

AGENDA
Administrative-Finance Committee
RESCHEDULED
August 1, 2022
6:30 p.m. – City Hall Conference Room

- 1. Call to Order**
- 2. Public Comment**
- 3. New Business**
 - a. A Resolution accepting a proposal from AIS for the purchase and install of a larger Barracuda Message Archiver 350 in an amount not to exceed \$10,600.**
 - b. A Resolution approving a contract extension, year 2, with Eco Clean Maintenance, Inc. to provide janitorial services for the City of Darien**
 - c. Approval of Minutes – May 2, 2022**
- 4. Other Business**
- 5. Next Meeting – September 6, 2022**
- 6. Adjournment**

AGENDA MEMO
Administrative/Finance Committee
August 1, 2022

ISSUE STATEMENT

A resolution accepting a proposal from AIS for the purchase and install of a larger Barracuda Message Archiver 350 in an amount not to exceed \$10,600.

BACKGROUND/HISTORY

The City uses a Barracuda Message Archiver for municipal record retention requirements. Every email sent or received by the city should be saved per the required FOIA statute. The City's current system, which is the smallest Archiver Barracuda offers, has been in place for more than 8 years. It is running out of hard drive space and will eventually stop working. AIS recommends the City purchase a larger archiver. The larger archiver will accommodate the city's needs for record retention. Additionally, when the City implements Office 365, this archiver is compatible with the newer message retention/compliance feature.

The FYE 23 Budget includes the upgrade of the archiver and is budgeted in 01-10-4325.

The City uses a Barracuda Message Archiver for require municipal record retention requirements. The City's current system is running out of hard drive space and will eventually stop working. The City must upgrade.

Purchase a larger Archiver –
\$6,300 New barracuda message archiver 350
\$3,300 Yearly for support/update and hardware replacement
\$1,000 Estimated labor install

STAFF/COMMITTEE RECOMMENDATION

Staff recommends approval

ALTERNATE CONSIDERATION

As directed.

DECISION MODE

This item will be placed on the August 1, 2022, City Council Agenda for consideration.

Barracuda Message Archiver

Cloud-Connected Message Archiving for Efficiency and E-discovery



The Barracuda Message Archiver helps organizations **reduce email storage requirements, meet demanding compliance requirements, and address e-discovery requests** easily and effectively. Integration with the Barracuda Cloud provides secure long-term email storage and backup, and end user productivity increases with access from any device to every message ever sent or received.

- Security
- ☑ Data Protection
- Application Delivery

The Barracuda Advantage

- Simple per-appliance pricing
- Deployment options for on-premises, private and public cloud
- Outlook Add-in for combined mailbox and archive search
- Mobile apps for access from Android and iOS
- Automated discovery and import of PST files

Product Spotlight

- All-in-one cloud-connected archiving solution
- Reduces email storage costs and eliminates need for PST files
- Granular retention, search, and legal hold
- Role-based search simplifies e-discovery
- Comprehensive audit trail demonstrates compliance



Cloud-Connected Archiving

The Barracuda Message Archiver is a fully integrated and cloud-connected archiving solution for Exchange, Office 365 and other email services, and is available as a hardware appliance or as a virtual solution for private or public cloud. It can mirror data to the Barracuda Cloud for secure long-term retention and storage, or to facilitate disaster recovery.

Simplify Email Management

Email server storage demand is dramatically reduced using the Barracuda Message Archiver full message compression, deduplication, and stubbing, keeping end users within storage limits and eliminating the need for PST files. Granular retention policies ensure that original data is kept for as long as needed without risk of amendment or deletion, and end users are able to recover any message ever sent or received.

Streamline eDiscovery and Compliance

Barracuda Message Archiver's fully indexed archive, iterative multi-level search capabilities, and legal hold support complex audit and discovery exercises, with federated search supporting data across multiple appliances and the Barracuda Cloud. An intuitive role-based user interface gives secure access and shortens the response time to find specific messages when needed, while comprehensive audit trails make compliance easy to demonstrate.

Users can search and retrieve archived messages anywhere, anytime.



