



**DATE:** November 2, 2020

**MEMO TO:** Jessica Vealitzek, Chair  
Operations Committee

Terry Wilke, Chair  
Finance Committee

**FROM:** John E. Nelson  
Director of Operations and Infrastructure

**RECOMMENDATION:** Recommend approval of a Resolution awarding a two-year Contract for Janitorial Services to Atalian Global Services, Jersey City, New Jersey in the amount of \$159,256.00.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** Funding for janitorial services at various District facilities is included in the Fiscal Year 2021 budget in the total amount of \$84,770.00, allocated amongst several accounts. The cost of the janitorial services is charged to the various accounts based on the location of the facility served (General Offices, Dunn Museum, Operations and Public Safety Facility, Ryerson buildings or Stevenson service building). The actual cost of the first two years of the contract will be \$159,256.00 (\$79,628.00 for each year).

**BACKGROUND:** The District's current contract for janitorial services expires on December 31, 2020. Consequently, the District recently solicited proposals for these services for 2021 and going forward. Twenty-five (25) potential vendors downloaded the Request for Proposals (RFP) and eight (8) vendors submitted proposals in response on or prior to September 11, 2020.

An evaluation team consisting of seven staff members from five different departments reviewed the proposals and independently assigned ratings based on a points-based matrix system. Based on this evaluation, Atalian Global Services, the top-rated firm, was invited for an interview with the evaluation team. Following the interview, staff entered into contract negotiations with Atalian Global Services to determine a specific scope of services, schedules, and a contract price. The contract includes services at six (6) buildings at four locations – the General Offices and Dunn Museum; the Operations and Public Safety Facility; the Ryerson Welcome Center and Borland (Exhibit) and Cramer (Program) cabins; and the Stevenson Service Building.

The contract has an initial term of two years from January 1, 2021 through December 31, 2022, with an option for the District to renew and extend the contract for up to three (3) additional one-year periods with a 2% escalation each year of the extension.

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Corporate Counsel.

STATE OF ILLINOIS)  
  ) SS  
COUNTY OF LAKE )

**BOARD OF COMMISSIONERS  
LAKE COUNTY FOREST PRESERVE DISTRICT  
REGULAR NOVEMBER MEETING  
NOVEMBER 10, 2020**

**MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:**

Your **OPERATIONS COMMITTEE** and **FINANCE COMMITTEE** present herewith "A Resolution Awarding a Contract for Janitorial Services to Atalian Global Services," and request its approval.

**OPERATIONS COMMITTEE:**

Date: 11-2-20  Roll Call Vote: Ayes: 7 Nays: 0  
 Voice Vote Majority Ayes:    Nays:   

**FINANCE COMMITTEE:**

Date: \_\_\_\_\_  Roll Call Vote: Ayes:    Nays:     
 Voice Vote Majority Ayes;    Nays:

**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**A RESOLUTION AWARDING A CONTRACT FOR JANITORIAL SERVICES  
TO ATALIAN GLOBAL SERVICES**

**WHEREAS**, the Lake County Forest Preserve District (the “District”) desires to retain a firm to provide janitorial services for various District locations (the “Services”); and

**WHEREAS**, the Director of Operations and Infrastructure and the Purchasing Manager have determined that the Services require personal confidence; and

**WHEREAS**, the Purchasing Manager has solicited proposals for the Services; and

**WHEREAS**, a selection committee comprised of staff reviewed the proposals and the selection committee, the Director of Operations and Infrastructure, the Operations Committee, and the Finance Committee recommend that the Board of Commissioners (i) find that the proposal submitted by Atalian Global Services is the proposal that is most advantageous to the District; and (ii) award a contract for the Services to Atalian Global Services in substantially the form attached hereto (the “Contract”); and

**WHEREAS**, the Contract has an initial two-year term and provides that the District may unilaterally extend the term of the Contract by three additional one-year terms and may extend the term of the Contract for up to ninety (90) days at the end of any term for the purpose of negotiating a new contract for the Services (collectively, the “Extensions”); and

**WHEREAS**, the Board of Commissioners hereby finds that the proposal submitted by Atalian Global Services is the proposal that is most advantageous to the District;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois THAT:

**Section 1. Recitals.** The recitals set forth above are incorporated as a part of this Resolution by this reference.

**Section 2. Award of Contract.** The Contract for the Services, in substantially the form attached hereto, is hereby awarded to Atalian Global Services.

**Section 3. Execution of Contract; Extensions.** The Executive Director of the District is hereby authorized and directed to execute the Contract for the Services and to exercise the Extensions in accordance with the terms of the Contract if he or she determines it is in the best interest of the District to do so.

**Section 4. Payments.** The District Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

**Section 5. Effective Date.** This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

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Julie Gragnani, Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_



Lake County  
Forest Preserves

1899 West Winchester Road  
Libertyville, Illinois 60048  
PurchasingDept@LCFPD.org  
847-367-6640

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CONTRACT BETWEEN  
LAKE COUNTY FOREST PRESERVE DISTRICT  
AND  
ATALIAN GLOBAL SERVICES  
FOR  
JANITORIAL SERVICES

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**CONTRACT BY AND BETWEEN  
LAKE COUNTY FOREST PRESERVE DISTRICT  
AND  
ATALIAN GLOBAL SERVICES  
FOR JANITORIAL SERVICES**

In consideration of the agreements set forth below, the Lake County Forest Preserve District, a body corporate and politic and unit of local government organized and existing under the Downstate Forest Preserve District Act, 70 ILCS 805/001 et seq., 1899 West Winchester Road, Libertyville, Illinois 60048, (the "District") and Atalian Global Services, a(n) Delaware Limited Liability Company, 525 Washington Blvd, 25<sup>th</sup> Floor, Jersey City, New Jersey 07310, ("Service Provider") make this Contract as of November 10, 2020 (the "Effective Date") and hereby agree as follows:

**ARTICLE I - THE SERVICES**

**1.1 Performance of the Services**

Service Provider shall, at its sole cost and expense, provide, perform, and complete the following, all of which are referred to in this Contract as the "Services":

- A. Services. Perform the janitorial services and Service Provider's responsibilities specified in this Contract and in the scope of work attached hereto as Attachment B (the "Scope of Work") in the manner described herein and therein, on the days and during the hours prescribed in the District Facility Information Document attached hereto as Attachment C (the "Facility Information Document").
- B. Approvals. Procure and furnish all approvals and authorizations specified in Attachment A.
- C. Insurance. Procure and furnish all required certificates and policies of insurance specified in Attachment A.
- D. Standard of Performance. Provide, perform, and complete all of the foregoing in full compliance with this Contract, in a professional manner, and in accordance with the standards of professional practice, care, and diligence in existence at the time of performance of the Services applicable to recognized and qualified janitorial service firms in the Chicago Metropolitan Area (the "Standard of Performance").

**1.2 Commencement and Completion Dates**

Service Provider shall commence the Services not later than the Commencement Date set forth in Attachment A, and shall diligently and continuously prosecute and carry out the Services within the time periods required in Attachment C and shall continue providing Services through the Completion Date set forth in Attachment A. The time of commencement, rate of progress, and time of completion are referred to in this Contract as the "Contract Time."

**1.3 Required Submittals**

- A. Submittals Required. Service Provider shall submit to the District all reports, documents, data, and information required to be submitted by Service Provider under this Contract ("Required Submittals").
- B. Time of Submission and the District's Review. All Required Submittals shall be provided to the District no later than the time, if any, specified in Attachments A and B, or otherwise in this Contract. If no time for submission is specified for any Required Submittal, then that Submittal



shall be submitted within a reasonable time in light of its purpose and, in all events, in sufficient time, in the District's opinion, to permit the District to review that Submittal same prior to the commencement of any part of the Services to which that Submittal may relate. The District shall have the right to require such corrections as may be necessary to make any Required Submittal conform to this Contract. No Services related to any Required Submittal shall be performed by Service Provider until the District has completed review of such Required Submittal with no exception noted. The District's review and approval of any Required Submittal shall not relieve Service Provider of the entire responsibility for the performance of the Services in full compliance with, and as required by or pursuant to this Contract, and shall not be regarded as any assumption of risk or liability by the District. The Service Provider shall not be held liable for claims of delay caused by the District's failure to timely review and approve any Required Submittal.

C. Responsibility for Delay. Service Provider shall be responsible for any delay in the Services resulting from its delay in providing Required Submittals conforming to this Contract.

#### **1.4 Review and Incorporation of Contract Provisions**

Service Provider represents and declares that it has carefully reviewed, and fully understands, this Contract, including all of its Attachments, all of which are by this reference incorporated into and made a part of this Contract.

#### **1.5 Financial and Technical Ability to Perform**

Service Provider represents and declares that it is financially solvent, and has the financial resources necessary, and has sufficient experience and competence, and has the necessary capital, facilities, organization, and staff necessary to provide, perform, and complete the Services in full compliance with, and as required by or pursuant to, this Contract.

#### **1.6 Time**

Service Provider represents and declares that the Contract Time is sufficient time to permit completion of the Services in full compliance with, and as required by or pursuant to, this Contract for the Contract Price.

#### **1.7 Service Provider's Personnel**

A. Service Provider's Personnel. Service Provider shall provide all personnel necessary to complete the Services. Service Provider shall provide to the District telephone numbers at which its personnel can be reached.

B. Subcontractors Prohibited. Service Provider shall perform the Services with its own personnel and under the management, supervision, and control of its own organization. Service Provider shall perform the Services with its own personnel and shall not subcontract all or any portion of the Services.

#### **1.8 The District's Responsibilities**

The District shall, at its sole cost and expense: (i) designate in writing a person with authority to act as the District's representative and on the District's behalf with respect to the Services except those matters that may require approval of the District's Board of Commissioners or Executive Director and (ii) review Required Submittals and other reports, documents, data, and information presented by Service Provider as appropriate.

## **1.9 The District's Right to Terminate or Suspend Services for Convenience**

A. Termination or Suspension for Convenience. The District shall have the right, at any time and for its convenience, to terminate or suspend the Services in whole or in part at any time by providing ten (10) days' written notice to Service Provider. Every such notice shall state the extent and effective date of such termination or suspension. On such effective date, Service Provider shall, as and to the extent directed, stop Services under this Contract, cease all placement of further orders, terminate or suspend Services under existing orders, and cancel any outstanding orders that may be canceled.

B. Payment for Completed Services. In the event of any termination pursuant to Subsection 1.9A above, the District shall pay Service Provider (i) such direct costs, including overhead, as Service Provider shall have paid or incurred for all Services done in compliance with, and as required by or pursuant to, this Contract up to the effective date of termination; and (ii) such other costs pertaining to the Services, exclusive of overhead and profit, as Service Provider may have reasonably and necessarily incurred as the result of such termination. Any such payment shall be offset by any prior payment or payments and shall be subject to the District's rights, if any, to withhold and deduct as provided in this Contract.

