

AGENDA
Administrative-Finance Committee
August 5, 2024
6:00 p.m. – City Hall Conference Room

- 1. Call to Order**
- 2. Public Comment**
- 3. New Business**
 - a. A resolution approving a contract extension, year 4, with Eco Clean Maintenance, Inc. to provide janitorial services for the City of Darien in an amount not to exceed \$28,896.**
 - b. Update on Strategic Plan**
 - c. Approval of Minutes – June 3, 2024**
- 4. Other Business**
- 5. Next Meeting – September 3, 2024**
- 6. Adjournment**

AGENDA MEMO
Administrative Finance Committee
August 5, 2024

ISSUE STATEMENT

A resolution approving a contract extension, year 4, with Eco Clean Maintenance, Inc. to provide janitorial services for the City of Darien in an amount not to exceed \$28,696.

BACKGROUND/HISTORY

Back in 2021 the City of Darien requested bids which included optional contract extensions (Attachment A). For the past 36 months, Eco Clean Maintenance, Inc. has provided janitorial services for the City, including Public Works, Police Department and City Hall. The City is satisfied with the service provided by Eco Clean Maintenance, Inc.

The FYE 25 budget for Cleaning/Janitorial Services is split as follows:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGET FYE25	YEARLY COST
10-4345	Janitorial Services (75% split)	24,000	22,416
10-4345	Miscellaneous Cleaning	1,000	0
50-4345	Janitorial Services (25% split)	5,900	6,480
	TOTAL	30,900	28,896

STAFF/COMMITTEE RECOMMENDATION

Staff recommends approval of a resolution authorizing a contract extension with Eco Clean Maintenance Inc.

ALTERNATE CONSIDERATION

As directed.

DECISION MODE

This item will be placed on the August 5, 2024 City Council Agenda for approval.

BID TAB - CLEANING/JANITORIAL SERVICES

September 1, 2021

Pre-Proposal Meeting - July 12, 2021 10:00 a.m.

Proposal Due - July 20, 2021 10:00 a.m.

DID NOT SUBMIT BID

DESCRIPTION	UNIT	TOTAL	S&K Facility Mtce LLC		Best Quality		ECO Clean Maintenance		City Wide Facility Solutions		The Tidy Queens Corp		Total Facility Mtce		Vega Building Mtce		Bravo Services, Inc	
			Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual
City Hall - 3x per week	Monthly	12	935.00	\$11,220.00	550.00	\$6,600.00	618.00	\$7,416.00	605.00	\$7,260.00	2,175.68	\$26,108.16	1,758.86	\$21,106.32		\$0.00		\$0.00
Police Department - 5x per week	Monthly	12	1,455.00	\$17,460.00	950.00	\$11,400.00	1,000.00	\$12,000.00	2,625.00	\$31,500.00	3,628.92	\$43,547.04	2,189.96	\$26,279.52		\$0.00		\$0.00
Public Works - 5x per week	Monthly	12	725.00	\$8,700.00	485.00	\$5,820.00	490.00	\$5,880.00	550.00	\$6,600.00	2,419.28	\$29,031.36	775.00	\$9,300.00		\$0.00		\$0.00
TOTALS			3,115.00	\$37,380.00	1,985.00	\$23,820.00	2,108.00	\$25,296.00	3,780.00	\$45,360.00	8,223.88	\$98,686.56	4,723.82	\$56,685.84	0.00	\$0.00	0.00	\$0.00

OPTIONAL CONTRACT EXTENSION - BID TAB - CLEANING/JANITORIAL SERVICES

YEAR 2

DESCRIPTION	UNIT	TOTAL	S&K Facility Mtce LLC		Best Quality		ECO Clean Maintenance		City Wide Facility Solutions		The Tidy Queens Corp		Total Facility Mtce		Vega Building Mtce		Bravo Services, Inc	
			Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual
City Hall - 3x per week	Monthly	12	935.00	\$11,220.00	550.00	\$6,600.00	668.00	\$8,016.00		\$0.00	2,215.98	\$26,591.76	1,811.62	\$21,739.44		\$0.00		\$0.00
Police Department - 5x per week	Monthly	12	1,455.00	\$17,460.00	950.00	\$11,400.00	1,050.00	\$12,600.00		\$0.00	3,696.13	\$44,353.56	2,255.68	\$27,068.16		\$0.00		\$0.00
Public Works - 5x per week	Monthly	12	725.00	\$8,700.00	485.00	\$5,820.00	490.00	\$5,880.00		\$0.00	2,464.08	\$29,568.96	798.25	\$9,579.00		\$0.00		\$0.00
TOTALS			3,115.00	\$37,380.00	1,985.00	\$23,820.00	2,208.00	\$26,496.00	0.00	\$0.00	8,376.19	\$100,514.28	4,865.55	\$58,386.60	0.00	\$0.00	0.00	\$0.00

OPTIONAL CONTRACT EXTENSION - BID TAB - CLEANING/JANITORIAL SERVICES

YEAR 3

DESCRIPTION	UNIT	TOTAL	S&K Facility Mtce LLC		Best Quality		ECO Clean Maintenance		City Wide Facility Solutions		The Tidy Queens Corp		Total Facility Mtce		Vega Building Mtce		Bravo Services, Inc	
			Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual
City Hall - 3x per week	Monthly	12	935.00	\$11,220.00	600.00	\$7,200.00	693.00	\$8,316.00		\$0.00	2,256.27	\$27,075.24	1,865.96	\$22,391.52		\$0.00		\$0.00
Police Department - 5x per week	Monthly	12	1,455.00	\$17,460.00	1,000.00	\$12,000.00	1,100.00	\$13,200.00		\$0.00	3,763.33	\$45,159.96	2,323.35	\$27,880.20		\$0.00		\$0.00
Public Works - 5x per week	Monthly	12	725.00	\$8,700.00	550.00	\$6,600.00	515.00	\$6,180.00		\$0.00	2,508.89	\$30,106.68	822.19	\$9,866.28		\$0.00		\$0.00
TOTALS			3,115.00	\$37,380.00	2,150.00	\$25,800.00	2,308.00	\$27,696.00	0.00	\$0.00	8,528.49	\$102,341.88	5,011.50	\$60,138.00	0.00	\$0.00	0.00	\$0.00

OPTIONAL CONTRACT EXTENSION - BID TAB - CLEANING/JANITORIAL SERVICES

YEAR 4

DESCRIPTION	UNIT	TOTAL	S&K Facility Mtce LLC		Best Quality		ECO Clean Maintenance		City Wide Facility Solutions		The Tidy Queens Corp		Total Facility Mtce		Vega Building Mtce		Bravo Services, Inc	
			Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual	Unit Price	Total Annual
City Hall - 3x per week	Monthly	12	935.00	\$11,220.00	600.00	\$7,200.00	718.00	\$8,616.00		\$0.00	2,296.56	\$27,558.72	1,921.93	\$23,063.16		\$0.00		\$0.00
Police Department - 5x per week	Monthly	12	1,455.00	\$17,460.00	1,000.00	\$12,000.00	1,150.00	\$13,800.00		\$0.00	3,830.53	\$45,966.36	2,393.05	\$28,716.60		\$0.00		\$0.00
Public Works - 5x per week	Monthly	12	725.00	\$8,700.00	550.00	\$6,600.00	540.00	\$6,480.00		\$0.00	2,553.69	\$30,644.28	846.85	\$10,162.20		\$0.00		\$0.00
TOTALS			3,115.00	\$37,380.00	2,150.00	\$25,800.00	2,408.00	\$28,896.00	0.00	\$0.00	8,680.78	\$104,169.36	5,161.83	\$61,941.96	0.00	\$0.00	0.00	\$0.00

RESOLUTION NO. _____

A RESOLUTION APPROVING A CONTRACT EXTENSION, YEAR 4, WITH ECO CLEAN MAINTENANCE, INC. TO PROVIDE JANITORIAL SERVICES FOR THE CITY OF DARIEN IN AN AMOUNT NOT TO EXCEED \$28,896

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, as follows:

SECTION 1: The City Council of the City of Darien hereby approves a contract extension, year 4, with Eco Clean Maintenance, Inc. to provide janitorial services for the City of Darien in an amount not to exceed \$28,896, a copy of which is attached hereto as “**Exhibit A**”.

SECTION 2: This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 5th day of August 2024.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 5th day of August 2024.

JOSEPH MARCHESE, MAYOR

ATTEST:

JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM

CITY ATTORNEY

**BID PROPOSAL
FOR
CITY OF DARIEN
BY
ECO CLEAN MAINTENANCE, INC.**



ECO CLEAN MAINTENANCE, INC.

June 25th, 2021

City of Darien
1702 Plainfield Rd
Darien, IL 60561

Re: Janitorial Services Proposal

To whom this may concern:

I would like to take this opportunity to introduce our company. We are a commercial janitorial company specializing in providing state of the art janitorial services to companies with diversified requirements. We are very confident that our extremely competitive rates and the highest standard of services in the industry could be an added benefit to your company.

QUALITY CONTROL AND EXCELLENT ON PREMISES SUPERVISION are only two of a long list of reasons that separate us from our competition.

In *Eco Clean Maintenance, Inc.* we believe that we offer outstanding customer service and satisfaction that our clients deserve, expect and will receive.

I would appreciate a few moments from your busy schedule to present to you what sets us ahead of the competition and provide you with our competitive rates.

Thank you for your time.

YOUR SATISFACTION MEANS OUR SUCCESS!

Truly yours,

Dylan Meyer
Sales Manager
Eco Clean Maintenance, Inc.
773-616-9009

**REQUEST FOR PROPOSAL (RFP)
FOR
MUNICIPAL FACILITY CLEANING SERVICES
FOR
THE CITY OF DARIEN**

City Facilities Included in Request:

City Hall – 1702 Plainfield Road

Police Department – 1710 Plainfield Road

Public Works – 1041 S. Frontage Road

Pre-Proposal Meeting, Monday, July 12, 2021 – 10:00 a.m.

Proposal Due Tuesday, July 20, 2021 – 10:00 a.m.

PART 1 – GENERAL TERMS AND CONDITIONS

1. INTENT

It is the intent of the City of Darien, to solicit bids from qualified vendors to furnish all supervision, labor, janitorial supplies, consumable materials, tools, and equipment necessary to complete all cleaning and janitorial services in a workmanlike and acceptable manner at three (3) City-owned facilities, which locations are in DuPage County, within the corporate limits of the City of Darien, Illinois.

2. MANDATORY PRE-BID MEETING:

Failure to attend the pre-bid meeting will result in disqualification from the bid process. The pre-proposal meeting will be held in the City Hall Conference Room, 1702 Plainfield Road (630) 852-5000, on the date and time shown on the cover page of these Specifications and Proposal Documents.

3. AWARD

Award shall be made to the lowest responsive and responsible bidder who best meets the specifications including financial capacity to perform, experience and qualifications performing similar work, and scheduling based upon the evaluation criteria specified herein.

The City of Darien reserves the right to reject any or all bids, waive technicalities, and to award in part or in whole or not award any portion of the bid, whatever is deemed to be in the best interest of the City.

