

**REQUEST FOR BIDS  
KEWANEE CITY HALL & AMTRAK DEPOT  
JANITORIAL SERVICES CONTRACT**

The City of Kewanee is seeking an independent contractor to contract with for provision of janitorial services at Kewanee City Hall and the Kewanee Amtrak Depot for a one year period starting June 1, 2017. All bids to be considered shall be sealed and shall be submitted to the Kewanee City Clerk prior to 10:00 a.m., May 17, 2017, at which time all bids received shall be opened and read aloud. Special attention is called to the requirement for submission of proof of liability insurance or insurability with the sealed bid and the requirement that the person(s) proposed to perform the work successfully pass a criminal background check. Interested parties may obtain bid specifications from the City Clerk at Kewanee City Hall, 401 E. Third Street, Kewanee, IL 61443-2365.

The work consists of providing complete janitorial services as specified herein at Kewanee City Hall and the newly constructed Kewanee Amtrak Depot. The intent is to have the contractor provide complete janitorial service resulting in a neat, clean, attractive installation. Special attention is called to the fact that the specifications are a guide only. If extra effort is required in any area at any time, it is expected without argument or extra charge. The contractor will furnish all labor and transportation needed for said janitorial services. The City shall provide cleaning equipment and supplies for the contractor's use in carrying out the janitorial services. Inspection of the premises can be done by making an appointment with the Grounds Maintenance Manager at (309) 852-2611 extension 228. The City of Kewanee reserves the right to accept or reject any and/or all bids, to waive irregularities, or to enter into negotiations with one or more of the bidders to secure the services desired.

## **INSTRUCTIONS TO BIDDERS**

These instructions shall govern bids requested for the Kewanee City Hall Janitorial Services Contract. The sample agreement included as a part of these instructions and specifications contains the various specific requirements for cleaning service to be provided and other details of the relationship between the City and the firm providing janitorial services. The selected Bidder will have to execute this agreement prior to commencing provision of services. Special attention should be given to item #8 of the Instructions To Bidders, as it contains requirements for liability insurance and lack of criminal history.

### **1. PREPARATION OF BID.**

- A. The bid shall be submitted in single copy. Forms furnished, or copies thereof, shall be used. Special care should be exercised in the preparation of bids. All designations and prices shall be fully and clearly set forth. The proper blank spaces in the bid form shall be suitably filled in.
- B. Bidders shall inform themselves of the conditions under which the work is to be performed, concerning the site of the work, the obstacles which may be encountered, the time periods required for the work, and all other relevant matters concerning the work to be performed. And, if awarded the contract, shall not be allowed any extra compensation by reason of any matter or thing concerning which such Bidder might have fully informed himself.
- C. All items shown in the bid form, must be bid upon and all the amounts must be written in the spaces provided.
- D. Erasures or other changes in the bid must be explained or noted over the signatures of the Bidder.
- E. Bidders must furnish to the City, at the indicated location on the Bid Form, a list of other locations, firms or persons for which they have previously, or concurrently, provided janitorial services.

### **2. DOCUMENT LOCATION**

The Bid Form and specifications may be examined and obtained at the office of the City Clerk, City Hall, 401 E. Third Street, Kewanee, Illinois, 61443-2365.

### **3. INTERPRETATION OF PROPOSED CONTRACT DOCUMENT**

If any person contemplating submitting a bid for this project is in doubt as to the true meaning of any part of the plans, specifications, or other proposed contract documents, he may submit to the City (Grounds Maintenance Manager) a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by

addendum duly issued or delivered to each person receiving a set of such documents. The City will not be responsible for any other explanations or interpretations of the proposed documents.

#### **4. SEALED BIDS**

Bids must be securely sealed in suitable envelopes, marked on the outside as, "Kewanee City Hall Janitorial Services Bid."

#### **5. TIME FOR RECEIVING BIDS**

Bids received prior to the time of opening will be securely kept, unopened. The official whose duty it is to open them will decide when the specified time has arrived, and no bid received thereafter will be considered. No responsibility will attach to the City for the premature opening of a bid not properly addressed and identified. Telegraphic or electronic bids will not be considered.