## **ARTICLE II - CHANGES AND DELAYS**

### **2.1 Changes**

The District shall have the right, by written order executed by the District, to reduce the Services to be provided by Service Provider and no such reduction shall entitle Service Provider to make any claim for damages, anticipated profits, or other compensation.

### **2.2 Delays**

For any delay resulting from a cause that Service Provider could not reasonably avoid or control, Service Provider, upon timely written application, shall be entitled to issuance of a change order providing for an extension of the Contract Time for a period of time equal to the delay resulting from such unavoidable cause. No extension of the Contract Time shall be allowed for any other delay in completion of the Services.

### **2.3 No Constructive Change Orders**

No claims for equitable adjustments in the Contract Price or Contract Time shall be made or allowed unless embodied in a change order. If the District fails to issue a change order including or fully including an equitable adjustment in the Contract Price or Contract Time to which Service Provider claims it is entitled or, if Service Provider believes that any requirement, direction, instruction, interpretation, determination or decision of the District entitles Service Provider to an equitable adjustment in the Contract Price or Contract Time that has not been included or fully included in a change order, then Service Provider shall submit to the District a written request for the issuance of or revision of a change order including the equitable adjustment or the additional equitable adjustment in the Contract Price or Contract Time that Service Provider claims has not been included or fully included in a change order. Such request shall be submitted before Service Provider proceeds with any Services for which Service Provider claims an equitable adjustment is due and shall, in all events, be submitted no later than two (2) business days after receipts of such change order or receipt of notice of such requirement, direction instruction, interpretation, determination or decision. Notwithstanding the submission of any such request, Service Provider shall, unless otherwise directed by the District within two (2) business days after receipt by the District of such request, proceed without delay to perform the Services in compliance with the change order or as required, directed, instructed, interpreted or decided by the District, and shall, pending a final resolution of the issue, keep a daily record of such Services. Unless Service

Provider submits such a request within two (2) business days after receipt of such change order or receipt of notice of such requirement, direction, instruction, interpretation, determination or decision, Service Provider shall be conclusively deemed (i) to have agreed that such change order, requirement, direction, instruction, interpretation, determination or decision does not entitle Service Provider to an equitable adjustment in the Contract Price or Contract Time; and (ii) to have waived all claims based on such change order, requirement, direction, instruction, interpretation, determination or decision.

### **ARTICLE III - SERVICE PROVIDER'S RESPONSIBILITY FOR DEFECTIVE SERVICES**

#### **3.1 Compliance**

Service Provider shall perform all Services in conformance with this Contract, free from defects and flaws, and in accordance with Attachments A, B, and C.

#### **3.2 Corrections**

Service Provider shall be responsible for the quality, completeness and coordination of all Services under this Contract. Service Provider shall correct and remedy all of its errors, omissions, and negligent acts related to the Services, promptly and without charge.

#### **3.3 Risk of Loss**

The Services shall be provided, performed, and completed at the risk and cost of Service Provider. Service Provider shall be responsible for any and all damages to property or persons as a result of Service Provider's errors, omissions, or negligent acts and for any losses or costs to repair or remedy any work undertaken by the District based on the Services as a result of any such errors, omissions, or negligent acts. Notwithstanding any other provision of this Contract, Service Provider's obligations under this Section 3.3 shall exist without regard to, and shall not be construed to be waived by, the availability or unavailability of any insurance, either of the District or Service Provider, to indemnify, hold harmless, or reimburse Service Provider for such damages, losses, or costs.

### **ARTICLE IV - INSURANCE: INDEMNIFICATION**

#### **4.1 Insurance**

Contemporaneous with Service Provider's execution of this Contract, Service Provider shall provide certificates and policies of insurance evidencing at least the minimum insurance coverage and limits set forth in Attachment A. For good cause shown, the District may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as the District may impose in the exercise of its sole discretion. Such policies shall be in a form reasonably acceptable to the District and from companies with a general rating of A-, and a financial size category of Class V or better, in Best's Insurance Guide and otherwise reasonably acceptable to the District. Such insurance shall provide that no change to or cancellation of any insurance, nor any reduction in limits or coverage or other modifications affecting this Contract, shall become effective until the expiration of thirty (30) days after written notice thereof shall have been given by the insurance company to the District. Service Provider shall, at all times while providing, performing, or completing the Services, including without limitation at all times while providing corrective Services pursuant to Section 3.2 of this Contract, maintain and keep in force, at Service Provider's expense, at least the minimum insurance coverage and limits set forth in Attachment A.

## **4.2 Indemnification**

Service Provider, without regard to the availability or unavailability of any insurance, either of the District or Service Provider, shall, to the fullest extent permitted by law, indemnify, save harmless, and reimburse the District against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including reasonable attorneys' fees, that may arise or be alleged to have arisen out of or in connection with Service Provider's negligent acts, errors, or omissions, except only to the extent caused by the negligence of the District. In no event shall either party be liable to the other party for any consequential, indirect, special, incidental, punitive or similar damages (including lost profits), even if such other party has advised the first party of the possibility of such potential liability.

## **ARTICLE V - PAYMENT**

### **5.1 Contract Price**

The District shall pay to Service Provider, in accordance with and subject to the terms and conditions set forth in this Article V and Attachments A and B, and Service Provider shall accept in full satisfaction for providing, performing, and completing the Services, the amount or amounts set forth in Attachment A, Section 6 ("Contract Price"), subject to any additions, deductions, or withholdings provided for in this Contract.

### **5.2 Taxes, Benefits and Royalties**

The Contract Price includes applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or other similar benefits and all costs, royalties, and fees arising from the use on or the incorporation into the Services of patented equipment, materials, supplies, tools, appliances, devices, processes, or inventions. Service Provider waives and releases any claim against the District arising from the payment of any such tax, contribution, premium, benefit, cost, royalty, or fee.

### **5.3 Invoice Payments**

Service Provider shall, as a condition precedent to its right to receive periodic payment of the Contract Price, submit to the District an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to reasonably establish Service Provider's performance of the Services for which payment is sought in the invoice, including, if applicable, prior payment for any labor, material, and other things covered by the invoice and the absence of any lien or other interest of any party in regard to the Services performed under this Contract. In addition to the foregoing, such invoice shall include (i) rates per hour, and, if the Services are to be performed in separate phases, for each phase; (ii) total amount billed in the current period and, if the Services are to be performed in separate phases, for each phase; and (iv) at the District's request, Service Provider's certification that all prior Contract Price payments have been properly applied to the Services with respect to which they were paid. The District may, by written notice to Service Provider, designate a specific day of each month on or before which invoices must be submitted.

### **5.4 Accounting**

Service Provider shall keep accounts, books, and other records of all its billable charges and costs incurred in performing the Services in accordance with generally accepted accounting practices, consistently applied, and in such manner as to permit verification of all entries. Service Provider shall make all such material available for inspection by the District, at the office of Service Provider during normal business hours during this Contract and for a period of three (3) years after termination of this Contract. Copies of such material shall be furnished, at the District's expense, upon request.

## **ARTICLE VI - REMEDIES**

### **6.1 The District's Remedies**

If it should appear at any time prior to the Completion Date that Service Provider has (i) failed or refused to prosecute, or has delayed in the prosecution of the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Contract (an "Emergent Event of Default"), or (ii) attempted to assign this Contract or Service Provider's rights under this contract, either in whole or in part, or has falsely made any representation or warranty in this Contract, or has otherwise failed, refused or delayed to perform or satisfy any other requirement of this Contract, or has failed to pay its debts as they come due (a "Non-Emergent Event of Default,") and has failed to cure any such Non-Emergent Event of Default within ten (10) business days after the District's written notice to Service Provider of such Non-Emergent Event of Default, then the District shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one (1) or more of the following remedies (an Emergent Event of Default and a Non-Emergent Event of Default may each be hereinafter referred to as an "Event of Default"):

- A. In the event of an Emergent Event of Default, the District may, at its election, (i) take immediate action to have the Services that are defective, damaged, flawed, unsuitable, nonconforming or incomplete completed or corrected by itself or a third party, the cost of which the District shall be entitled to offset against future or current outstanding amounts of the Contract Price owed to Service Provider, or (ii) require Service Provider, within such reasonable time as may be fixed by the District, to complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming or incomplete to accelerate all or any part of the Services, and the District may take any or all other action necessary to bring Service Provider and the Services into strict compliance with this Contract.
- B. The District may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete or dilatory Services as part thereof and make an equitable reduction in the Contract Price.
- C. The District shall pay Service Provider for all Services performed in accordance with the terms of this Contract that are rendered prior to expiration or the effective date of termination and, unless directed otherwise by the District, Services will continue to be performed up to and including the date of expiration or termination. The District may withhold from any payment of the Contract Price, whether or not previously approved, or may recover from Service Provider any and all costs including attorneys' fees and administrative expenses incurred by the District as the result of any Event of Default or as a result of actions taken by the District in response to any Event of Default.
- D. The District may recover any damages suffered by the District.

### **6.2 Terminations and Suspensions by the District Deemed for Convenience**

Any termination or suspension by the District of Service Provider's rights under this Contract for an alleged Event of Default that is ultimately held unjustified shall automatically be deemed to be a termination or suspension for the convenience of the District under Section 1.9 of this Contract.

## **ARTICLE VII - LEGAL RELATIONSHIPS AND REQUIREMENTS**

### **7.1 Binding Effect**

This Contract shall be binding on the District and Service Provider and on their respective heirs, executors, administrators, personal representatives, and permitted successors and assigns. Every reference in this Contract to a party shall also be deemed to be a reference to the authorized officers, employees, agents, and representatives of such party.

### **7.2 Relationship of the Parties**

Service Provider shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Contract shall be construed to create the relationship of principal and agent, partners, or joint ventures between the District and Service Provider.

### **7.3 No Collusion**

Service Provider hereby represents and certifies that Service Provider is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Service Provider is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 2012, 720 ILCS 5/33E-1 et seq.

Service Provider hereby represents and warrants that neither Service Provider nor any person affiliated with Service Provider or that has an economic interest in Service Provider or that has or will have an interest in the Services or will participate, in any manner whatsoever, in the Services is acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by the United States Treasury Department as a Specially Designated National and Blocked Person, or for or on behalf of any person, group, entity or nation designated in Presidential Executive Order 13224 as a person who commits, threatens to commit, or supports terrorism, and neither Service Provider nor any person affiliated with Service Provider or that has an economic interest in Service Provider or that has or will have an interest in the Services or will participate, in any manner whatsoever, in the Services is, directly or indirectly, engaged in, or facilitating, the Services on behalf of any such person, group, entity or nation.