Product Features

Archiving

- Email messages, Exchange calendars, tasks, notes and contacts
- Skype for Business (Lync) conversations and content
- PST file discovery and import

User Access

- Full-featured mobile apps for iOS and Android
- Multi-function Outlook add-in
- Web interface
- Offline access
- Mailbox folder synchronization
- Reply to, forward or restore messages

Deployment Options

- All-in one hardware or virtual appliance.
- Supported on VMware and Hyper-V
- Available in public cloud on AWS
- Mirror to the Barracuda Cloud for backup and longer-term storage
- Clustering for high availability or solution expansion

Integration

- SMTP journaling
- Import from Exchange via MAPI
- Import via IMAP and POP3
- Import from Skype for Business (Lync)
- Export via PST or EML
- Supports Office 365, G Suite and other cloud services
- Integration with LDAP directories

Management

- Predefined user roles
- User level access controls
- Granular access permissions for auditors
- Reports on data volume and storage utilization

Compliance

- Granular retention policies
- Legal hold
- Content policies and alerts
- Comprehensive audit trail

Discovery

- Full text search with multiple operators
- Search contents, attachments & metadata
- Reusable saved searches
- Message tagging and export
- Federated search across appliances and cloud storage
- Scheduled policy-based exports

Efficiency

- Exchange message stubbing
- Message level deduplication
- Full message compression
- PST file elimination

Security

- Tamper-resistant storage
- Virus, spyware, and malware scanning
- Hardened OS

MODEL COMPARISON	150	350	450	650	850	950	1050
CAPACITY							
Storage Capacity	500 GB	2 TB	4 TB	8 TB	18 TB	28 TB	66 TB
Recommended Users	100	300	600	1,200	2,500	4,000	10,000
Cloud Storage Option	•	•	•	•	•	•	•
Cloud Backup and Recovery	•	•	•	•	•	•	•
HARDWARE APPLIANCE							
Rackmount Chassis	1U	1U	1U	1U	2U	3U	4U
Weight (lb)	11	33	33	33	75	66	108
Ethernet	1 x Gigabit	1 x Gigabit	1 x Gigabit	2 x Gigabit	2 x Gigabit	2 x Gigabit	2 x Gigabit
AC Input Current (amps)	1.8	2.4	2.4	4.1	5.1	6.5	8.7
Redundant Disk Array (RAID)		RAID-1	RAID-1	RAID-6	RAID-6	RAID-6	RAID-60
ECC Memory				•	•	•	•
Redundant Power Supply					•	•	•
VIRTUAL APPLIANCE							
Private Cloud				VMware and Hyper-V			
Public Cloud				Amazon Web Services (AWS)			
MODEL-SPECIFIC FEATURES							
High Availability			•	•	•	•	•
Stackable Appliances			•	•	•	•	•
Customizable Branding				•	•	•	•

Specifications subject to change without notice.

Support Options

Barracuda Energize Updates

- Standard technical support
- Policy definition updates
- Document definition updates
- Virus definition updates
- Security updates

Instant Replacement Service

- Replacement unit shipped next business day
- 24/7 technical support
- Hardware refresh every 4 years

PROJECTS/UPGRADES		ESTIMATE		
		2022/2023	2023/2024	2024/2025
Police Department				
Criminal Justice Information Services (CJIS)	Ongoing Mtce Labor	2,100.00	2,100.00	2,100.00
	AIS Managed SIEM/CJIS	1,980.00	1,980.00	1,980.00
	TOTAL CJIS	4,080.00	4,080.00	4,080.00
System Wide	Continue with schedule of replacing 14 computers every 4 years	25,600.00	25,600.00	25,600.00
System Wide	Reoccurring yearly subscriptions (cisco firewall support, cisco switch report, etc) Beg. FYE23 increase to account for yearly reoccur mtce on 2 network switches, includes licensing for Microsoft Azure (MFA)	16,571.00	16,571.00	16,571.00
Attachment A				
City Hall/Police Dept	Replace network switch that is older and doesn't support City's new phone system. Juniper EX Switch - 24 port, POE, Fiber Layer 3 DAC Cable	3,600.00		
City Hall/Police Dept	Purchase a larger archiver - current system is running out of hard drive space and will eventually stop working	10,600.00		
City Hall/Police Dept	Replace uninterrupted power supplies in server room. 7 years old		4,400.00	
System Wide	MFA - multi factor authentication - with increasing concerns related to ransomware, FBI, cyber insurance companies, etc are requiring MFA. This is at desktop level based on users (yearly licensing including in yearly reoccurring totals)	23,905.00		
Police Department	New parking citation application	1,050.00		
City Hall/Police Dept	Microsoft SQL Server Express - databases for Abila/MIP, Beat, and Laserfiche.	3,480.00		
Public Works	Uninterrupted power supply in PW IT cabinet - replace			1,800.00
City Hall Media Room	Clean up - wall cabinet (secure existing equipment, cable and CJIS compliant); wall cabinet APC/CyberPower UPS)			2,650.00
TOTAL ESTIMATES (EXCL CJIS)		84,806.00	46,571.00	46,621.00

