



An Intergovernmental Cooperative of

The City of Prospect Heights, Illinois

and The Village of Wheeling, Illinois

Request for Proposal - For Janitorial Cleaning Services

I. Proposal and Submittal Instructions

Chicago Executive Airport management is seeking **Janitorial Cleaning Services** for multiple locations on the Airport.

Location 1- Airport Administration Offices located at 1020 S. Plant Rd, Wheeling, IL, 60090.

Location 2- U.S. Customs and Border Protection building located at 26 E. Palatine Rd. Wheeling, IL 60090

Location 3- An office building located at 204 Industrial Lane, Wheeling, IL 60090

Location 4- Hangar 5 lobby and bathroom located at 1115 S. Wolf Rd. Wheeling, IL 60090

Location 5- Pilot's lounge and t-hangar bathrooms- multiple addresses

A pre-proposal site visit is scheduled for February 12, 2024 at 02:00 PM central. No other site visits will be scheduled. Sealed proposals, labeled "Proposal for Janitorial Cleaning Services" will be accepted until, but no later than, 3:00 PM central on February 29, 2024, at which time the proposals will be opened and read aloud.

The sealed proposals shall be submitted to the attention of the Director of Finance. Faxed proposals will not be accepted. All other instructions and information to Bidders is provided herein:

1. Bid price shall be as specified on the Proposal. All forms submittals shall be type written and submitted in whole, keeping all sections bound.
2. Bid prices shall be valid for 90 calendar days after bid opening. No bidder may withdraw his proposal within those 90 days.
3. Airport Management reserves the right to reject any or all proposals, to waive irregularity and technicalities in proposals as may be deemed in the best interest of the Airport. Airport Management also reserves the right to accept in whole or part such proposal.
4. The Service Provider shall provide services between the hours of 5 PM central and 7 AM central. **With the exception of U.S. Customs which needs to be coordinated with the duty officer, typically M-F 11:00 AM central – 6:00 PM central.* Vacuuming shall not be performed while the Airport Board Room is in use. It is regularly used the 3rd Wednesday of each month starting at 6:00 PM central.
5. Airport Management reserves the right to inspect the services rendered and determine if it is satisfactory. Should the services rendered be found unsatisfactory, the Service Provider will take immediate corrective actions to make a satisfactory condition.
6. Basis for selection will be on price, responsiveness and prior experience.
7. The selected Service Provider shall, prior to rendering services, meet with the Airport's Staff to inspect areas to be serviced.
8. Selected Service Provider shall invoice the Chicago Executive Airport at the end of each month for the prior month's services. Payments shall be made in accordance with the price established in the proposal. Payments are made to vendors following the Chicago Executive

Airport Board of Director's meetings which are held the 3rd Wednesday of each month via check or ACH.

9. Failure on the part of the selected Service Provider to execute and return the contract within 30 days after notice of contract award will be just cause for the annulment of the award. Failure on the part of the Airport to return a fully executed contract to the selected Provider within 90 days after notice of contract award, allows the bidder to withdraw their proposal if they so desire.
10. Insurance Requirements: At all times during the contract, the Service Provider and its independent Service Providers shall maintain, at their sole expense, insurance coverage for the Service Provider, its employees, officers and independent Service Providers, as follows:

Insurance Type	Minimum Limits of Liability (\$)
1. Worker's Compensation	Statutory – State of Illinois
2. Employer's Liability	
A. Each Accident	\$500,000.00
B. Disease Policy Limit	\$500,000.00
C. Disease – Each Employee	\$500,000.00
3. Commercial General Liability	
A. General Aggregate	\$1,000,000.00
B. Products Comp/Op Aggregate	\$1,000,000.00
C. Personal & Adv. Injury	\$1,000,000.00
D. Each Occurrence	\$1,000,000.00
E. Fire Damage	\$50,000.00
F. Medial Expense (Any one person)	\$5,000
4. Excess Liability	
A. Each Accident	\$1,000,000.00
B. Aggregate	\$1,000,000.00

It is the responsibility of the Service Provider to provide a copy of this quotation to their insurance carrier. It may also be required that the Service Provider's insurer and coverage be approved by owner prior to execution of the Contract. No work shall be started until receipt and approval of Certificate of Insurance.

