



***CUSTODIAL CONTRACT***



**BIDDER'S**

**PACKET**

**City of Urbana, Illinois**

**BID #1213-01**

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**INSTRUCTIONS TO BIDDERS**

**[CONTRACTUAL]**

- 1) All items contained in the "Instructions to Bidders" are applicable to this call for bids.
- 2) The City of Urbana (hereinafter referred to as "Owner") may require from the Bidder prior to the award of the contract a detailed statement regarding the business and technical organization and plant of the Bidder that is available for the work that is contemplated. Information pertaining to financial resources, experience of personnel, and previously completed custodial projects may also be required.

The competency and responsibility of bidders will be considered in making awards.

- 3) The Bidder shall visit and become familiar with the site of the work before submitting their bid and thoroughly understand the conditions under which the work will be done.

No plea of ignorance of site conditions will be accepted as an excuse for any failure of omission on the part of the Contractor to fulfill in every detail all the requirements of the work.

- 4) With their proposal, each Bidder shall furnish a bid deposit in the form of a certified check, a cashier's check on any bank doing business in Urbana, Illinois, or acceptable bid bond made payable to the City of Urbana in the amount of ten percent (10%) of the bid (12-month total) as a guarantee that the Successful Bidder will accept the contract when offered. Personal checks or corporate checks are not acceptable.

If within fifteen (15) days after the notice of award of contract, unless a written extension is granted by the Public Facilities Supervisor, the Contractor to whom the contract is awarded refuses or neglects to execute such contract or proceed with the work, or failure to furnish a satisfactory performance bond, he shall forfeit the amount of his deposit as liquidated damages. A plea of mistake in such an accepted bid shall not be available to the Bidder for the recovery of their deposit, or as a defense to any action based upon such accepted bid.

The bid deposit of all, except the three lowest bidders, will be returned within fifteen (15) days after opening of bids, or upon Owner's determination that the Bidder's proposal will not be considered further, whichever is earlier. The bid deposit of the three lowest bidders will be returned within seven (7) days after the contracts and required bonds of the Successful Bidder have been approved by the Owner, but in no event shall exceed 45 days after the bid opening date.

- 5) A performance bond in the amount of 100 percent of the contract price, with a corporate surety approved by the Owner, will be required for the faithful performance of the contract. (See Page 9, "Custodial Contract," Section I. Bidder Information, E. Bond, for alternative.)

Attorneys-in-fact who sign bid bonds or performance bonds must file with each bond a certified and effective dated copy of their power of attorney.

The party to whom the contract is awarded will be required to execute the contract forms and obtain the performance bond within fifteen (15) calendar days from the date when notice of award is delivered to the Bidder. The notice of award shall be accompanied by the necessary contract forms and bond forms. In case of failure of the Bidder to execute the contract, the Owner may at his/her option consider the Bidder in default, in which case the bid bond accompanying the proposal shall become the property of the Owner.

The Owner, within fifteen (15) days of receipt of acceptable performance bond and contract signed by the party to whom the contract was awarded, shall sign the contract and return to such party an executed duplicate of the contract. Should the owner not execute the contract within such period, the Bidder may, by written notice, withdraw his/her signed contract. Such notice of withdrawal shall be effective upon receipt of the notice by the Owner.

- 6) Each proposal shall be typed or written in ink using the bid form included herein, and so filled out as to make the proposals complete and free from ambiguity as to their meaning. All erasures or corrections in proposals shall be initialed by the person signing the proposal.

Any Bidder may withdraw their bid by letter or with proper identification by personally securing their bid proposal at any time prior to the time stated for the receipt of bids. No telephone requests for withdrawal of bid will be honored.

Each proposal must be signed in the firm or corporate name and must bear an original longhand signature of a principal duly authorized to make contracts for the bidding party. The Bidder's name must be fully stated where proposals are signed by an agent of the Bidder; evidence of their authority to act as the Bidder's agent shall accompany the proposal. The name of each person signing the proposal shall be typed or printed below their signature.

Proposals must be submitted in sealed envelopes to the addressee below not later than the time set forth in "Notice to Bidders" addressed as follows:

**Proposal for:** Custodial Contract Services

**To:** City of Urbana  
C/o William R. Gray, Director of Public Works Department  
706 South Glover Avenue  
Urbana, Illinois 61802

**Bid Call Number:** 1213-01

Show the name and address of the bidding firm in the upper left-hand corner of the envelope. Also show the bid call number and the date and time of bid closing in the lower left-hand corner.

- 7) Proposals will be opened publicly by the Owner immediately after the required time and date of submission. The Owner reserves the right to reject any or all bids, or any part thereof, or to waive any informalities in any bid, deemed to be for the best interests of the Owner.

- 8) In the "Award of Contract," the Bidder's reputation and the amount of the proposal will be considered. The Owner reserves the right to accept the bid deemed most favorable for this project after all bids have been examined and evaluated.

Prior to commencing work on this project, and within fifteen (15) days after notification of award, the Contractor is required to post a "Certificate of Insurance" with the Owner. (See No. 9 below.)

Before the contract is awarded, the successful Bidder shall furnish to the Owner for approval a complete list of all subcontractors they intend to use on the work, in any.

- 9) The Successful Bidder will be required to furnish a "Certificate of Insurance" to the Director of Public Works of the City of Urbana, indicating that the Bidder has obtained for the benefit and protection of themselves and the City of Urbana, Illinois, an adequate liability insurance policy, along with a certification by an insurance company to the effect that the Bidder has obtained public liability and workmen's compensation insurance in a sufficient amount to protect themselves and the City from any liability of damage resulting from injury to their employees or to others or to the property of others. The "Certificate of Insurance" shall also certify that the insurance will not be cancelled or allowed to lapse during the time of work without first giving notice in writing to the City of Urbana, Illinois.

The Contractor shall maintain during the entire period of their performance under this Contract the following minimum insurance:

**Worker's Compensation**

- Basic policy including occupational disease--statutory limits.
- Employer's liability: at least \$100,000/per person per accident and at least \$500,000 each accident.
- Contractors having offices or places of hire outside the State of Illinois shall attach or otherwise show an "all states" endorsement.

**Comprehensive General Liability**

**A. Minimum Limits:**

Bodily Injury	\$1,000,000/each occurrence \$1,000,000/aggregate
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Property Damage	\$1,000,000/each occurrence \$1,000,000/aggregate
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**B. Included Coverage:**

- Premises and Operations
- Independent Contractors

- Products and Completed Operations (including coverage for defects in materials, products or equipment installed under the contract which appear within one year after the date of substantial completion).
- Property Damage -- include Broad Form. Write on occurrence basis.
- Contractual Liability
- Bodily Injury -- include Personal Injury
- Property Damage -- remove "XC" exclusion
- Property Damage -- remove "U" exclusion

**Comprehensive Automobile Liability**

**A. Minimum Limits:**

Bodily Injury	\$1,000,000/each person
Property Damage	\$1,000,000/each occurrence

**B. Included Coverage (may be in comprehensive form):**

- Owned vehicles
- Non-owned vehicles
- Hired vehicles
- Property Damage -- write on occurrence basis

**Excess Liability**

**A. Umbrella form**

**B. Minimum limits:**

Combined bodily injury and property damage:  
 \$1,000,000/each occurrence  
 \$1,000,000/aggregate

**Surety Ratings**

Insurance required shall be written with a company having at least an "A-10" rating as listed in Best Insurance Guide, latest edition.

Maintenance of the insurance by the Contractor shall in no way relieve the Contractor from any responsibility or requirement to the Contractor of any responsibility whatsoever. The Contractor may carry, at their own expense, such additional insurance as is deemed necessary, providing such insurance does not prejudice or in any way interfere with the Owner's rights of recovery under the Owner's Builder's Risk Insurance.

- 10) The Bidder's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the Contract throughout, and these will be deemed to be included in the Contract the same as though herein written out in full.

Where state and/or local codes exist, these shall be followed by all contractors for this project. Where conflicts exist between applicable codes and these specifications, the codes shall govern. The specifications shall be considered as a minimum acceptable level of quality of materials and workmanship.

- 11) All bids shall include all taxes that are applicable to the City of Urbana. The City and State of Illinois sales tax and Federal excise taxes are not applicable to sales made to the City of Urbana and must be excluded. The City Clerk, upon request, will execute the exemption certificates in connection with all orders when Federal excise tax would otherwise be due. Building permits will be supplied to the Contractor at no charge.
- 12) Bidders and Bidders' Subcontractors shall agree to comply with the City of Urbana's Affirmative Action Ordinance and, when required, shall submit written evidence of the firm's employment practices, policies, goals and statistical data concerning employee composition on race, color, job description and compensation. "Award of Contract" is contingent upon on-site inspection or other means of verification in accordance with City of Urbana procedures.
- 13) Unless otherwise specified, materials and equipment purchased will be inspected as to meeting the quality requirements of the call for bids. When deemed necessary, samples of supplies or materials will be taken at random from stock received for submission to a commercial laboratory, or other appropriate inspection agency, for an analysis and test as to whether the material conforms in all respects to the specifications. In cases where the commercial laboratory report indicates that the material does not meet the specifications, the expense of analysis is to be borne by the Contractor and the order or balance thereof may be cancelled by the City of Urbana.
- 14) Contractor shall hold the City of Urbana, its officers, agents, and employees harmless from liability or damages of any nature or kind concerning the undertaking and execution of this Contract.

Successful Bidder is specifically denied the right of using, in any form or medium, the name of the City of Urbana for public advertising unless express permission is granted by the Director of Public Works.

- 15) No member, officer, or employee of the City of Urbana, Illinois, or its designees or agents, and no member of the governing body of the City of Urbana, Illinois, who exercises any functions or responsibilities with respect to the City of Urbana during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with this Contract.
- 16) It shall be the responsibility of the Contractor to ascertain the location of all utility lines and to protect from damage all existing improvements or utilities at or near the site of the work.