This contract is a non-exclusive contract with the City of Darien. The City reserves the right to use other contractors or its own employees to perform work similar to that being performed under the terms of this contract. Performance of work by others shall be considered consistent with the terms of this contract and shall not be construed as cause for the Contractor to cease performance of work as directed.

4. FAMILIARITY

Bidders are responsible to verify and become familiar with all conditions, instructions and specifications governing this contract. Before submission of a bid, Bidders are advised to 1) Inspect the site(s) of the proposed work and become familiarized with all the site conditions that may affect the performance of the work; and 2) Review all General Conditions, Specifications, and details provided with these bid documents.

5. BIDDER QUALIFICATIONS AND EVALUATION CRITERIA

To be considered for award of a contract, Bidders must demonstrate the capability to provide services required in accordance with these bid specifications. This includes:

- A. Attendance at Mandatory Pre-Bid Meeting
- B. Bid pricing
- C. Compliance with specifications
- D. References
- E. Not currently suspended from participation in any Local, State or Federal Projects

6. ADDENDA AND REQUESTS FOR INFORMATION

Any and all changes to these specifications are valid only if they are included by written Addendum to All Bidders. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure of any bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this bid as submitted. All addenda so issued shall become part of the bid documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a bidder to improperly submit a bid.

7. PREVAILING WAGE/CERTIFIED PAYROLL REQUIREMENTS (Public Act 94-0516)
N/A

8. EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC WORKS ACT (30 ILCS 570/)
N/A

9. ILLINOIS HUMAN RIGHTS ACT (776 ILCS 5/)

In the event the Contractor's non-compliance with the provision of the Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Applicable Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

10. WAIVER OF WORKERS COMPENSATION/OCCUPATIONAL DISEASE EXPENSE REIMBURSEMENT
The Contractor agrees to waive any and all rights to reimbursement of workers' compensation expenses under Section 1(a)(4) of the Illinois Workers' Compensation Act (820 ILCS 305), and as amended; and the Contractor agrees to waive any and all rights to reimbursement of occupational disease expenses under Section 1(a)(3) of the Illinois Occupational Diseases Act (820 ILCS 310), and as amended.

11. SUBCONTRACTORS

If any Bidder intends on subcontracting out all or any portion of the engagement, that fact, and the name of the proposed subcontracting firm(s) must be clearly disclosed on the form provided herein (use additional sheets if necessary). Failure to identify subcontractors could result in disqualification.

In the event the Contractor requires a change of the subcontractor(s) identified, a written request from the Contractor and a written approval from the City of Darien is required.

Notwithstanding written consent to subcontract, the Contractor shall perform with the Contractor's own organization, work amounting to not less than fifty (50%) percent of the total contract cost, and with materials purchased or produced by the Contractor. A subcontractor shall be bound by the conditions of this contract and shall perform in accordance with all terms and specifications of the contract.

12. CHANGE IN STATUS

The Contractor shall notify the City immediately of any change in its status resulting from any of the following: (a) Contractor is acquired by another party; (b) change in greater than 5% ownership interest; (c) Contractor becomes insolvent; (d) Contractor, voluntarily or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (e) Contractor ceases to conduct its operations in the normal course of business. The City shall have the option to terminate its agreement with the Contractor immediately on written notice based on any such change in status.

13. INVOICES, PAYMENTS, AND QUANTITIES

Payment will be made by the City of Darien thirty (30) days after receipts of statement or invoice from Contractor for services rendered.

14. INDEPENDENT CONTRACTOR

The Contractor is an independent contractor and no employee or agent of the Contractor shall be deemed for any reason to be an employee or agent of the City.

15. TERMINATION

The City of Darien reserves the right to terminate this contract, or any part of this contract, upon ten (10) days written notice. In case of such termination, the Contractor(s) shall be entitled to receive payment for work completed to date in accordance with the terms and conditions of this contract. In the event that this contract is terminated due to Contractor's default, the City shall be entitled to purchase substitute items and/or services elsewhere and to charge the Contractor with any or all losses incurred, including attorney's fees and expenses.

16. INSURANCE REQUIREMENTS

The successful bidder ("Contractor") shall furnish, separately to the City of Darien, within ten (10) calendar days after being notified of the acceptance of bid, and shall maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

MINIMUM SCOPE OF INSURANCE – Coverage shall be at least as broad as:

Insurance Services Office Commercial General Liability occurrence form CG 0001 with the City of Darien named as additional insured on a primary and non-contributory basis. This primary, non-contributory additional insured coverage shall be confirmed through the following required policy endorsements:

- A. ISO Additional Insured Endorsement CG 20 10; and
- B. Owners and Contractors Protective Liability (OCP) policy with the City of Darien as insured; and
- C. Insurance Service Office Business Auto Liability coverage form number CA 0001, Symbol 01 "Any Auto."; and
- D. Workers' Compensation as required by the Workers' Compensation Act of the State of Illinois and Employers' Liability insurance.

MINIMUM LIMITS OF INSURANCE – Contractor shall maintain limits no less than the following:

- A. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
- B. Owners and Contractors Protective Liability (OCP): \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
- C. Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- D. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$500,000 per accident.

DEDUCTIBLES AND SELF-INSURED RETENTIONS – Any deductibles or self-insured retentions must be declared to and approved by the City of Darien. At the option of the City of Darien, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City of Darien, its officials, employees, agents and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

OTHER INSURANCE PROVISIONS – The policies are to contain, or be endorsed to contain, the following provisions:

- A. **General Liability and Automobile Liability Coverages**
 - a. The City of Darien, its officials, employees, agents and volunteers are to be covered as additional insureds as respects: liability arising out of the Contractor's work, including activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City of Darien, its officials, agents, employees and volunteers.
 - b. The Contractor's insurance coverage shall be primary and non-contributory as respects the City of Darien, its officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City of Darien, its officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting provisions of the policies shall not affect coverage

provided to the City of Darien, its officials, employees, agents and volunteers.

- d. The Contractor's insurance shall contain a Severability of Interests/Cross Liability clause or language stating that Contractor's insurance shall apply separately to each insured against who claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- e. If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form," then the Contractor shall be required to name the City of Darien, its officials, employees, agents and volunteers as additional insureds.
- f. All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.
- g. The contractor and all subcontractors hereby agree to waive any limitation as to the amount of contribution recoverable against them by City of Darien. This specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable in contribution such as *Kotecki v. Cyclops Welding*.

B. Workers' Compensation and Employers' Liability Coverage

- a. The insurer shall agree to waive all rights of subrogation against the City of Darien, its officials, employees, agents and volunteers for losses arising from work performed by Contractor for the municipality.

C. All Coverages

- a. **No Waiver.** Under no circumstances shall the City of Darien be deemed to have waived any of the insurance requirements of this Contract by any act or omission, including, but not limited to
 - i. Allowing work by Contractor or any subcontractor to start before receipt of Certificates of Insurance and Additional Insured Endorsements.
 - ii. Failure to examine, or to demand correction of any deficiency, of any Certificate of Insurance and Additional Insured Endorsement received.
- b. Each insurance policy required shall have the City of Darien expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

ACCEPTABILITY OF INSURERS – Insurance is to be placed with Insurers with a Best's rating of no less than A-, VII and licensed to do business in the State of Illinois.

VERIFICATION OF COVERAGE – Contractor shall furnish the City of Darien with certificates of insurance naming the City of Darien, its officials, employees, agents and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City of Darien before any work commences. The City of Darien reserves the right to request full certified copies of the insurance policies and endorsements.

SUBCONTRACTORS – Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

ASSUMPTION OF LIABILITY – The contractor assumes liability for all injury to or death of any person or persons including employees of the contractor, any sub-contractor, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to this agreement.

17. REGULATORY REQUIREMENTS

Successful bidder must comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and/or other governmental unit or regulatory body now in effect or which may be in effect during the performance of the work. Included within the scope of the laws, regulations, and rules referred to in this paragraph but in no way to operate as a limitation, are Occupational Safety & Health Act (OSHA), Illinois Department of Labor (IDOL), Department of Transportation, all forms of traffic regulations, public utility, Intrastate and Interstate Commerce Commission regulations, Workers' Compensation Laws, Prevailing Wage Laws, the Social Security Act of the Federal Government and any of its titles, the Illinois Department of Human Rights, Human Rights Commission, or EEOC statutory provisions and rules and regulations.

PART 2 – TECHNICAL TERMS AND SPECIAL PROVISIONS

1. SCOPE OF WORK

- 1.1. The successful bidder ("Contractor") shall furnish the necessary labor, equipment and materials required to provide a high level of janitorial services and cleaning in accordance with these contract terms, conditions and special provision. The bid shall include all costs associated with furnishing supervision, lead workers, labor, contractor-supplied materials, tools, consumable materials, and equipment necessary meet or exceed the quality standards described herein.
- 1.2. The Contractor shall become fully acquainted with the nature of the work, all sites at which work is to be accomplished, and the conditions affecting the cost and performance of work at these locations within the corporate limits of the City of Darien, which locations are in DuPage Counties, Illinois, and to be serviced as follows:
 - 1) City Hall, 1702 Plainfield Road – three (3) alternating days cleanings/week: Monday, Wednesday, Friday
 - 2) Police Station, 1710 Plainfield Road – five (5) consecutive days cleanings/week: Monday-Friday.
 - 3) Public Works, 1041 S. Frontage Road – five (5) consecutive cleanings/week: Sunday-Thursday only
- 1.3. A list of tasks by location and frequency is included in Appendix A - Cleaning and Janitorial Task Schedule. A separate description of facility use is included in these special provisions to familiarize bidders with the extent of cleaning expected at each.
- 1.4. The Contractor will provide professional cleaning and janitorial services in accordance with safety data sheets (SDS, formerly MSDS), equipment manufacturer recommendations, applicable industry safety codes, and the Occupational Safety and Health Administration (OSHA) regulations.
- 1.5. Damage to Property: Contractor shall exercise caution to avoid damaging equipment, buildings, walls, flooring, and especially the finished workspaces. The Contractor shall be responsible for damage caused by their actions or failure to protect appropriately, and shall immediately notify the Police Department of any such damage. The City reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damage caused by the Contractor, and deduct these costs from any payment due the Contractor.

2. CONTRACT TERM AND RENEWAL

- 2.1. The initial term of this contract will be for the period of September 1, 2021 through August 31, 2022 with the option for four (4) annual renewals. There shall be no pricing adjustments for the initial contract term.
- 2.2. The City may, at its option and with the concurrence of the Contractor, extend the period of this agreement an additional three (3) years in one (1) year increments through December 31, 2025. All renewals shall commence on September 1st and terminate on August 31st of any calendar year.
- 2.3. The Contractor shall be notified in writing of the City's intention to renew the contract period not less than sixty (60) calendar days prior to the expiration of the contract. The optional annual renewals will be based on performance and rating of services provided.
- 2.4. Unit price adjustments may be made at the time of any renewal of the contract. The unit price adjustments cannot exceed the percentage increase of the Chicago Area Consumer Price Index

(Chicago-Gary-Kenosha) for the most recent twelve (12) month period preceding the renewal notification, as published by the Labor Department, and in no case can increase more than 5 percent in any one year. Expenditure category used shall be "All Items".

