving 30 days notice of cancellation by certified mail.

Advanced Cleaning Systems, Inc., shall pay all payroll taxes, state taxes, and other taxes or items that may be levied against its payroll either by city, state, or federal agencies.

Invoices will be mailed on or about the first day of each month service is rendered and due or payable by the 25th (twenty-fifth) day of each month.

Advanced Cleaning Systems, Inc., will charge 1½% interest per month on accounts over 30 days past due.

Advanced Cleaning Systems, Inc., may terminate services at any time without notice for non-payment.

PRICE

We will perform the services as outlined on our task schedule sheets in a reliable manner for the sum of:

Village Hall	\$1,475.22 per month
Police Department	\$1,141.58 per month
Public Works	\$657.47 per month

- a. The contract price is predicated on performing cleaning services in the aforementioned facility under normal occupancy conditions. Periods of construction, renovation, or other unusual occurrences which increase workload will require additional charges during such periods to compensate for the additional required work. Such changes will be mutually agreed upon by clients and Advanced Cleaning Systems, Inc.
- b. Nationally recognized holidays were predetermined, and those assessed amounts are given as part of the monthly charge. It is understood that service will not be provided on the night of the observance of the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. No credits or adjustments shall be issued for said holidays.

If this agreement meets with your approval, please sign one copy, fill in the date service is to begin, and return one copy to our office.

I/We accept this proposal as described above.

Date accepted: _____

Begin service on: _____

Company

by: _____

Thank you for the opportunity of submitting our proposal.

Advanced Cleaning Systems, Inc.

by: Kenneth N. Brauer

Kenneth N. Brauer, President

Service Areas:

Village Hall: 1st and 2nd Floors:

General and Executive Offices; Lobbies, Washrooms, Meeting Rooms, Cafeteria

Public Works: 1st and 2nd Floors:

General and Executive Offices; Lobby, Washrooms, Locker Rooms, Cafeteria

Police Department: 1st and 2nd Floors:

**General and Executive Offices; Lobby, Washrooms, Locker Rooms, Cafeteria,
Booking/Cell Area**

Daily

Waste paper: gather and place for disposal (liners to be furnished by client)

Recycle trash: collect separated paper that has been placed in centrally located containers
and place for disposal

Drinking fountains (water coolers): clean and sanitize

Front door glass: spot clean

Designated lights on: leave and check windows, doors and gates upon completion of
work

Supply and equipment storage area: maintain in an orderly manner

Provide a report of unusual occurrences or malfunctions or damages to Advanced
Cleaning Systems' property whenever noticed

Weekly

Bookcases, shelves, common area files, and sills:

- Dust exposed areas, unobstructed horizontal surfaces only; papers on these surfaces
will not be disturbed
- Spot clean working area for fingerprints and beverage rings, unobstructed horizontal
surfaces only; papers on these surfaces will not be disturbed

Doors, moldings and light switch plates and around: remove fingerprints (including
washrooms and lunchrooms)

Horizontal surfaces to hand height (sills, ledges, molding and radiators): low dust
including washrooms and lunchroom

Elevator: spot clean/polish walls; vacuum thresholds

Washrooms

Daily

Vitreous fixtures including toilet bowls, urinals and hand basins: clean, sanitize and
polish

Chrome fittings: clean and polish

Toilet seats (both sides): clean and sanitize

Counter areas: clean and sanitize

Mirrors: clean

Containers: empty and insert liners

Waste containers: damp clean exterior

Metal partitions: dust tops
Metal partition doors: spot clean
Walls around sinks and walls around and under towel cabinets and urinals: spot clean
Doors and door frames: remove fingerprints and smudges
Floors: sweep or dust
Floors: damp mop

Weekly

Metal partition doors: damp clean and remove all writing where possible

Monthly

Metal partitions: damp clean

Lunchroom

Daily

Garbage: empty and remove
Containers: damp clean exterior
Drinking fountains: clean and sanitize
Counter areas
 Sink: clean/sanitize, scour and wipe dry as required
 Counters: clean and sanitize
 Microwaves (exterior and interior): clean/sanitize
Tabletops: clean/sanitize
Vending machines/refrigerator: dust tops; spot clean fronts and sides
Wall next to and around trash cans: clean as required
Tile floors: dust mop totally
Floors: damp mop totally

Floor Care (Resilient and Hard)

Weekly

Hard floor surfaces: dust mop with treated mop
Hard floor surfaces: spot mop for coffee spills and track-in

Carpet Care

Weekly

Open carpeted areas: vacuum

Stairs

Weekly

Vacuum/sweep or damp mop