



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT
WILL COUNTY EXECUTIVE

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County Office Building
302 N. Chicago Street
Joliet, IL 60432

October 15, 2025

To Whom It May Concern:

You are invited to submit your sealed bid for the Custodial Maintenance Contract for various Will County Buildings. Each building address is noted in the package. This contract is for a twelve (12) month period beginning December 1, 2025, through November 30, 2026, with three (3) one (1) year renewal options.

Specifications are attached hereto and are considered part of the SEALED BID package.

A 10% Bid Bond or Cashier's Check made payable to the Will County Treasurer MUST accompany your sealed bid, or it will be rejected. Money Orders or Company checks will not be accepted.

A **MANDATORY PRE-BID** Conference will be held at **10:00 A.M., Wednesday, October 22, 2025,** beginning at the Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, with a **site visit to four other major buildings** following the meeting. Please contact the Will County Purchasing Department at purchasing@willcounty.gov by 3:00 PM, Monday, October 20, 2025, to pre-register your company/attendees for this conference. **Pre-registration is mandatory**

Sealed bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago Street, Joliet, IL, 60432, **NOT LATER THAN 2:00 P.M., Thursday, October 30, 2025.**

Bids will be publicly opened and read by the Will County Executive or her Representative at **2:05 PM, Thursday, October 30, 2025** at the Will County Office Building, 302 N. Chicago Street, 2nd Floor, Joliet, IL 60432.

The County of Will reserves the right to accept or reject any or all bids received.

Should you have any questions regarding this bid, please submit them in writing to the Will County Purchasing Department at purchasing@willcounty.gov.

Sincerely,

Kevin Lynn

Kevin Lynn
Purchasing Director

**ADVERTISEMENT OF BID
CLEANING CONTRACT
VARIOUS COUNTY BUILDINGS**

SEALED BIDS FOR THE CLEANING OF VARIOUS BUILDINGS WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, 2ND FLOOR OF THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF **2:00 P.M., THURSDAY, OCTOBER 30, 2025.**

A MANDATORY PRE-BID CONFERENCE WILL BE HELD ON **WEDNESDAY, OCTOBER 22, 2025, AT 10:00 A.M.** BEGINNING AT THE WILL COUNTY OFFICE BUILDING LOCATED AT 302 N CHICAGO ST. JOLIET, IL 60432, MOVING TO THE WILL COUNTY COURTHOUSE LOCATED AT 100 E JEFFERSON ST, FOLLOWED BY THE WILL COUNTY HEALTH DEPARTMENT AT 1106 NEAL AVE., AND CONCLUDING AT THE RIVER VALLEY JUSTICE CENTER AT 3200 MCDONOUGH ST., JOLIET, IL 60431. TO PRE-REGISTER FOR THIS CONFERENCE PLEASE CONTACT THE WILL COUNTY PURCHASING DEPARTMENT AT purchasing@willcounty.gov BY 3:00P.M. MONDAY, OCTOBER 20, 2025. **PRE-REGISTRATION IS MANDATORY.**

WILL COUNTY NOW APPLIES BASIC GREEN CLEAN STANDARDS TO ITS BID REQUIREMENTS AS A SOCIALLY RESPONSIBLE INITIATIVE IN LIGHT OF RECENT STATE MANDATES ON OTHER PUBLIC FACILITIES AND IN CONCERN FOR THE GENERAL HEALTH OF EMPLOYEES AND VISITORS. RECENT ADDITIONS OF ENVIRONMENTALLY SAFE PRODUCTS ARE AVAILABLE AT SIMILAR PRICES TO STANDARD CLEANING PRODUCTS. THEREFORE, REQUIRING CONTRACTORS TO BE GREEN CLEAN CERTIFIED AND TO USE GREEN CLEAN PRODUCTS WILL BE REQUIRED FOR ALL BIDS FOR JANITORIAL SERVICES. **COPIES OF GREEN CLEAN CERTIFICATION MUST BE INCLUDED IN THE BID PACKAGE OR YOUR BID WILL BE REJECTED.**

SEALED BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HER REPRESENTATIVE AT **2:05 PM, THURSDAY, OCTOBER 30, 2025,** AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO STREET, COUNTY BOARD ROOM, JOLIET, IL, 60432.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT www.willcounty.gov, www.demandstar.com, AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432.

THE TENDERING OF A BID SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE COUNTY OF WILL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR PROPOSALS RECEIVED IN WHOLE OR IN PART.

BY ORDER OF THE WILL COUNTY EXECUTIVE, JENNIFER BERTINO-TARRANT

INSTRUCTIONS TO BIDDERS

CLEANING CONTRACT VARIOUS BUILDINGS

You are invited to submit your sealed bid for the Cleaning Contract Will County Various Buildings. The contract is a twelve (12) month period beginning December 1, 2025 through November 30, 2026, with three (3) one (1) year renewal options at the costs provided per building on Bid Form for each 12-month period. The County of Will may provide notice at any time prior to each renewal period. Notices of renewal must be signed by both parties.

A. PRE-BID CONFERENCE:

A **Mandatory Pre-bid Conference** for all interested Bidders will be held on **Wednesday, October 22, 2025, at 10:00 A.M.**, at the Will County Office Building. The site visit will then move to the Courthouse, followed by the Health Department Campus and finally to the River Valley Justice Center in order to examine the premises and satisfy yourself fully as to the existing conditions under which you will be obliged to work. No allowance will be made subsequently in this condition on behalf of any Bidder for any error or negligence on bidder's part. If you do not attend this meeting or arrive late, you will not be permitted to bid. Please contact the Will County Purchasing Department at purchasing@willcounty.gov by Monday, October 20, 2025. **Pre-registration is mandatory.**

B. SEALED BIDS:

Sealed bids will be received in the Purchasing Department, 2nd floor of the Will County Office Building located at 302 N. Chicago Street, Joliet, IL, 60432, **not later than 2:00 P.M., Thursday, October 30, 2025.** **BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed bids will be publicly opened and read aloud by the Will County Executive or her representative at **2:05 P.M., Thursday, October 30, 2025,** at the Will County Office Building, 302 N. Chicago Street, 2nd Floor, Joliet, IL, 60432.

Bids must be made in accordance with the instructions contained herein.

Bid forms shall be completely filled out either typewritten or in ink. The **complete set of contract documents must be submitted** with the proposal, in triplicate with **ONE ORIGINAL, TWO COPIES, AND ONE DIGITAL COPY ON AN ELECTRONIC STORAGE DEVICE, CLEARLY MARKED. BIDS WHICH FAIL TO SUBMIT THE ENTIRE COMPLETED BID PACKAGE AND CONTRACT CLEARLY MARKED WILL BE REJECTED, WILL BE NON-CONFORMING, AND WILL NOT BE ACCEPTED.**

Bids shall be submitted on the forms furnished by the County of Will in a sealed package, plainly marked, with the bidder's name, address, and the notation:

SEALED BID: VARIOUS BUILDING CLEANING CONTRACT
BIDS DUE: THURSDAY, OCTOBER 30, 2025 - 2:00 P.M.

Bids shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago Street, Joliet, IL, 60432.

C. SIGNATURE OF BIDS:

The **signature on bid documents must** be that of an authorized representative of bidder. An officer of or agent of the offering bidder who is empowered to bind the bidder in a contract shall sign the proposal and any clarifications to that proposal.

Each bidder, by making his bid, represents that he has read and understands the bidding documents. **Any bid not containing said signed documents shall be non-conforming and will be rejected.**

D. BID SECURITY:

A 10% Bid Bond or Cashier's Check made payable to the Will County Treasurer shall accompany each bid, attached to the front cover, as a guarantee that if the bid is accepted, a Contract will be entered into. **Money Orders or Company checks will not be accepted.** The bid bond should be based on the first contract period. The unsuccessful bidders' checks will be returned after the County Board has awarded the bid. The bid bond or cashier's check of the successful bidder will be returned after being replaced with their performance bond.

E. PERFORMANCE BOND:

A Performance Bond for the amount of the Contract, based on the first Contract period will be required from the successful bidder and shall be valid throughout the life of the Contract. The Performance Bond will be returned at the completion of the Contract. If it is difficult to acquire a Performance Bond by the time of the Contract is to commence, the County of Will will accept a letter notarized by the Insurance Carrier showing that such Bond is being processed. For each option year, the successful bidder shall obtain a performance bond for the term of the option and the performance bond shall be based on the option period.

F. PRIME CONTRACTOR CERTIFICATION:

Included in this bid package is a prime Contractor certification form. This form must be filled out and returned with your sealed bid package or the bid package **will not be accepted and shall be non-conforming and shall be rejected.**

G. BIDDING PROCEDURES:

1. All bids must be prepared on the forms provided by the County and submitted in triplicate, with **ONE ORIGINAL, TWO COPIES, AND ONE DIGITAL COPY ON AN ELECTRONIC STORAGE DEVICE, OF THE ENTIRE COMPLETED BID PACKAGE AND CONTRACT, CLEARLY MARKED,** in accordance with the Instructions to bidders. **Any bid packages not containing ONE ORIGINAL, TWO COPIES, AND ONE DIGITAL COPY ON AN ELECTRONIC STORAGE DEVICE, OF THE ENTIRE COMPLETED BID PACKAGE AND CONTRACT, CLEARLY MARKED shall be non-conforming and shall be rejected.** The entire bid package are the terms of the agreement.
2. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for bids or prior to any extension thereof issued to the bidders.
3. Unless otherwise provided in any supplement to the Instructions to bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for ninety days (90) days after the time designated for the receipt of bids in the Advertisement for bids. This duration is in place in case the awarded vendor fails to perform in the first month of December 2025.
4. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such cases a written addendum describing the change or correction will be issued by the County of Will to all bidders recorded by the County of Will as having attended the pre-bid conference. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids. **If the signed receipt of Addenda form is not included in the bid package and contract (EVEN IF**

NO ADDENDA ITEMS), the bid package and contract shall be non-conforming and shall be rejected.

5. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than five (5) days prior to bid due date, notify the County of Will, who will, if necessary, send written addendum to all bidders. The County of Will will not be responsible for any oral instructions. All inquiries shall be directed to the Will County Purchasing Department, in writing, at purchasing@willcounty.gov. After sealed bids are received, the bidder will make no allowance for oversight.
6. Due to County of Will departments moving from buildings, any addition or reduction of space shall increase or decrease the cost to the County by use of square footage multiplier as noted on bid- form. The successful bidder will be paid based upon the square footage of office space being cleaned in any given month.
7. The cost will be based on square footage.

H. TAX EXEMPTION:

The County of Will is exempt from Federal, State and Municipal Taxes.

I. WORDS AND FIGURES:

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

J. CONTRACT DURATION:

The Contract is to commence December 1, 2025, and extend through November 30, 2026, with three (3) one (1) year renewal options.

K. REJECTION OF BIDS:

The bidder acknowledges the right of the County of Will to reject any and all bids received.

L. DEFAULT:

In case of default by the successful bidder, the County of Will may procure the articles or services from other sources and may deduct from any unpaid balance due the successful bidder any increase in cost to the county as a result of said default, or may collect against the bond or surety for excess costs so paid, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

M. NON-DISCRIMINATION:

The Contractor shall at all times observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to 775 ILCS 10/1.

N. EQUAL EMPLOYMENT OPPORTUNITY:

Contractor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750. Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act 775 IL 10/0.01 et seq., as amended.

O. PAYMENT PERIOD:

Monthly billing to the Will County Building Maintenance Department should begin on the 30th day of the month after commencement. Payment to the Contractor by the County shall be made in equal monthly installments pursuant to the Local Government Prompt Payment Act. Any additional work not part of the Contract that County of Will has requested to be done should be billed as a separate line item from the original monthly Contract amount. In the event that Contract would be delayed, the successful contractor will be notified by the County and the Contract will be adjusted. Each building must be broken down separately on the monthly invoice for accounting purposes.

P. INSURANCE:

RISK OF LOSS: The Contractor shall assume all risks for loss or damages to materials whether stored on the site or elsewhere, or to tools or equipment owned or rented by the Contractor, and he shall maintain such insurance as he may deem necessary to protect himself against such loss or damage.

Q. TYPES OF INSURANCE:

1. **Worker's compensation insurance.** The Contractor shall procure worker's compensation insurance as required by applicable state law for all of his employees who would be engaged in work on the project. In case any class of employees engaged in any work on the project under this Contract is not protected under the workmen's compensation statute, the Contractor shall provide adequate employer's liability insurance for the protection of such of his employees as are not otherwise protected. In addition, the Contractor will provide employer's liability (coverage B) in the amount of \$500,000.00.
2. **Contractor's comprehensive general liability and property damage insurance.** Contractor's comprehensive general and property damage insurance shall be in an amount not less than \$500,000.00 for injuries including accidental death to any one person and not less than \$500,000.00 combined single limit bodily injury and property damage.
3. **County's protective liability insurance.** The Contractor shall protect the County or its assignee, if any, from contingent responsibility arising from the work, project operation performed under this Contract by adding these parties as named insured as a rider to the general Contractor specified comprehensive general liability policy shall be: County of Will, 302 North Chicago Street, Joliet, Ill.60432.