- 2.5. The Contractor shall accept or decline the renewal in writing no later than fifteen (15) business days after the date contained in the City's renewal request.

3. NOTIFICATION OF WORK AND FACILITY SCHEDULES

- 3.1. Supervision: This contract will be under the direct supervision of the assigned designee and detailed supervision provided by the Public Works Superintendent or their authorized representative(s). Any alterations, modifications, or claims for any extra work to be performed under this contract shall be made only by written agreement between the Contractor and the Director and shall be made prior to commencement of such changes.
- 3.2. The Contractor will meet once per month with the assigned designee during the first 90 days of the contract, and once per 3-months (quarter) thereafter.
- 3.3. The Contractor shall have at least one telephone number for calls 24 hours per day, seven (7) days per week including holidays.
- 3.4. The Contractor shall establish a routine normal schedule for the completion of the work. The schedule shall be submitted for approval to the assigned designee at the commencement of the contract and shall be re-submitted anytime revisions in the schedule occur. It shall be the Contractor's responsibility to provide sufficient manpower to complete the schedule each day regardless of sickness, leaves, or other personnel matters.
- 3.5. The Contractor may have to occasionally revise the normal cleaning and janitorial work schedule in various meeting rooms and nearby common areas so as to not interfere with scheduled meetings or events. The City will provide advance notice of meetings and events. Such meeting room use is considered a normal activity of the facility and shall in no way diminish the Contractor's responsibility for cleaning the meeting rooms and common areas following the meeting.
- 3.6. The facilities' uses, hours of operation and normal times at which cleaning and janitorial services could be completed, has been generalized herein and is not intended to be all-inclusive:
- 3.6.1. City Hall – upper and lower levels, includes administrative offices, conference room, bathrooms, and coffee station. The lower level includes council chambers, bathrooms and breakroom. Permanent file storage and computer network equipment rooms are also located on the lower level.
 - 3.6.1.1. Normal use hours are 8:30 AM to 5:00 PM.
 - 3.6.1.2. The Contractor will have access normally Monday through Friday 6:00 P.M. through 6:00 A.M., and all times on weekends and holidays.
 - 3.6.1.3. The Contractor shall be responsible for cleaning all offices, common areas, stairways, meeting rooms, break rooms, and restrooms.
 - 3.6.2. Police Station – upper and lower, includes administrative offices of the Police Department, secured offices of the Police Chief and Commanders, as well as criminal evidence and prisoner processing rooms. The meeting room is frequently scheduled for daytime and evening meetings. Break rooms are used daily for employees' preparation and consumption of snacks and meals as well as public use associated with the meeting rooms. Locker rooms are used daily and its showers used occasionally. *This contract does not include the temporary prisoner detention areas.*

- 3.6.2.1. This building is operating 24-hours each day with law enforcement staff, however administrative normal use hours are 8:00 AM to 5:00 PM.
 - 3.6.2.2. The Contractor will have access normally Monday through Friday 6:00 P.M. through 6:00 A.M., and all times on weekends and holidays.
 - 3.6.2.3. The Contractor will be restricted occasionally from the offices of the Police Chief and Commanders, and the Evidence Processing Room when doors are locked; however, unlocked doors shall indicate a request for routine cleaning and janitorial services.
 - 3.6.2.4. The Contractor shall be responsible for cleaning all offices, common areas, meeting rooms, break rooms, restrooms, and locker rooms.
- 3.6.3. Public Works – two levels, includes administrative offices, restrooms, work spaces and meeting rooms. The conference room is used occasionally for daytime and evening meetings. The break room is used daily for employees' preparation and consumption of snacks and meals, and occasionally for daytime meetings. This contract does not include the garage areas or locker room.
- 3.6.3.1. Normal use hours are 7:00 AM to 3:30 PM.
 - 3.6.3.2. The Contractor will have access normally Monday through Friday 4:00 P.M. through 6:00 A.M., and all times on weekends and holidays.
 - 3.6.3.3. This building may occasionally operate with personnel all hours each day; for example, emergency repairs or wintertime snow and ice control operations.
 - 3.6.3.4. Personnel can have on their boots and clothing a great deal of grease, dust, dirt, mud, salt, and asphalt. Extra effort may be required to maintain floors.
 - 3.6.3.5. The Contractor shall be responsible for cleaning all offices, work spaces, common areas, meeting rooms, break rooms, and restrooms.

4. CONTRACTOR'S PERSONNEL

- 4.1. The Contractor shall provide to the City a designated contact person on all work performed by the Contractor's crew(s). At all times that crews are working in any City facility the designated contact person shall be available by telephone and be able to contact crews working in those facilities. The designated contact person shall be responsible for the instruction and training of personnel in the proper work methods and procedures. The designated contact person will schedule and coordinate all services and functions as required by the contract and as specified in the task schedules. It is not necessary for the designated contact person to be on site.
- 4.2. Employee Work List and Background Check: The Contractor shall confidentially submit a current list of the names, addresses, date of births, and photo identification of all employees who will perform work under this contract. All employees on this list shall be first required to submit to a fingerprint-based background check conducted by the City's Police Department prior to being allowed access to City facilities. Changes in this employment list shall be reported to the City Administrator within 48 hours. No employee shall be allowed on the job site until the documentation has been provided and the City has had sufficient time to conduct its background checks to approve each employee. The City shall have and shall exercise full and complete control over clearance for Contractor's employees, or to request changes to the employee list.
- 4.3. All Contractors' employees will display photo identification badges while working on City premises. No employees will be allowed access to any area without displaying the required identification badge.

- 4.4. Keys and access cards issued by the City to the Contractor's personnel shall be in the possession of a single employee at all times when in City facilities. In the event that a card is lost or damaged, Contractor shall IMMEDIATELY NOTIFY THE POLICE DEPARTMENT so that access for that card may be halted. The Contractor shall reimburse the City for the cost of keys and access cards, including all costs associated with replacement keys and changing of locks if deemed necessary by the City.
- 4.5. All employees and representatives of the Contractor's company must be able to read and understand all chemical labels, building signs, and warning signs.
- 4.6. To ensure competent and safe performance of the work, all employees shall be bonded under the Contractor's company, and the Contractor shall provide appropriate training to employees prior to the beginning of service under this Contract. The Contractor is responsible for any theft or tampering by his workers or during the period the workers are in the building.
- 4.7. The Contractor's employees will be working in areas which are under secured access and other areas which will be generally open to the public during reasonable hours for meetings and other uses. All secured areas shall be maintained in a secured condition and these areas shall be locked immediately upon completing the required work. The Contractor, upon completion of the public use, will secure access to the public meeting areas of the buildings. All areas shall be secured when the Contractor has completed his daily operations.
- 4.8. Any employee(s) of the Contractor whom the City deems careless, discourteous, or otherwise objectionable or who cannot meet standards required for security or other reasons will be prohibited from entering the buildings to perform work. The Contractor shall be required to provide alternate employee(s) to complete the work required.

5. CLEANING AND JANITORIAL SERVICES SPECIFICATIONS

- 5.1. The Contractor shall provide all equipment, labor, and supplies for the services described in this section. The Contractor shall provide, at no additional cost to the City, all equipment and janitorial supplies required to support these work activities with the exception of consumable materials as may be optioned herein.
- 5.2. The Contractor shall provide a high level of cleaning and janitorial services with the care and expectations as described herein and at the frequency specified in Appendix A - Cleaning and Janitorial Task Schedule. These descriptions are not all-inclusive, as the Contractor's exceptional work practices should be the standard when conducting cleaning activities.
- 5.2.1. **DUSTING:** Satisfactory and acceptable dusting will present a surface free from all dust and other loose material and shall be completed using appropriate means such as treated cloths or micro-fiber cloths.
- 5.2.2. **CLEANING (Non-Floor Surfaces):** A satisfactory and acceptable clean surface shall be completely free of all loose and adhering dirt or other foreign material down to the original finish of the surface. A clean surface will appear both physically and visually clean, free from streaks or other residue. If a cleaning agent is required, an approved agent for the surface to be cleaned shall be used in accordance with the manufacturer's use recommendations.
- 5.2.3. **RESTROOMS AND LOCKER ROOMS:** All porcelain fixtures, chrome and metal work, and glass shall be cleaned and free from streaks, dirt or grime using approved cleaners. Bowls, urinals and sinks shall be free from water stains, rings and biological stains. Floors, walls, and partitions shall be cleaned and free from stains, dirt, grime or streaks. Sanitizing shall be completed with an approved disinfectant. Restrooms shall be free of objectionable odors.
- 5.2.4. **KITCHENS AND LUNCHROOMS:** All fixtures, appliances, chrome and metal work, and glass shall be cleaned and polished to a shiny appearance free from streaks, dirt, grease and grime. Sinks shall be free from rings and stains and free from objectionable odor. Floors, walls, cabinets, tables, chairs and garbage receptacles shall be free from stains, dirt, grime, odors, grease and streaks. Microwave ovens shall be clean and free from "cooked on" foodstuffs.
- 5.2.5. **FLOORS AND CARPETS:** A satisfactory and acceptable floor or carpet will not have dust, streaks, marks or dirt in corners behind doors or under furniture. All paper clips, staples, etc. shall be picked up. The use of vacuuming equipment and/or treated dust mops will be used to keep the floors clean and free of all dust, dirt and loose foreign material, including all corners, crevices and other hard to reach areas, regardless of the surface. Waxed floors will show a "wet look" gloss and shall not be yellowed, streaked, cloudy, foggy, hazy, or otherwise show signs of films. Heavy use carpet areas will be spot cleaned as needed to maintain a dirt-free appearance between contractual cleanings. Baseboard shall be cleaned periodically to remove dirt, dust, and scuff marks.
- 5.2.6. **WET MOPPING:** Satisfactory and acceptable wet mopping will present a clean floor free from streaks, smears and dried dirt. Safe, all-purpose detergents will be used on all resilient and hard floor surfaces. During winter months when snow & ice control chemicals may be in use Contractor shall use an approved neutralizing product. Water will be changed daily at a minimum, between cleaning processes, or when the level of soil is such that more frequent water changes are required to maintain satisfactory cleaning. These same standards shall apply to cleaning of stairways and chair mats.
- 5.2.7. **SPOT CLEANING:** When a spot or stain is detected in the carpet, effort shall be made to identify the stain and use an appropriate spot cleaner to eliminate the stain. If the stain

cannot be cleaned, the City Administrator shall be notified of the approximate location of the stain and methods attempted to remove it.

5.2.8. GLASS: A satisfactory and acceptable glass, mirror or vitreous surface will be free from streaks, smears, and spots. All interior glass and at entrances shall be cleaned.

