

BID INVITATION

Parkland College invites you to submit a written bid for **Janitorial Services – Institute of Aviation, Willard Airport**. Specifications and bidding requirements are enclosed.

Please address written bids to Purchasing, Room A108, Parkland College, 2400 West Bradley Avenue, Champaign, IL 61821-1899. Use the enclosed envelope marked **BID #2023-015 Janitorial Services – Institute of Aviation, Willard Airport** to ensure delivery. Bids must be received no later than **2:00 p.m. on Tuesday, May 30, 2023**, at which time they will be publicly opened and read in **Room A108**. Any bid not received by said time and date will not be considered. Bids sent by facsimile machine or email will not be accepted.

All bidders are welcome to attend the public bid opening. If you choose not to attend, you may contact Lauren Craig, Purchasing Agent, at (217) 351-2232 or by email at lcraig@parkland.edu to obtain the results of the bid. No information regarding the recommendation to the Board of Trustees will be released until after the Board of Trustees meeting on June 21, 2023.

The Board of Trustees of Parkland College reserves the right to reject all or any part of a bid submitted, to waive any technicalities or informalities in the bidding, and to accept a bid or combination of bids deemed most favorable to and in the best interest of the college after all bids have been examined and evaluated. All bidders must fully comply with all local, state, and federal laws regarding bidding on public projects and the performance of services or supplying of goods under a bid.

Questions regarding the bid specifications may be addressed to Clark Sorensen, at (217) 353-2171 or by email at csorensen@parkland.edu.

Sincerely,



Chris Randles

V.P. of Administrative Services and Chief Financial Officer

Enc:

Bid form

Return envelope

Services Required

A review of services required is scheduled for **Wednesday, May 17, 2023 at 1 p.m.**, at the Institute of Aviation, Willard Airport, 1 Airport Road, Savoy, Illinois 61874. Attendance is not mandatory in order to submit an offer; however, it is highly recommended. A representative from the Institute will be present to answer questions.

Prices and Payments

1. All bid prices shall be complete and include warranty and delivery to Parkland College, 2400 West Bradley Avenue, Champaign, Illinois 61821. Delivery arrangements to be coordinated.
2. Contract will be an official Parkland College purchase order to be issued after approval of the bid by the Board of Trustees.
3. Bid will be valid for a period of sixty days from date of bid opening.
4. Services will be paid by the agreed rate between Janitorial Service and Parkland College. Payment will be made upon receipt of monthly invoice. Invoices should be supplied to Parkland College, Accounts Payable, Room A108, 2400 W. Bradley Avenue, Champaign, Illinois 61821. Payments will be made within (30) days of the billing date.
5. This agreement shall be for one (1) year beginning July 1, 2023 through June 30, 2024. Services will be performed daily, Monday through Friday each week.
6. Parkland College is tax exempt. A copy of the exemption certificate will be furnished on request.

Any bid not received by said time and at said place will not be considered. Bids sent by facsimile machine or email will not be accepted. The bids will be publicly opened and announced Tuesday, May 30, 2023 at 2:00 p.m. in Room A108 on the Parkland College campus. No decision will be made at that time.

General Information and Services

This agreement constitutes the entire understanding between the parties with respect to the subject matter of this agreement, either oral or written. Any amendments must be made in writing and signed by both parties.

Work Schedule

Weekdays, Monday-Friday, beginning at 5 p.m. (no earlier than 4 p.m.) until daily tasks are completed. This includes summer semesters as the Institute is still in operation during June & July. Missed weekdays MUST be made up either by coming in on the weekend OR coming in on a weekday morning. Weekday mornings can be a regular shift as well, BUT not starting later than 6:30 a.m., so work can be completed before the workday commences for Institute Staff & Faculty at 8 a.m.

JOB DESCRIPTION:

- **DAILY TASKS TO BE COMPLETED THOROUGHLY:**
 - Empty trash cans & replace liners as necessary.
 - Clean can if necessary.
 - Wipe down all door handles throughout the building.
 - Sweep and then wet mop all hard floor around the building.
 - Including stairwell in main lobby next to main entrance.
 - All vestibules and corridors & wet mopping as needed.
 - Vacuum all carpeted areas including door mats in all vestibules.
 - Wipe down & clean all windows and bathroom mirrors around the building.
 - Clean ALL tables and counters:
 - Bryan Room – 112
 - Classroom 104
 - Break Room – 110
 - Workstations (offices & cubicles) – as long as staff have desk cleared!
 - Dispatch Room – 123
 - Student Work Area – 113
 - Clean and disinfect drinking fountains.
 - Restock paper towels, hand soap and toilet paper in bathrooms/paper towels in Break Room (110)
 - Assure that 2 fresh rolls of toilet paper are inside dispenser & leaving any half-used rolls on top of dispenser.
 - Clean and disinfect sinks, faucets, and faucet handles in bathrooms and Break Room.
 - Keep Janitorial Closet organized & notify Institute Assistant of supply orders to be made.
 - Before leaving, ensure building is to near perfection and IF LAST ONE, shut off all lights. Then since this is a Commercial Airport ENSURING ALL entry doors to building are secured and locked!
- **WEEKLY TASKS:**
 - Dust base boards, sills, chairs, cabinet ledges, partitions, lights, etc.
 - Vacuum & Dust ceiling vents, light fixtures, and upholstered furniture.
 - Buff and, or spray buff all hard floor surfaces.
- **BIWEEKLY TASKS:**
 - Assure Q-3 Classroom and Bathroom are well kept:
 - Refill toilet paper dispensers IF currently empty.
 - Restock hand towels (1 ream only)
 - Refill hand soap (1/2 of main building usage)
 - Clean mirrors, faucets, faucet handles and sinks.
 - Empty trash in bathroom and classroom upstairs.
 - Sweep out bathroom and classroom floor.
 - When leaving make sure door is LOCKED!
- **IN BETWEEN SEMESTERS**
 - Shampoo carpeted areas.
 - Strip/Scrub and refinish hard floor surfaces around building.

Supplies, Equipment, and Materials

All labor, equipment, and supplies to complete cleaning services will be supplied by Janitorial Service. Toilet tissue, hand towels, and hand soap will be provided by the Institute of Aviation.

Cleaning Materials

Janitorial Service shall practice safe and proper use of cleaning materials. Application of agents and materials will be properly removed and cleaned from all surfaces. Material Safety Data Sheets “MSDS” will be supplied to Institute of Aviation, Parkland College.

Insurance and Bond

Janitorial Service shall carry complete and adequate insurance as listed below:

- Worker’s Compensation Insurance
- Contractor’s Public Liability Insurance
 - Bodily Injury - \$ 500,000
 - Property Damage - \$ 500,000
- Umbrella Liability Limits Ultimate Net Loss
 - Each Occurrence and Aggregate
 - Limits of Liability - \$5,000,000
- Commercial Blanket Bond with Rider - \$ 50,000

A Certificate of Insurance will be supplied to the Institute of Aviation, Parkland College.

Termination of Janitorial Services

Grounds for termination of agreement may apply, if Janitorial Services are not being performed to the satisfaction of the Institute of Aviation, Willard Airport.

Business Enterprise for Minorities, Females, and Persons with Disabilities

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, *et seq.* (the “Act”), it is the policy of Parkland College to foster and encourage the continued economic development of minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

When Parkland College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by certified as a minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

Are you certified as a minority owned business or female owned or person with a disability owned business?

Yes ____ No ____

Specifications and Requirements

Prepare your line itemized bid to clearly reflect specifications outlined below.

1. Complete required services as outlined under Daily Tasks, Twice-Weekly Tasks, Weekly Tasks, and Between Semesters Tasks, which are located under the General Information and Services section of this bid packet.

Does your bid comply? Yes___ No___

2. Carry complete and adequate insurance as listed below:

- Worker’s Compensation Insurance
- Contractor’s Public Liability Insurance
 - Bodily Injury - \$ 500,000
 - Property Damage - \$ 500,000
- Umbrella Liability Limits Ultimate Net Loss
 - Each Occurrence and Aggregate
 - Limits of Liability - \$5,000,000
- Commercial Blanket Bond with Rider - \$ 50,000
- A Certificate of Insurance will be supplied to the Institute of Aviation, Parkland College

Does your bid comply? Yes___ No___

3. Supply all labor, equipment, and supplies to complete cleaning services

Does your bid comply? Yes___ No___

Bidder Investigation

Parkland College reserves the right to reject any proposal, if it is determined the bidder is not properly qualified to carry out the obligation of the contract.

REFERENCES

Name

Company Name

Address

City

State

Zip Code

Name

Company Name

Address

City

State

Zip Code

Name

Company Name

Address

City

State

Zip Code

BID FORM

Bid Price for Janitorial Services – Institute of Aviation, Willard Airport as per bid specifications:

Total Cost \$ _____

Vendor Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Fax Number: _____

Authorized Representative (please print) _____

Signature of Authorized Representative _____

Any deviations to these specifications shall be addressed in writing and submitted with bid.