R. PROOF OF CARRIAGE OF INSURANCE:

1. The Contractor shall furnish the County at the time of bidding, with certificates showing the type, amount, class or operations covered, effective dates and dates or expiration of policies, which policies shall specifically refer to the indemnity agreement. Such certificates shall also contain substantially the following statement: "The Insurance covered by this Certificate will not be canceled or materially altered except after 30 days written notice has been received by all named insured." **Any bid not containing said proof of insurance shall be nonconforming and shall be rejected.**
2. All policies shall substitute the word "Occurrence" for "accident" for both bodily and property damage. "Occurrence" shall be defined to mean an event or series of events or continuous or repeated exposure to conditions, which unexpectedly cause injury or damage during the policy period.
3. All insurance coverage shall be provided by Insurance Companies maintaining a financial strength and claims paying ability rating no lower than "A" minus "VIII" as rated by the 1999 or most current AM Bests Insurance Guide.

S. TAXES:

The Contractor shall pay all applicable sales, use, service use, service occupation, social security, and other taxes, levies, assessments, and duties, and shall make income tax deductions, all as required by local, State and Federal law.

T. CHOICE OF LAW AND VENUE:

The bid and this agreement shall be governed by the laws of the State of Illinois, without regard to conflict of law provisions. Venue for any cause of action related to this bid or agreement shall be the Twelfth Judicial Circuit, Will County, Illinois.

U. RIGHT OF THE COUNTY TO TERMINATE CONTRACT:

1. If any of the Provisions of the Contract are violated by the Contractor, or if the Contractor shall disregard applicable law, ordinances, rules or regulations or work requirements as spelled out in the bid specifications, or the Contractor shall be adjudged as bankrupt or make a general assignment for the benefit of creditors, or if a receiver should be appointed for the Contractor, or if at any time during the progress of the work the Contractor should allow any indebtedness to accrue for labor, material, or equipment, and should the Contractor fail to pay for labor, material, or equipment, and should the Contractor fail to pay and discharge the same within 5 days after demand made by the person or persons furnishing such labor, material or equipment, the County may serve written notice upon the Contractor and the Surety of its intention to terminate the Contract. Unless within 10 days after the serving of such notice upon the Contractor, such violation or other matter shall have been corrected or satisfactory arrangement for correction have been made, the Contractor shall, upon the expiration of said 10 days, at County's option, cease and terminate work. The Contract shall then be null and void.
2. In the event of any such termination, the County shall immediately serve notice thereof upon the Surety and the Contractor, and the Surety shall have the right to take over and perform the Contract; provided, however, that if the Surety does not commence performance thereof within 10 days from the date of the mailing of such Surety of notice of termination, the County may take over work and prosecute the same to completion by other Contract or by force. Contractor shall be liable to the County for any excess cost to the County occasioned thereby, and in such event the County may take possession of and utilize in completing the work, such material, equipment and the like as may be on the project site of the work and necessary therefore.
3. Notwithstanding anything contained herein to the contrary, failure to comply with or perform the cleaning services required shall be cause for termination.
4. The County or its assign may terminate this agreement by giving the Contractor written notification of termination of this agreement by registered United States Mail, sufficient postage prepaid, return receipt requested, addressed to the Contractor at its address stated in the Contract, at least 14 days prior to termination, with service of such notice conclusively presumed to be received on date of dispatch. In such event, the Contractor shall only be entitled to receive a prorated payment for work actually and satisfactorily performed pursuant to the Contract through date of termination.
5. In the event that any of the Will County Offices should move to a different location, notice will be given a minimum of sixty (60) days prior to said move, and Will County shall not be liable for the remainder of the Contract amount for the vacated building.

V. ILLINOIS FREEDOM OF INFORMATION ACT:

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140et seq.) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire

proposals. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by the County of Will all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA. 5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the contractor shall provide to the County of Will at no cost and within the timeframes of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

W. ADVERTISEMENTS:

The bidder shall not place or maintain any signs, bills, posters, or other advertisements in or about the building, except by written permission of County of Will.

X. TRIAL PERIOD:

The successful bidder will be awarded the contract based on a 90-day trial period, during which time the County may terminate the Contract at will. If the successful bidder does not comply with the specifications as written, that bidder will be dismissed from all duties, and the County will select the next lowest responsible bidder.

Y. AWARDING OF BID:

The bid is expected to be awarded by November 14, 2025.

Z. SUBMITTAL SUMMARY REQUIREMENTS:

Each of the following items **must** be submitted by the bid time mentioned herein in order that the bid will be considered. **Any bid not containing items 1-8 below shall be non-conforming and shall be rejected:**

1. 10% Bid Bond or Cashier's Check
2. Certificates of Insurance
3. Copies of Green Clean Certification
4. **Signed** Copy of Prime Contractor Certification
5. Completed Reference Form: Contractor must submit a minimum of five (5) references for commercial customers that are similar in scope with their bids.
6. **Signed** Bid Form
7. **Signed** Receipt of Addenda Form
8. One original, two copies, and one electronic copy on a digital storage device, of entire Bid and Contract Package.

CONTRACTORS REQUIREMENTS

REFERENCES:

To be eligible to submit a bid, the Contractor must submit a minimum of five (5) references for projects of similar scope and complexity completed within the past five (5) years. At least one reference must be from a public agency. Each reference must include the project name, location, scope, contract value, dates of service, and a current contact person with phone and email. The County reserves the right to contact references and consider their feedback in the evaluation process and must currently hold cleaning contracts for services comparable in scope and complexity to those outlined in this Contract. Failure to provide at least five references will render the bid package non-compliant and subject to rejection.

The County may request additional information from Contractors to further assess their qualifications. Any Contractor may be required to submit supplementary documentation to demonstrate their capability and readiness to perform the work if awarded the Contract.

The County reserves the right to:

- Reject any or all non-responsive bids,
- Waive minor informalities or irregularities in the bidding process, and
- Accept the bid that is determined to be in the best interest of the County after thorough review and evaluation.

SECURITY:

1. Property Protection

The Contractor is responsible for safeguarding all County properties. This includes ensuring that all doors are securely closed and locked, and all lights are turned off upon completion of work in any area.

2. Employee Background Checks and Fingerprinting

Before beginning any work under this Contract, all Contractor employees who will access County facilities must undergo background checks and fingerprinting conducted by the Will County Merit Commission. These checks will include verification of prior employment, education, and searches of relevant public and private databases, as required by the Sheriff's Office, Courthouse Administration, Probation Department, and the Health Care Worker Background Check Act.

No employee may begin work at any County facility until they have successfully passed the background check. Due to the sensitive nature of the work, the County reserves the right to request the replacement of any employee or, alternatively, to reject the Contractor's bid or terminate the Contract.

3. New Employee Screening

The awarded Contractor is also responsible for ensuring that all new employees undergo the same comprehensive background check and fingerprinting process before being assigned to any County facility. Background check results must be submitted to the County for review and approval prior to the employee starting work. The County retains the right to request employee substitution or terminate the Contract if concerns arise.

4. Drug and Alcohol Screening

The Contractor must conduct annual drug and alcohol screenings for all employees. Records of these screenings must be maintained by the Contractor and made available to the County upon request, at least annually.

5. Criminal Charges Notification

The Contractor must immediately notify the County if any employee is arrested or charged with a

criminal offense during their employment. Sufficient details of the charges must be provided to allow the County to determine whether the employee may continue working at County facilities.

6. Polygraph Examinations

At the County's expense and with reasonable notice, the County may require any Contractor employee, officer, or agent to submit to a polygraph examination if there is suspicion of theft or unauthorized disclosure of confidential County information. If the polygraph examiner determines that the individual has failed the examination, the County may require their removal or terminate the Contract. The results of the polygraph examination shall not be shared with the County or its personnel.

7. Bloodborne Pathogens Training

Within 30 days of starting work under this Contract, all Contractor employees assigned to County sites must provide proof of Bloodborne Pathogens training. No employee may begin work without this certification. Proof must be kept on file by the Contractor and made available to the County upon request. The Contractor must also submit an hourly rate for biohazard cleaning services.

8. Security Violations and Employee Conduct

If any Contractor employee is found to be violating security protocols, posing a security risk, neglecting their duties, or loitering in unauthorized areas, the County reserves the right to have the individual removed from the premises—either permanently or pending a meeting with the Contractor to determine appropriate disciplinary action. Hours not worked due to such removal will not be billable to the County.

SUPPLIES:

The Contractor shall provide all labor, tools, cleaning equipment, transportation, insurance, and any other services necessary to perform the work as outlined in this Contract for the County of Will.

1. County-Provided Supplies

The County of Will will supply the following consumable items:

- Toilet paper
- Paper towels
- Toilet seat covers
- Hand sanitizers
- Replacement hand soap
- Batteries
- Air fresheners

Alternate Pricing Option:

As an alternative, the County requests that Contractors provide pricing to furnish these consumable supplies. This pricing must be submitted on the designated bid form.

2. Contractor-Provided Supplies

The Contractor is responsible for furnishing all other cleaning supplies and equipment, including but not

limited to:

- Trash bags and liners
- Floor cleaning products
- Countertop cleaning agents
- Disinfectants and surface sanitizers
- Toilet and restroom cleaning materials

3. **Safety Data Sheets (SDS)**

All cleaning products supplied by the Contractor must be accompanied by appropriate Safety Data Sheets (SDS), which must be maintained and readily accessible at each facility location.

4. **Green Cleaning Standards**

In alignment with state mandates and the County's commitment to environmental responsibility and public health, all janitorial service bids must comply with basic **Green Clean** standards.

- Contractors are **required** to be Green Clean certified.
- Only **approved Green Clean products** may be used in County facilities.
- The use of unapproved or unauthorized cleaning compounds is strictly prohibited.
- A copy of the Contractor's Green Clean Certification must be included in the bid package.

Important: Failure to include the required Green Clean Certification will render the bid package non-compliant and subject to rejection.

WORKFORCE DEVELOPMENT AND INCLUSION:

1. **Commitment to Diversity and Equal Opportunity**

Contractors are expected to actively engage in outreach and recruitment efforts to expand the pool of qualified candidates, with a focus on including minorities, women, and individuals with disabilities. Contractors should make every effort to eliminate barriers to equal employment opportunities and are encouraged to adopt inclusive hiring practices that reflect the diversity of the community.

2. **Support for Local Workforce and Small Business Partnerships**

Will County strongly encourages Contractors to invest in the local workforce and contribute to regional economic development. Partnerships with local small businesses whose staff meet the qualifications outlined in this Request for Proposal (RFP) are also encouraged.

3. **Annual Workforce Reporting Requirement**

Contractors must submit an annual report detailing the percentage of their workforce supporting County facilities who identify as minorities, women, or individuals with disabilities. This report is a requirement and will be used to monitor progress toward the County's diversity and inclusion goals.

GENERAL REQUIREMENTS:

1. Supervision and Staffing

The Contractor shall employ a sufficient number of qualified supervisory personnel with demonstrated experience and a proven track record of performance.

2. Scheduled Inspections

Monthly inspections must be conducted by the Contractor's management team at each facility, accompanied by the County Inspector. These inspections shall occur between the hours of 8:30 A.M. and 11:30 A.M.

3. Random Inspections and Complaint Response

The County reserves the right to conduct unannounced inspections. Any customer complaints must be addressed by the Contractor immediately upon notification.

4. Communication and Documentation

The Contractor shall establish and maintain a dedicated email address to serve as the official communication log for housekeeping operations. This account must be actively monitored by contract managers and supervisors to ensure timely responses, adherence to specifications, and quality control.

5. Staff Scheduling and Points of Contact

A monthly staff schedule must be submitted electronically to County management. The schedule must identify a lead person for each location and shift, who will serve as the primary point of contact.

6. Timekeeping

The Contractor must maintain and provide accurate weekly time records for all staff assigned to County facilities.

7. Communication and Appearance

All Contractor personnel must be able to communicate verbally in a common language understood by County staff and tenants. Employees must be clean, neatly dressed, and maintain a professional appearance while on duty.

8. Uniforms and Identification

All employees must wear approved company uniforms and display a visible photo identification badge while on duty.

9. Training and Compliance

All Contractor personnel must be trained in OSHA Bloodborne Pathogens Exposure Control and HIPAA compliance. Documentation of training must be submitted to the County annually.

10. Equipment and Tools

The Contractor shall provide and maintain all necessary cleaning tools, equipment, and machinery in a clean and sanitary condition. All equipment must be tested and approved for use.

11. Maintenance Reporting

The Contractor shall promptly report any facility issues or maintenance needs to the designated County facilities staff or manager.

12. Safety Compliance

All Contractor personnel must comply with safety rules and regulations established by both the County and the Contractor. These rules may be updated periodically and must be strictly followed.

13. **Site Safety Orientation**

All Contractor employees must participate in a Site Safety Orientation for each facility to which they are assigned. This training will ensure they understand emergency procedures and site-specific safety protocols.

14. **Staff Training and Orientation**

The Contractor is responsible for providing comprehensive training and orientation to all contract staff to ensure service quality and compliance with County standards.

15. **Respect for County Property**

Contractor personnel shall not disturb papers, documents, or personal items on desks, tables, or cabinets. Use of County coffee pots or staff personal belongings is strictly prohibited.

16. **Employment Responsibilities**

The Contractor shall be solely responsible for paying all employee wages, payroll taxes, workers' compensation, insurance, and any other charges required by federal, state, or local law.

17. **Access to Sensitive Areas**

Certain areas within County facilities are highly sensitive. Contractor personnel must coordinate directly with the designated space owners to gain access as needed.

STANDARD SERVICES DESCRIPTIONS

STANDARD SERVICE DESCRIPTIONS

Note: Refer to the building-specific charts for detailed service frequencies.

