City of Aurora, IL

JANITORIAL SERVICES FOR AURORA POLICE DEPARTMENT AND FIRE ADMINISTRATION HEADQUARTERS

26-113

RELEASE DATE: October 23, 2026

DEADLINE FOR QUESTIONS: November 3, 2026

RESPONSE DEADLINE: November 11, 2026, 5:00 pm

Please refer to the project timeline in this document for all important deadlines.

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

https://procurement.opengov.com/portal/aurorail

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INSTRUCTIONS TO PROPOSERS

1. Purchasing Division Definitions

Award: The formal decision to select a vendor for a contract.

Bid: A submitted response by a vendor in response to a bid document.

Bidder: An individual, firm, or corporation formally submitting a proposal for the work contemplated, or any portion thereof, acting directly through an authorized representative.

Change Order: A change to a contract or purchase order made after it has been approved by the city that alters the term of the contract, the contract price, or the obligations of the parties.

Contract: A formal agreement between the City and a successful bidder outlining obligations, deliverables, timelines, and pricing.

Cooperative Purchasing: When goods or services are purchased through shared contracts (mostly government entity contracts), to leverage buying power.

Direct Purchase Method: The method in which, after bids are rejected or if no bids are received, the City Council by resolution may approve the work to be done by city personnel or authorize the purchase of goods or services involved to be purchased more economically on the open market without complying with the requirements of the Purchasing Division.

Emergency Procurement: An expedited purchase that bypasses standard bidding due to immediate threats to public health, safety, or welfare.

Encumbrance: Funds that are formally committed and set aside in the budget to pay for a specific future purchase.

Evaluation Criteria: The standards and scoring factors used to assess bids or proposals.

Formal Bid: For goods/services over $25,000, with well-defined requirements and structured bidder/proposal submissions.

Informal Bid: For goods/services valued between $5,000 and $24,999, with well-defined requirements. Businesses are notified via web alerts.

Invitation for Bid (IFB): A formal solicitation inviting vendors to submit competitive bids based strictly on price and predefined specifications.

Invoice: A bill sent by a vendor/contractor/supplier for goods/services provided. Shows what was purchased, how much it costs, and payment due date.

Local Bidder Preference: Policy that allows the City to give priority or scoring advantages to local businesses.

Lowest Responsible Bidder: The lowest bidder whose offer best responds in quality, fitness and capacity to the requirements of the proposed work or usage.

Payment Bond: The bond executed by the Vendor/Contractor and his surety guaranteeing the payment of all sums of money due for any labor, materials, apparatus, fixtures, or machinery furnished to such principal for the purpose of performing the contract work.

Performance Bond: The bond executed by the Vendor/Contractor and his surety, guaranteeing complete execution of the contract.

Piggybacking: An authorized purchase made by utilizing another government agency's existing, competitively awarded contract.

Plans: All drawings, sketches, and detailed Plans or reproductions thereof pertaining to the construction involved.

Procurement: The process by which a municipality acquires goods, services, or construction, including planning, soliciting offers, evaluating responses, awarding contracts, and managing vendor performance.

Professional Services: Services that require specialized professional knowledge or expertise, such as accounting, architecture, engineering, law, medicine, surveying, or other fields defined by state law.

Proposal: A bidder’s response to a solicitation that often includes technical details, methodology, pricing, and qualifications.

Public Notice: Official announcement of a solicitation, typically published through OpenGov.

Purchase/Procurement Card (P-card): A City issued charge card for the purchase of city-related goods/services.

Purchase Order (PO): The formal authorizing document issued after an award. No work begins, or payment made, without a city-generated PO. Sent to Vendor/Contractor/Supplier.

Quote: Request from vendors for pricing on goods or services or a combination thereof that may be verbal or in writing.

Request for Proposals (RFP): A solicitation used when seeking a solution, goods, or service and evaluating vendors based on multiple criteria, not only price.

Request for Qualifications (RFQ): A solicitation for qualifications, used especially for professional or consultative services. It does not result in a contract.

Requisition: A request to create a PO for the purchase of goods/services. Stays internal.

Responsible Bidder: Section 2-331(5) of the Aurora City Code requires that bidders for city contracts in excess of $25,000 must participate in active apprenticeship and training programs approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training to be considered a responsible bidder.

Scope of Work (SOW): A detailed document outlining the specific tasks, deliverables, timelines, and quality standards required from the vendor.

Sole Source: A non-competitive procurement used when only one vendor can provide the required goods or services.

Specification: Any description of the physical or functional characteristics, or of the nature of a supply, service or construction item. A specification may include a description of any requirement for inspecting, testing, or preparing a supply, service, or construction item for delivery.

Vendor/Contractor/Supplier: A company or individual that enters into a contract with the City to provide goods or services.

2. ACCEPTANCE OF PROPOSALS

a. Proposers intending to respond to this opportunity must create a FREE account with OpenGov by signing up at https://procurement.opengov.com/signup. This step is necessary to establish a communication link with the City. The Proposer, not the City, is responsible for obtaining any addenda to the original specification. Addenda and other relevant information will be posted on the City's E Procurement System. Addenda notifications will be emailed to all persons on record as following this Bid Proposal. Failure of any Proposer to receive any such addenda or interpretation shall not relieve such Proposer from any obligation under their bid proposal as submitted. All addenda so issued shall become part of the contract documents. **Paper submissions will not be accepted.**

b. Proposals may be received up to, but **no later than the designated date and time as specified via the City's E Procurement System, OpenGov.** The City's E Procurement System Clock is the official clock for the determination of all deadline dates and times. Without exception, responses will not be accepted after the submission deadline regardless of any technical difficulties such as poor internet connections. The City of Aurora strongly recommends completing your responses well ahead of time. All Proposals shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in order to be considered responsive.

- **Pricing shall not be mentioned anywhere in the body of the proposal**.

c. A subcontractor may not submit a Proposal or otherwise serve as the PRIME vendor on behalf of another entity. **Responses submitted solely on behalf of a subcontractor, third-party vendor, broker, or other entity that will not be the prime vendor under the resulting Contract will not be accepted.**

d. The City reserves the right to reject any and all proposals or parts thereof and to waive any technicalities and irregularities in the proposals and to disregard all nonconforming or conditional proposals or counter-proposals and to hold the proposals for ninety (90) days from the opening date set forth above. Proposer agrees to accept a notice of award, if selected, based on the terms of this Proposal in the event that a notification of award is received on or before expiration of the 90-day time period. The City reserves the right to cancel the Proposal at any time, without liability for any loss, damage, cost or expense incurred or suffered by any Proposer as a result of that cancellation. Each Proposer is solely responsible for the risk and cost of preparing and submitting a Proposal.

e. Although price is a major consideration, product quality, references, service, delivery time and past experience, if applicable, will also be considered. No Proposal will be considered unless the Proposer shall furnish evidence satisfactory to the City that he has the necessary facilities, abilities, experience, equipment, and financial and physical resources available to fulfill the conditions of the contract and execute the Work should the contract be awarded to him. Proposal documents which are not responsive to the requirements herein may not be considered by the City for an award of the contract.

The contract will be awarded to the lowest responsible Proposer. In determining the responsibility of any Proposer, the City may take into account other factors in addition to financial responsibility, such as past records of its or other entities transactions with the Proposer, experience, ability to work cooperatively with the City and its staff, adequacy of equipment, ability to complete performance within necessary time limits, and other pertinent considerations such as, but not limited to, reliability, reputation, competency, skill, efficiency, facilities and resources.

