

ORDINANCE NO. 1886-18

AN ORDINANCE AUTHORIZING THE CHIEF OPERATING OFFICER TO AWARD AND EXECUTE THE CONTRACTUAL BUILDING CLEANING AND CUSTODIAL SERVICES TO PERFECT CLEANING SERVICE CORP.

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Hawthorn Woods, Illinois, that the Mayor and Village Clerk be, and the same is hereby authorized and directed, to award the Contractual Building Cleaning and Custodial Services to Perfect Cleaning Service Corp., and execute the Award Contract in an amount not to exceed \$1,950 per month, for a three year agreement, attached hereto as Exhibit "A", and, by this reference made a part hereof.

The foregoing Ordinance was adopted by the Board of Trustees of the Village of Hawthorn Woods, Illinois on September 24, 2018:

AYES: Kaiser, Rios, Kosik, Corrigan, DiMaggio, David

NAYS: 0

ABSENT AND NOT VOTING: 0

APPROVED: Joseph Mancino
Joseph Mancino, Mayor

ATTEST: Donna Lobaito
Donna Lobaito, Village Clerk

ADOPTED: September 24, 2018

APPROVED: September 24, 2018

SPECIFICATIONS AND CONTRACT DOCUMENTS

FOR

CONTRACTUAL BUILDING CLEANING AND CUSTODIAL SERVICES

FOR VILLAGE BUILDINGS

Required For Use By:

VILLAGE OF HAWTHORN WOODS
Hawthorn Woods, Illinois 60047

- CONTRACTOR'S CERTIFICATION - BID PROPOSAL
MUST BE EXECUTED AND NOTARIZED
 - BID PROPOSAL
MUST BE EXECUTED AND NOTARIZED
- BIDS TO BE EXECUTED ON PROVIDED FORMS ONLY
- ALL SIGNATURES TO BE SWORN BEFORE A NOTARY PUBLIC

CONTRACT PERIOD: October 1, 2018 – December 31, 2021

BID DEPOSIT: \$500

PERFORMANCE BOND No

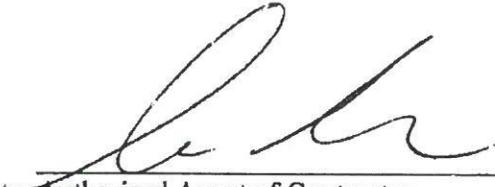
BID OPENING - DATE/TIME/LOCATION: September 13, 2018 11:00 a.m.

VILLAGE HALL
2 Lagoon Drive
Hawthorn Woods, Illinois 60047

CONTRACTOR'S CERTIFICATION - BID PROPOSAL

PERFECT CLEANING SERVICE CORP., as part of its bid on a contract for
(Name of Contractor)

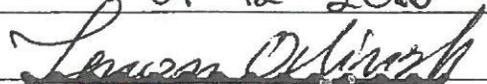
Contractual Building Cleaning and Custodial Services for Village Buildings to the Village of Hawthorn Woods, Illinois hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720ILCS 5/33-3 or 5/33 E-4.

BY: 
Authorized Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME

This 11th day of So
September, 2018.

MY COMMISSION EXPIRES:

07-12-2020

NOTARY PUBLIC
ZENON URLINSKI
Official Seal
Notary Public - State of Illinois
My Commission Expires Jul 12, 2020

BID FORM – CONTRACTUAL BUILDING CLEANING AND CUSTODIAL SERVICES
Bid Form - Contractual Building Cleaning and Custodial Services

BID TO: Village of Hawthorn Woods
2 Lagoon Drive
Hawthorn Woods, Illinois 60047

FOR: Contractual Building Cleaning and Custodial Services

BID FROM: PERFECT CLEANING SERVICE CORP
Name

5852 N NORTHWEST Hwy CHICAGO IL 60631
Address

THE UNDERSIGNED

DATE: 9/11/18

1. Acknowledges receipt of Addenda:

No. 1, dated 09/10/18

No. _____, dated _____

No. _____, dated _____

2. Agrees:

- A. That this bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.
- B. To accept the provisions of the Instructions to Bidders regarding disposition of Bid Security.
- C. To enter into and execute a Contract with the Village of Hawthorn Woods if awarded on the basis of this bid, and in connection therewith to:
 - 1. Furnish all Bonds and Insurance required by the Bidding Documents.
 - 2. Accomplish the work in accordance with the Contract.
 - 3. Complete the work within the Contract Time herein specified.

