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# ADVANCED CLEANING SYSTEMS, INC.

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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 25<sup>th</sup> (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: December 1, 2016

Begin service on: January 1, 2017

VILLAGE OF LOMBARD  
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: 1<sup>st</sup> and 2<sup>nd</sup> Floors:**

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

#### **Public Works: 1<sup>st</sup> and 2<sup>nd</sup> Floors:**

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

#### **Police Department: 1<sup>st</sup> and 2<sup>nd</sup> 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**