### **7.4 Assignment**

Service Provider shall not assign, in whole or in part, this Contract, any payment due or to become due under this Contract, or any of Service Provider's rights or obligations under this Contract, whether by contract or operation of law, including without limitation by way of merger, sale of stock, sale of assets, reorganization or such other similar transaction, without the prior express written approval of the District, which approval may be withheld in the sole and unfettered discretion of the District; provided, however, that the District's prior written approval shall not be required for assignments of accounts, as defined in the Illinois Commercial Code, if to do so would violate Section 9-318 of the Illinois Commercial Code, 810 ILCS 5/9-318. The District may assign this Contract, in whole or in part, or any or all of its rights or obligations under this Contract, without the consent of Service Provider.

### **7.5 Confidential Information**

All information supplied by the District to Service Provider for or in connection with this Contract or the Services, and designated by the District as confidential or by its nature the information is intended to be confidential, shall be held confidential by Service Provider and shall not, without

the prior express written consent of the District, be used for any purpose other than performance of the Services. Notwithstanding the foregoing, confidential information does not include information that: (a) Service Provider possesses without a duty to keep confidential prior to acquiring it from the District; (b) is or becomes publicly available through no violation of this Contract by Service Provider; (c) is given to Service Provider by a third-party not under a confidentiality obligation to the District; or (d) is developed by Service Provider independently of, and without reliance on, confidential or proprietary information provided by the District.

#### **7.6 No Waiver**

No examination, inspection, investigation, test, measurement, review, determination, decision, certificate or approval by the District, nor any order by the District for the payment of money, nor any payment for or use, occupancy, possession or acceptance of the whole or any part of the Services by the District, nor any extension of time granted by the District, nor any delay by the District in exercising any right under this Contract, nor any other act or omission of the District shall constitute or be deemed to be an acceptance of any defective, damaged, flawed, unsuitable, nonconforming or incomplete Services, nor operate to waive or otherwise diminish the effect of any warranty or representation made by Service Provider or of any requirement or provision of this Contract or of any remedy, power or right of the District.

#### **7.7 No Third Party Beneficiaries**

No claim as a third party beneficiary under this Contract by any person, firm, or corporation (other than the District and Service Provider) shall be made or be valid against the District or Service Provider.

#### **7.8 Notices**

All notices required or permitted to be given under this Contract shall be in writing and shall be deemed received by the addressee thereof when delivered in person on a business day at the address set forth below or on the third business day after being deposited in the United States mail, for delivery at the address set forth below by properly addressed, postage prepaid, certified or registered mail, return receipt requested.

Notices and communications to the District shall be addressed to, and delivered at, the following address:

NAME: Lake County Forest Preserve District

ADDRESS: 1899 West Winchester Road

CITY STATE: Libertyville, Illinois 60048

Attention: Ken Winston, Facilities Manager, Operations & Infrastructure

Notices and communications to Service Provider shall be addressed to and delivered at the following address:

NAME: Michael Gumiela, Director of Revenue

ADDRESS: 525 Washington Boulevard, 25<sup>th</sup> Floor

CITY STATE: Jersey City, NJ 07130

Attention: Linda Hwang

The foregoing shall not be deemed to preclude the use of other non-oral means of notification or to invalidate any notice properly given by any such other non-oral means.

each shall have the right to change the address or addressee or both for all future notices to it, but no notice of a change of address or addressee shall be effective until actually received.

### **7.9 Governing Laws**

This Contract and the rights of the District and Service Provider under this Contract shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

### **7.10 Changes in Laws**

Unless otherwise explicitly provided in this Contract, any reference to laws shall include such laws as they may be amended or modified from time to time.

### **7.11 Compliance with Laws and Grants**

Service Provider shall perform the Services in accordance with all required governmental permits, licenses, or other approvals and authorizations, and with applicable statutes, ordinances, rules, and regulations. This requirement includes, but is not limited to, compliance with the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. Service Provider shall also comply with applicable conditions of any federal, state, or local grant received by the District or Service Provider with respect to this Contract or the Services.

Service Provider shall be liable for any fines or civil penalties that may be imposed or incurred by a governmental agency with jurisdiction over the Services as a result of Service Provider's improper performance of, or failure to properly perform, the Services or any part thereof.

If any portion of the Services is deemed to be the construction or demolition of a fixed work, and subject to the Prevailing Wage Act, 820 ILCS 130/0.01 et seq., Service Provider shall pay to its employees not less than the prevailing rate of wages for similar work in the locality in which the Services are performed in full compliance with such Act.

Every provision of law required by law to be inserted into this Contract shall be deemed to be inserted herein.

### **7.12 Prevailing Party.**

If any legal action or other proceeding is brought for any breach of this Contract, the prevailing party shall be entitled to recover its reasonable attorneys' fees and other costs incurred in bringing such action or proceeding, in addition to any other relief to which such party may be entitled.

### **7.13 Time**

Time is of the essence of this Contract. Except where otherwise stated, references in this Contract to days shall be construed to refer to calendar days.

### **7.14 Severability**

The provisions of this Contract shall be interpreted when possible to sustain their legality and enforceability as a whole. In the event any provision of this Contract shall be held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision, nor the validity of any other provisions of this Contract shall be in any way affected thereby.



**7.15 Entire Agreement**

This Contract and all Attachments attached hereto and made a part hereof, sets forth the entire agreement of the District and Service Provider with respect to the accomplishment of the Services and the payment of the Contract Price therefore, and there are no other understandings or agreements, oral or written, between the District and Service Provider with respect to the Services and the compensation therefore.

**7.16 Amendments**

No modification, addition, deletion, revision, alteration, or other change to this Contract shall be effective unless and until such change is reduced to writing and executed and delivered by the District and Service Provider. IN WITNESS WHEREOF, the District and Service Provider have caused this Contract to be executed as of the day and year first written above.

**7.17 Force Majeure**

Any delay or failure by either party in the performance of its obligations shall not constitute a default or give rise to any claim for damages if, and only to the extent and for such period of time that: (i) such delay or failure is caused by an event or occurrence beyond the control and without the fault or negligence of such party or any subcontractor, supplier, or other party acting under or through such party; and (ii) said party is unable to prevent such delay or failure through the exercise of reasonable diligence, including but not be limited to: acts of nature or the public enemy; expropriation or confiscation of facilities by governmental or military authorities; changes in laws; war, acts of terrorism, rebellion, sabotage or riots; pandemics; government-declared states of emergency; floods, unusually severe weather that could not reasonably have been anticipated; fires, explosions, or other catastrophes; or other similar occurrences (each, a "Force Majeure Event" and collectively, "Force Majeure Events"); provided that no circumstances shall excuse the District's obligation to make payment for amounts due to Service Provider for Services rendered to the District in accordance with the terms of this Contract. None of the following events shall constitute a Force Majeure Event: economic hardship; impracticability of performance; or commercial, economic, or market conditions. If Service Provider's performance is delayed, the District may elect, at its sole option, to either (a) require Service Provider to use commercially reasonable efforts to secure alternate sources of services, equipment or materials, if available; or (a) immediately terminate this Contract.

(SEAL)

Attest/Witness

LAKE COUNTY FOREST PRESERVE DISTRICT

By: \_\_\_\_\_  
Julie Gragnani  
Title: Secretary

\_\_\_\_\_  
Alex Ty Kovach  
Title: Executive Director

Attest/Witness

ATALIAN GLOBAL SERVICES

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

\_\_\_\_\_  
Michael Gumiela  
Title: Director of Revenue

**ATTACHMENT A - SUPPLEMENTAL SCHEDULE OF CONTRACT TERMS**

1. Approvals and Authorizations:

Service Provider shall obtain the following approvals and authorizations from the following governmental bodies on or before the following dates:

<u>Approval/Authorization</u>	<u>Date</u>
None needed	N/A

2. Commencement Date:

January 1, 2021

3. Completion Date:

December 31, 2022 except that the District may unilaterally extend the Completion Date (i) to December 31, 2023, by providing Service Provider written notice of such extension on or before November 30, 2022, (ii) to December 31, 2024, by providing Service Provider written notice of such extension on or before November 30, 2023, and (iii) to December 31, 2025, by providing Service Provider written notice of such extension on or before November 30, 2024. In addition, the District may extend the Completion Date for a period of up to ninety (90) day for the purpose of negotiating with Service Provider, or other Service Providers, concerning a new contract for the Services.

4. Insurance Coverage:

A. Worker's Compensation and Employer's Liability with limits not less than:

- (1) Worker's Compensation: Statutory
- (2) Employer's Liability:
  - a. \$1,000,000 - injury per occurrence
  - b. \$ 500,000 - disease per employee
  - c. \$ 500,000 - disease policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with limits for vehicles owned, non-owned or rented, not less than:

- (1) Bodily Injury:
  - a. \$ 500,000 - per person
  - b. \$1,000,000 - per occurrence
- (2) Property Damage:
  - a. \$ 500,000 - per occurrence
  - b. \$ 1,000,000 - aggregate

All employees shall be included as insureds.

C. Comprehensive General Liability: If such CGL insurance contains a general aggregate limit, it shall apply separately to the Services. With coverage written on an "occurrence" basis with limits no less than:

- (1) General Aggregate: \$2,000,000
- (2) Bodily Injury:
  - a. \$ 2,000,000 - per person

- b. \$ 2,000,000 - per occurrence
- (3) Property Damage:
  - a. \$ 2,000,000 - per occurrence
  - b. \$ 2,000,000 - aggregate
- (4) Other Coverages:
  - Premises/Operations
  - Products/Completed Operations (to be maintained for two (2) years following the final payment made by the District to Service Provider)
  - Independent Contractors
  - Personal Injury (with Employment Exclusion deleted)
  - Broad Form Property Damage Endorsement
  - Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)
  - Bodily Injury and Property Damage "X", "C", and "U" exclusions shall be deleted

Railroad exclusions shall be deleted if the District Facilities is within fifty (50) feet of any railroad tracks.

All employees shall be included as insureds.

- D. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that, when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.
- E. Deductible. Each policy shall have a deductible or self-insured retention of less than \$10,000.
- F. The District as Additional Insured. The District shall be named as an Additional Insured on the following policies:
  - Comprehensive Motor Vehicle Liability
  - Comprehensive General Liability

The Additional Insured endorsement shall identify the District as follows:

Lake County Forest Preserve District (Owner)

- G. Indemnification Clause. Service Provider 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 reasonable attorney's fees incurred by reason of a lawsuit or claim for compensation arising in favor of any person, including the employees, or volunteers or officers or independent contractors or subcontractors of the District, on account of personal injuries or death, or damages to property occurring, growing out of, incidental to, or resulting directly or indirectly from the use and performance by or on behalf of Service Provider.
- H. Evidence of Insurance. Company shall furnish the District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. Failure of the District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Company's

obligation to maintain such insurance. The District shall have the right, but not the obligation, of prohibiting Company from entering the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the District. Failure to maintain the required insurance may result in termination of this Contract at the District's option. Company shall provide certified copies of all insurance policies required above within ten (10) days of the Districts' written request for said copies.