#### **6. WITHDRAWAL OF BIDS**

Bids may be withdrawn on written or faxed request received from Bidders prior to the time fixed for opening. Negligence on the part of the Bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

#### **7. BIDDERS PRESENT**

At the time fixed for the opening of bids, their contents will be made public for the information of Bidders and others properly interested, who may be present either in person or by representative.

#### **8. DISQUALIFICATION OF BIDDERS**

Any one or more of the following causes may be considered as sufficient for the disqualification of Bidder and the rejection of his proposal or proposals:

- A. More than one bid for the same work from an individual, corporation, or partnership under the same or different names.
- B. Evidence of collusion among Bidders; participants in such collusion may receive no recognition as Bidders for any future work.
- C. Lack of responsibility as shown by past work judged from the standpoint of workmanship, effectiveness and efficiency.
- D. For being in arrears on existing contracts, in litigation with the City, or having defaulted on a previous contract.
- E. Inadequate insurance coverage. Adequate insurance coverage is defined as a minimum of \$1,000,000 general liability coverage for the contractor and employee(s) to be maintained throughout period of service to the City. Failure to submit with the bid proof of insurance or a letter of insurability from an Illinois-licensed insurance company on insurance company letterhead, will result in disqualification of any Bid. Failure to maintain said insurance will result in termination of any contract.
- F. Criminal history. All employees proposed to be used in provision of services under the agreement shall be capable of successfully passing a criminal

background check, at the contractor's expense, having no felony convictions or any conviction for a criminal or civil offense that indicates a lack of business integrity or business honesty. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense to be so serious and compelling as to affect responsibility as a City contractor. Failure to disclose an offense may result in disqualification of the bid or termination of the contract.

## **9. AWARD OR REJECTION OF BIDS**

- A. Until the award of the contract, the City reserves the right to reject any or all bids, to waive technicalities and to advertise for new bids, or proceed to do the work otherwise when the best interests of the City will be promoted thereby.
- B. The contract will be awarded to the lowest responsive, responsible Bidder complying with the specifications, provided his bid is reasonable and it is to the interest of the City to accept it. The Bidder to whom the award is made will be notified at the earliest possible date. The contract will be awarded by resolution of the City Council.
- C. No contract is binding upon the City until the signed contract and insurance documents have been filed with the City, and the contract executed by both parties thereto.

## **10. ERRORS IN BIDS**

Proposers, or their authorized agents, are expected to examine the contract documents pertaining to the work. These documents will be open for their inspection. Failure to do so will be at the Bidder's own risk and he cannot secure relief on the plea of error in the proposal. All figures shall be in ink or typed. If there is a discrepancy between the written unit price, the unit price in figures, or the total amount of the proposal, the written unit prices shall govern.

## **11. EXECUTION OF CONTRACT**

- A. The Bidder to whom award is made must, when required, enter into a written contract on the approved contract form within five (5) days after the prescribed forms are presented to him for signature unless a longer period of time is permitted by the City.
- B. Failure to comply with any of the requirements of these specifications, to execute contract within five (5) days after tender of the forms as specified shall, at the option of the City, be just cause for the annulment of the award.
- C. Each contract must be executed in at least two original counterparts. The cost of executing the contract and insurance are to be paid by the Contractor to whom the contract is awarded.

**BID FORM**

To the City Clerk, City of Kewanee, Illinois:

The undersigned, having become familiar with the local conditions affecting the cost of the work and with the contract documents including the advertisement for the Bids, specifications on file in the office of the City Clerk of the City of Kewanee, hereby proposes to perform everything required to be performed and to provide and furnish all of the labor, and all transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Kewanee City Hall Janitorial Services Contract, all per the contract documents as hereinbefore described, and as prepared by the City including Addenda Nos. \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ issued thereto, for the sums set forth in the following bidding schedules.

| Item                     | Description   | Unit     | Qty. |
|--------------------------|---|----------|------|
| 1                        | Perform janitorial services as provided for in the Bid documents at Kewanee City Hall and Amtrak Depot from June 1, 2017 through May 30, 2018, inclusive. | Lump Sum | 1    |
| Total Price in Numerals: |   |          |      |
| Total Price in Writing:  |   |          |      |

It is understood and agreed that the award will be made to the lowest responsible Bidder who submits the Bid that provides the City, in its opinion, the best value for the lump sum cost proposed.