• **General Areas to Be Cleaned**

Services shall be performed in the following areas:

- Entrance doors and glass
- Lobbies and reception areas
- Private and general offices
- Conference and training rooms
- Lunchrooms and break areas
- Restrooms
- Hallways and stairwells
- Elevators
- Computer and copy rooms
- Storage rooms

• **Restroom Cleaning**

- Clean and disinfect all toilets, urinals, seats (inside and out), sinks, stalls, mirrors, fixtures, and floors using a germicidal disinfectant.
- Refill toilet tissue and paper towel dispensers. Ensure no unwrapped toilet paper rolls are left exposed.
- Empty all trash and sanitary receptacles.

• **Trash and Recycling**

- Empty all trash and recycling containers, including exterior bins.
- Recyclable paper must be kept separate and disposed of in designated recycling containers or areas.

• **Drinking Fountains and Sanitizer Stations**

- Clean and polish drinking fountains.
- Clean drip trays beneath hand sanitizer dispensers.

- **Carpeted Areas**
 - Vacuum all carpeted surfaces thoroughly.
- **Walk-Off Mats**
 - Vacuum all mats and wash as needed.
- **Hard Surface Floors**
 - Dust and mop all hard surface floors, including under desks, tables, and office furniture, as well as in mechanical rooms, stairways, and hallways.
- **Damp Mopping**
 - Damp mop to remove spills and soiled areas, especially under desks, in entrances, and high-traffic zones.
 - Mechanical rooms require damp mopping quarterly.
- **Entrance Glass and Metal**
 - Clean entrance door glass and remove fingerprints.
 - Polish entrance metal surfaces.
- **Elevator Cleaning**
 - Clean and polish interior elevator walls and doors (both interior and exterior).
 - Clean grooves in elevator door jambs and floor tracks.
- **Kitchen and Training Room Areas**
 - Clean sinks, counters, and tabletops.
 - Wipe down all appliances inside and out.
 - Wet mop all kitchen and breakroom floors.
- **Low-Level Dusting and Cleaning**
 - Dust and clean the following when free of personal items:
 - a. Desks, file cabinets, chairs, tables, and countertops
 - b. Windowsills and railings (as needed)
 - c. Walls and baseboards
 - d. Sweep exam rooms daily
- **High-Level Dusting**
 - Dust high surfaces such as system furniture tops, picture frames, vents, televisions, and similar fixtures.

DEDUCTIONS FROM PAYMENT FOR OMITTED OR UNACCEPTABLE WORK:

In the event that the Contractor fails to meet the required specifications or cleaning frequencies as outlined in this Contract, the County of Will reserves the right to take the following actions:

1. Initial Notification and Meeting

The County will schedule a meeting with the Contractor to discuss the deficiencies and provide formal notice that corrective action is required. The Contractor will be advised that failure to resolve the issue may result in a deduction from future payments.

2. Payment Deductions

If the issue is not resolved to the County's satisfaction, the County will assess the percentage of work that was omitted or performed unacceptably. A corresponding percentage deduction will be applied to the Contractor's monthly invoice.

3. Repeated Non-Compliance

If the same or similar deficiencies occur repeatedly, the County reserves the right, at its sole discretion, to terminate the Contract for cause.

The Contractor is responsible for providing and scheduling adequate personnel to ensure that all services are performed fully, competently, and on time. All areas must be maintained in a clean, sanitary, and orderly conditions that meet the County’s standards. Failure to do so will result in enforcement of the provisions outlined in this section.

ALTERNATE TASKS TO BE PRICED BY SQUARE FOOTAGE COST:

The following services are considered optional and may or may not be implemented across all County facilities. However, the County requests that Contractors provide square footage pricing for each of the alternate services listed below. These pricing fields are included on the official bid form.

1. Hard Surface Floor Care

- Stripping, waxing, and buffing of hard surface floors must be performed in accordance with the manufacturer’s recommended guidelines.
- **Alternate A:** Strip and wax hard surface flooring.

2. Carpet Cleaning

- Deep carpet cleaning must also follow the manufacturer’s care and maintenance specifications.
- **Alternate B:** Deep carpet cleaning.

ADJUSTMENTS FOR CHANGES IN SQUARE FOOTAGE

In the event that County of Will departments relocate or adjust their occupied space during the term of the contract, the total cost to the County shall be adjusted accordingly. Any increase or decrease in serviceable square footage will result in a proportional cost adjustment based on the square footage multiplier provided on the bid form for each specific location.

Example: Veterans Assistance Commission (VAC) and Work Force Services (WFS) is expected to relocate within the first year of the contract. The associated cost adjustment will be calculated using the applicable square footage rate listed in the bid form.

COUNTY OBSERVED HOLIDAYS (2025–2026)

The following holidays are officially observed by the County of Will. No janitorial services will be required on these dates unless otherwise specified. If any holiday dates change, the Contractor will be notified in advance.

Holiday	Observed Date
Christmas Day	Thursday, December 25, 2025

Holiday	Observed Date
New Year's Day	Thursday, January 1, 2026
Martin Luther King Jr. Day	Monday, January 19, 2026
Lincoln's Birthday	Thursday, February 12, 2026
Presidents' Day	Monday, February 16, 2026
Memorial Day	Monday, May 25, 2026
Juneteenth Day	Friday, June 19, 2026
Independence Day	Saturday, July 4, 2026 (<i>observed Friday, July 3</i>)
Labor Day	Monday, September 7, 2026
Columbus Day	Monday, October 12, 2026
Veterans Day	Wednesday, November 11, 2026
Thanksgiving Day	Thursday, November 26, 2026
Day After Thanksgiving	Friday, November 27, 2026

INDIVIDUAL BUILDING INFORMATION AS FOLLOWS:

(1) County Coroner & Morgue – 16857 W Laraway Rd., Joliet, IL

Square Footage:

Employees	26
Building	11,460 sq ft – 1 Floor
Autopsy Suites	3
Bathroom	4 (8 toilets, 1 Urinal, 2 Showers)
Locker Rooms	1 Split (Men's & Women's)
Break Room	1

Notes:

Monthly cleaning day/time to be scheduled with Coroner's staff. Projected to be 3rd Wednesday of month at 2:30pm. In morgue, clean/sanitize all stainless-steel surfaces that includes counters, tables (including the legs and wheels, scale, cooler (all outside surfaces), sinks, cabinet, and doorknobs. Scrub and mop floor, and clean mats. If cooler is empty, clean inside cooler floors and walls.

Task	County Coroner & Morgue		
Space Cleaning			
Emptying Waste Containers/Cigarettes boxes (exterior included)	M		
Emptying Recycling Containers (exterior if any)	M		
Restrooms	D		
Employee Break Room	D		
Entrance Cleaning to include glass doors	W		
Drinking Fountains Cleaning	D		
Low Area Cleaning	2-Y		
High Area Cleaning	2-Y		
Interior Window Cleaning	2-Y		
Exterior Window Cleaning	2-Y		
Window Blinds Cleaning	N/A		
Floor			
Sweeping and Dust Mopping	M		
Damp Mopping	M		
Vacuum Carpets and Rugs	D		
Cleaning Walk-off Mats	M		
Key			
One time per month	M		
Daily	D	One time per year	Y
One time per week	W	Two times per week	2W

(2) Records Archives Building- 806 Nicholson St., Joliet, IL

Square footage:

Records Management Office Area 4,350 sq.ft.
 Bathrooms 300 sq.ft.
 Lunchroom 350 sq.ft.
 Front Office Area 300 sq.ft.
 Subtotal: 5,300 sq.ft. - 1Floor

Records Management Vault 4,300 sq.ft.
 Circuit Clerk's Vault 4,250sq.ft.
 Subtotal: 8,550 sq.ft. -1 Floor

Employees 20
 Bathrooms 2 (5 Toilets/1 Urinal)
 Break rooms 1
 Start time: 4:30 p.m.

Task	Records Management, Lunchroom, Front Office Area	Records Management Vault, Circuit Clerk's Vault
Space Cleaning		
Emptying Waste Containers/Cigarettes boxes (exterior included)	2W (M/W)	2W (M/W)
Emptying Recycling Containers (exterior if any)	2W (M/W)	2W (M/W)
Restrooms	2W (M/W)	N/A
Employee Break Room	2W (M/W)	N/A
Entrance Cleaning to include glass doors	2W (M/W)	N/A
Drinking Fountains Cleaning	N/A	N/A
Low Area Cleaning	Y	Y
High Area Cleaning	Y	Y
Interior Window Cleaning	Y	N/A
Exterior Window Cleaning	Y	N/A
Window Blinds Cleaning	Y	N/A
Floor		
Sweeping and Dust Mopping	2W (M/W)	M
Damp Mopping	2W (M/W)	M
Vacuum Carpets and Rugs	W	M
Cleaning Walk-off Mats	W	N/A
Key		
Daily	D	One time per year
One time per week	W	Two times per week

(3) County Office Building- 302 N. Chicago St., Joliet, IL

Square footage:

Office Area/Lobby/Hallways	51,315 sq.ft.
Bathrooms	1,385 sq.ft.
<u>Lunch Room</u>	<u>1,300 sq.ft</u>
Subtotal:	54,000 sq.ft. -3 Floors

Employees	130	
Bathrooms	10	(21 Toilets/8 Urinals)
Break rooms	7	

Start time: 4:30 p.m.

Notes: One Custodian during
the day 8:30am-4:40pm

(4) Facilities/Capital Building - 304 N. Scott St., Joliet, IL

Square footage:

Office Area/Lobby/Hallways	4,950 sq.ft.
Bathrooms	260 sq.ft.
<u>Lunch Room</u>	<u>120 sq.ft</u>
Subtotal:	5,330 sq.ft. - 1 Floor

Employees	11	
Bathrooms	3	(4 Toilets)
Break rooms	1	

Start time: 4:30 p.m.

(5) Recorder of Deeds & Land Use CBDG - 158 N. Scott St. Joliet, IL

Square footage:

Office Area/Lobby/Hallways	9,265 sq.ft.
Bathrooms	300 sq.ft.
<u>Lunch Room</u>	<u>435 sq.ft</u>
Subtotal:	10,000 sq.ft. -1 Floor

Floor

Employees	36	
Bathrooms	2	(5 Toilets/1 Urinal)
Break rooms	1	

Start time: 4:30 p.m.

Task			Facilities & Capital	County Office Building	Recorder of Deeds/Land Use
Space Cleaning					
Emptying Waste Containers/Cigarettes boxes (exterior included)			D	D	D
Emptying Recycling Containers (exterior if any)			D	D	D
Restrooms			D	D	D
Employee Break Room			D	D	D
Entrance Cleaning to include glass doors			D	D	D
Drinking Fountains Cleaning			D	D	D
Low Area Cleaning			4Y	4Y	4Y
High Area Cleaning			Y	Y	Y
Interior Window Cleaning			2Y	2Y	2Y
Exterior Window Cleaning			2Y	2Y-1 st Floor	2Y
Window Blinds Cleaning			N/A	Y	Y
Floor					
Sweeping and Dust Mopping			D	D	D
Damp Mopping			D	D	D
Vacuum Carpets and Rugs			W	W	W
Cleaning Walk-off Mats			W	W	W
Key					
Daily	D	One time per year	Y		
One time per week	W	Two times per year	2Y		
		Four times per year	4Y		

(6) Executive Center- 58 E. Clinton St., Joliet, IL

Square footage:

Land Use Department Offices	10,800 sq.ft.
Public Defender Offices	23,158 sq.ft.
Total Sq Ft	33,958 - 3 Floors & Basement

Employees	96	
Bathrooms	12	(17 Toilets/5 Urinals)
Break rooms	3	
Start time: 4:30 p.m.		

Notes:

Leased Building Space L1, L3 & L4. Common public bathrooms on the 2nd and 4th floors are maintained by building owner. Employee bathrooms within space noted above.

(7) Regional Office of Education- 116 N. Chicago St, Joliet, IL, Suite 200 & 400

Square footage:

Fourth Floor - Office Area/Lobby/Hallways/Restroom	8,698 sq. ft. - 4th Floor
Second Floor - Office Area/Lobby/Hallways/Restroom	4,925 sq ft – 2nd Floor
Total:	13,623 Sq Ft – 2 Floors

Employees	14
Bathrooms	2
Start time: 4:30 p.m.	

Notes:

Leased Building Space. Common areas and public bathrooms on 2nd and 4th floors are maintained by building owner.

(8) Children's Advocacy Center – 1206 Cedarwood Drive, Crest Hill, IL

Square footage:

First Floor Office Area/Lobby/Hallways	10,780 Sq Ft
Basement- Office Area	8,625 Sq Ft
Attic – Bathrooms/Employee Lounge	4,359 Sq Ft
Total:	23,765 Sq Ft - 1 Floor, Basement & Attic

Employees	11	
Bathrooms	9	(9 Toilets & 1 Shower)
Break rooms	2	
Start time: 4:30 p.m.		

Task	Executive Center	Regional Office of Education	Children's Advocacy Center
CAC Space Cleaning			
Emptying Waste Containers/Cigarettes boxes (exterior included)	D	D	D
Emptying Recycling Containers (exterior if any)	D	D	D
Restrooms	D	D (2 – 4 th flr)	D
Employee Break Room	D	D	D
Entrance Cleaning to include doors	D	D	D
Drinking Fountains Cleaning	N/A	N/A	D
Low Area Cleaning	4Y	4Y	2Y
High Area Cleaning	Y	Y	2Y
Interior Window Cleaning	2Y	2Y	2Y
Exterior Window Cleaning	N/A	N/A	2Y
Window Blinds Cleaning	Y	Y	Y
Floor			
Sweeping and Dust Mopping	D	D	D
Damp Mopping	D	D	D
Vacuum Carpets and Rugs	W	W	2W
Cleaning Walk-off Mats	W	W	W
Key			
Daily	D	One time per year	Y
One time per week	W	Two times per year	2Y
		Four times per year	4Y

(9) Court Annex – 57N. Ottawa St., Joliet, IL

Square footage:

Office Area/Lobby/Hallways	66,535 sq.ft.
Bathrooms	4,230 sq.ft.
Lunch Room	1,000 sq.ft.
Subtotal:	71,765 sq.ft. -7 Floors and basement

Employees	80	
Bathrooms	41	(63Toilets/12 Urinal)
Break rooms	5	
Start time: 4:30 p.m.		