3. **CONTRACT TIME:** The Contractor shall complete all the work required by the Contract during the period of time between October 1, 2018 and December 31, 2021.

4. The Village of Hawthorn Woods reserves the right to reject any and all bids for any reason and to reject the bid of any person or firms who, in its opinion, have not had sufficient experience in the type of work on which they or bidding, or who is not provided with the necessary capital, materials, machinery and personnel, including supervisory personnel to execute the work to be contracted.

BF-1

BASE BID - CONTRACTUAL BUILDING CLEANING AND CUSTODIAL SERVICES

LUMP SUM - Base Bid: Shall include all labor, materials, and equipment required to perform all work outlined in the specifications and other contract documents.

ITEM DESCRIPTION	AMOUNT PER MONTH
Village Hall/Barn	\$ <u>520.00</u>
Police Department	\$ <u>540.00</u>
Public Works Facility	\$ <u>590.00</u>
Aquatic Center Community Room (September 15 th - May 15 th , each year)	\$ <u>300.00</u>
TOTAL BASE BID	\$ <u>1950.00</u>

Total Base Bid amount per month is:

The sum of one thousand nine hundred fifty (\$ 1,950.00) Dollars.

Upon receipt of written notice of the acceptance of this bid, Bidder will execute the formal contract attached within ten (10) days.

RESPECTFULLY SUBMITTED, signed and sealed this 11th day of Sept, 2018.

Name of Bidder: PERFECT CLEANING SERVICE CORP

Address: 5852 N NORTHWEST Hwy
CHICAGO, IL 60631

Telephone No. 773-774-7800

State of registration or incorporation (if applicable): Illinois

Signature: [Handwritten Signature]

Title: Account Executive

Corporations must attach a certified copy of a resolution evidencing the authority of the person signing this bid to do so.

SUBSCRIBED AND SWORN BEFORE ME
this 11th day of September, 18

-OR-

(IF A CORPORATION):

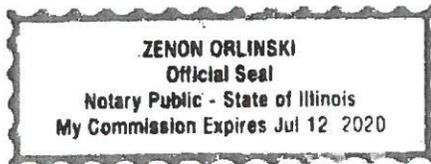
[Handwritten Signature]
Notary Public

(SEAL)

MY COMMISSION EXPIRES:
07-12-2020

ATTEST:

[Handwritten Signature]
Secretary

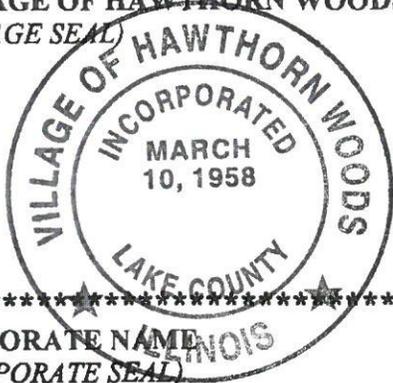


BF-4

CONTRACT

1. This agreement, made and entered into this 24th day of SEPTEMBER, 2018 between the Village of Hawthorn Woods, acting by and through its Mayor and Village Clerk and PERFECT CLEANING SERVICE CORP.
2. That for and in consideration of the payments and agreements mentioned in Village of Hawthorn Woods Specification and Contract Document for Contractual Building Cleaning and Custodial Services attached hereto, PERFECT CLEANING SERVICE agrees with the Village of Hawthorn Woods at his/their own proper cost and expense to furnish the equipment, material, labor, supplies and/or services as provided therein in full compliance with all of the terms as such Village of Hawthorn Woods Specification and Contract Document for Contractual Building Cleaning and Custodial Services attached hereto.
3. It is understood and agreed that the Village of Hawthorn Woods Specification and Contract Documents for Contractual Building Cleaning and Custodial Services hereto attached, prepared by the Village of Hawthorn Woods, is an essential document of this contract and is a part hereof.
4. In witness whereof, the said parties have executed these presents on the date above mentioned.