Chicago Executive Airport, Village of Wheeling, and The City of Prospect Heights shall be named as co-insured on all Certificates of Insurance. The insurance carrier of the Insured is required to notify Chicago Executive Airport, Village of Wheeling, and The City of Prospect Heights of termination of any or all of these coverages, prior to the completion of any contract, at least 30 days prior to expiration. The Service Provider shall notify Chicago Executive Airport, Village of Wheeling, and The City of Prospect Heights of changes in insurance coverage in writing within 30 days.

II. General Conditions

1. **Language Requirements:** The Service Provider shall appoint a representative or employee for the day-to-day dealings with the Airport.

2. **Drug- Free and Smoke Free Workplace:** Employees of the selected Service Provider shall be drug and alcohol free at all times that they are on Airport premise. This means that no abuse drug or alcoholic beverage shall be on the body of the employee or present within the employee's system. No cigar, cigarette or other type of smoking is allowed on the Airport property.
3. **Security:** The Airport reserves the right to review and approve all personnel who will be on the Airport premises. A security check will be required of each employee. The Service Provider shall provide a list of employees with name, home address, driver's license and alien registration card with the proposal; and if awarded the contract, within five (5) working days prior to any new employee reporting to perform services due to a change in personnel.

Personnel shall be able to properly disarm and rearm a security alarm system. Identification badges shall be openly displayed at all times while on Airport premise. The Service Provider shall provide the airport with a 24-hour contact number.

NO WEAPONS (including knives) are allowed on Airport property.

4. **Safety Responsibility:** The Service Provider shall be solely responsible for their work and every part thereof and shall specifically and distinctly assume all risks of damage or injury from any cause, to property or persons used or employed on, or in connection with, the performance of the services and of all damage or injury to any persons or property wherever located, resulting from any action or operations under the contract or in connection with the work, and undertake and promise to protect and defend the Airport against all claims on account of any such damage or injury. The Service Provider shall be solely responsible for the utilization of all necessary and required safety precautions. Service provider shall report any safety concerns and/or property damage immediately to Airport Operations.

III. Specifications for Services

Location 1- Airport Administration Offices located at 1020 S. Plant Rd, Wheeling, IL, 60090.

Janitorial Services are limited to 8 administration offices, 1 maintenance office, 1 copier area, 1 vestibule, 1 conference room, 1 Board meeting room, 1 break room, 2 restrooms, 1 locker room (including a shower/restroom) and hallways. It is estimated at 3,200 square feet of carpeted area and 600 square feet of tile flooring. The following services shall be performed and at the schedule below:

Nightly = 5 days per week, Monday-Thursday and then either Friday, Saturday, or Sunday.

Weekly = Once within each Monday through Friday week.

Monthly = Once within every calendar month.

Quarterly = Once within every three calendar months.

Task	Frequency
Office Areas, Conference Room, Board Room, Computer Room	
Empty all waste receptacles	Nightly
Dust all accessible windowsills and desk space	Weekly
Vacuum all carpeted areas, trim all loose threads	Nightly
Cleaned and sanitized telephones	Weekly
Vacuum upholstered chairs	Weekly
Dust picture frames and all wall hangings	Weekly
Dust miscellaneous office furniture	Weekly
Water office plants	Weekly
Restrooms (Including Locker Room)	
Clean and disinfect toilets/urinals	Nightly
Empty waste receptacles	Nightly
Clean and disinfect sinks and counter tops	Nightly
Sweep floor and damp mop	Nightly
Refill tissues, soap, towel dispenser	As Needed
Clean mirrors	Nightly
Wash and disinfect waste receptacles	Weekly
Wipe door and wall surfaces	Monthly
Maintenance Shop Office	
Empty waste receptacles	Nightly
Sweep floor and vacuum carpeted area	Weekly
Dust desktops, filing cabinets	Weekly
Break Room	
Clean and sanitize table and counter tops	Nightly
Clean sinks	Nightly