Notes: Facility includes courtrooms on Level One.

(1 0) Specialty Court Services – 10 S. Chicago St, Joliet, IL

Square footage:

Office Area/Lobby/Hallways	6,585 sq.ft.
Bathrooms	275 sq.ft.
Lunch Room	140 sq.ft.
Subtotal:	7,000 sq.ft. - 3 Floors

Employees	12	
Bathrooms	5	(5 Toilets Total)
Break rooms	1	
Start time: 4:30 p.m.		

Task	Court Annex		Special Court Services
Space Cleaning			
Emptying Waste Containers/Cigarettes boxes (exterior included)	D		D
Emptying Recycling Containers (exterior if any)	D		D
Restrooms	D		D
Employee Break Room	D		D
Entrance Cleaning to include doors	D		D
Drinking Fountains Cleaning	D		N/A
Low Area Cleaning	4Y		4Y
High Area Cleaning	Y		Y
Interior Window Cleaning	2Y		2Y
Exterior Window Cleaning	N/A		N/A
Window Blinds Cleaning	Y		Y
Floor			
Sweeping and Dust Mopping	D		D
Damp Mopping	D		D
Vacuum Carpets and Rugs	W		W
Cleaning Walk-off Mats	W		W
Key			
Daily	D	One time per year	Y
One time per week	W	Two times per year	2Y
		Four times per year	4Y

(11) Courthouse – 100 W. Jefferson St., Joliet, IL 60432

Square footage:

Office Area/Lobby/Hallways	199,300 sq.ft.
Courtrooms	62,700 sq.ft.
Bathrooms	12,600 sq.ft.
Break Rooms	6,300 sq.ft.
Subtotal:	280,900 sq.ft. -10 Floors and basement

Employees	125	
Bathrooms	126	(190 Toilets /29 Urinal)
Holding Cells on floors	44	(44 Toilet)
Holding Cells basement	41	(41 Toilet)
Breakrooms	10	

Notes:

1. Holding areas in basement and floors to be cleaned by contract cleaners 1,840 sq. ft.
2. Two custodian required at minimum from 08:00am-04:30pm.
3. All other custodial work to be from 2:30-11:00pm with 1 person per floor scheduled nightly.
4. There will be one in-house employee who will be assigned to particular areas and tasks during the morning shift. For estimating purposes, we have already deducted 38,000 S.F. of building that the individual will clean.

Task			Courthouse
Space Cleaning			
Emptying Waste Containers/Cigarettes boxes (exterior included)			D
Emptying Recycling Containers (exterior if any)			D
Restrooms			D
Employee Break Room			D
Entrance Cleaning to include doors			D
Drinking Fountains Cleaning			D
Low Area Cleaning			4Y
High Area Cleaning			4Y
Interior Window Cleaning			2Y
Exterior Window Cleaning			N/A by others
Window Blinds Cleaning			Y
Floor			
Sweeping and Dust Mopping			D
Damp Mopping			D
Vacuum Carpets and Rugs			W
Cleaning Walk-off Mats			W
Key			
Daily	D	One time per year	Y
One time per week	W	Four times per year	4Y

(12) Veterans Assistance Commission/ Work Force Services- 2400 Glenwood Ave, Joliet

Square footage:

VAC Office/Lobby/Hallways	2,255 sq.ft.	WFS Office/etc.	8,805 sq.ft.
Bathrooms	165 sq.ft.	Bathrooms	65 sq.ft.
Lunchrooms	160 sq.ft.	Lunchroom	130 sq.ft.
Subtotal:	2,580 sq.ft.		9,000 sq.ft.

Employees	8		19
Bathrooms	2	(2 Toilets/1 Shower)	2 (2 Toilets)
Break rooms	1		1
Start time: 4:30 p.m.			

Notes:

Leased Building Space. Common public bathrooms are maintained by building owner. Employee bathrooms within space noted above. **Both Departments will be relocating January 2026 to 1300 Copperfield Ave., Joliet, IL**

Task	Veterans Assistance Commission		Work Force Services
Space Cleaning			
Emptying Waste Containers	D		D
Emptying Recycling Containers	D		D
Restrooms/Shower area for VAC	D		D
Wipe Tables/counters in Classrooms and Conf. Rm 115	N/A		D
Employee Break Room	D		D (Rm 113)
Entrance Cleaning to include doors	D		D
Drinking Fountains Cleaning	N/A		N/A
Low Area Cleaning	4Y		4Y
High Area Cleaning	Y		Y
Interior Window Cleaning	2Y		2Y
Exterior Window Cleaning	N/A		N/A
Window Blinds Cleaning	N/A		N/A
Floor			
Sweeping and Dust Mopping	D		D (Rm 113)
Damp Mopping	D		D (Rm 113)
Vacuum Carpets and Rugs	N/A		D (Rm 100-103, hallways)
Vacuum Carpets and Rugs	W		W (Offices and Con. Rm 115)
Cleaning Walk-off Mats	W		W
Key			
Daily	D	One time per year	Y
One time per week	W	Two times per year	2Y
		Four times per year	4Y

(13) Public Safety Complex and SWAT Radio Lab

Square footage:

Office Areas/Lobby/Hallways	37,495 sq.ft.
Bathrooms	2,140 sq.ft.
Break Rooms	2,525 sq.ft.
Subtotal:	42,160 sq.ft. -2 Floors and SWAT bldg. behind-1 Floor

Employees	135
Bathrooms	15 (23 Toilets/4 Urinal)
Break rooms	6

Notes: The area “Not in Contract” is cleaned by two in house Sheriff custodial staff members. The cleaning crew shall work hand-in-hand with the Sheriff employees.

Task	911 Dispatch	ETSB	Sheriff	Radio Area in SWAT
Space Cleaning				
Emptying Waste Containers/Cigarettes boxes (exterior included)	D	W	D	W
Emptying Recycling Containers (exterior if any)	D	W	D	W
Restrooms/Showers	D	D	D	W
Employee Break Room	D	D	D	N/A
Entrance Cleaning to include doors	D	W	D	W
Drinking Fountains Cleaning	D	N/A	D	N/A
Low Area Cleaning	4Y	4Y	4Y	Y
High Area Cleaning	Y	Y	Y	Y
Interior Window Cleaning	2Y	2Y	2Y	Y
Exterior Window Cleaning	2Y	2Y	2Y	Y
Window Blinds Cleaning	Y	Y	Y	Y
Floor				
Sweeping and Dust Mopping	D	D	D	W
Damp Mopping	D	D	D	W
Vacuum Carpets and Rugs	W	W	W	M
Sweeping Data Center and mechanical rooms	2M	N/A	2M	N/A
Cleaning Walk-off Mats	2W	2W	D	M
Key				
Daily	D	Two times per month	2M	
One time per week	W	One time per year	Y	
Two times per week	2W	Two times per year	2Y	
One time per month	M	Four times per year	4Y	

(14) Animal Protection Service – 22452 S. Cherry Hill Rd., Joliet, IL

Square footage:

Office Areas/Lobby/Hallways	3,910 sq.ft.
Bathrooms/Shower	350 sq.ft.
Break Room	190 sq.ft.
Subtotal:	4,450 sq.ft. -1 Floor

Employees	12	
Bathrooms	2	(2 Toilets/1 Urinal)
Break room	1	

(15) Emergency Management Agency (EMA) Storage Facility – 22456 S. Cherry Hill Rd., Joliet, IL

Square footage:

Office Areas/Lobby/Hallways	1,615 sq.ft.
Bathrooms	130 sq.ft.
Break Room	55 sq.ft.
Subtotal:	1,800 sq.ft. -1 Floor

Employees	2	
Bathrooms	2	(2 Toilets)
Break room	1	

Notes: Animal Control to be cleaned 3 times per week. Tuesday and Friday starting at 1pm

Task	Animal Protection	EMA Storage Facility
Space Cleaning		
Emptying Waste Containers/Cigarettes boxes (exterior included)	3 x W	W
Emptying Recycling Containers (exterior if any)	3 x W	W
Restrooms/Shower area	3 x W	W
Employee Break Room	3 x W	W
Entrance Cleaning to include doors	2 x W	W
Drinking Fountains Cleaning	3 x W	W
Low Area Cleaning	Y	Y
High Area Cleaning	Y	Y
Interior Window Cleaning	Y	Y
Exterior Window Cleaning	Y	Y
Window Blinds Cleaning	Y	Y
Floor		
Sweeping and Dust Mopping	3 x W	W
Damp Mopping	3 x W	W
Vacuum Carpets and Rugs	3 x W	W
Cleaning Walk-off Mats	2 x W	W
Key		
One time per week	W	One time per year
		Y

(16) Health: Eastern Branch Office – 5601 W. Monee-Manhattan Rd., Monee, IL

Square footage:

Office/Lobby/Hallways	3,590 sq.ft.
Bathrooms	100 sq.ft.
<u>Lunchrooms</u>	<u>160 sq.ft.</u>
Subtotal:	3,850 sq.ft.- 1 Floor

Employees	12
Bathrooms	3 (3 Toilets)
Break rooms	1

Notes: Leased Building Space.

EBO Cleaning schedule and minimum* staffing:

The hours for cleaning staff coverage at the Eastern Branch Office must include a minimum* of 1 person five (5) days (Monday to Friday) starting no later than 3 p.m. to complete all required services noted below except on legal holidays.

*The number of required cleaning staff listed above are MINIMUM requirements. Additional cleaning staff may be needed at the vendor's discretion to complete required services.

See table below detailing area, items to be cleaned, and frequency.

Office Number	Room description	Requested items to be cleaned regularly	Frequency cleaned
EBO	(10 offices, 3 waiting areas, 3 restrooms, 2 clerical areas, 1 file / IT room, 1 kitchen area)		
All Areas	All Spaces	Empty waste and recycling receptacles and replace can liners and clean as needed. Vacuum all carpeted runners Spot wash walls and doors (as needed), wipe around doorknobs and light switches with disinfectants. Clean all plastic chairs. Sweep and wash floors.	Daily
A1	FHS Waiting Room	Entry door glass cleaned Children's table wiped down. Client glass window partition cleaned. TV and Bookcase dusted. Chairs wiped down. Customer counter wiped down.	Daily
A1	FHS Waiting Room	Inside and outside of front windows cleaned. Inside and outside of glass on entryway door cleaned.	Weekly
A2	FHS Clerical	Client glass window partition cleaned. Desks, chairs, bookcases or other surfaces wiped down.	Daily
A3 through A5	FHS Offices	Desks, chairs, bookcases or other surfaces wiped down. Sinks cleaned. Counters cleaned. Baby tables cleaned. Soap dispensers refilled as necessary. Paper Towel Dispensers refilled as necessary. Cabinet doors and handles cleaned. Sink faucet wiped down.	Daily
A3 through A5	Anthro Room / Area	Clean all surfaces including scales, measuring boards, counters, chairs, and other horizontal surfaces.	Daily

A6	CHC Lab	Clean All surfaces (cabinets, sink, countertop handles etc.)	Daily
B1	EH Waiting Room	Inside and outside front windows cleaned.	Weekly
B1	EH Waiting Room	Entryway door glass cleaned Client glass window partition cleaned. Wipe down front customer counter and chairs. Wood table wiped down. Wipe down front window sill.	Daily
B2	Sanitarians office	Inside and outside front windows cleaned	Monthly
B2	Sanitarians office	Desks, chairs, bookcases or other surfaces wiped down including windowsills. Rolling file cabinets by desks moved to sweep and mop floors. Side table wiped down.	Daily

B3	EH Office manager	Desks, chairs, bookcases or other surfaces wiped down. Rolling file cabinets by desks moved to sweep/mop floors.	Daily
C1	BH / CHC Waiting room	Inside and outside front window glass cleaned.	Weekly
C1	BH / CHC Waiting room	Entry door glass cleaned. Customer counter wiped down. Side tables wiped down. TV dusted.	Daily
C2	EH/CHC Clerical	Desks, chairs, bookcases or other surfaces wiped down. Rolling file cabinets by desks moved to sweep and mop floors. Client glass window partition cleaned.	Daily
C2	EH/CHC Clerical	Inside and outside front window glass cleaned.	Monthly
C3, C5	Exam Rooms	Wipe all flat surfaces (sink, sink area, desktop, top of paper towel holder, top of otophthalmoscope unit, bookshelves, etc.), seats of chairs, trash can base and lid, doorknobs, and light switches. Sweep floor and exam table foot plate/step. Mop floor and exam table foot plate/step. (Move trash & biohazard away from the wall)	Daily and as needed
C3, C5	Exam Rooms	Deep cleaning of room which includes moving the exam table, chairs, and trash/biohazard cans then sweep and mop floors.	Quarterly
C3, C5	Exam rooms	Spot clean and disinfect exam room walls with an approved disinfectant. Clean and disinfect exam room sills with approved disinfectant.	Daily and as needed
C4	BH Offices	Desks, chairs, bookcases or other surfaces wiped down. Rolling file cabinets by desks moved to sweep and mop.	Daily
C6	Senior Service s Office	Desks, chairs, bookcases or other surfaces wiped down. Rolling file cabinets by desks moved to sweep and mop.	Daily
D1	Lunchroom	Chairs moved to clean floor under table. Soap dispensers refilled as necessary. Paper Towel Dispensers refilled as necessary. Sinks, microwave, table, and countertops cleaned. Sink and faucet cleaned and sanitized. Wipe down kitchen cabinet doors and handles.	Daily
D1	Lunchroom	Refrigerator shelving wiped down.	Monthly

