

RESOLUTION 11-1

WHEREAS, the Sangamon County Buildings and Grounds Department is desirous of a janitorial contract at the Sangamon County Building, Juvenile Detention Center and Public Health an RFP was sent out for said services.

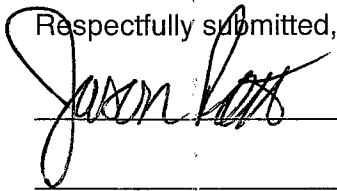
WHEREAS, an agreement with Building Maintenance Services, is prepared to perform the janitorial duties at the facility for a three year contract to commence on September 1, 2016 through August 31, 2019.

WHEREAS, the cost of the janitorial services for all buildings is \$207,000.00. It is the recommendation of the Buildings and Grounds Committee presented at the meeting on July 25, 2016.

WHEREAS, Sangamon County desires to utilize Building Maintenance Services to provide services after final approval of County Board on August 9, 2016.

NOW THEREFORE BE IT RESOLVED, by the County Board of Sangamon County, at its assembled this 9th day of August, 2016, that the professional services agreement with Building Maintenance Services will continue to perform the services at the Sangamon County Building, Juvenile Detention Center and Public Health upon final approval.

BE IT FURTHER RESOLVED, that a sum of \$207,000.00 is hereby appropriated from the Sangamon County Buildings & Grounds budget for the professional services agreement with Building Maintenance Services to perform the janitorial services at the Sangamon County Building, Juvenile Detention Center and Public Health for a three year contract.

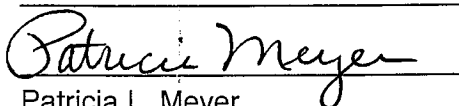
Respectfully submitted,


Buildings and Grounds Chairman

FILED

AUG 02 2016


Sangamon County Clerk



Patricia L. Meyer
Sangamon County Building & Grounds Facilities Manager

RECEIVED
2660

AUG 01 2016

Andy Goleman
SANGAMON COUNTY AUDITOR

Proposal

Building Maintenance Services 3260 Northfield Drive Springfield, IL 62702 Phone: 217-522-6902	Proposal No. _____ Sheet No. _____ Date July 25, 2016
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Proposal Submitted To	Work To Be Performed At
Name <u>Sangamon County Office of the Buildings and Grounds</u>	Street _____
Street <u>200 S. Ninth Street, Rm. 003</u>	City _____ State: _____
City <u>Springfield</u>	Date of Plans _____
State <u>IL, 62701</u>	Architect _____
Telephone Number <u>(217) 535-3129</u>	Contact Person: <u>Patty Meyer</u>

We hereby propose to furnish all the materials and perform all labor necessary for the completion of the following services:

- Building Maintenance Services will provide janitorial services five (5) nights per week at the following:
- 1) Sangamon County Court Complex, Detention Facility, and Sheriff's Office located at 200 S. Ninth Street, Springfield, IL.
 - 2) Public Health and Community Resources located at 2833 S. Grand Avenue, Springfield, IL.
 - 3) Juvenile Detention Center located at 2201 S. Dirksen Pkwy, Springfield, IL.

See attached janitorial specifications for a complete list of duties that will be provided at the above locations.

\$ 207,000.00 per year

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of: _____ Dollars (\$ see above)

With payments to be made after completion of services or by the end of the month.

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by Building Maintenance Services.

