

ORDINANCE NO. 2486-25

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

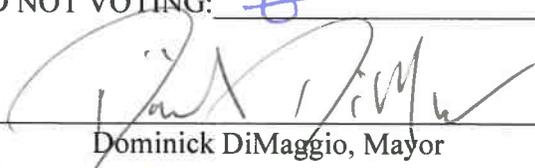
BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Hawthorn Woods, Illinois, that the Mayor and Chief Operating Officer be, and the same is hereby authorized and directed, to award the Contractual Building Cleaning and Custodial Services to MSCH Corp., and execute the Award Contract in an amount not to exceed \$978.35 per month, through December 31, 2026, attached hereto as Exhibit "A", and, by this reference made a part hereof.

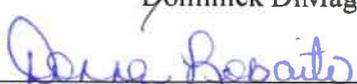
The foregoing Ordinance was adopted by the Board of Trustees of the Village of Hawthorn Woods, Illinois on June 23, 2025:

AYES: Hoiser, McCarthy, Pyschier, Beyer, Hester, Raman

NAYS: 0

ABSENT AND NOT VOTING: 0

APPROVED: 
Dominick DiMaggio, Mayor

ATTEST: 
Donna Lobaito, Village Clerk

ADOPTED: June 23, 2025

APPROVED: June 23, 2025

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: July 1, 2025 – December 31, 2026

BID DEPOSIT: \$500

PERFORMANCE BOND No

BID OPENING - DATE/TIME/LOCATION: June 12, 2025 at 1:00 p.m.

VILLAGE HALL
2 Lagoon Drive
Hawthorn Woods, Illinois 60047

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**LEGAL NOTICE
OF
REQUEST FOR BIDS**

Notice is hereby given that the Village of Hawthorn Woods is seeking bids for Contractual Building Cleaning and Custodial Services Program for Village Buildings, in accordance with specifications currently on file and which may be picked up in the Village Clerk's Office at the Village of Hawthorn Woods Village Hall, located at 2 Lagoon Drive, Hawthorn Woods, Illinois 60047 between 8:00 a.m.-4:00 p.m., Monday through Friday. A walkthrough of the facilities will be held on Thursday, June 5, 2025 at 1:00 p.m. at the Village Hall, 2 Lagoon Drive, Hawthorn Woods, Illinois 60047.

Completed bids are due in the Village Clerk's office of the Hawthorn Woods Village Hall no later than 1:00 p.m. on June 12, 2025, at which time said bids will be opened and publicly read aloud. The Village of Hawthorn Woods reserves the right to reject any or all bids, to waive technicalities or to accept any bid which, in its judgment, will be in the best interest of the public. Bids may not be modified after submittal. Bids may be withdrawn by written request at any time before the hour set for the bid opening. No bid may be withdrawn or cancelled after opening of bids for a period of sixty (60) days after the advertised closing time for the receipt of bids, nor shall the successful bid be withdrawn, cancelled or modified after having been accepted by the Village. Only bids responsive to the specifications will be considered. Please direct all questions to the Public Works Department at (847) 540-5223.

INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

The following words and phrases, as used herein, shall have the meaning ascribed to them as follows:

- A. **BIDDER** shall mean: Any individual, partnership or corporation submitting a bid for the work contemplated.
- B. **VILLAGE** shall mean the Village of Hawthorn Woods, Lake County, Illinois, an Illinois Municipal Corporation.

2. PREPARATION AND SUBMISSION OF PROPOSAL

The bidder must submit a proposal on the forms furnished by the Village of Hawthorn Woods. All blank spaces on the proposal form must be filled in if applicable. Authorized signatures are as follows:

- Individuals - the individual.
- Partnerships - a general partner. In addition, the name of the partnership, the state of registration and the address of its principal place of business shall be included.
- Corporations - President or other authorized officer and attested to by the Secretary or Assistant Secretary of the corporation. In addition, the name of the corporation, the state of incorporation and the address of its principal place of business shall be included. A certified copy of a resolution of the Board of Directors evidencing the authority of the official signing the bid to sign the bid shall be included.

The proposal is contained in these documents and must remain attached hereto when submitted. All signatures and spaces are to be completed in ink or typewritten. Incorrect completion, execution or submission of bids shall be sufficient grounds for rejection of a bid. The following documents shall be completed, executed and notarized at the time of submission of a bid:

- A. **CONTRACTOR'S CERTIFICATION - BID PROPOSAL**
- B. **BID FORM**

ALL BIDS SHALL BE SUBMITTED IN SEALED ENVELOPES CARRYING THE FOLLOWING INFORMATION ON THE FACE:

BIDDER NAME, ADDRESS, SUBJECT MATTER OF BID, DESIGNATED DATE OF BID OPENING AND HOUR DESIGNATED FOR BID OPENING.

3. WITHDRAWAL OF PROPOSAL

Bidders may withdraw their bids at any time prior to the time specified in the Bid Notice as the closing time for the receipt of bids.

However, no bid shall be withdrawn or canceled for a period of sixty (60) calendar days after said opening of bids, nor shall the successful bid be withdrawn, canceled, or modified after having been accepted by the Village.

4. BID DEPOSIT

When required on Page 1 of these Specifications, all bids shall be accompanied by a bid deposit in the amount specified. Bid deposits shall be in the form of a certified check or cashier's check or cash drawn on a responsible bank doing business in the United States and shall be made payable to the Village of Hawthorn Woods.

The bid deposit of all except the three lowest bidders on each contract will be returned within twenty (20) calendar days after the opening of the bids. The remaining bid deposits on each contract will be returned, with the exception of the accepted bidder, after the contract is awarded. The bid deposit of the accepted bidder will be returned after acceptance by the Village of satisfactory performance bond where such bond is required or completion of contract where no performance bond is required.