5. Contract Price:

A. Pricing for Services

For all Services, each month the District shall pay to Service Provider the amounts in the Payment Table below. The District will not pay Service Provider for Service Provider's travel time or expenses.

B. Payment Table

	LOCATION	# of months for service	PRICE PER MONTH	ANNUAL PRICE	Staffing: # of people
A1	GENERAL OFFICES	12	\$ 1,887.00	\$ 22,644.00	2
A2	GENERAL OFFICES	12	\$ 654.00	\$ 7,848.00	2
B	DUNN MUSEUM	12	\$ 1,394.00	\$ 16,728.00	2
C	OPERATIONS AND PUBLIC SAFETY FACILITY	12	\$ 1,782.00	\$ 21,384.00	2
D	RYERSON WELCOME CENTER	12	\$ 751.25	\$ 9,015.00	1
E1	RYERSON EXHIBIT CABINS [2 days/week]	7	\$ 87.00	\$ 609.00	1
E2	RYERSON EXHIBIT CABINS [1 day/week]	5	\$ 56.00	\$ 280.00	1
F1	STEVENSON SERVICE BUILDING [3 days/week]	7	\$ 75.00	\$ 525.00	1
F2	STEVENSON SERVICE BUILDING [1 day/week]	5	\$ 47.00	\$ 235.00	1
		TOTAL		\$ 79,628.00	

\*\* The first two weeks will primarily be dedicated to providing extensive disinfecting and cleaning in kitchens and bathrooms using the Kaivac system to get Lake County Forest Preserve facilities up to ATALIAN standard and providing SmartInspect reports demonstrating its progress.

	LOCATION (as needed; approximately 3-4 times per year)	OPTION	PRICE
G1	GREENBELT CULTURAL CENTER	OPTION 1	TBD
G2	GREENBELT CULTURAL CENTER	OPTION 2	TBD
H	STEVENSON HOUSE / per occasion	No additional charge for Stevenson House cleaning outlined in the RFP. However, service fees will be applied if any additional services are requested.	

LAKE COUNTY FOREST PRESERVES  
 JANITORIAL SERVICES

	Additional Service Fees	Pricing	
1	Janitorial services (per hour)	\$ 19.97	per hour
2	Wipe clean and dust tables, counter-tops, file cabinets (per LF)	\$ 0.50	min \$500
3	High dust above hand height all horizontal and vertical surfaces (per LF)	\$ 0.50	min \$500
4	Clean inside & outside of light fixtures (per fixture)	\$ 5.00	min \$250
5	Damp clean window ledges (per window)	\$ 7.50	min \$375
6	Lift and vacuum under all plastic chair mats, damp wipe mat.	\$ 0.20	min \$200
7	Clean or vacuum floor mats (per mat)	\$ 0.20	min \$200
8	All entrance and carpet mats shall be cleaned by means of carpet cleaning machine (per square foot)	\$ 0.05	min \$200
9	Machine buff all resilient tile flooring (per square foot)	\$ 0.05	min \$200
10	Refinish (strip, seal, and wax) vinyl composition tile floors (per square foot)	\$ 0.25	min \$500

6. The District's Project Manager:

The District's Project Manager shall be the Facilities Manager or such other individual who will serve as the District's primary representative under this Contract.

**ATTACHMENT B – SCOPE OF SERVICES**

**I. CLEANING REQUIREMENTS AND DESCRIPTIONS OF SERVICES**

In connection with the Services to be provided pursuant to the Contract, Service Provider must provide all labor, materials, equipment, transportation, machinery, supplies, tools, apparatus, incidentals, and supervision, and otherwise do all things necessary to support the expected outcomes for the janitorial services for the District.

**Specific Cleaning Requirements:** Service Provider shall perform the task descriptions that follow, which are the minimum acceptable cleaning performance standards under this RFP and the Contract:

1. **Carpet/Rug Cleaning:** All carpets/rugs shall be clean, free of spots, gum, crusted material, spillages, and removable stains. There shall be no evidence of "fuzzing" caused by harsh rubbing or brushing of carpet. Carpet cleaning by hot water extraction must be at a temperature that will kill and eliminate bacteria. Hot water extraction by truck-mount is the preferred method where applicable, portable units with heating coils must heat the water to the required temperature are to be used in areas other where a truck mount cannot be used.
2. **Carpet Spot Cleaning:** Buildup, spillage or crusted material shall have been removed along with spots, smears and stains. There shall be no evidence of "fuzzing" caused by harsh rubbing or brushing of carpet. Spot cleaned areas shall blend with adjacent areas and the product to be used is "Spray and WalkAway".
3. **Carpet Cleaning by Thorough Vacuuming:** Prior to vacuuming, broom all edges not reached by vacuum. Carpets shall be clean and free from dust balls, dirt and other debris; nap on carpet shall lie in one direction upon completion of the vacuuming task. Note: Prior to vacuuming area, move and vacuum under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items moved. After vacuuming, leave all rugs clean, free from dust balls, dirt and other debris. Empty dust and dirt from vacuum cleaner into a plastic trash bag, tie off and remove to a dumpster. As part of the vacuuming process, carpet spot cleaning is required on an ongoing basis.
4. **Dust Mop:** Thoroughly dust mop all non-carpeted areas. Move and dust mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items moved. Dust mops must be treated with water-based dust control chemical. Place dust and dirt into plastic trash bag, tie off and remove to dumpster.
5. **Damp Mop:** Thoroughly damp mop all non-carpeted areas. Move and damp mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items after floor has dried completely. Use a clean (rayon) cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Approved proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak free.
6. **Floor Cleaning / Thorough Sweeping:** Floors shall be clean and free of trash and foreign matter. No dirt, dust shall be left in corners, behind radiators, under furniture or behind doors.
7. **Damp Mopping and Spray Buffing:** Floors shall be slip resistant, free of marks, skipped areas, streaks, and mop strands. Walls, baseboards and other surfaces shall be free of splashing and marks from the equipment. The finished area should have a uniform luster. There shall be no buildup of finish in corners. After sweeping and damp mopping operation, all floors must be clean and free from strings, bristles and dirt streaks. Leave no dirt in corners, behind radiators, under furniture, behind doors, on stairs or landings. Leave no dirt where sweepings were picked up. Leave no dirt, trash, or foreign matter under desks, tables or chairs.

8. **Wet Mopping and Scrubbing:** The floors must be properly prepared, thoroughly swept to remove visible dirt and debris, wads of gum, tar and foreign substances from the floor surfaces. Upon completion of the wet mopping or scrubbing, the floor must be clean and free of dirt, water streaks, mop marks, strings; properly rinsed and dry mopped to present an overall appearance of cleanliness. All surfaces must be dry and corners and cracks clean after the wet mopping or scrubbing. Chairs, wastebaskets and other similar items must not be stacked on desks, tables or windowsills, nor used in place of stepladder. All furniture readily movable by one person and intended to be moved frequently must be moved during all floor cleaning operations and replaced in original positions upon completion. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.
9. **Wet Mopping and Buffing:** Floors must be wet mopped and buffed between regular waxing operations. Prepare the floor by sweeping to remove all visible dirt and debris. The floor area will then be wet mopped and machine buffed to a polished appearance with a high-speed buffer.
10. **Damp Wiping:** This task consists of using a clean Microfiber cloth or sponge to remove all dirt spots, streaks, from walls, glass and other specified surfaces and then drying to provide a polished appearance. The wetting solution must contain an appropriate cleaning agent. When damp wiping in toilet areas, use a multi-purpose disinfectant and deodorizer.
11. **Stripping and Sealing:** Completely remove all dirt, wax and other foreign substances in returning the floor to its original surface. Apply a thin coat of sealer with caution to prevent streaking or bleaching of floor surface. This application in preparation for waxing must be according to manufacturer's recommendations. The stripper, sealer and wax products used must be compatible for this activity, and wax must be a minimum of 25% solids.
12. **Waxing and Buffing:** Apply wax in a thin, even coat and machine buff with a high-speed buffer immediately after drying. The number of coats applied will depend on the type and condition of the floor. All waxed surfaces must be maintained so as to provide safe ANTI-SLIP walking conditions. Chairs, wastebaskets and other similar items must not be stacked on desks, tables or windowsills, nor used in place of stepladder. All furniture readily movable by one person and intended to be moved frequently must be moved during all floor cleaning operations and replaced in original positions upon completion. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.
13. **Empty Waste Receptacles:** Empty all containers that are provided for the disposal of waste (i.e., waste baskets, sanitary napkin disposal bins). Liners must be used in all waste receptacles and must be changed no less than once per month as needed not less than one (1) time per week in an office work area. Waste containers in restrooms; break rooms, lunchrooms and conference rooms must be changed daily and changed as needed.
14. **Restroom Cleaning:**
  - a. **Fill Dispensers (Restroom Cleaning):** Dispensers of all types must be checked daily and filled when necessary (soap, toilet tissue, paper towels, sanitary napkin, etc.).
  - b. **Dusting (Restroom Cleaning):** Completely dust all fixtures, ledges, edges, shelves, exposed pipes, partitions, door frames, tops of file cabinets, etc. Pay particular attention to the tops of these items. An approved dust cloth or dusting tool, treated with water-based dust control chemical, must be used. A Yellow microfiber rags must be used for dusting. Areas not cleared by office occupant are not to be dusted. This refers to office spaces not in restroom services.
  - c. **Disinfect (Restroom Cleaning):** Clean and disinfect waste receptacles and dispensers inside and outside. Use proper chemicals for surface to be cleaned at proper dilution. After item has been cleaned completely, wipe item with approved disinfectant solution using a microfiber cloth designated for restroom fixtures only and allow to air dry.

- d. Clean and Disinfect Sinks (Restroom Cleaning): Thoroughly clean all sinks, including bottom, faucets, and spigots, with approved cleanser. Rinse thoroughly as all cleanser residues must be removed. Then wipe each item with approved \*disinfectant solution and allow to air dry.
- e. Clean Glass and Mirrors (Restroom Cleaning): Thoroughly clean all glass and mirrors using an approved alcohol based glass cleaner. Use a soft, clean cloth. Dry completely. Surface should be streak, smear, and smudge free. Make sure attached frames, edges, and shelves are also cleaned and dried as well as the glass surface. Squeegee may be used as needed.
- f. Clean and Disinfect Toilets and Urinals (Restroom Cleaning): Thoroughly clean toilets, toilet seats, and urinals with approved acid free bowl cleaner, rinse thoroughly. Wipe each toilet, toilet seat and urinal completely with approved disinfectant solution. Buff-dry to a streak, smear and smudge free "shine". Leave seats in a raised position.
- g. Clean and Disinfect Walls, Doors, Partitions and Handrails (Restroom Cleaning): Thoroughly clean all walls (including switch and plug covers), doors (including entrance doors inside and outside), partitions and handrails with proper approved chemicals and proper approved dilution. Rinse thoroughly as needed, then wipe all areas with approved disinfectant solution and allow to air dry.
- h. Damp Mop - Disinfectant (Restroom Cleaning): Thoroughly damp mops all non-carpeted areas. Move and damp mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items after floor has dried completely. Use a clean mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Approved proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak free. Thoroughly damp mop floor with approved disinfectant solution. Allow to air dry.