In submitting this proposal, it is understood that the right is reserved by the City to reject any and all Bids. It is agreed that this Bid may not be withdrawn for a period of thirty (30) days from the opening thereof.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature Title

\_\_\_\_\_  
Mailing Address City State Zip

\_\_\_\_\_  
Phone Number Fax Number

| PREVIOUS JANITORIAL SERVICE EXPERIENCE |  |
|--|--|
| 1.                                     |  |
| 2.                                     |  |
| 3.                                     |  |

**PLEASE ATTACH LIABILITY INSURANCE DOCUMENT (Instructions #8-E)**

Kewanee Janitorial Services  
AGREEMENT BETWEEN  
CITY OF KEWANEE  
AND  
(NAME OF CONTRACTOR)

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the City of Kewanee, hereinafter referred to as the "City", and (name of contractor), \_\_\_\_\_ hereinafter referred to as "Contractor".

WITNESETH:

In consideration of the mutual promises herein contained, the parties have agreed and do hereby enter into this agreement according to the provisions set out herein:

A. The Contractor agrees to perform all janitorial services listed herein. It is further specified that the purpose of this agreement is complete janitorial service resulting in a neat, clean, attractive installation. Special attention is called to the fact that the specifications are a guide only. If extra effort is required in any area at any time, it is expected without argument or extra charge. Work shall be performed at the following two locations:

**Kewanee City Hall:**

Janitorial services shall be provided to the Administrative offices, hallways, break room, rest rooms and meeting rooms; Council Chambers, rotunda and public restrooms; Police offices, hallways, rest rooms, communications room, holding cells and sallyport; basement storage rooms, stairways, hallways, locker rooms and fitness room. Additionally, the exterior of the building in the vicinity of the north and south public entrance, the Police southwest entrance and the east Administrative employee entrance. Providing janitorial services to the Fire Department offices, quarters, and apparatus bay are not included in this agreement.

**AMTRAK Depot:**

Janitorial services shall be provided to the vestibule, waiting area, restrooms, and office located at 224 W. Third Street.

B. The City agrees to compensate the Contractor as follows:

\$ \_\_\_\_\_ annually, paid in 12 equal installments on the Tuesday after a City Council meeting. Payments to the Contractor shall be made according to the schedule set out above, but only after receipt of invoices for services performed.

C. The parties further agree that the following shall be essential terms and conditions of this agreement.

1. **LABOR:** The contractor shall furnish all labor, unless otherwise specified herein, necessary to perform the required janitorial services.
2. **SUPPLIES & EQUIPMENT:** All janitorial chemicals, materials, equipment and supplies will be provided by the City. The contractor shall be responsible for informing the City of Kewanee Grounds Maintenance Manager of any chemicals, materials, equipment or supplies needed.
3. **TRANSPORTATION:** Contractor shall provide their own transportation to come and go from either of the two job sites covered by this agreement.
4. **TASKS & SCHEDULE:** All work shall be done per Appendix A.

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5. **TERM:** The term of this contract shall be from June 1, 2017 through May 30, 2018.
6. **INDEPENDENT CONTRACTOR:** The Contractor, being an independent contractor and not an employee of the City, agrees to carry a minimum coverage of \$1,000,000 general liability insurance, to pay all taxes incident hereunto, pay all costs related to criminal background checks of employees, and otherwise protect and hold the City harmless from any and all liability not specifically provided for in this agreement.
7. **TERMINATION:** Either party may terminate performance of work under this contract by providing written notice to the other party at least thirty (30) days prior to the termination date.
8. **CONFIDENTIALITY:** The Contractor may have access to private or confidential data maintained by City to the extent necessary to carry out its responsibilities under this contract. Contractor shall accept full responsibility for maintaining confidentiality. No private or confidential data collected, maintained or used in the course of performance of this contract shall be disseminated by either party, either during the period of the contract or thereafter.
9. **INDEMNIFICATION:** The Contractor shall indemnify the City against any and all claims for injury to or death of any persons; for loss or damage to any property; and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this contract. The Contractor shall be responsible for the proper care and custody of any City-owned personal tangible property and real property furnished for Contractor's use in connection with the performance of this contract, and Contractor will reimburse the City for such property's loss or damage caused by Contractor, normal wear and tear excepted.