5. BASIS OF AWARD

The Village reserves the right to accept or reject any and all bids, in whole or in part, for any reason, and to waive technicalities. This project is being bid out requesting a Base Bid Amount per month, an Alternate #1 Bid Amount per month and an Alternate #2 Bid Amount per month from each Contractor. See Base Bid, Alternate #1 Bid and Alternate #2 Bid on page 28 of these documents. The Village has the ultimate decision to award the project based on the Base Bid Amount, the Alternate #1 Bid Amount or the Alternate #2 Bid Amount per month.

6. ACCEPTANCE OF BID

It is anticipated that the Village will award the contract at the June Village Board meeting, but the Village shall make its determination with respect to bids no later than sixty (60) days from the date of opening of bids. Should the Village fail to act within the times herein specified, all bids shall be rendered null and void.

7. SUBLETTING OR ASSIGNMENT OF CONTRACT OF CONTRACT FUNDS

No contract awarded by the Village of Hawthorn Woods shall be assigned, in whole or in part, or any part of the same sub-contracted without the written consent of the Chief Operating Officer. In no case shall such consent relieve the bidder from his obligations or change the terms of the contract.

Any and all subcontractors shall be bound by contract to the same terms as the Bidder. Prior to commencing any work, subcontractors must place on file with the Village a certificate of insurance as outlined under "insurance".

The bidder shall not transfer or assign any contract funds or claims due or to become due without the written approval of the Chief Operating Officer having first be obtained.

8. COMPETENCY OF BIDDER

No bid shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears or is in default to the Village of Hawthorn Woods upon any debt, contract, or other obligation or who has failed to perform faithfully any previous contract with the Village. The Bidder, if requested, must present within forty-eight (48) hours evidence satisfactory to the Village of performance ability, possession of necessary facilities, equipment, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents. The Village hereby reserves the right to reject any bid submitted by a Bidder who, in the sole and exclusive discretion of the Village, cannot completely perform the services or deliver the goods specified in these specifications.

9. COMPLIANCE WITH OSHA STANDARDS, THE AMERICANS WITH DISABILITIES ACT, VILLAGE ORDINANCES AND STATE LAWS

The equipment used by the successful bidder must comply with all requirements and standards specified by the Occupational Safety and Health Act.

The successful bidder will strictly comply with all ordinances of the Village of Hawthorn Woods, the laws of the State of Illinois and the United States of America, including, without limitation, the Americans with Disabilities Act.

10. MATERIAL INSPECTION AND RESPONSIBILITY

The Village shall have a right to inspect any material to be used in carrying out this contract. The Village does not assume any responsibility for the availability of any materials and equipment required under this contract.

11. TOXIC SUBSTANCES

Bidder shall notify the Village of, and provide material safety data sheets for all substances used or supplied in connection with this contract, which are defined as toxic under the Illinois Toxic Substances Disclosure to Employees Act. Materials, components, or completed work not complying therewith, may be rejected by the Village and shall be replaced by the successful Bidder at no cost to the Village. Any materials or components rejected shall be removed within a reasonable time from the premises of the Village at the expense of the successful Bidder.

12. TERMINATION OF CONTRACT

- A. The Village may, by written notice of default to the bidder, terminate the whole or part of this contract in any one of the following circumstances:
 - 1. If the bidder fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or fails to provide the supplies or to perform the service at the exact price accepted by the Village (and any charges for contract changes mutually agreed to by the Village and the bidder);

2. If the bidder fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failure within such period of time as the Chief Operating Officer may direct in writing;
3. If it is determined that bidder knowingly falsified information provided to the Village;
4. If it is determined that bidder offered gifts or gratuities to a Village officer, employee, or agent whether in their official capacity or not;
5. Any order is entered in any proceeding against the bidder decreeing the dissolution of the bidder and such order remains in effect for sixty (60) days; or,
6. The bidder shall apply to any tribunal for the appointment of a trustee or receiver of any part of the assets of the bidder, or commence any proceedings relating to the bidder under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or other liquidation law of any jurisdiction, or any such application shall be filed, or any such proceedings shall be commenced, against the bidder, and the bidder indicates its approval, consent or acquiescence, or an order shall be entered appointing such trustee or receiver or adjudicating the bidder bankrupt or insolvent, or approving the petition in any such proceeding, and such order remains in effect for sixty (60) days.

B. In the event the Village terminates this contract in whole or in part as provided in Paragraph (A) of this clause, the Village may procure, upon such terms in such manner as the Chief Operating Officer may deem appropriate, supplies or services similar to those so terminated, and the bidder shall be liable to the Village for any excess costs for such similar supplies or services, provided that the bidder shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

13. EQUAL EMPLOYMENT OPPORTUNITY

Each contracting agency shall ensure every contract to which it is a party shall contain the following clause.

In the event of the contractor's non-compliance with the provisions of this equal employment opportunity clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of the Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin, or ancestry, age, physical or mental

handicap unrelated to ability, or an unfavorable discharge from the military service; and further that it will examine all job classifications to determine if minority persons or women are under-utilized and will take appropriate affirmative action to rectify any such under-utilization.

2. That, if it hires additional employees in order to perform this contract or any position thereof, it will determine the availability (in accordance with the Department's rules and regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not under-utilized.
3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations.
5. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such act and rules and regulations, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
6. That it will submit reports as required by the Department's rules and regulations, furnish all relevant information as may from time to time be requested by the department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's rules and regulations.
7. That it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's rules and regulations.
8. That it will include verbatim or by reference to the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

14. CONTRACTOR'S INSURANCE SPECIFICATIONS

The successful bidder shall not commence work under the contract until he/she has obtained all insurance required herein and such insurance has been approved by the Village.

