



REQUEST FOR PROPOSALS

Project Name: Janitorial Cleaning Services Contract

The Northfield Park District is seeking qualified and interested contractors to provide janitorial services, for a multi-year contract starting with the 2026 season.

Please find enclosed a proposal for janitorial services. Proposals will be received at the Northfield Community Center until 10:00AM on Tuesday, September 22, 2026, at 401 Wagner Rd. Northfield, IL 60093, at which time the bid proposals will be publicly opened and read aloud. The District, at its sole discretion reserves the right to accept or reject, any and all proposals, which is determined to be in the best interest of the District.

Proposal Documents may be obtained from the Northfield Park District website: www.northfieldparks.org. For more information, contact Jim Reuter, Superintendent of Parks & Recreation.

These documents contain the janitorial service specifications. Should you have any questions, or need further information please feel free to contact me. All questions shall be submitted by email to jreuter@nfparks.org.

The proposed project includes provision of all labor, materials, tools, and services required for custodial staffing and maintenance at the Northfield Community Center and Lustig Lodge, in accordance with the Specifications, Notice to Bidders, Instructions to Bidders, and forms of Contract.

The District reserves the right to defer award of the contract for up to sixty (60) calendar days after the date bids are received, and to accept or reject any or all proposals, to waive proposals and re-advertise for proposals, if determined to be in the District's best interests.

Each proposal must be placed in a sealed, opaque envelope and shall be clearly marked "**Sealed Bid – Janitorial Cleaning Services Contract Proposals**" and addressed and delivered to the Northfield Park District, Attention: Jim Reuter, 401 Wagner Road Northfield IL, 60093.

The contract start date shall be determined after the proposal award however the contractors should plan on being on site to start work on Thursday, October 8, 2026.

The Contractor(s) selected will also be required to comply with all applicable federal, state and local laws, rules, regulations and executive orders, including but not limited to those pertaining to equal employment opportunity.

By Order Of:

Park Board of Commissioners
Northfield Park District
September 11, 2026



CONTRACTOR REQUIREMENTS

- I. Contractors shall provide a list of at least five (5) cleaning company references; this list shall include the name and address of the company, with the telephone number and the name of a contact person. These references shall be buildings of at least comparable size to the District buildings being proposed on. District staff shall be allowed to tour these sites if desired.

The following requirements shall apply equally to the awarded contractor and any subcontractors that may be employed by the awarded contractor.

- I. The Contractor shall procure and 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. The successful proposal shall provide the Northfield Park District a Certificate of Insurance naming the Northfield Park District as additional insured for the purposes of this contract.
- II. Contractor agrees to conduct fingerprint-based criminal background checks on all employees. Contractor shall not assign any employee, subcontractor or other person on behalf of Contractor to the District who has not submitted to a fingerprint-based criminal background check and been cross-referenced with the state of Illinois and federal sexual offender registries as well as the Illinois Murderer and Violent Offender Against Youth registry. Contractor covenants, represents, and warrants that: (i) it has performed and will perform fingerprint based criminal background checks on each of Contractor's employees, subcontractors, or other persons assigned to the District; and (ii) it shall not assign any employees, subcontractors, or other persons to the District if such employees, subcontractors, or other persons would be ineligible for employment by the District pursuant to Section 8-23 of the Park District Code (70 ILCS 1205/8-23). By assigning employees, subcontractors, or other persons to the District pursuant to this agreement, Contractor covenants, represents, and warrants that all such employees, subcontractors, or other persons have been subjected to a fingerprint based criminal background check and are not ineligible for employment by the District pursuant to Section 8-23 of the Park District Code (70 ILCS 1205/8-23).
- III. The awarded firm hereby attest that: It is in compliance with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., including, but not limited to, Section 2-105 thereof, 775 ILCS 5/2-105.
- IV. And That: The Americans With Disabilities Act, (42 USC 121-1 et seq.) and its accompanying regulations (28 CFR 35.130) prohibit discrimination against qualified individuals with disabilities by a local government, whether directly or through contractual agreements, in the provision of any benefit, service, program or activity of the public entity. As a condition of receiving this contract, the contractor certifies by signing the proposal form that services, programs, and activities provided under this contract are now and will continue to be in compliance with The Americans with Disabilities Act.



