



# WAUKEGAN PARK DISTRICT

2000 BELVIDERE ST. • WAUKEGAN, IL 60085-6172 • PHONE (847) 360-4711 • TTY (847) 662-3800 • WWW.WAUKEGANPARKS.ORG

March 22, 2018

Dear Prospective Contractor:

The Waukegan Park District is accepting bids for custodial service for five (5) Park District Buildings: Belvidere Recreation Center, Douglas House in Upton Park, Jack Benny Center and Jane Addams Center located in Bowen Park, and Field House located in Hinkston Park(see attached map and floor plans).

A **mandatory pre-bid meeting** will be held starting at the Jack Benny Center located in Bowen Park at 29 Jack Benny Drive. The meeting will proceed to the Jane Addams Center 95 Jack Benny Drive, Douglas House located in Upton Park at 732 North Genesee Street, Belvidere Recreation Center located in Belvidere Park at 412 S. Lewis Avenue and finish at the Field House located in Hinkston Park at 800 S. Baldwin in Waukegan, Illinois on **Thursday, March 29, 2018 at 10:00 a.m.** This meeting is scheduled to help clarify any questions prior to submissions of bids.

Bid opening will take place at Corrine J Rose Administration Center(RAC) at **10:00 a.m., Thursday, April 5, 2018.** If you have any questions regarding the bid feel free to contact Kristy De Boer, Park Planner, at 847-360-4719 or email me at [kdeboer@waukeganparks.org](mailto:kdeboer@waukeganparks.org).

We appreciate your interest in the enclosed and welcome the opportunity to do business with you.

Sincerely,

Scott MacLean  
Superintendent of Parks

SM/kdb  
Enclosure: 1

**BID DOCUMENTS/PROJECT MANUAL: 2018-2019 CONTRACTUAL CUSTODIAL SERVICES**

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**DATE OF ADVERTISEMENT:  
MARCH 22, 2018**

**PRE-BID MEETING:  
MARCH 29, 2018  
10:00 AM  
JACK BENNY DRIVE  
29 JACK BENNY DRIVE, WAUKEGAN, IL**

**DUE DATE & BID OPENING:  
APRIL 5, 2018  
10:00 AM  
CORRINE J. ROSE ADMINISTRATIVE CENTER (IN BELVIDERE PARK)  
2000 BELVIDERE STREET, WAUKEGAN, IL**

**TENTATIVE DATE OF BID APPROVAL:  
APRIL 10, 2018  
4:00 PM**

**DELIVER/MAIL BID TO**

**KRISTY DE BOER  
MARKED "SEALED BID: 2018 – 2019 CONTRACTUAL CUSTODIAL  
SERVICES  
WAUKEGAN PARK DISTRICT  
CORRINE J. ROSE ADMINISTRATIVE CENTER (IN BELVIDERE PARK)  
2000 BELVIDERE STREET  
WAUKEGAN, IL 60085-6172**

## NOTICE TO BIDDERS

The Waukegan Park District, Lake County, Illinois ("Owner" or "Park District"), invites bids for the following project:

### **1. 2018 - 2019 Contractual Custodial Services**

Bid Documents, including Instructions to Bidders, General Conditions, General Specifications, Summary of Work and Conditions, and Bid Forms including required and Contractor certifications are available **electronically by contacting the Waukegan Park District Parks Department at 847-360-4719 or by email at [kdeboer@waukeganparks.org](mailto:kdeboer@waukeganparks.org)**.

A **pre-bid meeting** will be held at all facilities beginning at Jack Benny Center located in Bowen Park at 29 Jack Benny Drive, Waukegan, Illinois, at **10:00 a.m. on Thursday, March 29, 2018**. This meeting will be used to review the Specifications and give any Bidders the opportunity to discuss any concerns with the Owners. **Attendance at this meeting of all persons desiring to bid on this Project is required.**

**Each bid shall be placed in a sealed envelope and clearly marked "Waukegan Park District, 2018–2019 CONTRACTUAL CUSTODIAL SERVICES". The envelope shall be addressed and delivered to and received by the Park District at the following location: Waukegan Park District, Corrine J. Rose Administrative Center, Belvidere Park, 2000 Belvidere Street, Waukegan, Illinois 60085-6172. No responsibility shall be attached to any person for premature opening of a bid not properly identified.**

**Bids shall be received until 10:00 AM on THURSDAY, APRIL 5, 2018. Immediately thereafter, the bids will be publicly opened and read aloud. Bids received after that time or at a different location will be rejected.**

The Waukegan Park District reserves the right to waive technicalities, to accept or reject any or all bids, to accept only portions of a bid and reject the remainder. Owner will award the Contract to the lowest most responsible and responsive Bidder, as determined by Owner. In considering the Bidder's responsibility, the Owner may evaluate, among other factors, the ability of the Bidder to provide experienced labor sufficient in numbers to timely and properly complete the services, the financial capability of the Bidder, and the performance of the Bidder on other projects or services.

Bids shall not include federal excise tax or state sales tax for materials to be incorporated in, or totally consumed in the prosecution of the Work. A tax exemption certificate will be furnished by the Park District at the request of the Bidder. The District's tax exemption number shall only be used by the successful Bidder for the Work of this Project.

No bid may be withdrawn and all bids shall remain firm for sixty (60) days after the bid opening.

The Contractor(s) selected will also be required to comply with all applicable federal, state and local laws, rules, regulations and executive orders, including but not limited to those pertaining to equal employment opportunity. All bids must be accompanied by cashier's check or bid bond payable to the order of the Waukegan Park District for ten percent (10%) of the amount of the bid as provided in the Instructions to Bidders. No proposals or bids will be considered unless accompanied by such bond or check.

By Order of the Board of Park Commissioners of the  
Waukegan Park District  
Jay Lerner, Executive Director  
Waukegan Park District (847) 360-4725  
PUBLISHED DATE: MARCH 22, 2018

## **SECTION 1: INSTRUCTIONS TO BIDDERS**

### **1.01 GENERAL**

The following instructions relate to the proper form and method for submitting the Bid Proposal, the accompanying surety, the provisions for the letting of Contracts, and to such other matters.

### **1.02 PREPARATION AND SUBMISSION OF BIDS**

Each bid must be placed in an opaque-sealed envelope and clearly marked "SEALED BID: **2018 – 2019 CONTRACTUAL CUSTODIAL SERVICES**," and addressed and delivered to and received by the Park District at the following location: Waukegan Park District, Corrine J. Rose Administrative Center, 2000 Belvidere Street, Waukegan, IL. 60085-6172. Bids shall be received until **10:00 AM on Thursday, April 5, 2018**. Immediately thereafter, the bids will be publicly opened and read aloud. Bids arriving after the specified time or at a different location will be rejected and will be returned unopened, including mailed bids regardless of when post marked.

Bid Documents, including Instructions to Bidders, General Conditions, General Specifications, Summary of Work and Conditions, and Bid Forms including required and Contractor certifications are available **electronically by contacting the Waukegan Park District Parks Department at 847-360-4719 or by email at [kdeboer@waukeganparks.org](mailto:kdeboer@waukeganparks.org)**. Office hours are Monday-Friday, 7:00 a.m. - 3:30 p.m.

A **mandatory pre-bid meeting** will be held starting at the **Jack Benny Center located in Bowen Park at 29 Jack Benny Drive**. The meeting will proceed to the Jane Addams Center 95 Jack Benny Drive, Douglas House located in Upton Park at 732 North Genesee Street, Belvidere Recreation Center located in Belvidere Park at 412 S. Lewis Avenue and finish at the Field House located in Hinkston Park at 800 S. Baldwin in Waukegan, Illinois on **Thursday, March 29, 2018 at 10:00 a.m.** This meeting is scheduled to help clarify any questions prior to submissions of bids.

It is the sole responsibility of the Bidder to see that his/her bid is received in proper time. **No faxed or e-mail bid or modification of a bid will be considered.** The Park District is not responsible for the premature opening of bids not marked as required. Any bid opened prematurely due to the failure of the Bidder to mark the envelope in accordance with these Bid Documents will be considered non-responsive. Bidders' prices are to include the delivery of all materials; including plant, equipment, supplies, tools, scaffolding, transportation, insurances, bonds, warranties, and all other items and facilities, and the performance of all labor and services, necessary for the proper completion of the Work except as may be otherwise expressly provided in the Contract Documents. Bids shall not include federal excise tax or state sales tax for materials to be incorporated in, or totally consumed in the prosecution of, the Work. An exemption certificate will be furnished by the Park District upon request of the Bidder.

Bidder must acknowledge all Addenda received by submitting appropriate form with Bid Proposal. By submitting a bid, Bidder indicates that all considerations issued by Addendum are incorporated in the bid.

Attached to the Bid Form will be one or more certifications regarding the Bidder's compliance with applicable laws. **Failure of a Bidder to complete/submit a required certification shall be the basis for immediate rejection of that Bidder's bid.** The certification of the successful Bidder shall become a part of the Contract with the Park District.

The Bidder shall submit its prices on the attached Contractor Bid Proposal Form. The Bid Proposal Form shall be executed properly and all writing, including all signatures, shall be with black ink. Failure to use the Bid Proposal Form provided could result in rejection of the bid. Do not detach any portion of this document; invalidation of the bid could result.

The Bidder shall specify in figures, in the places provided, a price for each of the separate items called for in the Bid Proposal Form.

### **1.03 REQUIREMENTS OF BIDDERS**

Bidders must be able to demonstrate that they: (1) have experience in performing, have successfully performed and are still actively engaged in performing work similar in kind and scope to the Work; (2) are able to show that they have adequate laborers and materials to successfully complete the Work as indicated in the Bid Documents and within the time required by the Bid Documents. The Contractor shall not have been debarred or determined ineligible for public contracts by any governmental agency.

The following information must be attached to the bid proposal. Failure to do so may result in disqualification of the Bidder.

**On a separate sheet, (see Project List page) list all service contracts your organization has in place or has completed in the past two years, which are comparable in scope, giving the name of the contract, work description, work address, owner and telephone number.** Also provide the original contract amount, the final contract amount, the ending dates for the contract. Where the final contract amount is materially greater than the contract amount included in the contract at the time of execution by both parties, provide an explanation of the reason(s) for the increase.

Where the actual ending dates differ from those dates as included in the contract at time of execution by both parties, explain the reason for the change in the ending date of contract.

On a separate sheet, list all administrative proceedings and litigation filed by or against Bidder in the past five (5) years, including the name and case number, name/jurisdiction of the court or administrative agency, and a summary of each claim/case, including current status and if no longer pending, the disposition. The foregoing includes but is not limited to information regarding any proceedings and actions taken by any governmental agency to debar or disqualify the Bidder from bidding on public contracts, including the name of the agency initiating the proceeding/action, the nature of the proceeding/action, the claimed basis for the proceeding/action and the current status or disposition of the proceeding/action.

On a separate sheet, provide information with respect to all instances in which Bidder has been rejected for not being a responsible bidder, giving the name of the project or service, project or service description, project or service address, owner and telephone number, contract amount, and an explanation of the circumstances surrounding the rejection.

On a separate sheet, provide a list of all contracts to which you were a party and with respect to which you were declared to be in breach of one or more provisions, giving a the type of contract, the project or service location where applicable, the names and addresses of the parties to the contract, the name of the party declaring the breach, the nature of the claimed breach and current status or resolution of the claim.

Other required submittals include: Bid proposal; Contractor's Compliance and Certification Attachment/ Substance Abuse Prevention Program Certification. **Failure of a Bidder to complete/submit these documents may be the basis for immediate rejection of that Bidder's bid.**

#### **1.04 EXAMINATION OF SITE AND SPECIFICATIONS**

The Bidder shall visit the site(s) of the proposed Work and become fully acquainted with conditions, as they exist, and shall undertake such additional inquiry and investigation as the Bidder shall deem necessary to fully understand the requirements, facilities, possible difficulties and restrictions attending the execution of the Work under the Contract. The Bidder shall thoroughly examine and be familiar with all of the Bid Documents including but not limited to the Specifications. Any conflicts or discrepancies found between or among the Bid Documents including but not limited to the Specifications and the site conditions, or any errors, omissions, or ambiguities contained in the documents shall be immediately reported to the Park District and written clarification requested prior to submission of a bid.

The failure or omission of any Bidder to obtain, receive or carefully examine any form, instrument, or information or to visit the Work site(s), and become knowledgeable with respect to conditions there existing, or to seek needed clarification shall in no way relieve any Bidder from any obligations with respect to the bid. By submitting a bid, the Bidder agrees, represents and warrants that he has undertaken such investigation as the bidder deemed necessary, has carefully examined the site(s) and the Bid Documents, has obtained all needed clarifications and where the Bid Documents indicate in any part of the Work, that a given result be produced, that the Bid Documents are adequate and the required result can be produced as indicated. Once the award has been made, failure to have undertaken and completed the foregoing tasks shall not be cause to alter the original Contract or to request additional compensation.

#### **1.05 ACCEPTANCE OR REJECTION OF BIDS**

The Park District may accept the bid of, and award the contract for the Work to, the lowest responsive and responsible Bidder as determined by and in the sole discretion of the Park District.

The Park District reserves the right to: (1) reject all bids; (2) reject only certain bids which are non-conforming or non-responsive to the bid requirements; (3) accept only a portion, part or specific items of Work of bids which are separately set forth on the Contractor Bid Form and reject others, as the Owner shall in its sole discretion determine to be in its best interest; and/or (4) award the Contract to the responsible Bidder submitting the lowest bid responsive to the bidding requirements as determined by the Park District .

In the event of a rejection of a portion, part, or certain items of Work of all bids, the bid of each Bidder shall automatically be deemed reduced by the amount of such rejected part or item at the unit price or other cost designated therefor by that Bidder on its submitted Contractor Bid Form. The successful Bidder so selected may not refuse to enter into a Contract with the Owner on the basis that the Owner awarded a Contract for less than all portions or items of the Work specified in the Bid Documents. The Park District's Board of Park Commissioners reserves the right to waive any technicalities or irregularities, and to disregard any informality in the bids and bidding, when in its opinion the best interest of the Park District will be served by such actions and in accordance with applicable law.

#### **1.06 SURETY**

All bids must be accompanied by a bid bond or bank cashier's check payable to the Park District for ten percent (10 %) of the amount of the bid and drawn on a responsive and responsible bank doing business in the United States. All bids not accompanied by a bid security, when required, will be rejected.

The bid security of all except the three (3) lowest responsive and responsible Bidders as determined by the Park District will be returned after the decision to accept or reject bids by the Park District's Board of Park Commissioners. The bid security of the successful Bidder will be returned after acceptance by the Park District of an acceptable certificate of insurance naming the Waukegan Park District as the certificate holder and as additional insured, and the successful Bidder has executed and returned to the Park District the contract for the Work presented by the Park District..

The failure of the successful Bidder to enter into the Contract and supply the evidence of insurance within ten (10) days after the Contract is presented for signature, or within such extended period as the Park District may grant, shall constitute a default, and the Park District may either award the Contract to the next responsible Bidder, or re-advertise for bids. In the event of such default, the Park District need not return the defaulting Bidder's bid surety and may charge against and recover from the defaulting Bidder the full difference between the amount of the Contract awarded to the defaulting Bidder and may charge against the defaulting Bidder for the full difference between the amount for the bid and the amount for which a Contract for the Work is subsequently executed with another contractor, irrespective of whether the amount thus due exceeds the amount of the defaulting Bidder's bid surety.

#### **1.07 WITHDRAWAL OF BID**

Bidders may withdraw or cancel their bids at any time prior to the advertised bid opening time by signing and submitting a request for said withdrawal. After the bid opening time, no bid shall be withdrawn or canceled for a period of sixty (60) calendar days.

#### **1.08 ACCEPTANCE AND CONTRACT**

The acceptance of a bid will be by a Notice of Award, signed by a duly authorized representative of the Park District; no other act by the Park District shall constitute the acceptance of a bid. The acceptance of a bid by the Park District shall bind the successful Bidder to execute and perform the Work of the Contract. The successful Bidder to whom the Contract is awarded by the Park District shall sign and deliver to the Park District for execution by the Park District all required copies of the Contract, along with all required insurance and Documents within ten (10) days after presentation to him of the Contract for signature. In case the Bidder shall fail or neglect to do so, he will be considered as having abandoned the Contract, and as being in default to the Owner. The Owner may thereupon re-advertise or otherwise award said Contract, and claim the Bid Security.

The Invitation to Bid, Instructions to Bidders, General Conditions, General Specifications, Summary of Work and Conditions, and Bid Forms including required Addenda, if any, Contractors Compliance and Certifications Attachment, and Substance Abuse Certification comprise the Bid Documents. The Bid Documents, together with the Agreement Between Owner and Contractor, as modified by the Park District and included in these Bid Documents, and proof of insurance comprise the Contract Documents.