The successful bidder shall maintain limits no less than:

TYPE OF INSURANCE

MINIMUM INSURANCE COVERAGE

COMMERCIAL GENERAL LIABILITY

1. Comprehensive Form
2. Premises - Operations
3. Explosion & Collapse Hazard
4. Underground Hazard
5. Products/Completed Operations Hazard
6. Contractual Insurance - With an endorsement on the face of the certificate that it includes the "Indemnity" paragraph of the specifications
7. Broad Form Property Damage - construction projects only.
8. Independent contractors
9. Personal Injury

COMBINED SINGLE LIMIT PER OCCURRENCE FOR BODILY INJURY, PERSONAL INJURY, AND PROPERTY DAMAGE
\$1,000,000

GENERAL AGGREGATE
\$2,000,000

BUSINESS AUTOMOBILE LIABILITY OWNED, NON-OWNED, OR RENTED

COMBINED SINGLE LIMIT PER OCCURRENCE FOR BODILY INJURY AND PROPERTY DAMAGE
\$1,000,000

WORKER'S COMPENSATION AND OCCUPATIONAL DISEASES

AS REQUIRED BY APPLICABLE LAWS

EMPLOYER'S LIABILITY PER OCCURRENCE

\$1,000,000

Coverage shall be at least as broad as (1) Insurance Services Office Commercial General Liability occurrence form CG 0001 (Ed. 11/85) with the Village named as additional insured; (2) if requested, Owners and Contractors Protective Liability policy with the Village named as insured; (3) Insurance Services Office Business Auto Liability form number CA 0001 (Ed. 10/90 or newer), Symbol 01 "Any Auto"; and (4) Workers Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

In the event of accidents of any kind, the successful bidder shall furnish the Village with copies of all reports of such accidents at the same time that the reports are forwarded to any other interested parties.

Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the Village, its officials, agents, employees, and volunteers; or the

successful Bidder shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

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) _____ (To) _____
4. Endorsement Effective Date
5. Named Insured
6. Address of Named Insured
7. Limit of Liability Any One Occurrence/
Aggregate \$ _____
8. Deductible or Self-Insured Retention (Nil unless
otherwise specified:) \$ _____

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)

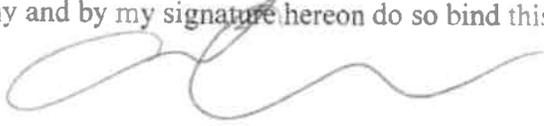
Insurance is to be placed with insurers with a Best's rating of no less than A-VII and licensed to do business in the State of Illinois.

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, Gregory Chrz
(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: MSCH Corp
ADDRESS: 2200 Landmeier Rd Elk Grove Village, IL 60007
TITLE: President
TELEPHONE: (847) 305-3777

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 duty with respect to the injury or damage or the conduct or management of any work or thing

whatsoever done by any of them, (ii) any liability arising under any act for the protection of employees or (iii) any breach of or failure of full and timely performance on the part of Bidder of any covenant or agreement on the part of the Bidder to be performed pursuant to this Agreement. The provisions of this Article shall survive the termination of this Agreement with respect to any claims or liability occurring prior to such termination. The acceptance by the Village of, or failure of the Village to object to, any Work performed by or for Bidder shall not supersede or diminish any obligation or duty of Bidder with respect to such Work or render the Village responsible for any injury or damage suffered by any party arising out of any act or omission of Bidder or any subcontractor or sub-subcontractor of Bidder in or about the performance of such Work.

The successful bidder expressly understand and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the successful bidder, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village, its officials, agents, employees, and volunteers, as herein provided.

The successful bidder further agrees that to the extent that money is due the successful bidder by virtue of the contract, an amount of said money as shall be considered necessary in the judgment of the Village, may be retained by the Village to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the Village.

15. EXAMINATION OF SITE

The Bidder shall carefully examine the site and become familiar with the conditions under which he will have to execute the work required under this contract. Failure to do so will in no way relieve the bidder of his responsibility under this contract. The Village has scheduled a walkthrough of all facilities that will be held on Thursday, June 5 at 1:00pm at the Village Hall, 2 Lagoon Drive, Hawthorn Woods, Illinois 60047.

16. ADDITIONAL WORK

The Village reserves the right to order additional work during the course of the contract. Prior to commencing any additional work, the bidder shall submit his charges for performing the work and shall not proceed until the Village has approved the charges.

17. PROTECTION OF EXISTING FACILITIES

Existing facilities, including furniture, floor coverings, windows/doors, and so forth, shall be protected by the bidder. Any damage to existing facilities shall be reported to the Village and shall be repaired promptly by the Bidder when ordered to do so by the Village. All repairs of damage to existing facilities shall be made to the satisfaction of the Village. Failure to repair damage shall be just cause for withholding payment for work which becomes due.

18. REFERENCES

The Bidder shall submit a list of three (3) references with the name of a contact person and current phone number at the time of bid submission.