The Proposal will be awarded in the City's best interests based on these and other legally-allowable considerations. The City and its representatives and agents may make any investigations deemed necessary to determine the ability of the Proposer to perform the Work. The Proposer shall furnish any information and data requested by the City for this purpose.

3. RECEIPT OF PROPOSALS

a. **Proposals must be submitted electronically**, up to, but no later than the designated date and time as specified via the City's E Procurement System, OpenGov. It is the sole responsibility of the Proposer to see that their Proposal is received in the proper time.

b. **Proposals must be submitted electronically via the City's E Procurement System. There will be no exceptions!**

4. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn prior to the submission deadline through the City's e-Procurement System by having the responding Proposer "un-submit" its Proposal in OpenGov.

Proposers are cautioned to carefully review their Proposal prior to submission. Negligence on the part of the Proposer in preparing the Proposal shall not confer the right to withdraw or modify the Proposal after it has been opened. No Proposal may be withdrawn after the opening without the approval of the Director of Purchasing. Requests to withdraw a Proposal must be submitted in writing and properly signed by an authorized representative.

No Proposal received after the date and time specified for receipt of Proposals will be opened or considered.

5. QUESTIONS

All inquiries regarding this RFP must be submitted through the City's e-Procurement System, OpenGov, no later than the date and time specified in the solicitation.

Responses to all inquiries will be posted in the City's e-Procurement System. Proposers may select "Follow" within the solicitation to receive email notifications when responses or addenda are posted.

Questions will not be accepted or answered verbally. No inquiries will be accepted after the established deadline.

It is the sole responsibility of each interested Proposer to monitor the City's e-Procurement System and ensure receipt of all addenda, if any are issued.

6. SITE VISIT REQUIREMENT

A mandatory site visit will be held on **October 29, 2026, at 11:00 a.m.** at **1200 E. Indian Trail Rd. and 1250 E. Indian Trail Rd, Aurora, Illinois**. Please note that these facilities are directly next to each other and the site visit will begin at the Aurora Police Department Headquarters in the front lobby, located on the east end of the building (Police entrance).

Proposers must be present at the start of the meeting **and visit both sites** to qualify to submit a proposal for this project. Proposers should allow two-three hours for the inspection process.

7. INVESTIGATION

It shall be the responsibility of each Proposer to make all investigations necessary to become fully informed of the requirements and conditions specified in the Proposal. No plea of ignorance by a Proposer regarding conditions that exist or may hereafter exist due to failure or omission to conduct such investigations will be accepted as a basis for modifying the City's requirements or compensation.

Each Proposer is responsible for examining the complete Proposal Package and all Addenda and for becoming fully informed of all conditions that may in any way affect the cost or performance of the Work. Failure to do so shall be at the Proposer's sole risk, and no relief shall be granted for errors or omissions. If awarded the

Contract, the Proposer shall not be entitled to additional compensation for matters that reasonably should have been identified prior to submission of the Proposal.

Submission of a Proposal shall constitute conclusive evidence that the Proposer has examined the required documents, is familiar with local conditions, applicable federal, state, and local laws and codes, and prevailing labor and material markets, and has accounted for all contingencies in its Proposal.

Prior to award, the City may request that a Proposer submit information regarding its performance history and ability to complete the Work in a timely and satisfactory manner.

8. PROPOSAL QUALIFICATION

The City reserves the right to require of the Proposer proof of his/her capability to perform as required by the specifications. However, prequalification of the Proposer shall not be required. The City may, at its option, disqualify a Proposer and reject his Proposal for cause. Reasons deemed to be sufficient for this action shall include, but not be limited to, the following:

- Evidence of collusion among Proposers.
- Receipt of more than one Proposal on any project from an individual, or from a corporation. This restriction does not apply to subcontractors.
- Default on any previous contract.
- For unreasonable failure to complete a previous contract within the specified time or for being in arrears on an existing contract without reasonable cause for being in arrears.
- Inability to perform as revealed by an investigation of the Proposer's financial statement, experience and/or plant and equipment.
- **Any Proposer who owes the City money may be disqualified at the City's discretion**.

9. EVALUATION PROCESS

Step #1: Initial Screening

Minimum Qualifications and Responsiveness: City will review proposals for initial decisions on responsiveness and responsibility. Those proposals initially determined to be responsive and submitted by responsible proposers will proceed to Step 2.

Step #2: Proposal Evaluation

The Project Evaluation Team, comprised of members of the cooperating City Departments, will evaluate proposals. Proposal responses will be evaluated on, but not limited to, organization, personnel and staffing, company qualifications and experience (including reference checks), project approach, price, and availability and capacity of the company to perform the work.

Step #3: Interviews

The Project Evaluation Team reserves the right to interview top-ranked firms that are considered most competitive. The purpose of the interviews would be to allow for expansion upon the written responses. If

interviews are conducted, rankings of firms shall be determined by combining results of interviews and proposal submittals.

Step #4: Selection

The City will select the vendors that are evaluated to be most competitive. When evaluation of the responses produces ratings that are equivalent, the Project Evaluation Team will recommend award of the contract to the vendor(s) whose response is deemed to be in the best interests of the City. The highest ranked firm may be invited to enter into final negotiations with the City of Aurora for the purposes of contract awarding. If an agreement cannot be reached with the highest ranked firm, the City may start negotiations with the next highest ranked firm. Any contract resulting from this RFP will be subject to approval by the Aurora City Council.

10. PROPOSAL AWARD

Except as otherwise stated in the Specifications, award shall be made to the most responsible Proposer whose Proposal is determined to be in the best interest of the City and who meets the requirements of the Specifications. Evaluation shall be based on the criteria set forth in this solicitation, including price and other applicable factors.

The Proposer submitting a response to this solicitation must be the PRIME vendor and, if awarded, shall be the entity entering into the Contract with the City of Aurora. The prime vendor shall have overall responsibility for the performance of all contractual requirements and shall serve as the City's primary point of contact throughout the term of the Contract.

A Proposal that contains modifications, conditions, limitations, or exceptions that materially alter the requirements of the Specifications shall be considered non-responsive and may be rejected.

The City reserves the right to reject any or all Proposals, to waive informalities in the procurement process, and to delete any item or portion of the Proposal Package when deemed to be in the best interest of the City and in accordance with applicable law.

11. PRICES

Unit prices shall exclude all applicable local, state, and federal taxes unless otherwise required by law. In the event of a discrepancy between the unit price and the extended total, the unit price shall govern, and the total shall be corrected accordingly.

12. INTERPRETATION OR CORRECTION OF PROPOSAL DOCUMENTS

Proposers shall promptly notify the City of any ambiguity, inconsistency, or error discovered during review of the Proposal Documents. Interpretations, corrections, and changes will be issued by addendum.

Each Proposer is responsible for ensuring, prior to submitting a Proposal, that all addenda have been received and properly acknowledged in the Proposal submission.

13. SIGNATURES

Each Proposal must be signed by the Proposer with his/her usual signature. Proposals by partnerships must be signed with the partnership name by all members of the partnership, or an authorized representative, followed

by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and title of the person authorized to bind it in the matter.