VILLAGE OF HAWTHORN WOODS
(VILLAGE SEAL)



BY: [Signature]
Mayor

ATTEST:
BY: [Signature]
Village Clerk

CORPORATE NAME
(CORPORATE SEAL)

PERFECT CLEANING SERVICE CORP
Company Name

ILLINOIS
State of Incorporation

Address of Principal Place of Business 5852 N NORTHWEST HWY
CHICAGO, IL 60631

BY: [Signature]
President

ATTEST:
BY: [Signature]
Secretary

Please attach a certified copy of a resolution of the Board of Directors evidencing the authority of the official signing the bid.

**IF A PARTNERSHIP
(CORPORATE SEAL)**

PARTNERS DOING BUSINESS UNDER THE NAME OF

State of Registration

Address of Principal Place of Business

General Partner Signature

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of _____, 2018

MY COMMISSION EXPIRES:

NOTARY PUBLIC

IF AN INDIVIDUAL:

(Signature)

SUBSCRIBED AND SWORN BEFORE ME

This _____ day of _____, 2018

MY COMMISSION EXPIRES:

NOTARY PUBLIC

THIS CHECK IS PROTECTED BY AN INK FAVORITE PANTOS AND PROTECTS YOUR SECURITY. IF YOU SEE THIS CHECK ON PAGE

CASHIER'S CHECK

CHECK # 10231457

REMITTER PERFECT CLEANING SERVICE CORP

Br 54

Sep 10, 2018

PAY TO THE ORDER OF Village of Hawthorn Wood's

\$500.00

***Five Hundred and 00/100



Byline Bank

180 N. LaSalle St. Chicago, IL 60601
(773) 244-7000 • Member F.D.I.C.

Lindsay Corby

⑈ 10231457⑈ ⑆071001533⑆ 9957069⑈

INSURANCE POLICY(S) ENDORSEMENT

SHALL BE PROVIDED PRIOR TO THE COMMENCEMENT OF WORK.

VILLAGE OF HAWTHORN WOODS (the "Village")
2 Lagoon Drive
Hawthorn Woods, Illinois 60047

A. POLICY INFORMATION.

1. Insurance Company
2. Policy Number
3. Policy Term (From) 4/11/18 (To) 4/11/19
4. Endorsement Effective Date
5. Named Insured
6. Address of Named Insured
7. Limit of Liability Any One Occurrence/ 2,000,000
Aggregate \$ 4,000,000
8. Deductible or Self-Insured Retention (Nil unless
otherwise specified:) \$ 0

B. VERIFICATION OF COVERAGE.

The successful bidder shall furnish the Village with certificates of insurance naming the Village, its' officials, agents, employees and volunteers as additional insureds, and with original endorsements effecting coverage required. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

The attached Additional Insured Endorsement (Exhibit A) shall be provided to the insurer for their use in providing coverage to the additional insured. Other additional insured endorsements may be utilized, if they provide a scope of coverage at least as broad as the coverage stated on the attached endorsement (Exhibit A). The Village reserves the right to request full certified copies of the insurance policies and endorsements.

C. POLICY AMENDMENTS.

Each policy shall contain, or be endorsed to contain, the following provisions:

1. **INSURED.**
(COMMERCIAL GENERAL LIABILITY AND BUSINESS AUTOMOBILE LIABILITY)

The Village, its officials, agents, employees, and volunteers are to be included as insureds with regard to liability and defense of claims arising from: (a) activities performed by or on behalf of the successful bidder, (b) products and

completed operations of the successful bidder, (c) premises owned, leased or used by the successful bidder, and (d) automobiles owned, leased, hired or borrowed by the successful bidder. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, agents, employees, and volunteers.

2. CONTRIBUTION NOT REQUIRED.
(COMMERCIAL GENERAL LIABILITY AND BUSINESS AUTOMOBILE LIABILITY)

The insurance afforded by the policy shall be primary insurance as respects the Village, its officials, agents, employees, and volunteers; or stand in an unbroken chain of coverage excess of the successful bidder's scheduled underlying primary coverage. In either event, any other insurance or self-insurance maintained by the Village, its officials, agents, employees, and volunteers shall be excess of this insurance and shall not contribute with it.

3. SEVERABILITY OF INTEREST.
(COMMERCIAL GENERAL LIABILITY AND BUSINESS AUTOMOBILE LIABILITY)

The insurance afforded by the policy applies separately to each insured who is seeking coverage or against whom a claim is made or a suit is brought, except with respect to the Company's limit of liability.