5.2.9. MISCELLANEOUS CLEAN UP, RESTRICTIONS AND REQUESTS:

5.2.9.1. Use wet floor warning signs whenever floors are mopped and dampened.

5.2.9.2. Pick up swept dirt.

5.2.9.3. Empty mop bucket and rinse out mop in designated sinks or basins.

5.2.9.4. Clear all sink drains of debris.

5.2.9.5. Restore any materials to proper storage location.

5.2.9.6. Turn-off all lights.

5.2.9.7. Keep clean and orderly the dumpster sites.

5.2.9.8. Keep storage areas and janitor's closets clean, safe and organized.

5.2.9.9. Never leave keys or access cards off your person. Lost or stolen keys or access cards shall be REPORTED TO THE POLICE DEPARTMENT IMMEDIATELY. Do not go into cabinets, closets, or storage areas that you have not been authorized to access.

5.2.9.10. Do not remove paper, boxes, or other items from the floor that are not in wastebaskets.

5.2.9.11. Place all "found" valuables on desk in the Clerk's Office at the City Hall.

5.2.9.12. Place a sign on both the front and rear windshield of your car if you drive to a work location showing "JANITOR".

5.2.9.13. Do not use office telephones for personal calls.

5.2.9.14. Do not allow anyone except Contractor's personnel or authorized City employees to enter the building if the building has been locked or secured

5.2.9.15. Note immediately if anything was broken or damaged when Contractor's personnel entered a work location, and NOTIFY THE POLICE DEPARTMENT within one (1) hour.

5.2.9.16. If Contractor's personnel feel harassed or witness a crime, CALL THE POLICE DEPARTMENT IMMEDIATELY

5.3. The City will provide at each facility the secure locations for storage of Contractor's equipment, cleaning supplies, and consumable materials, as well as all containers for refuse disposal both inside and outside the facilities, including recycling containers when applicable.

5.4. If for any reason the City objects to the use of a cleaning or janitorial product, the Contractor shall discontinue use and find a substitute acceptable to the City. All products supplied or used under this Contract shall be new in their original containers and within product expiration dates.

5.5. SAFETY, LABELING & COMPLIANCE: All supplies of the Contractor and stored at the City facilities shall meet all applicable standards for product safety, and which shall be deemed stored safely in the City facilities without modifications. Any items determined not to be in compliance

shall be corrected or removed. Contractor shall furnish the City copies of Safety Data Sheets (SDS, formerly MSDS), for all products used, prior to beginning service, and shall update copies of the SDS annually and at any time a new chemical or cleaning product is to be used.

- 5.6. **Building Alarms:** Contractor's personnel are responsible for arming and disarming alarm systems at the City facilities. For each false alarm that occurs due to the action of the Contractor's personnel, the Contractor shall be charged the fines assessed by the Fire Protection District.
- 5.7. **Inspections & Corrections:** Periodic inspections shall assess the Contractor's performance in meeting these standards. The Contractor and the City shall jointly establish a system whereby the City can give notice to the Contractor indicating problems, complaints and other discrepancies. The Contractor shall formally respond to these requests and notices. Any deficiencies noted in any inspection shall be corrected within twenty-four (24) hours, or by such time mutually agreed to by the City.
- 5.8. The Contractor shall accept the facilities and appurtenances in their current condition. No compensation will be allowed for modifications or repairs to meet Contractor's requirements. Under no circumstances will any facility's components be upgraded, enhanced, or improved, after the bid has been awarded, to the Contractor's specifications or for the benefit of the Contractor.

6. CONSUMABLE MATERIALS – OPTION BID

- 6.1. All bidders shall provide with this bid the annual costs to furnish consumable products for City facility use which will be replenished as part of routine cleaning and janitorial services including hand soap, shower soap and urinal blocks. The City has previously provided consumable materials through other purchasing contracts; however, it may be in the best interest of the City for the Contractor to purchase and replenish these consumable supplies as part of the Cleaning and Janitorial Services Contract.
- 6.2. All products furnished shall be compatible with existing dispensing units or containers, and replenished during the course of routine services under this Contract. This item does not include facial tissues.
- 6.3. Contractor's selected products for consumable supplies shall be of the highest quality. The selected bidder (Contractor) may be requested to make available at no cost to the City sufficient samples of the proposed paper towels, liquid hand soap, and deodorant urinal blocks to assess product quality.
- 6.4. The total contract award of this Cleaning and Janitorial Services Contract may include the Consumable Materials–Option Bid if bid prices for this Option are within the City budget and pricing is most advantageous to the City.

The City is exempt from paying Illinois Sales Tax and Federal Excise Taxes. Prices submitted shall not include any of these taxes. Prices bid must include all applicable costs to the City including shipping costs to City facilities if necessary.

7. SPECIAL CLEANING – OPTION BIDS

7.1. All bidders shall provide on the Bid Proposal Form the one-time costs per each special cleaning service at City facilities, which services are not specified as part of routine services of this contract, including washing exterior windows, stripping and refinishing vinyl tile floors, hot-water extraction cleaning of carpeted areas, and hot-water extraction cleaning of cloth office furniture during the carpet cleaning.

7.1.1. The City will move and replace furniture as may be requested by the Contractor.

7.1.2. Costs for special cleaning services shall include all labor, equipment, materials, and supplies. No additional mark-up or cost increases may be later requested for mobilization, transportation, fuel, unique equipment, overhead, profit, etc. for completing this work as may be scheduled outside of normal facility hours including on weekends.

7.2. Payment will be made based on the prices provided by the selected bidder (Contractor) of this Cleaning and Janitorial Services Contract, at such time these special services are needed.

8. PAYMENT

8.1. Payment for all work completed and accepted will be made on the basis of the contract prices unless other agreements have been authorized in writing as specified herein. The Contractor shall submit the invoice to the City for all work completed during the month.

8.2. If scheduled work has not been completed in accordance with the approved schedule, payment will be withheld for the appropriate value of uncompleted work. At such time that the work is completed and accepted, payment will be made with the next scheduled monthly payment.


8.3. Any liquidated damages accrued and assessed as specified herein will be deducted from any monies due or to become due to the Contractor from the City.

**CITY OF DARIEN
CLEANING/JANITORIAL SERVICES
BID SHEET**

September 1, 2021 - August 31, 2022

LOCATION	MONTHLY COST	TOTAL MONTHS	ANNUAL COST
City Hall – 3x week	\$ 618	12	\$ 7,416
Police Department – 5x week	\$ 1,000	12	\$ 12,000
Public Works – 5x week	\$ 490	12	\$ 5,880
TOTAL	\$ 2,108		\$ 25,296

Name: JOEL SANCHEZ
(print)

Signature: 

Company Name: Eco Clean Maintenance

Address: 515 W Wrightwood Ave Elmhurst IL 60126

Office Phone: 773-616-9009

Cell Phone: 312-720-6920

Email: JSANCHEZ@ecocleanmaintenance.com

**CITY OF DARIEN
CLEANING/JANITORIAL SERVICES
BID SHEET**

Optional Contract Extension – Year 2

APPENDIX A DUTIES/ LOCATION	MONTHLY COST	TOTAL MONTHS	ANNUAL COST
City Hall – 3x week	\$ 668	12	\$8,016
Police Department – 5x week	\$ 1,050	12	\$12,600
Public Works – 5x week	\$ 490	12	\$5,880
TOTAL	\$ 2,208		\$26,496


Optional Contract Extension – Year 3

APPENDIX A DUTIES/ LOCATION	MONTHLY COST	TOTAL MONTHS	ANNUAL COST
City Hall – 3x week	\$ 693	12	\$8,316
Police Department – 5x week	\$ 1,100	12	\$13,200
Public Works – 5x week	\$ 515	12	\$6,180
TOTAL	\$ 2,308		\$27,696

Optional Contract Extension – Year 4

APPENDIX A DUTIES/ LOCATION	MONTHLY COST	TOTAL MONTHS	ANNUAL COST
City Hall – 3x week	\$ 718	12	\$8,616
Police Department – 5x week	\$ 1,150	12	\$13,800
Public Works – 5x week	\$ 540	12	\$6,480
TOTAL	\$ 2,408		\$28,896

Name: JOEL SANCHEZ
(print)

Signature: 

Company Name: Eco Clean Maintenance

Address: 515 W Wrightwood Ave Elmhurst IL 60126

Office Phone: 773 - 616 - 9009

Cell Phone: 312 - 720 - 6980

Email: JSanchez@ecocleanmaintenance.com

Eco-Clean Maintenance, Inc.

OPTION BID

Consumable Materials

Year #1: \$7,200

Year #2: \$8,400

Year #3: \$9,600

Year #4: \$10,800

Additional Services

- **Stripping/Waxing of Floors=\$0.40 per sq. ft. (\$150 minimum)**
- **Carpet Cleaning=\$0.15 per sq. ft. (\$100 minimum)**
- **Windows=\$5 per window (Exterior/Interior)**
- **Machine Scrubbing of Floors=\$0.08 per sq. ft. (\$150 minimum)**

APPENDIX A

CLEANING AND JANITORIAL TASK SCHEDULE

	City Hall				Police Station				Public Works			
	Each Visit	Weekly	Monthly	April & October	Each Visit	Weekly	Monthly	April & October	Each Visit	Weekly	Monthly	April & October
GENERAL HOUSEKEEPING												
Gather all waste paper, insert liners, and remove to proper disposal or recycling area. Paper and other recyclable materials shall be collected, and stored for removal as designated.	•				•				•			
Dust as necessary exposed area of tables, countertops, file cabinets, bookcases and shelves, and return vents.	•				•				•			
Spot clean soiled areas	•				•				•			
Wipe clean working areas of tables, other work surfaces. Papers on these surfaces should not be disturbed.	•				•				•			
Clean, scour, and sanitize drinking fountains	•				•				•			
Spot clean interior door glass, glass partitions, office windows, and light switches.	•				•				•			
Damp clean top handrail on all stairways	•				•				•			
Wipe clean all desktops, if free of clutter		•				•				•		
Dust as necessary all horizontal blinds in offices and common areas		•				•				•		
Empty exterior waste containers and insert new liners if required		•				•				•		
Clean and sanitize telephones		•				•				•		
Dust all horizontal surfaces including sills, ledges, moldings, picture frames, wall hangings, and radiators (including washrooms and lunchrooms)		•				•				•		
Dust tops of all room divider partitions, including attached cabinets		•				•				•		
Dust tops of all lockers		•				•				•		
Clean & Polish Kickplates		•				•				•		
Clean and polish all railings with approved cleaner		•				•				•		
Clean all entrance door glass & interior glass surfaces (not exterior windows)		•				•				•		
Remove fingerprints from doors, moldings and from around light switch plates (including washrooms and lunchrooms)		•				•				•		
Damp wipe complete railings of all stairways		•				•				•		
Vacuum upholstered chairs and furniture			•				•				•	
Damp wipe and mop clean the elevator			•				•				•	
Clean all entrance door glass & interior glass surfaces (not exterior windows)			•				•				•	
Dust HVAC vents & returns for cobwebs, dust & dirt, up to 10 feet			•				•				•	
Dust exterior of all lighting fixtures			•				•				•	
Clean or vacuum all vertical surfaces of room dividers and partitions, including attached cabinets			•				•				•	
Vacuum dust from all window blinds				•				•				•

