



# WAUKEGAN PARK DISTRICT

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

April 5, 2017

Dear Prospective Contractor:

The Waukegan Park District is accepting quotes for Contractual Custodial Services for restroom facilities at the SportsPark.

A **pre-quote meeting** will be held at the SportsPark Maintenance Facility, 3391 Beach Rd., Waukegan, Illinois on **Tuesday, April 11, 2017 at 10:00 a.m.** This meeting is scheduled to help clarify any questions prior to submissions of quotes and a tour of all restroom buildings.

Please return your price quote by **4:00 p.m., Tuesday, April 18, 2017**. The quote can be emailed to [lsalinas@waukeganparks.org](mailto:lsalinas@waukeganparks.org) or faxed to 847-244-7345. If you have any questions regarding the quote feel free to contact Noel Brusius, Maintenance Supervisor SportsPark & Athletic Fields, at 847-360-4773 or by email [nbrusius@waukeganparks.org](mailto:nbrusius@waukeganparks.org).

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

Sincerely,

Noel Brusius

Maintenance Supervisor of SportsPark & Athletic Fields

NB/lis

Enclosure: 1

**REQUEST FOR QUOTES FOR  
PROVIDING CONTRACTUAL  
CUSTODIAL SERVICES  
for the Waukegan Park District:  
SportsPark  
April 2017**



**WAUKEGAN PARK DISTRICT  
2000 BELVIDERE STREET  
WAUKEGAN, ILLINOIS 60085-6172  
(847) 360-4725**

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## I. GENERAL SPECIFICATIONS

- 1.0 Expectations of the approximate calendar/schedule: May 1<sup>st</sup> – November 15<sup>th</sup> general cleaning periods will be eight (8) hours on Saturday's (8:00 – 4:00), eight (8) hours on Sunday's (7:00 – 3:00), and five (5) hours on Monday's (7:00 – 12:00). In the event of extra days or hours needed based on event schedule the Park District will give an advance notice to the Contractor with a mutual agreement of hours. Due to weather or cancellation of events, schedule may be reduced on any given day. A total of 720 hours will be used May – November 15<sup>th</sup>, 2017. See article IV for Approximate Work Calendar for 2017.
- 1.2 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.
- 1.3 Janitorial supplies should be monitored and inventoried daily with a message left for management when supplies are needed. It is the responsibility of the Contractor to maintain all areas where janitorial services are provided in a neat and attractive condition.
- 1.4 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.
- 1.5 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.
- 1.6 Holiday cleaning is expected at all locations, except where specifically excluded, at the discretion of the Park District.
- 1.7 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.
- 1.8 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.

## II. SUMMARY OF WORK AND CONDITIONS

### 2.1 DESCRIPTION SUMMARY OF THE WORK

Contractual custodial services at the following sites at the SportsPark:

1. Nine (9) restroom facilities located throughout the SportsPark

### 2.2 INSURANCE REQUIREMENTS

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

#### **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 \$1,000,000 each occurrence.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing 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).

Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 10 01, 01 30 09 97, 20 37 10 01 or a substitute providing 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 Owner.

#### **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 \$1,000,000 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 equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

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

## 2.3 GENERAL INSURANCE PROVISIONS

### **Evidence of Insurance**

Prior to beginning work, contractor shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for thirty (30) days' written notice to Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be by certified mail, return receipt requested.

Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

Owner 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 Owner.

Failure to maintain the required insurance may result in termination of this Contract at Owner's option.

Contractor shall provide certified copies of all insurance policies required above within ten (10) days of Owner'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 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 Owner has the right to reject insurance written by an insurer it deems unacceptable.

### **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.

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

Any deductible or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, its officer, 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.

### **Subcontractors**

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

### **Indemnification**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and their officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to

or destruction of tangible property, other than the work itself, including the loss of use resulting therefrom and (ii) is caused in whole or in part by any wrongful or 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, regardless of whether or not it is caused in part by a party indemnified hereunder. 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 Paragraph. Contractor shall similarly protect, indemnify and hold and save harmless the Owner, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligation under, or Contractor's default of, any provision of the Contract.