19. BACKGROUND CHECKS

The Village shall require background checks on all Contractor employees performing work under this contract. If the Contractor performs their own background checks, those may be submitted to the Hawthorn Woods Police Department meeting this requirement, including fingerprinting and check for any criminal history. If Contractor doesn't conduct own background check, prior to commencing work, the Contractor shall submit to the Village, the names, home addresses, date of birth, social security numbers, immigration documents (if applicable), and driver's license numbers of all employees, including substitute workers, to be engaged in work specified herein or having access to the buildings in an inspection or supervisory capacity and the Contractor shall cause to be completed fingerprint charts and personal history statements of all employees. No employees at any time shall commence work until the above listed information has been submitted to and authorization from prospective employees for the Village to perform the security clearances required. Background checks shall be initially paid for by the Contractor and shall be updated on an annual basis at no additional cost to the Village. If performing background checks through the Village, the cost for one background check for one employee is \$28 each.

DIVISION 1 - GENERAL REQUIREMENTS

Section 01010 - Summary of Work

1.00 GENERAL

- A. The work of this Contract is comprised of :
 - 1. Cleaning schedule for:
 - a. Village Hall/Barn, 2 Lagoon Drive, (approximately 6,227 square feet)
 - b. Police Department, 2 Lagoon Drive (approximately 3,814 square feet)
 - c. Public Works Facility, 35 Old McHenry Road (approximately 1,275 square feet)
 - d. Aquatic Center, 94 Midlothian Road (approximately 2,042 square feet)

1.05 OWNER OCCUPANCY

- A. Owner may occupy the premises during the entire period of maintenance for the conduct of his normal operations. Cooperate with Owner's Representative in all maintenance operations to minimize conflict, and to facilitate Owner usage.
- B. Contractor shall, at all times, conduct his operations as to ensure the least inconvenience to the general public.
- C. Work shall be complete by Contractor each day worked, anytime between 5pm and 8am the next day and must occur on Monday through Friday, other than Sunday night to Monday morning.

END OF SECTION

DIVISION 2 - BUILDING CLEANING & CUSTODIAL SERVICES

Section 0201 - Cleaning Requirements & Schedule

1.00 GENERAL

1.01 DESCRIPTION

- A. Work Included: Scope as defined for Building Cleaning & Custodial Services shall consist of but not be limited to the requirements as set forth in the Cleaning Requirements and Schedule and services will be provided from July 1, 2025 until December 31, 2026.

1.02 QUALITY ASSURANCE

- A. Qualification of workers:

Provide at least one person who shall be present at all times during execution of this portion of the work and who shall be thoroughly familiar with the extent of work and its best methods of execution, and who shall direct all work performed under this section.

1.03 JOB CONDITIONS

- A. Scheduling:

1. Monday through Friday with all work being complete anytime between 5pm and 8am the next day, other than Sunday night to Monday morning. Twice weekly must not be two consecutive days.

2.00 PRODUCTS

- A. All paper goods and plastic garbage can liners shall be provided by the Village.
- B. All cleaning supplies shall be provided in adequate supply by Village.
- C. All cleaning equipment shall be provided by the Village.

3.00 EXECUTION

3.01 CLEANING REQUIREMENTS AND SCHEDULE

VILLAGE HALL/BARN

- A. Downstairs - 1 Workspace, 4 Offices & Copy Room *Twice Weekly*
1. Vacuum carpeting and rugs
 2. Dust tables, chairs, mantle, desk with non-residual (oil) polish
 3. Dust filing cabinets
 4. Empty wastebaskets, replace liners
 5. Empty recycling containers
 6. Dust window sill and window treatment removing cobwebs and insects
 7. Wash interior glass and windows
 8. Dust for cobwebs from floor to ceiling
 9. Sanitize all door handles
 10. Sanitize telephone handles

11. Clean baseboards

B. Downstairs - Office Lobby *Twice Weekly*

1. Damp Mop floor
2. Empty wastebaskets, replace liner
3. Clean tables and counter
4. Vacuum carpeting and rugs
5. Dust window sill and window treatment removing cobwebs and insects
6. Wash interior glass and windows
7. Dust for cobwebs from floor to ceiling
8. Clean baseboards
9. Sanitize door handles

C. Downstairs - Office Kitchenette *Twice Weekly*

1. Scour sink
2. Clean microwave inside and outside (weekly)
3. Wipe down cabinets/refrigerator and countertops
4. Vacuum carpeting and rugs
5. Replace paper goods as needed - a supply should always be kept under the sink in that area.
6. Empty waste container, replace liner.
7. Dust for cobwebs from floor to ceiling
8. Clean baseboards
9. Clean refrigerator inside (monthly)

D. Downstairs - Office Bathroom (1) *Twice Weekly*

1. Damp mop the floor
2. Clean mirror
3. Sanitize toilet and tank
4. Scour sink and wipe counter top
5. Dust window sill and vacuum window treatment removing cobwebs and insects
6. Wash interior glass and windows
7. Dust for cobwebs from floor to ceiling
8. Clean baseboards
9. Replenish paper goods as needed - An extra supply should be left under the counter.
10. Empty and clean waste container replace liner
11. Sanitize bathroom door handles

E. Upstairs - Six Offices *Twice Weekly*

1. Vacuum carpeting and rugs
2. Dust tables, chairs, desk with non-residual (oil) polish
3. Dust filing cabinets
4. Empty wastebaskets, replace liners
5. Empty recycling containers
6. Dust window sills and window treatments removing cobwebs and insects
7. Wash interior glass and windows
8. Dust for cobwebs from floor to ceiling
9. Clean baseboards
10. Sanitize all entrance door handles
11. Sanitize telephone handles