CLEANING AND JANITORIAL TASK SCHEDULE

	City Hall				Police Station				Public Works			
	Each Visit	Weekly	Monthly	April & October	Each Visit	Weekly	Monthly	April & October	Each Visit	Weekly	Monthly	April & October
RESTROOMS, SINKS, KITCHENS/BREAKROOMS												
Clean, sanitize and polish all metal and vitreous fixtures including toilet bowls, urinals, hand basins, and sinks	•				•				•			
Clean and sanitize toilet seats (both sides) and all counter areas	•				•				•			
Clean mirrors	•				•				•			
Empty all waste containers and insert liners	•				•				•			
Dust tops of partitions as necessary	•				•				•			
Spot clean partition doors as necessary	•				•				•			
Spot clean walls around sinks and walls around and under towel cabinets and urinals	•				•				•			
Clean and refill all dispensers	•				•				•			
Clean interior and exterior of microwaves	•				•				•			
Empty and clean coffee makers and coffee pots	•				•				•			
Spot clean exterior of refrigerators and dishwashers	•				•				•			
Damp clean exterior of waste containers		•				•				•		
Damp clean seats and backs of plastic chairs in breakrooms		•				•				•		
Damp clean partitions and partition doors and remove all writing where possible		•				•				•		
Spot clean all walls		•				•				•		
Damp clean seats and handles of exercise equipment in wellness room						•						
Change urinal blocks												
Thoroughly clean all washroom, locker room partitions and walls												
Clean exterior of all lockers												
FLOORCARE RESILIENT AND HARD												
Dust mop with treated mop, or sweep all open hard floor surfaces including stairways	•				•				•			
Mop all hard floor surfaces & entryways (mats to be picked up).	•				•				•			
Clean floor mats with vacuum	•				•				•			
Detergent mop and rinse and disinfect all washroom floor and locker room floors	•				•				•			
Damp clean all stair steps		•				•				•		
Machine spray buff all resilient tile areas												
Machine scrub and refinish all washroom floors (no wax). Scrub and clean all baseboards with appropriate mark remover if necessary												
MAINTENANCE CARPETS												
Remove any spots with cleaner as needed	•				•				•			
Vacuum traffic areas and all meeting rooms	•				•				•			
Detail vacuum all corners and under chairs and tables		•				•				•		
Lift and vacuum under all plastic chair mats, damp wipe mat		•				•				•		
Damp clean all baseboards. Scrub and clean all baseboards with a City approved mark remover		•				•				•		

REFERENCES (Please print)

ORGANIZATION: * PLEASE See REFERENCES ON NEXT PAGE *

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: * References ON Next PAGE *

CONTACT PERSON: _____

DATE OF PROJECT: _____

ORGANIZATION: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

CONTACT PERSON: _____

DATE OF PROJECT: _____

ORGANIZATION: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

CONTACT PERSON: _____

DATE OF PROJECT: _____

ORGANIZATION: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

CONTACT PERSON: _____

DATE OF PROJECT: _____

Bidder's Name: Eco Clean Maintenance

Signature & Date: Jed Sanchez 7/8/21

REFERENCES

Village of Broadview

2350 S. 25th Ave.

Broadview, Illinois 60155

Phone: (708) 681-3600

Contact:: Kevin McGrier

Job Description: Offices, Facilities

Contract Period: June 2019-Present

Building Size: 40,000 sq. ft.

Batavia Park District

327 W. Wilson St.

Batavia, IL 60510

Phone: (630) 879-5235

Contact: Brittany Meyer

Job Description: Offices, Facilities

Contract Period: January 2017-Present

Buildings Size: 50,000 sq. ft.

The Oaks Recreation and Fitness Center

10847 LaPorte Rd.

Mokena, IL 60448

Phone: (708) 372-8867

Contact: Jim VanGennep

Job Description: Fitness Club Center

Contract Period: March 2010-Present (extended/renewed)

Building Size: 60,000 sq. ft.

LaGrange School District 102

333 N. Park Rd.

La Grange Park, IL 60526

Phone: 708-215-7005

Contact: Mark Pavljasevic

Job Description: Schools, Offices, Facilities

Contract Period: August 2019-Present

Building Size: 200,000 sq. ft.

Will County Office of the County Executive

302 N. Chicago Street Ave.

Joliet, IL 60432

Contact: Kathy Henderson

Phone: (815) 671-9512

Job Description: Offices, Facilities, Courthouse, Sheriff's Complex, Health Dept.

Contract Period: December 2016- Present

Buildings Size: 450,000 sq. ft.

ECO-CLEAN MAINTENANCE, INC.

I. COMPANY BACKGROUND

Eco-Clean Maintenance, Inc. has been engaged in the contracting business under the present name for over 12 years. It is a corporation established on December 12, 2008 in State of Illinois. The Company's Owner/President, Eric Grabowski has 20 years of experience in commercial cleaning business.

COMPANY INFORMATION:

Eco-Clean Maintenance, Inc.

Attn.: Eric Grabowski

Phone: 773-310-2002

515 W. Wrightwood Ave.

Elmhurst, IL 60126

Currently we employ 85 full and part-time janitorial staff members and 10 support staff members. Our Company's Safety Supervisors are responsible for training of the new as well as the existing employees on a regular basis. Moreover, in order to provide our clients with the best quality of services, our supervisors are also required to complete the follow-up training every 6 months during their employment.

In Eco-Clean Maintenance, Inc. we believe that from major construction projects to daily commercial cleaning is of the utmost importance in maintaining a professional business facility. Therefore, our cleaning abilities are limitless: from post-construction projects to regular daily office cleaning. We utilize the latest in state-of-the-art equipment as well as products including but not limited to 3M, Rubbermaid, Johnson Diversey, and Spartan. Our commercial cleaning services include: carpet cleaning, window cleaning, power washing, tiles and grout, post-construction cleanup, and 24-hour emergency service.

QUALITY CONTROL AND EXCELLENT ON PREMISES SUPERVISION are only two of a long list of reasons that separate us from our competition.

In Eco-Clean Maintenance, Inc. we believe that we offer outstanding customer service and satisfaction that our clients deserve, expect and will receive.

YOUR SATISFACTION MEANS OUR SUCCESS!

II. COMPANY OVERVIEW

Our HR Department, Hiring Manager is responsible for recruiting process, which includes the interview stage and employees screening procedures. Among all required forms, we always insist on filing out Form I-9 to verify prospective candidate's legal status. At all times, without exception, we require at least 4 documents showing claimed legal status. Upon the satisfactory results from character screening, verification of previous employment and recommendation letters, the candidate is interviewed by our Hiring Manager.

In Eco-Clean Maintenance, Inc. we believe that personnel's attire stands for Company's good image. Therefore our employees are required to wear Company's uniform: T-shirts with company's logo and the matching work pants. Also, the Identification Badge is attached to the uniform.

Israel Cortez will be assigned to your facilities as an Area Supervisor. He has been working for our company for over 5 years and has 9 years of experience. He will be engaged in monitoring service levels and staff performance as well as he will be also responsible for communication between the Client and the cleaning crew.

Our Company will not provide any cleaning staff at your facility without prior training. At least two weeks prior to the first day of the contract, each employee will be required to take training classes and pass the performance test. In Eco-Clean Maintenance, Inc. we believe that employees are the most important factor of Company's outstanding performance. Therefore, in order to meet with the Clients' requirements, proper, and professional training is mandatory. Our Clients can be assured that all our personnel is required to complete 2 weeks of extensive training program prior to being assigned to new task. The employees who will be actively engaged in the janitorial services at your facility are our highly trained and skilled staff members with average 5 years of experience who have performed satisfactorily on other contracts the company was awarded. Crew members who will be assigned to the facilities will be required to pass the ongoing training and education program to ensure compliance with state and federal training requirements. Therefore, our company will employ a mandatory training for all

contracted employees at least quarterly. Crew members who will be assigned to your facilities speak English fluently.

Eco will train 2 additional cleaning members who will be ready to fulfill the duties in case of absenteeism of main cleaning crew. Our company operates 24 hours a day. Both, the Supervisor and the Assistant Supervisor will be available 24 hrs. Eco-Clean Maintenance, Inc. will offer emergency clean-up services at your facility during normal business hours within 2-4 hours notice during the weekday, weekday evening, and weekend evening.

As a recognized Company among the janitorial and custodial services providers, our Company has established Quality Assurance Program in order to provide our Clients with professional and outstanding services. In order to meet with the Clients' requirements and regularly expand superior standards of service, we systematically examine the level of our services.

In Eco-Clean Maintenance, Inc. we are aware of diversity of services required by different Clients. Therefore, we organize a "Personalized Quality Plan" for our Clients in order to meet with the mandatory responsibilities. We combine the procedure with the methods and frequencies for required work using the quality standards.

Another way of keeping our employees safe and providing our clients with the best quality of service is through our safe work procedures. Our employees are required to recognize the simple procedures, like how to protect their own health and provide the safety work environment when performing particular job. In Eco-Clean Maintenance, Inc. we provide our workers with customized operating procedures guidelines which differ from one another and depend in the type of performing work. The standards procedures include the following regulations:

- Material handling;
- Electrical safety;
- Emergency evacuation;
- Variety of required and allowed products, etc.

File Number

6647-166-7



To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

ECO-CLEAN MAINTENANCE INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON DECEMBER 12, 2008, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE RELATING TO THE PAYMENT OF FRANCHISE TAXES, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 13TH day of MARCH A.D. 2017 .

Jesse White

SECRETARY OF STATE

Authentication #: 1707201664 verifiable until 03/13/2018
Authenticate at: <http://www.cyberdriveillinois.com>

Certificate of Completion



This Certifies That

Agnieszka B Dudek

is awarded this certificate for

OSHA - 10 Hour General Industry Outreach Training Program w/ PDF Study Guide

Credit Hours: 10

Completion Date: 12/29/2010 09:34 CST

Certificate Number:


Student Signature



Michael Millsap, Trainer C 0034819 and G 0021414



GreenBusinessBureau

Eco-Clean Maintenance Inc.

Having demonstrated their commitment to promoting and implementing business practices that are environmentally responsible, and having met the standards set forth by the Green Business Bureau, is hereby granted membership and recognized as a member in good standing.

Marcos Cardero

Marcos Cardero, LBEO AP, CEO and Co-founder

MEMBER SINCE 2013

ECO-CLEAN MAINTENANCE, INC.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Eco-Clean Maintenance, Inc. is committed to providing a non-discriminatory employment environment for its employees.

The policy of Eco-Clean Maintenance, Inc. is to fully comply with applicable federal state and local laws, rules and regulations in the area of non-discrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex [including sexual harassment], national origin, disability, age [40 years or older], military and veteran status is prohibited. Violations of this policy will be subject to discipline, up to and including termination.

Equal employment opportunity and non-discriminatory commitments include, but are not limited to, the areas of hiring, promotion, demotion or transfer, recruitment, discipline, layoff or termination, rate of compensation and company sponsored training.

All employees are expected to comply with Equal Employment Opportunity Policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting Eco-Clean Maintenance, Inc.'s equal employment opportunity objectives.

An employee who believes he or she has been discriminated against must immediately report any incident to the company's Human Resources Manager.

The company will not tolerate retaliation against any employee who reports acts of discrimination to provide information in connection with any such complaint.