GENERAL REQUIREMENTS

I. **CONTRACT MANAGEMENT**

- A. A Supervisor or Company contact who is fluent in the English language and who can communicate with the cleaning crews must be available to District Staff. The Contractor shall provide the names and telephone numbers of at least two individuals who can be contacted twenty-four (24) hours a day.
- B. Site reviews with District Staff and a Contractor contact shall be completed as necessary.
- C. The District shall document complaints, service lapses, and or compliments. This document will be reviewed as necessary. Excessive complaints may be cause for contract termination. These documents will be provided for and be considered property of the District.
- D. The Contractor will provide for completion by the cleaning crew of a log sheet, which logs the time of arrival and the time of departure at each location. This sheet shall list the address of the building and the names of the employees on each crew. These sheets will be copied to the District upon request and reviewed as necessary.
- E. The Contractor will provide a report of unusual occurrences, malfunctions, or damages to District property to the Facility & Risk Manager by either a phone call, email, or in-person within one business day.
- F. Service requests must be responded to within twenty-four (24) hours of notification.
- G. Actual work hours shall be determined after the award of the contract and be agreed to by the District and Contractor. Contractor shall plan for work to be performed overnight.
- H. Invoicing shall be monthly, and payments shall be made monthly within forty-five (45) days of invoice. Invoice shall include a breakdown of individual cost for each District facility.
- I. Disputes in the level or quality of service shall be brought to the attention of the Director of Parks Maintenance and resolved with the Contractor.
- J. The District may terminate the Contract with thirty - (30) days written notice to the Contractor. The Contractor may terminate the contract upon sixty - (60) days written notice to the District.
- K. Employees of the Contractor shall wear a uniform or ID Badge at all times while on District property.
- L. Acceptance of any CONTRACT OPTIONS shall be at the sole discretion of the District.

II. **CLEANING SCHEDULE FOR NORTHFIELD COMMUNITY CENTER – 401 WAGNER ROAD**

- A. Five (5) cleanings per week to be done at night (after 10:00PM) Monday-Friday, year-round:
 - 1. Entryways, Vestibules, Lobby, Hallways, Common Areas, Community Conference Room, Coat Room, Fitness Center, Fitness Studio, Residents Center, Serving Kitchen, Break Room, Vending Area.
 - a. All trash receptacles are to be emptied, including entrance containers, and trash removed to a collection point (liners to be furnished by the District).



- b. Vacuum all carpeting and carpet runners utilizing best practices.
 - c. Thoroughly dust all horizontal surfaces utilizing microfiber dust cloths, including desks, plaques, files, window sills, chairs, tables, pictures and all manner of furnishing in above Named Areas.
 - d. Clean and disinfect all horizontal surfaces to remove beverage rings and spillage as needed.
 - e. Dust telephones.
 - f. Dust mop hard surface floors with a treated dust mop to remove gum, etc., as needed.
 - g. Damp mop hard surface floors utilizing a high co-efficient disinfectant for proper disinfecting.
 - h. Damp wipe entrance metal and fingerprints on entrance glass.
 - i. Clean and damp wipe tables and chairs.
 - j. Clean microwave(s) (interior and exterior).
 - k. Spot clean front(s) of refrigerator(s).
 - l. Spot clean front(s) of vending machine(s).
 - m. Clean and polish drinking fountain/water cooler.
 - n. Clean partition glass.
 - o. Police entrance stoop for debris, litter, etc.
 - p. Fitness Center Tuesday Only: In addition to regular cleaning, clean top, bottom sides and underneath of all fitness equipment, except for dumbbell racks.
2. Restrooms (5) and Showers (2)
- a. Stock towels, tissue, and hand soap (to be furnished by District).
 - b. Empty sanitary napkin receptacles and damp wipe with disinfectant.
 - c. Empty trash receptacles and damp wipe with disinfectant.
 - d. Dust partitions, tops of mirrors and frames.
 - e. Wipe towel dispenser covers, soap dispensers, and cabinets.
 - f. Toilets and urinals to be cleaned and disinfected inside and outside.
 - g. Toilet seats to be cleaned on both sides and disinfected.
 - h. Scour and sanitize all basins. Polish bright work.
 - i. Clean and polish mirrors.
 - j. Remove splash marks from around basins.
 - k. Wet mop and rinse restroom floors with disinfectant utilizing microfiber technologies.
 - l. Thoroughly clean and disinfect showers and polish bright work.