When a corporation submits a Proposal, its agent must present legal evidence that he has lawful authority to sign said Proposal and that the corporation has a legal existence. In the event that any corporation organized and doing business under the laws of any foreign state is the successful Proposer, such corporation must present evidence before any contract is executed that it is authorized to do business in the State of Illinois. Proposals by corporations must be executed in the corporate name by the President or a Vice President (or other corporate officer accompanied by evidence of authority to sign), and the signature must be attested by the Secretary or an Assistant Secretary, along with the corporate seal. The corporate address and state of incorporation must be shown below the signature. Proposals by partnerships must be executed in the partnership name and signed by a partner whose title must appear under the signature, and the official address of the partnership must be shown below the signature. Any corrections to entries made on the Proposal forms shall be initialed by the person signing the Proposal. When requested by the City, satisfactory evidence of the authority of any signature on behalf of the Proposer shall be furnished.

14. ILLINOIS FREEDOM OF INFORMATION ACT

Illinois Freedom of Information Act. The Contractor acknowledges the requirements of the Illinois Freedom of Information Act (FOIA) and agrees to comply with all requests made by the City of Aurora for public records (as that term is defined by Section 2(c) of FOIA in the undersigned's possession and to provide the requested public records to the City of Aurora within two (2) business days of the request being made by the City of Aurora. The undersigned agrees to indemnify and hold harmless the City of Aurora from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the City of Aurora under this agreement.

GENERAL REQUIREMENTS

1. REQUIREMENTS OF PROPOSER

The successful Proposer may be required to (a) enter into a fully signed contract in writing with the City of Aurora covering matters and things as are set forth in the Proposal Package; and (b) carry insurance acceptable to the City covering public liability, property damage and workers compensation.

2. BONDS AND INSURANCE

The Proposer will be required to furnish a Performance Bond in the amount of one hundred percent (100%) of the full contract price, a Payment Bond, Public Liability Insurance, and Workers Compensation Insurance; all of which shall be acceptable to the City of Aurora.

The Proposer awarded the project will need to provide performance and payment bonds for one year with a letter attached from the bond company certifying that the bond may be automatically renewed for the second year.

The term Payment Bond shall be understood to mean the bond executed by the Proposer and his surety guaranteeing the payment of all sums of money due for any labor, materials, apparatus, fixtures, or machinery furnished to such principal for the purpose of performing the contract work.

The term Performance Bond shall be understood to mean the bond, executed by the contractor and his surety, guaranteeing complete execution of the contract.

Proof of liability insurance coverage through a reputable, recognized carrier shall be provided at the time of acceptance and signing of the contract and shall remain current for the duration of the contract.

The City of Aurora, by showing and substantiating sufficient proof of incompetence, negligence, poor or substandard workmanship which would cause unwarranted damage or deterioration of either premises, contents or appendages, reserves the right to terminate said Contractor without recourse from the City by successful Contractor.

3. CITY'S AGENT

The Purchasing Director, or delegate, shall represent and act for the City in all matters pertaining to the Proposal and contract in conjunction thereto.

4. PAYMENTS

Payment shall be made for services rendered. The City, after inspection and acceptance, and in consideration of the faithful performance by the Proposer, agrees to pay for the completion of the work embraced in this contract, payment shall be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1, et. seq.)

Time, in connection with any discount offered, will be computed from the date of delivery to the City or from the date a correct invoice is received by the City of Aurora Purchasing Division, if the latter date is later than the date of delivery.

Prices will be considered NET, if no payment discount is shown.

All invoices MUST contain a valid City of Aurora issued purchase order.

The successful Proposer shall submit invoices via e-mail to:

PurchasingDL@aurora.il.us

or Mail to the following address:

City of Aurora
Attn: Purchasing Division
44 E. Downer Place
Aurora, IL 60507

The City of Aurora offers electronic funds transfer (EFT) payment to our vendors. EFT is fast, simple, safe and secure and is ***our preferred method of payment!***

5. TAXES

The City of Aurora is exempt, by law, from paying State and City Retailer's Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax (per Illinois Revised Statutes, Chapter 120, Paragraph 44) upon City works and purchases. The City of Aurora's Sales Tax Exemption Number is E9996-0842-07.

6. COMPLIANCE WITH LAWS AND REGULATIONS

The Proposer shall at all times observe and comply with all Federal, State, Municipal and other local laws, ordinances, regulations, and requirements which in any manner affect the conduct of the Work, and with all Federal, State and local laws and policies of non-discrimination, sexual harassment, and others applicable thereto; and all such orders or decrees as exist at the present and which may be enacted later, of bodies or tribunals having jurisdiction or authority over the Work, and no plea of misunderstanding or ignorance thereof will be considered. He shall indemnify and save harmless the City and all its officers, agents, employees and servants against any requirement, claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decree, whether by himself or his employees.

7. DEFAULT

Time is of the essence of this Proposal and if delivery of acceptable items or rendering of services is not completed by the time promised, the City reserves the right, without liability, in addition to its other rights and remedies, to terminate the Proposal by notice effective when received by Proposer, as to stated items not yet shipped or services not yet rendered. The City will procure articles or service from other sources and hold the Proposer responsible for any excess cost incurred as provided for in Article 2 of the Uniform Commercial Code.

8. CANCELLATION

The City reserves the right to cancel the whole or any part of the contract if the Proposer fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The Proposer will not be liable to perform if situations arise by reason of strikes, acts of God or public enemy, acts of the City, fires or floods.

9. INSURANCE AND HOLD HARMLESS PROVISION

At the Bidder's expense, the Bidder shall secure and maintain in effect throughout the duration of this Bid, insurance of the following kinds and limits to cover all locations of the Bidder's operations. The Bidder shall

furnish Certificates of Insurance to the City before starting or within ten (10) days after the execution of the Bid, whichever date is reached first. All insurance policies shall be written with insurance companies approved by the City of Aurora and licensed to do business in the State of Illinois and having a rating of not less than A:VII, according to the latest edition of the A.M. Best Company; and shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the City. This provision shall also be stated on each Certificate of Insurance as: "Should any of the above-described policies be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left". Upon requested, the awardee of this Bid will give the City a copy of the insurance policies. The policies must be delivered to the City within two weeks of the request. The limits of liability for the insurance required shall provide coverage for not less than the following amount, or greater where required by law:

(1) Worker's Compensation Insurance - Statutory amount.

(2) General Liability Insurance:

(a) $1,000,000 per occurrence and $2,000,000 general aggregate (combined single limit)

(b) $1,000,000 per occurrence for Personal Injury

(3) Auto Liability Insurance:

(a) combined single limit not less than $1,000,000

(4) Umbrella excess liability of $2,000,000 per occurrence, $2,000,000 aggregate

The Bidder shall include the City as a primary, non-contributory additional named insured on the General, Auto Liability, and Umbrella insurance policies and indicate said status on any Certificates of Insurance provided to the City pursuant to this project. All insurance premiums shall be paid without cost to the City.

The Bidder agrees to indemnify and save harmless the City of Aurora, their elected officials, employees, agents and volunteers from and against all loss and expenses (including costs and attorneys' fees) by reason of liability imposed by law or claims made upon the City of Aurora for damages because of bodily injury, including death at any time resulting therefrom sustained by any person or persons or on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this project work, whether such claims or injuries to persons or damage to property be due to the negligence of the Bidder or his Subcontractors. The Bidder shall assume total risk and shall be responsible for any and all damages or losses caused by or in any way resulting from the work and provide all insurance necessary to protect and save harmless the City of Aurora and its employees.