#### **1.09 INTERPRETATION OF THE CONTRACT DOCUMENTS**

The Park District shall in all cases determine the amount or quantity of the several kinds of Work which are to be paid for under this Contract, and shall decide all questions which may arise relative to the execution of the Contract on the part of the Contractor, and all estimates and decisions shall be final and conclusive. The Park District shall have the right to make alterations in the Work herein contemplated either before or after the commencement of the Work. If such alterations diminish the quantity of the Work to be done, they shall not constitute a claim for damage or for anticipated profits on the work dispensed with, or if they increase the amount of Work, such increase shall be

paid according to the quantity actually done and at the price or prices stipulated for such Work in the Contract. The Park District reserves the right to approve an equal to or superior to product or equipment required under the specifications, or to reject as not being and equal to or superior to the product or equipment required under the Specifications. If a Bidder is in doubt as to the interpretation of any part of the Bid Documents, or finds errors, discrepancies or omissions from any part of the Bid Documents, he must submit a written request for interpretation thereof not later than five (5) days prior to opening of bids. Address all communications to the Park District. If an error or omission in the Bid Documents is discovered after the bid opening, the Park District reserves the right (i) to determine whether to require the submission of new bids or, (ii) if the error or omission is of such a nature that it was reasonably discoverable upon a careful review of the Bid Documents, to award the Contract to the lowest responsive and responsible Bidder as determined by the Park District and to require that Contractor to perform the Work in accordance with an issued correction by the Architect and for the amount bid by the Contractor. Such decisions are final and not subject to recourse. Errors and omissions made by the Bidder cannot be corrected by the Bidder after the bid opening.

#### **1.10 ADDENDA**

Any interpretation, correction to, or addition to the Bid Documents will be made by written Addendum and will be delivered by mail or fax to each Bidder of record. The written Addenda constitute the only interpretations of the Bid Documents; the Park District accepts no responsibility for any other claimed interpretations or communications.

It is the responsibility of each Bidder to verify that he/she has received all Addenda prior to submitting a bid. It is also the responsibility of each Bidder to verify that all subcontractors and material suppliers whose prices are incorporated in the Bidder's bid are familiar with the Bid Documents in their entirety, including all Addenda issued up to the time of bid opening.

In the event a conflict or omission is discovered in the Bid Documents after the issuing of the last Addendum such that an interpretation cannot be issued by the Park District prior to bidding, the Bidder is directed to estimate on and provide the quantity and quality of material and labor consistent with the overall represented and indicated Work so as to provide all materials, equipment, labor, and services necessary for the completion of the Work in accordance with the Bid Documents.

#### **1.11 SUBSTITUTIONS DURING BIDDING**

Unless otherwise indicated, the use of brand names in the Specifications is used for the purpose of establishing a grade or quality. Bidders proposing to use an alternate that is equal to or superior to in every respect to that required by the Specifications must request approval in writing to the Park District at least seven (7) business days prior to the bid opening and mark the item as 'or approved equal'.

Additionally, Bidders requesting approval for use of an alternate must provide certification by the manufacturer that the substitute proposed is equal to or superior in every respect to that required by the Bid Documents, and that its in-place performance will be equal to or superior to the product or equipment specified in the application indicated. The Bidder, in submitting the request for substitution, waives the right to additional payment or an extension of Contract Time because of the failure of the substitute to perform as represented in the request for substitution.

The Park District may request additional information or documentation necessary for evaluation of the request for substitution. The Park District will notify all Bidders of acceptance of the proposed substitute by means of an Addendum to the Bid Documents. Park District's approval of a substitute during bidding does not relieve the



Contractor of the responsibility to submit required documentation and to comply with all other requirements of the Contract Documents, including but not limited to proper performance of all components of the Work and suitability for the uses specified.

Bids proposing alternates not previously approved by the Park District will be considered non-responsive and rejected. The Park District reserves the right to determine whether a substituted selection, in its sole judgment, is equal to or better quality and therefore an acceptable alternate. Such decisions are final and not subject to recourse.

#### **1.12 COMMENCEMENT AND COMPLETION DATES**

Commencement and Completion Dates: **The Contractual Custodial Services shall begin on May 1, 2018 and end April 30, 2019.**

By submission of its bid, the Bidder the Bidder acknowledges, agrees, represents, declares and warrants that it has visited and examined the site, and is fully familiar with and has satisfied itself as to the site and the local and other conditions under which the Work is to be performed, including without limitation, (i) surface conditions of the site and subsurface conditions readily observable or ascertainable upon the exercise of reasonable diligence and all structures and obstructions thereon and thereunder, both natural and manmade; (ii) the nature, location, and character of the general area in which the Project is located, including without limitation, its climatic conditions, available labor supply and labor costs, and available equipment supply and equipment costs; and (iii) the quality and quantity of all materials, supplies, tools, equipment, labor, and professional services necessary to complete the Work in the manner and within the cost and time frame indicated by the Contract Documents; and has correlated the Bidder's personal observations with the requirements of and matters indicated in or by the proposed Contract Documents.

## **SECTION 2: GENERAL CONDITIONS**

The General Conditions are the General Conditions of the Agreement, as modified by the Park District and included in these Bid Documents.

### **SECTION 3: SUPPLEMENTARY CONDITIONS**

The General Conditions of the Agreement, as modified by Owner, are hereby amended to include the following:

#### **3.01 SCOPE OF WORK**

The Work is to be done under this Agreement, as shown in the Bid Documents and described herein shall include the furnishings and complete installation of all materials and any other necessary Work required for proper completion, operation and use of the facilities. All the equipment, materials and labor that may be necessary to complete the Work and place it in satisfactory operation, implied or intended in the written Specifications and Conditions, shall be furnished and/or installed without extra cost to the Owner.

#### **3.02 CONTRACT DOCUMENTS**

The Invitation to Bid, Instructions to Bidders, General Conditions, General Specifications, Summary of Work and Conditions, and Bid Forms including required Addenda, if any, Contractors Compliance and Certifications Attachment, and Substance Abuse Certification comprise the Bid Documents. The Bid Documents, together with the Agreement between Owner and Contractor, as modified by the Park District and included in these Bid Documents, and proof of insurance comprise the Contract Documents.

#### **3.03 APPLICABLE LAWS**

The Contractor shall at all times observe and comply with all Federal, State, and Local laws, regulations and ordinances which in any manner affect the conduct of the Work. Any complaint, claim or action brought against the Contractor for failing to observe or comply with any law, ordinance, or regulation shall be the sole responsibility of the Contractor and shall in no way extend to or expose the Owner to liability and the Contractor shall indemnify and hold harmless the Owner from any and all such complaints, claims, or actions.

All workmanship and materials shall conform and comply with the requirements of the building ordinances and rules and regulations of all departments and bureaus of the county, city and state having lawful jurisdiction. All of said ordinances and rules and regulations are hereby made a part of these Specifications.

**CERTIFICATIONS:** The Bidder shall complete the Contractor Compliance and Certifications Attachment and the Substance Abuse Prevention Program Certification. Failure to do so may result in disqualification of the Bidder.

**CRIMINAL BACKGROUND INVESTIGATIONS:** The Contractor shall a conduct criminal background investigation for each laborer, mechanic, and worker employed by the Contractor or any of its Subcontractors on the project in compliance with federal and state laws and regulations. The Contractor shall not knowingly employ any person on the Project, or allow any person to enter onto Owner's property, who has been convicted for committing or attempting to commit first degree murder, a Class X felony, or any one or more of the following offenses: (i) those defined in Sections 11-1.20, 11-1.30, 11-1.40, 11-1.50, 11-1.60, 11-6, 11-9, 11-14, 11-14.3, 11-14.4, 11-15, 11-15.1, 11-16, 11-17, 11-18, 11-19, 11-19.1, 11-19.2, 11-20, 11-20.1, 11-20.1B, 11-20.3, 11-21, 11-30, 12-7.3, 12-7.4, 12-7.5, 12-13, 12-14, 12-14.1, 12-15, and 12-16, of the Criminal Code; (ii) those defined in the Cannabis Control Act, except those defined in Sections 4(a), 4(b), and 5(a) of that Act; (iii) those defined in the Illinois Controlled Substances Act; (iv) those defined in the Methamphetamine Control and Community Protection Act; and (v) any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses. Further, no Contractor shall knowingly employ a person

who has been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987

### **3.04 SUBCONTRACTING**

- A. The Contractor may utilize the services of qualified Subcontractors on those parts of the work which, under normal contracting practices, are performed by Subcontractors specializing in the particular class of work.
- B. The Contractor shall not award any work to any Subcontractor without prior written approval by the Owner, which approval will not be considered until the Contractor submits to the Owner a written statement concerning the proposed award to the Subcontractor.
- C. The Contractor shall be as fully responsible to the Owner for the acts and omissions of his Subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.
- D. Nothing contained in this Contract shall create any contractual relations between any Subcontractor and the Owner.

### **3.05 APPROVAL OF MATERIALS AND SOURCES OF SUPPLY**

- A. The Contractor shall furnish to the Owner for approval, immediately after the signing of the Contract, a complete statement of the origin, composition, manufacturer and proposed sources of supply of all materials or equipment required for use in this Work, whether supplied by himself or by any approved Subcontractor. The Contractor shall submit detailed information, literature, plans and such other data required to permit an analysis of the proposed equipment and materials.

### **3.06 INSPECTION AND TESTING**

- A. All materials and workmanship if not otherwise stipulated, shall be subject to inspection, examination and test by authorized representatives of the Owner at all times, before, during or after the preparation, during the progress of the Work, or after the Work is completed.

### **3.07 TITLE OF MATERIALS**

- A. The Contractor or Subcontractor shall not furnish any materials for the work that are subject to a chattel mortgage or subject to conditions or interest retained by the seller. The materials or equipment must be free of all encumbrances.

### **3.08 PATENTS, ROYALTIES AND LICENSES**

- A. The Contractor shall hold and save the Owner and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for or on account of any patent or unpatented invention, process, article, or appliance manufactured or used in the performance of the Contract, including its use by the Owner, unless otherwise specifically stipulated in the Contract Documents.

### **3: 09 CONTRACTOR RESPONSIBLE UNTIL WORK COMPLETED**

- A. The Contractor shall have charge of and be responsible for the entire Work until completed and accepted by the Owner. He shall make no assignment of this Contract without the written consent of the Owner. He shall give his personal supervision to the faithful prosecution of the Work; he shall keep it under his own control; and he shall have a competent representative or foreman on the Work, who shall have full authority to bring about the orderly and efficient prosecution of the same in accordance with the Contract and to supply materials, tools, equipment, and labor without delay.

### **3.10 WEATHER CONDITIONS**

- A. If a temporary suspension of Work should occur during inclement weather, the Contractor shall protect carefully all Work and materials under this Contract against damage or injury from the weather. If, in the opinion of the Owner, damage results to either the Work or materials by reason of failure on the part of the Contractor to protect his Work, such materials or Work will be removed and replaced by and at the expense of the Contractor.

### **3.11 NO CHARGE FOR DELAY**

- A. Unless otherwise provided in the Contract Documents, the Contractor shall make no charge or claim whatsoever for any hindrance or delay in the progress of the Work.

### **3.12 COMMENCEMENT AND COMPLETION DATE AND QUALIFICATION**

- A. Commencement and Completion Dates: **The Contractual Custodial Services shall begin on May 1, 2018 and end April 30, 2019.**
- B. It is hereby understood and mutually agreed by and between the Contractor and the Owner that the date of beginning and the time for completion as specified in the Contract, is a reasonable time for the completion of the Work, taking into consideration the average weather and industrial conditions prevailing in this locality. The Contractor agrees that time is of the essence of this Contract. If the Contractor shall neglect, fail, or refuse to complete the Work within the time specified in the Contract or any proper extension thereof granted by the Owner, it in no way relieves the Contractor of his responsibility to complete the Work at no additional cost to the Owner. Any extension of the completion date must be agreed upon in writing by the Owner and Contractor. Contractor shall not be responsible for failure to meet the completion date when the Owner determines that the Contractor is without fault and the Contractor's reasons for the time extension are acceptable to the Owner. The Contractor shall not be charged with any excess cost when the delay in completion of the Work is due to:

Any order duly issued by the government (city, county, state or federal);

Any unforeseeable cause beyond the control and without fault or negligence of the Contractor including, but not restricted to, acts of God, severe weather, strikes, acts of the Owner, or acts of another Contractor in the performance of a contract with the Owner (except as provided in paragraph VIII above).

Any delays of Subcontractors or suppliers occasioned by any of the causes specified above.

As otherwise provided for in the General Conditions

### **3.13 INSURANCE AND INDEMNIFICATION REQUIREMENTS**

#### **A. Insurance Requirements**

- 1. Commercial General and Umbrella Liability Insurance:** Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or at the Park District's sole option on a more current ISO form or a substitute form providing at least equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing at least equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. If the additional insured have other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the Contractor's liability under this insurance policy shall not be reduced by the existence of such other insurance.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

- 2. Business Auto and Umbrella Liability Insurance:** Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing at least equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage at least equivalent to that provided in the 1990 and later editions of CA 00 01.

- 3. Workers Compensation Insurance:** Contractor shall maintain workers compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 or a substitute endorsement acceptable to the Park District under the Commercial General and Umbrella Liability Insurance required in this Agreement, the Contractor waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's work.

#### **4. General Insurance Provisions**

- 1. Evidence of Insurance:** Prior to beginning work, Contractor shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized

representative of each insurer, and such other evidence of insurance as shall be requested by the Park District, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to the Park District prior to the cancellation or material change of any insurance referred to therein. Written notice to the Park District shall be by certified mail, return receipt requested. Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the Park District.

Failure to maintain the required insurance may result in termination of this Agreement at the Park District's option. With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to the Park District whenever requested. Contractor shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

2. **Acceptability of Insurers:** For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.
3. **Cross-Liability Coverage:** If Contractor's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.
4. **Deductibles and Self-Insured Retentions:** Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.
5. **Subcontractors:** Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Park District, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

## **B. Indemnification**

1. To the fullest extent permitted by law, the Contractor shall waive any right of contribution and shall defend, indemnify and hold harmless the Owner, the Architect and their agents, employees and consultants from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, costs and economic damages, arising out of, resulting from, or in any way connected with the performance of the Work, provided that any such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly

or indirectly employed by any of them or anyone for whose acts any of them may be liable. The duty to defend herein is separate and distinct from the duty to indemnify and hold harmless, and shall be separately enforceable as such. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Agreement.

2. Indemnification obligation under this Paragraph shall not be limited in any way by any limitations on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts, and the Contractor and all subcontractors hereby waive any limitations of liability defense based upon such acts, to the fullest extent permitted by law.
3. "Claims, damages, losses and expenses" as these words are used in this Agreement shall be construed to include, but not limited to (1) injury or damage consequent upon the failure of or use or misuse by Contractor, its Subcontractors, agents, servants or employees, of any hoist, rigging, blocking, scaffolding, or any and all other kinds of items of equipment, whether or not the same be owned, furnished or loaned by Owner; (2) all attorneys' fees, expenses and costs incurred in bringing an action to enforce the provisions of this indemnity or any other indemnity contained in the General Conditions, as modified by the Supplementary General Conditions; (3) time expended by the party being indemnified and their employees, at their usual rates plus costs of travel, long distance telephone and reproduction of documents; and (4) error or omission or defect in any submission made to Architect / Engineer for its approval or review.
4. The obligations of the Contractor to indemnify and hold harmless Owner, Architect, their agents, consultants and employees under this Agreement shall not extend to the liability of the Owner and the Architect, their agents, consultants or employees arising out of their own negligence.

### **3.14 CONTRACTOR PAYMENTS**

- A. Payment will be made in full upon completion of the Project with Owner's final acceptance. The time periods governing Owner's approval, disapproval, and payment of Contractor's applications for payment shall comply with the *Local Government Prompt Payment Act*, 50 ILCS 505/1 *et seq.*

The acceptance by the Contractor of final payment shall constitute a release and waiver of any and all rights and privileges under the terms of the Contract, and shall relieve the Park District from any and all claims or liabilities for anything done or furnished relative to the Work or for any act or neglect on the part of the Park District relating to or connected with the Contract. Any payment, however, final or otherwise, shall not release the Contractor or his sureties from any obligations under the Contract.

Failure to adhere to the approved work schedule as specified in the Contract Documents, cooperate with other Contractors, and/or generally hinder the work progress as determined by the Owner shall be grounds for withholding payments. Failure to supply supporting documentation as required by Owner, with each request will be considered grounds for withholding partial payments.

The Owner may withhold from the Contractor, in addition to retained percentage, such an amount or amounts as may be necessary to pay just claims for labor and services rendered and materials furnished in or about the Work. The Owner shall have the right, acting as agent for the Contractor, to apply such retained amounts to the payment of such just claims.



### **3.15 WORK PERFORMANCE**

- A. The Contractor shall coordinate his Work with all adjacent Work and shall coordinate with all other trades so as to facilitate the general progress of the Work. He shall afford all other trades every reasonable opportunity for the installation of their Work and for the storage of their material.
- B. Whenever, in the opinion of the Owner, the Contractor prosecutes or fails to prosecute his Work in such a manner as to hinder or delay the completion of the Work, the Owner may, after five (5) days' written notice to the Contractor order the Contractor to stop the Work, and carry out such Work as is necessary to be done by another Contractor or Contractors not necessarily holding a Contract for such Work on the Project, and in such event may charge the Contractor for such Work as may be performed. Nothing in this paragraph shall be deemed to be a waiver of any other remedies which may be available to the Owner in the event of a default surrender.