In witness whereof, the parties have by their duly authorized representatives set their signature.

ATTEST:

**Contractor**

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

**City of Kewanee, Illinois**

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## APPENDIX A

### CLEANING SCHEDULE

In order to minimize disruption to regular activities at City Hall, janitorial services must be provided in time periods as follows:

| Area   | Time  |
|--|---|
| <b>Police &amp; related areas</b>                  | 6:00 a.m. to 7:30 a.m. weekdays, 6:00 am to 10:00 p.m. Sat., Sun., holiday                    |
| Administration & Rotunda, Basement & related areas | 5:00 p.m. to 10:00 p.m. week days, 6:00 am to 10:00 p.m. Sat., Sun., holiday, when not in use |
| Exterior entry areas                               | When needed   |
| AMTRAK Depot                                       | After 8:00 p.m. or before 7:00 a.m. daily   |

### GENERAL CONDITIONS

- a. The City realizes there will be times when conditions are such that not all of the cleaning tasks would have to be completed on any given day. Unless specifically noted in the cleaning schedule, if existing conditions are such that, using the highest standards of maintaining a neat, clean and attractive facility, no appreciable improvement in neatness, cleanliness or attractiveness would be obtained by performing the specified cleaning task, then said task is not required to be done.
- b. From time to time special events take place in Council Chambers, the rotunda, the basement, and other spaces in City Hall. Upon completion of the special event, the Contractor shall return the space to the standard configuration.
- c. The contractor must perform the duties specified under this contract as needed six days per week in the Police areas and as needed in the other areas and daily at the AMTRAK Depot.
- d. The contractor shall be responsible for all outside doors being locked while performing work and that all doors are locked upon leaving, that all lights (except designated night lights) shall be turned off upon leaving.
- e. The contractor shall notify Grounds Maintenance Manager of any irregularities noticed while performing services, such as alarm messages on any equipment control panels, burned-out light bulbs and lamps, defective plumbing, electrical switches or receptacles which are defective, leaks in the roof associated with rains, and deficient supplies such as paper towels, trash can liners, and cleaning materials.
- f. The Contractor shall make NO duplicate keys unless written approval is provided by City. City Hall building keys are to be left on site in the Police 911 Room at the end of each cleaning session. A key to the AMTRAK Depot will be provided to be retained in Contractor's possession during the term of the contract.



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- g. The Police areas need daily cleaning, six days per week. The other first floor areas need to be inspected each week day and appropriate cleaning, vacuuming, trash emptying, restocking of supplies, etc. carried out, with a general cleaning including dusting performed once a week. The following task schedules are meant to provide guidance on frequency of cleaning.
  
- h. The AMTRAK Depot will need cleaning seven days a week. This will include vacuuming the floors, sweeping the floors, mopping the floors as needed but at least weekly, trash emptying, restocking of supplies, and cleaning the restrooms. Door glass, mirrors, and interior glass surfaces should be cleaned as needed but at least weekly. Office desks or file cabinets will not be included in the cleaning.

**TASK SCHEDULES**

| <b>ADMIN. WORK AREAS &amp; OFFICES</b>   | <b>DAILY, NO EXCEPTIONS</b> | <b>DAILY, AS NEEDED</b> | <b>WEEKLY</b> | <b>MONTHLY</b> | <b>QUARTERLY</b> | <b>SEMI-ANNUAL</b> | <b>BY REQUEST</b> |
|--|-----------------------------|-------------------------|---------------|----------------|------------------|--------------------|-------------------|
| Vacuum Carpets   |                             | X                       |               |                |                  |                    |                   |
| Spot Clean Carpets   |                             | X                       |               |                |                  |                    |                   |
| Empty Wastebaskets & Replace Liners  |                             | X                       |               |                |                  |                    |                   |
| Empty Recycling Wastebaskets   |                             | X                       |               |                |                  |                    |                   |
| Dust windowsills, blinds, exposed shelving, cleared desktops & other furniture |                             |                         | X             |                |                  |                    |                   |
| Clean Desks & Tabletops, if cleared  |                             |                         | X             |                |                  |                    |                   |
| Empty Recycling Can, Trash Can, Paper shredder                                 |                             | X                       |               |                |                  |                    |                   |
| Clean Venetian & Mini-blinds   |                             |                         |               |                | X                |                    |                   |
| Clean Windows Inside & Outside   |                             |                         |               |                |                  | X                  |                   |
| Dust light fixtures and HVAC grilles   |                             |                         |               |                | X                |                    |                   |

