

# CONTRACTUAL BUILDING CLEANING AND CUSTODIAL SERVICES



**MUNDELEIN**

*Rooted in Our Past...  
Reaching for Our Future*

**INCORPORATED 1909**

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MECHANICS GROVE • HOLCOMB  
ROCKEFELLER • AREA • MUNDELEIN

**OWNER  
VILLAGE OF MUNDELEIN**

Bid Specifications Prepared By

PUBLIC WORKS AND ENGINEERING DEPARTMENT  
440 EAST CRYSTAL STREET  
MUNDELEIN, ILLINOIS 60060



# **INVITATION TO BID**

Bids for CONTRACTUAL BUILDING CLEANING AND CUSTODIAL SERVICES for the Village of Mundelein, Illinois, will be received at the **Public Works Facility #1, 440 E. Crystal Street, Mundelein, Illinois** until **Thursday, March 22, 2012, 3:00 p.m.**, after which time they will be publicly opened and read aloud.

Prospective bidders are required to attend a Pre-Bid Meeting scheduled for **Tuesday, March 13, 2012, 10:00 a.m. at Public Works Facility #1, 440 E. Crystal Street, Mundelein, Illinois** to review the scope of the work and the project specifications.

This contract includes the following approximate items:

## **CLEANING AND CUSTODIAL SERVICES, VARIOUS MUNICIPAL FACILITIES**

Bidders must submit a firm bid. The outside of the bid must clearly identify the firm, individual, or organization that is submitting the bid.

Relevant portions of "An Act to Prohibit Discrimination and Intimidation on Account of Race or Color in Employment under Contracts for Public Buildings or Public Works", approved July 8, 1933, as amended, "Fair Employment Practices Act", approved July 21, 1961, as amended and "The Prevailing Wage Act", Illinois Revised Statutes, as amended. (Contract Provisions required by Section 85.38 of the Code of Federal Regulations, US Department of Housing and Urban Development apply to this bid.)

Contractor understands amendments to the Illinois Freedom of Information Act (P.A. 96-0542) requiring the Contractor to produce to the Requester any of its company records and documents which are in any way related to the performance of services under this agreement and not exempt from disclosure within five business days of the Village's receipt of a request for said records. The Contractor agrees to be bound by the provisions of the Illinois Freedom of Information Act ( 5 ILCS 140/1 et seq.), and agrees to deliver to the Village all records in its possession relating to this agreement within three (3) business days of a request by the Village for said records.

Contractor agrees to reimburse the Village any fees, fines, or costs incurred by or assessed against the Village for its failure to deliver requested records in the possession of the Contractor, and which the Contractor failed to deliver to the Village within three (3) business days of its receipt of a request from the Village to do so. An e-mail request for records and documents will be considered received by the Contractor on the day sent.

Prior to award of the Contract, the apparent low bidder is required to submit the Contractor Sworn Work History Statement and other information relative to their ability to complete the work in a satisfactory manner and within the time specified.

Qualification of Bidders:

A. Factors. Owner intends to award the Contract only to a Bidder that furnishes satisfactory evidence that it has the requisite experience, ability, capital, facilities, plant, organization and staffing to enable it to perform the Work in a satisfactory manner for the Contract Unit Prices.

B. Additional Information. Owner reserves the right to require from any Bidder, prior to award of the Contract, a detailed statement regarding the business organizations of Bidder that is available for the work. Information pertaining to financial resources, experience of personnel, contract defaults, litigation history, and pending projects may also be requested.

C. Final Determination. The final selection of the final Bidder shall be made on the basis of the amount of the Bidder's Price Proposals, Owner's prior experience with the Bidders, Owner's knowledge of the Bidders performance on other projects, and all other relevant facts or matters mentioned in the Contract Documents or that the Owner may legally consider in making its determination.

Bid Documents may be obtained in three ways:

1. Via the Internet at <http://www.mundelein.org/bidsproposals/bidsproposals.htm>- no charge
2. Hard copy in person from the Public Works and Engineering Department, 440 E. Crystal St., Mundelein, Illinois 60060. A \$5 non-refundable bid deposit is required prior to issuance of Bid Documents. Please contact the office 24 hours in advance to schedule pick up.