D2	EH File Room	Wipe down filing cabinets. Sweep and mop floor.	Daily
3 Restrooms	2 Customer & 1 Staff	Toilets cleaned. Garbage emptied. Soap and paper towel dispensers refilled as necessary. Toilet handles cleaned. Sinks, mirrors cleaned. Sink faucet wiped down. Clean and sanitize door handles and light switches.	Daily
	All Office Areas – general items	Floor mats mopped. Floor under the floor mats mopped. Floors swept. Garbage emptied. Doorknobs and light switches cleaned. Desks wiped down.	Daily

		Recycle bins emptied. Dust / clean all other furniture and / or surfaces not specifically itemized above.	
All Areas EBO		Clean and disinfect drinking fountains.	Daily and as needed
All Entrances through EBO	All entryways	Sweep, wet mop, clean up spills, tracked dirt, water snow, ice, salt, etc. Vacuum runners and rugs. Clean all interior glass.	Daily and as needed
	Throughout Building	Vents in ceiling dusted / cleaned.	Monthly
	Throughout Building	Respond to cleaning emergencies (i.e., vomit, spills, leaks, etc.).	Immediately
	Throughout Building	Strip and wax floors	Annually
Outside EBO		Empty trash can outside front door. Pick up garbage outside within 30 feet of entryway.	Daily and as needed

(17) Health: Northern Branch Location #1 – 323 Quadrangle Dr., Bolingbrook, IL

Square footage:

Office/Lobby/Hallways	7,630 sq.ft.
Bathrooms	275 sq.ft.
Lunchrooms	550 sq.ft.
Total:	8,455 sq.ft.- 1 Floor

Employees	20
Bathrooms	7 (7 Toilets)
Break rooms	3

Notes: Leased Building Space.

NBO Cleaning schedule and minimum* staffing:

The hours for cleaning staff coverage at the Northern Branch Office (for both leased spaces) must include a minimum* of 1 person five (5) days (Monday to Friday) starting no later than 3 p.m.to complete all required services noted below except on legal holidays.

*The number of required cleaning staff listed above are MINIMUM requirements. Additional cleaning staff may be needed at the vendor’s discretion to complete required services.

See table below detailing area, items to be cleaned, and frequency.

Office Number	Room description	Requested items to be cleaned regularly	Frequency cleaned
NBO WIC Rooms 118-135	(16 offices, 1 classroom, 1 file room, Anthro Area)		
NBO WIC	All areas	Empty waste and recycling receptacles and replace can liners and clean as needed. Vacuum all carpeted runners Spot wash walls (as needed). Spot wash doors, wipe around doorknobs and light switches with disinfectant. Clean all plastic chairs. Sweep and wash floors	Daily and as needed
Restrooms	4 Total (2 Staff & 2 customer)	Check and replenish hand soap, hand sanitizer, toilet paper, hand towels and trash can liners. Clean and disinfect toilets. Clean and disinfect wash basins. Clean mirrors with glass cleaner. Clean dispensers. Sweep and mop floor.	Daily and as needed
Front WIC door (323B)		Clean inside of glass doors with glass cleaner.	Daily and as needed
Front WIC door		Clean outside of glass doors with glass cleaner.	Weekly
FHS Waiting Room		Children’s table wiped down. Client glass window partition cleaned. TV dusted. Sweep and mop floors. Clean all plastic chairs.	Daily and as needed
NBO WIC Anthro Areas	Anthro Room / Areas (including Anthro areas in offices)	Clean all surfaces including scales, measuring boards, counters, chairs, and other horizontal surfaces. Sweep and mop floors.	Daily

NBO Kitchen (Room 122)	Kitchen area	Clean inside refrigerators.	Weekly
NBO Kitchen (Room 122)	Kitchen	Check and replenish hand soap, toilet paper, paper towels and trash can liners. Clean dispensers. Clean all plastic chairs. Clean and disinfect counters and tables. Wipe out microwave. Clean refrigerator (Monthly). Wipe down kitchen cabinet doors. Clean and sanitize sinks. Sweep and mop floors.	Daily and as needed
NBO WIC	All areas	Dust all horizontal surfaces; both high and low. This includes but is not limited to the following: sills, partitions, radiators, desktops, ledges, door frames tops, receptacles, file cabinets, base boards, bookshelves, hand sanitizer units, window blinds, etc.	Weekly
Rooms back hallway, Rooms 127-135, 118	Windows	Clean window glass and windowsills with glass cleaner.	Monthly needed
NBO WIC	All areas	Vacuum air vents, air in and air out. Wash all exposed walls to remove ink, pencil, crayon and scuff marks. Clean all baseboards and corners.	Monthly
NBO BH Rooms 98-115	(13 offices, 1 waiting room, 1 reception room, 1 storage room/security office, 1 kitchen, 1 restroom)		
NBO BH Rooms 98-115	All areas	Empty waste and recycling receptacles and replace can liners and clean as needed. Vacuum all carpeted runners. Spot wash walls (as needed). Spot wash doors, wipe around doorknobs and light switches with disinfectant. Clean all plastic chairs and tables. Sweep and wet mop vinyl/tile floors with disinfectant.	Daily and as needed
Front BH door (335C)		Clean inside of glass doors with glass cleaner.	Daily and as needed
Front BH door (335C)		Clean outside of glass doors with glass cleaner.	Weekly
NBO BH Room 115	Waiting Room	Tables wiped down. Client glass window partition cleaned and countertops cleaned. TV dusted. Sweep and mop floors. Empty garbage. Clean all plastic chairs	Daily and as needed
NBO BH Restroom in Waiting Room	Customer restroom (1)	Check and replenish hand soap, hand sanitizer, toilet paper, paper towels and trash can liners. Clean and disinfect toilets. Clean mirrors with glass cleaner. Clean and disinfect wash basins. Clean and sanitize door handles and light switches. Sweep and mop floors. Clean dispensers.	Daily and as needed

NBO Offices 98-102, 104-109 111- 114	Employee workspaces	Clean desks at the bottom of staff chairs	Weekly
Rooms 98, 99, 111, 112, 113, 114, 115	Windows	Clean window glass and windowsills with glass cleaner	Monthly needed
NBO BH	Where applicable	Vacuum all runners.	Once a week /as needed
NBO BH	All areas	Spot wash walls. Spot wash doors, wipe around doorknobs and light switches with disinfectant.	Daily and as needed
NBO BH	Hallway/ waiting rooms/ entry/exits/ restroom	Check and replenish hand soap, hand sanitizer, hand lotion, toilet paper, hand towels and trash can liners. Wipe down children's table & benches.	Daily and as needed
NBO BH	Waiting room/entry/e xits/restroom	Clean dispensers.	Daily and as needed
NBO CHC	Exam Rooms	Wipe all flat surfaces (sink, sink area, desktop, top of paper towel holder, top of otoophthalmoscope unit, bookshelves, etc.), seats of chairs, trash can base and lid, doorknobs, and light switches. Sweep floor and exam table foot plate/step. Mop floor and exam table foot plate/step. (Move trash & biohazard away from the wall)	Daily and as needed
NBO CHC	Exam Rooms	Deep cleaning of room which includes moving the exam table, chairs, and trash/biohazard cans then sweep and mop floors.	Quarterly
NBO CHC	Exam rooms	Spot clean and disinfect exam room walls with an approved disinfectant. Clean and disinfect exam room sills with approved disinfectant.	Daily and as needed
117-119, 103, 98, 99	Waiting room/offices	Clean glass doors with glass cleaner/wipe down entranceway glass with glass cleaner.	Daily and as needed

117-119, 103, 98, 99	Waiting rooms/office s	Clean all plastic chairs.	Daily and as needed
NBO BH Kitchen Room 103	Kitchen area	Check and replenish hand soap, paper towels, and trash can liners. Clean dispensers. Clean all plastic chairs. Clean and disinfect counters and tables. Wipe out microwaves. Wipe down kitchen cabinet doors. Clean and sanitize sinks. Sweep and mop floors.	Daily and as needed
NBO BH Kitchen Room 103	Kitchen area	Clean inside refrigerators.	Weekly

NBO BH Rooms 98-115	All areas	Dust all horizontal surfaces; both high and low. This includes but is not limited to the following: windowsills, partitions, radiators, desktops, ledges, door frames tops, receptacles, file cabinets, base boards, bookshelves, hand sanitizer units, window blinds, etc.	Weekly
NBO BH	All areas	Vacuum air vents, air in and air out. Wash all doors.	Monthly
NBO BH Room 115	Waiting room	Wash all exposed walls to remove ink, pencil, crayon and scuff marks.	Monthly
NBO BH	Where applicable	Vacuum cloth furniture, wipe down vinyl and leather furniture	Monthly
NBO BH	All areas	Dust surfaces high and low including: lights, fans and blinds. Clean all baseboards and corners.	Monthly
NBO EH	(1 office, 4 cubicles, 2 clerical areas, 1 waiting area, 1 storage room, 2 restrooms, 1 kitchen area)		
NBO EH	All areas	Empty waste and recycling receptacles and replace can liners and clean as needed.	Daily and as needed
NBO EH	Restrooms/ waiting room	Wet mop vinyl/tile floors with disinfectant.	Daily and as needed
NBO EH	Office and cubicle areas	Vacuum all runners.	Once a week/as needed
NBO EH	All areas	Spot wash walls. Spot wash doors, wipe around doorknobs and light switches with disinfectant.	Daily and as needed
NBO EH restrooms	Staff restrooms	Check and replenish hand soap, hand sanitizer, toilet paper, hand towels and trash can liners. Clean and disinfect toilets. Clean mirrors with glass cleaner. Clean and disinfect wash basins. Clean dispensers. Clean and sanitize door handles.	Daily and as needed
NBO EH	Waiting area/ restrooms	Clean dispensers.	Daily and as needed
NBO EH	Entrance door	Clean glass doors with glass cleaner/wipe down entranceway glass with glass cleaner.	Daily and as needed
NBO EH	Waiting area/office	Clean all plastic chairs.	Daily and as needed

NBO EH Kitchen	Kitchen area / Coffee area	Check and replenish hand soap, hand sanitizer, and trash can liners. Clean dispensers. Clean all plastic chairs. Clean and disinfect counters and tables. Wipe out microwaves. Wipe down kitchen cabinet doors. Clean and sanitize sinks. Sweep and mop floors.	Daily and as needed
NBO EH Kitchen	Kitchen area / Coffee area	Clean inside refrigerators.	Weekly
NBO EH	All areas	Dust all horizontal surfaces; both high and low. This includes but is not limited to the following: sills, partitions, radiators, desktops, ledges, door frames tops, receptacles, file cabinets, base boards, bookshelves, hand sanitizer units, window blinds, etc.	Weekly

NBO EH	All areas	Vacuum air vents, air in and air out. Wash all doors.	Monthly
NBO EH	Waiting area	Wash all exposed walls to remove ink, pencil, crayon and scuff marks.	Monthly
NBO EH	Where applicable	Vacuum cloth furniture, wipe down vinyl and leather furniture.	Monthly
NBO EH	All areas	Dust surfaces high and low including: lights, fans and blinds. Clean all baseboards and corners.	Monthly
NBO EH		Deep clean all blinds, in place, at all facilities.	Once a year
Staff Restrooms	2 Staff restrooms in main staff kitchen area	Check and replenish hand soap, hand sanitizer, toilet paper, hand towels and trash can liners. Clean and disinfect toilets. Clean mirrors with glass cleaner. Clean and disinfect wash basins. Clean dispensers. Clean and sanitize door handles and light switches. Sweep and mop floors.	Daily and as needed
All Areas NBO		Clean and disinfect drinking fountains.	Daily and as needed
Main Staff Kitchen (between BH and FHS)		Clean and disinfect tables and counters. Clean kitchen cabinet doors. Clean and sanitize sink. Sweep and mop floor. Clean and sanitize microwave.	Daily and as needed
Main Staff Kitchen (between BH and FHS)		Wipe cabinet drawers, with disinfectant. Clean inside refrigerators	Weekly
All Entrances throughout NBO	All entryways	Sweep, wet mop, clean up spills, tracked dirt, water snow, ice, salt, etc. Vacuum runners and rugs. Clean all interior glass.	Daily and as needed
	Throughout Building	Respond to cleaning emergencies (i.e., vomit, spills, leaks, etc.)	Immediately
Outside NBO Building		Empty trash can outside front door. Pick up garbage outside within 30 feet of entryway.	Daily and as needed

(18) Health: Northern Branch Location #2 – 391 Quadrangle Dr. Suite 130, Bolingbrook, IL