- F. **Upstairs – Copy Room** *Twice Weekly*
1. Vacuum carpeting and rugs
 3. Empty wastebaskets, replace liners
 4. Empty recycling containers
 5. Dust for cobwebs from floor to area reachable with long handled duster
 6. Clean baseboards
 7. Sanitize all entrance door handles
 8. Clean all counter tops
 9. Wipe down cabinets
 10. Clean mini-fridge (monthly)
- G. **Barn Lobby** *Twice Weekly*
1. Damp Mop floor
 2. Dust window sill and window treatment removing cobwebs and insects
 3. Wash interior glass and windows
 4. Dust for cobwebs from floor to ceiling
 5. Clean baseboards
 6. Sanitize door handles
 7. Vacuum carpeting and rugs
 8. Empty and clean waste baskets
 9. Dust tables and vacuum chairs
- H. **Barn Lobby Handicapped Lift Area** *Twice Weekly*
1. Vacuum floor
 2. Vacuum the floor of the handicapped chair lift
 3. Dust the handicapped chair lift
 4. Remove cobwebs from walls, ceilings and floors, and insects from windows and ledges
- I. **Barn Lobby (3) Bathrooms** *Twice Weekly*
1. Damp mop the floor
 2. Clean mirror
 3. Sanitize toilet and tank
 4. Scour sink and wipe counter top
 5. Dust for cobwebs from floor to ceiling
 6. Clean baseboards
 7. Replenish paper goods as needed - An extra supply should be left under the counter.
 8. Clean doors and partitions
 9. Empty and clean waste container, replace liner
 10. Sanitize bathroom entrance door handles
 11. Men's restroom, clean urinal screen, replace deodorizer as needed
 12. Clean and fill soap dispenser
- J. **Barn – Dias and Kitchen** *Once Weekly*
1. Sweep and damp mop floors in all areas
 2. Clean and disinfect outside of refrigerator
 3. Clean and disinfect inside and outside of microwave
 4. Clean stovetop and front of stove
 5. Clean all counter tops and scour sinks
 6. Wipe down cabinets

7. Dust for cobwebs from floor to ceiling in kitchen in barn
8. Dust for cobwebs from floor to area reachable with long handled duster in Barn
9. Clean baseboards
10. Empty waste containers, replace liners
11. Replace paper goods as needed - a supply should always be kept under the sink in that area.

Monthly

1. Vacuum the carpeting on the stage area and stairs
2. Clean oven in kitchen
3. Clean the refrigerator
4. Clean with disinfectant the main floor area of the Barn and Kitchen
5. Dust or vacuum for cobwebs wall areas and ducts
6. Remove scuff marks off floor

POLICE DEPARTMENT

A. Police Station Offices – Downstairs and Upstairs *Twice Weekly*

1. Vacuum carpeting and rugs
2. Vacuum stairs
3. Dust tables, chairs, desk with non-residual (oil) polish
4. Dust filing cabinets
5. Clean partitions
6. Empty wastebaskets, replace liners
7. Empty recycling containers
8. Dust window sill and window treatment removing cobwebs and insect
9. Wash interior glass and windows
10. Dust for cobwebs from floor to ceiling
11. Sanitize office door handles
12. Sanitize telephone handles
13. Clean baseboards

B. Kitchen Area *Twice Weekly*

1. Scour sink
2. Clean microwave inside and outside
3. Wipe down cabinets/countertops/drying rack, put away dishes
4. Clean tables
5. Replace paper goods as needed - a supply should always be kept under the sink in that area.
6. Empty and clean waste container, replace liner.
7. Dust for cobwebs from floor to ceiling
8. Clean baseboards
9. Clean refrigerator (Monthly)

C. Police Locker Room *Twice Weekly*

1. Clean fronts and tops (when clear) of all lockers
2. Vacuum carpeting, both floor and benches
3. Empty waste containers, replace liners

D. Police Bathroom (3) *Twice Weekly*

1. Damp mop the floor

2. Clean mirror
3. Sanitize toilet and tank
4. Scour sink and wipe counter top
5. Dust for cobwebs from floor to ceiling
6. Clean baseboards
7. Replenish paper goods as needed - An extra supply should be left under the counter.
8. Empty and clean waste container, replace liner
9. Clean doors and partitions
10. Sanitize bathroom door handles
11. Men's restroom, clean urinal screen, replace deodorizer as needed
12. Clean and fill soap dispenser

E. Lobby *Twice Weekly*

1. Vacuum carpeting
2. Dust window sill and window treatment removing cobwebs and insects
3. Wash interior glass and windows
4. Dust for cobwebs from floor to ceiling
5. Clean baseboards
6. Sanitize door handles
7. Dust chairs and benches
8. Clean tables and counter

F. Police Booking Room and Bathroom *Twice Weekly*

Bathroom

1. Damp mop the floor
2. Clean mirror
3. Sanitize toilet and tank
4. Scour sink and wipe counter top
5. Dust for cobwebs from floor to ceiling
6. Clean baseboards
7. Replenish paper goods as needed
8. Empty and clean waste container, replace liner
9. Sanitize all door handles
10. Clean and fill soap dispenser