- 17) The Owner will permit the Contractor to use at no cost existing utilities such as light, heat, power and water necessary to the carrying out and completion of the work.
- 18) The Contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all damages to persons or property, either on or off the site, that occur as a result of the Contractor's completion of the work. The safety provisions of applicable laws and building construction codes shall be observed, and the Contractor shall take or cause to be taken such additional safety and health measures as the Director of Public Works of the City of Urbana, Illinois, may determine to be reasonably necessary.
- 19) All changes to the Contract must be mutually agreed upon in writing and signed by the parties to the Contract. If any such agreed-upon change causes an increase or decrease in the Contractor's cost of, or the time required for, the performance of any part of the work under this Contract, adjustment shall be made and the Contract modified accordingly. Any agreements not signed as heretofore indicated shall be considered null and void. The Contractor shall furnish an itemized price breakdown in connection with any proposal made for Contract modification. The price breakdown shall be in sufficient detail to permit an analysis of all material and labor costs. If the proposal includes a time extension, a justification therefore also shall be furnished.
- 20) The provisions of this Contract apply to any subcontractor. The Contractor agrees that they are fully responsible to the Owner for the acts and omission of their subcontractors and of persons either directly or indirectly employed by them as they are for the acts and omissions of themselves or persons directly employed by them. Nothing contained in the Contract documents shall create any contractual relation between any subcontractor and the Owner. The Contractor shall not contract any part of the work under this Contract, or permit their contracted work to be further subcontracted, without the prior written approval of the Director of Public Works of the City of Urbana, Illinois. The Contractor shall submit with their bid a complete list of proposed subcontractors and possible alternates.
- 21) In case the Contractor fails to furnish materials or to execute work in accordance with the provisions of this Contract, or fails to proceed with or to complete the work within the time specified in this Contract, or otherwise violates the provisions of the Contract, then in any case upon ten (10) days written notice to the Contractor by the Owner, the City of Urbana shall have the right to declare the Contractor in default in the performance of their obligations under the Contract. Said notice shall contain the reason for the Owner's intent to declare the Contractor in default. Unless, within ten (10) days after the Contractor's receipt of said notice, the violation shall cease or satisfactory arrangements shall be made for its correction, the Contractor by written notice may be declared in default and their right to proceed under the Contract may be terminated.

In the event the Contractor is thus declared to be in default, the Owner will proceed to have the work completed and shall apply to the cost of having the work completed any money due the Contractor under the Contract. The Contractor shall be responsible for any damages resulting to the Owner by reason of said default. Notice shall be considered as given by the Owner for purpose of this agreement if mailed by regular mail to the Contractor at address listed by Contractor on proposal form.



- 22) The work provided hereunder by the Contractor shall be executed as directed by the Bid Form and Contract Specifications and shall be performed in a skillful and professional manner. All materials used in the construction, rehabilitation, renovation, remodeling and improvement shall be new unless otherwise expressly set forth in the Contract Specifications, and shall be sealed in their original containers until opened at the job site.
- 23) The Contractor shall give their personal superintendence to the work or have a competent foreman or superintendent on the work at all times during progress, with authority to act for the Contractor.
- 24) The Contractor shall keep the premises clean and orderly during the course of the work and shall remove all debris at the completion of the work. Except where otherwise noted, materials and equipment that have been removed and replaced as part of the work shall belong to the Contractor.
- 25) The Successful Bidder shall furnish the Owner with an estimated time schedule setting up order of procedure and time allowed for each branch of the work. Contractor and Subcontractors shall make every effort to complete the work regularly and diligently, to adhere to these schedules, and to cause no delays to each other. Should a Subcontractor fail to maintain progress according to approved schedule, or cause delay to another subcontractor, they shall furnish, at their own expense, such additional labor and/or services as may be necessary to bring the operation up to schedule.
- 26) Payment in full will be made upon submission of an invoice at the end of each month. All payments are subject to satisfactory final inspection and acceptance by the Public Works Department of the City of Urbana, Illinois.
- 27) The Contractor shall pay or cause to be paid not less than the prevailing rate of wages for the local area as found by the State of Illinois Department of Labor. The Contractor may be required by the City of Urbana to provide documentation to prove compliance with prevailing wage rates.
- 28) The Contractor shall comply with City of Urbana requirements for Equal Employment Opportunity (EEO) and complete the attached Workforce Statistics form. The Contractor and their Subcontractors shall not discriminate against any qualified employee or qualified applicant available for employment to be employed in the performance of this Contract with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, or ancestry. Any violation of this covenant may result in the institution of penalties by law.

The Contractor and Subcontractors shall comply with all applicable Federal, State and local statutory or administrative prevailing wage requirements or equal employment opportunity requirements. Further, the Contractor and Subcontractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin or age. The Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex, national origin or age. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places,

available to employees and applications for employment, notices setting forth the policies of nondiscrimination.

- 29) The Contractor shall comply with the Drug Free Workplace Act and Certification of Compliance. The Purchasing Certification form included is to be completed by the Bidder and returned with said proposal.

<b>CUSTODIAL CONTRACT</b>
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**I. BIDDER INFORMATION**

The City of Urbana will receive bids for custodial services and supplies at the Public Works Center, 706 S. Glover Avenue, Urbana, Illinois, Monday through Friday, 8:00 a.m. to 5:00 p.m. **Bids will be accepted up to and no later than 2:30 p.m., Thursday July 26<sup>th</sup> 2012.**

**A. MANDATORY PRE-BID MEETING**

Bidder is *required to attend a pre-bid meeting* to be held on *Thursday, July 12 at 1:30 p.m.*, in the second floor conference room of the Public Works Center, 706 South Glover Avenue, Urbana, Illinois. A tour of each facility will be given along with a description of work to be done at each facility. Bids will not be accepted from any vendor who does not attend this pre-bid meeting.

**B. ADDITIONAL INSPECTION OF THE FACILITIES**

Any bidder who needs to make inspections in addition to the inspection made at the mandatory pre-bid meeting may do so by arrangement. Requests for additional inspections should be made by contacting Vince Gustafson at (217)384-2318.

**C. REFERENCES**

All bids must include a completed reference list (*See Page 23*). Each bidder must list reference accounts that are full service for **not less than 30,000 square feet each**. References that do not meet this standard will be sufficient grounds to reject the bid.

**D. DURATION OF CONTRACT**

The custodial contract shall have a term of five (5) years. The monthly cost amount will remain fixed for the first two (2) years of the contract. The amount may be adjusted after two (2) years for the remaining three (3) years. (*See Proposal Form.*)

**E. BOND**

In addition to the 10% Bid Bond required from each responding contractor, the successful bidder is also required to furnish a performance bond in the full amount of 12 months of the contract. An acceptable alternative to the performance bond requirement will be an irrevocable letter of credit in

favor of the City of Urbana in the amount of \$75,000.00. If this option is chosen by the successful bidder, the City reserves the right to approve the form of the letter of credit.

## ***II. CONTRACTOR'S RESPONSIBILITIES***

The contractor will be responsible for providing all of the supplies and equipment necessary to complete the custodial work described on the following pages. The contractor will be responsible for the work crews and their supervisors while they are performing their duties for the City of Urbana.

It is the City's expectation that the successful contractor will recognize the intent of the specifications and perform the duties in compliance with the spirit of the document and the City's image and goals in mind.

### **A. SUPPLIES**

The contractor will supply all materials necessary to clean and maintain the City of Urbana facilities and Cunningham Township building.

This includes, but is not limited to:

- All paper products made from 100% recycled paper fibers, including toilet paper and paper towels
- Liquid soaps and hand cleaners used in existing dispensers
- All deodorant blocks for urinals and toilets
- Plastic liners for wastebaskets
- Refuse bags

***NOTE: If the successful bidder wishes to change the style of a given dispenser, he or she may be allowed to do so at their expense with specific approval from the City.***

#### ***Cleaning supplies:***

- disinfectants
- cleaning cloths
- glass/tile cleaner
- floor stripper
- floor wax
- floor soap
- bowl, urinal and washbasin cleansers
- polishes

**B. EQUIPMENT**

The bidder is required to provide a list of all equipment to be used for the performance of duties for the City of Urbana. This includes all hand and power equipment, such as mops, brooms, buckets, vacuum cleaners, buffing machines, and specialty equipment.

**C. SPECIFICATIONS**

**1. Tasks**

An acceptable standard for each specific task will be described below. This is not all-inclusive. A representative from the City of Urbana will determine if the standards have been met. **No additional payment shall be given to complete tasks which have been left undone or which were not completed to satisfaction of the designated representative of the City.**

CARPET SPOT CLEANING: smudges, marks, or spots shall have been removed without causing unsightly discoloration.

CLEANING ALL EATING AND FOOD PREPARATION SURFACES: all eating and food preparation surfaces shall be wiped with warm, soapy water to remove all spills, food, and other substances, which appear on these surfaces. The interior of the microwave ovens shall be wiped with warm, soapy water to clean spills from the microwave ovens.

CLEANING APPLIANCES: the interior of refrigerators in lunchrooms and break rooms shall be cleaned with warm, soapy water. Freezers, which are not frost-free, will be defrosted and all will be cleaned with warm, soapy water. Refrigerator coils shall be vacuumed to remove dust from them. Dust, surface film, and dirt shall be removed from the exterior of all appliances and vending machines regardless of their location.

CLEANING DRINKING FOUNTAINS: the porcelain, metal and stainless steel surfaces shall be clean and bright, and they shall be free of dust, spots, stains, and streaks. Drinking fountains shall be kept free of trash, ink, coffee grounds, etc., and nozzles free from encrustation. Disinfectant cleaner shall be used on all stainless steel surfaces.

CLEANING OFFICE FURNITURE: office furniture including tables shall be free of dust, dirt, and surface film. File tops shall be free of dust, surface film, and dirt. Desktops shall NOT be disturbed. Papers shall NOT be removed from desks in offices or Council Chambers. Phones will be dusted and cleaned with a disinfectant cleaner. Personal computers, terminals, printers and keyboards are not to be touched by the Contractor and/or work crew.

CLEANING RECYCLING CONTAINERS: recycling containers shall be free of dust, debris, and residue.

CLEANING THRESHOLDS: thresholds shall be clean and free of oil, grease, dirt and grime.