The Bidder agrees to a waiver of subrogation. Neither the Bidder nor its insurers shall have the right to pursue the City to recover its costs associated with a claim arising out of the provision of the services required.

WORKERS COMPENSATION ACT

The Bidder further agrees to insure his employees and their beneficiaries and to the employees and the beneficiaries of any subcontractor employed from time to time by him on said Work, the necessary first-aid, medical, surgical, and hospital services and any compensation provided for in the Workers Compensation Act of the State of Illinois that is or may be in force in the State.

Such insurance shall be placed by said Bidder in a company or association (to be approved by the City and to be accepted by the Council thereof) authorized under the laws of the State of Illinois to insure the liability above specified.

Said Bidder hereby further agrees to indemnify, keep and save harmless said City from all action, proceedings, claims, judgments, awards, and costs, loss, damages, expenses, and attorney's fees which may in any way come against said City by reason of any accidental injuries or death suffered by any of his employees or the employees of any subcontractor employed by him in and about the performance of the Work provided for in the Bid, and any and all liability resulting thereupon; and said Bidder, in case of any suit, action, or proceeding on account of any or all of the foregoing shall defend the same for and on behalf of said City and indemnify the City therefore, and pay the amount of any and all awards and final judgments and orders rendered and entered therein, together with all loss, costs, damages, attorney's fees, and expenses incurred therein. Said Bidder shall be the sole employer of its employees and workers, and in no way shall the City be considered a joint employer of same under any circumstance.

PERSONNEL AND EQUIPMENT

The Bidder shall provide an adequate number of competently trained personnel with sufficient supervision to provide the services required, and the Bidder shall provide identification of its personnel if requested by the City.

Any Bidder's employee whose employment is reasonably detrimental or objectionable to the City shall be immediately transferred from the premises upon the City's request. The exercise of the option shall not be construed as placing the City in charge of the Work or making the City responsible for safety.

All on the road vehicles or equipment shall be identified by the Bidder's name for purpose of identification.

All tools or equipment required to carry out the operations within the scope of the contract shall be provided by the Bidder and shall meet the standards of the Federal Occupational Safety and Health Act and State of Illinois safety codes as may be required by law. The City reserves the right to inspect the equipment that will be used prior to award of Bid.

10. SUBLETTING OR ASSIGNMENT OF WORK

If the Proposer sublets the whole or any part of the Work to be done under the contract, with or without the written consent of the City, he shall not, under any circumstances, be relieved of his liabilities and obligations. **A Payment Bond will be required if the Proposer sublets any of the requested services.** All transactions of the City shall be with the Proposer; subcontractors shall be recognized only in the capacity of employees or workmen and shall be subject to the same requirements as to character and competence. In case any party or parties, to whom any work under the contract shall have been sublet, shall disregard the directions of the City or his duly authorized representatives, or shall furnish any unsatisfactory Work or shall fail or refuse in any way to conform to any of the provisions or conditions of the contract, then in that case, upon the written order of the City, the Proposer shall require said party or parties in default to discontinue Work under the contract. Said Work shall be corrected or made good and shall be continued and completed by the said Proposer or by such other party or parties as are approved by the City, in the manner and subject to all of the requirements specified in the contract.

11. MINORITY PARTICIPATION

The City of Aurora encourages minority business firms to submit Proposers and encourages the successful Proposer to utilize minority businesses as sub-contractors for supplies, equipment, services and construction.

12. PROSECUTION OF WORK

The Proposer shall begin the Work to be performed under the Proposal as specified in the specifications after the execution and acceptance of the Proposal, unless otherwise provided. The Work shall be conducted in such a manner and with sufficient materials, equipment and labor as is considered necessary to ensure its completion within the time specified in the Proposal.

13. TIME

Proposer shall schedule its Work to meet the requirement of the City. Proposer shall perform the Work expeditiously in cooperation with the City's agent, employees, contractors and subcontractors. Proposer shall make no claim against the City and no claim shall be allowed for any damages which may arise out of any delay caused by City, its agents, employees, contractor or subcontractors. Proposer's sole remedy for delay shall be an extension in the contract time.

14. ILLINOIS NON-APPROPRIATION CLAUSE

A forfeit clause is provided pursuant to the Illinois Non-Appropriation Clause of funds for government entities that if funds or budgets are not approved, service may be cancelled. No early cancellation penalties will be assessed, but the customer must be given 30-day notice of intent to cancel.

15. TERMINATION FOR CAUSE

This Proposal may be terminated by the City at any time upon thirty (30) days written notice, or by either party in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. This Proposal is also subject to termination by either party if either party is restrained by state or federal law of a court of competent jurisdiction from performing the provisions of this Agreement.

Upon such termination, the liabilities of the parties to this RFP shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination. Mailing of such notice, as and when above provided, shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

If this RFP is terminated due to the City's substantial failure to perform, the Proposer shall be paid for labor and expenses incurred to date, subject to offset of any damages, losses or claims against the City resulting from or relating to Proposer's performance or failure to perform under this agreement.

In the event of termination by the City upon notice and without cause, upon completion of any phase of the Basic Services, fees due the Proposer for services rendered through such phase shall constitute total payment for services. In the event of such termination by the City during any phase of the Basic Services, the Proposer will be paid for services rendered during the phase on the basis of the proportion of work completed on the phase as of the date of termination to the total work required for that phase.

Termination provisions:

1. Failure to walk buildings once every month and provide written report within required time frame.

2. Failure of the designated crew leader to return cell phone call from Superintendent of Facilities Maintenance or any designated personnel within fifteen minutes of a call being place during building working hours.
3. Other violations of the contract may result in termination for just cause with 30 days' notice; unless the infraction requires immediate action.
4. The City reserves the right to cancel the whole or any part of the contract if the Proposer fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The Proposer will not be liable to perform if situations arise by reason of strikes, acts of God or public enemy, acts of the City, fires or floods.

16. CONTRACT TERMS

The Contract shall commence on the Effective Date and shall remain in effect for an initial term of two (2) years, beginning January 1, 2027, with three (3) optional one-year extensions upon mutual agreement. The City of Aurora reserves the right to renew the Contract under the same terms and conditions as the original Contract. The Contract shall not renew automatically, nor shall renewal occur solely at the option of the Proposer.

SCOPE OF WORK

1. PROJECT INTRODUCTION AND PURPOSE

Proposers are required to read and understand all information contained within the entire proposal package. By responding to this RFP, the proposer agrees to have read and understands these documents.

The City of Aurora (hereinafter "the City") is seeking proposals from qualified and experienced vendors to provide janitorial cleaning services and supplies at the Aurora Police Department and Fire/Emergency Management Headquarters in Aurora, Illinois.

The contract will be for an initial two (2) year term beginning January 1, 2027 with the option for three (3) one-year extensions based upon mutual agreement.

We are requesting initial pricing for the first two years, and while providing pricing for the optional extension years is not required, it is highly encouraged.

NO VALUE

2. GENERAL INFORMATION

The goal is to provide one contract to the qualified Proposer for Janitorial Services at the locations listed below.

The proposer awarded the contract will be required to furnish a Performance Bond in the amount of one hundred percent (100%) of the full contract price, a Payment Bond, Public Liability Insurance, and Workers Compensation Insurance; all of which shall be acceptable to the City of Aurora.