Office Number	Room description	Requested items to be cleaned regularly	Frequency cleaned
NBO CHC	(4 offices, 4 exam rooms, 1 bathroom, 1 waiting room, 1 kitchen)		
NBO CHC	All areas	Empty waste and recycling receptacles and replace can liners and clean as needed. Check and replenish wall mounted hand sanitizer. Vacuum all carpeted runners (if applicable) Spot wash walls (as needed) and vinyl floor base (monthly). Spot wash doors, wipe around doorknobs and light switches with disinfectant. Clean all plastic chairs.	Daily and as needed
1 Restroom	1 customer	Check and replenish hand soap, hand sanitizer, toilet paper, hand towels and trash can liners. Clean and disinfect toilets. Clean and disinfect wash basins. Clean mirrors with glass cleaner. Clean dispensers. Sweep and mop floor with disinfectant.	Daily and as needed
NBO CHC	Waiting Room	Children's table wiped down. Client glass window partition cleaned. TV dusted. Sweep and mop floors. Clean all plastic chairs.	Daily and as needed
NBO CHC	Exam Rooms	Wipe all flat surfaces (sink, sink area, cabinet, desktop, top of paper towel holder, top of otophthalmoscope unit, , etc.), seats and bases of chairs, trash can base and lid, doorknobs, and light switches. Spot clean and disinfect exam room walls and windowsills with approved disinfectant. Sweep floor and exam table foot plate/step. Mop floor and exam table foot plate/step. (Move trash & biohazard away from the wall)	Daily and as needed
NBO CHC	Exam Rooms	Deep cleaning of room which includes moving the exam table, chairs, and trash/biohazard cans then sweep and mop floors and clean vinyl floor base. Clean window glass and blinds.	Quarterly
NBO CHC	Offices	Clean the base of staff desk chairs, clean plastic patient chairs, wipe down desk surface. Sweep and mop floors.	
NBO CHC	Kitchen	Check and replenish hand soap, hand sanitizer, and trash can liners. Clean dispensers. Clean all plastic chairs. Clean and disinfect counters and table. Wipe out microwave. Clean refrigerator (Monthly). Wipe down kitchen cabinet doors. Clean and sanitize sinks. Sweep and mop floors.	Daily and as needed
NBO CHC	All areas	Dust all horizontal surfaces; both high and low. This includes but is not limited to the following: sills, partitions, air vents radiators, desktops, ledges, door frames tops, receptacles, file cabinets, vinyl floor base	Weekly

(19) Community Health Center – 1106 Neal Ave., Joliet, IL

Square footage:

Office/Lobby/Hallways	23,800 sq.ft.
Bathrooms	700 sq.ft.
<u>Lunchrooms</u>	<u>500 sq.ft.</u>
Total:	25,000 sq.ft- 2Floors

Employees	100
Bathrooms	18 (18 Toilets)
Break rooms	2
Notes:	

CHC Cleaning Schedule and minimum* staffing:

The hours for cleaning staff coverage at the CHC must include the following:

- Monday to Thursday 7 am to 8:30 pm
- Friday 7 am to 6:00 pm
- Saturday 7:30 am to 5:30 pm

The minimum staff* required at the CHC must include the following:

- 2 cleaning staff Monday to Thursday (during the hours of 7 am and 4 pm)
- 2-4 cleaning staff Monday to Thursday (during the hours of 6pm to 8:30 pm)
- 2 cleaning staff Friday (during the hours of 7 to 3 pm)
- 2-4 cleaning staff Friday (during the hours of 4 to 6:00 pm)
- 1 cleaning staff Saturday (during the hours of 7:30 am to 12 pm)
- 1-2 cleaning staff Saturday (during the hours of 3:30 pm to 5:30 pm)

Contractor management must ensure that cleaning staff are on site at CHC location during hours noted above (i.e. staff will have to rotate breaks and lunch) crew except on legal holidays.

*The number of required cleaning staff listed above are MINIMUM requirements. Additional cleaning staff may be needed at the vendor’s discretion to complete required services.

See table below detailing area, items to be cleaned, and frequency.

Office Number	Room description	Requested items to be cleaned regularly	Frequency cleaned
CHC	92 rooms (17 bathrooms, 31 exam rooms, 26 offices, 1 procedure room, 1 mail room, 3 storage rooms, 1 IT room, 2 conference rooms, 1 locker room area, 1 clean supply room, 1 dirty supply room, 1 lab area clinic, 1 lab (Quest), 2 kitchen areas, 1 phone room, 1 triage area BH, 1 medication room)		
Whole clinic		Empty waste and recycling receptacles and replace can liners and clean as needed. Clean all plastic chairs. Clean and disinfect children’s tables and children’s chairs. Clean and disinfect drinking fountains.	Daily and as needed
Whole clinic	All areas including elevator	Wet mop vinyl/tile floors with disinfectant. Vacuum all carpeted areas and runners.	Daily and as needed
	Stairwells	Sweep and wet mop stairs and landings.	Daily and as needed

Whole clinic	All areas including elevator	Spot wash walls with special attention around light switches. Spot wash doors and wipe doorknobs and light switches with disinfectant. Spot wash partitions. Clean partition glass with glass cleaner.	Daily and as needed
	Restrooms	Wipe handrails. Check and replenish hand soap, hand sanitizer, hand lotion, toilet paper*, hand towels* and trash can liners. Clean and disinfect toilets. Clean and disinfect urinals. Clean and disinfect wash basins. Clean mirrors with glass cleaner. Sweep and mop floors. Clean dispensers. Clean and sanitize door handles and light switches.	Daily and as needed
	Entrance	Clean glass doors with glass cleaner/wipe down entranceway glass with glass cleaner.	Daily and as needed
	Exam Rooms	Wipe all flat surfaces (sink, sink area, desktop, top of paper towel holder, top of otophthalmoscope unit, bookshelves, etc.), seats of chairs, trash can base and lid, doorknobs, and light switches. Sweep floor and exam table foot plate/step. Mop floor and exam table foot plate/step. (Move trash & biohazard away from the wall)	Daily and as needed
	Exam Rooms	Deep cleaning of room which includes moving the exam table, chairs, and trash/biohazard cans then sweep and mop floors.	Quarterly
	Exam rooms	Spot clean and disinfect exam room walls with an approved disinfectant. Clean and disinfect exam room sills with approved disinfectant.	Daily and as needed
Whole clinic		Clean and sanitize trash can lids	Daily and as needed
Whole clinic		Dust all horizontal surfaces ; both high and low. This includes but is not limited to the following: sills, partitions, radiators, desktops, ledges, door frames tops, receptacles, file cabinets, base boards, bookshelves, hand sanitizer units, elevator threshold, etc.	Weekly
Whole clinic		Dust light fixtures outside of glass or plastic. Vacuum air vents, air in and air out.	Monthly
Whole clinic		Polish metal walls inside of elevator, polish metal doors inside and outside the elevator and sweep and mop metal elevator door floor track & grooves.	Weekly
Whole clinic		Wash all doors. Wash all exposed walls to remove ink, pencil, crayon and scuff marks. Vacuum cloth furniture, wipe down vinyl and leather furniture. Dust horizontal surfaces high and low including: lights, fans and blinds. Clean all baseboards and corners.	Monthly
Whole clinic		Top scrub all ceramic / quarry floors	Every 6 months
Whole clinic		Deep clean all blinds, in place, at all facilities	Once a year
Whole clinic		Strip and Wax floors (doing a different clinic space each quarter)	Once a year

Whole clinic		Spot clean carpets. **	As needed.
	Throughout Building	Respond to cleaning emergencies (i.e., vomit, spills, leaks, etc.)	Immediately
Outside the building		Empty trash can outside front door. Pick up garbage outside within 30 feet of entryway.	Daily and as needed
Outside the building		Empty cigarette butt container on entryway fence	Weekly
Outside the building	Dumpster Corral Area	Ensure dumpster lids are closed and enclosure secured.	Daily
Outside the building	Dumpster Corral Area	Sweep out dumpster corral area and pick up trash in and around dumpster corral area	Weekly
Outside the building	Exterior Windows	Clean all exterior windows around building	Every 6 months

****Toilet paper and paper towels must not be left out of their housing / dispensers.***

****Carpet cleaning and shampooing**—When needed due to spills or accidents, treat stained carpet areas with spot cleaning solution in accordance with manufacturer's recommendations. The carpet shall be vacuumed if required, before and after shampooing with a commercial heavy-duty vacuum. Shampoo/extract carpet in compliance with the recommendations and instructions of the manufacturer of the carpet, the shampooing equipment, and the cleaning materials.

Notes: Floor Cleaning Needs—Community Health Center

The importance of surface cleaning/disinfecting is to reduce pathogen transmission, especially in a health clinic setting. Minimize cross contamination

A cidal (bacteria killing, eliminate microorganisms) based floor cleaner is preferred. However, this may void the warranty on our floors as most flooring warranties require cleaning with a manufacturer's recommended product. Future flooring replacement should consider this.

Neutral pH floor cleaners work against bacteria primarily by physically removing them from surfaces, not by killing them. Thus, moving one mop head from place to place and rinsing in the same bucket, moves the microorganisms with it

Musts:

Daily floor cleaning and mopping

Minimally, segregated mops by department (women's health, primary care, pediatric, BH, common areas, bathrooms)

Regardless of the mop style, the mop heads must be changed daily and laundered before re-use.

Desired

Microfiber mop system

Desired and most effective

Microfiber mop system with one mop head used per room

Common missed areas
 Foot plate on the exam tables
 Under and around waste cans in exam rooms
 Elevator door track

RESOURCES

While the following link is 20 years old, it still applies
Using Microfiber Mops in Hospitals, Environmental Best Practices for Health Care Facilities
| US EPA ARCHIVE DOCUMENT

How Microfiber Mops Aid Infection Prevention

Superior Cleaning & Pathogen Removal: The dense structure of microfiber traps holds particles as small as 0.3 microns, including dirt, dust, bacteria, and viruses, more effectively than traditional cotton mops.

Reduced Cross-Contamination: By changing the mop head for each room or area and using a color-coded system, facilities prevent the transfer of pathogens from one area to another, a critical aspect of infection control.

Enhanced Hygiene: The fibers are designed to lift dirt and moisture, preventing it from being left behind on surfaces and creating an environment less hospitable to bacteria.

Other Benefits in Healthcare

Lower Chemical Usage: Microfiber mops can clean effectively with little to no chemicals, reducing the use of harsh cleaning agents.

Reduced Water Usage: The high absorbency of microfiber means less water is needed for cleaning, leading to significant cost savings for facilities.

Durability and Cost-Effectiveness: Microfiber mops are reusable and can withstand hundreds of washes, making them a durable and long-lasting investment compared to conventional mops.

Improved Efficiency: The enhanced cleaning capability of microfiber allows staff to clean surfaces more quickly, freeing up time for other essential patient care tasks.

Environmentally Friendly: The reduction in chemical and water usage, along with the product's reusability, makes microfiber a more sustainable cleaning solution.

(20) Will County Health Department – 501 Ella Ave., Joliet, IL

Square footage:

Office/Lobby/Hallways	57,060 sq.ft.
Bathrooms	1,570 sq.ft.
<u>Lunchrooms</u>	<u>1,370 sq.ft.</u>
Total:	60,000 sq.ft- 2Floors

Employees	175
Bathrooms	20 (26Toilets/2 Urinals)
Break rooms	5

WCHD Cleaning Schedule and minimum* staffing:

The hours for cleaning staff coverage at the WCHD must include the following:

- Monday to Thursday 8 am to 8 pm
- Friday 8 am to 6 pm
- Saturday 8 am to 4 pm

The minimum staff* required at the WCHD must include the following:

- 2 to 3 cleaning staff Monday to Friday (during the hours of 8 am and 4:30 pm)
- 1 to 2 cleaning staff Monday to Thursday (during the hours of 4:30 to 8 pm)
- 1 cleaning staff Friday (during the hours of 4:30 to 6 pm)
- 1 to 2 cleaning staff Saturday (during the hours of 8 am to 4 pm)

Contractor management must ensure that cleaning staff are on site at WCHD location during hours noted above (i.e. staff will have to rotate breaks and lunch) crew except on legal holidays.

*The number of required cleaning staff listed above is MINIMUM requirements. Additional cleaning staff may be needed at the vendor's discretion to complete required services.

See table below detailing area, items to be cleaned, and frequency.