## **2.4 SUPPLIES AND EQUIPMENT SPECIFICATIONS**

### Waukegan Park District to provide all equipment and cleaning supplies

The following is a list of materials and chemicals that will be 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 if necessary. Material Safety Data Sheets (MSDS) are required for all chemicals used.

- Hand and body soap
- Toilet paper
- Paper towels
- Hand towels
- Garbage liners
- Brooms
- Stainless steel cleaner
- Bleach
- Heavy duty cleaner
- Latex Gloves
- Mops
- Dust Pans
- Windex
- Sanitary napkin bags
- Scrub brushes
- Plungers

The Waukegan Park District will provide a utility cart to be used by the Contractor. The Contractor will ensure only trained employees will operate the cart. Cart training will be provided by the Waukegan Park District. 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.-The Contractor will be held responsible for any and all damages that result from the usage of carts.

### 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 in any Park District building.
- D. Report breakage immediately.
- E. Do not go into cabinets, closets, desks, drawers, or any storage areas for which you have not been authorized.
- F. Report lost or stolen keys within 24 hours. No keys are to be duplicated.
- G. When leaving a building, check exterior door.

### III. PROPOSED TASK SCHEDULE

#### A. CUSTODIAL CLEANING OF RESTROOM LOCATIONS AT THE SPORTSPARK

**Approximate Work Times: Saturdays 8:00am to 4:00pm - Sunday 7:00am to 3:00pm - Mondays 7:00am to Noon**

*Contract based on a total of 720 hours*

*Daily: Washroom Sanitation/custodial checklist*

- Clean, sanitize and wipe dry all porcelain fixtures.
- Clean and polish all chrome faucets and fixtures.
- Completely clean and sanitize both sides of toilets seats and base.
- Clean all glass and mirrors.
- Wipe clean and sanitize partitions, handicap safety bars. Dust corners above partitions and along the walls removing all cobwebs with extension duster.
- Sweep all corners in restrooms free of cobwebs.
- Wipe clean door and frame, sanitize door handles in/out.
- Empty trash receptacles and insert new liner when needed from client's stock.
- Damp clean exterior of trash can.
- Empty sanitary napkin containers, replace wax bag liner from client's stock.
- Dust tops of metal partitions.
- Clean and sanitize urinals, replace urinal block/deodorizer as needed from client's stock.
- Broom sweep or dust mop concrete floor.
- Wet mop floors with sanitizing floor cleaner.
- Wipe walls as best as possible for marks or graffiti.
- Clean light switches.
- Wipe walls around sinks, toilets and hand dryers.
- Refill soap and toilet paper dispensers from client's stock.
- Replenish supplies on golf cart to be ready for next day from client's stock.
- Waukegan Park District to provide all equipment and cleaning supplies.

**Note:** Leave documentation in the log book of any irregularities found in restrooms for management (daily). Monitor supplies (**client's stock**) and leave a note for what's needed in the log book for management (daily).



# WAUKEGAN PARK DISTRICT

## WAUKEGAN SPORTSPARK CUSTODIAL CHECKLIST

Employee: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_ Vehicle/Equipment: \_\_\_\_\_

BUILDING EXTERIOR			BUILDING INTERIOR											
<ul style="list-style-type: none"> <li>Pickup trash around buildings and empty building receptacle.</li> <li>Check for graffiti and damage on structure.</li> <li>Clean and wipe drinking fountain and backsplash</li> <li>Remove bird/insect nest and cobwebs.</li> <li>Clean and wipe outside trash receptacles.</li> </ul>			<ul style="list-style-type: none"> <li>Check inside the building for graffiti and damage.</li> <li>Pickup trash from the floors.</li> <li>If needed, flush toilet and remove trash from urinal.</li> <li>Clean and wipe walls, grab handles, flush buttons and both sides of the partitions.</li> <li>Clean and wipe the toilet bowl inside and out and both sides of the seat.</li> <li>Replenish toilet paper in dispenser.</li> <li>Clean and wipe mirror.</li> <li>Clean and wipe sink sides and top including the bowl and faucet.</li> <li>Check soap dispenser and fill as needed.</li> <li>Clean and wipe soap dispenser.</li> <li>Clean and wipe hand dryer.</li> <li>Clean and wipe inside door and hardware.</li> <li>Sweep and mop restroom floors.</li> <li>Clean and wipe female needs dispenser.</li> <li>Empty disposal container (PPE).</li> </ul>											
LOCATION	DESCRIPTION	JOB COMPLETE?	TIME IN AND OUT											
			IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
Unit 1		YES NO												
Unit 2 w/Playground and Spray Feature		YES NO												
Unit 3		YES NO												
Unit 4		YES NO												
Unit 5		YES NO												
Unit 6 w/Concession Stand		YES NO												
Unit 7		YES NO												
Unit 8		YES NO												
Unit 9 Main Concession/Ballfields		YES NO												