**CLEANING WASTEBASKETS:** wastebaskets shall be free of dust, debris, and residue. Liners shall be replaced when torn or when used to dispose of substances which might adhere to the liners.

**CLEANING WOOD PANELS:** panels shall be free of dirt, dust, streaks, and spots.

**DAMP MOPPING AND SPRAY BUFFING:** floors shall be free of streaks, mop strand marks, and skipped areas. Walls, baseboards, and other surfaces shall be free of splashings and markings from the equipment. The finished area should have a uniform luster.

**DAMP WIPING:** all dirt, dust, water stains, spots, streaks, and smudges shall be removed from the surfaces.

**DAMP WIPING (MIRRORS):** mirrors shall be clean and free of dirt, dust, streaks, and spots.

**DAMP WIPING (WINDOWSILLS):** all dirt, dust, spots, streaks, and smudges shall be removed from the sill area.

**DUSTING:** railings, ledges, grilles, fire apparatus, doors, and radiators shall be dust-free. Available horizontal surfaces shall be free of obvious dust.

**DUSTING (VENETIAN BLINDS):** both sides of venetian blind slats shall be free of dust.

**FINISHING:** doors, walls, baseboards, and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks, and skipped areas. The finished area shall have a uniform luster.

**HIGH CLEANING:** surfaces shall be clean and free of dust. Where glass is present, both sides shall be clean and free of streaks.

**METAL POLISHING:** metal surfaces shall be free of smears, stains, and finger marks. They shall be clean and bright and polished to a uniform luster. Bright metal surfaces shall have a polished and lustrous appearance.

**POLICING:** All areas should be free of all paper, trash, empty bottles, and any other discarded material.

**POLISHING:** Kick plates, push plates and push bars shall have a polished and lustrous appearance.

**PORCELAIN CLEANING:** Porcelain fixtures (washbasins, urinals, toilets, etc.) shall be kept clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation, or excess moisture. In washrooms with showers the shower stall shall be free from dust, spots, stains, rust, green mold, encrustation, or excess moisture. Disinfectant cleaner will be used on all surfaces.

**RECYCLED MATERIAL COLLECTION:** Recycling containers shall not be emptied into trash containers, but shall be emptied into receptacles expressly designated for each specific recycled material.

**SERVICING:** All supply dispensers shall be filled. Waste receptacles shall be emptied and sanitary napkin receptacles emptied, cleaned, and disinfected, and new bags inserted. Additional supplies shall be made available in the event that dispensers need to be restocked during regular hours of operation for the City.

**SOLID WASTE COLLECTION:** All solid wastes generated in the building shall be collected and removed to storage areas designated for trash by the representative of the City of Urbana.

**SPOT CLEANING:** Smudges, marks or spots shall have been removed without causing unsightly discolor.

**SPOT CLEANING, WINDOWS/GLASS:** Windows and glass shall be cleaned to remove all dirt, smudges, marks or spots.

**STEAMCLEAN CARPET:** Carpets shall be thoroughly cleaned to remove all dirt, stains, spots, etc. Carpets shall be cleaned so that all evidence of high traffic areas is not noticeable. Carpets shall be cleaned at a time which will allow the carpets to dry completely before employees occupy the work area.

**STRIPPING AND WAXING FLOORS:** all wax shall be removed from the floors. After wax is reapplied, floors shall be free of streaks, mop strand marks, and skipped areas. The finished area shall have a uniform luster.

**SWEEPING, DUST MOPPING, WET MOPPING, OR SCRUBBING:** floors, steps, risers and landings shall be clean and free of dirt, water streaks, mop marks, string, gum, grease, tar, etc., and present an overall appearance of cleanliness. All surfaces shall be dry and the corners clean.

**SWEEPING OR DUST MOPPING:** all areas shall be clean and free of trash, debris, and foreign matter. No dirt shall be left in corners, crevices, or where sweepings were picked up.

**SWEEPING OR VACUUMING STAIRWAYS:** landings and treads shall be free of loose dirt, dust, streaks, gum, or other foreign substance.

**THOROUGH DUSTING:** there shall be no dust streaks. Corners, crevices, moldings, and ledges shall be free of all dust. There shall be no oils, spots, or smudges on dusted surfaces caused by dusting tools. When inspected by a flashlight, there shall be few traces of dust on any surface.

**THOROUGH HIGH CLEANING:** all dust, dirt, and other foreign matter shall be removed from all high ceilings, stairways, and other areas where dust might accumulate.

**THOROUGH SWEEPING AND DUST MOPPING:** all areas shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture, behind doors, or where sweepings were picked up.

**THOROUGH VACUUMING:** carpets, including corners, shall be clean and free from dust balls, dirt, and other debris; nap on carpets shall lie in one direction upon completion of the vacuuming task.

**VACUUMING:** all carpet surfaces shall be free of obvious dirt, dust and other debris, including those areas under furniture and behind doors.

**WALL WASHING:** wall washing shall remove all soils, grease, and film. It can be done by hand or with a wall washing machine. Washroom walls shall be washed with a disinfectant cleaner.

**WASHING (VENETIAN BLINDS):** both sides of venetian blind slats shall be clean and free of dust and water spots. Cords and tapes shall be clean.

**WAXING AND BUFFING:** walls, baseboards and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strand marks and skipped areas. The finished area shall have a uniform luster.

**WINDOW WASHING:** windows shall be free from all dirt, smudges, marks, or spots. They shall be clean with no obstruction to the visibility due to improper cleaning.

**WOOD PANEL POLISHING:** wood panels shall be free from all dirt, smudges, streaks, marks, or spots. The finished area shall have a uniform luster.

## **2. Description of Frequency**

All services shall be performed in accordance with the following periodic schedule and shall be subject to inspection and approval by the Public Facilities Supervisor

### **The following shall be accomplished DAILY:**

#### **❖ TOILET ROOMS:**

1. All floors in all toilet rooms are to be swept and mopped or scrubbed daily.
2. Clean and polish all mirrors.
3. Clean all nickel and chrome hardware.
4. Clean and disinfect all basins and all other fixtures.
5. Clean and disinfect all water closets, toilets, and urinals daily for the elimination of odors by chemical means.



6. Sanitary receptacles in women's toilets shall be cleaned and sanitized daily. Bags supplied by the Contractor shall be inserted in these receptacles and replaced daily. These containers shall be emptied daily, the bags folded securely, and disposed of.
7. All wastebaskets shall have plastic liners supplied by the Contractor. Wastebaskets shall be emptied daily.
8. Soap dispensers are to be cleaned daily and kept filled with soap supplied by the Contractor.
9. Toilet paper dispensers are to be cleaned daily and kept filled with paper supplied by the Contractor.
10. Paper towel dispensers are to be cleaned daily and kept filled with towels supplied by the Contractor.
11. All walls and stall partitions are to be spotted (the removal of spots) daily.

❖ OFFICES, RECEPTION AREAS, COUNCIL CHAMBERS, CONFERENCE ROOMS, EMPLOYEE LOUNGES, FILE ROOMS, STORAGE ROOMS, ELEVATORS, STAIRWAYS AND ALL SIMILARLY OCCUPIED SPACES AND ADJACENT AREAS IN THE BUILDING (*herein referred to as "ALL OTHER AREAS"*):

1. Daily sweep mopping (sweeping with treated mop) or vacuuming all floors.
2. Floors in high traffic areas shall be scrubbed daily.
3. Daily vacuuming of all carpet and mats. This includes moving and vacuuming under all chairs.
4. Dusting all furniture, office equipment, windowsills, doors, heat vents, or radiators, and all surfaces within seven inches from the floor, except desk and credenza tops.
5. Daily removal of spots from all walls, doors, and glass.
6. All wastebaskets shall have plastic liners supplied by the Contractor. All wastebaskets shall be emptied daily. All wastebaskets shall be cleaned by washing or damp wiping inside and outside at such a rate that all will be cleaned once every month.
7. Drinking fountains shall be cleaned and polished daily.
8. Vacuum or shake all entrance mats daily.
9. Wipe down all handrails daily.
10. Empty all individual recycling containers into larger collection receptacles.

**WEEKLY:** In addition to the daily requirements specified, the following shall be accomplished once every five (5) days.

❖ TOILET ROOMS:

1. Wipe down all walls and partitions.
2. Damp mopping and machine buffing of all waxed floors.

❖ ALL OTHER AREAS:

1. Damp mopping and machine buffing of all waxed floors in heavy traffic areas to remove marks.
2. Empty large recycle containers into exterior dumpsters.

**EVERY TWO WEEKS:** In addition to the daily and weekly requirements specified, the following shall be accomplished every two (2) weeks.

❖ ALL OTHER AREAS:

1. Damp mop and machine buff all waxed floors in light traffic areas.

**MONTHLY:** In addition to the daily, weekly, and bi-monthly requirements specified, the following shall be accomplished once (1) each month.

❖ TOILET ROOMS:

1. Wash all walls and partitions, except painted walls.
2. Monthly washing and polishing of all vinyl tile floors in toilet rooms. This operation includes a thorough cleaning of the floor to strip and remove the old wax and soil before the new wax is applied. After the new wax has been applied and has become sufficiently dry, it shall be machine buffed to a satisfactory finish. These waxed surfaces must be maintained with a sufficient anti-slip as determined by the Static Friction Test Method of Underwriters' Laboratories, Inc.
3. Dusting lighting fixtures, washing partitions, cleaning pipes, window and door frames and casings, dusting walls and other objects high enough to require a ladder to reach, wall spotting, wiping down marble or other wall surfaces, once every month. Washing interior doors, partitions, etc., every month. Cleaning of areas around air conditioning outlets and return air grilles, and the louvers in all doors so equipped every month.

## ❖ ALL OTHER AREAS:

1. Monthly, waxing and polishing of all linoleum, wood, terrazzo, cork, asphalt tile, rubber or plastic tile floors in heavy traffic areas. This includes a thorough cleaning and stripping of the floors to remove the old wax and soil before the new wax is applied. After the new wax has been applied and has become sufficiently dry, it shall be machine buffed to a satisfactory finish. These waxed surfaces shall be maintained with a sufficient anti-slip as determined by the Static Friction Test Method of Underwriters' Laboratories, Inc.
2. Dusting lighting fixtures, cleaning pipes, window and doorframes and casings, dusting walls and other objects high enough to require a ladder to reach, and wall spotting once every month. If Venetian blinds are used, they shall be dusted once each month. Cleaning of areas around heating and air conditioning outlets and return air grills, and the louvers in all doors so equipped every month. Wood paneling, handrails and other decorative woodwork shall be wiped down every month.