- B. One (1) cleaning per week to be done at night (after 10:00PM) on Saturdays:
 - 1. Full cleaning of all areas as shown in Section A.
 - 2. Additional Deep Cleaning Services:
 - a. Clean top, bottom, sides, and underneath all fitness equipment.
 - b. Clean all high dustings, including air returns.
 - c. Clean all registers.
 - d. Clean all light fixtures.
 - e. Clean all HVAC duct work.
 - f. Clean all fluorescent lighting.

III. **CLEANING SCHEDULE FOR LUSTIG LODGE – 1950 NEW WILLOW ROAD**

- A. One (1) cleaning per week to be done at night (after 10:00PM) Wednesdays OR in the morning (before 8:00AM) Thursdays, March 1-November 30 only:
 - 1. Main Open Area, Entryways, Coat Room, Serving Kitchen, Restrooms.
 - a. All trash receptacles are to be emptied, including entrance containers, and trash removed to a collection point (liners to be furnished by the District).
 - b. Thoroughly dust all horizontal surfaces utilizing microfiber dust cloths, including desks, plaques, files, window sills, chairs, tables, pictures and all manner of furnishing in above Named Areas.
 - c. Clean and disinfect all horizontal surfaces to remove beverage rings and spillage as needed.
 - d. Dust mop hard surface floors with a treated dust mop to remove gum, etc., as needed.
 - e. Damp mop hard surface floors utilizing a high co-efficient disinfectant for proper disinfecting.
 - f. Damp wipe entrance metal and fingerprints on entrance glass.
 - g. Clean microwave(s) (interior and exterior).
 - h. Spot clean front(s) of refrigerator(s).
 - i. Clean and polish drinking fountain/water cooler.
 - j. Clean windows (interior only).
 - k. Police entrance stoop for debris, litter, etc.
 - 2. Restrooms (2)
 - a. Stock towels, tissue, and hand soap (to be furnished by District).
 - b. Empty sanitary napkin receptacles and damp wipe with disinfectant.
 - c. Empty trash receptacles and damp wipe with disinfectant.
 - d. Dust partitions, tops of mirrors and frames.
 - e. Wipe towel dispenser covers, soap dispensers, and cabinets.
 - f. Toilets and urinals to be cleaned and disinfected inside and outside.
 - g. Toilet seats to be cleaned on both sides and disinfected.
 - h. Scour and sanitize all basins. Polish bright work.
 - i. Clean and polish mirrors.
 - j. Remove splash marks from around basins.
 - k. Wet mop and rinse restroom floors with disinfectant utilizing microfiber technologies.



IV. ASSIGNMENT AND SUBCONTRACTING

- A. The Contractor may not assign, transfer, convey, sublet, subcontract, or otherwise dispose of this contract, or of their right, title or interest therein, or their power to execute such contract, to any other person, firm or corporation, without the written consent of the Northfield Park District.
- B. The Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates of insurance and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all the requirements stated herein.

V. INSURANCE PROVISIONS

- A. The Contractor shall not commence work under this contract until they have obtained all insurance required herein and such insurance has been approved by the District. The Contractor shall not allow any subcontractor to commence work, on this contract, until all similar insurance required of the subcontractor has been obtained.
- B. The Contractor shall procure and 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.
- C. The Contractor shall furnish the District with certificates of insurance naming the Northfield Park District, its officials, agents, employees, and volunteers as additional insured, and with original endorsements affecting coverage required by this clause. Certificates of Insurance which only list the District as a Certificate Holder will not be acceptable. 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 District reserves the right to request fully certified copies of the insurance policies.
- D. Insurance is to be placed with insurers with a Best's rating of no less than B+:VII and licensed to do business in the State of Illinois.