**COMMENTS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IV. APPROXIMATE CALENDAR OF WORK

# May 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 5 hours	2	3	4	5	6 8
7 8	8 5	9	10	11	12	13 8
14 8	15 5	16	17	18	19	20 8
21 8	22 5	23	24	25	26	27 8
28 8	29 5	30	31			
				May total hours = 89 2017 total hours = 89		

# June 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3 8
4 8	5 5	6	7	8	9	10 8
11 8	12 5	13	14	15	16	17 8
18 8	19 5	20	21	22	23 US Club - 10	24 US Club - 10
25 US Club - 10	26 US Club - 10	27 5	28	29	30	
				<b>June total hours = 108</b> <b>2017 total hours = 197</b>		

# July 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 8
2 8	3 5	4	5	6	7	8 8
9 8	10 5	11	12	13	14	15 8
16 8	17 5	18	19	20	21	22 8
23 8	24 5	25	26	27	28	29 8
30 8	31 5					

July total hours  
 = 105  
 2017 total  
 hours = 302

# August 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5 <b>8</b>
6 <b>8</b>	7 <b>5</b>	8	9	10	11 <b>Eclipse</b> <b>10</b>	12 <b>Eclipse</b> <b>10</b>
13 <b>Eclipse</b> <b>10</b>	14 <b>5</b>	15	16	17	18	19 <b>8</b>
20 <b>8</b>	21 <b>5</b>	22	23	24	25	26 <b>8</b>
27 <b>8</b>	28 <b>5</b>	29	30	31		
				<b>Aug total hours = 98</b> <b>2017 total hours = 400</b>		

# September 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 8
3 8	4 5	5	6	7	8	9 8
10 8	11 5	12	13	14	15	16 8
17 8	18 5	19	20	21	22	23 8
24 8	25 5	26	27	28	29	30 8
				Sept total hours = 92 2017 total hours = 492		

# October 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 8	2 5	3	4	5	6	7 Eclipse 10
8 Eclipse 10	9 5	10	11	12	13	14 8
15 8	16 5	17	18	19	20	21 8
22 8	23 5	24	25	26	27	28 8
29 8	30 5	31				

**Oct total hours = 101**  
**2017 total hours = 593**

# November 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4 8
5 8	6 5	7	8	9	10	11 8
12 8	13 5	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Nov total hours = 42 Discretionary Hours =85 2017 total hours = 720	



**V. PROPOSAL FORM**  
Custodial Services for SportsPark Restrooms

**PRICE QUOTE FOR:**

Providing Contractual Custodial Services for SportsPark Restroom Buildings.

In submitting this quote, the undersigned understands that the owner reserves the right to reject any or all proposals or to waive any informality or technicality in any proposal in the interest of the owner.

Contractor acknowledges to have reviewed Performance Specifications with related documents and having visited the site of the proposed Work, and being familiar with all of the existing conditions and limitations surrounding the proposed Contractual Custodial Services.

For completion of all Contractual Custodial Services for nine (9) SportsPark restroom facilities as shown on the maps and specifications, the Contractor agrees to perform all work for the following sum:

**CUSTODIAL SERVICES SportsPark (9) Nine restroom facilities located throughout the SportsPark.  
(3 Days/Week/720 hours) If necessary to meet budgetary limits, the District maintains the right to  
reduce up to 100 hours/year at the hourly rate below**

\$ \_\_\_\_\_ Year 1 (May-November 2017) \$ \_\_\_\_\_ Hourly Rate

\$ \_\_\_\_\_ Year 2 (April-November 2018) \$ \_\_\_\_\_ Hourly Rate

**IF AWARDED THE CONTRACT, THE UNDERSIGNED AGREES TO COMPLETE ALL WORK COVERED BY  
THIS PROPOSAL - PRICES GUARANTEED  
FROM MAY 1, 2017 TO November 15, 2017.**