**QUARTERLY: In addition to the daily, weekly, and bi-monthly requirements specified, the following shall be accomplished four times a year.**

## ❖ ALL OTHER AREAS:

1. Unless otherwise specified, waxing and polishing of all floors shall be performed once every thirteen (13) weeks, except for the floors in high traffic areas, which require more frequent waxing and polishing. The waxing and polishing of all floors is to include the floor area under chairs, desks and other furniture, and it shall be the Contractor's responsibility to move and replace this furniture.
2. Wash all window glass inside and outside.

**SEMI-ANNUALLY: In addition to the daily, weekly, and bi-monthly requirements specified, the following shall be accomplished twice a year.**

## ❖ CARPET CLEANING:\*

1. All carpeted floors shall be cleaned and shampooed once every six (6) months during the months of April and October. Carpets shall be cleaned and shampooed in accordance with accepted industry standards and materials. This carpet cleaning shall be done after the close of business on a Friday night or on a Saturday morning to allow sufficient drying time over the weekend. The carpet shall be cleaned under all furniture, and it shall be the responsibility the Contractor to move and replace all furniture.

**\*Please Note: The carpeting at the Public Works Garage will be contracted out separately and is not a part of this bid.**

\* \* \*

### **3. Performance of the Work**

In the performance of the work specified, the contractor shall:

- Use first quality cleaners, waxes, chemicals, strippers, deodorizers, disinfectants, etc., in accordance with accepted industry standards to prevent damage to surfaces as a result of improper methods of cleaning.
- Be responsible for closing and locking windows, locking rooms in areas after cleaning, shutting off lights and locking the building.
- Whenever it is stated that certain areas are to be scrubbed, unless the scrubbing is otherwise described, it is intended that it be performed by machine or by hand with a brush.

### **4. Contractor Required to Comply with Security Alarm System**

The contractor or any person associated with the contractor agrees to comply with any and all requirements related to the security systems in all facilities. This compliance includes learning all security features necessary to enter and/or exit any facility. Failure to comply with this provision shall result in the contractor being responsible for any cost due to false alarms directly attributable to the contractor or any person associated with the contractor. Charges for such costs may be deducted from the contractor's monthly billing.

### **5. Other Contract Requirements**

***The Contractor shall:***

1. Provide adequate supervision. Unless otherwise specified, at least one supervisor shall be on duty full time during every working shift.
2. Provide capable, qualified, and thoroughly trained personnel to do the work assigned to them.
3. Provide employees who are physically able to do their assigned work.
4. See to it that employees observe all rules and regulations in effect in the building or on the job site and to comply with all instructions issued by the Director or designated representative.
5. Dismiss from employ on this job site any employee or employees which the Director of the Department deems incompetent, careless, insubordinate or otherwise objectionable, or whose continued employment is deemed to be contrary to the public interest or inconsistent with the best interest of security.

6. Employees shall be subject to such security clearance as the City shall require.
7. Prohibit employees from disturbing papers on desks, opening desk or file drawers, using telephone, office, or other equipment, which is provided for official City use.
8. Maintain a local office in the same city where services are to be rendered, or at a minimum, provide a local responsible supervisor with telephone who can be contacted at any hour of the day if needed.
9. Be responsible for damage to City property or theft of City property by (Contractor's) employees. The Contractor shall also be responsible that all articles found by its employees are turned in at a designated place.
10. Meet periodically with authorized representatives of the City to discuss all services or other matters relevant to this contract. The Contractor should bring to the attention of the City changes in procedures and operations that may be necessary and of mutual advantage. No change is permitted in any of the Contract Specifications or Conditions unless the Contractor receives written approval from the Director of Public Works.
11. Require all employees to wear suitable uniforms during the time they are on City property and to require each employee to wear identification.
12. Furnish all supplies, materials, equipment, labor and supervision to satisfy the requirements of this Contract. All supplies and materials used to meet the specifications must be maintained in good, safe mechanical order with standby equipment available in the event of breakdown. The City reserves the right of approval on all supplies.
13. Submit forms, daily or other periodic work reports, progress reports, etc., concerning the services to be rendered under this Contract, which the City may require.

## **6. Work Crews**

### ***Regular:***

Work should be scheduled so that it does not interfere with the normal operations of the City. Typically, work should be done between the hours of 5:00 p.m. and 6:00 a.m. When City meetings run longer than scheduled, work crews must wait until the meetings are finished before completing their work. Public areas adjacent to the council chambers shall be cleaned between 5pm-6pm prior to City Council Meetings, and re-cleaned to specifications at the meetings conclusion. **No work is to be done in the Council Chambers while meetings are being conducted.**

The proposal price is to be based upon Monday through Friday (five-day) service for Cunningham Township, Landscape Recycling Center [LRC], Public Works, and the City Complex. However the police locker rooms, briefing room, report writing room, Watch Commander's offices, basement hallway, stairwell, main hall on first floor, restrooms on first floor, and the entire police clerks area are to receive seven-day service.

### **a. Rules for Work Crew:**

1. Uniforms with proper *Photo I.D.* tags shall be worn at all times on the city premises.
2. Custodial work will be completed on an area by area basis. When work is completed in one area, lights are turned off except those designated by the City for security.
3. All windows and doors shall be checked upon completion of work to ensure that they are properly secured.
4. All damaged, broken, or missing equipment, unusual security problems, or other abnormal conditions will be immediately reported to the Public Facilities Supervisor..
5. All building damage, paint damage, floor damage, etc., will be reported immediately to the Public Facilities Supervisor. A sample form is included herein.
6. The Contractor shall repair, at his cost, any furnishings or fixtures damaged by his employees.
7. Turn in lost and found articles to the Police Department main window.
8. No smoking is permitted in any facility.

**b. “Security Bond” for Workers:**

Workers shall have been carefully interviewed, screened, and references checked by the Contractor. Workers are required to be bonded by an insuring agent in the amount of \$20,000, and verification must be submitted with the contract. Workers must submit to a security check prior to being allowed access to any City of Urbana facility.

**No employees will be allowed on the premises without prior notice and approval.** Visitors may not accompany employees while on the premises.

**c. Substitute or Additional Workers:**

To complete work crews, substitute or additional workers may be needed. These workers must meet the same requirements as regular full-time workers. The City of Urbana must be provided with a list from which all substitute and additional workers are called. Cost for employing additional or substitute workers must be included in the bid.

**d. Billing for Services and Supplies:**

Original invoices for custodial services must be submitted to the following at the end of each month of service:

Vince Gustafson, Public Facilities Supervisor  
City of Urbana Public Works Department  
706 South Glover Avenue  
Urbana, Illinois 61802

**e. Violation of Contract:**

The City of Urbana reserves the right to terminate the whole or any part of this contract, upon written notice to the Contractor, in the event that sufficient funds to complete the contract are not appropriated by the City of Urbana.

The City further reserves the right to terminate the whole or any part of this contract, upon written notice to the Contractor, in the event of default by the Contractor. Default is defined as failure of the Contractor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the City may procure, upon such terms and in such manner as the Director of Public Works may deem appropriate, supplies or services similar to those so terminated. The Contractor shall be liable for any excess costs for such similar supplies or services unless acceptable evidence is submitted to the Director of Public Works that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Contractor.

**f. Advertise By Referencing the City of Urbana:**

The Contractor shall not use the City of Urbana in any way in its advertising.

**g. Subletting the Contract:**

It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or his right, title or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without the previous written consent of the City of Urbana; but in no case shall consent to relieve the Contractor from his obligations or change the terms of the contract.

### ***III. CITY OF URBANA'S RESPONSIBILITIES***

In support of this contract, the City will supply the following at no cost:

#### **A. UTILITIES**

The City of Urbana will supply adequate power and water for the Contractor to operate equipment and perform duties.

#### **B. STORAGE**

The City of Urbana will supply limited secure storage area(s) for the Contractor's use. The storage area(s) must be kept clean and have cleaning supplies and equipment properly stored as not to present a hazard.

#### **C. PAYMENT FOR SERVICES AND SUPPLIES**

It is the goal of the City of Urbana to pay properly-submitted contractor invoices within fourteen (14) days of receipt, providing goods and/or services have been delivered, installed (if required), approved, and accepted by an authorized representative of the City of Urbana as specified herein.



**REFERENCES**

The Bidder must list references including firm name, address, telephone number, and contact person for whom you have supplied the services you are bidding, that has had service for a period of not less than six (6) months with a service level similar to that of this bid. *(See Section C, on Page 9.)*

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*State number of years in business:* \_\_\_\_\_

*State number of current personnel on staff:* \_\_\_\_\_

\_\_\_\_\_  
*Signature of Company Official*

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

\_\_\_\_\_  
*Print Name of Company Official*

\_\_\_\_\_  
*Firm Address*

\_\_\_\_\_  
*City/State/Zip*

\_\_\_\_\_  
*Date*

( ) ( )  
\_\_\_\_\_  
*Telephone Fax*

\_\_\_\_\_  
*e-mail address*

**BID SUBMISSION**

The *BID PROPOSAL* shall include the following documents:

- ❖ *Bid Proposal Form with Bid Bond attached*
- ❖ *Equal Employment Opportunity {EEO} Workforce Statistics Form*
- ❖ *Purchasing Certification Form*
- ❖ *References*

\* \* \*

**PROPOSAL FORM**

**TO: CITY OF URBANA, ILLINOIS**  
**Department of Public Works**  
**706 South Glover**  
**Urbana, Illinois 61801**

**RE: CUSTODIAL CONTRACT SERVICES**

1. The undersigned, having been familiarized with the local conditions affecting the cost of the work, and with the *Instructions to Bidders, Specifications, Drawings, Proposal Form, and Contract*, and any other pertinent documents, hereby proposes to provide and furnish all labor, materials, necessary tools, expendable equipment, and all utility and transportation services necessary to perform and complete in proper manner all of the work required in connection with the work on the referenced project, all in accordance with the *Plans and Specifications* and other *Contract Documents* prepared by the City of Urbana, Illinois, for the sum stated below.