If you have any questions regarding this policy, please contact Eco-Clean Maintenance, Inc.'s Human Resources Manager.

Eco-Clean Maintenance, Inc. is an equal opportunity employer.

Eco-Clean Maintenance, Inc.

Quality Control

Quality control is important because high quality service is the name of the game. Thus, it needs to be monitored at the highest level. The first step in quality control is training. Getting the staff properly trained is paramount to high quality work. Each staff member undergoes training and testing phase before going out into the field. Once they have successfully passed their written and field tests they are placed on crew, where they work under the supervision of a crew leader and field supervisor. Right off the bat, you know you are getting a trained and tested staff. Beyond that, there are frequent check-ups and professional development training that occur on an ongoing basis for the entirety of one's career at Eco Clean.

Once our staff is trained and out in the field, they need to understand the scope of the job. Therefore, communication is a key in the providing high quality service. The first line of communication is a clear outline of the duties. This is achieved by easy-to-read daily cleaning checklists for the staff to follow. This allows the staff to clearly see what needs to be done that day, as well as gives the crew chief/supervisor an easy method to monitor that the work is being completed properly. The staff will use the checklist to execute the cleaning, while the supervisor will use the same checklist to monitor that the work has been completed and the level of satisfaction of the work. These checklists and notes can also be reviewed by the customer if they are interested to see the progress of the day-to-day operation of the project. Furthermore, we are always available to receive feedback from our customers, whether it be via telephone or email. We pride ourselves on our responsiveness, as we know our success is based wholly on your satisfaction.

Now our trained staff and supervisors are armed with a clear plan of action to attack this project. What happens when the plan is not perfectly executed? If work is not completed, or is not completed to a satisfactory level, the supervisor will determine the course of action to remedy the situation. These courses of action range from altering the order of cleaning, to improving cleaning technique, to improving time management, etc. Here is where our crew chiefs/supervisors act as teachers/coaches and guide our staff towards the goal of providing the highest level of service possible.

Therefore our quality control plan is a three pronged attack: Training, communication and guidance/rectification.

ECO-CLEAN MAINTENANCE, INC.

SUBSTANCE ABUSE PREVENTION POLICY

- 1) ECO-CLEAN MAINTENANCE, INC. is committed to protecting the safety, health, and well-being of its employees and all people who come into contact with its workplace(s) and property, and/or use its products and services.**

- 2) Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, Eco-Clean Maintenance, Inc. is committed to ensuring a substance-free working environment for all of its employees**

- 3) ECO-CLEAN MAINTENANCE, INC. therefore strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner.**

- 4) In addition, ECO-CLEAN MAINTENANCE, INC. strictly prohibits the abuse of alcohol or prescription drugs.**

- 5) Any violation of this policy will result in adverse employment action up to and including dismissal and referral for criminal prosecution.**

ECO-CLEAN MAINTENANCE, INC.

TRAINING OUTLINE AGENDA

TRAINING SESSION NOVEMBER 7, 2018

(Initial training for employees begins prior to the first day on the job, and periodic training sessions are conducted thereafter, either on an individual or a group basis)

I. Training Overview introduced by Company's President

Training improves morale, teaches methods, develops supervisory skills, builds team spirit, and increases supervisory knowledge and confidence. Our training program was designed to achieve standardization of training for all custodial workers, and is presented by our Training Coordinator and first-line supervisors.

To function effectively, all employees must know when to work, where to work, for whom to work, what work to do, and how best to complete the work. The objective is to quickly orient both inexperienced and experienced workers to the high quality standards of provided services.

Classroom training in cleaning methods and safety procedures reduces the time required to be spent with each employee, allowing for a smooth transition from trainee to a productive staff member.

II. Industry Overview

- A. Factors affecting cleaning
- B. Commercial Cleaning
- C. Advantages and disadvantages

III. Cleaning Processes - General cleaning procedures

- A. Wet
- B. Dry
- C. Low Moisture
- D. Other

IV. Systems Approach to Cleaning - Cleaning methods and use of products and equipment

- A. Manufacture
- B. Installation
- C. Prevention
- D. Vacuuming
- E. Spotting
- F. Cleaning
- G. Finishing
- H. Crew Procedures
- I. Equipment Care

V. Spot and Stain Removal

- A. The Basics
- B. Chemicals
- C. Permanent Damage
- D. Urine
- E. Other Specialized Spots

VI. Safety

- A. Chemical (Proper use of dilution of cleaning chemicals)
- B. IAQ/Indoor Environmental Quality
- C. Equipment
- D. Slip, Trip and Fall
- E. PPE
- F. MSDS
- G. Reporting
- H. Soil and Cleaning Theory

VII. Carpet Color and Dying

- A. Spot
- B. Full Room
- C. Side Match

VIII. Water Damage Restoration Basics

NOTE: After the training sessions are completed, a self assessment by the trainee is requested by the trainer, followed by a Trainer evaluation which determines the competencies of each new staff member. Trainee's that do not meet our required level of comprehension are NOT permitted to move on to "in field" training until our Training Coordinator feels that they are ready to do so.

STATE OF ILLINOIS)
) SS
COUNTY OF DU PAGE)

I, JoAnne E. Ragona, do hereby certify that I am the duly qualified CITY CLERK of the CITY OF DARIEN of DuPage County, Illinois, and as such officer I am the keeper of the records and files of the City;

I do further certify that the foregoing constitutes a full, true and correct copy of ***RESOLUTION NO. R-60-21 — “A RESOLUTION ACCEPTING A PROPOSAL FROM ECO CLEAN MAINTENANCE TO PROVIDE JANITORIAL SERVICES FOR THE CITY OF DARIEN BEGINNING SEPTEMBER 1, 2021”*** of the City of Darien, Du Page County, Illinois, Duly Passed and Approved by the Mayor and City Council at a Meeting Held on August 16, 2021.

IN WITNESS WHEREOF, I have hereunto affixed my official hand and seal this 16th day of August, 2021.



JoAnne E. Ragona
City Clerk



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/18/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners of Illinois, LLC 4350 Weaver Pkwy Warrenville IL 60555	CONTACT NAME: Certificate Team PHONE (A/C. No. Ext): 630-355-2077 E-MAIL ADDRESS: certs.apil@assuredpartners.com		FAX (A/C. No): 630-355-7996
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED ECO Clean Maintenance, Inc 515 W. Wrightwood Ave. Elmhurst IL 60126	INSURER A : West Bend Mutual Insurance Company	15350	
	INSURER B : AmTrust Insurance Company	15954	
	INSURER C :		
	INSURER D :		
	INSURER E :		

COVERAGES

CERTIFICATE NUMBER: 1620958199

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y		A898760	3/11/2024	3/11/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			A898760	3/11/2024	3/11/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			A898760	3/11/2024	3/11/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	KWC1345179	2/20/2024	2/20/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Business Personal Property			A898760	3/11/2024	3/11/2025	Limit: \$21,200 Deductible: \$1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Darien, its officials, employees, agents and volunteers are listed as additional insured as it pertains to the general liability policy per written contract

CERTIFICATE HOLDER**CANCELLATION**
 City of Darien
 1702 Plainfield Rd
 Darien IL 60561

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CITY OF DARIEN

Memorandum

TO: Mayor Marchese, City Council, Clerk, and Treasurer
FROM: Bryon D. Vana, City Administrator
DATE: July 31, 2024
RE: Strategic Plan Review

As the strategic planning process is proceeding, staff wanted to update the committee of the status of the plan.

On July 16, 2024, Mayor Marchese sent out the draft of our Strategic Plan provided by our consultants, Ann Tennes and Katy Rush. Mayor Marchese also mentioned at this point in the process, staff will review this document and review each of the Strategic Issues presented, refine goals that address each issue and then determine key actions and tactics, responsible party/parties and time frame. We have started to work on those items above and wanted to provide an overview:

The draft report included 12 strategic issues that surfaced from the work so far. A number of the identified strategic issues are interconnected around a similar theme and have been grouped below.

ORIGINAL DRAFT ISSUES:

1. Maintain fiscal responsibility and meet obligations
2. Work with Park District to enhance amenities and improve relationship
3. Redevelop retail commercial centers
4. Maximize land uses for pocket parcels
5. Integration of services by groups
6. Effective, enhanced communication
7. Old Lace School property redevelopment
8. Carriage Green resolution
9. Promoting Darien
10. Active shooter training for entire community and other safety issues
11. Connectivity for walking and biking
12. School consolidation (added after voting occurred)

Upon review of the draft issues, we have consolidated and retitled the strategic issues, retaining the focus of most of them. Numbers 8, 10, 11, and 12 were removed. These have either been settled, accomplished, or reasonably outside of our scope of responsibility.

The updated Strategic Issues include:

1. Strategic Priority: Maintain Fiscal Responsibility, Oversight and Planning
2. Strategic Priority: Work with the Darien Park District to Enhance Amenities and Improve Relationship. Develop a method for integrating Services by Groups
3. Strategic Priority: Strengthening Community and Economic Development Efforts
4. Strategic Priority: Support and Enhance Communication, Service Groups and Community Building
5. Strategic Priority: Promoting Darien

The work required now is to reflect on the strategic issues and the goals identified in the draft report and develop objectives to meet the goal. A couple examples include:

EXAMPLE 1

- 1 **Strategic Priority: Maintain Fiscal Responsibility, Oversight and Planning**
- 2 **Goal:** Regularly review financial policies and practices in light of emerging local government trends and best practices and improvements from use of new technology.
- 3 **Objective:** Review and update established infrastructure plans for any updates recognizing technology availability and process improvements that have been implemented.

EXAMPLE 2

- 1 **Strategic Priority: Support and Enhance Communication, Service Groups and Community Building**
- 2 **Goal:** Increase Communication, education and Community Engagement with the public.
- 3 **Objectives:** Develop a series of departmental PSAs (public service announcements) where each department develops short videos aimed at educating the residents on services and building on community engagement

For each objective identified, we need to develop any associated budget and time frame to accomplish the objective

Attached is the draft report and we can answer any questions the committee may have about the draft and final process.



City of Darien, Illinois

Strategic Plan
2024-2028

**City of Darien
Strategic Plan
2024-2028**

Plan Development Overview

In early 2024, the City of Darien (City) engaged the services of GovHR USA/MGT to begin development of a Strategic Plan (Plan) to chart the City's course for the next four years. The purpose of the Plan is to provide the City with these and other benefits:

- Increased effectiveness and efficiency.
- Improved understanding of the City's situation and working environment, and better learning opportunities.
- Enhanced organizational capabilities and the capacity for further strategic thought and action.
- Improved communications and public relations.
- Increased community engagement around a shared common vision and values.

The Plan development effort included an initial virtual meeting with City leadership and distribution of a kick-off memo to the entire City Council. Project consultants Katy Rush and Ann Tennes then conducted a series of 14 individual interviews with key City stakeholders to gather data about the City's perceived strengths, weaknesses, opportunities and threats (SWOT), as well as resources necessary for the City's growth and success. The interviews also included reflections on describing Darien as it is today and aspirations for 2028 community descriptors.