Respectfully submitted _____
Bret Hahn, Manager

Per Building Maintenance Services

Note- This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized

Accepted _____	Signature _____
Date _____	Signature _____

EXHIBIT A

JANITORIAL SPECIFICATIONS

I. DAILY ROUTINE HOUSE SERVICES

A. ALL LOCATIONS:

1. Empty wastebaskets and wash them out if necessary to give them a clean appearance. Change liners when soiled with food, drink or when torn.
2. Empty all waste receptacles, inside and outside the building.
3. Dust mop all floor coverings, i.e., tile, concrete, terrazzo, marble, ceramic, etc.
4. Damp mop all floor with a disinfectant cleaner. The Health Department-Community Resources Building has new flooring. **Chemicals at this location must be approved prior to use.**
5. Vacuum carpets, rugs and runners.
6. Spot clean carpets
7. Wash entrance doors, glass and frame, inside and outside completely.
8. Interior doors with glass and side window glass are to be washed daily.
9. Remove all recycled paper to the recycle pick-up container in Loading Dock area. **Recycle bins at desks and throughout the Health Department will be handled by staff only.**
10. Remove all waste paper and haul to the waste receptacle dumpster in Loading Dock area.
11. Public Health and Community Services building:
 - a. Wipe down all Customer Service counters and vinyl chairs (including legs) in waiting room with an approved germicidal cleanser.
 - b. Wipe down all surfaces in each exam room: exam table (including step-drawer), work cart, chair, stool, exam light and nurse prep room in Clinic with an approved germicidal cleanser.
 - c. Clean floors only in laboratory with an approved germicidal cleanser.

B. WASHROOMS:

1. Damp mop floors with a disinfectant cleaner.
2. Wash all fixtures such as washstands, toilet stools, urinals, mirrors and walls with a

- disinfectant cleaner, keep graffiti off all walls. Re-check at midday.
3. Clean all diaper changing tables/shelves with approved germicidal cleaner.

C. KITCHENETTES & BREAK AREAS:

1. Wash all fixtures such as sinks, counter tops, tabletops, chairs and outside of appliances. Public Health has kitchen/education room to be cleaned in the same manner as break areas. Chairs and tables should be cleaned as described in Customer Service areas.
2. Mop floors with disinfectant cleaner.

EXHIBIT A

JANITORIAL SPECIFICATIONS (CONTINUED)

D. STAIRWAYS IN COURT COMPLEX (Monthly):

1. Dust mop and damp mop with a disinfectant cleaner.
2. Keep walls, handrails, light fixtures and heaters cleaned.

E. CENTRAL STAIRWAYS IN COURT COMPLEX (Monthly and as needed)

1. Vacuum carpet.
2. Clean walls, railings, light fixtures and glass.
3. Dust all ledges.

II. WEEKLY ROUTINE HOUSE SERVICES

A. ALL LOCATIONS:

1. Dust furniture completely.
2. Dust bulletin boards, easels, artwork, signs, door closures.
3. Dust all ledges and other areas where dust may accumulate, including book shelving, baseboard, chair rails, ledges, air return vents, window sills and window blinds.
4. Clean and polish all doors and ledges.
5. Clean and polish woodwork in Court Complex such as Judges' benches, jury pews, information stations, County Board room, etc.
6. Complete vacuuming of all carpets and rugs, under desks, chairs, tables, etc.
7. Check for spot cleaning (walls, floors, carpet, etc.).
8. Keep all woodwork and brass cleaned and polished.
9. Clean and polish wood and metal furniture to give a clean appearance.
10. Vacuum upholstery.
11. Polish elevator walls in Court Complex.
12. Keep Loading Dock area swept.

B. WASHROOMS:

1. Scrub floors.
2. Polish all metal (mirror frames, plumbing equipment, etc.)

C. KITCHENNETTES & BREAK AREAS:

1. Wash all fixtures such as sinks, counter tops, tabletops, chairs, and outside of appliances.
2. Mop floors with disinfectant cleaner. VCT floors in clinic, restrooms, break rooms, WIC kitchen/classroom should be stripped and sealed twice a year in the Public Health-Community Resources building.

ATTACHMENT A
SANGAMON COUNTY BUILDING AND PUBLIC HEALTH
JANITORIAL INFORMATION

COUNTY BLDG	SQUARE FOOTAGE
Basement	22,800
1 st Floor	22,800
2 nd Floor	22,644
3 rd Floor	24,480
4 th Floor	21,744
5 th Floor	19,644
6 th Floor	19,644
7 th Floor	19,644
TOTAL	173,400
DETENTION BLDG SQUARE FOOTAGE	
1 st Floor Sheriffs Administration	14,504
Basement	12,528
TOTAL	27,032
COUNTY BLDG PRIVATE RESTROOMS	
1 st Floor	3
2 nd Floor	2
3 rd Floor	3
4 th Floor	4
5 th Floor	17
6 th Floor	11
7 th Floor	17
TOTAL	57
COUNTY BLDG KITCHENNETTES	
1 st Floor	3

2 nd Floor	4
3 rd Floor	5
4 th Floor	4
5 th Floor	1
6 th Floor	1
7 th Floor	1
TOTAL	19
PUBLIC HEALTH AND COMMUNITY RESOURCES BLDG	
1 st Floor – finished area	50,000

EXHIBIT B

JUVENILE SPECIFICATIONS

Depending on whether the office area currently occupied by PO's with adult caseloads move to the County building or not, these areas may require less attention.