| <b>ADMIN. BREAK ROOM</b>           | <b>DAILY, NO EXCEPTIONS</b> | <b>DAILY, AS NEEDED</b> | <b>WEEKLY</b> | <b>MONTHLY</b> | <b>QUARTERLY</b> | <b>SEMI-ANNUAL</b> | <b>BY REQUEST</b> |
|------------------------------------|-----------------------------|-------------------------|---------------|----------------|------------------|--------------------|-------------------|
| Vacuum/sweep vinyl floor & Runners |                             | X                       |               |                |                  |                    |                   |
| Empty                              |                             | X                       |               |                |                  |                    |                   |

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|  |   |   |   |  |   |   |  |
|--|---|---|---|--|---|---|--|
| Wastebaskets & Replace Liners  |   |   |   |  |   |   |  |
| Empty Recycling Barrel   |   |   | X |  |   |   |  |
| Dust windowsills, blinds, exposed shelving, cleared desktops & other furniture |   |   | X |  |   |   |  |
| Clean Counter and Table  | X |   |   |  |   |   |  |
| Clean Sink   | X |   |   |  |   |   |  |
| Clean Venetian & Mini-blinds   |   |   |   |  | X |   |  |
| Clean Windows Inside & Outside   |   |   |   |  |   | X |  |
| Clean Interior & Exterior of Microwaves  |   | X |   |  |   |   |  |
| Dispose of daily newspapers  | X |   |   |  |   |   |  |
| Mop vinyl floor  |   |   | X |  |   |   |  |

| ADMIN. REST ROOMS   | DAILY, NO EXCEPTIONS | DAILY, AS NEEDED | WEEKLY | MONTHLY | QUARTERLY | SEMI-ANNUAL | BY REQUEST |
|---|----------------------|------------------|--------|---------|-----------|-------------|------------|
| Vacuum/sweep floor  |                      | X                |        |         |           |             |            |
| Mop floor   |                      | X                | X      |         |           |             |            |
| Empty Wastebaskets & Replace Liners   |                      | X                |        |         |           |             |            |
| Damp clean lavatory, grab bars, mirror shelf, paper towel dispenser, door handles | X                    |                  |        |         |           |             |            |
| Clean toilet inside and out, including seat                                       | X                    |                  |        |         |           |             |            |
| Clean mirrors   |                      | X                |        |         |           |             |            |
| Dust light fixture  |                      |                  | X      |         |           |             |            |
| Re-stock soap, toilet paper and hand towels                                       |                      | X                |        |         |           |             |            |

| COUNCIL CHAMBERS & VESTIBULE | DAILY, NO EXCEPTIONS | DAILY, AS NEEDED | WEEKLY | MONTHLY | QUARTERLY | SEMI-ANNUAL | BY REQUEST |
|------------------------------|----------------------|------------------|--------|---------|-----------|-------------|------------|
| Vacuum Carpets               |                      |                  | X      |         |           |             |            |
| Spot Clean Carpets           |                      |                  | X      |         |           |             |            |

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|  |  |  |   |  |   |   |  |
|--|--|--|---|--|---|---|--|
| Empty Wastebaskets & Replace Liners  |  |  | X |  |   |   |  |
| Dust windowsills, pictures, blinds, exposed shelving, cleared desktops & other furniture |  |  | X |  |   |   |  |
| Clean Desks & Tabletops, if cleared  |  |  | X |  |   |   |  |
| Sweep/vacuum seating   |  |  | X |  |   |   |  |
| Clean Venetian & Mini-blinds   |  |  |   |  | X |   |  |
| Dust light fixtures  |  |  |   |  |   | X |  |
| Clean Windows Inside & Outside   |  |  |   |  |   | X |  |