<b>City Complex:</b>	\$ _____/month
<b>Public Works:</b>	\$ _____/month
<b>Landscape Recycling Center:</b>	\$ _____/month
<b>Cunningham Township Building:</b>	\$ _____/month

2. The undersigned here indicates a single percentage for their overhead and profit to be added to the net extra job cost for changes in the work required to be performed by:

**a) their own workforce:** \_\_\_\_\_%      **b) by subcontractors:** \_\_\_\_\_%

The undersigned here indicates a single percentage of their overhead and profit to be added to the net credit for job costs for changes in the work required to be performed by:

**a) their own workforce:** \_\_\_\_\_%      **b) by subcontractors:** \_\_\_\_\_%

3. The undersigned further declares that they have carefully examined the *Proposal, Drawings, Specifications* and *Contract*, and have inspected in detail the site(s) of the proposed work, and have familiarized themselves with all of the local conditions affecting the *Contract* and the detailed requirements of completion, and understand that in making this *Proposal* they waive all rights to plead any misunderstanding regarding the same.

4. The undersigned further understands and agrees that, if this *Proposal* is accepted, they are to furnish and provide all necessary machinery, tools, apparatus and other means of completion, and to do all of the work, and to furnish all of the materials specified in the *Contract*, except such materials as are to be furnished by the Owner, in the manner and at the time therein prescribed, and in accordance with the requirements therein set forth.

5. The undersigned further agrees to execute a *Contract* for this work and present the same to the Owner within fifteen (15) days after the date of *Notice of the Award of the Contract* to them.

- 6. The undersigned further agrees that they and their surety will execute and present within fifteen (15) days after the date of *Notice of the Award of Contract* a *performance bond*, satisfactory to and in the form prescribed by the Owner, in the sum of the full amount of the *Contract*, guaranteeing the faithful performance of the work in accordance with the terms of the *Contract*.
- 7. The undersigned further agrees to begin work not later than fifteen (15) days after the execution and approval of the *Contract* and *performance bond*, unless otherwise provided, and to complete the work in such manner and with sufficient materials, equipment, and labor as will insure its completion within the time limit specified herein, it being understood and agreed that the completion within the time limit is an essential part of the *Contract*. Such time for completion of work shall include final cleanup of premises.
- 8. The Contractor shall hold the City of Urbana, its officers, agents, and employees harmless from liability of any nature or kind concerning the undertaking and execution of the *Contract*.
- 9. The provisions of this *Proposal* apply to any subcontractor of the Contractor if the use of that subcontractor has been approved by the City in writing.
- 10. Accompanying this *Proposal* is a bank cashier's check, certified check, or bid bond, complying with the requirements of the *Specifications*, and in an **amount equal to ten percent of the total annual base bid cost, made payable to the City of Urbana**. The amount of the check or bond is:

\_\_\_\_\_ Dollars

[\$ \_\_\_\_\_]

If this *Proposal* is accepted and the undersigned shall fail to execute a *Contract* and *performance bond* as required herein, it is hereby agreed that the amount of the check or draft, or bidder's bond substituted in lieu thereof shall become the property of the Owner, and shall be considered as payment of damages due to delay and other causes suffered by the Owner because of the failure to execute the said *Contract* and *performance bond*; otherwise said check or draft or bidder's bond substituted in lieu thereof shall be returned to the undersigned as provided in the *Instructions to Bidders*.

**Attach BID BOND, BANK CASHIER'S CHECK, or CERTIFIED CHECK here.**

- 11. In submitting this *Proposal*, the undersigned declares that the only person(s) or parties interested in the *Proposal* as principals are those named herein; and that the *Proposal* is made without collusion with any other person, firm, or corporation.

---

***INDIVIDUAL***

**BUSINESS ADDRESS:**

**AUTHORIZED SIGNATURE:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (SEAL)

*Please Print "Authorized Signature" Below:*

*Business Phone:* \_\_\_\_\_

\_\_\_\_\_

*Fax Number:* \_\_\_\_\_

*E-mail Address:* \_\_\_\_\_

---

***PARTNERSHIP***

**FIRM ADDRESS:**

**AUTHORIZED SIGNATURES:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (SEAL)

\_\_\_\_\_ (SEAL)

*Business Phone:* \_\_\_\_\_

*Fax Number:* \_\_\_\_\_

*E-mail Address:* \_\_\_\_\_

**INSERT NAMES AND ADDRESSES OF ALL FIRM MEMBERS (Please Print Clearly):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

***CORPORATION***

**BUSINESS ADDRESS:**

---

---

---

**AUTHORIZED SIGNATURE:**

---

*Please Print "Authorized Signature" Below:*

---

**NAMES OF OFFICERS:**

*Business Phone:* \_\_\_\_\_

*Fax Number:* \_\_\_\_\_

*E-mail Address:* \_\_\_\_\_

---

***PRESIDENT***

---

***SECRETARY***

---

***TREASURER***

**ATTEST:**

---

***SECRETARY***

***(SEAL)***

<p style="text-align: center;"><b>CITY OF URBANA</b>  <b>HUMAN RELATIONS DIVISION</b>  <b>400 SOUTH VINE ST.</b>  <b>URBANA, ILLINOIS 61801</b>  <b>(217) 384-2466 (phone); 384-2426 (fax)</b>  <b>terent@city.urbana.il.us</b></p>	<b>Office Use Only (9/09)</b>		
	<b>Requested by:</b>		<b>Date:</b>
	<b>Approved by:</b>		<b>Date:</b>
	<b>Vendor Number:</b>		<b>Certification Date:</b>
	<b>Certificate Number:</b>	<b>Certificate Expiration Date:</b>	

**EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM**

Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.

**Section I. Identification**

**1. Company Name and Address:**

Name:

d/b/a:

Address:

City/State/Zip:

Telephone Number(s) include area code:

Check one of the following

Corporation	Partnership	Individual Proprietorship	Limited Liability Corp.
-------------	-------------	---------------------------	-------------------------

FEI Number:	Social Security Number:
-------------	-------------------------

**2. Name and Address of the Company's Principal Office (answer only if not the same as above)**

Name:

Address:

City/State/Zip

**3. Major activity of your company (product or service):**

**4. Project on which your company is bidding (if known):**

## SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income ?		
B.	<p>Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility.</p> <p style="margin-left: 40px;">Name: _____</p> <p style="margin-left: 40px;">Title: _____</p> <p style="margin-left: 40px;">Telephone: _____</p> <p style="margin-left: 40px;">Email: _____</p>		
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. <b>You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2466 or <a href="mailto:terent@city.urbana.il.us">terent@city.urbana.il.us</a>.</b>		
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? <b>You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.</b>		
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?		
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		
I.	Does the company have collective bargaining agreements with labor organizations?		
J.	Have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?		



### SECTION III. Employment Information

Please complete the company work force analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. **You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions.** If minorities and females are currently und represented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.

**TABLE A – TOTAL CONTRACTOR/VENDOR WORKFORCE**

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
<b>TOTAL</b>												
M = MALE, Column B is sum of Rows D, F, H, J and L.												
F = FEMALE, Column C is sum of Rows E, G, I, K and M.												
Date of above Data: _____												

**TABLE B\* – EMPLOYEES TO BE ASSIGNED TO CONTRACT**

Job Categories	TOTAL EMPLOYEES		BLACK EMPLOYEES		HISPANIC EMPLOYEES		OTHER MINORITY EMPLOYEES	
	M	F	M	F	M	F	M	F
Officials & Mgrs								
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
<b>TOTAL</b>								

\*Totals included under Table B should be a projection of numbers of persons to be employed in the performance of the City contract.

**For Contractors:**

**Data provided in Table B will be verified by worksite inspections.**

#### SECTION IV. Certification

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-119).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Tel. Number

\_\_\_\_\_  
Date

#### SECTION V. Verification

**Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:**

1. Did you fill in all of the appropriate boxes in the table in Section III, including the "TOTAL" row?

YES \_\_\_\_\_ NO \_\_\_\_\_

2. Have you enclosed your company's EEO statement.

YES \_\_\_\_\_ NO \_\_\_\_\_

3. Have you enclosed your company's Sexual Harassment policy.

YES \_\_\_\_\_ NO \_\_\_\_\_

# DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

## DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

**White (Not of Hispanic origin).** All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Black of African-American (Not of Hispanic origin).** All persons having origins in any of the Black racial groups of Africa.

**Hispanic or Latino.** All persons of Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander.** All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

**American Indian or Alaskan Native.** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

## DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

**Officials and managers.** Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers farm operators and managers, and kindred workers.

**Professionals.** Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, layers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

**Technicians.** Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Include: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

**Sales.** Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

**Office and clerical.** Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer),

shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

**Craft workers (skilled).** Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coaters, bakers, decorating occupations, and kindred workers.

**Operatives (semiskilled).** Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

**Laborers (unskilled).** Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

**Service workers.** Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

**CITY OF URBANA, ILLINOIS  
PURCHASING CERTIFICATION FORM (Rev. 4/06)**

The City of Urbana requires all vendors doing business at the above levels with the City to comply with certain local, state and federal requirements. By signing below, the vendor certifies, that they are familiar with and are in compliance with all of the legislative acts summarized below. False certification on this form, or the failure to fully comply with all of the requirements of these acts, may result in the termination of any contract, debarment from future contacts from either the City of Urbana, State of Illinois or any other governmental agency, and may subject the vendor to other legal actions.

**DRUG FREE WORKPLACE ACT:** An act to create a drug free workplace and prevent the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by anyone while involved in the performance of a contract for the City of Urbana. (30 ILCS 580/1 et. seq.)

**CERTIFICATION OF COMPLIANCE:** An act to insure that all contracts for goods, services or construction are obtained only through an independent noncollusive submission of offers, the vendor must certify that it is not barred from contracting with any unit of the State of Illinois or any Illinois local governmental agency as a result of any bid-rigging or bid-rotating. (720 ILCS 5/33E 1 et. seq.)