Administration, Offices, Classrooms (# 1, 2 and 3), Control Room

Daily:

clean drinking fountains
empty waste cans and install new can liners
vacuum or dust mop floors
spot clean fingerprints daily or as needed

Weekly

dust monitors (control)
dust horizontal surfaces

Monthly

clean all horizontal surfaces
dust - desks, file cabinets, tables, chairs
clean all window sills
dust down all steel window frames

Semi-annually

scrub and wax tiled floors
clean all glass (both sides)

Annually (or as needed)

extract carpets
clean grills in ceiling and heating units

Housing Units and Secure Intake Area (including clothing issue/laundry room and property storage room) and Segregation/Holding Rooms

Daily (or 1x (for holding rooms) daily if used multiple times by different residents)

clean sinks, stools with disinfectant solution
clean drinking fountains
clean shower rooms with disinfectant
vacuum or dust mop floors
empty waste cans and install new can liners
clean fingerprints daily or as needed

JANITORIAL SPECIFICATIONS (CONTINUED)

Monthly

clean all horizontal surfaces
dust - desks, file cabinets, tables, chairs
clean all window sills
dust down all steel window frames

Semi-annually

scrub and wax tiled floors
clean all glass (both sides)

Annually (or as needed)

extract carpets
clean grills in ceiling and heating units

Kitchen, Dining Room (and rooms used for dining Classrooms 4, 5, and 6) and Medical Exam:

Daily

clean tables and chairs in eating areas
spot clean glass
empty waste cans and install new can liners
clean drinking fountains
clean all counter tops/stainless steel/sinks
sweep/mop walk-in cooler floor
clean appliances
sweep/mop floors
disinfect exam room table/chairs

Weekly

wipe down window/door frames
wipe down walls

Semi-annually

wax tiled floors

Annually (or as needed)

extract carpets
clean all ceiling grills and heating units

Sallyport and Service/delivery entrance areas:

Weekly

sweep/mop floors
dust walls (remove cobwebs/dust)

Restrooms, Visitor Entrance, Staff Entry area and Locker room

Daily

clean sinks and fixtures
clean toilets and fixtures
clean drinking fountains
spot clean windows
clean mirrors
check toilet paper dispensers/refill if needed
check paper towel dispensers/refill if needed
check soap dispensers/refill if needed
sweep/mop floors
empty waste receptacles and install new liners as needed
damp wipe partitions/walls
clean shower area with disinfectant

Monthly

dust and wipe down all horizontal surfaces

Quarterly

wax/buff tile floors

Semi-annually

clean all glass

Annually

clean heating grills and units
clean all ceiling grills (exhaust fans, etc.)

Unoccupied/unused or seldom used portions of the facility:

upon request
empty trash
vacuum/sweep floors

Semi-annually

dust ceilings/walls to remove cobwebs/dust
vacuum/sweep and damp mop floors
clean ceiling vents

Throughout facility:

Monthly

pour water down all floor drains

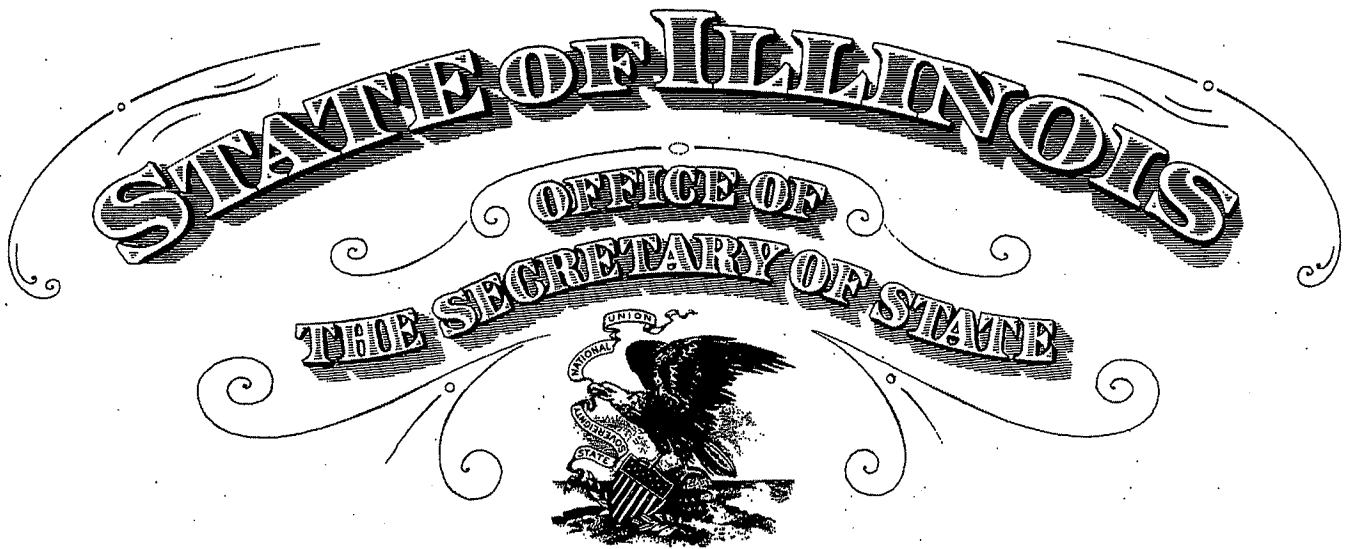
**Building Maintenance Services
Company of Springfield
Qualifications**

Building Maintenance Services Company is a complete commercial janitorial cleaning company and has been in business since 1975. Building Maintenance Services has been owned and operated by Gail L. and William L. Hahn since 1988.

Building Maintenance Services Company has grown considerably during the past twenty eight years and today has contracts with approximately ninety-five office buildings in Springfield. The contracts include both government and private ownership with about 90% being private business.

Building Maintenance Services Company has both the personnel and equipment to handle any size building. Building Maintenance Services Company has approximately seventy-five employees, including both full-time and part-time. We have a full time office staff with two office assistants, a day manager, and five night supervisors. A full line of janitorial equipment is owned including buffers, scrubbers, and carpet cleaning equipment.

Please see the attached list of references and a certificate of insurance.



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

BUILDING MAINTENANCE SERVICES COMPANY OF SPRINGFIELD, A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON DECEMBER 20, 2001, 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 23RD
day of MAY A.D. 2016 .

Jesse White

SECRETARY OF STATE

**Building Maintenance Services
Company of Springfield
3260 Northfield Dr.
Springfield, IL 62702
(217) 522-6902**

References

Illinois National Bank
Pat Phalen
322 E. Capitol
Springfield, IL 62701
(217) 747-5503

Garrison Group, Inc.
David Plake
319 E. Madison
Springfield, IL 62701
(217) 241-0202

R.W. Troxell
Jim Reavy
214 W. South Grand Ave.
Springfield, IL 62704
(217) 321-3113

Note:

Building Maintenance Services has the current cleaning contract for the Sangamon County Complex and also had the contract from 1992–2010.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/26/2016

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 TROXELL 214 South Grand Ave West P.O. Box 3757 Springfield IL 62704	CONTACT NAME: Kathy Ohl PHONE (A/C No. Ext): 217-321-3188 E-MAIL ADDRESS: kohl@rwtraxell.com	FAX (A/C No.): 217-321-4188													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Selective Ins Co of S.C.</td> <td>19259</td> </tr> <tr> <td>INSURER B: Star Insurance</td> <td>18023</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Selective Ins Co of S.C.	19259	INSURER B: Star Insurance	18023	INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															
INSURED Building Maintenance Services Company of Spfld Inc. 3260 Northfield Dr. Springfield IL 62702-1400															

COVERAGES

CERTIFICATE NUMBER: CL1651914004

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			S1700370	5/27/2016	5/27/2017	EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			S1700370	5/27/2016	5/27/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			S1700370	5/27/2016	5/27/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCMSTR5130202	5/27/2016	5/27/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000


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

CERTIFICATE HOLDER**CANCELLATION**

Sangamon County
 Office of Building & Grounds
 200 S. 9th Street
 Rm. 003
 Springfield, IL 62701

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

James Reavy/KATHY 

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ACORD 25 (2014/01)

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INS025 (201401)