





## MEMORANDUM

**To:** Scott Niehaus, Village Manager

**Through:** Carl Goldsmith, Director of Public Works

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

**Date:** December 20, 2018

**Subject:** Contract Cleaning 2019; Village Hall, Police Dept. and Public Works

The Village of Lombard requested proposals from three local contractors for contract cleaning services at the Village Hall, Police Department and Public Works administration building. The lowest responsible proposal was received from Advanced Cleaning Systems, Inc. South Barrington, IL. This contractor is the current provider of cleaning services for the village.

If approved, the contract will be in effect from January 1, 2019 to December 31, 2019.

The Village had three proposal packets picked up for this contract and received two back. The results are below;

Advanced Cleaning Systems, Inc, Total	Village Hall	Police Dept.	Public Works
10 McGlashen Drive. \$39,291.24 South Barrington, IL 60010	\$17,702.64	\$13,698.96	\$7,889.64
Best Quality Cleaning \$59,904.00 10015 Pacific Ave. Franklin Park, IL 60131	\$23,664.00	\$22,500.00	\$13,740.00

The FY19 budget includes \$39,291.24/year for this service through accounts 101.270.113.75610(\$7,889.64), 101.120.113.75610 (\$17,702.64) and 101.210.113.75610(\$13,698.96).

Staff recommends approving the Contract Cleaning Service Contract with Avanced Cleaning Systems, Inc. for an amount not to exceed \$39,291.24.

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# ADVANCED CLEANING SYSTEMS, INC.

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December 5, 2018

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

Attention: Tom Ellis

Dear Tom:

It's been a pleasure working with everyone in Lombard over the past 3 years. The consensus seems to indicate that you have been pleased with our service. We sincerely appreciate it.

The cleaning specifications on the attached proposal are those that we are currently using with the exception of the inclusion of the new cafeteria at the Public Works.

We are able to include the new cafeteria and hold our pricing for another year.

The current pricing structure has allowed us to keep two excellent employees for the past 2½ years. This provides consistency and a real value to both our organizations.

Following our list of cleaning specifications, you will find a list of references.

Our goal is a smooth, long term relationship. We've enjoyed being part of the Lombard team and look forward to continuing to be part of your team.

Sincerely,



Kenneth N. Brauer, President  
Advanced Cleaning Systems, Inc.

### **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 (2), and Cafeteria (New)**

#### **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

## References

### Village of Skokie

38 years

Michael Aleksic ..... michael.aleksic@skokie.org

### Engis Corporation

27 years

@60,000 square feet: factory and office

Bill Hinkens ..... bhinkens@engis.com or (847) 808-9400, ext. 276

105 West Hintz Road

Wheeling, Illinois 60090

### Deublin Company

24 years

@150,000 square feet: office and manufacturing

Rich Brzezinski ..... (847) 689-8600 or rbrzezinski@deublin.com

2050 Norman Drive West

Waukegan, Illinois 60085

### City of Rolling Meadows

2.5 years

Don Wenzel ..... (847) 354-2542 WENZEL@cityrm.org

### Village of Libertyville

1.5 years

Daniel Juarez ..... djuarez@libertyville.com

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# ADVANCED CLEANING SYSTEMS, INC.

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December 5, 2018

The Village of Lombard

Attention: Tom Ellis

**Property address: 255 East Wilson Street; Lombard, Illinois 60148**

## **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 (1) year with two (2) additional one (1) year periods, provided funds are available, and subject to mutual agreement between The Village and Advanced Cleaning Systems, Inc. This agreement may be terminated by either party by 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.
- c. Price escalation: There will be an annual increase pursuant to the CPI—All Urban Consumers Chicago or 2%, whichever is less. The CPI will be based upon the average of the previous 12 months non-seasonal adjusted.

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