**DELINQUENT TAXPAYERS:** An act to certify that any vendors doing business with the City of Urbana are not delinquent in the payment of any tax administered by the Illinois Department of Revenue. (65 ILCS 5/11-42.1-1)

**SIGNATURES (COMPLETE APPROPRIATE SECTION)**

**INDIVIDUAL**  **PARTNERSHIP**  **CORPORATION**  (check one)

Name of the Business \_\_\_\_\_

Signed By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Business Phone Number: \_\_\_\_\_

Date \_\_\_\_\_

**\*\*\* S A M P L E \*\*\***

**City of Urbana, Illinois  
C O N T R A C T**

- 1] THIS AGREEMENT, made and concluded this \_\_\_\_\_ day of \_\_\_\_\_ between the City of Urbana, Illinois, acting by and through William R. Gray, Director of Public Works, known as the party of the first part, and \_\_\_\_\_, his/her/their executors, administrators, successors or assigns, known as the party of the second part.
- 2] WITNESSETH: That for and in consideration of the payments and agreements mentioned in the Proposal, hereto attached, the party of the second part agrees with said party of the first part at his/her/their own proper cost and expense to do all the work, furnish all materials and all labor necessary to complete the work in accordance with the plans and specifications hereinafter described and in full compliance with all of the plans of this agreement for \_\_\_\_\_, **Bid No.** \_\_\_\_\_, for a total base bid amount of \$ \_\_\_\_\_.
- 3] It is also understood and agreed that all documents accompanying the Specifications, including the Invitation to Bid, Instructions to Bidders, Proposal Form, and Drawings for:

**Bid #** \_\_\_\_\_

are all essential documents of this Contract and are a part hereof. The amount of this contract, unless amended, is \$ \_\_\_\_\_, as stated in the Proposal.

- 4] IN WITNESS WHEREOF, the said parties have executed these presents on the dates mentioned above.

**PARTY OF THE FIRST PART:**

**PARTY OF THE SECOND PART:**

CITY OF URBANA, ILLINOIS  
Public Works Department  
706 South Glover Avenue  
Urbana, Illinois 61802

\_\_\_\_\_  
Director of Public Works

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
(print name)

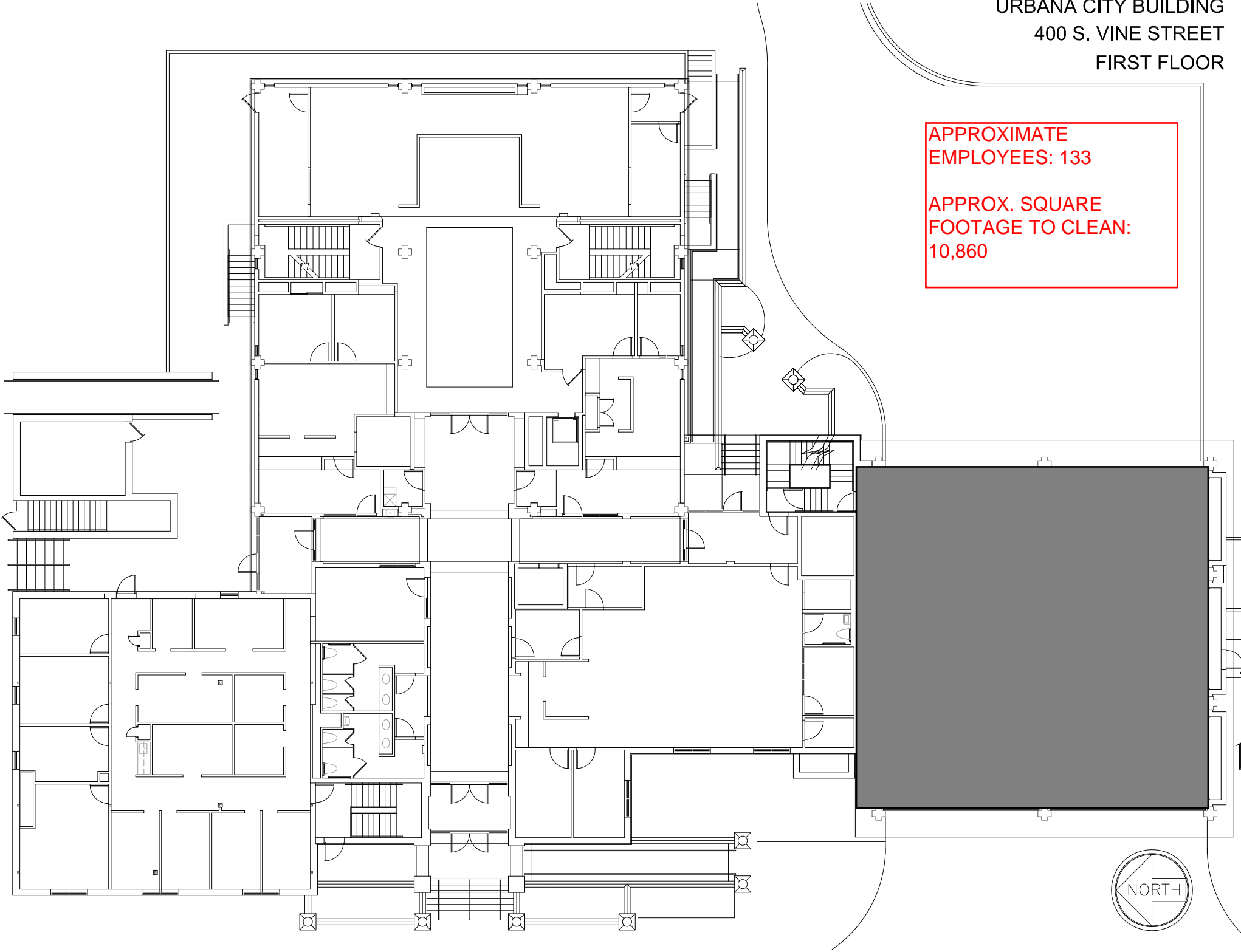
\_\_\_\_\_  
(print title)