In mid-April, a Community Roundtable was held in the Darien Police Department training room. A total of 15 community leaders attended the two-hour event to discuss what they love and value about Darien as well as their aspirations for the City.

In early June, City leaders and key staff attended a half-day retreat to review and distill the results of both the individual conversations and Community Roundtable, create a Vision Statement and refine the existing Mission Statement. Retreat participants also reflected on important community values and identified and prioritized key strategic issues. The retreat was held in the Darien Police Department training room.

This Strategic Plan document outlines the process, steps and methodology used in creating the Plan. It also begins to shape the goals, objectives and actions the City will undertake during the next four years.

Strategic Plan Development Actions

The action steps included in creating the City's 2024-2028 Strategic Plan included:

- A. Development of a list of internal and external stakeholders.
- B. City leaders and key staff received an initial kick-off memo.
- C. Individual, virtual conversations were held with 14 stakeholders focusing a SWOT analysis and community aspirations.
- D. A Community Roundtable discussion affirmed what key stakeholders value and love about Darien as well as their aspirations for the community.
- E. City leaders received memorandums summarizing both the SWOT analysis discussions and the Community Roundtable session.
- F. A half-day strategic plan retreat was held for elected officials and key staff at which:
 - i. The mission and values statements were reviewed and refined.
 - ii. Values were identified.
 - iii. Participants reviewed the SWOT analysis and identified key strategic issues.
 - iv. A master list of key strategic issues was developed.
 - v. The identified key strategic issues were categorized and prioritized
- G. Development and submittal of this Strategic Plan document outlining creation steps, data reviewed and final outcomes and priorities.

SWOT Analysis - City Leadership Interviews

The City leadership and key staff participated in several Plan formulation opportunities. Initially, Mayor Marchese and City Administrator Bryon Vana participated in a virtual meeting to identify the City's internal and external stakeholders. This was followed by a kick-off memo distributed to the entire City Council and key City staff.

During March and April, project consultants Katy Rush and Ann Tennes held individual, virtual interviews with 14 elected officials and key staff. These virtual interviews centered on a SWOT analysis, resources needed for Darien's success and future aspirations for the community.

Participating City elected officials:

- Mayor Joseph Marchese
- Treasurer Michael Coren
- City Clerk Joanne Ragona
- Alderman Thomas Belczak
- Alderman Erik Gustafson
- Alderman Joseph Kenney
- Alderman Gerry Leganski
- Alderman Ted Schauer
- Alderman Ralph Stompanato
- Alderwoman Mary Coyle Sullivan

Participating City staff:

- Building Department Assistant Mary Belmonte
- Director of Municipal Services Dan Gombac
- Police Chief Greg Thomas
- City Administrator Bryon Vana

The thoughts expressed by participants resulted in a robust list of strengths, weaknesses, opportunities and threats, generally followed by options for how to deal with those issues. Several distinct trends were identified from the opinions expressed.

Highlights of the interviews:

Darien's Strengths

- Well-Run Community
- Low crime rate, sense of safety
- Strong financial position
- Great place to raise a family

Darien's Weaknesses

- Lack of amenities offered by Park District to families
- Lack of land to develop/redevelop to broaden tax base
- Lack of downtown or centralized community gathering location
- Strip centers are tired

Opportunities for Darien

- Location to regional amenities, including Argonne
- Establish a centralized gathering area

- Redevelop properties
- Take advantage of Choose DuPage

Potential Threats to Darien

- Naysayers who respond to Not-In-My-Backyard (NIMBY) issues
- Distrust of state and federal government trickling down to local level
- No succession plan for municipal employees
- Misunderstanding of and frustration with property taxes

A detailed summary of the interviews was developed and shared with all participants, and is attached to this report as Exhibit A.



Community Roundtable Discussion

On April 16, 2024, 15 stakeholders attended a Community Roundtable discussion. The two-hour, in-person meeting, held in the Darien Police Department training room, centered on what they value and love about Darien, as well as their aspirations for the community.

Participating community stakeholders:

- Jim Bulla, Resident
- Andy Blumenfeld, President, Darien Chamber of Commerce
- John Callan, Member, Fire and Police Commission
- Art Donner, Resident and Business Owner
- Shari Gillespie, Resident
- Ben Guzman President, Darien Swim and Recreation Club
- Paige Hollendonner, Resident, Miss Darien
- Ray Jablonski, President, Darien Park District
- Tammi Karam, Director of Operations, Kingswood Academy
- Dr. Robert Langman, Superintendent, School District 61
- Lynn Novak, President, Darien Woman’s Club
- Suzette Quintell, Resident and Executive Director, DuPage Mayor and Managers Conference
- Dean Rodkin, President, Darien Historical Society
- Rev. Jeff Smialek, Pastor, Our Lady of Mount Carmel
- Beth Tischler, Resident and Business Owner

Highlights of the Community Roundtable discussion:

What I Love About Darien

- Convenient location
- Easy shopping
- Fun, active community
- Public amenities

If Only... (If you had a magic wand, what would you change about Darien?)

- Carriage Green dispute
- Improved restaurant offerings
- Improved code enforcement
- Reinvigorate commercial districts

One Big Idea for Darien

- Create a Downtown Entertainment District
- Redevelop area at 75th Street, Cass Avenue and Plainfield Road
- Build/create a civic center
- Create a “Visit Darien” platform

A detailed summary of the Community Roundtable discussion was developed and shared with elected officials and key City staff, and is attached to this report as Exhibit B.

Strategic Plan Retreat

On June 8, City elected officials attended a half-day retreat to review and distill the results of both the individual conversations and Community Roundtable, create a Vision Statement, refine the existing Mission Statement as well as identify, frame and prioritize key goals, objectives and tactics. Key staff members Dan Gombac, Greg Thomas and Bryon Vana also attended the retreat that was held in the Darien Police Department training room.

THE 2024-2027 CITY OF DARIEN STRATEGIC PLAN

Vision Statement

In preparation for developing a Vision Statement, participants were asked to develop a comprehensive list of Darien stakeholders.

City of Darien Stakeholders

- Residents
- Businesses
- Educators and Schools
- Visitors and Tourists
- City Staff
- Other Governments
- Neighboring Towns
- DuPage County Government
- Developers
- Real Estate Professionals
- Public Library
- Houses of Worship
- State of Illinois
- Vendors
- Forest Preserve District
- Park District
- Argonne
- Fire District
- Police Department
- Officials' Families
- Special-Interest Groups
- Service Groups
- Private Groups

The group reviewed words they used during the SWOT interviews to describe the Darien of today as well as words they hope will describe the Darien of tomorrow.

Darien of Today:

- Accessible
- Caring
- Efficient
- Good
- Vibrant
- Transparent

Darien of Tomorrow:

- Caring
- Funded
- Safe
- Vibrant

Participants then broke into small group discussions to craft a vision for Darien's future. After all participants reviewed their vision priorities, a Vision Statement was developed and approved by the group.

City of Darien Vision Statement

A vibrant, caring, nice place to live offering the highest-quality, innovative services and amenities to ensure the community feels engaged and welcome.

Mission Statement

Participants at the retreat reviewed sample mission statements from other jurisdictions, and then reviewed the City's current, lengthy mission statement. After group discussion, participants agreed on a new, concise yet comprehensive mission statement.

City of Darien Mission Statement

The City of Darien provides safe, efficient, quality governmental services while improving the lives of its residents, businesses and visitors.

Values

Values are the behaviors by which the City desires to operate. They are the key components to a system of values City wants to work under with its internal and external stakeholders.

These organizational values were expressed by City leaders:

- Transparency and communication
- Keeping Darien a safe and secure City
- Provide service that is professional, courteous and equitable
- Fiscally responsible, centered on the highest benefit for the most effective cost
- Maintain the City's infrastructure and public areas at the highest levels
- Attract and retain quality staff
- Sound economic development
- Intergovernmental relationships improved to enhance the resident experience

With the values expressed, the City's Values Statements are:

Transparency: The City operates with transparency and is committed to open, thorough, timely communications.

Safety: Keeping the City of Darien safe and secure is central to all operations and decisions.

Stewardship: City leaders are good stewards of community resources, maintaining the City’s infrastructure and providing the highest-level services in a cost-effective manner. City leaders evaluate how land use and economic development influence service demands and resource generation.

Professionalism: The City is committed to professionalism through attracting and retaining quality staff and providing courteous, friendly, equitable, professional services to all.

Resourceful: City leaders approach all decisions with curiosity and a forward-thinking, fiscally-aware mindset, drawing on regional best practices and partnerships when needed to enhance Darien’s quality of life.

Strategic Issues

During the retreat, based on a discussion and review of the SWOT analysis, participants identified and prioritized these key issues needing the City’s attention in the next four years. A total of 12 strategic issues surfaced. A number of the identified strategic issues are interconnected around a similar theme and have been grouped below and are color coded to denote those with similar focus. Reporting the results, we have consolidated and retitled the strategic issue retaining the focus of each.

Strategic Issue	Importance Score
1. Maintain fiscal responsibility and meet obligations	16
2. Work with Park District to enhance amenities and improve relationship	15
3. Redevelop retail commercial centers	13
4. Maximize land uses for pocket parcels	10

5.	Integration of services by groups	8
6.	Effective, enhanced communication	7
7.	Old Lace School property redevelopment	7
8.	Carriage Green resolution	5
9.	Promoting Darien	5
10.	Active shooter training for entire community and other safety issues	4
11.	Connectivity for walking and biking	0
12.	School consolidation (added after voting occurred)	n/a

Issue #1: Maintain Fiscal Responsibility

Why is this an issue?

- The City’s ability to provide core services and meet obligations depends on the availability of adequate fiscal resources.
- Residents and businesses are sensitive to increased taxes and fees for service.
- Maintaining reasonable property tax increases and fees-for-service makes Darien a more attractive community.
- Being fiscally responsible leads to higher bond ratings and improves the City’s options for economic growth.
- Police and employee pension debt obligations are constant and already deplete real estate taxes annually.
- The City's Public Works facility is aging, and expensive equipment is purchased without adequate protective storage.

Related to mission?

- Yes. Fiscal responsibility is key to the City’s ability to provide safe, efficient, quality services to the community.

What should our goal(s) be in addressing this issue?

- Maintain prudent budgeting practices.
- Examine options for additional funding sources to ease the burden on Darien taxpayers.
- Regularly review financial policies and practices in light of emerging local government trends and best practices.
- Avoid raising taxes, but if unavoidable, clearly communicate why it is necessary.
- Diversifying City income for less reliance on sales taxes.
- Work with regional groups to push back on unfunded state mandates impacting Darien's pension obligations.
- Develop plan for replacing Darien's aging infrastructure and equipment.

To be determined:

- Key actions or tactics
- Responsible party/parties for accomplishing key actions or tactics
- Time frame for completion

Issue #2: Work with Park District to Enhance Amenities and Improve Relationship

Why is this an issue?

- Park District amenities are important to quality of life in Darien, foster a healthier community and can make Darien attractive to new families.
- Better alignment between the City and Park District has the potential to result in enhanced amenities and quality of life in the community.
- Residents misunderstand the areas of responsibility, and misalignment and lack of cooperation between the City and Park District results in negative perceptions.
- Residents desire a central gathering place and more places to connect with others in Darien.

