

## 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 #2020-001 Janitorial Services – Institute of Aviation, Willard Airport** to ensure delivery. Bids must be received no later than **2:00 p.m. on Wednesday, May 22, 2019**, 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 Beth Burdette, Purchasing Agent, at (217)351-2232 or by email at [bburdette@parkland.edu](mailto:bburdette@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 19, 2019.

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 Donald Talleur, at (217)244-8687 or by email at [dtalleur@parkland.edu](mailto:dtalleur@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 **Friday, May 17, 2019 at 11:00 a.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 College 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 two (2) years beginning July 1, 2019 through June 30, 2021. 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 Wednesday, May 22, 2019 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.

Below is a list of required services:

#### **➤ DAILY TASKS**

- Empty trash cans
  - Replace liners as needed
  - Clean trash receptacles as needed
- Empty recycle containers keeping separate of trash
  - Clean receptacles as needed
- Clean ALL door handles
- Sweep and wet mop all hard floor surfaces
  - Including stairwell to basement through lobby

- Sweep ALL vestibules and corridors
- Wet mop corridors and vestibules as needed
- Vacuum ALL carpets, including door mats in ALL vestibules
- Clean entrance door window and front entrance windows
  - Lobby area and old main entrance to Institute vestibule
- Clean table tops (Bryan room and conference room), tables (break room), and kitchen counters (break room, conference room kitchen, and dispatch area)
- Clean and disinfect drinking fountains
- Restock paper towels and hand soap in bathrooms, break room, and conference room kitchen
- Refill toilet paper and hand soap dispensers in all bathrooms and restock each bathroom with extra toilet paper rolls
- Clean sinks, faucets, faucet handles in bathrooms, break room and conference kitchen
- Clean bathroom mirrors
- Clean and organize Janitorial closet
  - Notify Assistant when supplies need to be reordered
- Walk through building at end of night, checking lights are off and work is complete
- Check front door, TSA requires this door remains locked at all times

➤ **TWICE-WEEKLY TASKS**

- Q-3 Quonset Hut (located across parking lot)
  - Refill toilet paper dispensers
  - Restock hand towels
  - Refill hand soap
  - Clean mirrors, faucets, faucet handles, and sinks
  - Empty trash cans in bathroom and classroom
  - Sweep bathroom and classroom

➤ **WEEKLY TASKS**

- Entire Building of Institute
  - Dust base boards, sills, chairs, cabinet ledges, partitions, lights, etc.
  - Buff tile floors
    - Spray buff all VCT and terrazzo floors (on rotation)

➤ **BETWEEN SEMESTERS**

- Shampoo carpet
- Strip/Scrub and refinish hard floor surfaces (tile, vinyl, and terrazzo)
- Vacuum and/or dust ceiling vents, light fixtures, and upholstered furniture

**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\_\_\_\_\_**

4. Provide a Two (2) Year Agreement for Janitorial Services from July 1, 2019 through June 30, 2021

**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**

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Name

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Company Name

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Address

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City State Zip Code

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Name

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Company Name

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Address

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City State Zip Code

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Name

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Company Name

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Address

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City State Zip Code

## BID FORM

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

Year 1        \$ \_\_\_\_\_ annual cost

Year 2        \$ \_\_\_\_\_ annual cost

Total Cost    \$ \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

Authorized Representative (please print) \_\_\_\_\_

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

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