2022/2023 (Attachment A)

Fixed Monthly - \$5,930.26 mgmt svr (40 hours/month)	71,163.12
Fixed Monthly - \$1,550 disaster/data continuity (allows recovery of files/entire server; gain access to data in event of some form of data loss/disaster; takes daily snapshots of all servers)	18,600.00
\$20.00 per month - PD Cloud Hosting	240.00
	90,003.12

RESOLUTION NO. _____

A RESOLUTION ACCEPTING A PROPOSAL FROM AIS, INC. FOR THE PURCHASE AND INSTALL OF A LARGER BARRACUDA MESSAGE ARCHIVER 350 IN AN AMOUNT NOT TO EXCEED \$10,600

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 accepting a proposal from AIS, Inc. for the purchase and install of a larger Barracuda Message Archiver 350 in an amount not to exceed \$10,600, 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 1st day of August 2022.

AYES: _____
NAYS: _____
ABSENT: _____

APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 1st day of August 2022.

JOSEPH MARCHESE, MAYOR

ATTEST:

JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM

CITY ATTORNEY



All Information Services, Inc.

Integrating the World's Technology

Budgetary Technology Roadmap For:

City of Darien
1702 Plainfield Road
Darien, IL 60561



December 15, 2021

Lisa Klemm
City of Darien
1702 Plainfield Road
Darien, IL 60561

Dear Lisa,

All Information Services, Inc. (AIS) appreciates the opportunity to provide your organization with the following technology roadmap. The budgetary technology roadmap will estimate possible costs and requirements for future technology applications.

At our core, we are a customer service organization with an expertise as a full-service Information Technology (IT) and a Managed Service Provider (MSP). Our core competencies include technical consulting services, planning and design, infrastructure solutions, optimization, growth/budget planning and project management.

Our customers rely on our expertise in IT service delivery as a fundamental component to their core business operations. We work with clients across a variety of market segments including the manufacturing, healthcare, finance, municipal, and education.

As a client of AIS, your organization will receive:

- A primary lead Tier III Engineer and Tier II Technician who will be responsible for all aspects of your IT infrastructure, while having behind them the knowledge and experience of more than 40 engineers.
- A dedicated AIS executive as your primary Account Manager to ensure consistency and continuity in establishing a long-term working relationship. We will meet quarterly and annually to review progress, status and aid in infrastructure and strategy planning.

The technology needs of the City of Darien are best served with AIS. Our proven record of accomplishment for professional installation, reliable service and quality systems technology is what our reputation is built on. We make technology work.

All Information Services, Inc. (AIS) is your trusted partner for information technology (IT) and managed services solutions. In today's complex business environment, your technology platform should help your business gain a competitive advantage in your respective market, not hold it back. Through our extensive industry experience and best practices approach, AIS can optimize your technology and help you meet your business objectives.



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Budgetary Technology Roadmap Objective

Provide a budgetary technology roadmap for the City of Darien. The roadmap ideas and objectives are based on known needs, current resources in use and are in line with industry standards. The budgetary estimates below are based on current costs. This roadmap is required to be updated yearly, to reflect changes in technology, costs and the needs of the City.

2023

- The City is over the licensing count for Continuum and Webroot. These apps provide security and monitoring off all computers.
\$250 Monthly, will be added to the City's agreement
- The City is over the licensing count for SpamTitan. AIS needs to true-up the licensing.
\$2,070 Yearly licensing
- The City is over the Data Continuity and Disaster Recovery Cloud Pool. (Cloud space)
\$250 Monthly will be added to the City's agreement.
- Criminal Justice Information Services (CJIS) consulting and updating. This is subject to the City's needs.
See <https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center>
\$2,100 Estimated ongoing maintenance labor. As needed.
- Desktop hardware refresh (14 Desktops/Laptops)
\$14,000 Computers
\$7,400 Estimated Labor
\$4,200 Microsoft Office Std/Pro Licensing (Gov. Agreement)
- The City uses Microsoft SQL Server Express as the databases for Abila/MIP(ERP), Beast(Evidence Management) and Laserfiche(Document Management). The SQL version in use, is not supported by Abila's next release and is near end of life. AIS recommends upgrading sooner than later.
\$1,680 Estimated Labor AIS
\$600 Estimated Labor Beast
\$1,200 Estimated Labor TKB/Laserfiche
\$0 Estimated Labor Abila (as of 12/30/20)
AIS is not responsible for 3rd party costs.