4. SUBCONTRACTORS.
(ALL COVERAGES)

The successful bidder shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated in this Section.

5. PROVISIONS REGARDING THE INSURED'S DUTIES AFTER ACCIDENT OR LOSS.
(COMMERCIAL GENERAL LIABILITY AND BUSINESS AUTOMOBILE LIABILITY)

Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Village, its officials, agents, employees, and volunteers.

6. CANCELLATION NOTICE.
(ALL COVERAGES)

The insurance afforded by the policy shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail return receipt requested has been given to the Village. Such notice shall be addressed as shown in the heading of the endorsement.

7. INDEMNITY/HOLD HARMLESS PROVISIONS.
(ALL COVERAGES)

The insurance afforded by the policy shall include the "Indemnity/Hold Harmless" provisions set forth below.

8. ACCEPTABILITY OF INSURERS.
(ALL COVERAGES)

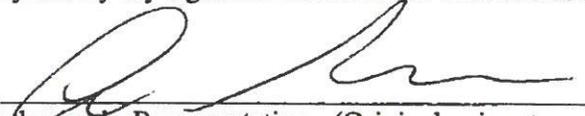
Insurance is to be placed with insurers with a Best's rating of no less than A-VII and licensed to do business in the State of Illinois.

9. ASSUMPTION OF LIABILITY.
(ALL COVERAGES)

The successful bidder assumes liability for all injury to or death of any person or persons including employees of the successful bidder, any subcontractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to the contract.

D. SIGNATURE OF INSURER OR AUTHORIZED REPRESENTATIVE OF THE INSURER.

I, JACEK KRZOSZ
(print/type name), warrant that I have authority to bind the below-listed insurance company and by my signature hereon do so bind this company.

Signature of: 

Authorized Representative (Original signature required on endorsement furnished to the Village).

ORGANIZATION: FARMERS INSURANCE

ADDRESS: 3840 N HAREM

TITLE: CUKUSZ, MI 60631

TELEPHONE: (773) 625 2222

INDEMNITY AND HOLD HARMLESS PROVISION

To the fullest extent permitted by law, the Bidder hereby agrees to defend, indemnify and hold harmless the Village, its elected and appointed officers, agents, employees, and volunteers, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, (including without limitation, court costs and attorney's fees) incurred by reason of (a) any actual or asserted failure of Bidder to fully comply with all applicable Environmental Laws or other governmental requirements, or the presence, handling, use or disposition of any Hazardous Materials (even though permissible under all applicable Environmental Laws) or (b) any damage to any property or any injury (including but not limited to death) to any person to the extent that such injury or damage shall be caused by or arise from (i) the act, neglect, fault, or omission by or of Bidder or any of its agents, employees or subcontractors to meet any standards imposed by any

ADDITIONAL SERVICES

***PERFECT CLEANING SERVICE CAN GIVE YOU FIRST CLASS
PERFORMANCE ON THESE SERVICES AND MORE***

- * **CARPET CLEANING**
 - PRE-SPOT
 - SHAMPOO
 - STEAM EXTRACT
 - BONNET

- * **STRIP AND REFINISH HARD TILED FLOOR SURFACES**
 - VINYL TILE TERRAZZO
 - CERAMIC GRANITE
 - MARBLE BRICK PAVERS
 - DRY STRIP RAISED COMPUTER ROOM FLOORS

- * **CONCRETE FLOORS**
 - PATCHING, PAINTING AND SEALING
 - SAFETY LINE STRIPPING

- * **CLEANING OF ACOUSTICAL CEILING TILE**

- * **UPHOLSTERY CLEANING**
 - COUCHES, CHAIRS, FABRIC PARTITIONS, ETC.

- * **CLEANING LIGHT FIXTURES**
 - PARABOLIC
 - STANDARD LIGHT LENSES
 - INDUSTRIAL LIGHT LENSES
 - STANDARD CAN LIGHTS
 - REFLECTOR SHIELDS

- * **WALL WASHING**
 - PAINTED SURFACES
 - WALLPAPER
 - VINYL SURFACES
 - CONCRETE BLOCK WALLS
 - CERAMIC TILE
 - PANELLING