Note: All disinfectant solutions must be changed after each restroom cleaning.

- 15. Clean and disinfect Showers, shower walls and stalls (Restroom/Locker Room where applicable): Thoroughly clean all showers, including bottom, faucets, and spigots, with approved crème cleanser. Thoroughly clean all walls, floors, (including plug covers), doors (including entrance doors inside and outside), partitions and handrails with proper approved chemicals and proper approved dilution. Rinse thoroughly as needed, then wipe all areas with approved disinfectant solution and allow to air dry.
- 16. Cleaning / Disinfecting Drinking Fountains: Thoroughly clean entire exterior surface with approved crème cleanser. Rinse thoroughly as all crème cleanser must be removed. Wipe entire surface with approved disinfectant solution and wipe dry utilizing a clean, soft cloth and wipe item dry. The grain of the stainless steel must be followed at all times.
- 17. Stainless Steel (Brass) Cleaning (Elevators, Doors, Trim, etc.): Thoroughly clean all stainless steel (brass) not previously mentioned with approved cleaner and a clean soft cloth. Great care must be taken to follow the grain of the stainless steel at all times when cleaning.
- 18. Cleaning, High Traffic Areas: High traffic area is any area that would receive heavy traffic and that would require cleaning as specified. Areas would include: corridors, lobbies, waiting areas, conference rooms, or any area so designated.
- 19. Carpet Cleaning by Hot Water Extraction: *Perform vacuuming, and carpet cleaning by extraction method with commercial grade equipment only (preferably truck mounted equipment). Prior to carpet cleaning, all carpeting, including carpet runners, must be thoroughly cleaned as follows:*
  - (a) All movable items must be removed from area(s) to be cleaned (i.e., chairs, waster receptacles, all free-standing tables, typing stands, boxes, plants, all temporary floor coverings, etc.) and area thoroughly vacuumed.
  - (b) Thoroughly spray next area to be cleaned with approved pre-treats or carpets lane cleaner used at approved dilution. Spray must be applied so those fibers remain damp until cleaned. Chemical should be left to work for 10-15 minutes.



- (c) Thoroughly extract all properly pretreated carpeted areas. Agitation is necessary, using an approved motor driven brush. A minimum of three (3) cleaning passes and two (2) vacuuming only must be used. Approved equipment and chemicals, at approved dilutions, must be used.
- (d) All stains must be removed during the extraction process, using approved chemicals. Great care must be taken to completely remove stain removal chemicals from carpet fiber.
- (e) Thoroughly spray all thoroughly cleaned carpet with approved carpet fiber protector at approved dilution. Application must be made with approved sprayer.
- (f) Replace all items removed for cleaning. All items moved back into place that have metal of any type that come in contact with carpeting must be wood blocked or tabbed to keep the metal off the carpet fiber until thoroughly dry. All blocks or tabs should be removed during the next scheduled regular area cleaning, provided the carpet is thoroughly dry. This could take more than one (1) day.

20. **Spray Buff Hard Floors:** Hard floor must be properly prepared before spray buffing by removing carpet runners, dust mopping, and damp mopping hard floor areas. Begin spray buffing by lightly spraying area just to the left or right of approved floor machine (buffer) with approved spray buffing chemical, at approved dilution. Buffing pad must be approved and will depend on type of finish used. Rotary floor machine (buffer) will be worked back and forth over area lightly sprayed until floor has a high, streak free luster. Then proceed to the next area, until scheduled area is completed. Great care must be taken to avoid using "loaded" pad (pad full of dried finish and dirt). Flip pad over or change to another clean dry pad often. Great care must also be taken not to allow floor machine (buffer) to run in one spot for too long to avoid burning the floor. Floor shall be dust mopped after scheduled spray buffing is completed. Replace carpet runners to original position post- cleaning.

21. **Strip and Refinish:** Close and properly mark area "closed" with approved signage. Remove all movable objects from area.

- (a) Apply approved stripping solution at approved dilutions to area to be stripped. Allow solution to stand according to approved manufacturer's recommendations. Do not allow solution to dry out or stand too long. Any finish or dirt must also be removed from walls, doors, baseboards, etc. at this time.
- (b) Thoroughly agitate all floor area to remove all old finish with approved strip pad.
- (c) Use wet vacuum to pick up old finish and stripper.
- (d) Thoroughly mop rinse areas with clean cotton mop and clean water. Make sure walls, doors, baseboards, etc. are also thoroughly rinsed.
- (e) Thoroughly mop rinses areas a second time with clean cotton mop and clean water with approved neutralizer/conditioner chemical at approved dilution. Make sure walls, doors, etc. are also thoroughly rinsed.
- (f) Allow floor to air dry.
- (g) If any old finish remains, repeat "a" through "f".
- (h) Continue "a" through "g" until scheduled area is properly stripped and/or rinsed.
- (i) Apply thin coat of approved sealer with approved clean nylon or rayon mop head or approved clean applicator. Stripping solution finish and sealer must not be slopped on walls, doors, etc. Allow sealer to thoroughly dry.
- (j) Apply second coat of sealer as described in "i" above. Allow sealer to thoroughly dry.
- (k) Apply top coating and second coat of approved floor finish.

22. **Scrub - Restroom Floors/Hard Surface Stairwell Floors:** Remove all movable objects from area and place approved "closed" signage to area prior to completion of task.

- (a) Apply approved cleaning solution at approved dilution to area to be scrubbed. Do not allow solution to dry.
- (b) Quickly agitate small section coated with solution with approved stiff bristle brush. Be sure grouting is clean.
- (c) Use wet vacuum to pick up dirty solution.
- (d) Thoroughly mop rinse area with clean cotton mop and clean water. Make sure all walls, doors, etc. are also thoroughly rinsed.

- (e) Thoroughly mop rinse a second time with clean cotton mop and clean water. Make sure all walls, doors, etc. are also thoroughly rinsed a second time.
  - (f) After floor is thoroughly dry, replace all objects moved from area. Remove signs and reopen.
  - (g) Scrub all walls including partitions.
23. **Wall Spot Cleaning:** Thoroughly clean all spots, smudges, stains, etc. from walls, partitions and modular partitions using approved chemicals at approved dilutions. Wipe dry with clean microfiber cloth. Also, thoroughly clean all interior glass with approved alcohol-based glass cleaner and wipe dry with clean dry microfiber cloth. All surfaces must be dirt and streak free.
24. **Dusting:** There shall be no obvious dust streaks. Corners, crevices, molding and ledges (including heating) shall be free of all obvious dust. There shall be no oils, spots or smudges on desk or dusted surfaces. Thoroughly dust all vertical and horizontal surfaces in all cleanable areas with approved dust cloth or tool treated with an approved water-based dust control chemical, up to and including ceiling vents, air bars, and lighting devices, window blinds, etc. Do not move dusting residue from spot to spot but remove directly from the areas in which dirt lies by the most effective means appropriate; treated dusting cloths or vacuum tools.
- (a) Leave no dust streaks.
  - (b) Leave corners, crevices, molding and ledges free of dust and cobwebs.
  - (c) Leave no oil spots or smudges on dusted surfaces caused by dusting tools.
25. **Horizontal surfaces:** include, but are not limited to, counter tops, file cabinets, tables, coat-racks, etc. Do not disturb work papers. Dusting high and low includes, but is not be limited to, partition tops, pictures, chair rungs, etc. Window hangings are either Venetian blinds or drapes. Dust Venetian blinds. Lightly vacuum drapes.
26. **Remove Recyclable Paper (as applicable):** Pick up all recyclable paper from marked containers centrally located throughout the building and remove to designated containers in the loading dock area.
27. **Clean Air Bars and Vents:** Vacuum excess dust and dirt from air bars. Damp wipe clean with approved disinfectant solution and wipe dry.
28. **Glass Cleaning (Lobby):** Glass cleaning is a part of the overall task of lobby cleaning. Glass cleaning shall be performed as specified. It is expected that all lobby glass, including doors and windows (to the limit of reach from floor level) shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door or window to accomplish clean glass.
29. **Trash and Recycling Removal:** Trash and recycling containers from District staff desks/offices will be emptied into a central location and is the responsibility of the District. Service Provider must bag all waste material and recycling material SEPARATELY and place inside exterior containers provided for that purpose.
30. **Consumable Supplies:** The District will be responsible for the purchase and supply of all paper and consumable products.
31. **Facility Condition Issues:** Facility conditions observed by Service Provider and that may be questionable or deemed not acceptable (i.e., burned out lights, loose railings, ceiling tiles, exposed wiring, broken windows, etc.) must be reported by Service Provider's staff to the District Project Manager by written notification on the date of observation.

**General Requirements:** When performing the work described above, Service Provider must adhere to these general requirements:

- Service Provider shall use no products, supplies or equipment that will result in damage or injury to the surface to which they are applied. Service Provider shall be liable for restoring, repairing or replacing any equipment or surfaces if damaged.

- No experimentation with products, supplies or equipment shall be performed at District facilities without prior written approval of the District. This approval shall in no way limit the liability as defined above.
- Service Provider shall provide their own equipment to accomplish all services.

## II. SERVICE PROVIDER'S RESPONSIBILITIES

### Adherence to All Local, State and Federal Laws and Requirements

Service Provider shall adhere to and shall ensure that all Services are performed in accordance with all current applicable federal, state, and local statutes, laws, codes, ordinances, and rules and regulations, including, but not limited to, those promulgated by OSHA, EPA, and the District.

Service Provider is obligated to ensure that the Services are performed in compliance with all statutes, regulations, executive orders, and other laws related to COVID-19 ("COVID-Related Laws").

Service Provider shall submit to the District a written plan detailing Service Provider's plans and procedures for complying with COVID-Related Laws, including a plan for implementing safety precautions during performance of the Services ("COVID-19 Safety Plan"). Service Provider's COVID-19 Safety Plan shall, without limitation, (i) require "social distancing" and the use of face masks, (ii) limit the size of gatherings, and (iii) address all restrictions and recommendations contained in COVID-Related Laws, including without limitation the Governor's executive orders. Service Provider shall revise and resubmit to the District its COVID-19 Safety Plan as often as necessary during the performance of the Services to account for changes in COVID-Related Laws.

### Personnel

It is essential that Service Provider provide adequate experienced personnel, capable of and devoted to the successful accomplishment of the Services to be performed under the Contract. Service Provider must agree to assign specific individuals to the key positions of Project manager and Supervisor(s). Service Provider agrees that, once assigned to work under the Contract, key personnel shall not be removed or replaced without written notice to the District.