VI. MINIMUM SCOPE OF INSURANCE

- A. Coverage shall be at least as broad as:
 - 1. Insurance Services Office Commercial General Liability occurrence form CG 0001 (Ed.11/85) and if requested Owners and Contractors Protective Liability policy with the District stated as named insured; and
 - 2. Insurance Services Office form CA 0001 (Ed.1/87) covering Automobile Liability, symbol 01 "any auto" and endorsement CA 0029 (Ed.12/88) changes in Business Auto and Truckers coverage forms - Insured Contract or ISO form CA0001 (Ed.12/90); and
 - 3. Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.



VII. MINIMUM LIMITS OF INSURANCE

A. Contractor shall maintain limits not less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000.
2. Automobile liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the Labor Code of Illinois and Employers' Liability limits of \$1,000,000 per accident.
4. Builders' Risk: Shall insurance against "ALL RISK" of physical damage, including water damage (flood and hydrostatic pressure not excluded), on a completed value basis.

VIII. DEDUCTIBLE AND SELF-INSURED RETENTION

- A.** Any deductibles or self-insured retention must be declared to and approved by the District. At the option of the District, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the District, its officials and employees; or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

IX. INDEMNITY HOLD HARMLESS PROVISION

- A.** To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify and hold harmless the Northfield Park District, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anyway accrue against the District, its officials, agents and employees, arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in anyway result therefore, except that arising out of the sole legal cause of the District, its agents or employees, the Contractor shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the District, its officials, agents and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same. The Contractor expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the District, its officials, agents and employees as herein provided.



X. OTHER INSURANCE PROVISIONS

A. The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverage
 - a. The Northfield Park District, its officials, agents, employees and volunteers are to be covered as insured as respects: liability arising out of 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 District, its agents, employees or volunteers.
 - b. The Contractor's insurance coverage shall be primary as respects the Northfield Park District, its officials, employees and volunteers. Any insurance or self-insurance maintained by the District, its agent's employees or 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 District, its agents, employees or volunteers.
 - d. Coverage shall state that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
2. Workers' Compensation and Employers' Liability Coverage
 - a. The insurer shall agree to waive all rights of subrogation against the District, its agents, employees and volunteers for losses arising from work performed by the Contractor for the District.
3. All Coverage
 - a. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District.
4. The Contractor further agrees that to the extent that money is due the Contractor by virtue of this contract as shall be considered necessary in the judgment of the municipality, may be retained by the municipality to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the District.



PROPOSAL FORM

CONTRACTOR NAME: _____

BID ITEM(S): Janitorial Cleaning Services Contract 2026-2029

BID TO: Northfield Park District Park Board of Commissioners
Northfield Park District
401 Wagner Road
Northfield, Illinois 60093

1. The following is our proposal to provide the services described in the specifications.
2. Having carefully examined all specifications as prepared by the Northfield Park District, we offer the following proposal.
3. The Bidder hereby states that the price quoted herein constitutes the gross total cost to the Northfield Park District for all equipment, supplies and labor bid and that this cost also includes all taxes (other than Illinois Sales Tax), insurance, royalties, transportation charges, use of all tools and equipment, superintendence, bond and overhead expense, all profits and all other work, services and conditions necessarily involved in the materials furnished.
4. We hereby agree that this proposal may be accepted by the Board of Commissioners without change at any time during a period stipulated in the specifications

ITEM(S): Janitorial Cleaning Services Contract 2026-2029

Facility	Monthly Hours	Quarterly Hours	Annual Hours	Total Man Hours	2026 Annual Cost	2027 Annual Cost	2028 Annual Cost
Northfield Community Center – 401 Wagner Road (6 days/week, 12 months/year)					\$	\$	\$
Lustig Lodge – 1950 New Willow Road (1 day/week, 9 months/year)					\$	\$	\$
TOTAL					\$	\$	\$

The District and Contractor may agree to extend or renew this contract beyond the period provided herein for up to 2 additional 12-month periods. Within 90 days of the initial contract term expiration, the Contractor and District shall meet to determine if this agreement shall be extended or renewed and also the terms and conditions thereof. For subsequent terms, requests for increases in unit prices shall be limited to 5 percent (5%) or CPI-U of the Chicago-Naperville-Elgin Index, whichever is less. Written requests for price revisions after the initial period shall be submitted at least ninety (90) days in advance of the annual contract period.