| ROTUNDA  | DAILY, NO EXCEPTIONS | DAILY, AS NEEDED | WEEKLY | MONTHLY | QUARTERLY | SEMI-ANNUAL | BY REQUEST |
|--|----------------------|------------------|--------|---------|-----------|-------------|------------|
| Vacuum Carpets   |                      | X                |        |         |           |             |            |
| Vacuum Mats  |                      | X                |        |         |           |             |            |
| Spot Clean Carpets   |                      | X                |        |         |           |             |            |
| Dust windowsills, blinds, exposed shelving, cleared desktops & other furniture |                      |                  | X      |         |           |             |            |
| Vacuum & Wash Mats   |                      |                  |        |         | X         |             |            |
| Clean Upper level Windows Inside & Outside                                     |                      |                  |        |         |           |             | X          |
| Clean, De-scale & Polish Drinking Fountains                                    |                      | X                |        |         |           |             |            |
| Clean entrance glass panes and glass doors, Court Clerk glass, 911 room glass  |                      | X                |        |         |           |             |            |
| Vacuum floor   |                      | X                |        |         |           |             |            |
| Mop terrazzo floor   |                      | X                | X      |         |           |             |            |

|               |                  |               |               |                |                  |              |           |
|---------------|------------------|---------------|---------------|----------------|------------------|--------------|-----------|
| <b>PUBLIC</b> | <b>DAILY, NO</b> | <b>DAILY,</b> | <b>WEEKLY</b> | <b>MONTHLY</b> | <b>QUARTERLY</b> | <b>SEMI-</b> | <b>BY</b> |
|---------------|------------------|---------------|---------------|----------------|------------------|--------------|-----------|

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| RESTROOMS  | EXCEPTIONS | AS NEEDED |   |  |  | ANNUAL | REQUEST |
|--|------------|-----------|---|--|--|--------|---------|
| Empty Wastebaskets & Replace Liners  |            | X         |   |  |  |        |         |
| Damp clean stall doors and partitions, light switches, vents, etc.           |            | X         |   |  |  |        |         |
| Metal polishing/cleaning metal surfaces                                      |            |           | X |  |  |        |         |
| Vacuum/sweep floor   |            | X         |   |  |  |        |         |
| Mop floor  |            | X         | X |  |  |        |         |
| Damp clean lavatory, grab bars, counter, paper towel dispenser, door handles | X          |           |   |  |  |        |         |
| Clean toilet inside and out, including seat top & bottom                     | X          |           |   |  |  |        |         |
| Clean urinals  | X          |           |   |  |  |        |         |
| Clean mirrors  |            | X         |   |  |  |        |         |
| Dust light fixtures  |            |           | X |  |  |        |         |
| Re-stock soap, toilet paper and hand towels                                  |            | X         |   |  |  |        |         |

| 911 ROOM   | DAILY, NO EXCEPTIONS | DAILY, AS NEEDED | WEEKLY | MONTHLY | QUARTERLY | SEMI-ANNUAL | BY REQUEST |
|--|----------------------|------------------|--------|---------|-----------|-------------|------------|
| Vacuum Carpets   |                      | X                |        |         |           |             |            |
| Spot Clean Carpets   |                      | X                |        |         |           |             |            |
| Empty Wastebaskets & Replace Liners  |                      | X                |        |         |           |             |            |
| Empty Recycling Wastebaskets   |                      | X                |        |         |           |             |            |
| Dust windowsills, blinds, exposed shelving, cleared desktops & other furniture |                      |                  | X      |         |           |             |            |
| Clean Desks & Tabletops, if cleared  |                      |                  | X      |         |           |             |            |
| Empty Recycling  |                      |                  | X      |         |           |             |            |

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|   |   |   |  |  |   |   |  |
|---|---|---|--|--|---|---|--|
| Bins  |   |   |  |  |   |   |  |
| Clean Venetian & Mini-blinds                        |   |   |  |  | X |   |  |
| Clean Windows Inside & Outside                      |   |   |  |  |   | X |  |
| Clean glass overlooking rotunda and vestibule       |   | X |  |  |   |   |  |
| Restroom — provide same service as Admin. Restrooms | X |   |  |  |   |   |  |