If key personnel are not available for the Services under the Contract for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, Service Provider shall immediately notify the District, and shall, subject to the concurrence of the District, replace such personnel with personnel of substantially equal ability and qualifications.

#### **A. *Employee Rules and Regulations***

Service Provider and the District representatives will review the District's security requirements for access to and use of the District Facility, including review of the key management and badging process, as further described in this Attachment. Service Provider is required to comply with the responsibilities set forth in this Attachment and to provide an employee safety program that should include a hazard assessment plan, a communication program, and an exposure control plan.

#### **B. *Supervisors***

Service Provider shall provide qualified, English-speaking supervision in all areas of operations. The supervision team shall work with the District personnel in planning and scheduling work for completion of tasks. Service Provider shall furnish only employees who are authorized, competent and skilled for the Services under the Contract.

Service Provider shall designate in writing the name of the person assigned as Service Provider's Project manager with full authority to administer the terms of the Contract. Service Provider's Project manager shall

have the capability to receive requests by telephone, pager, or e-mail to facilitate timely corrective actions. An answering service or answering machine shall NOT be an acceptable means of contact for Service Provider's Project manager. This representative should be available Monday through Friday 7:30 a.m. through 5:00 p.m.

Service Provider's Project manager shall be the overall contract supervisor. Working level supervisors shall verify the cleanliness of the District Facilities prior to releasing Service Provider personnel each day. Supervisors shall be thoroughly familiar with the content of the bid specifications and intent of the Contract. Supervisors shall have been trained in supervision as well as technical training in janitorial services. Any violation by Service Provider's personnel of these requirements, or others established by the District, shall result in the removal of the employee from the Contract. Termination of the Contract may result for repeated non-compliance of these requirements.

***Note:** Service Provider Project manager shall meet with the District's designee at a time to be agreed upon for administration of work, including review of inspection reports. District staff will be responsible for completing periodic inspection reports on all facilities. At a minimum, Quarterly Business Reviews will be conducted every ninety (90) days to ensure the contract requirements are being met and the continuous improvement goals are being achieved.*

### **C. Cleaning Staff**

Personnel employed by Service Provider shall be competent, trustworthy and properly trained for the work requirements. Service Provider and employees shall be required to comply with all applicable laws and regulations, as directed, and full cooperation shall be expected and required at all times. Service Provider shall notify the District immediately in writing of all changes on contract personnel by submitting name and address of employee and effective date of employment or termination. When, in the opinion of the District, an employee constitutes a satisfactory security risk, his/her employment in connection with the Contract will be denied.

1. **Background Check:** Service Provider's employees who will work in buildings owned by the District shall be required to be cleared through a thorough background check procedure prior to employment. The cost of this background check will be the responsibility of Service Provider. Upon receipt of notice of award from the District Purchasing Supervisor, Service Provider must supply personnel written documentation within ten (10) working days.
2. **Health:** All personnel shall be in good health and free of contagious diseases. Service Provider shall not allow any person(s) under the influence of alcohol or drugs on the premises or in the building. Neither shall Service Provider allow the use or presence of alcohol or drugs on the premises or in the building.
3. **Identification and Uniforms:** All personnel shall wear uniforms (logo t-shirt or smock is acceptable), furnished by Service Provider, at all times during the performance of the Services. The personnel will at all times be clean and neat in appearance. Closed-toe and heeled shoes shall be worn for proper safety during performance of the Services. Employees shall wear an identification badge with the employee's picture, name and company name on the face of the badge. The badge must be worn in plain sight, above the waist at all times while the employee is on District property. Service Provider's employees are required to provide proper identification when requested by District personnel. Any employee that does not comply with this requirement shall be required to leave District Facilities. There is no exception to this requirement, which is to ensure only authorized Service Provider employees are in District Facilities.
4. **Conduct:** No person(s) shall be employed for the Services that is found to be incompetent, disorderly, and troublesome, under the influence of alcohol or drugs, which fails or otherwise refuses to perform the Services properly and acceptably or is otherwise objectionable. Any person found to be objectionable shall be discharged immediately and not reemployed on this work.
5. **Training:** Service Provider shall have an ongoing training program for all staff. Service Provider shall provide only personnel that have been fully trained for performance of the Services and certified by an

accredited agency for the performance of carpet cleaning and floor care. Service Provider's employees shall be trained in the following areas, prior to being assigned to the Services under the Contract:

- Proper cleaning techniques required to perform the standards of the specifications, in accordance with the Contract;
- Specific location training. Please note that staff assigned to the Operations and Public Safety Building will require additional training, both for police procedures and in cleaning techniques;
- Contract specification cleaning requirements, including the use of Green Seal certified cleaning products and other methods (micro-fiber clothes, etc.) to reduce the use of chemicals; and
- All janitorial contract personnel are also required to receive all appropriate safety training in all aspects of custodial/housekeeping operations from Service Provider. Records to substantiate these requirements must be made available to the District within twenty-four (24) hours of a request.

6. **Nondiscrimination:** Service Provider shall not engage in discrimination in employment of persons because of race, color, national origin, ancestry, sex, or religion of such persons.

**D. Employee List**

Service Provider shall provide to the District's Project Manager or designee an accurate list of all personnel who have any relationship to the Services to be performed, prior to the employee starting work. List data shall indicate personnel by building(s) in which they are assigned to work and must include full names and confirmation date of background check. Changes to the list shall be reported, in writing, within one (1) working day. Employees terminated by Service Provider shall be reported the same day to the District, unless it is after hours, then the next business morning shall be acceptable.

**E. Removal of Staff**

The District requires Service Provider to remove all Service Provider personnel from the District property who are deemed careless, incompetent, insubordinate, objectionable, or whose continued employment on the job is deemed to be contrary to public health, safety and welfare. If, in the opinion of the District, an employee of Service Provider is incompetent or disorderly, refuses to perform in accordance with the terms and conditions of the Contract, threatens or uses abusive language while on the District property, or is otherwise unsatisfactory, upon the District request, Service Provider shall remove that employee from performed the Services under the Contract. It is the responsibility of Service Provider to provide the proper training for their employees.

**F. Backup Staff**

Service Provider shall provide sufficient backup staff to cover absenteeism or extend existing work force hours to compensate for absent staff. The backup staff shall adhere to the same background and security screenings as regular staff. The District reserves the right to request additional backup staff as deemed necessary.

**G. Unauthorized Personnel**

Employees of Service Provider shall not be assisted nor accompanied by any individual that is not an employee of Service Provider, while performing duties related to the Contract. This includes friends, children and/or other relatives. Employees of Service Provider that violate this stipulation shall be deemed objectionable to the District and shall not be allowed to work in the District Facilities.

**H. Prohibited Items**

Service Provider's employees shall be prohibited in the use or possession of the following items while working on the District Facilities: guns, knives, other weapons, alcohol and/or controlled substances. Service Provider's employees shall not be under the influence of alcohol or illegal drugs. Any employee violating this policy shall be removed immediately from the District Facilities and replaced with acceptable personnel.

**I. District & Personal Property of District Personnel**

Service Provider shall direct their employees against the unauthorized reading and disclosing of materials and documents available in the District Facilities and against unauthorized use of the District and personal property, such as: telephones, radios, copy machines, computers, terminals, fax machines, calculators, etc., which may be in any of the District Facilities. Service Provider shall be responsible to see that Service Provider's employees do not disturb papers on desks, tables, or cabinets, and do not open desk drawers or cabinets. Found item(s) shall be turned in at the end of each shift to Service Provider's supervisor. The supervisor shall return the item(s) to the District's Project Manager within twenty-four (24) hours.

**J. Telephones**

District telephones shall not be used by Service Provider or its employees for personal or business reasons, with the exception of requesting emergency medical aid, fire or need of law enforcement, (use '911').

**K. Care of District Facilities**

Service Provider's employees shall regularly observe the general condition of all buildings and report problem areas to Service Provider's supervisor or lead custodian. Service Provider shall be responsible for knowledge of and use of all fire alarms and fire prevention equipment. In case of emergency, Service Provider's employees shall notify the appropriate authorities by dialing 911 and shall then contact the District's project manager, or his designee, immediately. Service Provider shall report all required non-emergency repairs by contacting the District's project manager, or his designee.

**L. Security:**

Service Provider's personnel shall not be allowed in the District Facilities outside of normal business hours unless they are performing the Services for Service Provider. All Service Provider personnel are required to provide proof of identity when requested to do so by District personnel. Keys shall not be left in the door locks. Service Provider shall be responsible for securing/locking the interior and exterior portions of the building during hours to be specified by the District project manager or his/her designee. All work spaces shall be locked and the lights turned off when cleaning in each area has been completed. Security lights (as directed) shall be turned on prior to leaving the District Facility.

**M. Keys & Badges:**

Service Provider shall be issued building keys & ID badges, where applicable, for the performance of services as specified herein. Keys required by Service Provider will be furnished by the District to designated Service Provider employee and shall be returned to the District on demand. Electronic security system (where installed) shall be properly disarmed and armed each time after-hours access is made. All exit doors are to remain locked while Service Provider is in the space. Service Provider is not to block open occupant or exterior doors for any reason. Service Provider is not to assist entry of anyone except Service Provider, employees or Police/Fire personnel. Close and lock any exterior windows. Service Provider's personnel shall immediately report to their supervisor and the District personnel, problems dealing with unauthorized or suspicious persons, conditions indicating theft, break-in or vandalism, and building system failures. Service Provider's employees shall report to emergency personnel situations such as: fire, smoke, unusual odors, broken pipes or floods, and take appropriate safety measures.

Should a lost or stolen key or badge jeopardize the security of the particular District Facility, Service Provider shall be solely responsible for all costs incurred by the District in re-keying the lock system. No keys shall be duplicated.

**N. Alarm System:**

Where applicable, Service Provider shall be charged a minimum of one hundred dollars (\$100.00) per call-out should Service Provider, while in the process of entering or leaving the District Facility, misuse the security alarm system that results in a false alarm and an unneeded response by security officials.

**O. Damages:**

Service Provider will be responsible for all damages to the District Facility or contents caused by Service Provider or their staff during the performance of their duties.

**P. Removal of items:**

Service Provider's employees shall not remove any items from the District Facilities except that which has been specifically authorized by the District in writing.

**Q. Energy Conservation:**

Service Provider shall instruct all employees performing the Services within the District Facility to utilize methods which will maximize energy conservation. This shall include the turning on of light fixtures ONLY IN THE AREAS where the Services are in progress, and turning off all lights when the Services are completed.