Office Number	Room description	Requested items to be cleaned regularly	Frequency cleaned
Family Health Services (FHS)	(47 offices, 8 cubicles, 2 waiting rooms, 9 Restrooms, 1 classroom with kitchen area, 1 lunchroom, 3 Anthro areas / rooms)		
Entire FHS	All areas	Empty waste and recycling receptacles and replace can liners, as needed and clean as needed. Spot wash walls. Spot wash doors. Wipe doorknobs and light switches with disinfectant. Wipe handrails. Sweep all floors including hallways and offices. Mop all floors in hallways. Clean and sanitize drinking fountains.	Daily and as needed
9 FHS Restrooms		Check and replenish hand soap, hand sanitizer, toilet paper, hand towels and trash can liners. Clean dispensers.	Daily and as needed
9 FHS Restrooms		Clean and disinfect toilets. Clean and disinfect urinals. Clean and disinfect wash basins. Clean mirrors with glass cleaner. Clean and sanitize floors. Clean and sanitize door handles. Wipe handrails.	Daily and as needed
3 WIC Anthro Rooms / Areas		Clean all surfaces including scales, measuring boards, counters, chairs, and other horizontal surfaces.	Twice a day (AM & PM)
WIC and Immunization Waiting Rooms		Clean and disinfect children's table and chairs. Clean client glass window partition. TV dusted. Sweep and mop Clean all plastic chairs.	Daily and as needed
Outside the WIC and immunizations Entrances		Empty Trash can outside front door. Pick up garbage outside building and parking lots.	Daily and as needed
Front Door for WIC and Immunization		Clean inside and outside glass doors with glass cleaner.	Daily and as needed
Front Door Area for WIC and Immunization		Clean outside exterior windows with glass cleaner.	Monthly
Entire FHS	All areas	Clean all plastic chairs.	Daily and as needed
FHS WIC Classroom		Sweep and mop floor.	Daily and as needed
FHS WIC Classroom	Classroom including kitchen area	Clean all plastic chairs.	Daily when in use / after classes (2-3 x a week)
FHS WIC Classroom	Classroom kitchen area	Wipe down outside of appliances. Wipe down kitchen cabinet doors. Clean under refrigerator and stove.	Weekly

Immunizations Clinic		Empty waste and recycling receptacles and replace can liners and clean as needed. Clean all plastic chairs.	Daily and as needed
Immunizations Clinic		Wet mop vinyl/tile floors with disinfectant.	Daily and as needed
Immunizations Clinic		Spot wash walls with special attention around light switches. Spot wash doors, wipe doorknobs and light switches with disinfectant.	Daily and as needed
Immunizations Clinic Injection Rooms		Clean and disinfect injection chairs with approved disinfectant. Clean and disinfect injection room countertop with approved disinfectant.	Daily and as needed
Immunizations Clinic Injection Rooms		Spot clean and disinfect exam room walls with an approved disinfectant. Clean and disinfect exam room sills with approved disinfectant.	Daily and as needed
Immunizations Clinic		Vacuum all carpeted areas and runners.	Weekly
Kitchen FHS		Clean and disinfect counters and tables. Check and replenish hand soap, hand sanitizer, and trash can liners. Wipe out microwaves. Wipe down kitchen cabinet doors. Clean and sanitize sinks. Sweep and mop floors.	Daily and as needed
Kitchen FHS		Wipe cabinet doors, drawers, with disinfectant. Clean inside refrigerators. Wipe down outside of refrigerators.	Weekly on Saturday
Entire FHS	All areas	Dust all horizontal surfaces ; both high and low. This includes but is not limited to the following: sills, partitions, radiators, desktops, ledges, door frames tops, receptacles, file cabinets, base boards, bookshelves, hand sanitizer units, etc. Vacuum all carpeted areas and runners.	Weekly
Entire FHS	All offices	Sweep and mop floors in offices.	Weekly
Entire FHS	All areas	Vacuum air vents, air in and air out. Wash all exposed walls to remove ink, pencil, crayon and scuff marks. Clean all baseboards and corners. Clean window blinds. Dust light fixtures and ceiling fans.	Monthly
Behavioral Health (BH)	(2 registration areas, 2 waiting rooms, 3 Restrooms, 2 conf. rooms, 3 group rooms, kitchen/work rm, 2 programming rms., 36 offices)		
Entire BHP	All areas	Empty waste and recycling receptacles and replace can liners and clean as needed. Wet mop vinyl/tile floors with disinfectant. Spot wash walls. Spot wash doors. Wipe doorknobs and light switches with disinfectant.	Daily and as needed

Entire BHP	Hallway/ waiting rooms/ entry/exits/ restrooms	Check and replenish hand soap, hand sanitizer, hand lotion, toilets paper, hand towels and trash can liners. Clean and sanitize drinking fountains.	Daily and as needed
All Restrooms	All Restrooms	Clean mirrors. Mop & Sanitize floors. Clean and sanitize door handles and light switches. Clean and disinfect toilets.	Daily and as needed
Entire BHP	Waiting room/entry/exits/restrooms	Clean glass doors w/glass cleaner/entryway glass. Clean dispensers	Daily and as needed
Entire BHP	Waiting room/offices/conference room	Clean all plastic chairs	Daily and as needed
2290 & 2270	Conference rooms	Clean all surfaces, chairs and floor	Daily and as needed
2278	Kitchen and Coffee areas	Replenish hand soap, hand sanitizer & trash can liners. Clean dispensers. Clean all plastic chairs. Clean & disinfect counters & tables. Wipe out microwaves. Wipe down kitchen cabinet doors. Clean & sanitize sinks.	Daily and as needed
2278	Kitchen areas/Coffee areas	Wipe cabinet doors, drawers' w/disinfectant. Clean inside refrigerators	Weekly
2255 – 2290	Corridors, Consult rooms, Programming Room, Group Room, Admin Suite	Dust all horizontal surfaces, both high & low. This includes but is not limited to the following: sills, partition, radiators, desktops, ledges, door frame tops, receptacles, file cabinets, base boards, bookshelves, hand sanitizer units, window blinds, etc. Vacuum cloth furniture, wipe down vinyl & leather furniture.	Weekly (Thursday AM)
2255 – 2290		Vacuum all carpeted areas & runners	Weekly (Thursday am)
2255 – 2290		Dust all horizontal surfaces: both high & low. This includes but is not limited to the following: sills, partitions, radiators, desktops, ledges, door frame tops, receptacles, file cabinets, base boards, bookshelves, hand sanitizer units, window blinds, etc. Vacuum cloth furniture, wipe down vinyl & leather furniture.	Weekly (Thursday am)
2201-2230-2252-2253-2262-2270-2282		Dust all horizontal surfaces; both high and low. This includes but is not limited to the following: sills, partitions, radiators, desktops, ledges, door frames tops, receptacles, file cabinets, base boards, bookshelves, hand sanitizer units, window blinds, etc. Vacuum cloth furniture, wipe down vinyl and leather furniture.	Weekly (Monday AM)

2201-2230-2252-2253-2262-2270-2282		Vacuum all carpeted areas and runners.	Weekly (Monday AM)
Entire BHP	All areas	Vacuum air vents, air in and air out.	Monthly
Entire BHP	All areas	Wash all doors.	Monthly
Entire BHP	All areas	Wash all exposed walls to remove ink, pencil, crayon and scuff marks.	Monthly

Entire BHP	All areas	Dust surfaces high and low including: lights, fans and blinds.	Monthly
	All areas	Deep clean all blinds, in place, at all facilities.	Twice a Year

Environmental Health (EH)	3 laboratory areas, 2 restrooms, Kitchen/work room, mud room, Sampler/WNV area, Lab storage/utility, EH storage, Common area (consisting of 20 cubicles & 14 lockers), Conference room, 5 offices, lab common area (consisting of 3 cubicles & 8 lockers), waiting room, active file room, archive room and 3 hallways		
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EH Lab 1216, 1218 & 1220	3 laboratory areas	Sweep & mop floors, empty trash receptacles and refresh lines as needed, check & replenish hand soap, hand sanitizer & paper towels, clean door handles & light switches. Spot wash walls. Spot wash doors.	Daily (as needed)
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EH Lab 1216, 1218 & 1220	3 laboratory areas	Clean & disinfect floor mats, clean outside of cabinets, Wipe down outside of hoods and refrigerators.	Weekly
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EH 1302 – 1223	Mud room, Sampler/WNV office	Clean shower, countertops, sink, sweep & mop floors, check replenish hand soap, hand sanitizer & paper towels, clean door handles & light switches, clean up spills, tracked dirt, water, snow, ice, salt, etc.	Daily and as needed
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EH Lab 1302 – 1223	Mud room, Sampler/WNV office	Clean outside of cabinets, dust shelving	Weekly
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EH Lab 1219	Lab Storage/Utility	Sweep & Mop floors, clean up spills, tracked dirt, water, snow, ice, salt, etc.	Daily (as needed)
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EH 1204, 1206, 1208, 1210 1200, 1201, 1202, 1211 EH Lab 1212, 1214, 1213, 1222	Eh Offices, EH Lab Offices, Common Areas, waiting room, Conference Room, hallways	Sweep, wet mop, clean up spills, tracked dirt, water, snow, ice, salt, etc. Clean all interior glass. Sport wash doors. Wipe around doorknobs & light switches with disinfectant. Wipe handrails. Clean all plastic chairs. Empty garbage & refresh liners as needed. Empties recycle bins. Clean & sanitize drinking fountains.	Daily (as needed)
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EH 1204, 1206, 1208, 1210, 1200, 1201, 1202, 1210, EH Lab 1212, 1214, 1213, 1222	EH Offices, EH Lab Offices, Common Areas, waiting room, Conference Room, hallways	Dust all horizontal surfaces; both high and low. To include but not limited to the following: sills, partitions, radiators, desktops, ledges, door frames, shelves, hand sanitizer units, etc. Vacuum runners and rugs.	Weekly
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EH 1200,1201,1202,1203,1204,1206,1207,1208,1209,1210, 1211,1221 EH Lab 1212,1213, 1214,1216,1218,1219,	All EH and EH Lab Areas and Rooms	Wash all exposed walls to remove ink, pencil, crayon & scuff marks. Clean all baseboards and corners. Clean waste receptacles inside and out. Vacuum air vents, air in & air out	Monthly
1220,1222,1223, 1302			
EH Restrooms 1215 & 1217	Restrooms (2)	Empty all trash receptacles. Empty all sanitary receptacles. Check & replenish hand soap, hand sanitizer, toilet paper, hand towels, trash can & sanitary receptacle liners. Clean dispensers. Clean & disinfect toilets. Clean & disinfect urinals. Clean & disinfect wash basins. Clean mirrors with glass cleaner. Clean & sanitize floors. Clean & sanitize door handles & light switches.	Daily (as needed)
EH 1209	Environmental Health Workroom	Sweep & wet mop entire room. Move chairs to sweep & wet mop under table. Wipe down chairs and tables with disinfectant. Wipe counters with disinfectant. Clean sink with disinfectant. Polish all chrome fixtures. Wipe down outside of refrigerators with disinfectant. Clean toasters, microwaves, coffee pots. Refill soap, sanitizer & paper towel dispensers as needed. Empty garbage & replace liners. Clean door glass with glass cleaner. Spot wash doors, wipe around doorknobs & light switches with disinfectant. Check & replenish hand soap, hand sanitizer & trash can liners. Clean dispensers. Clean all plastic chairs	Daily
EH 1209	Environmental Health Workroom	Wipe cabinet doors, drawers with disinfectant. Clean inside refrigerators & microwave	Weekly
EH 1203, 1207, 1221	Active File room, Archive Room, Storage	Vacuum or sweep & wet mop floors, clean up spills, tracked dirt, water, snow, ice, salt, etc. Empty garbage & refresh liners as needed. Clean door handles & light switches. Spot wash walls & doors.	Daily (as needed)
EH 1203, 1207, 1221	Active File room, Archive Room, Storage	Dust all horizontal surfaces; both high and low. To include but not limited to the following: sills, partitions, radiators, desktops, ledges, door frame tops, receptacles, file cabinets, base boards, bookshelves, hand sanitizer units, etc.	Weekly

Administration, , & Common Areas	(4 Restrooms [2 nd floor, main hallway-2, admin suite-2, 1 st Floor main hallways- 2), Hallways (6) [2 nd floor -4, 1 st floor-2] Staircases (3) [Main-1, Stairwells-2 (Front & Back] Office Suites (7) [2 nd Floors Administration, EPR, Finance, HR, ITT, 1 st Floor A/P Office VR *(includes conference room(s)* Offices (3) [2 ND Floor Media Office, 1 st Floor Security & Facilities], Break/Work Rooms (2) [2 nd Floor], Trash Recycle Bins – All Areas [Both Floors], Multi-purpose Rooms (2) [Both Floors], Vending Machines (2) [2 nd Floor 2001 & 1 st Floor 1013]		
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Vestibule, 1000,1001,1002,1 003,1004,1005, A & B,1006,1009,1010 ,1011,1012,1013,1 014,1016,1017,10 18,1121,1300,130 1,1304,1305,1306, 1307,1308,1310,2 001,2002,2003,20 04,2006, Hallway,2007,200 9,2017,2018,2100, 2101,2102,2104,2 105,2106,2109,21 10,2112,2113,211 4,2115,2117,2118, 2119,2120,2121,2 122,2123,2125,21 27,2133	Admin Suites, VR Office & Sitting Area, Security Office, Reception Area, A/P Office, Facilities, Multipurpose Rms (Both Floors) Receiving Dock, Main Hallways, Lunchrooms, Public/Staff Restrooms, Stairs & Lobby	Sweep, wet mop, clean up spills, tracked dirt, water snow, ice, salt, etc. Clean all interior glass. Spot wash walls. Spot wash doors. Wipe around doorknobs and light switches with disinfectant. Wipe handrails. Clean all plastic chairs & couches. Empty garbage and refresh liners, as needed. Empties recycle bins. Clean & sanitize Vending machines. Clean and sanitize drinking fountains & both refill stations. Wipe down Trash/Recycle Bins.	Daily and as needed
Administration Offices/Suites (Both Floors) Common Areas (i.e. Admin waiting Area 2004)	Main Hallway (1), Main Staircase, (2) Stairwells, Main Lobby, Work Rooms, Security Office	Dust all horizontal surfaces; both high and low. This includes but is not limited to the following: sills, partitions, radiators, desktops, ledges, door frames tops, receptacles, file cabinets, base boards, bookshelves, hand sanitizer units, etc. Vacuum runners and rugs.	Weekly
Administration and Common Areas	Hallways (4), Staircase (1), Stairwells (2), Vestibules (1), Multipurpose Room, Break Room, Work Room (1)	Wash all exposed walls to remove ink, pencil, crayon and scuff marks. Clean all baseboards and corners. Clean waste receptacles inside and out.	Monthly
Administration and Common Areas	Restrooms (4)	Empty all trash receptacles. Empty all sanitary receptacles. Check and replenish hand soap, hand sanitizer, toilet seat covers, hand towels and trash can and sanitary receptacle liners. Clean dispensers. Clean & disinfect toilets & urinals. Clean & disinfect wash basins. Clean mirrors with glass cleaner. Clean & Sanitize floors, door handles & light switches.	Daily and as needed