Booking Room

1. Damp Mop Floor
2. Wipe baseboards
3. Clean the benches
4. Dust for cobwebs from floor to ceiling

PUBLIC WORKS FACILITY

- A. **Public Works Office Area (3 offices)** *Once Weekly*
1. Vacuum all carpeting and rugs
 2. Dust tables, chairs, desk with non-residual (oil) polish
 3. Dust all baseboards
 4. Dust window sill and window treatment removing cobwebs and insects
 5. Dust all filing cabinets and copy machine
 6. Vacuum all stairs and hallways
 7. Damp mop floor and hallway
 8. Empty wastebaskets, replace liners
 9. Empty recycling containers
 10. Wash interior glass and windows
 11. Clean inside and outside of glass window between shop and office
 12. Clean inside and outside of glass windows of doors in hallway between shop and office
 13. Dust for cobwebs from floor to ceiling
 14. Sanitize all entrance door handles
 15. Sanitize telephone handles
 16. Dust and sanitize outside of water cooler
 17. Clean mini-refrigerator (Monthly)
- B. **Front Lobby Public Works** *Once Weekly*
1. Damp mop floor
 2. Clean the glass front doors and lobby windows inside and outside
 3. Dust tables, chairs and furniture and clean mirror
 4. Dust for cobwebs from floor to ceiling removing cobwebs and insects
 5. Clean baseboards
- C. **Public Works Men's Locker Room** *Once Weekly*
1. Disinfect the floors
 2. Clean fronts and tops (when clear) of all lockers and shelves
 3. Empty waste containers, replace liners
 4. Vacuum all stairs and hallways
- D. **Public Works (2) Bathrooms** *Once Weekly*
1. Damp mop the floor
 2. Clean mirror
 3. Sanitize toilet and tank
 4. Scour sink and wipe counter top
 5. Dust for cobwebs from floor to ceiling
 6. Clean baseboards
 7. Replenish paper goods as needed - An extra supply should be left under the counter.
 8. Clean doors and partitions
 9. Empty and clean waste container, replace liner
 10. Sanitize bathroom entrance door handles
 11. Clean urinal screen, replace deodorizer as needed (Men's only)
 12. Clean fronts and tops (when clear) of all lockers and shelves (Men's only)
 13. Clean outside of washer and drier (Men's only)
 14. Clean and fill soap dispenser

E. **Kitchen Area** *Once Weekly*

1. Scour sink
2. Clean microwaves inside and outside.
3. Wipe down cabinets/countertops/drying rack, put away dishes
4. Clean table
5. Replace paper goods as needed - a supply should always be kept under the sink in that area.
6. Empty and clean waste container, replace liner.
7. Dust for cobwebs from floor to ceiling
8. Clean baseboards
9. Dust and sanitize outside of water coolers
10. Clean refrigerator (Monthly)
11. Scour utility sink and wipe down cabinet in Shop

AQUATIC CENTER (to be performed September 15th through May 15th each year)

A. **Community Room** *Once Weekly*

1. Damp mop floors
2. Wipe down tables.
3. Empty and clean wastebaskets, replace liners
4. Empty recycling containers
5. Dust window sill and window treatment removing cobwebs and insects
6. Wash interior glass and windows
7. Dust for cobwebs from floor to ceiling
8. Vacuum chairs
9. Clean baseboards
10. Sanitize all door handles
11. Sweep and damp mop hallway

B. **Bathrooms (2)** *Once Weekly*

1. Damp mop the floor
2. Clean mirror
3. Sanitize toilet and tank
4. Scour sink and wipe counter top
5. Dust for cobwebs from floor to ceiling
6. Clean baseboards
7. Replenish paper goods as needed - An extra supply should be left under the counter.
8. Clean doors and partitions
9. Empty and clean waste container, replace liner
10. Sanitize exterior door handles
11. Men's restroom, clean urinal screen, replace deodorizer as needed
12. Clean and fill soap dispenser sinks

3.02 DISPOSAL

- A. Except as otherwise specified, all debris and rubbish in this project shall be disposed of on the site in a location designated by the Village.

END OF SECTION

GENERAL CONDITIONS

- A. The contractor shall submit an invoice each month by the first of the month for that month that includes the total cost to clean the Village Hall/Barn, Police Department, Public Works Facility and the Aquatic Center. The monthly invoice must correspond to the Total Base Bid, Total Alternate #1 or Alternate #2 Bid amount, whichever is awarded by Village, per month except for the months of September and May, which will be the monthly cost for Village Hall/Barn, Police Department, Public Works Facility and half the per month cost for the Aquatic Center, if the Total Base Bid is awarded.
- B. Contract payment - Contract payments are approved by the Board of Trustees on the fourth Monday of each month, with payment to the Contractor available the following Wednesday by 12:00 noon. Unless otherwise expressed, payment will be placed in the mail.
- C. These specifications, along with any consultation between Contractor and the Owner's representative prior to submitting the bid proposal, are intended to include all information necessary for the work contemplated. In case, by inadvertence or otherwise, these specifications omit some information necessary for the purpose, the Contractor shall, nevertheless, be required to perform such work at either no expense to the Village, or at a negotiated cost with the Village so that the maintenance program may be accomplished according to the true intent and purpose of these specifications.

END OF SPECIFICATIONS

CONTRACTOR'S CERTIFICATION - BID PROPOSAL

MASCH 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: [Signature]
Authorized Agent of Contractor
GREGORY CHAZA

SUBSCRIBED AND SWORN BEFORE ME

This 12th day of
June, 2025.

MY COMMISSION EXPIRES:

[Signature]
KRISHNA PATEL
NOTARY PUBLIC



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: MSCH Corp
Name

2700 Lindmeier Rd Elk Grove Village, IL 60007
Address

THE UNDERSIGNED

DATE: 06-11-2025

1. Acknowledges receipt of Addenda:

No. _____, dated _____

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 July 1, 2025 and December 31, 2026.

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.

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: MSCW Corp
Name
2200 Lindmeier Rd Elk Grove Village, IL 60007
Address

THE UNDERSIGNED

DATE: 06-11-2025

1. Acknowledges receipt of Addenda:
No. 1, dated 06/13/2025
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 July 1, 2025 and December 31, 2026.
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 are bidding, or who is not provided with the necessary capital, materials, machinery and personnel, including supervisory personnel to execute the work to be contracted.

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 for the Village Hall/Barn, Police Department, Public Works Facility and the Aquatic Center Community Room.