### **3.16 SAFETY OF PERSONS AND PROPERTY**

- A. The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to:
  - 1. All employees on the Work and all other persons who may be affected thereby;
  - 2. All the Work and all materials and equipment to be incorporated therein, whether in storage on or off the site, under the care, custody or control of the Contractor or any of his Subcontractors or Sub-subcontractors; and
  - 3. Other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of work.
- B. The Contractor shall give all notices and comply with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the safety of persons or property or their protection from damage, injury or loss.
- C. The Contractor shall erect and maintain, as required by existing conditions and progress of the Work, all reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent utilities.
- D. When the use or storage of explosives or other hazardous materials or equipment is necessary for the execution of the work, the Contractor shall exercise the utmost care and shall carry on such activities under the supervision of properly qualified personnel.

### **3.17 PAYMENTS TO MATERIALMAN, ETC.**

- A. It is hereby expressly understood and agreed that the said Contractor shall furnish satisfactory evidence, when called for, that all persons who have done work or furnished materials in connection with the performance of the Contract, have been fully paid; otherwise the Owner shall have right to pay all such claims in full, out of any money that may be due to the Contractor under this agreement.

### **3.18 MODIFICATIONS OF CONTRACT DOCUMENTS AND CONTRACT WORK**

- A. The Contract Documents may be modified and changed from time to time by written order of the Owner, in a manner not materially affecting the substance thereof, if such changes are necessary to carry out and complete more fully and perfectly the work to be done and performed. The Contractor shall acknowledge, in writing, receipt of every such order. If the changes and modifications increase the expense of the work, the increase expenses shall be paid for by the Owner. If such changes and modifications decrease the expense of the work, the amount of said diminution shall be credited to the Owner. The additional payment or amount credited shall be as a basis previously agreed upon, in writing, by the Owner and the Contractor. No consequential loss or profit on work not executed shall be paid to the Contractor.
- B. The amount of compensations to be paid to the Contractor for any changes or alterations, as so ordered, shall be determined:
  - 1. By a lump sum mutually agreed upon by the Owner and the Contractor; or,
  - 2. If the parties cannot agree upon a lump sum, then by the actual net cost in money to the Contractor of the materials and of the wages applied labor (including premiums for Workmen's Compensation Insurance) required for such changes and alterations, plus such rental for plant and equipment (other than small tools) required and approved for such changes and alterations, plus 10% or 15% as compensation for all other items of profit and costs or expenses, including administration, overhead, superintendence, insurance (other than Workman's Compensation), materials used in temporary structures, allowances made by the Contractor to the Subcontractors, and the use of small tools. The provisions hereof shall not affect the power of the Contractor to act in case of emergency, as herein provided.

Where proposed changes involve a modification to (i) the Contract Sum; (ii) the Contract Time, or (iii) material change in the Work (i.e., other than minor field changes) a written change order shall be prepared by Contractor. In accordance with the *Criminal Code*, 720 ILCS 5/33 E-9, if a change order or series of change orders authorizes or necessitates an increase or decrease in either the cost of the contract by \$10,000 or more, or the time of completion of the Work by 30 days or more, such changes may be made only upon the written authorization of the Executive Director (Secretary of the Board) of the Waukegan Park District, after approval from the Board of Park Commissioners, including a written determination that:

the circumstances necessitating the change were not reasonably foreseeable at the time the Contract was signed; or

the change is germane to the original Contract as signed; or

the change order is in the best interest of the Owner and is authorized by law.

### **3.19 CLAIMS OF EXTRA COMPENSATION**

- A. All claims for extra compensation over and above the amount agreed upon in the contract on account of any alterations or changes, or for any extra work, shall be filed, in writing, with the Owner by the Contractor, having attached thereto a copy of the original order for such alterations or changes or extra work, within thirty (30) days after the completion of said alterations or changes or extra work. The Contractor, before

starting work on said alterations or changes or extra work, shall notify the Owner, in writing, of his intentions to file such claims in order that a proper record of such work may be kept by the Owner. Should the Contractor fail to notify the Owner in advance, as required, or to submit his claim within thirty (30) days, as required, it will be taken as conclusive that no claim exists.

### **3.20 USE OF PREMISES AND REMOVAL OF DEBRIS**

A. The Contractor expressly undertakes at his own expense:

1. To take every precaution against injuries to person or damages to property;
2. To store his apparatus, materials, supplies and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work of any other Contractors;
3. To place upon the Work, or any part thereof, only such loads as are consistent with the safety of that portion of the Work;
4. To frequently clean up all refuse, rubbish, scrap materials, and debris caused by his operations, to the end, that at all times the site of the Work shall present a neat, orderly, and workmanlike appearance;
5. Before final payment, to remove all surplus material, false-work, temporary structures, including foundations thereof, plant of any description, and debris of every nature resulting from his operations, and to put the site in a neat, orderly condition.

#### **SECTION 4: GENERAL SPECIFICATIONS**

- 4.01** For the facilities indicated, the cleaning period will consist of either three (3), five (5), six (6), or seven (7) days per week. The Contractor's work day will commence at facility closing based on facility location and will terminate at opening the following day. The Contractor's specific work schedule shall be approved by a designated representative of the Waukegan Park District and may be amended by mutual agreement between the Park District and the Contractor. All buildings are to be locked and secured by cleaning personnel. The Contractor will be held responsible for any and all damages that result from buildings being left unlocked. The Contractor is also responsible for any charges resulting from building alarm systems set off by contractor error.

**Belvidere Recreation Center (BRC) Regular Hours**

**Summer Hours (May – August)**

**Monday – Friday 9 am - 8 pm**

**Saturday 9 am - 2 pm**

**Fall, Winter, and Spring Hours (September – April)**

**Monday – Friday 4 pm – 8 pm**

**Saturday 9 am – 2 pm**

**Douglas House (DH) Regular Hours**

**Monday – Friday 8 am – 6 pm**

**\*Hours vary based on programming.**

**Field House Regular Hours (FH) Regular Hours**

**Monday – Friday: 5am - 10pm**

**Saturday – Sunday: 7am - 7pm**

**\*Hours are subject to change depending on facility needs.\***

**Jane Addams Center (JAC) Regular Hours**

**Summer Hours (May – August)**

**Monday – Friday 7 am – 6 pm**

**Fall, Winter, and Spring Hours (September – April)**

**\*Hours vary based on programming and rentals.**

**Jack Benny Center (JBC) Regular Hours**

**Monday – Friday 10 am – 10pm**

- 4.02** For the Field House, the Contractor will provide a day porter from open to close on Saturday and Sundays 52 weeks a year. A day porter will also be provided for Park District employee holidays (New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day).
- 4.03** For the Field House, the Contractor will provide a day porter at the cost stated in the line item pricing, to the Waukegan Park District for coverage of employee benefit days (vacation, personal, and sick) as well as any days additional coverage may be required.
- 4.04** The Contractor agrees to furnish and pay necessary expenses for all labor, tools, equipment and supervision and cleaning materials in connection with the program of janitorial services described in this Contract. It is the Park District's responsibility to provide the Contractor with the supplies listed in Section 2.4.

- 4.05** It is the responsibility of the Contractor to maintain all areas where janitorial services are provided in a neat and attractive condition. It is recognized that, in the process of cleaning, the Contractor may be required to move, among others, furniture, desk materials, files, cabinets, and program equipment. All equipment shall be replaced where it was situated prior to the required cleaning.
- 4.06** The Contractor agrees to provide a competent foreman or supervisor, who possesses good command of the English language, at all times when the Contractor provides the services under this Contract. The name of the foreman or supervisor shall be provided to the Park District in writing, complete with phone number for Park District use in the event of emergency situations.
- 4.07** The Contractor's employees at all times shall be courteous and present a neat and clean appearance and shall wear identifiable work garments and identification to indicate that they are employed by Contractor. All work shall be performed and all complaints handled with due regard to the Park District's public relations and with due regard for the care of Park District property. The Contractor shall utilize only employees who are competent and skilled to perform the specific job tasks to which they are assigned. At the request of the Park District, the Contractor will remove from the performance of the janitorial services at the Park District any employee of Contractor who is incompetent, discourteous, reckless, destructive or repeatedly fails to abide by the janitorial staff service rules or specifications of the Contract.
- 4.08** Holiday cleaning is expected at all locations, except where specifically excluded, at the discretion of the Park District.
- 4.09** The Contractor will be expected to conduct random quality service inspections with a representative(s) of the Park District to ensure total control over every facet of services as outlined in these specifications. In addition, a monthly walk through and written review of the work quality should be provided to the Waukegan Park District.
- 4.10** Service shall commence upon signing of a service agreement which shall be agreeable to both parties. Charges for service shall be itemized and billed monthly. The Waukegan Park District reserves the right to cancel the custodial maintenance service for any reason on thirty (30) days written notice to the Contractor or his representative.
- 4.11** The Contractor is expected to provide the proper training and complete review of daily tasks to all of their employees scheduled to work at Waukegan Park District facilities.

## **SECTION 5: SUMMARY OF WORK AND CONDITIONS**

### **5.01 DESCRIPTION SUMMARY OF THE WORK**

Contractual custodial services at the following sites:

1. Belvidere Recreation Center (BRC)
2. Douglas House (DH)
3. Field House(FH)
4. Jack Benny Center (JBC)
5. Jane Addams Center (JAC)

### **5.02 SUPPLIES AND EQUIPMENT SPECIFICATIONS**

#### **Materials and Chemicals Identified for Use**

The following is a list of materials and chemicals that will be provided by the District and used by the contractor in the course of the cleaning duties for the Park District. This list should not be considered to be all inclusive, but one that is open to additions or deletions. A list of materials shall be submitted to and approved by the Park District. Material Safety Data Sheets (MSDS) are required for all chemicals used. Substitutions of items provided must be requested by Contractor and approved by the District. Substituted items would be provided must be requested by Contractor and approved by the District. Substituted items would be provided and paid for by the Contractor.

- All-Purpose Cleaner
- Bleach
- Carpet spot remover
- Dust mop treatment
- Floor Cleaner
- Glass cleaner
- Multi-use cleaner – must have disinfectant capabilities
- NDC
- Paper Roll Towels
- Stainless Steel Cleaner
- Toilet Bowl cleaner - (not to exceed 9% acid content)

#### **Equipment**

Contractor shall supply all equipment required to perform the services under the Contract. It is the Contractor's responsibility to keep equipment in proper working order and to run periodic checks on equipment. The Contractor shall be solely responsible for the safe condition and adequacy of all equipment. Change and use clean dust mops weekly. Replace mop heads every three (3) months. Clean mop heads weekly.

#### **Materials to be supplied by Waukegan Park District**

- Hand and body soap
- Toilet paper
- Paper towels
- Hand towels
- Garbage liners
- Urinal screens

#### **Janitorial Service Staff Rules**

- A. Personal calls on office telephones are prohibited.
- B. Breaks and meals are to be taken in designated areas only.

- C. No smoking is allowed.
- D. All doors should be secured and locked at all times. Do not allow the public to enter the buildings.
- E. Report breakage immediately.
- F. When leaving buildings, make sure proper lights are left on.
- G. Do not go into cabinets, closets, desks, drawers, or any storage areas for which you have not been authorized.
- H. Report lost or stolen keys within 24 hours. No keys are to be duplicated.
- I. Set building security alarms as required.
- J. When leaving a building, check exterior door.
- K. Sign-in and notify front desk staff at beginning and end of all shifts. All breaks should be documented at front desk.

**PROPOSED TASK SCHEDULE  
BELVIDERE RECREATION CENTER (BRC)**

**SUMMER: JUNE, JULY, AUGUST (13 WEEKS)**

- *ALL areas cleaned six (6) days/week (MONDAY-SATURDAY)*

**Regular Services – General - Private Offices (3), Lobby, Lounge, East Room, West Room, Youth Room, & Multi-Purpose Room**

**A. Daily**

1. Empty wastebaskets and dispose of garbage and recycling in proper dumpsters.
2. Clean reception lobby glass including front door and any other partition or door glass.
3. Vacuum carpeted floors and runners.
4. Clean & sanitize drinking fountains.
5. Sanitize all door handles on entryway doors.
6. Dust mop all resilient and hard floors.
7. Damp mop all tiled floor – including multi-purpose room.
8. Spot damp mop multi-purpose room daily, complete damp mop with sanitizer after dog training. Dog training classes are held twice a week for ten (10) weeks on Tuesdays and Thursdays.

**B. Weekly**

1. Burnish all floors.

**Regular Services – Washrooms**

**A. Daily**

1. Clean, sanitize, and polish all stainless steel, vitreous fixtures including toilet bowls, urinals and hand basins.
2. Clean all mirrors.
3. Empty all containers and sanitize containers.
4. Spot clean walls, doors and partitions.
5. Refill all dispensers to normal limits – soap, toilet paper, towels and trash liners.
6. Sweep, damp mop, and sanitize hard floors.

**B. Weekly**

1. Burnish floors.
2. Sanitize entire bathroom partitions.

**Regular Services – Eating Areas/Kitchen**

**A. Daily**

1. Empty wastebaskets and dispose of garbage in outside dumpster.
2. Damp clean and sanitize table tops, counter tops, sinks, all exterior kitchen equipment: stove, refrigerator, microwave, etc.
3. Spot clean exterior of all trash containers.
4. Spot clean doors, frames, light switches, push plates, handles, walls and interior glass.
5. Dust mop resilient and hard floors.

**B. Weekly**

1. Burnish floors.



### **FALL, WINTER, SPRING: SEPTEMBER – MAY (39 WEEKS)**

- *Bathrooms and Lobby - Cleaned Six (6) days/week (MONDAY-SATURDAY)*
- *Multi-purpose, Offices, Lounge, Youth, East, West Rooms - Cleaned three (3) times/week (TUESDAY, THURSDAY, SATURDAY)*

#### **Regular Services – Lobby**

##### **A. Daily**

1. Empty wastebaskets and dispose of garbage and recycling in proper dumpsters.
2. Clean reception lobby glass including front door and any other partition or door glass.
3. Vacuum carpeted floors and runners.
4. Clean & sanitize drinking fountains.
5. Sanitize all door handles on entryway doors.
6. Dust mop all resilient and hard floors.
7. Damp mop all tiled floors.

##### **B. Weekly**

1. Clean entire interior glass on partitions and doors.
2. Burnish all floors.

#### **Regular Services - (3) Office, Lounge, East Room, West Room, Youth Room, & Multi-Purpose Room**

##### **A. Three (3) Times/Week**

1. Empty wastebaskets and dispose of garbage and recycling in proper dumpsters.
2. Vacuum carpeted floors entirely.
3. Dust mop all resilient and hard floors.
4. Damp mop all tiled floor – including multi-purpose room.
5. Complete damp mop with sanitizer after dog training. Dog training classes are held twice a week for ten (10) weeks on Tuesdays and Thursdays.

##### **B. Weekly**

1. Burnish all floors.

#### **Regular Services – Washrooms**

##### **A. Daily**

1. Clean, sanitize, and polish all stainless steel, vitreous fixtures including toilet bowls, urinals and hand basins.
2. Clean all mirrors.
3. Empty all containers and sanitize containers.
4. Spot clean walls, doors and partitions.
5. Refill all dispensers to normal limits – soap, toilet paper, towels and trash liners.
6. Sweep, damp mop, and sanitize hard floors.

##### **B. Weekly**

1. Burnish floors.
2. Wipe down entire bathroom partitions.

### **Regular Services – Eating Areas/Kitchen**

#### **A. Three (3) Times/Week**

1. Empty wastebaskets and dispose of garbage in outside dumpster.
2. Damp clean and sanitize table tops, counter tops, sinks, all exterior kitchen equipment: stove, refrigerator, microwave, etc.
3. Spot clean exterior of all trash containers.
4. Dust mop resilient and hard floors.