Administration and Common Areas	Lobby Kiosk, Elevator, Main Staircase	Clean glass doors with glass cleaner. Wipe down handrails & elevator interior panels/exterior doors.	Daily and as needed
Administration	Break Room, Work Room & Lunchroom (2 Floor)	Check and replenish hand soap, hand sanitizer, and trash can liners. Clean dispensers. Clean all plastic chairs. Clean and disinfect counters and tables.	Daily and as needed
		Wipe out microwaves. Wipe down kitchen cabinet doors. Clean and sanitize sinks.	
Administration	Work Room & Break Room/Coffee area (2 nd Floor)	Clean inside refrigerators.	Weekly
Administration and Common Areas	Multipurpose rooms (2) Both Floors	Vacuum, or sweep and wet mop floors. Dust horizontal surfaces. Wipe tables and chairs.	Daily
Administration and Common Areas	Conference Rooms (1)	Check every two hours to refresh room cleaning between meetings / classes.	Daily and as needed
1001, 1002, 1003, 1004, M 1009, 1010, 1011, 1012, 1014 – 1016, Multipurpose Rm (1 st Floor), Stairs – Lobby, Stairs 1121 & 1310	Administration and Common Areas	Sweep, wet mop, clean up spills, tracked dirt, water snow, ice, salt, etc. Treat and spot clean any carpet stains. Clean all interior glass. Spot wash walls. Spot wash doors, wipe doorknobs and light switches with disinfectant. Wipe chair rails. Clean all plastic chairs. Empty garbage and refresh liners, as needed.	Daily
1011, 1002, 1003, 1004, 1009, 1010, 1011, 1012, 1013, 1014, 1016, 1017, 1121, 1300, 1303, 1304, 1305, 1306, 1307, 1310, 2003, 2007, 2009, 2100, 2101, 2102, 2106, 2017, 2018, 2109, 2110, 2112, 2113, 2114, 2115, 2117, 2121, 2122, 2123, 2125, 2127	Administration, Break Rms & Multipurpose Rms.	Vacuum any carpets, runners, and rugs.	Weekly

<p>1001, 1002, 1003, 1004, 1009, 1010, 1011, 1012, 1013, 1014, 1016, 1017, 1121, 1300, 1303, 1304, 1305, 1306, 1307, 1310, 2003, 2007, 2009, 2100, 2101, 2102, 2106, 2017, 2018, 2109, 2110, 2112, 2113, 2114, 2115, 2117, 2121, 2122, 2123, 2125, 2127</p>	<p>Admin Suites, VR Office & Sitting areas, Security Office, Reception Area, A/P Office, Facilities, Multipurpose Rms, (both Floors), Receiving Dock, Main Hallways, Lunchrooms, Public/Staff Restroom,</p>	<p>Vacuum air vents, air in and air out. Dust light fixtures and ceiling fans. Dust Blinds.</p>	<p>Monthly</p>
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	<p>Stairs and Lobby</p>		
<p>1001, 1002, 1003, 1004, 1009, 1010, 1011, 1012, 1013, 1014, 1016, 1017, 1121, 1300, 1303, 1304, 1305, 1306, 1307, 1310, 2003, 1007, 2009, 2100, 2101, 2102, 2106, 2017, 2018, 2109, 2110, 2112, 2113, 2114, 2115, 2117, 2121, 2122, 2122, 2123, 2125, 2127</p>	<p>Admin Suites, Common Areas, Main Hallways, Restrooms, Stairs and Lobby</p>	<p>Wash all exposed walls to remove ink, pencil, crayon and scuff marks.</p>	<p>As needed</p>

2122 and 2003	Break Rooms and Work Rooms (2 nd Floor)	Sweep and wet mop entire room. Move chairs to sweep and wet mop under table. Wipe down chairs with disinfectant. Wipe tables with disinfectant. Wipe counters with disinfectant. Clean sink with disinfectant. Polish all chrome fixtures. Wipe down outside of refrigerators with disinfectant. Clean toasters, microwaves, coffee pots. Refill soap, sanitizer, and paper towel dispensers as needed. Empty garbage and replace liners. Clean door glass with glass cleaner. Spot wash doors, wipe doorknobs and light switches with disinfectant. Wipe down kitchen cabinet doors.	Daily
2003	Main Lunchroom	Clean inside refrigerators.	Weekly
1005A & 1005B and 2002	Multipurpose Room	Dust all horizontal surfaces ; both high and low. This includes but is not limited to the following: sills, partitions, radiators, desktops, ledges, door frames tops, receptacles. Clean and sanitize all tables. Clean and sanitize drinking fountains.	Daily and as needed
Outside the building	Interior and Exterior Windows	Clean all windows around building	Every 6 months

***Carpet cleaning and shampooing**—When needed due to spills or accidents, treat stained carpet areas with spot cleaning solution in accordance with manufacturer's recommendations. The carpet shall be vacuumed before and after shampooing with a commercial heavy-duty vacuum. Shampoo/extract carpet in compliance with the recommendations and instructions of the manufacturer of the carpet, the shampooing equipment, and the cleaning materials.

(21) Tuberculosis Clinic – 501 Ella Ave., Joliet, IL

Square footage:

Office/Lobby/Hallways	2,140 sq.ft.
Bathrooms	160 sq.ft.
Lunchroom	200 sq.ft.
Total:	2,500 sq.ft.- 1 Floor

Employees	5	
Bathrooms	4	(4 Toilets Total)
Break room	1	

Task	TB CLINIC		
Space Cleaning			
Emptying Waste Containers/Cigarettes boxes (exterior included)	D		
Emptying Recycling Containers (exterior if any)	D		
Restrooms	D		
Employee Break Room	D		
Entrance Cleaning to include doors	D		
Drinking Fountains Cleaning	N/A		
Low Area Cleaning	4Y		
High Area Cleaning	Y		
Interior Window Cleaning	2Y		
Exterior Window Cleaning	2Y		
Window Blinds Cleaning	Y		
Floor			
Sweeping and Dust Mopping	D		
Damp Mopping	D		
Vacuum Carpets and Rugs	W		
Cleaning Walk-off Mats	W		
Key			
Daily	D	One time per year	Y
One time per week	W	Four times per year	4Y

(22) River Valley Justice Center – 3200 W. McDonough, Joliet, IL.

Square Footage:

Office/Lobby/Hallways/Classrooms	25,454 sq.ft
Bathrooms	652 sq.ft.
Shower	160 sq.ft.
Breakroom	196 sq.ft.
Locker Rooms	835 sq.ft
Total	27,297sq.ft.- 1 Floor

Employees	75	
Bathrooms	14	(22 toilets & 2 urinals)
Breakroom	1	

Task		River Valley Det. Cont.	
Space Cleaning			
Emptying Waste Containers/Cigarettes boxes (exterior included)		D	
Emptying Recycling Containers (exterior if any)		D	
Restrooms		D	
Employee Break Room		D	
Entrance Cleaning to include doors		D	
Drinking Fountains Cleaning		D	
Low Area Cleaning		4Y	
High Area Cleaning		Y	
Interior Window Cleaning		2Y	
Exterior Window Cleaning		N/A	
Window Blinds Cleaning		Y	
Floor			
Sweeping and Dust Mopping		D	
Damp Mopping		D	
Vacuum Carpets and Rugs		W	
Cleaning Walk-off Mats		W	
Key			
Daily	D	One time per year	Y
One time per week	W	Four times per year	4Y

**(22) 1300 Copperfield Building – Veterans Affairs Commission & Work Force Services –
1300 Copperfield Ave., Joliet, IL (online January 2026)**

Square footage:

VAC - Office Areas/Lobby/Hallways/Workout Room	15,275 Sq Ft (Level 1 & Level 2)
WFS - Office Areas/Lobby/Hallways	14,372 Sq Ft (Level 3)
Vacant Floor – Hallways & Stair Wells	1,878 Sq Ft (Level 4)
Total	31,525 Sq Ft – 4 Floors

Bathrooms	6 (23 Toilets/2 Urinals)
Break Rooms	3

Task	Veterans Affairs Commission	Work Force Services	
Space Cleaning			
Emptying Waste Containers/Cigarettes boxes (exterior included)	D	D	
Emptying Recycling Containers (exterior if any)	D	D	
Restrooms>Showers	D	N/A	
Private Lockers in Locker Room	W	N/A	
Employee Break Room	D	D	
Entrance Cleaning to include doors	D	D	
Drinking Fountains Cleaning	D	D	
Low Area Cleaning	4Y	4Y	
High Area Cleaning	Y	Y	
Interior Window Cleaning	2Y	2Y	
Exterior Window Cleaning	2Y	2Y	
Window Blinds Cleaning	Y	Y	
Floor			
Sweeping and Dust Mopping	D	D	
Damp Mopping	D	D	
Vacuum Carpets and Rugs	3W	3W	
Sweeping Data Center and Mechanical Rooms	2M	2M	
Cleaning Walk-off Mats	2W	D	
Key			
Daily	D	Two times per month	2M
One time per week	W	One time per year	Y
Two times per week	W	Two times per year	2Y
One time per month	M	Four times per year	4Y

PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that _____
Name of Company
is not barred from Contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Representative

Title

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony. Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent non-collusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code. Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

County-Wide Custodial Maintenance

#2026-13

Name _____ F.E.I.N> # _____
 Address _____
 City _____ State _____ Zip _____
 Contact Person _____ Phone _____
 Email Address _____

THIS IS NOT AN ORDER

Will County Agency Name:

For additional information contact the Will County Purchasing Department at purchasing@willcounty.gov

The bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

SQ FT	DESCRIPTION		1 ST YEAR SQ/FT COST & TOTAL	2 ND YEAR SQ/FT COST & TOTAL	3 RD YEAR SQ/FT COST & TOTAL	4 TH YEAR SQ/FT COST & TOTAL
11,460	County Coroner/Morgue	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
5,300	Records Archives - Offices	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
8,550	Record Archives - Storage Vaults	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
54,000	County Office Building	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

SQ FT	DESCRIPTION		1 ST YEAR SQ/FT COST & TOTAL	2 ND YEAR SQ/FT COST & TOTAL	3 RD YEAR SQ/FT COST & TOTAL	4 TH YEAR SQ/FT COST & TOTAL
5,330	Facilities & Capital Improvements	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
10,000	Recorder of Deeds/Coroner	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
33,958	Executive Center	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
13,623	Regional Office of Education	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
23,765	Child Advocacy Center	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
71,765	Court Annex	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
7,000	Specialty Court Services	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
280,900	Courthouse	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

SQ FT	DESCRIPTION		1 ST YEAR SQ/FT COST & TOTAL	2 ND YEAR SQ/FT COST & TOTAL	3 RD YEAR SQ/FT COST & TOTAL	4 TH YEAR SQ/FT COST & TOTAL
9,000	Work Force Services	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
2,580	Veterans Assistance Commission	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
42,160	Public Safety Complex/ Radio lab	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
4,450	Animal Protective Services	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
1,800	EMA Storage Facility	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
3,850	Health: East Branch Office	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
10,353	Health: North Branch Office Location 1 & 2	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
25,000	Community Health Center	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

SQ FT	DESCRIPTION		1 ST YEAR SQ/FT COST & TOTAL	2 ND YEAR SQ/FT COST & TOTAL	3 RD YEAR SQ/FT COST & TOTAL	4 TH YEAR SQ/FT COST & TOTAL
60,000	Health Department	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
2,500	TB Clinic	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
31,525	1300 Copperfield VAC & WFS	Cost Per SQ FT	\$	\$	\$	\$
		SQ FT Cost Per Mo.	\$	\$	\$	\$
		Cost Per SQ FT X12	\$	\$	\$	\$
	TOTAL	Total Cost Per Month	\$	\$	\$	\$
		Total Cost Per 12 Months	\$	\$	\$	\$
	Strip and Wax Hard Surface	Cost Per SQ FT	\$	\$	\$	\$
	Carpet Cleaning	Cost Per SQ FT	\$	\$	\$	\$
	Square Footage Multiplier for Addition/Subtract	Cost Per SQ FT	\$	\$	\$	\$
	ALT: Provide Supplies as Noted on Page 9	Cost	\$	\$	\$	\$



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

**TOTAL CONTRACT AMOUNT WRITTEN IN WORDS, IN CASE OF DISCREPANCY, THE AMOUNT
IN WORDS SHALL GOVERN.**

1ST YEAR

2ND YEAR

3RD YEAR

4TH YEAR

SIGNED BY:

TITLE:



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Addendum Form

County-Wide Custodial Maintenance

#2026-13

Name _____ F.E.I.N> # _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Email Address _____

THIS IS NOT AN ORDER

Will County Agency Name:

For additional information contact Kevin Lynn Purchasing Director klynn@willcounty.gov

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

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Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Reference Form

County-Wide Custodial Maintenance

#2026-13

Please list a minimum of five (5) references, other than the County of Will, that you have done similar work, service or supplied similar products to:

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Reference Form

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____

LATE BIDS CANNOT BE ACCEPTED!

<u>Vendor Return Address:</u>	
<u>SEALED BID DOCUMENT</u>	
<u>BID #:</u>	2026-13
<u>DUE DATE:</u>	10-30-25
<u>DUE:</u>	2:00 P.M.
<u>DESCRIPTION:</u>	VARIOUS BUILDING CLEANING
DATED MATERIAL-DELIVER IMMEDIATELY	
WILL COUNTY PURCHASING DEPARTMENT 302 N. CHICAGO ST., 2ND FLOOR JOLIET, IL60432	

PLEASE CUT OUT AND AFFIX THIS BID LABEL (ABOVE) TO
THE OUTERMOST ENVELOPE OF YOUR SEALED BID TO
HELP ENSURE PROPER DELIVERY!

LATE BIDS CANNOT BE ACCEPTED!