| <b>POLICE OFFICES, HALWAYS AND WAITING AREA</b>                                | <b>DAILY, NO EXCEPTIONS</b> | <b>DAILY, AS NEEDED</b> | <b>WEEKLY</b> | <b>MONTHLY</b> | <b>QUARTERLY</b> | <b>SEMI-ANNUAL</b> | <b>BY REQUEST</b> |
|--|-----------------------------|-------------------------|---------------|----------------|------------------|--------------------|-------------------|
| Vacuum Carpets   |                             | X                       |               |                |                  |                    |                   |
| Spot Clean Carpets   |                             | X                       |               |                |                  |                    |                   |
| Empty Wastebaskets & Replace Liners  |                             | X                       |               |                |                  |                    |                   |
| Empty Recycling Wastebaskets   |                             | X                       |               |                |                  |                    |                   |
| Police Restroom — Provide same service as Admin. Restroom                      |                             | X                       |               |                |                  |                    |                   |
| Police drinking fountain   |                             | X                       |               |                |                  |                    |                   |
| Dust windowsills, blinds, exposed shelving, cleared desktops & other furniture |                             |                         | X             |                |                  |                    |                   |
| Clean Desks & Tabletops, if cleared  |                             |                         | X             |                |                  |                    |                   |
| Empty Recycling Bins   |                             |                         | X             |                |                  |                    |                   |
| Dust Windowsills, Blinds, TV monitors, VCRs, overhead projector & cart         |                             |                         | X             |                |                  |                    |                   |
| Clean Venetian & Mini-blinds   |                             |                         |               |                | X                |                    |                   |
| Vacuum & Wash Mats   |                             |                         |               |                | X                |                    |                   |

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|                                   |  |  |  |  |  |   |  |
|-----------------------------------|--|--|--|--|--|---|--|
| Clean Windows<br>Inside & Outside |  |  |  |  |  | X |  |
|-----------------------------------|--|--|--|--|--|---|--|

| <b>POLICE<br/>SALLYPORT &amp;<br/>BOOKING &amp;<br/>HOLDING CELLS</b>                         | <b>DAILY, NO<br/>EXCEPTIONS</b> | <b>DAILY,<br/>AS<br/>NEEDED</b> | <b>WEEKLY</b> | <b>MONTHLY</b> | <b>QUARTERLY</b> | <b>SEMI-<br/>ANNUAL</b> | <b>BY<br/>REQUEST</b> |
|---|---------------------------------|---------------------------------|---------------|----------------|------------------|-------------------------|-----------------------|
| Vacuum/sweep<br>floors & mats   |                                 | X                               |               |                |                  |                         |                       |
| Empty<br>Wastebaskets &<br>Replace Liners   |                                 | X                               |               |                |                  |                         |                       |
| Holding Cell<br>Restrooms<br>toilets,<br>lavatories, walls,<br>floors, cots                   |                                 | X                               |               |                |                  |                         |                       |
| Empty Recycling<br>Wastebaskets   |                                 | X                               |               |                |                  |                         |                       |
| Dust<br>windowsills,<br>blinds, exposed<br>shelving, cleared<br>desktops & other<br>furniture |                                 |                                 | X             |                |                  |                         |                       |
| Clean Desks &<br>Tabletops, if<br>cleared   |                                 |                                 | X             |                |                  |                         |                       |
| Damp clean<br>walls, doors,<br>partitions, light<br>switches, vents,<br>etc.                  |                                 |                                 | X             |                |                  |                         |                       |
| Metal polishing/<br>cleaning metal<br>surfaces  |                                 |                                 | X             |                |                  |                         |                       |
| Clean Venetian<br>& Mini-blinds   |                                 |                                 |               |                | X                |                         |                       |
| Vacuum & Wash<br>Mats   |                                 |                                 |               |                | X                |                         |                       |

| <b>POLICE<br/>BASEMENT &amp;<br/>LOCKER ROOMS</b> | <b>DAILY, NO<br/>EXCEPTIONS</b> | <b>DAILY,<br/>AS<br/>NEEDED</b> | <b>WEEKLY</b> | <b>MONTHLY</b> | <b>QUARTERLY</b> | <b>SEMI-<br/>ANNUAL</b> | <b>BY<br/>REQUEST</b> |
|---|---------------------------------|---------------------------------|---------------|----------------|------------------|-------------------------|-----------------------|
| Empty<br>Wastebaskets &<br>Replace Liners         |                                 | X                               |               |                |                  |                         |                       |
| Empty Recycling<br>Wastebaskets                   |                                 | X                               |               |                |                  |                         |                       |
| Sweep & spot<br>clean walking<br>surfaces         |                                 | X                               |               |                |                  |                         |                       |
| Wet Mop locker<br>room floors                     |                                 |                                 | X             |                |                  |                         |                       |