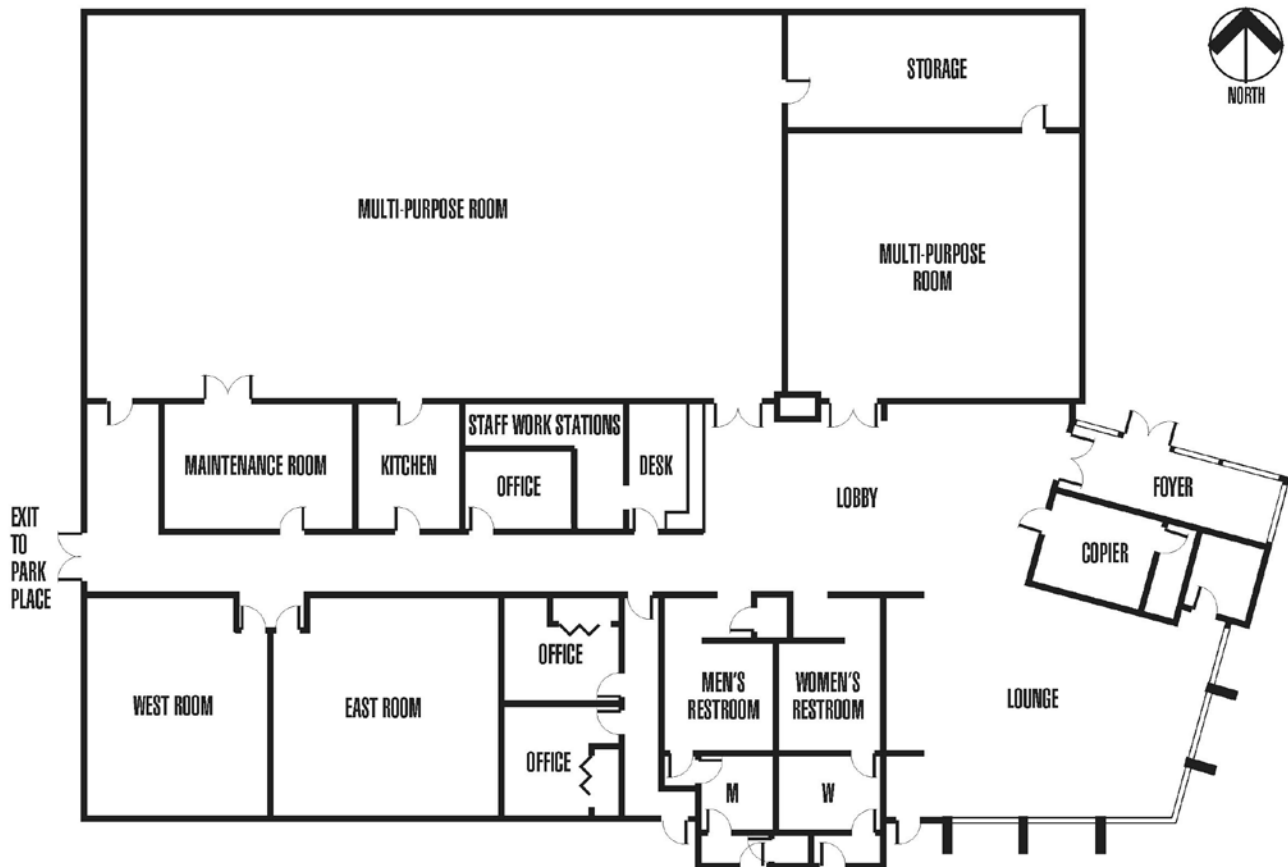
#### **B. Weekly**

1. Burnish floors.

WAUKEGAN PARK DISTRICT

# BELVIDERE RECREATION CENTER

412 South Lewis Avenue • Waukegan, IL 60085



## FLOOR PLAN

NO SCALE  
8,850 SQUARE FEET

**PROPOSED TASK SCHEDULE  
DOUGLAS HOUSE (DH)**

**SUMMER: MEMORIAL DAY WEEK OF MAY 28 - JULY (10 WEEKS)**

- *ALL areas cleaned five (5) days/week (MONDAY-FRIDAY)*

**Regular Services – General Areas**

**A. Daily**

1. Empty large wastebaskets and large recycle bin and dispose of garbage and recycling in proper dumpsters.
2. Clean entire interior glass on the entrance doorways and kitchen doorway.
3. Vacuum carpeted floors, runners, and Sensory Room floor.
4. Clean & sanitize drinking fountains.
5. Sanitize all door handles on entryway doors.
6. Damp mop all resilient, tile, and hard floors.
7. Dust mop main wood stairs and sanitize handrails.

**B. Weekly**

1. Wipe down and sanitize around light switches and door handles.
2. Burnish all floors.

**C. Monthly**

1. Dust mop back wood stairs and sanitize handrails.
2. Damp mop with treated neutralized cleaner the main wood stairs.

**Regular Services – Washrooms**

**A. Daily**

1. Clean, sanitize and polish all stainless steel, vitreous fixtures including toilet bowls, urinals and hand basins.
2. Clean all mirrors.
3. Empty all containers and sanitize containers.
4. Spot clean walls, doors and partitions.
5. Refill all dispensers to normal limits – soap, toilet paper, towels and trash liners.
6. Sweep, damp mop, and sanitize hard floors.

**B. Weekly**

1. Burnish floors.
2. Clean and sanitize entire bathroom partitions.

**Regular Services – Eating Areas/Kitchen**

**A. Daily**

1. Empty wastebaskets and dispose of garbage in outside dumpster.
2. Damp clean and sanitize table tops, counter tops, sinks, all exterior kitchen equipment: stove, refrigerator, microwave, etc.
3. Spot clean exterior of all trash containers.
4. Spot clean doors, frames, light switches, push plates, handles, walls and interior glass.
5. Damp mop resilient and hard floors.
6. Clean kitchen entrance door handles and interior glass.

**B. Weekly**

2. Burnish floors.

**\*Please make sure storage closet door is closed and locked prior to leaving.**

## **FALL, WINTER, SPRING: AUGUST – MAY (42 WEEKS)**

- *Bathrooms, Lobby and Offices - Cleaned Three (3) days/week (MONDAY, WEDNESDAY, FRIDAY)*

### **Regular Services – General Areas**

#### **A. Daily**

1. Empty large wastebaskets and large recycle bin and dispose of garbage and recycling in proper dumpsters.
2. Clean entire interior glass on partitions and doors.
3. Vacuum runners in main entry.
4. Clean & sanitize drinking fountains.
5. Sanitize all doors handles on entryway doors.
6. Damp mop floors only in the main entry
7. Dust mop all resilient and hard floors.

#### **B. Weekly**

1. Wipe down and sanitize around light switches and door handles.
3. Damp mop all resilient, tile, and hard floors.
4. Vacuum carpeted floors and Sensory Room floor.
5. Dust mop main wood stairs and sanitize handrails.
6. Burnish all floors.

#### **C. Monthly**

1. Dust mop back wood stairs and sanitize handrails.
2. Damp mop with treated neutralized cleaner the main wood stairs.

### **Regular Services – Washrooms**

#### **A. Daily**

1. Clean, sanitize, and polish all stainless steel, vitreous fixtures including toilet bowls, urinals and hand basins.
2. Clean all glass and mirrors.
3. Empty all containers and sanitize containers.
4. Spot clean walls, doors and partitions.
5. Refill all dispensers to normal limits – soap, toilet paper, towels and trash liners.
6. Sweep, damp mop, and sanitize hard floors.

#### **B. Monthly**

1. Burnish floors.
2. Clean and sanitize entire bathroom partitions.

**\*Please make sure storage closet door is closed and locked prior to leaving.**

### **Regular Services – Eating Areas/Kitchen**

#### **A. Three (3) Times/Week**

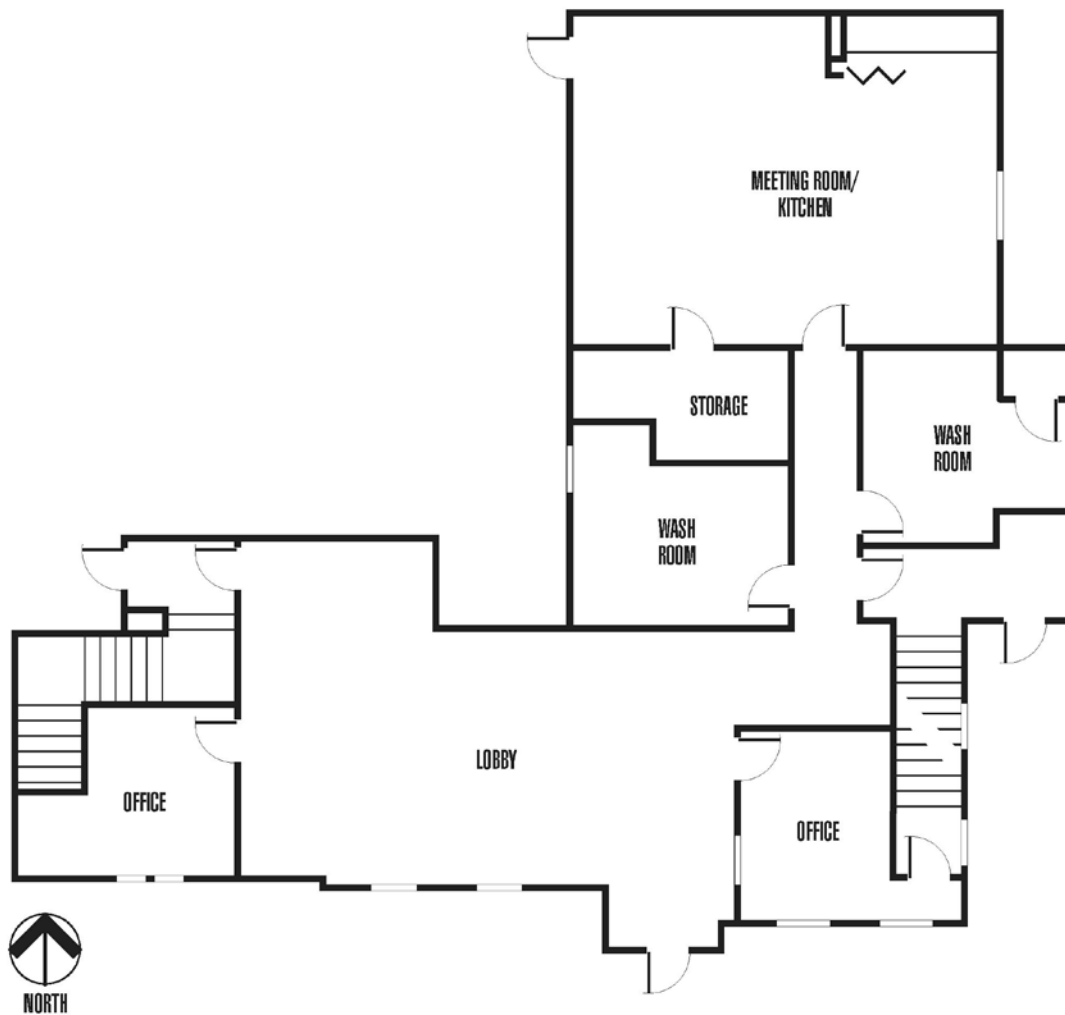
1. Empty wastebaskets and dispose of garbage in outside dumpster.
2. Damp clean and sanitize table tops, counter tops, sinks, all exterior kitchen equipment: stove, refrigerator, microwave, etc.
3. Spot clean exterior of all trash containers.
4. Dust mop resilient and hard floors.
5. Clean kitchen entrance door handles and interior glass.

#### **B. Weekly**

1. Spot clean doors, frames, light switches, push plates, handles, walls and interior glass.
2. Damp mop resilient and hard floors.
3. Clean kitchen entrance door handles and interior glass.
4. Burnish floors.

**\*Please make sure storage closet door is closed and locked prior to leaving.**

WAUKEGAN PARK DISTRICT  
**DOUGLAS HOUSE**  
732 North Genesee Street • Waukegan, IL 60085

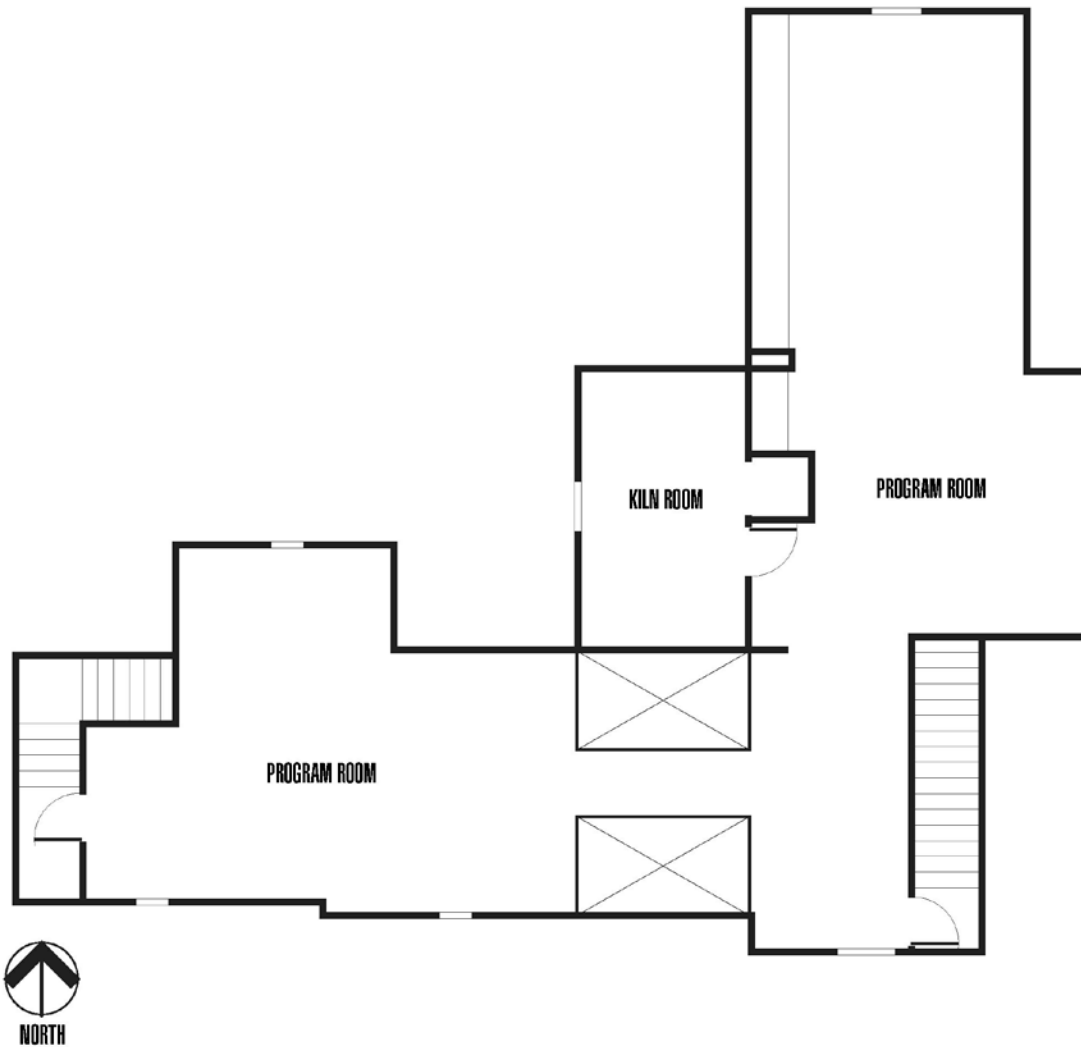


**FIRST FLOOR**

**FLOOR PLAN**

NO SCALE  
1,900 SQUARE FEET

WAUKEGAN PARK DISTRICT  
**DOUGLAS HOUSE**  
732 North Genesee Street • Waukegan, IL 60085



**SECOND FLOOR**

**FLOOR PLAN**

NO SCALE  
1,720 SQUARE FEET



**PROPOSED TASK SCHEDULE  
FIELD HOUSE (FH)**

**YEAR ROUND: 52 WEEKS**

- *ALL areas cleaned seven (7) days/week (MONDAY-SUNDAY)*

**Regular Services Nightly Cleaning**

**A. Nightly**

1. Empty wastebaskets and dispose of garbage and recycling in proper dumpsters. Refill receptacles with liners. This excludes administration office area.
2. Clean & sanitize drinking fountains in Fitness Center and 2<sup>nd</sup> Floor Lobby.
3. Vacuum Fitness Center carpeted floors including under cardio machines.
4. Clean the Fitness Center stairs and glass/railing going up the stairs.
5. Clean Fitness Center furniture as needed.
6. Vacuum stretch area by the track.
7. Clean Field House lobby and hallways.
  - a. Clean the furniture as needed
  - b. Vacuum the carpet runners and front foyer
  - c. Remove dust and cobwebs from ceilings, corners, lockers, ledges, light fixtures, vents, and soffits
  - d. Clean the floor with a floor machine (contractor to provide machine)
8. Notify the Field House Manager (847-782-3625) if any vandalism or broken equipment is discovered.
9. Checklist for cleaning the Member Locker Rooms (Men's & Women's).
  - a. Wipe down and clean the sinks and counter
  - b. Clean sink mirrors
  - c. Refill soap for hand sinks
  - d. Restock paper towels
  - e. Clean the showers
    - Spray and scrub walls
    - Spray and scrub floor
    - Rinse walls and floor
    - Clean the ceilings above the showers
    - Stainless steel clean shower head and handles
    - Clean the partitions
  - f. Check shower soap levels and refill if low
  - g. Mop the tile floors
  - h. Vacuum carpeted area
  - i. Clean and scrub the toilets/urinals
  - j. Empty feminine boxes and clean boxes
  - k. Scrub and clean toilet partitions
  - l. Restock toilet paper
  - m. Stainless steel clean toilet paper and paper towel dispensers
  - n. Steam Room
    - Scrub the floors, walls, and ceilings
    - Scrub and wipe down seats
    - Mop steam room floor

- Clean glass door
- o. Sauna
  - Take grates out and scrub grates
  - Scrub walls, ceiling, and benches
  - Mop the floor and under bench
  - Stainless steel clean sides of rock bed
  - Put grates back in after floor is dry
  - Clean glass door
- p. Clean ceilings, walls and doors
- q. Empty trash
- r. Clean inside of lockers and dust on top of lockers
- s. Remove dust and cobwebs from ceilings, corners, lockers, ledges, light fixtures, vents, and soffits
- 10. Dust, vacuum, and mop free weight area in Fitness Center.
- 11. Checklist for cleaning Public Restrooms.