**R. Safety Program**

Service Provider shall institute a safety program and submit a written plan to the District. This program shall include at a minimum, detailed training procedures in the following:

1. Safe work habits
2. Safe use of cleaning chemicals (right-to-know, SDS Sheets)
3. Safe use of cleaning equipment
4. The use of equipment, signs, barriers, or other devices, to protect the building occupants or equipment
5. Proper handling of hazardous materials and biological waste (blood-borne pathogens)
6. Recognizing hazardous or other materials, which are not allowed for use in the Contract

**S. Safety Procedures**

All cleaning chemicals shall be stored in properly labeled containers at all times.

1. Service Provider shall provide a floor care procedure using products that meet American Society of Testing Materials (ASTM) and CSMA standards.
2. Any additional or replacement staff hired throughout the life of the Contract shall also complete safety training prior to beginning work in the District Facilities. Documentation of training completion shall be submitted to the District's Project Manager.

**T. Tools & Equipment**

Service Provider shall furnish and maintain all equipment necessary for properly maintaining the District Facilities. Service Provider shall furnish and keep in good working order all necessary tools, equipment and supplies, including, but not limited to, carpet cleaners, stripper and waxes, soaps, cleaners, mops, brooms, buffers, ladders, hoses, HEPA vacuum cleaners, trash liners, cleaning rags, and all other cleaning equipment for use in the District Facilities. The District reserves the right to inspect equipment to be used to perform the Contract. Any equipment determined to be in poor condition must be replaced immediately, at Service Provider's expense. Failure to provide suitable equipment for carrying out all requirements of the Contract may be grounds for termination.

The District shall have the right to prohibit the use of any process, material, supply or tool which may damage the District property, or which may be a risk to employees, the public, or others using the District Facilities.

Service Provider shall provide all other chemicals, supplies, and equipment. All cleaning chemicals and other supplies used by Service Provider must be used in accordance with all federal, state, and local laws, comply with Safety Data Sheets (SDS) standards and be used in conjunction with necessary safety equipment. Safety Data Sheets (SDS) must be on-site and available for all chemicals stored and used within a service area on the first day of the Contract. This shall include labeling the contents of all secondary type plastic bottles or containers. The District would prefer the use of "Green Seal" or other nonhazardous/biodegradable cleaning products in all of its buildings where possible.

LAKE COUNTY FOREST PRESERVES  
JANITORIAL SERVICES

The District will supply all toilet paper, paper towels, toilet seat covers, sanitary napkins and disposable bags, hand soap, and urinal screens. Janitorial closets located in District Facilities will be assigned for storing supplies. The closets used by Service Provider shall be kept clean and free of debris and odor at all times. All supplies and equipment stored in any District janitorial closet shall be stored in a neat and orderly manner and in such a way as to prevent injury to District staff, the public, or Service Provider's employees. Service Provider will be required to sign out for District supply items. Any use of the District supply items will be closely monitored by the District's project manager, any unauthorized usage of District supply items by Service Provider will be grounds for immediate termination of the Contract.



**ATTACHMENT C – DISTRICT FACILITY INFORMATION DOCUMENT**

All work under the terms of these specifications shall be completed prior to the start of each business day. Service Provider will be allowed to schedule his normal work hours between the hours as indicated below. Work during other hours will be allowed only as authorized by the District’s Project Manager.

	Location	Approx. Sq. ft.	Services Days	Service Hours
A1.	General Offices 1899 West Winchester Rd. Libertyville, IL 60048	22,000 (lower level, 1 <sup>st</sup> & 3 <sup>rd</sup> floors; 7 restrooms)	Monday – Friday [5 DAYS]	6:30 pm – 5:00 am
A2.	General Offices 1899 West Winchester Rd. Libertyville, IL 60048	5,000 (2 <sup>nd</sup> floor 2 restrooms)	Monday – Friday [5 DAYS]	6:30 pm – 5:00 am
B.	Dunn Museum 1899 W. Winchester Rd. Libertyville, IL 60048	13,000 * Include 1 <sup>st</sup> floor restrooms on Sat & Sun	Tuesday – Sunday [6 DAYS] No cleaning on Mondays	8:30 pm -5:00 am
C.	Operations and Public Safety Facility 19808 W. Grand Avenue Lindenhurst, IL 60046	20,360 (10 restrooms and 4 locker rooms)	Monday – Friday [5 DAYS]	5:00 pm – 5:00 am
D.	Ryerson Welcome Center 21950 N. Riverwoods Road Deerfield, IL 60015	5,000 (3 restrooms)	Monday – Friday [5 DAYS]	6:00 pm – 5:00 am
E1.	Ryerson Exhibit Cabins 21950 N. Riverwoods Road Deerfield, IL 60015	1,700 (2 restrooms)	Tuesdays and Fridays [2 DAYS] March to June and September through November	5:00 pm – 5:00 am
E2.	Ryerson Exhibit Cabins 21950 N. Riverwoods Road Deerfield, IL 60015	1,700 (2 restrooms)	Fridays Only [1 DAY] January, February, July, August and December	5:00 pm – 5:00 am
F1.	Stevenson Service Building 25200 N. St. Mary’s Rd Mettawa, IL 60061	500 (1 restroom)	Mon, Wed and Fri [3 DAYS] April through October	5:00 pm – 5:00 am
F2.	Stevenson Service Building 25200 N. St. Mary’s Rd Mettawa, IL 60061	500 (1 restroom)	Fridays Only [1 DAY] January to March November, December	5:00 pm – 5:00 am
G.	Greenbelt Cultural Center 1215 Green Bay Road North Chicago, IL 60064	3,000 (4 restrooms)	As needed; approximately 3-4 times per year	As needed during normal work hours
H.	Stevenson Historical Home 25200 N. St. Mary’s Rd Mettawa, IL 60061	2,500	As needed	As needed during normal work hours

**GENERAL OFFICES**

**[5 days; Monday to Friday]**

<u>General Housekeeping (office/work areas, conference rooms, classrooms, vestibules, hallways, stairwells, Committee Room with adjoining offices, etc.)</u>	
Remove trash from central disposal locations and dispose of in exterior dumpsters. Recycling containers shall be emptied and deposited in designated exterior recycling dumpsters.	Daily
Dust tops of all divider partitions.	Weekly
Low dust all horizontal surfaces to hand height (70" above the floor).	Weekly
Remove fingerprints from doors (especially around door knobs), moldings and from around light switch plates (including washrooms and lunchrooms).	Daily
Spot clean walls for dust/cobwebs.	Daily
Spray and wipe clean of fingerprints and beverage rings, tables, file cabinets, chairs, etc. Papers on these surfaces will not be disturbed.	Weekly
Totally clean glass on all entrance doors (inside).	Daily
<u>Washrooms, Sinks, Fixtures</u>	
Clean, sanitize, and polish all fixtures including toilet bowls, toilet seats, urinals, hand basins, and counter areas.	Daily
Scour clean all drinking fountains, sinks, chrome fittings and fixtures using appropriate non-injurious cleaners.	Daily
Clean mirrors.	Daily
Empty all containers and insert liners.	Daily
Clean and refill all toilet paper and rolled towel dispensers	Daily
Damp clean partition doors & stalls and remove all writing and graffiti where possible.	Daily
Spot clean walls around sinks and walls around and under towel cabinets and urinals.	Daily
Damp mop floors with detergent.	Daily
Locker rooms -- totally clean walls (basement)	Weekly
<u>Employee Lounge Areas/Break Rooms</u>	
Clean table tops and counter tops with a disinfectant cleaner.	Daily
Scrub sink and damp clean cabinets and exterior of appliances	Daily
Clean interior and exterior of microwave ovens.	Daily
Clean out and disinfect all refrigerators the last Friday of each month. [3 refrigerators]	Monthly
<u>Floor Care – Resilient and Hard</u>	
Dust mop with treated mop, vacuum, or sweep all floor surfaces (ceramic, vinyl, wood, and concrete).	Daily
Totally damp mop all hard floor surfaces. Mats, where applicable and/or when in use, are to be picked up in entrance areas.	Daily
Sweep and damp mop elevator floor.	Daily
Sweep and damp mop stairway surfaces.	Daily
<u>Floor Care – Carpet</u>	
Vacuum all open carpeted areas – open areas are those areas that can be reached, including around and under desks and working areas.	Daily

**DUNN MUSEUM**

**[6 days; Tuesday to Sunday]**

[1<sup>st</sup> floor restrooms to be cleaned with Dunn Museum on Saturday and Sunday]

<u>General Housekeeping (office/work areas, conference rooms, classrooms, vestibules, hallways, stairwells, etc.)</u>	
Remove trash from central disposal locations and dispose of in exterior dumpsters. Recycling containers shall be emptied and deposited in designated exterior recycling dumpsters.	Daily
Dust tops of all divider partitions.	Weekly
Low dust all horizontal surfaces to hand height (70" above the floor).	Weekly
Remove fingerprints from doors (especially around door knobs), moldings and from around light switch plates (including washrooms and lunchrooms).	Weekly
Spot clean walls for dust/cobwebs.	Daily
Spray and wipe clean of fingerprints and beverage rings, tables, file cabinets, chairs, etc. Papers on these surfaces will not be disturbed.	Weekly
Totally clean glass on all entrance doors (inside).	Daily
<u>Lounge Areas/Break Rooms</u>	
Clean table tops and counter tops with a disinfectant cleaner.	Daily
<u>Floor Care – Resilient and Hard</u>	
Dust mop with treated mop, vacuum, or sweep all floor surfaces (ceramic, vinyl, wood, and concrete).	Daily
Totally damp mop all hard floor surfaces. Mats, where applicable and/or when in use, are to be picked up in entrance areas.	Daily
<u>Floor Care – Carpet</u>	
Vacuum all open carpeted areas – open areas are those areas that can be reached, including around and under desks and working areas.	Daily

**OPERATIONS AND PUBLIC SAFETY BUILDING**

**[5 days; Monday to Friday]**

<u>General Housekeeping (office/work areas, conference rooms, classrooms, vestibules, hallways, stairwells, etc.)</u>	
Remove trash from central disposal locations and dispose of in exterior dumpsters. Recycling containers shall be emptied and deposited in designated exterior recycling dumpsters.	Daily
Dust tops of all divider partitions.	Weekly
Low dust all horizontal surfaces to hand height (70" above the floor).	Weekly
Remove fingerprints from doors (especially around door knobs), moldings and from around light switch plates (including washrooms and lunchrooms).	Weekly
Spot clean walls for dust/cobwebs.	Daily
Spray and wipe clean of fingerprints and beverage rings, tables, file cabinets, chairs, etc. Papers on these surfaces will not be disturbed.	Weekly
Totally clean glass on all entrance doors (inside).	Daily
<u>Washrooms, Sinks, Fixtures</u>	
Clean, sanitize, and polish all fixtures including toilet bowls, toilet seats, urinals, hand basins, and counter areas.	Daily
Scour clean all drinking fountains, sinks, chrome fittings and fixtures using appropriate non-injurious cleaners.	Daily
Clean mirrors.	Daily
Empty all containers and insert liners.	Daily
Clean and refill all toilet paper and rolled towel dispensers	Daily
Damp clean partition doors & stalls and remove all writing and graffiti where possible.	Daily
Spot clean walls around sinks and walls around and under towel cabinets and urinals.	Daily
Damp mop floors with detergent.	Daily
Locker rooms and shower areas – totally clean (scrub) walls and chrome fittings with scum remover and quaternary disinfectant to hand heights (70").	Weekly
<u>Employee Lounge Areas/Break Rooms</u>	
Clean table tops and counter tops with a disinfectant cleaner.	Daily
Scrub sink and damp clean cabinets and exterior of appliances,.	Daily
Clean interior and exterior of microwave ovens.	Daily
<u>Floor Care – Resilient and Hard</u>	
Dust mop with treated mop, vacuum, or sweep all floor surfaces (ceramic, vinyl, wood, and concrete).	Daily
Totally damp mop all hard floor surfaces. Mats, where applicable and/or when in use, are to be picked up in entrance areas.	Daily
Sweep and damp mop elevator floor.	Daily
Sweep and damp mop stairway surfaces.	Daily
<u>Floor Care – Carpet</u>	
Vacuum all open carpeted areas – open areas are those areas that can be reached, including around and under desks and working areas.	Daily