**(SEAL)**

URBANA CITY BUILDING  
400 S. VINE STREET  
FIRST FLOOR

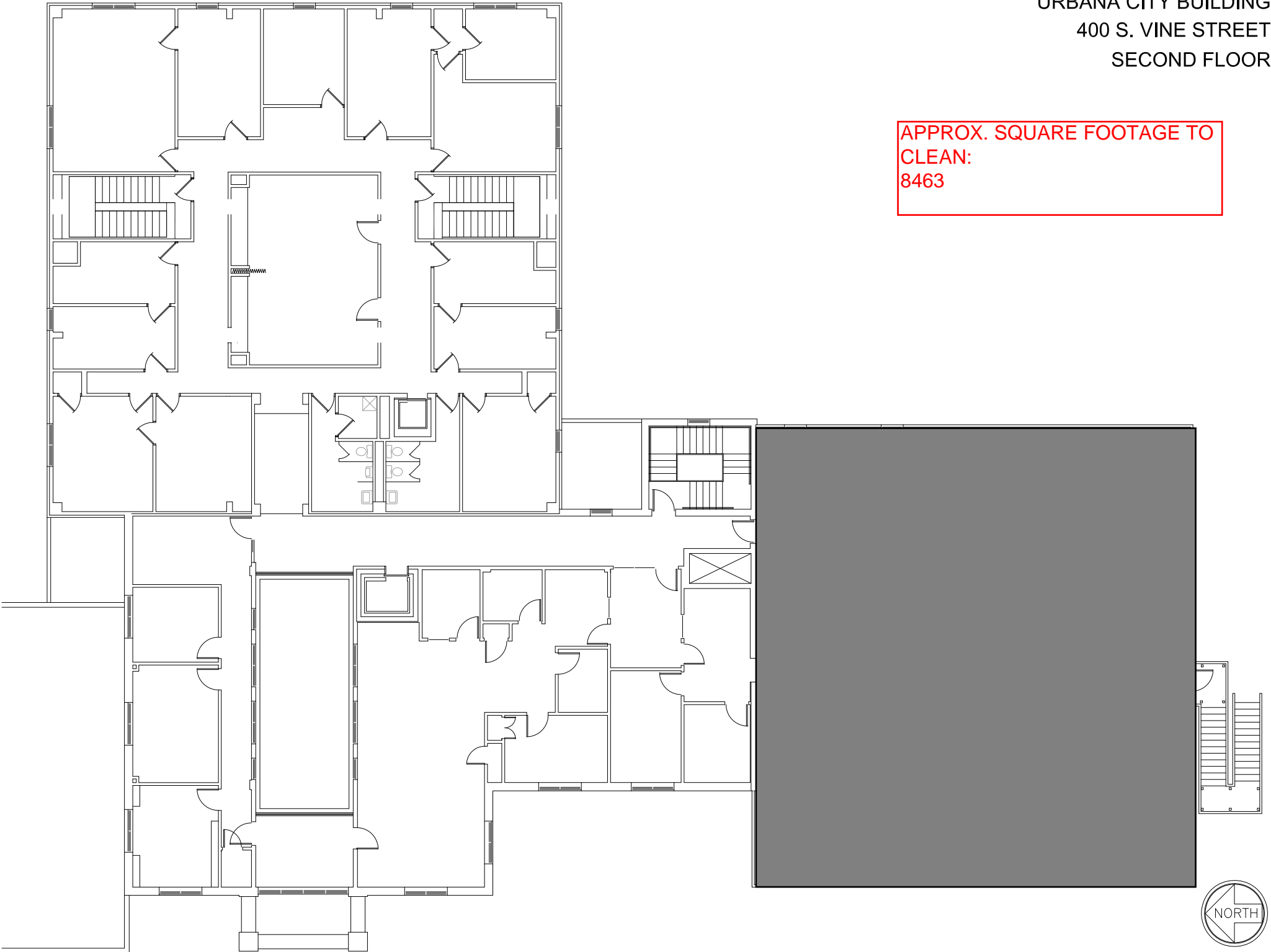
APPROXIMATE  
EMPLOYEES: 133

APPROX. SQUARE  
FOOTAGE TO CLEAN:  
10,860



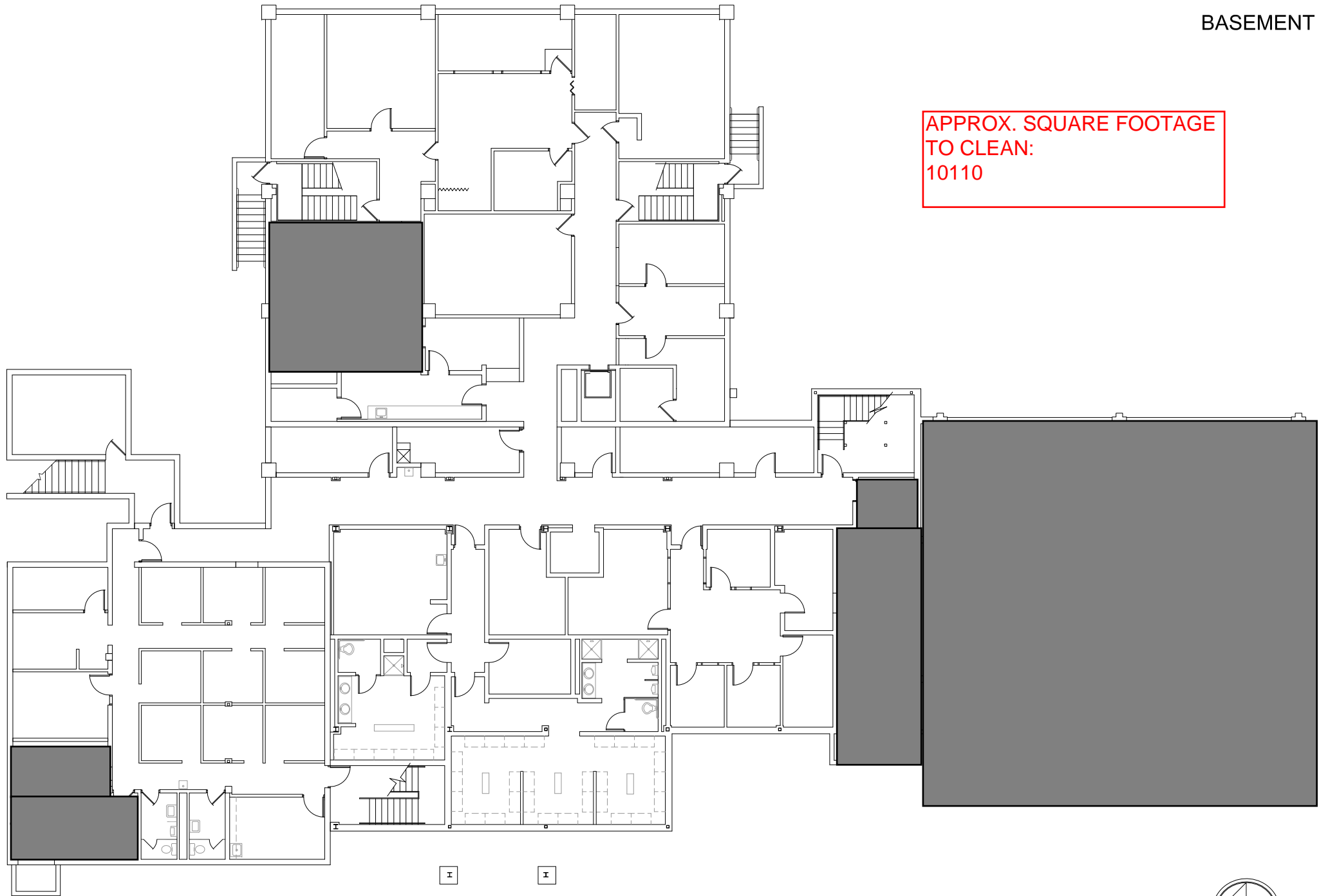
URBANA CITY BUILDING  
400 S. VINE STREET  
SECOND FLOOR