Sweep and damp mop floor	Nightly
Clean microwave inside and out	Weekly
Clean exterior of refrigerator	Weekly
Clean and disinfect waste receptacle	Weekly
Stock supplies (i.e. coffee cups, cream, sugar etc.)	Nightly
Clean dishes left in sink	Nightly
Cleanout refrigerator <i>*Last day of each month</i>	Monthly
Other Services	
Walls spot cleaned around doorknobs, kick plates, door frames, light switches and outlets	Monthly
Exterior office windows cleaned on a quarterly basis inside and out	Quarterly
All carpets will be machine shampooed (Service Provider shall provide cleaning agent) <i>*Intervals should be before the winter season and after the winter season and coordinated with Airport staff</i>	Every 6 months
SPECIAL CLEANING SERVICES AS MAY BE REQUESTED SHALL BE BILLED AT AN HOURLY RATE. INDICATE YOUR HOURLY RATE ON THE PROPOSAL FORM.	AS REQUIRED

Location 2- U.S. Customs and Border Protection building located at 26 E. Palatine Rd. Wheeling, IL 60090

Location 2- U.S. Customs and Border Protection building is scheduled to be done weekly with the Officer present. Every 6 months the floor must be waxed to the standards of USCBP. It is estimated at 3,200 square feet of tile flooring. The following services shall be performed and at the schedule below:

Weekly = Once within each Monday through Friday week.

Monthly = Once within every calendar month.

Quarterly = Once within every three calendar months.

6-Months = Once within every three calendar months.

Task	Frequency
Office Area and Waiting Room	
Empty all waste receptacles	Weekly
Dust all accessible window sills and desk space	Weekly
Vacuum all carpeted areas, trim all loose threads	Weekly
Cleaned and sanitized telephones	Weekly

Vacuum upholstered chairs	Weekly
Dust picture frames and all wall hangings	Weekly
Dust miscellaneous office furniture	Weekly
Restrooms	
Clean and disinfect toilets/urinals	Weekly
Empty waste receptacles	Weekly
Clean and disinfect sinks and counter tops	Weekly
Sweep floor and damp mop	Weekly
Refill tissues, soap, towel dispenser	As Needed
Clean mirrors	Weekly
Wash and disinfect waste receptacles	Weekly
Wipe door and wall surfaces	Monthly
Break Room	
Clean and sanitize table and counter tops	Weekly
Clean sinks	Weekly
Sweep and damp mop floor	Weekly
Clean microwave inside and out	Weekly
Clean exterior of refrigerator	Weekly
Clean and disinfect waste receptacle	Weekly
Other Services	
Walls spot cleaned around doorknobs, kick plates, door frames, light switches and outlets	Quarterly
Exterior office windows cleaned on a quarterly basis inside and out	Quarterly
Floor waxing	Every 6 months
SPECIAL CLEANING SERVICES AS MAY BE REQUESTED SHALL BE BILLED AT AN HOURLY RATE. INDICATE YOUR HOURLY RATE ON THE PROPOSAL FORM.	AS REQUIRED

Location 3- an office building located at 204 Industrial Lane, Wheeling, IL 60090

Location 3- 204 Industrial Lane office building is scheduled to be done Monday, Wednesday, and then either Friday, Saturday, or Sunday. It is estimated 735 square feet of carpeted flooring and 63 square feet of tile flooring. The following services shall be performed and at the schedule below:

Weekly = Once within each Monday through Friday week.

Monthly = Once within every calendar month.

Quarterly = Once within every three calendar months.