**RYERSON WELCOME CENTER**

**[5 days; Monday to Friday]**

<u>General Housekeeping (office/work areas, conference rooms, classrooms, vestibules, hallways, etc.)</u>	
Remove trash from central disposal locations and dispose of in exterior dumpsters. Recycling containers shall be emptied and deposited in designated exterior recycling dumpsters.	Daily
Dust tops of all divider partitions.	Weekly
Low dust all horizontal surfaces to hand height (70" above the floor).	Weekly
Remove fingerprints from doors (especially around door knobs), moldings and from around light switch plates (including washrooms and lunchrooms).	Weekly
Spot clean walls for dust/cobwebs.	Daily
Spray and wipe clean of fingerprints and beverage rings, tables, file cabinets, chairs, etc. Papers on these surfaces will not be disturbed.	Weekly
Totally clean glass on all entrance doors (inside).	Daily
<u>Washrooms, Sinks, Fixtures</u>	
Clean, sanitize, and polish all fixtures including toilet bowls, toilet seats, urinals, hand basins, and counter areas.	Daily
Scour clean all drinking fountains, sinks, chrome fittings and fixtures using appropriate non-injurious cleaners.	Daily
Clean mirrors.	Daily
Empty all containers and insert liners.	Daily
Clean and refill all toilet paper and rolled towel dispensers	Daily
Damp clean partition doors & stalls and remove all writing and graffiti where possible.	Daily
Spot clean walls around sinks and walls around and under towel cabinets and urinals.	Daily
Damp mop floors with detergent.	Daily
<u>Employee Lounge Areas/Break Rooms</u>	
Clean table tops and counter tops with a disinfectant cleaner.	Daily
Scrub sink and damp clean cabinets and exterior of appliances, including stovetop.	Daily
Clean interior and exterior of microwave ovens.	Daily
<u>Floor Care – Resilient and Hard</u>	
Dust mop with treated mop, vacuum, or sweep all floor surfaces (ceramic, vinyl, wood, and concrete).	Daily
Totally damp mop all hard floor surfaces. Mats, where applicable and/or when in use, are to be picked up in entrance areas.	Weekly
<u>Floor Care – Carpet</u>	
Vacuum all open carpeted areas – open areas are those areas that can be reached, including around and under desks and working areas.	Daily

**RYERSON EXHIBIT CABINS**

**[1 day; Friday for Jan, Feb, Jul, Aug, Dec /  
 2 days; Tuesday & Friday for March to June, Sept to Nov]**

<u>General Housekeeping (office/work areas, conference rooms, classrooms, vestibules, hallways, etc.)</u>	
Remove trash from central disposal locations and dispose of in exterior dumpsters. Recycling containers shall be emptied and deposited in designated exterior recycling dumpsters.	Daily
Low dust all horizontal surfaces to hand height (70" above the floor).	Daily
Remove fingerprints from doors (especially around door knobs), moldings and from around light switch plates (including washrooms and lunchrooms).	Daily
Spot clean walls for dust/cobwebs.	Daily
Spray and wipe clean of fingerprints and beverage rings, tables, file cabinets, chairs, etc. Papers on these surfaces will not be disturbed.	Daily
Totally clean glass on all entrance doors (inside).	Daily
<u>Washrooms, Sinks, Fixtures</u>	
Clean, sanitize, and polish all fixtures including toilet bowls, toilet seats, urinals, hand basins, and counter areas.	Daily
Scour clean all drinking fountains, sinks, chrome fittings and fixtures using appropriate non-injurious cleaners.	Daily
Clean mirrors.	Daily
Empty all containers and insert liners.	Daily
Clean and refill all toilet paper and rolled towel dispensers	Daily
Damp clean partition doors & stalls and remove all writing and graffiti where possible.	Daily
Spot clean walls around sinks and walls around and under towel cabinets and urinals.	Daily
Damp mop floors with detergent.	Daily
<u>Floor Care – Resilient and Hard</u>	
Dust mop with treated mop, vacuum, or sweep all floor surfaces (ceramic, vinyl, wood, and concrete).	Daily
Totally damp mop all hard floor surfaces. Mats, where applicable and/or when in use, are to be picked up in entrance areas.	Daily

**STEVENSON SERVICE BUILDING**

**[1 day; Friday for Jan – March, Nov –Dec /  
 3 days; Monday, Wednesday, Friday for April to October]**

<u>General Housekeeping (office/work areas, conference rooms, classrooms, vestibules, hallways, stairwells, etc.)</u>	
Remove trash from central disposal locations and dispose of in exterior dumpsters. Recycling containers shall be emptied and deposited in designated exterior recycling dumpsters.	Daily
Dust tops of all exhibits	Daily
Low dust all horizontal surfaces to hand height (70" above the floor).	Daily
Remove fingerprints from doors (especially around door knobs), moldings and from around light switch plates (including washrooms and lunchrooms).	Daily
Spot clean walls for dust/cobwebs.	Daily
Spray and wipe clean of fingerprints and beverage rings.	Daily
Totally clean glass on all entrance doors (inside).	Daily
<u>Washrooms, Sinks, Fixtures</u>	
Clean, sanitize, and polish all fixtures including toilet bowls, toilet seats, urinals, hand basins, and counter areas.	Daily
Scour clean all drinking fountains, sinks, chrome fittings and fixtures using appropriate non-injurious cleaners.	Daily
Clean mirrors.	Daily
Empty all containers and insert liners.	Daily
Clean and refill all toilet paper and rolled towel dispensers	Daily
Damp clean partition doors & stalls and remove all writing and graffiti where possible.	Daily
Spot clean walls around sinks and walls around and under towel cabinets and urinals.	Daily
Damp mop floors with detergent.	Daily
<u>Floor Care – Resilient and Hard</u>	
Dust mop with treated mop, vacuum, or sweep all floor surfaces (ceramic, vinyl, wood, and concrete).	Daily
Totally damp mop all hard floor surfaces. Mats, where applicable and/or when in use, are to be picked up in entrance areas.	Daily

**GREENBELT CULTURAL CENTER**

**[as needed; approximately 3-4 times per year]**

<u>General Housekeeping (conference rooms, vestibules, hallways)</u>
Remove fingerprints from doors (especially around door knobs), moldings and from around light switch plates (including washrooms and lunchrooms).
Spot clean walls for dust/cobwebs.
Spray and wipe clean of fingerprints and beverage rings, tables, chairs, etc. Papers on these surfaces will not be disturbed.
Totally clean glass on all entrance doors (inside).
<u>Washrooms, Sinks, Fixtures</u>
Clean, sanitize, and polish all fixtures including toilet bowls, toilet seats, urinals, hand basins, and counter areas.
Scour clean all drinking fountains, sinks, chrome fittings and fixtures using appropriate non-injurious cleaners.
Clean mirrors.
Empty all containers and insert liners.
Clean and refill all toilet paper and rolled towel dispensers
Damp clean partition doors & stalls and remove all writing and graffiti where possible.
Spot clean walls around sinks and walls around and under towel cabinets and urinals.
Damp mop floors with detergent.
<u>Kitchens</u>
Clean table tops and counter tops with a disinfectant cleaner.
Scrub sink and damp clean cabinets and exterior of appliances.
Clean interior and exterior of microwave ovens.
Clean out and disinfect all refrigerators, warming drawers, etc.
<u>Floor Care – Resilient and Hard</u>
Dust mop with treated mop, vacuum, or sweep all floor surfaces (ceramic, vinyl, wood, and concrete).
Totally damp mop all hard floor surfaces. Mats, where applicable and/or when in use, are to be picked up in entrance areas.
<u>Floor Care – Carpet</u>
Vacuum all open carpeted areas

- OPTION 1: Hallway (spot clean interior of windows as needed), bathrooms [2 mens & 2 womens], kitchens [small & large]
- OPTION 2: Woodland Hall [conference room] (including, but not limited to: vacuuming, stacking/moving of tables and chairs as needed to clean and/or re-set up room, spot clean interior of windows as needed)



**STEVENSON HISTORICAL HOME**

**[as needed]**

<i>General Housekeeping (office/work areas, conference rooms, classrooms, vestibules, hallways, stairwells, etc.)</i>
Remove trash from central disposal locations and dispose of in exterior dumpsters. Recycling containers shall be emptied and deposited in designated exterior recycling dumpsters.
Dust all surfaces to hand height (70" above the floor).
Remove fingerprints from doors (especially around door knobs), moldings and from around light switch plates (including washrooms and lunchrooms).
Spot clean walls for dust/cobwebs.
Spray and wipe clean of fingerprints and beverage rings, tables, file cabinets, chairs, etc. Papers on these surfaces will not be disturbed.
Totally clean glass on all entrance doors (inside).
<i>Washrooms, Sinks, Fixtures</i>
Clean, sanitize, and polish all fixtures including toilet bowls, toilet seats, hand basins, and counter areas.
Clean mirrors.
Empty all containers and insert liners.
Clean and refill all toilet paper and rolled towel dispensers
Spot clean walls around sinks and walls around and under towel cabinets.
Damp mop floors with detergent.
<i>Employee Lounge Areas/Break Rooms</i>
Clean table tops and counter tops with a disinfectant cleaner.
Scrub sink and damp clean cabinets and exterior of appliances, including stovetop.
Clean interior and exterior of microwave ovens.
<i>Floor Care – Resilient and Hard</i>
Dust mop with treated mop, vacuum, or sweep all floor surfaces (ceramic, vinyl, wood, and concrete).
Totally damp mop all hard floor surfaces. Mats, where applicable and/or when in use, are to be picked up in entrance areas.
Sweep and damp mop stairway surfaces.