



OpenWorks

Village of Lake in the Hills and Village of Cary
Bid Documents: 2016 Janitorial Services for

Customized By: **OpenWorks**



Village of Lake in the Hills/Cary

9010 Haligus Road
Lake in the Hills, IL 60156

Scott Parchutz



N/A - No alterations or deviations needed.

APPENDIX 1
SCHEDULE OF ALTERATIONS AND DEVIATIONS

Please list any proposed alternative or deviation to the minimum standards outlined in this Request for Proposal document.

SECTION	PARAGRAPH	EXPLANATION OF ALTERNATIVE/DEVIATION
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N/A		
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**APPENDIX 2
REFERENCE SCHEDULE**

1. Organization City of West Chicago
Contact Person Mark Ruddick
Telephone number (630) 293-5865
Work Description Over 61,000 sq feet of cleaning area covering 6 different buildings.
Provide cleaning for City Hall, Police Department, Public Works, City Museum, Meke Train Station,
Water Treatment Facility
2. Organization Schneider Enterprise Resources
Contact Person Ken Lindsay
Telephone number (815) 424-3130
Work Description 190,000 sq^{ft} of cleaning space. Provide daily and nightly
Cleaning
3. Organization Bonefish Grill
Contact Person David Jenkins
Telephone number (847) 674-4634
Work Description Nightly cleaning of the restaurant after facility closes
to prepare for next day service
4. Organization Warehouse Direct
Contact Person Curtis Stokes
Telephone number (847) 631-7130
Work Description Day-porter services + nightly cleaning
5. Organization The Barbereux School
Contact Person Tom Creighton
Telephone number (847) 864-3125
Work Description Nightly cleaning services for the daycare center

N/A - No subcontractors

APPENDIX 3

SUBCONTRACTORS WHO WILL PERFORM WORK ON THE PROJECT

[illegible]

**VILLAGE OF LAKE IN THE HILLS
VILLAGE OF CARY
BID CERTIFICATION FORM**

ADDRESS:

Open Works

10600 W. Higgins Road Suite 700
Rosemont, IL 60018

The undersigned, having familiarized [himself/herself] with conditions affecting the cost of the work and its performance and having carefully examined and fully understood the INSTRUCTION TO BIDDERS, hereby affirms and agrees to enter into a contract with the Village of Lake In The Hills, Illinois;

To PROVIDE all supervision, labor, material, equipment, and all other expense items to perform completely the entire work covered by all specifications for the entire work;

	Basic Period (2016-17)		First Option Period (2017-18)		Second Option Period (2018-19)		Third Option Period (2019-20)	
	Cost per Month	Total Cost	Cost per Month	Total Cost	Cost per Month	Total Cost	Cost per Month	Total Cost
LITH Village Hall Upper Level								
General Services	\$965	\$11,580	\$965	\$11,580	\$965	\$11,580	\$965	\$11,580
Other Cleaning Services	\$233	\$2,796	\$233	\$2,796	\$233	\$2,796	\$233	\$2,796
Periodic Services		\$3,446		\$3,446		\$3,446	ME	\$3,446
LITH Village Hall Lower Level								
General Services	\$390	\$4,680	\$390	\$4,680	\$390	\$4,680	\$390	\$4,680
Other Cleaning Services	\$156	\$1,872	\$156	\$1,872	\$156	\$1,872	\$156	\$1,872
Periodic Services		\$948		\$948		\$948		\$948