Related to mission?

- Yes. Increased alignment with the Park District and enhanced amenities can improve the quality of life for Darien residents, businesses and visitors.

What should our goal(s) be in addressing this issue?

- Initiate meetings with Park District leaders that focus on common goals and shared core values. Discussion could include possible consolidation into City structure.
- After initial discussions, consider establishing a small, working group with both City and Park District representatives; outside facilitation might be beneficial for progress.

- Identify two to three areas of common interest and establish realistic partnership goals.
- Establish a framework for regular communication between the entities.

To be determined:

- Key actions or tactics
- Responsible party/parties for accomplishing key actions or tactics
- Time frame for completion

Issues 3, 4 and 7: Strengthening Community and Economic Development Efforts

Why is this an issue?

- Continued economic growth and vitality is essential to the City's success.
- Tired appearance of some economic centers does not reflect well on the community, and will continue if unaddressed.
- Residents are eager for economic growth and revitalization, and specifically desire a central community plaza or gathering place.
- Residents want to support Darien businesses that meet their needs and community aspirations.
- City leadership recognizes both the need to remain competitive in the current economic marketplace and the necessity of being open to changes of use and innovation.
- The City is largely landlocked, with rundown buildings on some potential development sites.
- Retail sales tax is key to the City's continued success, and the retail base is shrinking.

Related to mission?

- Yes. Continued economic growth and vitality is essential to both supporting City services and to quality of life in the community.

What should our goal(s) be in addressing this issue?

- Conduct a study on possible redevelopment sites and opportunities, considering the need to maximize open space and mixed-use developments.
- Work with shopping center owners on redevelopment efforts to determine their needs.
- Develop a plan to offer economic incentives in a fiscally responsible, realistic manner given other budget constraints and demands.
- Examine the Old Lace School property as a possible development site with unique marketing opportunities.

- Research redevelopment opportunities and innovations that could set Darien apart from nearby communities.
- Initiate discussions with potential redevelopment partners.
- Examine fiscal resources needed and possible financial tools for accomplishing redevelopment goals.
- Consider establishing a central gathering place which could be developed in concert with Park District (See Identified Issue 2)
- Develop framework for regular communication to the community about redevelopment efforts.

To be determined:

- Key actions or tactics
- Responsible party/parties for accomplishing key actions or tactics
- Time frame for completion

Issues 5, 6 and 9: Support and Enhance Communication, Service Groups and Community Building

Why is this an issue?

- Some community stakeholders perceive a lack of communication from the City.
- Communication gaps foster misinformation on social media platforms.
- Increased communication builds better understanding of available services and can build community engagement.
- Strong, collaborative relationships with other government agencies, community organizations, schools, houses of worship and other groups are important to better meet the needs of Darien residents.
- Strong, positive, comprehensive communication is important for current residents and businesses, and also can influence community growth.
- Promoting Darien can positively influence community growth and the City's attractiveness to new residents of all ages.
- Promoting Darien can bring new visitors and businesses, providing additional tax revenues. (See Identified Issue 1)
- Darien has an aging population with unique communication and service needs.

Related to mission?

- Yes, as better communication, relationships and alignment with the community and service groups enhances understanding, cooperation and quality of life in Darien for residents, businesses and visitors.

What should our goal(s) be in addressing this issue?

- Stronger communications to all Darien stakeholders. Conduct a communications audit to ensure current methods are reaching all community stakeholders.
- Stronger communication and alignment with all government and community partners to better meet the needs of Darien residents.
- Plan for promoting Darien to let residents know all that the community offers and attract visitors.

To be determined:

- Key actions or tactics
- Responsible party/parties for accomplishing key actions or tactics
- Time frame for completion

Issue #8: Carriage Green Resolution

Why is this an issue?

- The stalemate frustrates the community.
- Lost opportunity for visitors, tax revenue and more.
- Interest in community for open land available to all.

Related to mission?

- Yes, as the current situation impacts quality of life in the community.

What should our goal(s) be in addressing this issue?

- Assess community's willingness to support costs of open land for all or development in a manner that doesn't require additional or significant funding.
- Possible community survey.

To be determined:

- Key actions or tactics
- Responsible party/parties for accomplishing key actions or tactics
- Time frame for completion

Issue #10: Active Shooter Training for Entire Community and other Safety Issues

Why is this an issue?

- Active shooter training would benefit everyone in the community.
- Potential for increased crime.
- Traffic collisions at major intersections a concern.

Related to mission?

Commented [1]: This Issue is really a tactic and is already completed annually. We would recommend elimination of this section.

- Yes, as public safety is essential to quality of life in the community.

What should our goal be in addressing this issue?

- Develop active shooter training plans for houses of worship and other locations or vulnerable areas, in addition to annual school training.
- Determine resources required to maintain Darien as a safe community for all.
- Determine methods of increasing traffic safety at major intersections.

To be determined:

- Key actions or tactics
- Responsible party/parties for accomplishing key actions or tactics
- Time frame for completion

Issue #11: Connectivity for Walking and Biking

Why is this an issue?

- Increasing Darien's walkability by connecting walking and biking paths would impact the entire community.

Related to mission?

- Yes, as walkability enhances the quality of life in Darien.

What should our goal(s) be in addressing this issue?

- Develop a plan for connecting walking and biking paths.
- Determining resources and partnerships for connectivity projects.

To be determined:

- Key actions or tactics
- Responsible party/parties for accomplishing key actions or tactics
- Time frame for completion

Issue #12: School Consolidation

Why is this an issue?

- There are three elementary school districts in Darien.
- Redundancy increases costs, results in different educational outcomes and tax impacts and impacts potential development opportunities.

Related to mission?

- Undetermined

Commented [2]: Since this issue is not within the City's control, leaders should decide if they want to leave it in the plan or remove/set it aside for possible future consideration.

What should our goal(s) be in addressing this issue?

- Undetermined

To be determined:

- Key actions or tactics
- Responsible party/parties for accomplishing key actions or tactics
- Time frame for completion

Additional Issues

Several other issues were discussed by small groups that did not end up on the list for voting consideration:

- City staff succession planning
- Concern expressed about multiple, near-term retirements and the need for continued leadership
- Continued purchase of gasoline-powered vehicles, including for the public safety and public works fleets.
- Concern expressed about reliability of electric vehicles for public safety and other essential services.



PRIORITIZATION RESULTS

All identified strategic issues were then assigned to a matrix to determine the community impact and effort required for achievement. The matrix is the framework for accomplishing the City’s desired outcomes to achieve.

← Quick Win	↑ High Impact ↑	Major Effort →
<p style="text-align: center;">1</p> <ul style="list-style-type: none"> • Active Shooter Protection for Entire Community 	<p style="text-align: center;">2</p> <ul style="list-style-type: none"> • Maintain fiscal responsibility and meet obligations 	

<ul style="list-style-type: none"> Promoting Darien Effective, enhanced communication 	<ul style="list-style-type: none"> Redevelop retail commercial centers Maximize land uses for pocket parcels Old Lace School property redevelopment Work with Park District to enhance amenities and improve relationship
<p style="text-align: center;">3</p> <ul style="list-style-type: none"> Carriage Green resolution 	<p style="text-align: center;">4</p> <ul style="list-style-type: none"> Connectivity for walking and biking Integration of services by groups School consolidation

← Fill-Ins	↓ Low Impact ↓	Thankless Tasks →
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The articulation and refinement of goals and objectives by the City staff for all identified strategic issues will serve as the heart of the 2024-2027 Strategic Plan. The following definitions should be used to assure a common understanding:

- Goal – *A long-term organizational direction that states what City wants to achieve over the life of the strategic plan.*
- Objective – *A target that must be achieved when reaching to attain organizational goals.*

In addition to establishing goals and objectives, each strategic issue should include:

- Key actions or tactics
- Responsible party/parties for accomplishing key actions or tactics
- Time frame for completion



In Conclusion

The City of Darien has many strengths, chief among them its dedicated, thoughtful elected officials and staff. The heart of the community is found in the residents who care deeply about the City of Darien and want it to grow and thrive.

By investing in this Strategic Plan, Darien's leaders and key staff have collaborated both with each other and - most importantly - with the community. This collaboration resulted in new vision and mission statements, reflections on Darien's core values and identification of 12 strategic issues. Over the next four years, City leaders and key staff, in concert with Darien residents and business representatives, will address these strategic issues in a thoughtful, proactive manner according to each issue's priority ranking.

This commitment, focus and ongoing work promises to result in a thriving, engaged, aligned Darien into 2028 and beyond. GovHR appreciates our time with the City and the opportunity to work with the residents, staff and elected officials.

City of Darien
Minutes of the Administrative/Finance Committee
June 3, 2024

Chairwoman/Alderwoman Sullivan called the meeting to order at 6:00 pm. Committee members Leganski and Schauer was present. Also in attendance was City Administrator Vana, Treasurer Coren and Mayor Marchese.

A resolution approving an intergovernmental agreement between the Darien Park District and the City of Darien for the use of Westwood Park for Darien Fest in 2024, 2024 summer concert series and 2024 fall fest

Staff advised in November of 2023 the City made a request to conduct the Darien Fest, at a local park, untimely agreeing on Westwood Park. In December of 2023, Mayor Marchese advised the park district that we would also like to have our summer concert series and fall fest at the park. In order to have these events on park property the park district required an intergovernmental agreement with the city. There are separate agreements for the five events to be held as Westwood. The committee unanimously recommended approval of the resolution.

A resolution approving an event management agreement between the City of Darien and the Darien Chamber of Commerce for Darien Fest in 2024

Staff advised in anticipation of Darien Fest at Westwood Park, the City and Chamber agreed to co-sponsor the fest. This agreement was part of the Memorandum of Understanding the city approved on February 5, 2024, as part of this year's chamber grant and included nine items. Staff advised an agreement was developed in order to provide the framework for the fest management. The committee unanimously recommended approval of the resolution.

Approval of a resolution establishing guidelines for the issuance of ceremonial documents, proclamations, and supporting resolutions by the City of Darien

Staff advised at the May 20, 2024 City Council meeting the council approved a motion directing staff to prepare a draft policy pertaining to votes that will be considered by the city council, focusing on votes of a symbolic nature.

The purpose of this policy is to establish guidelines for the issuance of ceremonial documents, proclamations, and supporting resolutions by the City of Darien. These documents are strictly honorary and do not carry any legislative or legal significance. In summary, the proposed resolution and policy will set forth certain guidelines pertaining to the adoption of a requested ceremonial document, proclamation, and/or resolution supporting the activities or endeavors of the requestor. The committee unanimously recommended approval of the resolution.

Approval of an ordinance authorizing the disposal of surplus property

Staff reviewed a list of city items recommended as surplus and asked for approval to dispose of the items. The committee unanimously recommended approval of the ordinance.

Minutes – May 6, 2024 - The committee unanimously approved the minutes.

Adjournment - The meeting adjourned at 6:51 p.m.

Approved:

Mary Sullivan, Chairwoman _____

Ted Schauer, Member _____

Gerry Leganski, Member _____