- The Police Department has 1 network switch that is a bit older and does not support the City's new phone system. AIS recommends upgrading. Currently AIS has a "loaner" switch installed at PD.

\$2,700 Juniper EX Switch, 24 port, POE, Fiber, Layer 3, with DAC cable

*** This is MSRP. AIS will search for promotions and apply for discounts, at the time of order.*

\$900 Estimated Install Labor

\$231 Estimated yearly reoccurring maintenance and support

- The City uses a Barracuda Message Archiver for require municipal record retention requirements. The City's current system is running out of hard drive space and will eventually stop working. The City must upgrade.

Option 1: Purchase a larger Archiver-

\$6,300 New Barracuda Message Archiver 350

\$3,300 Yearly for support/update and hardware replacement.

\$1,000 Estimated Labor Install

Option 2: Barracuda is pushing their cloud product and increasing the costs of an on premise Archivers, as with above.

\$4,610 Yearly Cloud Service Cost *** This an estimate. This can increase each month as more cloud storage and users are needed. This is not under AIS's control.*

\$1,000 Estimated Labor Install

For either option, budget extra. Costs will go up.

- With the ever-increasing concerns related to ransomware, the FBI, cyber insurance companies, etc. are requiring Multi Factor Authentication (MFA). This at the computer desktop level. Many public organizations are preparing for MFA. Darien should also.

\$6,000 Windows Certificate Based Remote Access

\$7,605 Windows MFA Login

\$9,000 Yubico USB MFA Key

\$1,300 Project Management Labor

\$1,100 Microsoft Server Licensing

\$10,000 yearly Microsoft Azure Licensing

- The County is moving to a new parking citation application. This application needs to be installed and configured on many Police computer systems.

\$1,050 Estimated Install Labor

2024

- Criminal Justice Information Services (CJIS) consulting and updating. This is subject to the City's needs.

See <https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center>

\$2,100 Estimated ongoing maintenance labor

- Desktop hardware refresh (14 Desktops/Laptops)

\$14,000 Computers



\$7,400 Estimated Labor
 \$4,200 Microsoft Office Std/Pro Licensing (Gov. Agreement)

- The Uninterrupted Power Supplies in the PD Server Room are over 7 years old by now and beyond their end of life.
 \$2,500 3 Trip Lite/CyberPower Server UPS (Networkable/SNMP Alerts)
 \$500 3 Trip Lite PDU (power distribution unit)
 \$1,400 Estimated Labor

2025

- Criminal Justice Information Services (CJIS) consulting and updating. This is subject to the City's needs.
 See <https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center>
 \$2,100 Estimated ongoing maintenance labor
- Desktop hardware refresh (14 Desktops/Laptops)
 \$14,000 Computers
 \$7,400 Estimated Labor
 \$4,200 Microsoft Office Std/Pro Licensing (Gov. Agreement)
- City Hall Media Room Cleanup.
 \$1,000 Estimate Labor
 (Work with City to investigate, prep for disposal old equipment on the floor at the end of the room, check cabling in the ceiling, etc. Below is contingent on this step and the results of the investigation)
 \$450 Wall Cabinet (Secure existing equipment and cable, CJIS compliant)
 \$200 Wall Cabinet APC/CyberPower UPS
 \$1,000 Estimate Labor to mount, re-terminate, existing equipment and cabling in the new cabinet
- The Uninterrupted Power Supply in Public Works IT Cabinet is over 6 years old by now and beyond their end of life.
 \$850 1Trip Lite/CyberPower Server UPS (Networkable/SNMP Alerts)
 \$950 Estimated Labor

Roadmap Comments

- All above tasks/projects/hardware costs are estimates. These costs will be fined tuned and quoted at the time of order. Hardware estimates do not include any future Tariff increases.
- Some of the above budget roadmap items will require reoccurring subscription or maintenance agreements, which will be priced at the time of purchase.

AGENDA MEMO
ADMIN/FINANCE COMMITTEE
August 1, 2022

ISSUE STATEMENT

A resolution approving a contract extension, year 2, with Eco Clean Maintenance, Inc. to provide janitorial services for the City of Darien.

BACKGROUND/HISTORY

Last year the City of Darien requested bids which included optional contract extensions (Attachment A). For the past 12 months, Eco Clean Maintenance, Inc. has provided janitorial services for the City, including Public Works, Police Department and City Hall. Eco Clean Maintenance, Inc. has kept the three facilities clean and free from garbage.