3. Service Locations:

Campus/Complex	Address	Publicly Accessible?	Approximate Square Footage
Aurora Police Department Headquarters	1200 E. Indian Trail Rd.	Yes	199,845 including Training and Support (TAS) Center
Fire Station Administration and Emergency Management Headquarters	1250 E. Indian Trail Rd.	Yes	12,878

4. Performance Standards:

Restrooms	Clean, sanitary, and odor-free; all fixtures and surfaces (including backsplashes and cabinet faces) free of visible soil, residue, and buildup; supplies fully stocked; no standing water; no mineral deposits, staining, or biological growth present.
Shower Areas	Clean, sanitary, and odor-free; all fixtures and surface (including glaze tile) free of visible residue, buildup, and soap scum; no standing water; no mineral deposits, staining, or biological growth present.

Floors (Hard Surface)	Free of debris, dust, stains, spills, and hazards; no visible residue, streaking, or standing water; appropriate finish maintained with consistent appearance; no buildup along edges or corners.
Floors (Carpeted)	Free of debris, stains, and odors; no visible soil accumulation or matting; fibers maintain uniform appearance; no residue from cleaning processes.
Trash/Recycling	No overflow; liners intact; receptacles clean inside and out; free of leaks, stains, and odors; surrounding area clean and free of debris.
General Surfaces	Free of dust, dirt, smudges, fingerprints, and visible buildup; edges, corners, and horizontal surfaces maintained to the same standard as primary surfaces.
High-Touch Points	Sanitize and visibly clean; free of smudges, soil, and residue; includes but not limited to door handles, light switches, handrails, and push plates.
Glass and Mirrors	Clear, streak-free, and free of smudges, film, and residue; no visible spotting or haze under normal lighting conditions.
Breakrooms/Kitchens	Clean and sanitary; no food residue, grease, or odors; appliances and fixtures maintained free of buildup inside and out; sinks and counters (including backsplashes and cabinet faces) free of staining and residue.
Entrances/Lobbies	High-visibility standard; floors, glass, and surfaces maintained in a consistently clean and presentable condition; no visible debris, streaking, or tracked-in soil.
Exterior Entry Areas	Free of litter, debris, and visible staining; entryways maintained in a clean and safe condition.
Equipment (City-Owned or Contractor-Provided)	Clean, properly maintained, and fully functional; no visible buildup, leaks, or damage; stored in an orderly and safe manner.

Performance Standard Definitions

The following definitions are provided to clarify commonly used terms within these Performance Standards and are not intended to be an exhaustive list of all cleaning-related terminology. Where terms are not specifically defined herein, they shall be interpreted in accordance with industry standards and the intent of these specifications.

1. **"Clean"** means free of visible dust, dirt, debris, stains, smudges, and residue when viewed under normal lighting conditions. Surfaces shall be sanitary where applicable and present a uniform, well-maintained appearance.
2. **"Detailed Cleaning"** means a higher level of cleaning beyond routine service, including removal of buildup, residue, and contaminants from areas not typically addressed during daily or routine cleaning. This includes edges, seams, corners, undersides, interior components, and other hard-to-reach or concealed areas. Surfaces shall be restored to a condition free of visible buildup, staining, and residue.
3. **"Sanitary"** means cleaned and disinfected using appropriate methods and products to reduce the presence of bacteria, viruses, and other contaminants to acceptable public health standards.
4. **"Free of Visible Soil"** means no observable dust, dirt, debris, stains, or residue detectable by normal visual inspection.
5. **"Odor-Free"** means no persistent or objectionable odors detectable under normal occupancy conditions.
6. **"High-Visibility Standard"** is a heightened level of cleanliness applied to public-facing areas, requiring frequent attention and immediate correction of visible deficiencies to maintain a consistently clean and professional appearance.
7. **"Buildup"** is an accumulation of dirt, grease, mineral deposits, finish layers, or other substances not removed through routine cleaning.

5. PERSONNEL AND BACKGROUND CHECK REQUIREMENTS:

Background Check Requirements

1. Cleaning staff, including substitute employees, are subject to review prior to being allowed access to the premises. Each employee and sub-contractor, including supervisors, shall submit to being photographed, fingerprinted and subjected to and pass a background check.
2. All Proposers, as a condition of and prior to entry into a contract, agree that a complete background investigation of the principals of the Proposer and all employees who will work on the project may be made. Proposers agree to cooperate with the appropriate City of Aurora personnel to supply all information necessary to complete these investigations. The City of Aurora in its complete discretion may disqualify any Proposer, including low Proposer, and may void any contract previously entered into based on its background investigation.
3. The City of Aurora and/or the Aurora Police Department reserves the right to demand an acceptable replacement for any of the janitorial contractor's employees for breach of security rules imposed by the

Aurora Police Department. Some areas of the Aurora Police Department must be cleaned with police department personnel present, for the safety of the cleaning crew as well as preservation of the chain of evidence. These areas include, but are not limited to, jail cells, booking area, communications area, alarm rooms and some mechanical areas.

Personnel Requirements

1. Mandatory uniforms to include company issued pants, a shirt with a collar, company name and employee name over chest pocket and display of ID card at a visible location around neck or on uniform must be worn by all personnel at all times.
2. The Contractor shall comply with all safety regulations and OSHA requirements.
3. The Contractor shall provide PPE and maintain safe work conditions.
4. Maintenance of a log record detailing all areas cleaned in strict conformance with the contract must be submitted each week by the cleaning company by an established deadline (to be determined by City).
5. All employees must fully understand and speak English and carry a cell phone at all times and respond promptly to all calls for service that are placed by the City.
6. Cleaning company supervisor is required to walk the buildings once every two weeks and provide a written report to City's Division of Central Services. The written report must list all observed problems and indicate the company's response to them.
7. Supervisor is required to meet with Superintendent and walk the buildings once a month. A written report listing all observed problems and the approach to their solution must be submitted no later than two days after the walk through.
8. If not fully staffed Superintendent of Fleet and Facilities must be contacted the same day.
9. **Termination provisions**:

   A. Failure to walk buildings once every month and provide written report within required time frame.

   B. Failure of the designated crew leader to return cell phone call from Central Service or any designated personnel within 15 minutes of a call being placed during building working hours.

   C. Other violations of the contract may result in termination for just cause with 30 days' notice; unless the infraction requires immediate action.

   D. The City reserves the right to cancel the whole or any part of the contract if the Proposer fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The Proposer will not be liable to perform if situations arise by reason of strikes, acts of God or public enemy, acts of the City, fires or floods.

6. EXPECTED CUSTODIAL HOURS OF WORK

Aurora Police Department Headquarters:

- The City of Aurora Police Department complex operates around the clock, 365 days per year. The Contractor is expected to provide full service 365 days per year.
- Proposer shall schedule its work to meet the requirement of the City.
    - *Current cleaning schedule is listed below:*
        - *First shift: 6:00 a.m. - 2:00 p.m. (Monday - Friday)*
        - *Second shift: 3:00 p.m. - 11:00 p.m. (Monday - Friday)*
        - *Weekends (Saturday & Sunday): 10:00 a.m. - 6:00 p.m.*
        - *Holidays: 6:00 a.m. - 12:00 p.m. (First shift) / 2:00 p.m. - 8:00 p.m. (Second shift)*

Fire Administration & Emergency Management Headquarters

- Three (3) days per week - Monday, Wednesday, and Friday between the hours of 5:00 p.m. and 8:00 p.m.