ITEM DESCRIPTION	AMOUNT PER MONTH
Village Hall/Barn	\$ <u>381.80</u>
Police Department	\$ <u>286.35</u>
Public Works Facility	\$ <u>161.85</u>
Aquatic Center Community Room (September 15 th – May 15 th , each year)	\$ <u>148.35</u>
TOTAL BASE BID	\$ <u>978.35</u>

Total Base Bid amount per month is:

The sum of Nine hundred Seventy-eight dollars and thirty-five cents (\$ 978.35) Dollars.

ALTERNATE #1 BID - CONTRACTUAL BUILDING CLEANING AND CUSTODIAL SERVICES

LUMP SUM – Alternate #1 Bid: Shall include all labor, materials, and equipment required to perform all work outlined in the specifications and other contract documents for the Village Hall/Barn and Police Department only.

ITEM DESCRIPTION	AMOUNT PER MONTH
Village Hall/Barn	\$ <u>381.80</u>
Police Department	\$ <u>286.35</u>
TOTAL ALTERNATE #1 BID	\$ <u>668.15</u>

Total Alternate #1 Bid amount per month is:

The sum of Six hundred Sixty-eight dollars and fifteen cents (\$ 668.15) Dollars.

ALTERNATE #2 BID - CONTRACTUAL BUILDING CLEANING AND CUSTODIAL SERVICES

LUMP SUM - Alternate Bid: Shall include all labor, materials, and equipment required to perform all work outlined in the specifications and other contract documents for the Village Hall/Barn only.

ITEM DESCRIPTION	AMOUNT PER MONTH
Village Hall/Barn	\$ <u>381.80</u>
TOTAL ALTERNATE #2 BID	\$ <u>381.80</u>

Total Alternate #2 Bid amount per month is:

The sum of Three hundred eighty-one dollars and eighty cents (\$ 381.80) 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 12th day of June, 2025.

Name of Bidder: MISCH CORP

Address: 2700 Lindmore Rd

Elk River Village, IL 60007

Telephone No. 847 305 3777

State of registration or incorporation (if applicable): IL

Signature: [Handwritten Signature]

Title: PRESIDENT

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 12th day of June, 2025

-OR-

(IF A CORPORATION):

(SEAL)

[Handwritten Signature]

Notary Public
MY COMMISSION EXPIRES:
03/30/2027

ATTEST:



Secretary _____

CONTRACT

1. This agreement, made and entered into this 23rd day of JUNE, 2025 between the Village of Hawthorn Woods, acting by and through its Mayor and Village Clerk and MSCH 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, MSCH CORP 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)

MSCH Corp
Company Name

Illinois
State of Incorporation

Address of Principal Place of Business 2200 Landmeier Rd

Elk Grove Village, IL 60007

BY: [Signature]
President

ATTEST:
BY: _____
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 _____, 2025

MY COMMISSION EXPIRES:

NOTARY PUBLIC

EXHIBIT A
ADDITIONAL INSURED ENDORSEMENT

Name of Insurer:
Name of Insured:
Policy Number:
Policy Period:
Endorsement Effective Date:

This endorsement modifies coverage provided under the following:

Commercial General Liability

Name of Individuals or Organization:

WHO IS AN INSURED section of the policy/coverage document is amended to include as an insured, the individuals or organization shown above, but only with respect to liability "arising out of your work".

For purposes of this endorsement, "arising out of your work" shall mean:

1. Liability the Additional Insured may incur resulting from the actions of a contractor it hires.
2. Liability the Additional Insured may incur for negligence in the supervision of the Named Insured Contractor's work.
3. Liability the Additional Insured may incur for failure to maintain safe worksite conditions.
4. Liability the Additional Insured may incur due to joint negligence of the Named Insured Contractor and the Additional Insured.

**VILLAGE OF HAWTHORN WOODS
CONTRACTUAL BUILDING CLEANING AND CUSTODIAL SERVICES
FOR VILLAGE BUILDINGS
REQUEST FOR BIDS**

ADDENDUM NO. 1

DATE: June 5, 2025

TO: All Prospective Request for Bid Holders of Record

BY THIS NOTICE, the Village of Hawthorn Woods hereby amends the referenced project request for bids documents as follows:

1. Remove entire Paragraph 3.01 and replace with the following:

3.01 CLEANING REQUIREMENTS AND SCHEDULE

VILLAGE HALL/BARN

A. Downstairs - 1 Workspace, 4 Offices & Copy Room *Twice Weekly*

1. Vacuum carpeting and rugs
2. Dust tables, chairs, mantle, desk with non-residual (oil) polish
3. Dust filing cabinets
4. Empty wastebaskets, replace liners
5. Empty recycling containers
6. Dust window sill and window treatment removing cobwebs and insects
7. Wash interior glass and windows
8. Dust for cobwebs from floor to ceiling
9. Sanitize all door handles
10. Sanitize telephone handles
11. Clean baseboards
12. Clean cabinets in copy room
13. Damp mop floor

B. Downstairs - Office Lobby *Twice Weekly*

1. Damp Mop floor
2. Empty wastebaskets, replace liner
3. Clean tables and counter
4. Vacuum carpeting and rugs
5. Dust window sill and window treatment removing cobwebs and insects
6. Wash interior glass and windows
7. Dust for cobwebs from floor to ceiling
8. Clean baseboards
9. Sanitize door handles

7. Dust for cobwebs from floor to ceiling in kitchen in barn
8. Dust for cobwebs from floor to area reachable with long handled duster in Barn
9. Clean baseboards
10. Empty waste containers, replace liners
11. Replace paper goods as needed - a supply should always be kept under the sink in that area.