	Basic Period (2016-17)		First Option Period (2017-18)		Second Option Period (2018-19)		Third Option Period (2019-20)	
	Cost per Month	Total Cost	Cost per Month	Total Cost	Cost per Month	Total Cost	Cost per Month	Total Cost
LITH Police Department								
General Services	\$592	\$7,104	\$592	\$7,104	\$592	\$7,104	\$592	\$7,104
Other Cleaning Services	\$175	\$2,100	\$175	\$2,100	\$175	\$2,100	\$175	\$2,100
Periodic Services		\$2,164		\$2,164		\$2,164		\$2,164
LITH Public Works								
General Services	\$506	\$6,072	\$506	\$6,072	\$506	\$6,072	\$506	\$6,072
Other Cleaning Services	\$142	\$1,704	\$142	\$1,704	\$142	\$1,704	\$142	\$1,704
Periodic Services		\$4,247		\$4,247		\$4,247		\$4,247
LITH LaBahn/Hain House								
General Services	\$78	\$936	\$78	\$936	\$78	\$936	\$78	\$936
Other Cleaning Services	\$21	\$252	\$21	\$252	\$21	\$252	\$21	\$252
Periodic Services		\$80		\$80		\$80		\$80
LITH Indian Trail Beach								
General Services	\$203	\$2,436	\$203	\$2,436	\$203	\$2,436	\$203	\$2,436
Other Cleaning Services	\$60	\$720	\$60	\$720	\$60	\$720	\$60	\$720
Periodic Services		\$140		\$140		\$140		\$140
LITH Safety Town								
General Services	\$77	\$924	\$77	\$924	\$77	\$924	\$77	\$924
Other Cleaning Services	\$21	\$252	\$21	\$252	\$21	\$252	\$21	\$252
Periodic Services		\$606		\$606		\$606		\$606
LITH Preschool 2 E. Oak St.								
General Services	\$250	\$3,000	\$250	\$3,000	\$250	\$3,000	\$250	\$3,000
Other Cleaning Services	\$58	\$696	\$58	\$696	\$58	\$696	\$58	\$696
Periodic Services		\$366		\$366		\$366		\$366
CARY Village Hall								
General Services	\$535	\$6,420	\$535	\$6,420	\$535	\$6,420	\$535	\$6,420
Other Cleaning Services	\$147	\$1,764	\$147	\$1,764	\$147	\$1,764	\$147	\$1,764
Periodic Services		\$3,557		\$3,557		\$3,557		\$3,557
CARY Police Dept.								
General Services	\$383	\$4,596	\$383	\$4,596	\$383	\$4,596	\$383	\$4,596
Other Cleaning Services	\$93	\$1,116	\$93	\$1,116	\$93	\$1,116	\$93	\$1,116
Periodic Services		\$2,453		\$2,453		\$2,453		\$2,453

	Basic Period (2016-17)		First Option Period (2017-18)		Second Option Period (2018-19)		Third Option Period (2019-20)	
	Cost per Month	Total Cost	Cost per Month	Total Cost	Cost per Month	Total Cost	Cost per Month	Total Cost
CARY Public Works Facility								
General Services	\$303	\$3,636	\$303	\$3,636	\$303	\$3,636	\$303	\$3,636
Other Cleaning Services	\$85	\$1,020	\$85	\$1,020	\$85	\$1,020	\$85	\$1,020
Periodic Services		\$3,492		\$3,492		\$3,492		\$3,492
Total		\$87,179		\$87,179		\$87,179		\$87,179
Emergency or Special Event (\$ per man- hour)								

Total Contract Price:

YEAR	TOTAL COST PER YEAR
2016 / 2017	\$ 87,179
2017 / 2018	\$ 87,179
2018 / 2019	\$ 87,179
2019 / 2020	\$ 87,179

2. COSTS:

The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits, and all other work, services, and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the contract documents considered severally and collectively. All bids shall be held valid for a period of 60 days after the bid due date.

The undersigned hereby also certifies that this bid is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder or person, to put in a sham bid or to refrain from submitting a bid; and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the proposed price elements of said bid, or that of any other Bidder, or to secure any advantage against any other Bidder or any person interested in the proposed contract.

The undersigned hereby also certifies in accordance with 65 ILCS 5/11-42.1-1 that the Bidder is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, unless the amount and/or liability is being properly contested in accordance with the procedures established by the appropriate revenue act

The undersigned hereby also certifies in accordance with 720 ILCS 5/33 E that the Bidder will not participate in bid rigging and/or rotating, kickbacks, bribery, and other related interference with public contracts. The statute requires that a certification by submitted by a Bidder specifically attesting to the provisions of 5/33E-3 and 5/33E-4.

The undersigned hereby also certifies in accordance with 775 ILCS 5/2-105 that the Bidder must furnish evidence of adoption of a written policy on sexual harassment pursuant to the statute. The Village's interpretation of this statute is that such a policy does not have to be submitted with the bid, but the Bidder must have one in order to receive a contract.

The undersigned hereby also certifies that the bid is in compliance with all other applicable federal, state, and local laws.

3. DELIVERY REQUIREMENTS:

The undersigned hereby affirms and states that the prices listed as "Delivered and Installed" are the unit and total costs for the delivery of item(s) to their designated locations ready for use.

4. TIME OF COMPLETION:

The undersigned affirms and declares that if awarded the contract for said Facility Cleaning Service, [he/she] will completely perform the contract in strict accordance with its terms and conditions within 45 consecutive calendar days after notification of award of contract.

5. SPECIFICATIONS:

The undersigned will furnish all labor, material, equipment, and services necessary for said Facility Cleaning Service, in accordance with the following specifications as attached.