- * **DRAPERY CLEANING**
- * **BLINDS CLEANING**
TAKE DOWN
RE-HANGING
- * **POST CONSTRUCTION CLEAN-UP**
- * **FLOOD AND FIRE RESTORATION**
- * **WINDOW CLEANING**
INTERIOR AND EXTERIOR
ATRIUMS
- * **PRESSURE WASHING**
SIDEWALKS
GUM REMOVAL
DEGREASING
- * **DISINFECTANT PROGRAMS**
- * **WASHROOM SANITATION**
- * **INDUSTRIAL EQUIPMENT CLEANING**
- * **SNOW REMOVAL**
- * **PARKING LOT SWEEPING**



GCI Silver Certification

Green Clean Institute awards Perfect Cleaning Service Corp. a GCI Silver Certified firm based upon the diligent completion of the educational requirements of the frontline workers and management.

As such, Perfect Cleaning Service Corp. will have the ability to deliver Environmental Health Services that will convey value to all facilities being served. With this Silver EHS service, Perfect Cleaning Service Corp. may now provide the resources to meet EHS facility certification.

This certificate is awarded to:

Perfect Cleaning Service Corp.

David Thompson, President



Issued: 10/12/2017 Expires: 10/13/2018
Certification # 98426676



PERFECT

CLEANING SERVICE, INC.

QUALITY ASSURANCE

Quality Assurance Program

Perfect Cleaning Service, Inc. is a recognized service provider in the Janitorial and Housekeeping Services Industry. Quality Assurance Programs have been established by Perfect Cleaning Service, Inc. to ensure all janitorial and custodial services are provided in a professional, objective and realistic manner. Systematic inspection practices are used to measure performance against client requirements and to continually improve on levels of service to our clients.

Perfect Cleaning Service, Inc. prepares a customized Quality Assurance Plan for each of our clients. The Plan includes procedure, methods and frequencies for all required housekeeping tasks. For each task the Quality Standards defines the expected results to be achieved from the performance of the task.

Health & Safety Program

Perfect Cleaning Service, Inc. informs all of its workers about hazard information as it is received from our suppliers. This includes MSDS information as well as products bulletins and other information.

As we become aware of published information from government, industry and trade associations we ensure our employees are aware of this information.

Through our Safety Committee, we do follow up to ensure our workers have understood their training and information sessions. This includes review and monitoring of reported incidents and recommendation for additional training where the Committee determines it is required.

Our Health and Safety Program is reviewed annually in consultation with our Safety Committee.

Safe Work Procedures

Safe Work Procedures describe what employees should do to protect their health and safety when performing a specific task.



PERFECT

CLEANING SERVICE, INC.

All jobs have standard operating procedures. These procedures include the following where applicable: Type of Personal Protective Equipment; Emergency evacuation; Electrical safety procedure; Materials handling and use; Safe operation of equipment.

Workplace Hazardous Materials Information System Training & Monitoring

All our employees and supervisors are thoroughly trained on a regular basis with reference to the dos and don'ts of the products they use. All training is supervised by our Safety Director.

Training

Our personnel undergo in-depth interviews and are carefully screened for character, temperament and dedication. Only those with a satisfactory work history will be considered for employment. Perfect Cleaning Service, Inc. believes that employee training is one of the most important ingredients in a high quality, efficient and cost effective cleaning program. To achieve this all hourly personnel will complete an extensive training program prior to being assigned to your account. This program will act as a refresher course for experienced personnel.

Uniforms

Our personnel are neatly attired at all times in matching work shirt and work pants. A Perfect Cleaning Service, Inc. Identification Badge is worn on the uniform to clearly identify each individual.

Code of Ethics

We at Perfect Cleaning Service, Inc. do not tolerate any discrimination of any kind. Our people are trained in human behavior, sexual harassment and the respect of all employees.

References:

**Butler School District #53–Oak Brook, IL Bob Jakupi 630-936-0855 \$6,500 per month 11
Years**

MWDR OF GREATER CHICAGO -Stickney, Tom Miglinas 708-588-3319

Schaumburg Park District –Doug Kettel 847-534-3021 \$25,000 per month 10 years

Elmhurst Park District-Court Plus-Greg Utaski-630-993-4721 23 years

Oak Brook Village Darren Martens 630-368-5284 5 years

**Jerry Ostrower Lake County Health Department and Community Health Centers 847-377-
8039 4 years**

Mundelein Village and Police dept Paul 847-276-5264 4 years

More available upon request

Perfect Cleaning Service Corp