- a. Wipe down and clean the sinks and counter
- b. Clean sink mirrors
- c. Refill soap for hand sinks
- d. Restock paper towels
- e. Mop the tile floors
- f. Clean and scrub the toilets/urinals
- g. Empty feminine boxes and clean boxes
- h. Scrub and clean toilet partitions
- i. Restock toilet paper
- j. Stainless steel clean toilet paper and paper towel dispensers
- k. Clean ceilings, walls and doors
- l. Ensure locker room is empty and locked
- m. Empty trash

12. Checklist for cleaning Public Locker Rooms (Sat & Sun only).

- a. Wipe down the counter
- b. Clean the mirrors
- c. Restock paper towels
- d. Clean the showers
  - Spray and scrub walls
  - Spray and floor
  - Rinse walls and floor
  - Clean the ceilings above the showers
  - Stainless steel clean shower head and handles
  - Clean the partitions
- e. Check shower soap levels
- f. Dust on top of lockers
- g. Clean inside of the lockers
- h. Clean benches
- i. Mop the tile floors
- j. Clean ceilings, walls and doors
- k. Empty trash

13. Checklist for cleaning Family Restrooms.

- a. Wipe down and clean the sink
- b. Clean sink mirror
- c. Refill soap for hand sink
- d. Restock paper towels
- e. Clean the showers
  - Spray and scrub walls
  - Spray and scrub floor
  - Rinse walls and floor
  - Clean the ceilings above the shower
  - Stainless steel clean shower head and handles
- f. Check shower soap levels
- g. Clean baby station and changing table
- h. Mop the tile floors
- i. Clean and scrub the toilets/urinals
- j. Empty feminine boxes and clean boxes
- k. Restock toilet paper
- l. Stainless steel clean toilet paper and paper towel dispensers
- m. Clean ceilings, walls and doors
- n. Empty trash

14. Checklist for cleaning 2<sup>nd</sup> Floor Restrooms.

- a. Wipe down and clean the sink
- b. Clean sink mirror
- c. Refill soap for hand sink
- d. Restock paper towels
- e. Mop the tile floors
- f. Clean and scrub the toilets/urinals
- g. Empty feminine boxes and clean boxes
- h. Restock toilet paper
- i. Stainless steel clean toilet paper and paper towel dispensers
- j. Clean ceilings, walls and doors
- b. Empty trash

15. Checklist for cleaning Aquatic Center Locker Rooms and six Family Changing Rooms.

- a. Wipe down the counter
- b. Clean the mirrors
- c. Restock paper towels
- d. Clean the showers
  - Spray and scrub walls
  - Spray and scrub floor
  - Rinse walls and floor
  - Clean the ceilings above the showers
  - Stainless steel clean shower head and handles
- e. Check shower soap levels and refill if needed
- f. Dust on top of lockers
- g. Clean inside of lockers
- h. Clean benches
- i. Clean the floors with hose, soap, mop and brush
- j. Clean ceilings, walls and doors

- k. Clean and scrub the toilets/urinals
- l. Clean the partitions for toilets/urinals
- m. Empty trash
- 16. Clean the pool lobby and hallway floors.
  - a. Clean the floors with hose, soap, mop and brush
  - b. Clean ceilings, walls and doors
- 17. Clean the Meeting Room & Multi-Purpose Room
  - a. Break down any setups
  - b. Clean tables and chairs before putting away
  - c. Mop the floors
  - d. Clean counters, ceilings, walls, doors and windows
- 18. Clean the pool hallway floors with floor machine (machine provided by contractor).
- 19. Clean the 2<sup>nd</sup> floor lobby.
  - a. Clean the lobby furniture
  - b. Remove dust and cobwebs from ceilings, corners, lockers, ledges, light fixtures, vents, and soffits
  - c. Mop the floor where needed
- 20. Clean the track (Saturday & Sunday Only)
  - a. Pick up any trash
  - b. Dust vents and railing as needed
  - c. Empty trash
  - d. Vacuum or mop corners and edges
  - e. Clean with floor machine (Saturday only) (Machine provided by contractor)

## **B. Weekly Cleaning Services**

- 1. Scrub the Member Locker Room floors with floor scrubber. (Twice per week: Sunday & Wednesday)
- 2. Scrub and power wash tile walls in Member Locker Rooms.
- 3. Scrub the Public Restroom (1<sup>st</sup> floor Men's, 1<sup>st</sup> floor Women's, 1<sup>st</sup> floor two Family, 2<sup>nd</sup> floor Men's, & 2<sup>nd</sup> floor Women's) floors with floor scrubber.
- 4. Wipe down all walls, partitions, sink and toilet bases and base moldings completely of "mop splash" within eighteen inches (18") of the floor.

## Porter - Weekend/Holiday/Benefit Day

### **A. Daily Opening Shift**

- 1. Check and clean the parking lot of trash as needed.
- 2. Vacuum and clean the front foyer.
- 3. Chariot or mop the front lobby floors.
- 4. Vacuum the runners in the lobby.
- 5. Wash the front entrance windows, gym entrance windows, pool entrance windows and fitness center entrance windows.
- 6. Clean and setup the Meeting Room and Multi-Purpose Room as needed.
- 7. Dust mop the Fitness Studio floor before 8am.

**B. Opening & Closing (Repeated throughout the shift)**

1. Empty trash in all areas excluding the administration offices.
2. Setup and clean meeting rooms as needed.
3. Clean tables and chairs in Field House 1<sup>st</sup> floor and 2<sup>nd</sup> floor lobby.
4. Clean tables and chairs in Fitness Center lobby.
5. Clean 1<sup>st</sup> floor and 2<sup>nd</sup> floor lobby floors as needed.
6. Clean the aquatic center hallway, public locker area floors, and deck as needed.
7. Vacuum Fitness Center and stretch area as needed.
8. Clean the Public Restroom and Public Locker Room (For Same Sex - do not need to close restroom unless there is an emergency. Needs to be completed at least every 90 minutes during tournaments) (For Opposite Sex - close the restroom down from public use, find slowest time possible to do so. Needs to be completed at least every 90 minutes during tournaments).
  - a. Wipe down and clean the sinks
  - b. Clean sink mirrors as needed
  - c. Wipe down the counter
  - d. Refill soap for hand sinks as needed
  - e. Restock paper towels
  - f. Mop the tile floors as needed
  - g. Clean and wipe down the toilets/urinals
  - h. Empty and clean feminine boxes as needed
  - i. Clean toilet and shower partitions as needed
  - j. Restock toilet paper
  - k. Clean ceilings, walls and doors as needed
  - l. Clean the showers as needed
  - m. Check shower soap levels
  - n. Clean benches as needed
  - o. Empty trash
9. Clean the Family Restrooms.
  - a. Wipe down and clean the sink
  - b. Clean sink mirror
  - c. Refill soap for hand sink
  - d. Restock paper towels
  - e. Clean the showers as needed
  - f. Check shower soap levels
  - g. Clean baby station and changing table as needed
  - h. Mop the tile floors
  - i. Clean and scrub the toilets/urinals
  - j. Empty and clean feminine boxes as needed
  - k. Restock toilet paper
  - l. Clean ceilings, walls and doors as needed
  - m. Empty trash
10. Clean the 2<sup>nd</sup> Floor Restrooms.
  - a. Wipe down and clean the sink
  - c. Clean sink mirror
  - d. Refill soap for hand sink
  - e. Restock paper towels
  - f. Mop the tile floors

- g. Clean and scrub the toilets/urinals
  - h. Empty and clean feminine boxes as needed
  - i. Restock toilet paper
  - j. Clean ceilings walls and doors as needed
  - k. Empty trash
11. Check and clean the same sex Member Locker Room (At least every 90 minutes).
- a. Wipe down and clean the sinks and counter
  - b. Clean sink mirrors
  - c. Refill soap for hand sinks
  - d. Restock paper towels
  - e. Clean the showers as needed
  - f. Check shower soap levels
  - g. Mop the tile floors as needed
  - h. Vacuum carpeted area as needed
  - i. Clean and scrub the toilets/urinals
  - j. Empty and clean feminine boxes as needed
  - l. Scrub and clean toilet partitions as needed
  - m. Restock toilet paper
  - n. Steam Room
  - o. Clean ceilings, walls and doors
  - p. Empty trash
12. Clean Aquatic Center Locker Rooms & Family Changing Rooms (For Same Sex - do not need to close restroom unless there is an emergency. Needs to be completed at least every 90 minutes during tournaments) (For Opposite Sex - close the restroom down from public use, find slowest time possible to do so. Needs to be completed at least every 90 minutes).
- a. Wipe down and clean the sinks and counter
  - b. Clean the mirrors
  - c. Clean the toilets and urinals
  - d. Clean toilet and shower partitions as needed
  - e. Restock the paper towels
  - f. Check the soap levels for the showers and the hand sinks
  - g. Clean ceilings, walls and doors
  - h. Mop the floors if needed
  - i. Empty and clean feminine boxes as needed
  - j. Vacuum if needed
  - k. Empty trash
13. Clean the Track
- a. Pick up any trash
  - b. Dust vents and railing as needed
  - c. Empty trash as needed
14. Clean the Elevator
- a. Stainless steel clean steel
  - b. Clean buttons
  - c. Vacuum carpet
15. Shovel and ice the sidewalk in front of the Field House when needed.
16. Setup, breakdown, and clean Meeting Room & Multi-Purpose Room.

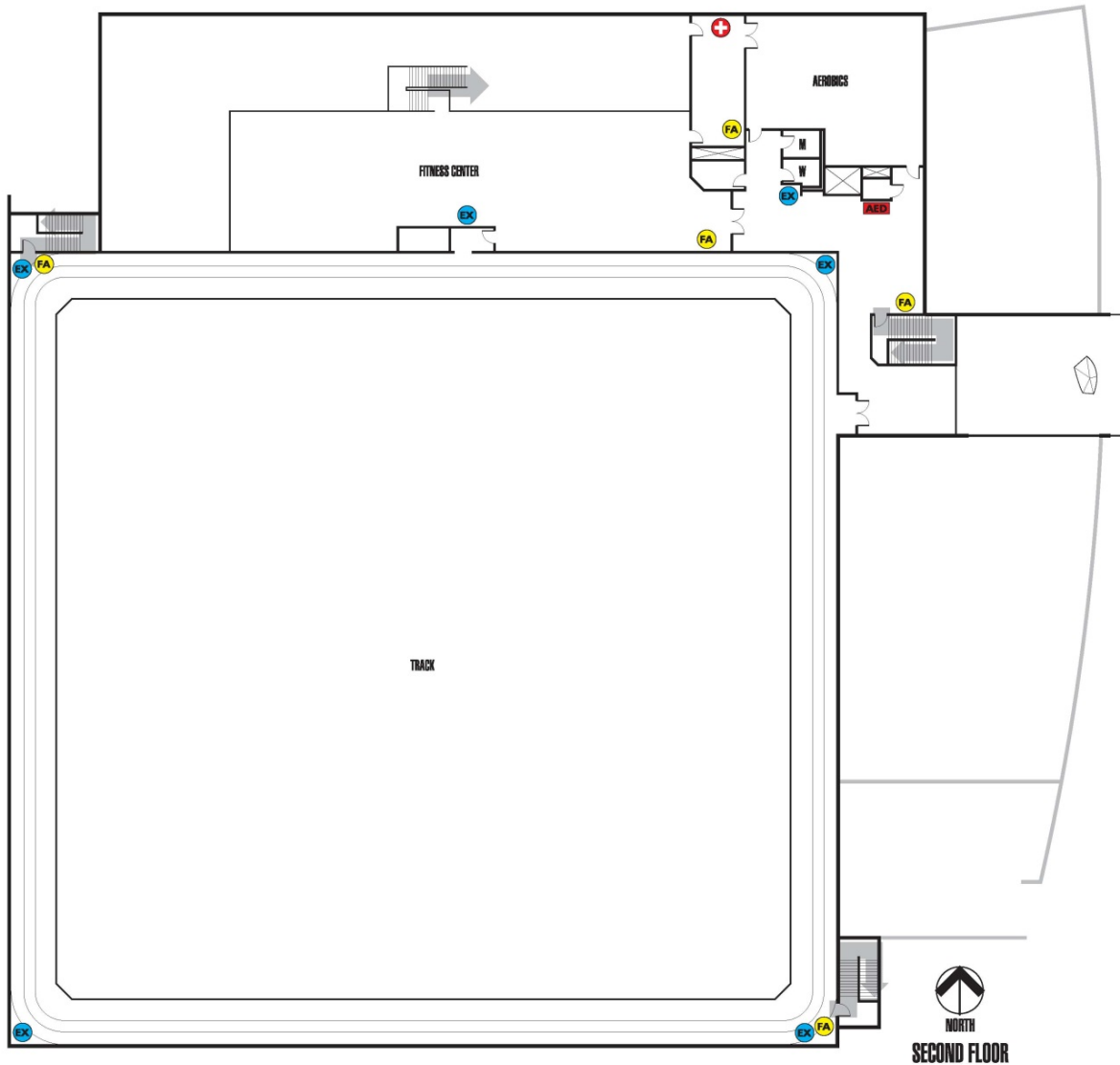
### **C. Nightly Closing Shift**

1. Wash the front entrance windows, gym entrance windows, pool entrance windows and fitness center entrance windows.
2. Wipe out and clean lockers in Fitness Center Lobby.
3. Vacuum stretch area by the track.
4. Clean the Child Care Center. (Monday-Thursday after 9pm & Saturday after 12pm)
  - a. Vacuum carpet
  - b. Mop tile floor
  - c. Mop restroom floor
  - d. Scrub and clean toilet
  - e. Scrub and clean sink
  - f. Stainless steel clean toilet paper dispenser
  - g. Restock soap, hand towels, and toilet paper
  - h. Clean mirror
  - i. Clean ceilings, walls and doors
  - j. Empty trash
5. Clean the Meeting Room & Multi-Purpose Room.
  - a. Break down setups as needed
  - b. Sweep under the cabinet ledges
  - c. Clean counter tops
  - d. Clean ceilings, walls and doors
  - e. Clean the floors with floor scrubber (machine provided by contractor)
6. Spot clean the Field House front lobby as needed.
7. Spot clean the Fitness Center as needed.
8. Clean the stairwell leading to the track from the main lobby.





# WAUKEGAN PARK DISTRICT Emergency Information

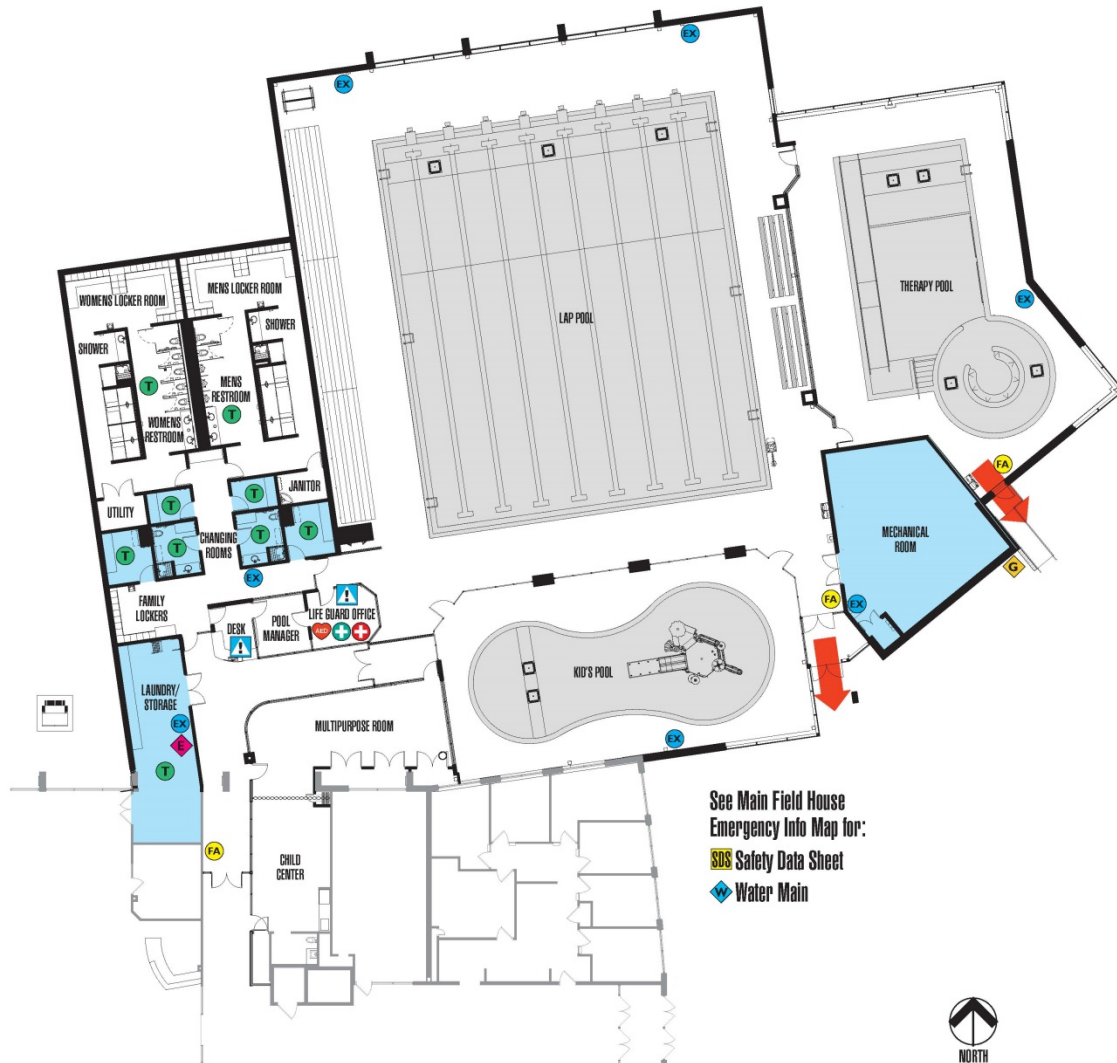


- |                                  |  |                               |
|----------------------------------|--|-------------------------------|
| First Aid Kit                    | Electrical Panel (1st Floor)           | Flammable Liquids (1st Floor) |
| Fire Extinguisher                | Gas Main (1st Floor)                   | To Exit                       |
| Fire Alarm Pull                  | Tornado Safety (1st Floor)             |                               |
| Automatic External Defibrillator | Material Safety Data Sheet (1st Floor) |                               |

POLICE • FIRE • EMERGENCY  
**911**  
You must dial "9" first to get an outside line.