7. GENERAL SCOPE OF SERVICES:

1. The Successful Proposer ("Contractor") shall provide all labor, supervision, equipment, and supplies necessary to perform comprehensive janitorial services for City facilities identified in section 3.3 - Service Locations. All supplies, materials, and equipment purchased for the performance of these services may be acquired tax-exempt using the City of Aurora's Sales Tax Exemption Number E9996-0842-07.
2. Services shall include, but are not limited to:
    A. Routine Janitorial Services.
    B. Emergency and Special Event (trainings) Services.
3. All services shall be performed in accordance with the performance requirements established in section 3.4 - Performance Standards.

8. ROUTINE JANITORIAL SERVICES:

When no frequency is mentioned below, it is expected that duties are to be performed on every scheduled cleaning day.

1. General Requirements:
    A. All janitorial services shall be performed to maintain all facilities in accordance with section 3.4 - Performance Standards.
    B. Services shall be performed within the timeframes given in section 3.6 - Expected Custodial Hours of Work.
    C. The Contractor shall schedule all services to minimize disruption to City operations.

D. The requirements set forth represent minimum service levels; additional services shall be performed as necessary.

E. Nothing on the exterior of the building is to be covered under this bid **except** trash containers, ashtrays, mats, glass, metal, and trash and tobacco waste found within 20 feet of all entranceways.

F. The crew leader will speak, read and write English and will carry a cellular phone and respond to calls from the facility manager or designee. The crew leader will also respond to requests and issues noted in a log to be maintained at each location. The crew leader will be available, if requested, to meet with a facility manager before the end of the facility manager's workday. The crew leader's supervisor will be required to walk the buildings once a month with the Superintendent of Facilities Maintenance or designee. The crew leader will be required to check in with a designated member of the City's maintenance staff each day as designated per location.

2. Trash and Recycling:

A. Empty all receptacles and replace with clean plastic liners. Double bag where liquids may be discarded.

B. Transport waste to designated disposal areas.

C. Maintain clean and odor-free containers.

D. The Contractor shall ensure that trash is removed in a manner that prevents leakage, spills, or damage to floors and surfaces.

E. Any spills or leaks occurring during waste handling shall be immediately cleaned and sanitized.

F. Wash and sanitize all trash containers and wastebaskets as needed, but no less than **monthly.**

3. Dusting:

A. Low Dusting - Low dust all horizontal surfaces to hand height (70" including sills, ledges, molding, shelving, picture frames, ducts, radiators, vents, etc.) **weekly**.

i. Observe for and clear cobwebs.

ii. All community workstations are to be dusted **weekly**.

iii. Individual workstations are not required to be dusted.

B. High Dusting - High dust above hand height all horizontal surfaces, including ledges, molding, shelving, ducts, radiators, vents and etc. **monthly**.

i. High vacuum is necessary.

ii. Observe for and remove cobwebs.

C. Venetian Blinds - Dust **quarterly**.

D. Diffusers - Dust diffuser outlets in ceiling with treated cloth **quarterly**.

i. Vacuum areas adjacent to diffuser outlets **quarterly**.

4. Restrooms & Shower Areas - **FIRE ADMINISTRATION & EMERGENCY MANAGEMENT LOCATION ONLY**:

   A. Clean, sanitize, and polish all fixtures and surfaces including toilet seats and bowls, urinals, sinks, mirrors and vanity cabinets.

   B. Clean and sanitize all flush rights, drain and over-flow outlets.

   C. Clean and polish all chrome fittings during.

   D. Flush toilet bowls and urinals with a bowl disinfectant.

   E. Strip and clean all soil and soap scum in shower area **weekly.**

   F. Wash glaze tile **weekly**.

   G. Restock all supplies.

   H. Ensure dispensers are operational.

   I. All walls and dividers are to be cleaned and sanitized **weekly**.

   J. Spot clean.

   K. Sweep and damp mop all floors and sanitize.

   L. Pour spent cleaning solution down floor drains at least **weekly** and use odor agent if necessary.

5. Restrooms and Shower Areas - **AURORA POLICE DEPARTMENT LOCATION ONLY**:

   A. Clean, sanitize, and polish all fixtures including toilet bowls, urinals, sinks, mirrors and vanity cabinets, **twice daily**.

   B. Clean and sanitize all flush rights, drain and over-flow outlets **daily**.

   C. Clean and polish all chrome fittings **daily**.

   D. Clean and sanitize all toilet seats **twice daily**.

   E. Flush toilet bowls and urinals with a bowl disinfectant **daily.**

   F. Restock all supplies.

   G. Ensure dispensers are operational.

   H. Strip and clean all soil and soap scum in shower area **daily**.

   I. Wash glaze tile **weekly** but spot clean **daily.**

   J. All walls and dividers are to be cleaned and sanitized **weekly** and spot cleaned **daily**.

   K. Sweep and damp mop all floors and sanitize **daily.**

L. Pour spent cleaning solution down floor drains at least **weekly** and use odor agent if necessary.

6. Floors:

A. Maintain floors free of dirt, debris, and hazards.

B. Dust mop all resilient and hard floors - wet mop **no less than two times per week**.

i. Hard and resilient flooring to be stripped and sealed **twice annually** except high traffic areas to be stripped and waxed, as needed, but at least **quarterly.** *Please provide unit prices for stripping and sealing the terrazzo floor areas with wax. Do not include this with your base proposal price.*

C. Spray buffing in corridors and public areas.

D. Carpeted surfaces - The Contractor is required to maintain the appearance of the carpeting by spot cleaning and regular cold-water cleaning (extraction) of traffic patterns. Regular scheduled extraction plan to be determined by season with minimum expectation of **one time per month**. Steam cleaning of carpeting will be solicited and paid separately as needed.

E. Vacuum regularly.

F. Clean door thresholds for entrances and elevators.

G. Maintain odor-free condition.

7. Breakrooms and Kitchens:

A. Clean and sanitize surfaces and appliance exteriors.

B. Eating areas shall have tables, chairs, cabinets, counter tops, and sinks sanitized.

C. Clean fronts and tops of vending machines.

D. Clean and sanitize outside microwave and refrigerator.

E. Clean and sanitize inside of microwave and refrigerator **monthly**.

F. Cannot mix mop application with any break/lunchrooms in buildings. Separate mop must be used for break/lunchrooms.

G. Maintain sanitary conditions.

8. Miscellaneous:

A. Drinking Fountains and Water Bottle Filling Stations - Clean and sanitize.

B. Fabric Furniture - Vacuum fabric furniture **monthly**. Spot clean as needed.

C. Storage Areas - Floors of storage areas to be dust mopped and wet mopped **quarterly**. Floors shall be stripped and waxed **annually**.

D. Dispensers - Refill all dispensers such as paper towel, sanitary napkin, soap, toilet tissue, deodorizers, etc. to normal limits. Clean surfaces.

E. Walls - Spot clean all walls and partitions.

i. Wash all walls and partitions as needed.

ii. Remove fingerprints and all other dirt and grime.

F. Light Fixtures - Dust and wipe all fixtures as needed, but **at least quarterly**.

G. Doors, Baseboards, and Ceilings - Spot clean doors, and baseboards where needed.

i. Door kick plates cleaned daily as needed.

ii. Observe and remove cobwebs.

H. Wall-Mounted Tablets - Wipe and sanitize.

I. Telephones - Wipe and sanitize.

J. Furniture, including desks, files, bookcases, shelving, tables, lockers, work out equipment, etc., must be dusted **weekly**, damp wiped at least **monthly, or as needed**, and cleaned thoroughly **semi-annually**.