Task	Frequency
Office Area and Waiting Room	
Empty all waste receptacles	3/Week
Dust all accessible windowsills and desk space	Weekly
Vacuum all carpeted areas, trim all loose threads	3/Week
Cleaned and sanitized telephones	Weekly
Vacuum upholstered chairs	Weekly
Dust picture frames and all wall hangings	Weekly
Dust miscellaneous office furniture	Weekly
Restrooms	
Clean and disinfect toilets/urinals	3/Week
Empty waste receptacles	3/Week
Clean and disinfect sinks and counter tops	3/Week
Sweep floor and damp mop	Weekly
Refill tissues, soap, towel dispenser	As Needed
Clean and mirrors	3/Week
Wash and disinfect waste receptacles	Weekly
Wipe door and wall surfaces	Monthly
Other Services	
Walls spot cleaned around doorknobs, kick plates, door frames, light switches and outlets	Monthly
Exterior office windows cleaned on a quarterly basis inside and out	Quarterly
SPECIAL CLEANING SERVICES AS MAY BE REQUESTED SHALL BE BILLED AT AN HOURLY RATE. INDICATE YOUR HOURLY RATE ON THE PROPOSAL FORM.	AS REQUIRED

Location 4- Hangar 5 lobby and bathroom located at 1115 S. Wolf Rd. Wheeling, IL 60090

Location 4- Hangar 5 1115 S. Wolf Rd. Wheeling, IL 60090 lobby and bathroom is scheduled to be done Thursdays. It is estimated at 500 square feet of tile flooring. The following services shall be performed and at the schedule below:

Weekly = Once within each Monday through Friday week.

Monthly = Once within every calendar month.

Quarterly = Once within every three calendar months.

H5	Frequency
Lobby Area	
Empty all waste receptacles	Weekly
Dust all accessible window sills and desk space	Weekly
Vacuum all carpeted areas, trim all loose threads	Weekly
Clean chairs	Weekly
Dust picture frames and all wall hangings	Weekly
Dust miscellaneous furniture	Weekly
Restrooms	
Clean and disinfect toilets/urinals	Weekly
Empty waste receptacles	Weekly
Clean and disinfect sinks and counter tops	Weekly
Sweep floor and damp mop	Weekly
Refill tissues, soap, towel dispenser	Weekly
Clean mirrors	Weekly
Wash and disinfect waste receptacles	Weekly
Wipe door and wall surfaces	Monthly
Other Services	
Walls spot cleaned around doorknobs, kick plates, door frames, light switches and outlets	Quarterly
Exterior office windows cleaned on a quarterly basis inside and out	Quarterly
SPECIAL CLEANING SERVICES AS MAY BE REQUESTED SHALL BE BILLED AT AN HOURLY RATE. INDICATE YOUR HOURLY RATE ON THE PROPOSAL FORM.	AS REQUIRED

Location 5- Pilot's lounge and t-hangar bathrooms- multiple addresses

Location 5– Pilot's lounge area and bathroom and all t-hangar bathrooms are scheduled to be done Tuesdays. Address 1018, 1016, 1014 Plant Road Wheeling, IL and 22 E Palatine Road, Wheeling, IL. They are estimated at 1,530 square feet of tile flooring. The following services shall be performed and at the schedule below:

Weekly = Once Tuesdays each week.

Monthly = Once within every calendar month.

Quarterly = Once within every three calendar months.

H5	Frequency
Pilot's Lounge Area	
Empty all waste receptacles	Weekly
Dust all accessible window sills and desk space	Weekly
Vacuum all carpeted areas, trim all loose threads	Weekly
Cleaned and sanitized telephones	Weekly
Vacuum upholstered chairs	Weekly
Dust picture frames and all wall hangings	Weekly
Dust miscellaneous furniture	Weekly
Clean and sanitize table and counter tops	Weekly
Clean sinks	Weekly
Clean microwave inside and out	Weekly
Restrooms	
Clean and disinfect toilets/urinals	Weekly
Empty waste receptacles	Weekly
Clean and disinfect sinks and counter tops	Weekly
Sweep floor and damp mop	Weekly
Refill tissues, soap, towel dispenser	Weekly
Clean mirrors	Weekly
Wash and disinfect waste receptacles	Weekly
Wipe door and wall surfaces	Monthly
Other Services	
Walls spot cleaned around door knobs, kick plates, door frames, light switches and outlets	Quarterly
Exterior office windows cleaned on a quarterly basis inside and out	Quarterly
SPECIAL CLEANING SERVICES AS MAY BE REQUESTED SHALL BE BILLED AT AN HOURLY RATE. INDICATE YOUR HOURLY RATE ON THE PROPOSAL FORM.	AS REQUIRED