Your Location:	The Field House at Hinkson Park
Address:	800 N. Baldwin Avenue
Facility Phone Number:	847-782-3300
Special Directions:	The Field House is located on the northwest corner of Grand Avenue and Baldwin Avenue
Park District Contact Person:	Dayna Niemi 1-734-904-4941

# WAUKEGAN PARK DISTRICT Emergency Information



- |                      |                                 |                    |
|----------------------|---------------------------------|--------------------|
| ○ You Are Here       | ♥ Defibrillator (Trauma Bags-2) | ◇ Gas Main         |
| ⊕ First Aid Kit      | ⊕ Tornado Safety Location       | ⬢ Electrical Panel |
| EX Fire Extinguisher | ⊕ Emergency Equipment           | ➡ To Exit          |
| FA Fire Alarm Pull   | ⚠ EOP Manual                    | Safe Haven         |

Your Location:  
 Address:  
 Facility Phone Number:  
 Special Directions:  
 Park District Contact Person:

The Field House Sports, Fitness & Aquatics Center  
 800 N. Baldwin Avenue  
 847-782-3300  
 The Field House is located on the northwest corner of Grand Avenue and Baldwin Avenue  
 Quincy Bejster 1-847-782-3825

POLICE • FIRE • EMERGENCY  
**911**  
 You must dial "9" first to get an outside line.

11.29.16

**PROPOSED TASK SCHEDULE  
JACK BENNY CENTER (JBC)**

**YEAR ROUND**

- *ALL areas cleaned five (5) days/week (MONDAY-FRIDAY)*

**Regular Services – General Areas**

**A. Daily**

1. Empty large wastebasket and large recycle bin and dispose of garbage and recycling in proper dumpsters.
2. Clean entire interior glass on the entrance doorways.
3. Vacuum runners.
4. Clean & sanitize drinking fountains.
5. Sanitize all doors handles on entryway doors.
6. Dust mop all floors including the theater. Public walkways and area between the stage and risers to be included. Stage and risers are not to be dust mopped.
7. Clean elevator doors and buttons.
8. Spot clean dance studio mirrors daily.

**B. Bi-Weekly (Monday & Thursdays)**

3. Wipe down and sanitize around light switches and door handles.
4. Damp mop all resilient, tile, and hard floors.

**C. Weekly**

1. Burnish all floors September – April.
2. Vacuum music studios, office spaces and stairs to the basement.

**D. Monthly**

1. Burnish all floors May – August.

**Regular Services – Washrooms**

**A. Daily**

1. Clean, sanitize, and polish all stainless steel, vitreous fixtures including toilet bowls, urinals and hand basins.
2. Clean all mirrors.
3. Empty all containers and sanitize containers.
4. Spot clean walls, doors and partitions.
5. Refill all dispensers to normal limits – soap, toilet paper, towels and trash liners.
6. Sweep, damp mop, and sanitize hard floors.

**B. Weekly**

1. Burnish all floors September – April.

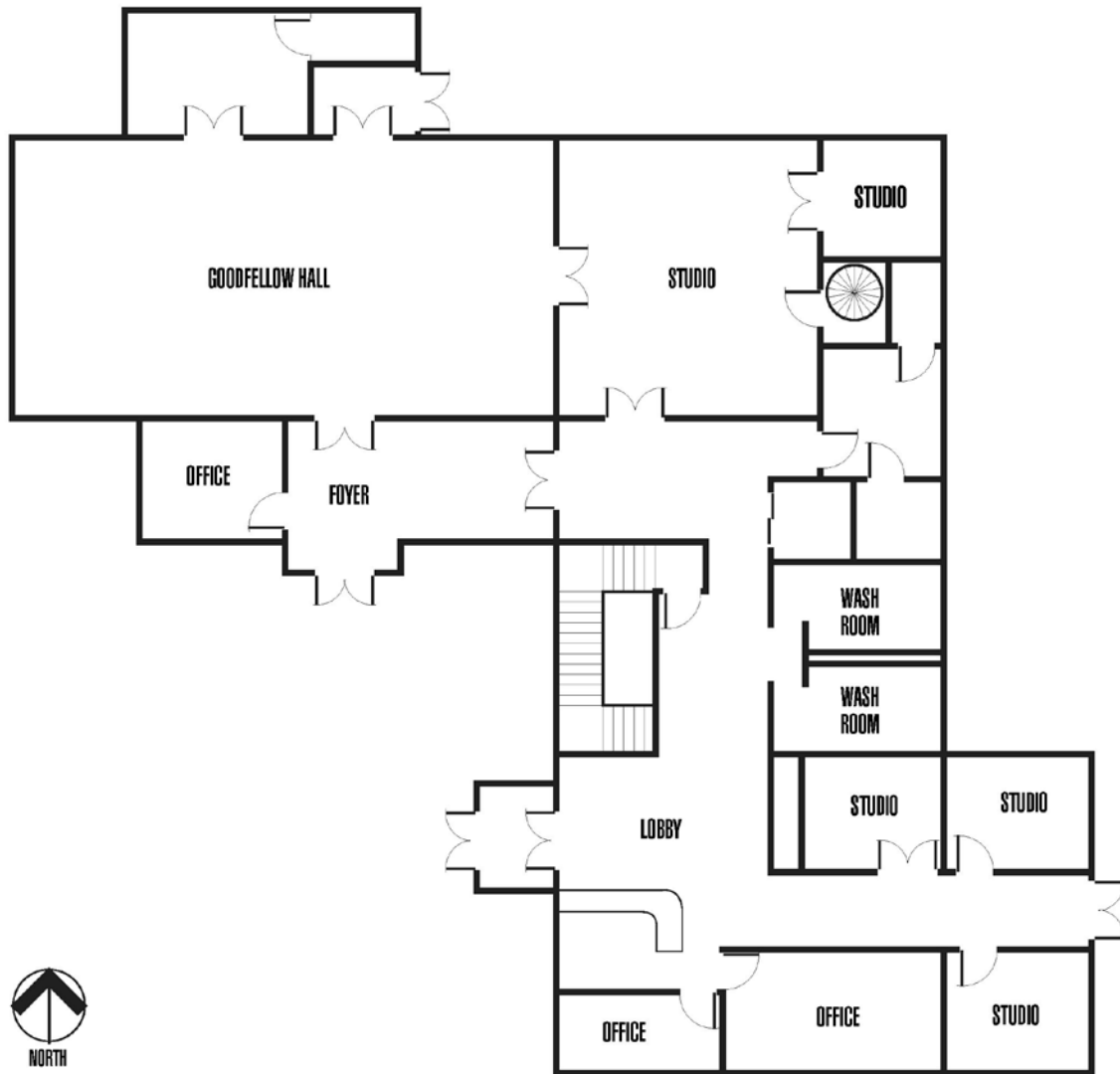
**C. Monthly**

1. Burnish all floors May - August.

WAUKEGAN PARK DISTRICT

# JACK BENNY CENTER CENTER

39 Jack Benny Drive • Waukegan, IL 60087



## FIRST FLOOR

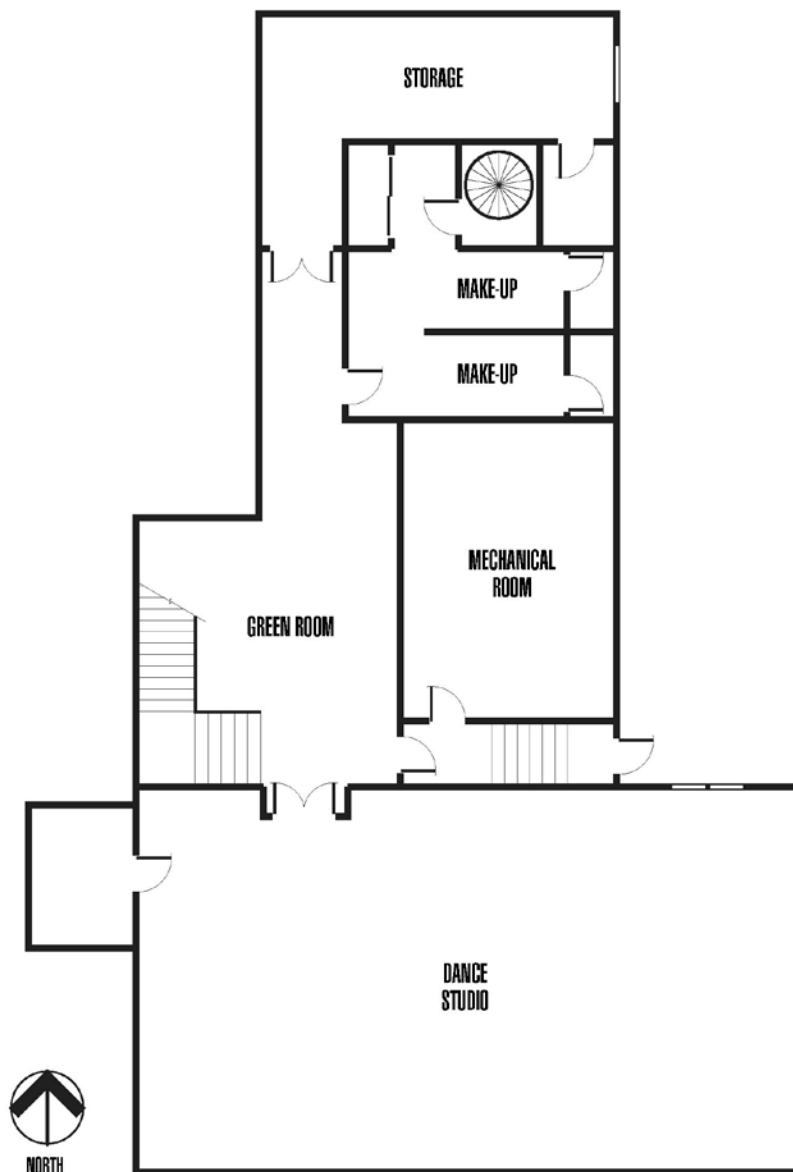
## FLOOR PLAN

NO SCALE  
6,600 SQUARE FEET

WAUKEGAN PARK DISTRICT

# JACK BENNY CENTER CENTER

39 Jack Benny Drive • Waukegan, IL 60087



**BASEMENT**

## FLOOR PLAN

NO SCALE  
4,500 SQUARE FEET

**PROPOSED TASK SCHEDULE  
JANE ADDAMS CENTER (JAC)**

**SUMMER: MAY - AUGUST (18 WEEKS)**

- *ALL areas cleaned five (5) days/week (MONDAY-FRIDAY)*

**FALL, WINTER, SPRING: SEPTEMBER - APRIL (34 WEEKS)**

- *ALL areas cleaned two (2) days/week (MONDAY & FRIDAY)*

**Regular Services – General Areas**

**A. Daily**

1. Empty wastebaskets and dispose of garbage and recycling in proper dumpsters.
2. Clean entire interior glass on entryway doors.
3. Vacuum runners.
4. Clean & sanitize drinking fountains.
5. Sanitize all door handles on entryway doors.
6. Damp mop all resilient, tile, and hard floors.

**B. Weekly**

1. Wipe down and sanitize around light switches.
2. Burnish all floors September – April.

**C. Monthly**

1. Burnish all floors May - August.

**Regular Services – Washrooms**

**A. Daily**

1. Clean, sanitize and polish all stainless steel, vitreous fixtures including toilet bowls, urinals and hand basins.
2. Clean all mirrors.
3. Empty all containers and sanitize containers.
4. Spot clean walls, doors and partitions.
5. Refill all dispensers to normal limits – soap, toilet paper, paper towels and trash liners.
6. Sweep, damp mop, and sanitize floors.

**B. Weekly**

1. Wipe down and sanitize around light switches.
2. Burnish all floors September – April.
3. Wipe down and sanitize entire partitions.

**C. Monthly**

1. Burnish all floors May – August.

**Regular Services – Eating Areas/Kitchen**

**A. Daily**

1. Empty wastebaskets and dispose of garbage and recycling in proper dumpsters.
2. Damp clean and sanitize, counter tops, sinks, all exterior kitchen equipment: stove, refrigerator, microwave, etc.
3. Spot clean exterior of all trash containers.
4. Spot clean doors, door handles, frames, light switches, push plates, handles, and walls.
5. Damp mop resilient and hard floors.

**B. Weekly**

1. Wipe down and sanitize around light switches.
2. Burnish all floors September – April.

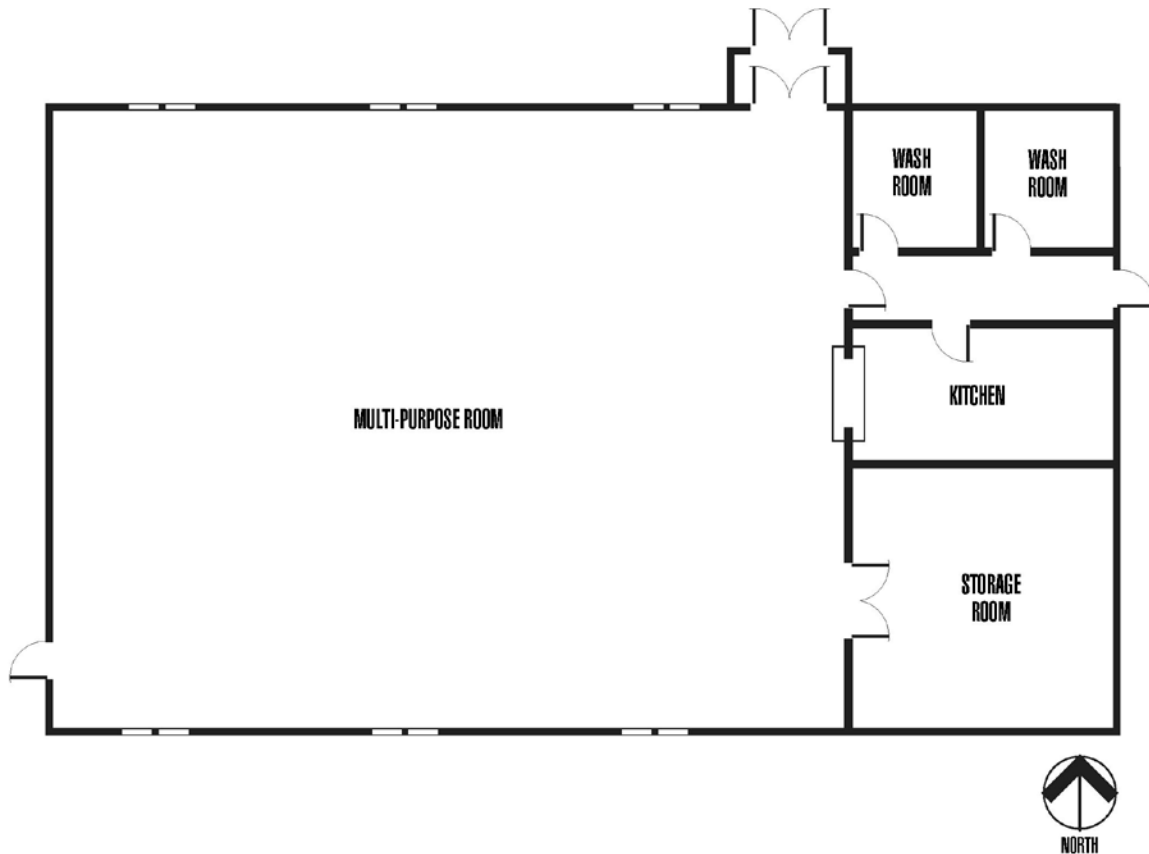
**C. Monthly**

2. Burnish all floors May - August.

WAUKEGAN PARK DISTRICT

# JANE ADDAMS CENTER

95 Jack Benny Drive • Waukegan, IL 60087



## FLOOR PLAN

NO SCALE  
2,725 SQUARE FEET



**SECTION 6: BID PROPOSAL FORM**  
**2018-2019 CONTRACTUAL CUSTODIAL SERVICES**  
**WAUKEGAN PARK DISTRICT**  
**WAUKEGAN, ILLINOIS**