APPROX. SQUARE FOOTAGE TO  
CLEAN:  
8463

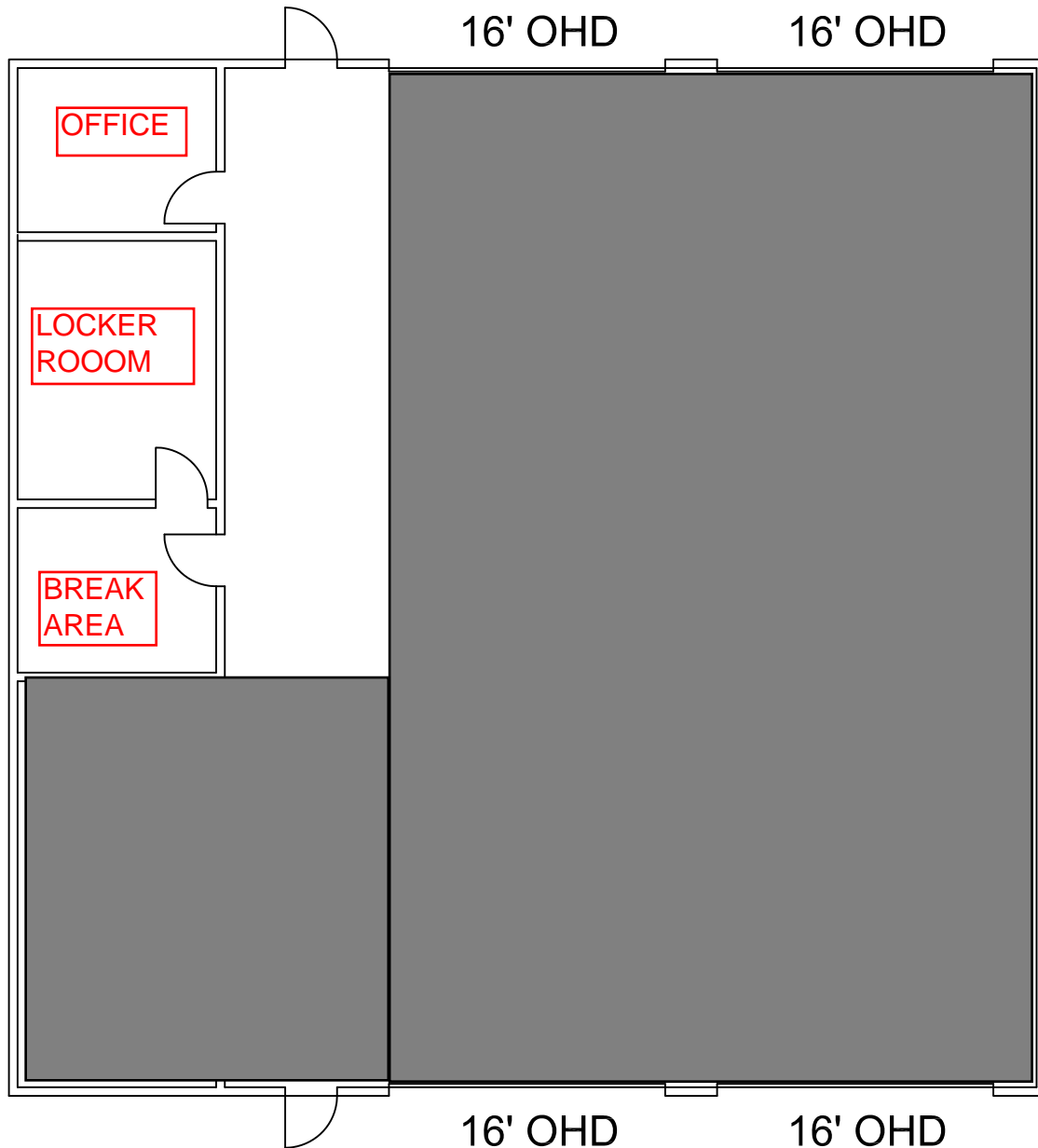


URBANA CITY BUILDING  
400 S. VINE STREET  
BASEMENT

APPROX. SQUARE FOOTAGE  
TO CLEAN:  
10110







APPROX.  
EMPLOYEES: 13

APPROX. SQUARE  
FOOTAGE TO  
CLEAN:  
350

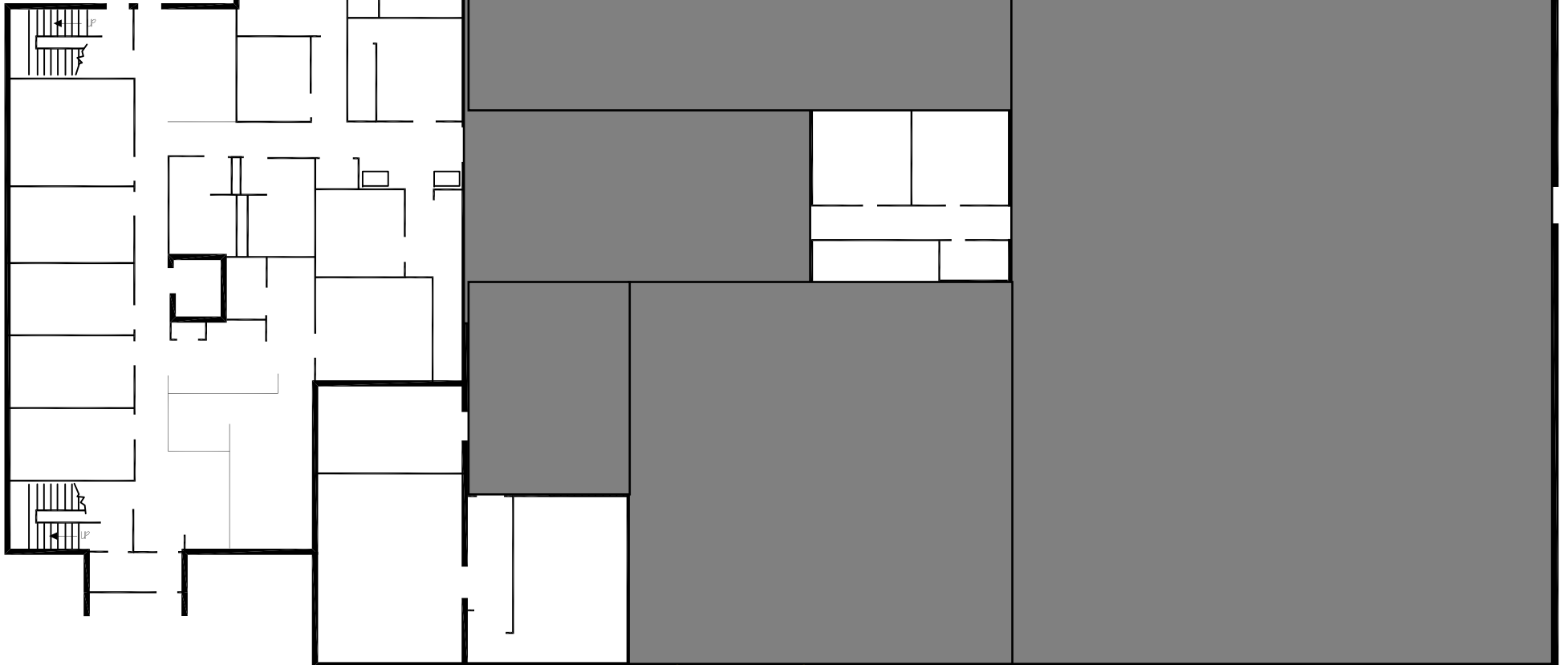
LRC SHOP  
901 N. SMITH RD

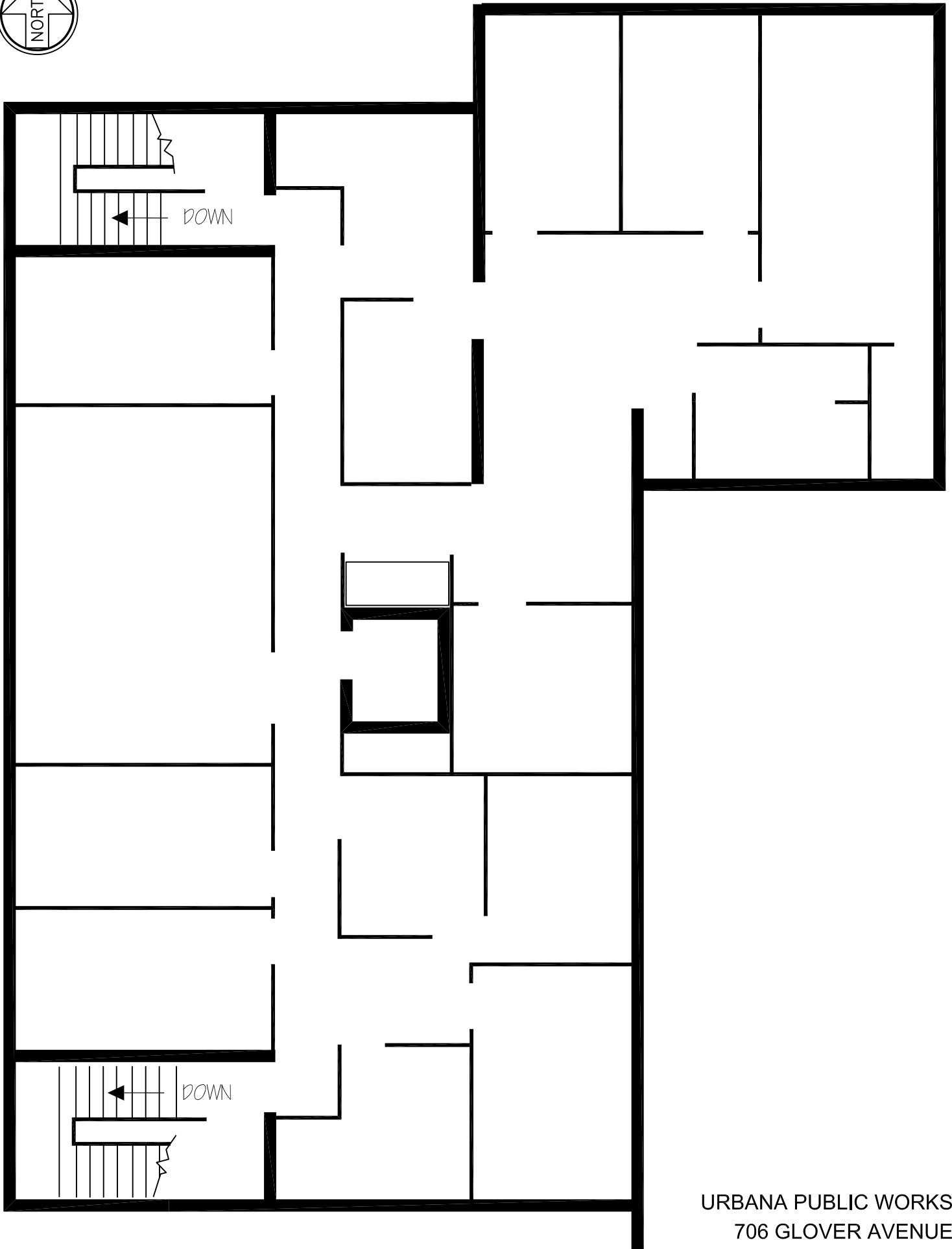


APPROXIMATE EMPLOYEES:  
62

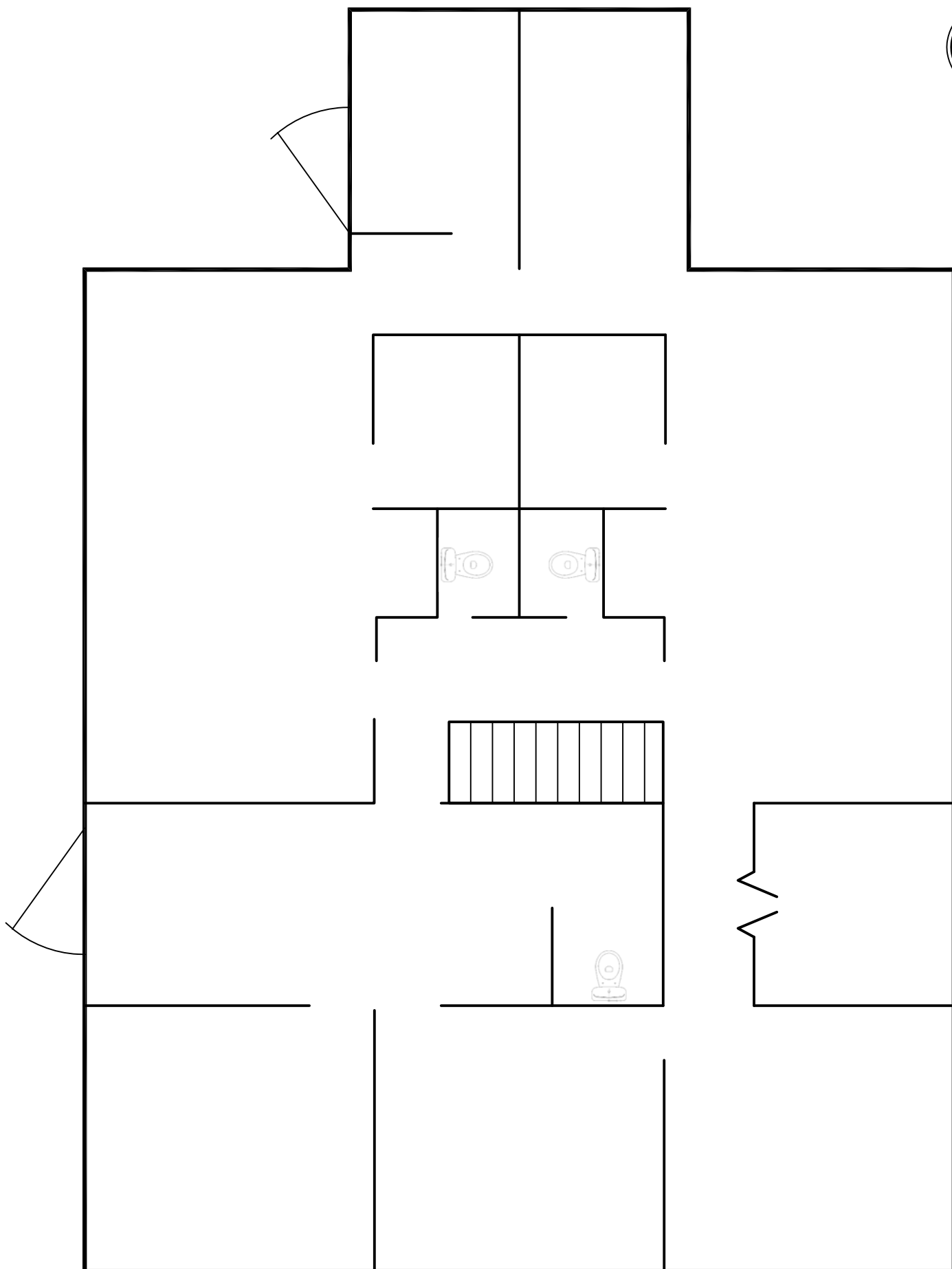
APPROX. TOTAL SQUARE  
FOOTAGE TO CLEAN: 12,620

URBANA PUBLIC WORKS  
706 GLOVER AVENUE  
FIRST FLOOR & GARAGE





URBANA PUBLIC WORKS  
706 GLOVER AVENUE  
SECOND FLOOR



APPROXIMATE EMPLOYEES: 8  
APPROX. SQUARE FOOTAGE TO CLEAN:  
1750

TOWNSHIP BUILDING  
FIRST FLOOR  
205 W. GREEN STREET

## **MANDATORY PRE-BID MEETING**

***{ATTENDANCE IS REQUIRED TO QUALIFY FOR BID SUBMISSION}***

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**DATE/TIME:**      *Thursday, July 12<sup>th</sup> 1:30pm*

**LOCATION:**        *Second-Floor Conference Room  
City of Urbana Public Works Center  
706 South Glover Avenue  
Urbana, Illinois 61802*

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**NOTES:**

**NOTES** (*cont'd.*):