The janitorial service shall provide all cleaning equipment and cleaning supplies including all disinfectants, floor cleaning products, polishes, etc. All supplies provided by the janitorial service shall be of a quality acceptable to the Airport. The contractor or supply vendor will be required to submit to the Airport the corresponding material safety data sheets (MSDS) for all cleaners, polishes, soaps, and other chemicals used to provide the specified janitorial services.

Schedule of Events

The schedule of events (subject to change) for this RFQ is as follows:

Issue Date of RFQ	January 4, 2024
Respondent Question Submission Deadline	February, 12 2024
Airport's Response Deadline for Answering Questions	February 23, 2024
Response Submission Deadline	February 29, 2024
Selection of Qualified Respondent to Negotiate Agreement	TBA
Successful Respondent Execution of Agreement	TBA
Board Execution of Agreement	TBA
Commencement of Agreement	TBA

Questions

Any questions concerning the RFQ must be submitted to Mr. Jason Griffith, Director of Finance, at finance@chiexec.com. All such requests must be received by February 23, 2024. A formal written addendum will be issued in response to the questions submitted (if any). In addition, if there are any changes to the RFQ, an addendum will be issued. Addendums will be posted for all prospective respondents.

IV. Prior Experience - References

List at least 3 entities/references where similar services were rendered in the last two (2) years. Provide a contact name and number for verification.

1. Company/Entity: _____
Address: _____

Contact Name: _____
Contact Number: _____
Services Provided: _____
2. Company/Entity: _____
Address: _____

Contact Name: _____
Contact Number: _____
Services Provided: _____
3. Company/Entity: _____
Address: _____

Contact Name: _____
Contact Number: _____
Services Provided: _____

V. Proposal Form

Proposal to the Chicago Executive Airport for **Janitorial Cleaning Services** in accordance with the Request for Proposal including General Conditions and Service Specifications.

Company Name _____

Main Business Address _____

Place of Business _____

Telephone/Email _____

TO: Chicago Executive Airport
Attn: Director of Finance
1020 S. Plant Road
Wheeling, IL 60090

The undersigned, as bidder, declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm, or corporation; that he has carefully examined the proposal and specifications for the above referenced service and all other documents referred to or mentioned in the specifications; that he has inspected, in detail, the site at which this service will be provided and waives all right to plead any misunderstanding regarding the requirements of the Airport; and that he proposes and agrees to provide the specified or referred to service as requested in the proposal documents and in the manner therein prescribed.

Cleaning Services for Chicago Executive Airport Administration Offices as set forth in this document, is hereby bid in the amount of \$_____ per month. The Number of Man-Hours to complete all required cleaning services is _____ hours per week. Any Special Services requested outside this contract will be billed at \$_____ per hour.