6. CONDITIONS:

- A. The Village is exempt from federal excise tax and the Illinois Retailers' Occupation Tax. The undersigned hereby certifies that this proposal does not include any amounts of money for these taxes.
- B. To be valid, bids shall be itemized so that selection for purchase may be made, there being included in the price of each item the cost of delivery, insurance, bonds, overhead, and profit.
- C. The Village shall reserve the right to add to or deduct from the base bid and/or alternate bid any item at the prices indicated in the itemization of bid.

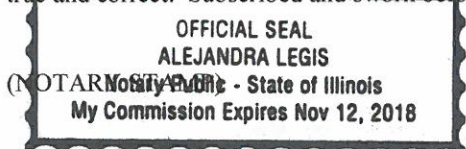
Dated at 3:32 pm this 9th day of February, 2016.

By: [Signature]
(signature)

Its: Account Executive
Title

Michael J. Jahrling, being duly sworn, deposes and states that he/she is the Account Executive of Open Works and that the statement above is

true and correct. Subscribed and sworn before me this 9th day of February, 2016



[Signature]
Notary Public

VILLAGE OF _____

Accepted this _____ day of _____, 20____

By: _____
(signature)

Title: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/9/2016

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 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 Exchange Underwriters, Inc 121 West Pike Street Canonsburg PA 15317		CONTACT NAME: Brenda Berdine PHONE (A/C, No, Ext): 724-745-1600 FAX (A/C, No): E-MAIL ADDRESS: bberdine@exchangeunderwriters.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Liberty Mutual Ins Company	
		INSURER B: Technology Insurance Company	
		INSURER C: Security National	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 54256128 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		CBP8987213 (AZ CA TX IL) BKA56075127 (WA & SD)	5/1/2015 5/1/2015	5/1/2016 5/1/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		BA8987313 (AZ CA TX IL) BAA56075127 (WA & SD)	5/1/2015 5/1/2015	5/1/2016 5/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000		CU8987613	5/1/2015	5/1/2016	EACH OCCURRENCE \$5,000,000 AGGREGATE \$ \$
B C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	TWC3476744 (TX AZ IL SD) SWC1072551 (CA)	5/1/2015 5/1/2015	5/1/2016 5/1/2016	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A A	Third Party Bond		CBP8987213 (AZ CA TX IL) BKA56075127 (WA & SD)	5/1/2015 5/1/2015	5/1/2016 5/1/2016	Limit \$25,000

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

ADDITIONAL INSURED STATUS APPLIES WITH RESPECTS TO GENERAL LIABILITY ON A PRIMARY AND NONCONTRIBUTORY BASIS FOR ONGOING AND COMPLETED OPERATIONS WHEN REQUIRED BY OPENWORKS BILLED CONTRACTS. PARTICIPATING FRANCHISEES ARE COVERED FOR GENERAL LIABILITY, WORKERS COMPENSATION AND BOND. GENERAL LIABILITY AND WORKERS COMPENSATION WAIVER APPLIES WHEN REQUIRED BY CONTRACT.

CERTIFICATE HOLDER

CANCELLATION

Village of Lake in the Hills
600 Harvest Gate Road
Lake in the Hills IL 60156

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

Brenda L. Berdine

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/9/2016

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PRODUCER Exchange Underwriters, Inc 121 West Pike Street Canonsburg PA 15317		CONTACT NAME: Brenda Berdine PHONE (A/C, No, Ext): 724-745-1600 FAX (A/C, No): E-MAIL: bberdine@exchangeunderwriters.com ADDRESS:	
INSURED Open America, Inc dba OpenWorks 4742 N. 24th St. S#450 Phoenix AZ 85016		INSURER(S) AFFORDING COVERAGE INSURER A: Liberty Mutual Ins Company INSURER B: Technology Insurance Company INSURER C: Security National INSURER D: INSURER E: INSURER F:	
OPENA-3		NAIC # 23043 42376 19879	

COVERAGES

CERTIFICATE NUMBER: 422208000

REVISION NUMBER:

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A A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			CU8987613	5/1/2015	5/1/2016	EACH OCCURRENCE \$5,000,000 AGGREGATE \$ \$
B C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	TWC3476744 (TX AZ IL SD) SWC1072551 (CA)	5/1/2015 5/1/2015	5/1/2016 5/1/2016	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A A	Third Party Bond			CBP8987213 (AZ CA TX IL) BKA56075127 (WA & SD)	5/1/2015 5/1/2015	5/1/2016 5/1/2016	Limit \$25,000

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CERTIFICATE HOLDER

CANCELLATION

Village of Cary 655 Village Hall Drive Cary IL 60013	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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