9. Stairwells:

A. Dust mop and wet mop.

B. Spot clean all walls, stair risers, railings and all other parts of the structure as needed.

C. Observe and remove cobwebs.

10. Elevators:

A. Dust and wet mop floors of cabs.

B. Spot clean walls and ceiling of cabs as needed.

C. Strip and wax floors of cabs as needed, but at **least quarterly.**

D. Carpeted elevators are to be vacuumed and spot cleaned.

E. Clean elevator tracks.

11. Entrance Mats:

A. Fixed mats/carpeting at entrances are to be vacuumed as heavy traffic carpeted areas.

B. Spot cleaning and extraction as needed.

12. Glass:

A. The exterior and interior of perimeter windows is not to be included in the bid **except** at public entrances. All non-perimeter glass is included.

B. Clean all interior glass weekly.

C. All entry doors and glass are to be cleaned.

D. Remove fingerprints, spot clean as needed.

Below are services only to be provided at the AURORA POLICE DEPARTMENT HEADQUARTERS ONLY:

1. Pistol Range Area:

   A. Floor of pistol range to be dust mopped and wet mopped **monthly**.

   B. Garbage containers in this area must be emptied **weekly**.

2. Parking Garage for Booking Intake Area:

   A. Floors are to be broom swept **weekly** and hosed down **monthly**.

   B. Floors of parking garage adjoining the TAS Center are to be broom swept **weekly** with no hosing required.

   C. Garabe containers emptied **daily**.

3. Jail Cells:

   A. Sweep and wet mop floors.

   B. Spot wash walls, bunks and doors **daily**.

   C. Sanitize cell areas and clean all plumbing fixtures, **daily** if cell has been used.

   D. Sanitize cells more often as situations and circumstances require.

   E. **There may be a need for cell areas to be attended to more than once a day depending on the population. Jail cells must be cleaned when the population is lowest, usually during the early afternoon hours. If cell(s) are occupied, they must be cleaned on a different schedule. Cell areas must be cleaned with Police Department personnel in attendance.**

4. Booking Area:

   A. Floors, walls, counters, holding cells, etc., must be cleaned **daily** by sweeping, wet mopping and spot washing as needed.

   B. **This area may also need attention more than once per day depending on the activity.**

9. EMERGENCY AND SPECIAL EVENT (TRAININGS) SERVICES:

FIRE ADMINISTRATION & EMERGENCY MANAGEMENT LOCATION ONLY

1. The Contractor shall provide services for planned events/trainings and emergency conditions.
    A. Contractor will be provided dates and times of planned events/trainings at least 3-days prior to scheduled event/training.
2. Emergency response shall occur:
    A. Within one (1) hour for critical issues. The City shall advise when issue is determined to be "critical."
    B. Within two (2) hours for all other issues.
3. Emergency services shall not relieve routine service obligations.

10. CLEANING SUPPLIES AND EQUIPMENT:

1. The Contractor shall provide all supplies and equipment necessary for service delivery, including but not limited to:
    A. Restroom and Break Room consumables (i.e. hand soaps, hand roll paper, restroom paper products etc.)
    B. Paper/plastic bags and cleaning chemicals
    C. Sanitary napkins - to be installed by the Contractor in the various vending machines located throughout the buildings. All vending machines are coin operated and the revenue from the machines will be the property of the City of Aurora.
2. The City will provide one or more designated janitorial closets or storage areas at each facility, where available.
    A. The Contractor shall maintain storage areas in a clean, organized, and code-compliant condition.
3. Product Requirements:
    A. All cleaning products, chemicals, and consumable supplies used in the performance of this Contract shall be commercial-grade and suitable for their intended application.
    B. Products shall be used in accordance with the manufacturer's recommendations and shall comply with all applicable federal, state, and local laws, regulations, and safety standards, including OSHA requirements.
    C. Whenever practical, the Contractor is encouraged to utilize environmentally preferable ("green") cleaning products that reduce impacts on human health and the environment, provided such products meet the performance standards of this Contract.
    D. Products shall be compatible with the surfaces and finishes being cleaned and shall not damage, discolor, or prematurely deteriorate floors, furnishings, fixtures, equipment, or other City property.

E. The Contractor shall maintain current Safety Data Sheets (SDS) for all cleaning chemicals used under this Contract and shall make them available to the City upon request.

F. The City reserves the right to prohibit and/or require substitution of any product it determines to be unsafe, unsuitable, ineffective, or potentially damaging to City property.

4. Equipment Requirements:

A. The Contractor shall provide all necessary equipment, including:

i. HEPA-filter vacuum equipment.

ii. High dusters with extensions for stairwells and vaulted ceilings.

iii. Floor care equipment appropriate to facility surfaces, including manual and powered systems (e.g., dust mops, wet mops, manual mopping equipment, powered mopping equipment, scrubbers, buffers, extractors).

iv. Mop buckets with wringers

v. Carpet cleaner(s) for spot cleaning.

vi. Carpet extractor.

vii. Janitorial carts. (6" wheels or larger to hold paper).

viii. Commercial upright vacuums with beater brushes and magnet bars or preferred backpack commercial vacuums with wand for edgework and brush for vents.

ix. Large commercial canister vacuums.

x. Buckets on wheels

xi. Cleaning cloth systems.

xii. Necessary tools and accessories.

xiii. One 20” floor machine

B. All equipment shall be maintained in safe, working condition and operated by trained personnel.

11. MINIMUM QUALIFICATIONS:

The following are minimum requirements that the vendor must meet in order to be eligible to submit a proposal. Responses must clearly show compliance with these minimum qualifications. The City will reject without further consideration those applications that are not clearly responsive to these minimum qualifications:

1. Relevant Experience:

A. The Proposer shall have a minimum of five (5) years of continuous experience providing janitorial services of similar size, scope, and complexity.

B. Within the past five (5) years, the Proposer shall have provided janitorial services to at least two (2) governmental entities or similarly sized organizations.

2. Organizational Capacity and Staffing:

   A. The Proposer shall demonstrate the ability to provide sufficient staffing, supervision, and operational support to perform the services described in the Scope of Services.

3. Work Management and Quality Control Capability:

   A. The Proposer shall currently utilize, or demonstrate the ability to implement prior to contract commencement, a work management and reporting system consistent with the requirements set forth in the Scope of Services.

   B. The Proposer shall demonstrate the ability to track service delivery, document inspections, and manage corrective actions.

4. Equipment and Operational Capability:

   A. The Proposer shall demonstrate the ability to furnish all required cleaning supplies, and equipment necessary to perform the services described in the Scope of Services.

   B. The Proposer shall demonstrate experience utilizing commercial-grade cleaning equipment appropriate for facilities of similar type and condition.

SUBMITTAL CONTENT

1. TECHNICAL PROPOSAL

Submitted proposals shall be organized in the following order which allows for clarity and ease of review of the proposals. Where indicated, City forms must be completed and submitted. Proposals should not exceed 30 single sided, not including covers, table of contents and section dividers.

The following items shall be included in your Statement of Work (SOW):

Cover Transmittal Letter *(1 page max.)* – The Cover Transmittal Letter shall include the company's legal name, address, telephone number and e-mail address. Provide a narrative which introduces the company and team highlighting the special strengths of the firm to perform the work requested in this RFP.

Organization, Personnel and Staffing *(9 pages max.)* – Provide a brief description of all key personnel to be involved and their relationship to the services to be provided.