(PLEASE PRINT)

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CONTRACTOR IS REQUIRED TO FURNISH THE WAUKEGAN PARK DISTRICT WITH A CERTIFICATE OF  
INSURANCE AND APPROPRIATE AGREEMENT PRIOR TO START OF WORK**

**CONTRACTOR QUALIFICATION**

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

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

\_\_\_\_\_  
Email

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

List three (3) clients from the past five (5) years which are similar in scope to the Custodial Services for Sports Park Restrooms for the Waukegan Park District. Include client's name, cost and contact person with phone number.

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

Description of Work\_\_\_\_\_

Project Cost\_\_\_\_\_Contact Person\_\_\_\_\_Phone Number\_\_\_\_\_

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

Description of Work\_\_\_\_\_

Project Cost\_\_\_\_\_Contact Person\_\_\_\_\_Phone Number\_\_\_\_\_

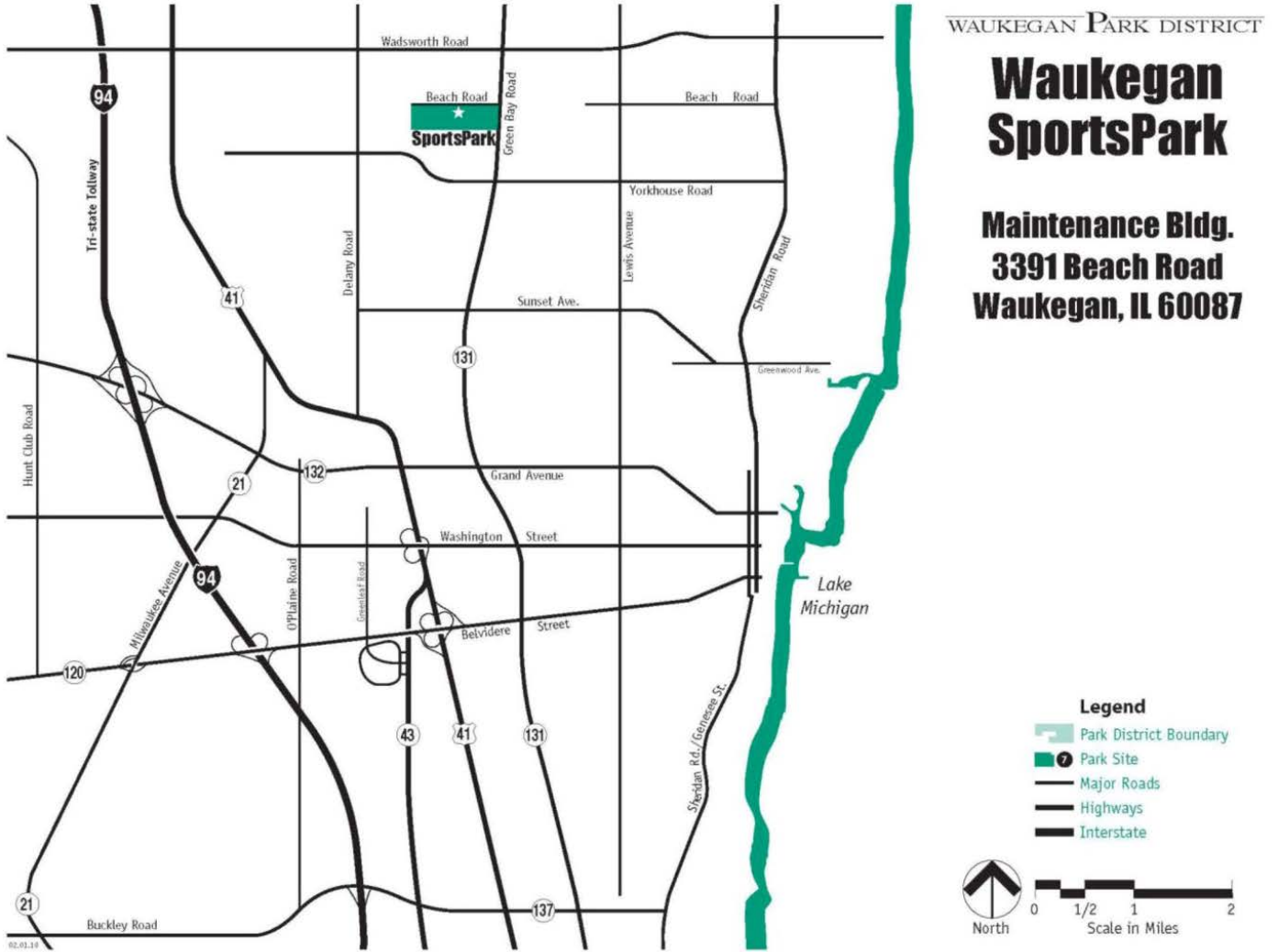
Client Name\_\_\_\_\_

Description of Work\_\_\_\_\_

Project Cost\_\_\_\_\_Contact Person\_\_\_\_\_Phone Number\_\_\_\_\_

VI. LOCATION MAP, SITE MAP AND FLOOR PLANS

LOCATION MAP



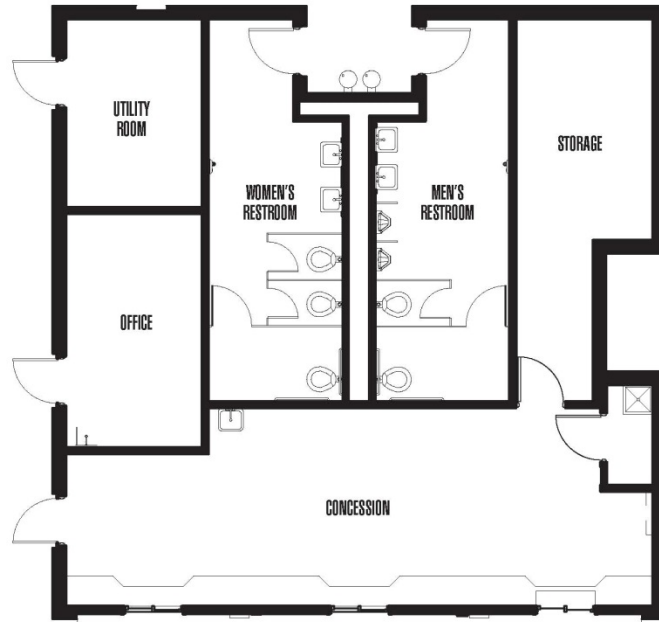


# WAUKEGAN SPORTSPARK

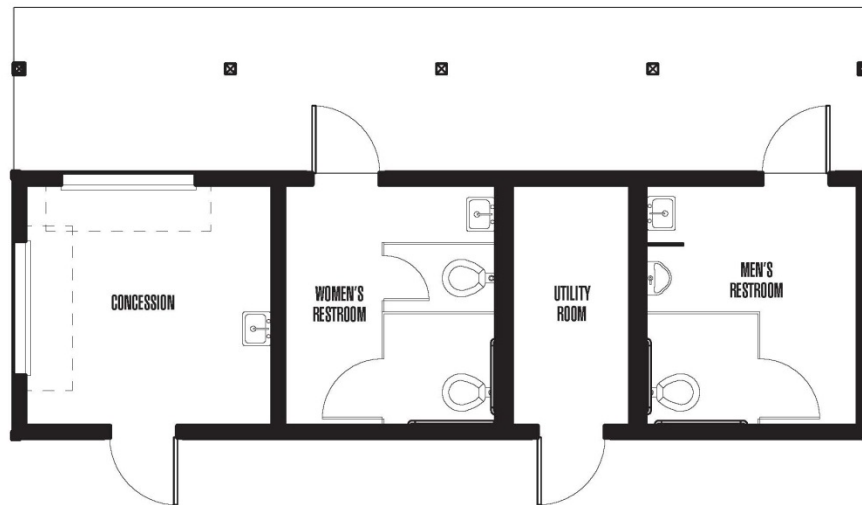


# WAUKEGAN PARK DISTRICT

## Custodial Services for Rest Rooms Only



### Softball Concession/Restroom Building



### Field Restroom Buildings (8)