Kewanee Janitorial Services

|  |  |   |   |  |  |  |  |
|--|--|---|---|--|--|--|--|
| Wet Mop hall walking surfaces                          |  |   | X |  |  |  |  |
| Dust windowsills, lockers & other furniture            |  |   | X |  |  |  |  |
| Clean shower stall                                     |  |   | X |  |  |  |  |
| Clean Restroom — Provide same care as Admin. Restrooms |  | X |   |  |  |  |  |

| <b>BASEMENT WEIGHT ROOM, MECH. ROOMS, STORAGE ROOMS, AND HALLWAYS</b> | <b>DAILY, NO EXCEPTIONS</b> | <b>DAILY, AS NEEDED</b> | <b>WEEKLY</b> | <b>MONTHLY</b> | <b>QUARTERLY</b> | <b>SEMI-ANNUAL</b> | <b>BY REQUEST</b> |
|---|-----------------------------|-------------------------|---------------|----------------|------------------|--------------------|-------------------|
| Sweep floors  |                             |                         |               | X              |                  |                    |                   |
| Empty Wastebaskets & Replace Liners                                   |                             |                         | X             |                |                  |                    |                   |
| Dust (except weight equipment)  |                             |                         |               | X              |                  |                    |                   |
| Mech. Rooms — Check alarm messages & mechanical equipment             | X                           |                         |               |                |                  |                    |                   |

| <b>ELEVATOR</b>                                   | <b>DAILY, NO EXCEPTIONS</b> | <b>DAILY, AS NEEDED</b> | <b>WEEKLY</b> | <b>MONTHLY</b> | <b>QUARTERLY</b> | <b>SEMI-ANNUAL</b> | <b>BY REQUEST</b> |
|---|-----------------------------|-------------------------|---------------|----------------|------------------|--------------------|-------------------|
| Vacuum Carpet                                     |                             |                         |               | X              |                  |                    |                   |
| Spot Clean Carpets                                |                             |                         |               | X              |                  |                    |                   |
| Dust  |                             |                         |               | X              |                  |                    |                   |
| Metal polishing/cleaning metal surfaces and doors |                             |                         |               | X              |                  |                    |                   |

| <b>STAIRWAYS</b>                    | <b>DAILY, NO EXCEPTIONS</b> | <b>DAILY, AS NEEDED</b> | <b>WEEKLY</b> | <b>MONTHLY</b> | <b>QUARTERLY</b> | <b>SEMI-ANNUAL</b> | <b>BY REQUEST</b> |
|-------------------------------------|-----------------------------|-------------------------|---------------|----------------|------------------|--------------------|-------------------|
| Sweep & spot clean walking surfaces |                             | X                       |               |                |                  |                    |                   |
| Wet Mop walking surfaces            |                             |                         |               | X              |                  |                    |                   |

Kewanee Janitorial Services

|   |  |  |   |  |  |  |  |
|---|--|--|---|--|--|--|--|
| West Police Stairs — Wet Mop walking surfaces |  |  | X |  |  |  |  |
| Dust railing and other surfaces               |  |  | X |  |  |  |  |

| <b>EXTERIOR ENTRANCES, NORTH, SOUTH, POLICE AND ADMIN.</b> | <b>DAILY, NO EXCEPTIONS</b> | <b>DAILY, AS NEEDED</b> | <b>WEEKLY</b> | <b>MONTHLY</b> | <b>QUARTERLY</b> | <b>SEMI-ANNUAL</b> | <b>BY REQUEST</b> |
|--|-----------------------------|-------------------------|---------------|----------------|------------------|--------------------|-------------------|
| Sweeping Concrete  |                             | X                       |               |                |                  |                    |                   |
| Removal of mud/dirt etc. from concrete                     |                             | X                       |               |                |                  |                    |                   |
| Empty Outside Trash/Cigarette Receptacles                  |                             | X                       | X             |                |                  |                    |                   |