**6.01**    **BID TO:**

Waukegan Park District  
(hereinafter called "Owner")  
2000 Belvidere Street  
Waukegan, IL 60085

**6.02**    **BID FROM:**

\_\_\_\_\_  
(hereinafter called "Bidder")

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Telephone Number

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

**6.03**    **BID FOR:**

**2018-2019 CONTRACTUAL CUSTODIAL SERVICES**  
**WAUKEGAN, ILLINOIS**

**6.04**    **ACKNOWLEDGEMENT**

The undersigned hereby acknowledges receipt of Invitation of Bids, Instructions to Bidders, the Specifications, Conditions, Certifications, and other Contract Documents and acknowledges receipt of the following Addenda:

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

## **6.05   AGREEMENT**

A. In submitting the Bid, the undersigned agrees:

1. To hold the Bid open for sixty (60) days from submittal date.
2. That the Bidder has carefully examined the Instructions to Bidders, the Specifications, and the other Bid Documents in their entirety, in order to determine how these affect the bid proposal, the forms of the Contract, the required Contract bonds, and duration thereof, and that the Bidder has inspected in detail the site of the proposed Work, and been familiarized with all of the requirements of work, and of the governing municipalities under whose jurisdiction the work falls (its codes, ordinances and construction requirements therein), and understands that in making this proposal, the Bidder waives all rights to plead any misunderstanding regarding the same.
3. To enter into and execute a Contract with the Owner if awarded on the basis of this bid, and furnish all proof of insurance required by the Contract Documents within fourteen (14) days after receiving Notice to Proceed from the Owner.
4. To accomplish the work in accordance with the Contract Documents.
5. To complete the work by the time stipulated in the Contract Documents.
6. That if this proposal is accepted, the Bidder is to provide all of the necessary equipment, tools, apparatus, labor, and other means of work, and to do all of the Work and to furnish all of the materials specified in the Contract Documents in the manner and at the time therein prescribed, and in accordance with the requirements set forth.
7. To commence Work as specified in the Instructions to Bidders, and to prosecute the Work in such a manner, and with sufficient materials, equipment and labor as will ensure its completion within reasonable time, it being understood and agreed that the completion within such reasonable time is an essential part of this Contract.
8. The Bidder proposes to utilize the products and services of the following Subcontractors and major suppliers for the completion of the Contract. All Subcontractors shall be approved by the Owner prior to start of their Work on the Project. If no Subcontractors or major suppliers are to be used, indicate "NONE".

(1) \_\_\_\_\_ PH: \_\_\_\_/\_\_\_\_\_  
Subcontractor/major supplier

\_\_\_\_\_  
Address

\_\_\_\_\_  
Work to be performed/materials to be supplied

(2) \_\_\_\_\_ PH: \_\_\_\_/\_\_\_\_\_  
Subcontractor/major supplier

\_\_\_\_\_  
Address

\_\_\_\_\_  
Work to be performed/materials to be supplied

(3) \_\_\_\_\_ PH: \_\_\_\_/\_\_\_\_\_  
Subcontractor/major supplier

\_\_\_\_\_  
Address

#### **6.06 TOTAL BASE BID PRICE**

<b>CUSTODIAL SERVICES</b>	<b>BELVIDERE REC. CENTER</b>	<b>DOUGLAS HOUSE</b>	<b>FIELD HOUSE</b>	<b>JACK BENNY CENTER</b>	<b>JANE ADDAMS CENTER</b>
<b>HOURS</b>	6 Days/Week for 13 Weeks 3 Days/Week for 39 Weeks	Monday – Friday 8 am – 6 pm *Hours vary based on programs	Monday – Friday 5 am – 10 pm Sat – Sunday 7 am – 7 pm	Monday – Friday 10 am – 10 pm	May – August 7 am – 6 pm September – April *Hours based on rentals and classes
<b>VISITS</b>	Sept – May Mon – Saturday June – Aug Mon - Saturday	June- Aug –Daily September – May Mon, Wed, Fri	Daily	Daily	May – Aug-Daily, Sept – April Monday & Friday
<b>COST PER BUILDING \$</b>	\$	\$	\$	\$	\$
<b>GRAND TOTAL</b>	\$				
<b>2019 – 2020</b>	<b>Contract Extension Option</b> \$				

#### **6.07 UNIT PRICE QUOTATIONS**

A. The following unit prices are submitted by the undersigned Bidder as a proposed basis for additive or deductive adjustment to the Total Base Bid in the event Contract changes are required involving the items described.

- For the Field House, the Contractor will provide a day porter at a rate of \$\_\_\_\_\_per hour cost to the Waukegan Park District for coverage of employee benefit days (vacation, personal, and sick) as well as any days additional coverage may be required.
- For all facilities, excluding the Field House, the Contractor will provide a price per hour cost to the Waukegan Park District for additional coverage of work should it be required at the direction of the facility supervisor. 4 hour minimum visit unless otherwise agreed to by Contractor.  
\$\_\_\_\_\_daily hourly rate  
\$\_\_\_\_\_weekend hourly rate  
\$\_\_\_\_\_holiday hourly rate

**6.08 REJECTION AND WITHDRAWAL OF BID**

- A. In submitting this bid, it is understood that the right is reserved by the Owner to reject any and all bids and to waive any informalities. It is agreed that this bid may not be withdrawn for a period of sixty (60) days from the opening thereof.

**6.09 TIME OF COMPLETION**

- A. If awarded the Contract, the undersigned agrees to complete all Work covered by this proposal on **April 30, 2019**.

**6.10 BID SECURITY**

- A. Accompanying the proposal is a Bid Bond or Cashier's Check as surety in the amount of not less than ten percent (10%) of the Total Base Bid payable to Waukegan Park District, which it is agreed will be forfeited if the undersigned fails to execute the Contract in conformity with the Specifications, and Certificate of Insurance with Endorsements after notification of the award of the Contract to the undersigned.

**6.12 CONTRACT DOCUMENTS**

- A. The successful Bidder may be required to enter into an Agreement, as modified by the Owner.

## CORPORATION

The Bidder is a Corporation organized and existing under the laws of the State of \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Duly Authorized Officer's Signature

\_\_\_\_\_  
Title

CORPORATE SEAL (above)

## PARTNERSHIP

The Bidder is a co-partnership consisting of individual partners whose full names are listed below:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
(Partner's Signature)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## INDIVIDUAL

The Bidder is an individual.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Individual's Signature

**Bidder must have their signature above notarized below regardless of Bidder Type**

Sworn and Subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_

My Commission Expires \_\_\_\_\_, 20\_\_.

Notary Public or other Officer authorized to administer oaths

**6.13    BIDDER QUALIFICATION FORM**

---

Bidder Name

---

Address

---

Telephone Number

---

Fax Number

Number of years in business under this name: \_\_\_\_\_

Include with this Proposal the information required under 1.03 Requirements of Bidders in the Instructions to Bidders. (See attached page)

#### **6.14 PROJECT LIST**

List three (3) of the largest contracts completed or in progress in the past two (2) years which are similar in scope to the **2018-2019 CONTRACTUAL CUSTODIAL SERVICES**. Include client's name, work cost and contact person with phone number

Work Name \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

Client Name \_\_\_\_\_

Project Cost \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Work Name \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

Client Name \_\_\_\_\_

Project Cost \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Work Name \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

Client Name \_\_\_\_\_

Project Cost \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

## **6.15 CONTRACTOR COMPLIANCE AND CERTIFICATIONS**

**Note: The following certifications form an integral part of the Agreement between the Owner and Contractor. Breach by Contractor of any of the certifications may result in immediate termination of the Contractor's services by Owner.**

THE UNDERSIGNED CONTRACTOR HEREBY ACKNOWLEDGES, CERTIFIES, AFFIRMS AND AGREES AS FOLLOWS:

- A. Contractor has carefully read and understands the contents, purpose and legal effect of this document as stated above and hereafter in this document. The certifications contained herein are true, complete and correct in all respects.
- B. Contractor shall abide by and comply with, and in contracts which it has with all persons providing any of the services or Work on this Project on its behalf shall require compliance with, all applicable Federal, State and local laws and rules and regulations including without limitation those relating to 1) fair employment practices, affirmative action and prohibiting discrimination in employment; 2) workers' compensation; 3) workplace safety; 4) wages and claims of laborers, mechanics and other workers, agents, or servants in any manner employed in connection with contracts involving public funds or the development or construction of public works, buildings or facilities; and 5) steel products procurement.
- ~~C. All contracts for this Project are subject to the provisions of the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et seq.), providing for the payment of the prevailing rate of wage to all laborers, workmen and mechanics engaged in the Work. Contractor shall pay prevailing rates of wages in accordance with the wage determination included with the Contract Documents and any subsequent determinations issued by the Illinois Department of Labor which shall supersede the determination included in the Contract Documents, all in accordance with applicable law. Contractor is responsible for determining the applicable prevailing wage rates at the time of bid submission and at the time of performance of the Work. Failure of Contractor to make such determination shall not relieve it of its obligations in accordance with the Contract Documents. Contractor shall also comply with all other requirements of the Act including without limitation those pertaining to inclusion of required language in subcontracts, job site posting, maintenance and submission of certified payroll records and inspection of records. Contractor is not barred from entering into public contracts under Section 11a of the Illinois Prevailing Wage Act due to its having been found to have disregarded its obligations under the Act.~~
- D. To the best of Contractor's knowledge, no officer or employee of Contractor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of local government, nor has any officer or employee made an admission of guilt of such conduct which is a matter of record.
- E. Contractor is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. Contractor also certifies that no officers or employees of the Contractor have been so convicted and that Contractor is not the successor company or a new company created by the officers or owners of one so convicted. Contractor further certifies that any such conviction occurring after the date of this certification will be reported to the Owner, immediately in writing, if it occurs during the bidding process, or otherwise prior to entering into the Contract therewith.
- F. Pursuant to the Illinois Human Rights Act (775 ILCS 5/2-105), Contractor has a written sexual harassment policy that includes, at a minimum, the following information: (i) a statement on the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment utilizing examples; (iv) the Contractor's internal complaint process including penalties; (v) the legal recourse, investigative and



complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and directions on how to contact both; and (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. Contractor further certifies that such policy shall remain in full force and effect. A copy of the policy shall be provided to the Illinois Department of Human Rights upon request.

- G. Contractor shall abide by the "Employment of Illinois Workers on Public Works Act" (30 ILCS 570/0.01 *et seq.*) which stipulates that whenever there is a period of excessive unemployment in Illinois, defined as any month immediately following two (2) consecutive calendar months during which the level of unemployment in Illinois exceeds five percent (5%) as measured by the U.S. Bureau of Labor Statistics in its monthly publication of employment and unemployment figures, the Contractor shall employ only Illinois laborers unless otherwise exempted as so stated in the Act. ("Illinois laborer" means any person who has resided in Illinois for at least 30 days and intends to become or remain an Illinois resident). Other laborers may be used if Illinois laborers are not available or are incapable of performing the particular type of work involved if so certified by the Contractor and approved by the Owner.
- H. (i) Contractor's bid proposal was made without any connection or common interest in the profits anticipated to be derived from the Contract by Contractor with any other persons submitting any bid or proposal for the Contract; (ii) the Contract terms are in all respects fair and the Contract will be entered into by Contractor without collusion or fraud; (iii) no official, officer or employee of the Owner has any direct or indirect financial interest in Contractor's bid proposal or in Contractor, (iv) the Contractor has not directly or indirectly provided, and shall not directly or indirectly provide, funds or other consideration to any person or entity (including, but not limited to, the Owner and the Owner's employees and agents), to procure improperly special or unusual treatment with respect to this Agreement or for the purpose of otherwise improperly influencing the relationship between the Owner and the Contractor. Additionally, the Contractor shall cause all of its officers, directors, employees, (as the case may be) to comply with the restrictions contained in the preceding sentence.
- I. Contractor knows and understands the Equal Employment Opportunity Clause administrated by the Illinois Department of Human Rights, which is incorporated herein by this reference, and agrees to comply with the provisions thereof. Contractor further certifies that Contractor is an "equal opportunity employer" as defined by Section 2000 (e) of Chapter 21, Title 42 of the United States Code Annotated and Executive Orders #11246 and #11375 as amended, which are incorporated herein by this reference.
- J. Neither Contractor nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.
- K. Contractor is not barred from contracting with the Owner because of any delinquency in the payment of any tax administrated by the Illinois Department of Revenue, unless it is being contested. Contractor further certifies that it understands that making a false statement regarding delinquency in taxes is a Class A misdemeanor and, in addition, voids the Contract and allows the Owner, a municipal entity, to recover in a civil action all amounts paid to the Contractor.
- L. If Contractor has 25 or more employees at the time of letting of the Contract, Contractor knows, understands and acknowledges its obligations under the Illinois Drug Free Workplace Act (30 ILCS 580/1 *et seq.*) and certifies that it will provide a drug-free workplace by taking the actions required under, and otherwise implementing on a continuing basis, Section 3 of the Drug Free Workplace Act. Contractor further certifies that it has not been debarred and is not ineligible for award of this Contract as the result of a violation of the Illinois Drug Free Workplace Act.

- M. Contractor knows, understands and acknowledges its obligations under the Substance Abuse Prevention In Public Works Act, 820 ILCS 265/1 *et seq.* A true and complete copy of Contractor's Substance Abuse Prevention Program Certification is attached to and made a part of this Contractor Compliance and Certification Attachment.
- N. The Contractor shall comply with the requirements and provisions of the Freedom of Information Act (5 ILCS 140/1 *et. seq.*) and, upon request of the Waukegan Park District's designated Freedom of Information Act Officer (FOIA Officer), Contractor shall within two (2) business days of said request, turn over to the FOIA Officer any record in the possession of the Contractor that is deemed a public record under FOIA.

\_\_\_\_\_  
CONTRACTOR NAME

By: \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Printed Name)

Its: \_\_\_\_\_ (Title)

STATE OF \_\_\_\_\_ )

)ss

COUNTY OF \_\_\_\_\_)

I, the undersigned, a notary public in and for the State and County, aforesaid, hereby certify that \_\_\_\_\_ appeared before me this day and, being first duly sworn on oath, acknowledged that he/she executed the foregoing instrument as his/her free act and deed and as the act and deed of the Contractor.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

(SEAL)

#### **6.16 SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION**

The Substance Abuse Prevention in Public Works Projects Act, 820 ILCS 265/1 et seq., ("Act") prohibits any employee of the Contractor or any Subcontractor on a public works project to use, possess or be under the influence of a drug or alcohol, as those terms are defined in the Act, while performing work on the project. The Contractor/Subcontractor **[circle one]**, by its undersigned representative, hereby certifies and represents to the Waukegan Park District that **[Contractor/Subcontractor must complete either Part A or Part B below]**:

- A. The Contractor/Subcontractor **[circle one]** has in place for all of its employees not covered by a collective bargaining agreement that deals with the subject of the Act a written substance abuse prevention program, a true and correct copy of which is attached to this certification, which meets or exceeds the requirements of the Substance Abuse Prevention in Public Works Act, 820 ILCS 265/1 et seq. **[Contractor/Subcontractor must attach a copy of its substance abuse prevention program to this Certification.]**

\_\_\_\_\_  
Name of Contractor/Subcontractor (print or type)

\_\_\_\_\_  
Name and Title of Authorized Representative (print or type)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Dated:\_\_\_\_\_

- B. The Contractor/Subcontractor **[circle one]** has one or more collective bargaining agreements in effect for all of its employees that deal with the subject matter of the Substance Abuse Prevention in Public Works Projects Act, 820 ILCS 265/1 et seq.

\_\_\_\_\_  
Name of Contractor/Subcontractor (print or type)

\_\_\_\_\_  
Name and Title of Authorized Representative (print or type)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Dated:\_\_\_\_\_

## SECTION 7 LOCATION MAP



**EXHIBIT A: SAMPLE AGREEMENT  
CONTRACT FOR JANITORIAL SERVICES**

This Contract, made this \_\_\_\_ Day of May, 2018, by and between the Waukegan Park District, an Illinois park district and unit of local government ("Park District") with its principal place of business at 2000 Belvidere Road, Waukegan, IL 60085, and \_\_\_\_\_, an Illinois limited liability company ("Contractor"), with its principal place of business at \_\_\_\_\_, \_\_\_\_\_, Illinois, collectively referred to as the "Parties" or individually as a "Party."

**WITNESSETH**

That the Park District and Contractor, for the consideration hereinafter named, agree as follows:

**1. Labor and Materials**

The Contractor shall provide all labor, equipment and materials required to complete the following work: janitorial services, as indicated in the Project Manual dated \_\_\_\_\_, including the General Specifications, Summary of Work and Conditions, Site Floor Plan, and Supplies and Equipment Specifications included therein, all of which is attached to and incorporated as part of this Contract as **Exhibit A** ("Project Manual"); and the Contractor's proposal dated **April 29, 2018**, attached to and incorporated as part of this Contract as **Exhibit B** ("Contractor's Proposal"). The Project Manual and the Contractor's Proposal are hereinafter collectively referred to as the "Work". Contractor shall perform the Work at the Belvidere Recreation Center(BRC), Douglas House(DH), Field House(FH), Jack Benny Center(JBC), and Jane Addams Center(JAC) located in Waukegan, Illinois 60085 as specified in the Project Manual.