Monthly

1. Vacuum the carpeting on the stage area and stairs
2. Clean oven in kitchen
3. Clean the refrigerator
4. Clean with disinfectant the main floor area of the Barn and Kitchen
5. Dust or vacuum for cobwebs wall areas and ducts
6. Remove scuff marks off floor

POLICE DEPARTMENT

A. Police Station Offices – Downstairs and Upstairs *Twice Weekly*

1. Vacuum carpeting and rugs
2. Vacuum stairs *and hallways*
3. Dust tables, chairs, desk with non-residual (oil) polish
4. Dust filing cabinets
- ~~5. Clean partitions~~
6. Empty wastebaskets, replace liners
7. Empty recycling containers
8. Dust window sill and window treatment removing cobwebs and insect
9. Wash interior glass and windows
10. Dust for cobwebs from floor to ceiling
11. Sanitize office door handles
12. Sanitize telephone handles
13. Clean baseboards

B. Kitchen Area *Twice Weekly*

1. Scour sink
2. Clean microwave inside and outside
3. Wipe down cabinets/countertops/drying rack, put away dishes
4. Clean tables
5. Replace paper goods as needed - a supply should always be kept under the sink in that area.
6. Empty and clean waste container, replace liner.
7. Dust for cobwebs from floor to ceiling
8. Clean baseboards
9. Clean refrigerator (Monthly)

- C. **Police Locker Room** *Twice Weekly*
1. Clean fronts and tops (when clear) of all lockers
 2. Vacuum carpeting, both floor and benches
 3. Empty waste containers, replace liners
- D. **Police Bathroom (3)** *Twice Weekly*
1. Damp mop the floor
 2. Clean mirror
 3. Sanitize toilet and tank
 4. Scour sink and wipe counter top
 5. Dust for cobwebs from floor to ceiling
 6. Clean baseboards
 7. Replenish paper goods as needed - An extra supply should be left under the counter.
 8. Empty and clean waste container, replace liner
 9. Clean doors and partitions
 10. Sanitize bathroom door handles
 11. Men's restroom, clean urinal screen, replace deodorizer as needed
 12. Clean and fill soap dispenser
 13. Clean showers
- E. **Lobby** *Twice Weekly*
1. Vacuum carpeting
 2. Dust window sill and window treatment removing cobwebs and insects
 3. Wash interior glass and windows
 4. Dust for cobwebs from floor to ceiling
 5. Clean baseboards
 6. Sanitize door handles
 7. Dust chairs and benches
 8. Clean tables and counter
- F. **Police Booking Room and Bathroom** *Twice Weekly*
- Bathroom*
1. Damp mop the floor
 - ~~2. Clean mirror~~
 3. Sanitize toilet and tank
 4. Scour sink and wipe counter top
 5. Dust for cobwebs from floor to ceiling
 6. Clean baseboards
 7. Replenish paper goods as needed
 8. Empty and clean waste container, replace liner
 9. Sanitize all door handles
 10. Clean and fill soap dispenser

4. Scour sink and wipe counter top
5. Dust for cobwebs from floor to ceiling
6. Clean baseboards
7. Replenish paper goods as needed - An extra supply should be left under the counter.
8. Clean doors and partitions
9. Empty and clean waste container, replace liner
10. Sanitize bathroom entrance door handles
11. Clean urinal screen, replace deodorizer as needed (Men's only)
12. Clean fronts and tops (when clear) of all lockers and shelves (Men's only)
13. Clean outside of washer and drier (Men's only)
14. Clean and fill soap dispenser

E. Kitchen Area Once Weekly

1. Scour sink
2. Clean microwaves inside and outside (*3 total*)
3. Wipe down cabinets/countertops/~~drying rack, put away dishes~~
4. Clean table
5. Replace paper goods as needed - a supply should always be kept under the sink in that area.
6. Empty and clean waste container, replace liner.
7. Dust for cobwebs from floor to ceiling
8. Clean baseboards
9. Dust and sanitize outside of water coolers
10. Clean refrigerator (Monthly)
11. Scour utility sink and wipe down cabinet in Shop

AQUATIC CENTER (to be performed September 15th through May 15th each year)

A. Community Room Once Weekly

1. Damp mop floors
2. Wipe down tables.
3. Empty and clean wastebaskets, replace liners
4. Empty recycling containers
5. Dust window sill and window treatment removing cobwebs and insects
6. Wash interior glass and windows
7. Dust for cobwebs from floor to ceiling
8. Vacuum chairs
9. Clean baseboards
10. Sanitize all door handles
11. Sweep and damp mop hallway
12. Vacuum rugs

B. Bathrooms (2) Once Weekly

1. Damp mop the floor including hallway
2. Clean mirror

3. Sanitize toilet and tank
4. Scour sink and wipe counter top
5. Dust for cobwebs from floor to ceiling
6. Clean baseboards
7. Replenish paper goods as needed - An extra supply should be left under the counter.
8. Clean doors and partitions
9. Empty and clean waste container, replace liner
10. Sanitize exterior door handles
11. Men's restroom, clean urinal screen, replace deodorizer as needed
12. Clean and fill soap dispenser sinks

THIS CONCLUDES ADDENDUM NO. 1

Janitorial Cleaning Proposal

Prepared for:

Village of Hawthorn Woods
2 Lagoon Drive
Hawthorn Woods, IL 60047

Submitted By:



Dalia Sanchez

Sales Manager

Office: (847-305-3777) x 1010

Cell: (224) 633-6662

2200 Landmeier Rd,

Elk Grove Village, IL 60007

June 11th, 2025