The FYE 23 budget for Cleaning/Janitorial Services is split as follows:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	BUDGET FYE23	YEARLY COST
10-4345	Janitorial Services (75% split)	20,700	20,616
50-4223	Janitorial Services (25% split)	5,900	5,880
	TOTAL	26,600	26,496

STAFF/COMMITTEE RECOMMENDATION

Staff recommends approval of a resolution authorizing a contract extension with Clean Slate, Inc.

ALTERNATE CONSIDERATION

As directed.

DECISION MODE

This item will be placed on the August 15, 2022 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 2, WITH ECO CLEAN MAINTENANCE, INC. TO PROVIDE JANITORIAL SERVICES FOR THE CITY OF DARIEN

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 2, with Eco Clean Maintenance, Inc. to provide janitorial services for the City of Darien, 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 15th day of August 2022.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 15th day of August 2022.

JOSEPH MARCHES, 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 94-0515)
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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/18/2021

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

AccuredPartners of Illinois, LLC
Four Westbrook Corporate Ctr, Ste 500
Westchester IL 60154

CONTACT

Name: Coletta Celaya

Phone: 847-745-1784

Fax: 847-745-1784

E-mail: coletta.celaya@accuredpartners.com

PAY

IAB: 847-745-1784

INSURED

ECO Clean Maintenance, Inc
516 W. Wrightwood Ave
Elmhurst IL 60126

SC0CLEA-01

INSURERS AFFORDING COVERAGE

DATE

INSURER A: West Bend Mutual Insurance Company

15360

INSURER B: AmTrust Insurance Co of Kansas

16984

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER: 323091060

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.

TYPE	CLASS	TYPE OF INSURANCE	POLICY NUMBER		POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS	
			PROD. NO.	W/O.				
A	X	COMMERCIAL GENERAL LIABILITY			A898760	3/11/2021	3/11/2022	EACH OCCURRENCE \$ 1,000,000
		CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000
		GEN'L AGGREGATE LIMIT APPLIED PER:						MED EXP (Any one person) \$ 10,000
	X	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
		OTHER:						GENERAL AGGREGATE \$ 2,000,000
								PRODUCTS - COMP/OP AGG \$ 2,000,000
A		AUTOMOBILE LIABILITY			A898760	3/11/2021	3/11/2022	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000
		ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/>						BODILY INJURY (Per person) \$
								BODILY INJURY (Per accident) \$
								PROPERTY DAMAGE (Per accident) \$
A	X	UMBRELLA LIAB			A898760	3/11/2021	3/11/2022	EACH OCCURRENCE \$ 2,000,000
		EXCESS LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 2,000,000
		DED <input checked="" type="checkbox"/> RETENTION \$ 0						
B		WORKERS COMPENSATION AND EMPLOYERS LIABILITY			KWO1237920	2/20/2021	2/20/2022	E.L. EACH ACCIDENT \$ 1,000,000
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in Ill)	Y/N	N/A				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
		DESCRIPTION OF OPERATIONS (Mandatory in Ill)						E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER

Evidence of Insurance

CANCELLATION

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

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

City of Darien
Minutes of the Administrative/Finance Committee
May 2, 2022

Chairwoman/Alderswoman Sullivan called the Meeting to order at 6:30 pm. Committee member Aldermen Vaughan was present. City Administrator Vana, Treasurer Coren, and Mayor Marchese were also present. Glen Liljeberg, owner of Sunrise Communications Inc., participated via phone.

Sunrise Communications

Staff advised the FYE 23 budget includes funds to upgrade the media room and replace the microphones in the council chambers. The current equipment has reached its useful life, and at times, falters. The upgrade will provide a more reliable system since the current switcher is old and no longer supported. Additionally, the microphones are approximately 15 years old and are in need of replacement. Sunrise Communications, Inc. provided quotes for the project including equipment and labor for a total estimated project cost of \$63,500.

The committee unanimously approved a motion recommending approval of a proposal from Sunrise Communications in an amount not to exceed \$63,500 for the labor and materials for the replacement of the broadcast system in the media room and the Council Room microphones.

Minutes – February 7, 2022 – The committee unanimously approved the minutes.

Adjournment - The meeting adjourned at 6:54pm.

Approved:

Mary Sullivan, Chairwoman _____

Ted Schauer, Member _____

Lester Vaughan, Member _____