- Include resume(s) of of principal(s) of the company outlining experience and qualifications.
- Include names, titles, education, background, licenses, certificates, fields of expertise, and relevant state and local area experience for all proposed personnel and staff. No diversion or replacement of staff may be made without submission of a resume of the proposed replacement with final approval being granted by City.

- OR
  - Include names, titles, licenses, certificates, fields of expertise, and relevant state and local area experience for all proposed personnel and staff.
  - Identify the Project Manager for the proposed services.
  - Include names, titles, licenses, certificates, fields of expertise, and relevant state and local area experience for all proposed personnel and staff.
  - Identify the Project Manager for the proposed services.

Company Qualifications, Experience and References *(10 pages max.)* – Provide a narrative describing the firm's qualifications to perform the project work. Include the name(s) of at least three (3) building owners who are knowledgeable regarding the company's performance and would be willing to provide a reference.

- Customer Name
- Project Name
- Award Amount
- Award Date
- Completion Date
- Reference Contact

- Project Description

Project Approach *(5 pages max.)* – Provide a narrative which shows your firm's understanding of the project's requirements and documents a logical technical approach to the project scope of work. Include a general work plan as well as the proposed approach to undertaking the scope of work described earlier in this RFP. Provide a detailed project schedule that illustrates the duration of each task. Include the following in your narrative:

- Details concerning how the solicited buildings will be cleaned to meet the project requirements including:
  i. **The number of employees to be utilized.**
  ii. **The number of hours each employee will work on a daily and weekly basis**.
  iii. The organized framework to be used for the cleaning (i.e. what building elements will be cleaned first, which floors will be cleaned first, which other floors will be cleaned sequentially).

  ****Note:** This is required for each building/location.
- A description of what areas appear to be the most critical to clean based upon your inspection and survey. Describe location and rationale.
- A description of your company's chemical program and what special cleaning methods and/or products your company uses in order to maintain the buildings in the best possible manner.
  i. What experience does your company have in the use of these methods and/or products? Provide specific examples.
- A copy of the training program that is used for your company's employees.
  i. In the alternative, describe the type of training that employees undergo at initial hire as well as on an on-going basis.

2. COST PROPOSAL

Pricing – The pricing *component* shall be uploaded electronically in Section 5 Pricing Table.

This section will be reviewed last. **Pricing shall not be mentioned anywhere in the body of the proposal**.

Please note that pricing is only a portion of the evaluation criteria for award.

PRICING TABLE

AURORA POLICE DEPARTMENT HEADQUARTERS

The City of Aurora Police Department complex operates around the clock, 365 days per year. The Contractor is expected to provide full service 365 days per year.

Line Item	Description	Quantity	Unit of Measure	2027-2028 Pricing	Total	2029	2030	2031
1	Labor	1	Monthly					
2	Materials (Cleaning equipment, plastic trash bags, sanitary napkins, etc.)	1	Monthly					
3	Supplies (Chemicals, toilet paper, hand roll paper, etc.)	1	Monthly					
TOTAL								

FIRE ADMINISTRATION & EMERGENCY MANAGEMENT HEADQUARTERS

3 days per week - Monday, Wednesday, and Friday between the hours of 5:00 p.m. and 8:00 p.m.

Line Item	Description	Quantity	Unit of Measure	2027-2028 Pricing	Total	2029	2030	2031
4	Labor	1	Monthly					
5	Materials (Cleaning equipment, plastic trash bags, sanitary napkins, etc.)	1	Monthly					
6	Supplies (Chemicals, toilet paper, hand roll paper, etc.)	1	Monthly					
TOTAL								

TRAININGS AND MEETINGS OUTSIDE OF NORMAL SCHEDULE

Line Item	Description	Quantity	Unit of Measure	2027-2028 Pricing	Total	2029	2030	2031
7	Labor	1	Occurance					
8	Materials (Cleaning equipment, plastic trash bags, sanitary napkins, etc.)	1	Occurance					
9	Supplies (Chemicals, toilet paper, hand roll paper, etc.)	1	Occurance					

Line Item	Description	Quantity	Unit of Measure	2027-2028 Pricing	Total	2029	2030	2031
TOTAL								

EVALUATION CRITERIA

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	**Organization, Personnel, and Staffing**	Points Based	25 *(25% of Total)*
2.	**Qualifications, Experience, and References**	Points Based	25 *(25% of Total)*
3.	**Project Approach**	Points Based	25 *(25% of Total)*
4.	**Quality Control and Performance Management**	Points Based	25 *(25% of Total)*

VENDOR SUBMISSIONS

1. Technical Proposal*
See Submittal Content Section for more information.

Pricing shall not be mentioned anywhere in the body of the Technical Proposal.

*Response required

2. City of Aurora terms and conditions acknowledgement*
Please download the below documents, complete, and upload.

- City_of_Aurora_Terms_and_Co...

*Response required

3. Contact Information*
Please download the below documents, complete, and upload.

- COA_Contact_Information.docx

*Response required

4. References*
Sufficient references of all like public and/or private agencies must be presented below. Listing must include company name, contact person, telephone number and date purchased. All Proposers, as a condition of and prior to entry into a contract, agree that a complete background investigation of the principals of the Proposer and all employees who will work on the project may be made. Proposers agree to cooperate with the appropriate City of Aurora personnel to supply all information necessary to complete these investigations. The City of Aurora in its complete discretion may disqualify any Proposer, including low Proposer, and may void any contract previously entered into based on its background investigation.

*Response required

5. Sub-Contractor List
Please provide the following information for each subcontractor:

Company:

Address:

City, State, Zip:

Phone Number:

Contact Person:

6. Eligibility*

By signing this Proposal, the Proposer hereby certifies that they are not barred from bidding on this Proposal as a result of a violation of Article 33E, Public Bids of the Illinois Criminal Code of 1961, as amended (Illinois Compiled Statutes, 720 ILCS 5/33E-1).

☐ Please confirm

*Response required

7. Proposer's Certification*
I/We hereby certify that:

A. A complete set of proposal papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.

B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.

C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all equal employment practice requirements contained in Public Act 87-1257 (effective July 1, 1993) and 775 ILCS 5/2-105 (A).

D. I/We operate a drug free environment and drugs are not allowed in the workplace or satellite locations as well as City of Aurora sites in accordance with the Drug Free Workplace Act of January, 1992.

E. The Proposer is not barred from bidding on the Project, or entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of “bid rigging” or “bid rotating” of any state or the United States.

F. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

☐ Please confirm

*Response required

8. Proposer's Tax Certification*
The Proposer's Executing Officer, being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of the Proposer, that this deponent is authorized to make them and that the statements contained herein are true and correct.

Proposer deposes, states and certifies that Proposer is not barred from contracting with any unit of local government in the State of Illinois as result of a delinquency in payment of any tax administered by the Illinois Department of Revenue unless Proposer is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax, all as provided for in accordance with 65 ILCS 5/11-42.1-1.

☐ Please confirm

*Response required

9. Certificate of Insurance (COI)*

A prospective contractor shall submit a compliant Certificate of Insurance (COI) with its bid or proposal, evidencing the coverage required for the project. All required insurance policies must remain in full force and effect for the duration of the project.

****Please note:** At this stage of the solicitation, the City does *not* require bidders to list the City as a primary, non-contributory additional insured. This requirement will apply only upon award of the contract.

*Response required

10. Additional Information