**2. Contract Documents**

The Contract Documents consist of this Contract between the Park District and the Contractor; the Project Manual; Contractor's Proposal; Contractor's Certifications, attached to and incorporated as part of this Agreement as **Exhibit C**; and any modifications issued after the execution of this Agreement. Modifications to this Agreement may only be made in writing and must be endorsed by the Parties. All of the terms, conditions and specifications contained in the Contract Documents are incorporated herein. In the event of any inconsistency, ambiguity, conflict, discrepancy or error in the Contract Documents, and otherwise in interpreting the Contract Documents, the Parties shall give precedence to the Contract Documents in the following order of priority: a) Modifications; b) this Contract; c) Project Manual; and d) Contractor's Proposal.

**3. Term**

Unless earlier terminated as provided in paragraph 10 below, the term of this Contract shall commence June 1, 2018 and shall expire May 31, 2019.

#### **4. Performance of Work**

Contractor agrees to perform all Work in a good and workmanlike manner and otherwise comply with requirements of the specifications in the Project Manual. Contractor shall not interfere in any way with, and shall cooperate fully with, other contractors used by Park District for any other work at the Belvidere Recreation Center(BRC), Douglas House(DH), Field House(FH), Jack Benny Center(JBC), and Jane Addams Center(JAC). Contractor's performance of the Work is subject to inspection by the Park District in accordance with Section 6 of this Contract and otherwise in accordance with the Contract Documents.

Contractor will provide trained personnel, at least eighteen (18) years of age, to properly and timely perform the Work ("Contractor's Employees"). Contractor will select, train and direct Contractor's Employees to perform the Work and Contractor will be responsible for their appearance and conduct while on Park District's property. Contractor's Employees will wear uniforms for identification purposes at all times while on Park District property to perform the Work. Contractor shall conduct criminal background checks on each Contractor Employee and shall not knowingly employ any Contractor Employee as specified in the Project Manual. Contractor's Employees will be subject to the rules and regulations of the Park District.

Contractor shall provide a competent, English speaking on-site site supervisor for each Work location at all times when the Contractor is providing the Work. The name of each site supervisor shall be provided to the Park District in writing, complete with phone number for the Park District's use in the event of emergency situations. The Contractor's site supervisor shall be authorized to act on behalf of the Contractor and to supervise the Work in a manner that will comply with all requirements of the Contract Documents. Contractor shall at all times maintain such control over the activities of its employees to insure proper performance of the Work.

#### **5. Contract Sum**

Subject to Paragraph 3 of this Agreement, the Park District agrees to pay Contractor for the proper and timely performance of the Work in strict accordance with the Contract, the following sums ("Contract Sum"):

Custodial Services	Belvidere Recreation Center(BRC) (6 days/Week/13weeks) (3 Days/Week/39Weeks)	Douglas House(DH) 5 days/Week Summer /2 Days/Week	Field House(FH) (7 Days/Week/52 Weeks)	Jack Benny Center(JBC) 5 days/week	Jane Addams Center(JAC) 5 days/week/summer 2 days/week
Annual Cost	\$	\$	\$	\$	\$

The Contract Sum shall be paid in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*) and as specified in the Project Manual. The rates for any additional work requested by the Park District in writing shall be in accordance with unit prices included in Contractor's Proposal.

#### **6. Park District Representative/Inspection of the Work**

The Park District shall designate an individual to inspect Contractor's performance of the Work. ("Park District's Designated Representative"). All material to be incorporated in the Work, and all labor, appliances, tools and methods used by the Contractor in the performance of the Work shall be subject to the inspection and acceptance or rejection of the Park District Representative in accordance with the Contract Documents.

In the event the Work is not completed to the satisfaction of the Park District, the Contractor will be notified of the deficiency and given the option to correct the deficiency. If the Contractor is unwilling or unable to correct the deficiency to the Park District's satisfaction before the area of concern is used by the public (immediately in common areas and prior to the next scheduled use for all other rooms), the Park District will correct the deficiencies and shall deduct from payment then or thereafter due the Contractor, the cost of correcting such deficiencies at a cost of \$20.00/hr with a \$20.00 minimum. If the amount deducted by the Park District exceeds the payments then or thereafter due the Contractor, the Contractor shall pay the difference to the Park District.

#### **7. Changes**

Minor changes to the Work may be made upon approval of the Park District's Designated Representative. Any other changes must be submitted in writing to the Park District for review and approval. For purposes of this Agreement, a minor change shall mean any change that does not modify the Contract Sum, does not affect Contractor's time to perform the Work, or otherwise does not materially change the scope of Work.

#### **8. Cleaning Up**

The Contractor shall keep the Belvidere Recreation Center(BRC), Douglas House(DH), Jack Benny Center(JBC), Jane Addams Center(JAC), and Field House(FH) and surrounding area of each facility free from accumulation of waste materials or rubbish caused by performance of the Work. At completion of any portion of the Work, the Contractor shall remove from and about the site waste materials, rubbish, the Contractor's tools, equipment, machinery and surplus materials. If the Contractor fails to clean up as provided in the Contract Documents, the Park District may do so and the cost thereof shall be charged to the Contractor.

#### **9. Safety of Persons and Property**

- A. The Contractor shall take reasonable precautions for the health and safety of, and shall provide reasonable protection to prevent damage, injury or loss to

1. employees engaged in the Work, Park District employees and patrons, and other persons who may be affected thereby;
  2. the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of the Contractor or the Contractor's Subcontractors or Sub-subcontractors; and
  3. other property at the Belvidere Recreation Center(BRC), Douglas House(DH), Jack Benny Center(JBC), Jane Addams Center(JAC), and Field House(FH), or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities.
- B. The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.
- C. The Contractor shall erect and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying users of the Belvidere Recreation Center(BRC), Douglas House(DH), Jack Benny Center (JBC), Jane Addams Center(JAC), and Field House(FH).
- D. When use or storage of hazardous materials or equipment or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel. The Contractor shall store all cleaning chemicals in their original containers, which shall be clearly marked; in no event shall the Contractor store any chemicals in unmarked bottles or jars.
- E. The Contractor shall promptly remedy damage and loss to the site of the Work caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible, except damage or loss attributable to acts or omissions of the Park District or anyone directly or indirectly employed by Park District, or by anyone for whose acts Park District may be liable, and not attributable to the fault or negligence of the Contractor.

## **10. Termination**

The Park District may terminate this Contract as follows:

- a. The Park District may, at any time, terminate the Contract in whole or in part for the Park District's convenience and without cause upon thirty (30) days prior written notice. Termination by the Park District under this section shall be by a notice of termination delivered to the Contractor specifying the extent of the termination and the effective date. Upon receipt of a notice of termination the Contractor shall immediately, in accordance with instructions from the Park



District: (1) cease operation as specified in the notice; (2) place no further orders; (3) enter into no further subcontracts for materials, labors, services or facilities except as necessary to complete continued portions of the Contract; (4) terminate all subcontracts and orders to the extent they relate to the Work terminated; (5) proceed to complete the performance of Work not terminated; and, (6) take actions that may be necessary or that the Park District may direct, for the protection and preservation of the terminated Work. The Contractor shall recover payment for approved Work properly performed before the effective date of termination. Contractor shall not be entitled to damages resulting from termination for convenience under this Section.

- b. If Owner is not satisfied with Contractor's performance of the Work, the Park District may terminate this Contract upon thirty (30) days prior written notice to Contractor. If Contractor otherwise breaches or defaults under any provision of this Contract and does not remedy such failure, breach or default within ten (10) business days after demand from the Park District to take corrective action, or in the event of repeated or multiple failures or defaults by Contractor, the Park District may immediately terminate this Contract and enter into an agreement with another Contractor or Contractors to provide the Work. In the event of termination pursuant to this Paragraph 10.b., the Park District shall not be liable to Contractor for all or any portion of the Contract Sum. Contractor shall be liable to the Park District and shall pay the Park District promptly upon demand: i) the costs the Park District incurs in completing or remedying any work not properly performed by the Contractor; and ii) the increased cost to the Park District of obtaining services from the substitute Contractor(s), including, without limitation, the cost of labor and materials associated with the preparation of bid documents, advertising and attorney's fees.
- c. If Contractor is adjudged as bankrupt, or if Contractor makes a general assignment for the benefit of Contractor's creditors, or if a receiver is appointed on account of Contractor's insolvency, or if any provision of the bankruptcy law is invoked by or against Contractor, then notwithstanding any other rights or remedies granted the Park District, the Park District may, without prejudice to any other right or remedy, (i) immediately terminate the retention of Contractor and/or (ii) finish or cause to be finished the Contractor's services required under this Contract by whatever method and by whichever persons the Park District deems expedient. In such case, Contractor shall not be entitled to receive any payment until the work and/or services are completed. If the unpaid balance of the Contract Sum exceeds: (1) the expenses of completing the work and/or services, including compensation for additional managerial and administrative services, plus (2) the Park District's losses and damages because of Contractor's default (collectively "Park District Expenses and Damages"), such excess shall be paid to Contractor. If the Park District Expenses and Damages exceed such unpaid balance, Contractor shall pay the difference to the Park District promptly on demand and the Park District may resort to any other rights or remedies the Park District may have by law or under this Contract.

## **11. Insurance**

Contractor shall obtain insurance of the types and in the amounts listed below.

### **A. Commercial General and Umbrella Liability Insurance**

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or at the Park District's sole option on a more current ISO form or a substitute form providing at least equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing at least equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. If the additional insured have other insurance which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the Contractor's liability under this insurance policy shall not be reduced by the existence of such other insurance.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

### **B. Business Auto and Umbrella Liability Insurance**

Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing at least equivalent liability coverage. If necessary, the policy shall be endorsed to

provide contractual liability coverage at least equivalent to that provided in the 1990 and later editions of CA 00 01.

**C. Workers Compensation Insurance**

Contractor shall maintain workers compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 or a substitute endorsement acceptable to the Park District under the Commercial General and Umbrella Liability Insurance required in this Agreement, the Contractor waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's work.

**A. General Insurance Provisions**

**1. Evidence of Insurance**

Prior to beginning work, Contractor shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, and such other evidence of insurance as shall be requested by the Park District, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to the Park District prior to the cancellation or material change of any insurance referred to therein. Written notice to the Park District shall be by certified mail, return receipt requested. Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the Park District.

Failure to maintain the required insurance may result in termination of this Agreement at the Park District's option. With respect to insurance maintained

after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to the Park District whenever requested. Contractor shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

## **2. Cross-Liability Coverage**

If Contractor's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross- liability coverage.

## **3. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

## **4. Subcontractors**

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Park District, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

## **12. Indemnification**

- A. To the fullest extent permitted by law, the Contractor shall waive any right of contribution and shall defend, indemnify and hold harmless the Owner, the Architect and their agents, employees and consultants from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, costs and economic damages, arising out of, resulting from, or in any way connected with the performance of the Work, provided that any such claim, damage, loss or expense is caused in whole or in part by any negligent act or

omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. The duty to defend herein is separate and distinct from the duty to indemnify and hold harmless, and shall be separately enforceable as such. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Agreement.

- B. The indemnification obligation under this Paragraph shall not be limited in any way by any limitations on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts, and the Contractor and all subcontractors hereby waive any limitations of liability defense based upon such acts, to the fullest extent permitted by law.
- C. "Claims, damages, losses and expenses" as these words are used in this Agreement shall be construed to include, but not limited to **(1)** injury or damage consequent upon the failure of or use or misuse by Contractor, its Subcontractors, agents, servants or employees, of any hoist, rigging, blocking, scaffolding, or any and all other kinds of items of equipment, whether or not the same be owned, furnished or loaned by Owner; **(2)** all attorneys' fees, expenses and costs incurred in bringing an action to enforce the provisions of this indemnity or any other indemnity contained in the General Conditions, as modified by the Supplementary General Conditions; **(3)** time expended by the party being indemnified and their employees, at their usual rates plus costs of travel, long distance telephone and reproduction of documents; and **(4)** error or omission or defect in any submission made to Architect / Engineer for its approval or review.
- D. The obligations of the Contractor to indemnify and hold harmless Owner, Architect, their agents, consultants and employees under this Agreement shall not extend to the liability of the Owner and the Architect, their agents, consultants or employees arising out of their own negligence.

### **13. Compliance with Laws and Permits**

Contractor shall comply with all applicable local, state and federal codes, laws, ordinances, rules and regulations. Contractor shall be licensed and bonded to perform the Work hereunder and shall, at its sole cost and obligation, be responsible for obtaining all permits required to perform its duties under this Contract. The Contractor must provide Park District with a complete set of Occupational Safety and Health Administration Approved Safety Data Sheets of all chemicals which the Contractor uses at the Field House to complete the Work. Any breach by Contractor of the foregoing laws, regulations and rules shall constitute a breach by Contractor of this Contract.

### **14. Time**

Time is of the essence for all matters concerning this Contract.

## **15. Notice**

Any notice required to be given by this Contract shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, or by personal service, to the persons and addresses indicated below or to such other addresses as any Party hereto shall notify the other Party of in writing pursuant to the provisions of this subsection:

FOR THE PARK DISTRICT:

Waukegan Park District  
2211 Ernie Kruger Drive  
Waukegan, IL 60087  
Fax: 847-244-7345  
Phone: 847-360-4724  
Attn: Scott MacLean

FOR THE CONTRACTOR:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **16. Choice of Law and Venue**

This Contract is governed by the laws of the State of Illinois. Any suit or action arising under this Contract shall be commenced in the Circuit Court of Lake County, Illinois, but only after exhausting all possible administrative remedies. In any suit or action arising under this Contract, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs of litigation. Contractor, its successors or assigns shall maintain no suit or action, against the Park District on any claim based upon or arising out of this Contract or out of anything done in connection with this Contract unless such action shall be commenced within one year of the termination of this Contract. Contractor acknowledges that each provision of this Contract is important and material to the business and success of the Park District, and agrees that any breach of any provision of this Contract is a material breach of the Contract and may be cause for immediate termination of this Contract. In the event of a breach, Contractor shall also pay to the Park District all damages (including, but not limited to, compensatory, incidental, consequential, and punitive), which arise from the breach, together with interest, costs, and the Park District's reasonable attorneys' fees.

## **17. No Liability**

The Park District is not responsible or liable for any injury, damages, loss or costs sustained or incurred by any person including without limitation Contractor's Employees, or for any damage to, destruction, theft or misappropriation of any property, relating in any way, directly or

indirectly, to the Contractor's performance of the Work. The Park District is not liable for acts or omissions of the Contractor or any of the Contractor's Employees, Contractor's agents or other persons purporting to act at the direction or request, on behalf, or with the implied or actual consent, of the Contractor.

#### **18. No Third Party Beneficiary**

This Contract is entered into solely for the benefit of the contracting parties, and nothing in this Contract is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person and/or entity who is not a party to this Contract or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the Park District and/or Contractor, and/or any of their respective officials, officers and/or employees, including, but not limited to, the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

#### **19. No Waiver**

Waiver of any of the terms of this Contract shall not be valid unless it is in writing and signed by all Parties. The failure of claimant to enforce the provisions of this Contract or require performance by opponent of any of the provisions, shall not be construed as a waiver of such provisions or affect the right of claimant to thereafter enforce the provisions of this Contract. Waiver of any breach of this Contract shall not be held to be a waiver of any other or subsequent breach of the Contract.

#### **20. Independent Contractor**

Contractor acknowledges that it is an independent contractor; that it alone retains control of the manner of conducting its activities in furtherance of this Contract; that it, as well as any persons or agents as it may employ, are not employees of the Park District; and that neither this Contract, nor the administration thereof, shall operate to render or deem either Party hereto the agent or employee of the other.

#### **21. Non-Assignment**

This Agreement is non-assignable in whole or in part by the Contractor, and any assignment shall be void without prior written consent of the Park District; provided, however, Contractor may assign this Agreement at any time to a parent, subsidiary or related company by giving the Park District prior written notice thereof.

#### **22. Entire Agreement**

This Contract contains the entire agreement between the Parties, and no statement, promise or inducement made by either Party to the agency of either Party that is not contained in this

written Contract shall be valid or binding. Modifications to this Contract may only be made in writing and endorsed by the Parties.

**23. Headings**

The headings for each paragraph of this Contract are for convenience and reference purposes only and in no way define, limit or describe the scope or intent of said paragraphs or of this Contract nor in any way affect this Contract.

**24. Severability**

The invalidity of any section, paragraph or subparagraph of this Contract shall not impair the validity of any other section, paragraph or subparagraph. If any provision of this Contract is determined to be unenforceable, such provision shall be deemed severable and the Contract may be enforced with such provision severed or as modified by such court.

IN WITNESS WHERE OF the Parties hereto have set their respective hands and seals the day and year first above written.

**WAUKEGAN PARK DISTRICT**

By:

\_\_\_\_\_  
George Bridges, President

By:

\_\_\_\_\_

Its \_\_\_\_\_