Authorized Agent (Sign): _____

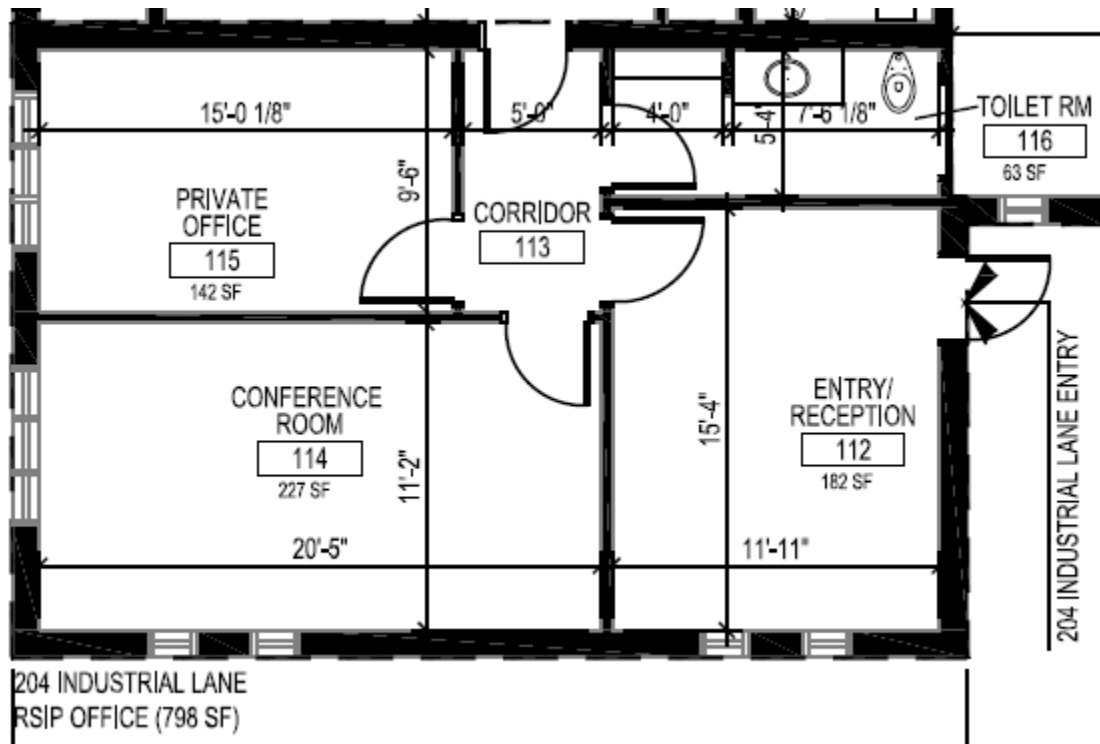
Authorized Agent (Print): _____

Title: _____

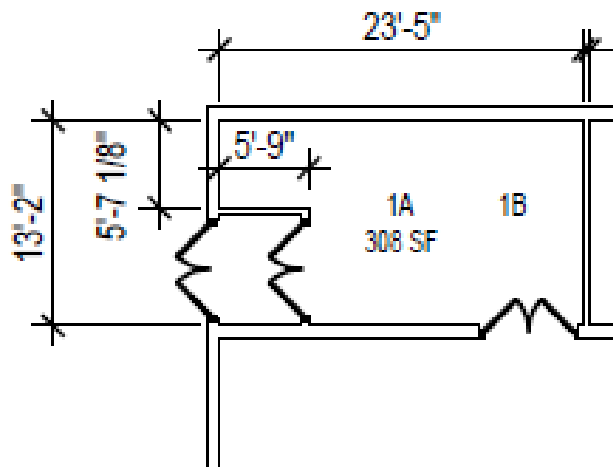
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Email: _____

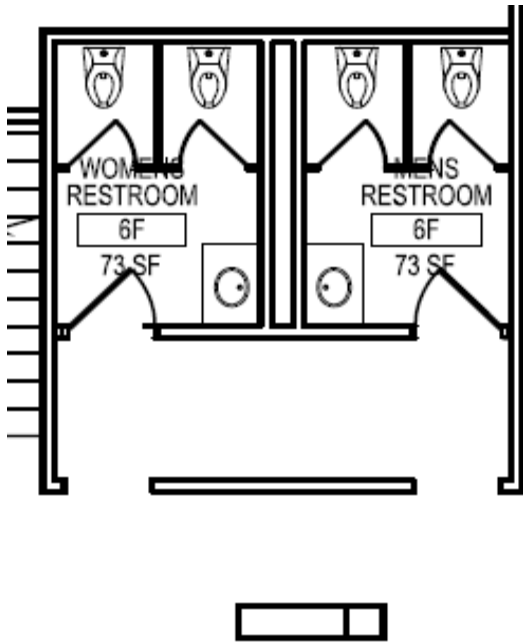
RSIP Office:



Hangar 5 Entryway



Hangar 5 Restrooms



CBP Building floorplan