Any questions regarding the bid specifications can be directed to:

Paul Schafernak, Facilities Superintendent  
Village of Mundelein Public Works and Engineering Department  
169 North Seymour Avenue  
Mundelein, IL 60060  
Telephone: 847-949-3278

Bidders must execute all signatures where required on their submitted Bid proposals. Bidders need not return the entire contract proposal when bids are submitted unless otherwise required. Portions of the proposal that must be returned include the following:

1. Contract Cover
2. Contract Proposal and Business Disclosure Statement
3. Contract Schedule of Prices
4. Contractor Sworn Work History Statement

Contractors and subcontractors shall comply with all provisions and requirements as stipulated in the specifications and bid submittal packets for this project.

The Village of Mundelein reserves the right to waive any irregularities and technicalities, and to accept or reject any or all bids or any part thereof.

**Mayor Kenneth H. Kessler**  
**Village of Mundelein**  
**440 E. Hawley Street**

# **INSTRUCTIONS TO BIDDERS**

## **SCOPE OF WORK**

The Contractor shall furnish and provide all labor, materials, tools, equipment, and machinery necessary to perform and complete in a good and workmanlike manner the work required for:

### **CONTRACTUAL BUILDING CLEANING AND CUSTODIAL SERVICES**

This Contract includes routine cleaning and custodial services for various Village owned facilities. The facilities consist of the Police Department, Village Hall, Public Works Building, Metra train station depot, and the Village Board Room (located in Fire Station #1). The scope of work is to include, but is not limited to: cleaning of office spaces, cleaning of stairways and elevators, cleaning of washrooms and locker rooms, cleaning of cafeteria areas and kitchens, cleaning of fitness rooms, cleaning of conference and meeting rooms, cleaning of public areas and lobbies, and general cleaning of outdoor areas adjacent to the facilities.

## **FACILITY DETAILS**

Mundelein is a full-service community located 35 miles northwest of the City of Chicago in Lake County, Illinois. The Village consists of both residential and commercial development covering nine square miles with approximately 31,000 residents and 17,000 housing units.

The Police facility is approximately 42,000 sq. ft. consisting of three levels. The building includes locker rooms, a fitness area, a lock up and holding cells, a cafeteria, washrooms, office spaces, meeting rooms, and public lobby areas. The Police operate on a 24/7 basis and require 7-day per week cleaning. Cleaning may be conducted between the hours of 5:30 p.m. and 3:00 a.m.

The Village Hall facility is approximately 8,000 sq. ft. consisting of two levels and an office trailer. The facility includes a customer service reception area, a kitchenette, office spaces, conference rooms, and washrooms. Village Hall operates 5-days per week Monday – Friday between the hours of 8:00 a.m. and 5:00 p.m. The building requires 5-day per week cleaning. Cleaning may be conducted between the hours of 5:00 p.m. and 7:00 a.m.

Public Works Facility #1 (440 E. Crystal St.) consists of one main office building and several out-buildings. The general office area requiring cleaning and included under this proposal is approximately 3,000 sq. ft. The remainder of the building is vehicle storage and not included in this bid. The building includes washrooms, a meeting room, and office spaces. Public Works operates 5-days per week Monday – Friday between the hours of 7:00 a.m. and 4:00 p.m. The building requires 5-day per week cleaning. Cleaning may be conducted between the hours of 4:00 p.m. and 6:00 a.m.

The Metra train station is approximately 900 sq. ft. consisting of two bathrooms and lobby. Cleaning is to be done daily between the hours of 10:00 p.m. and 5:00 a.m. Monday through Friday (5 days per week).

The Village observes eight (8) holidays per year. Therefore, Village Hall and the Public Works Facility will not require services on those days.

## **SPECIAL PROVISIONS**

The Special Provisions supplement, add to or revise the Specifications. In case of conflict with any part or parts of the Standard Specifications, the Special Provisions shall take precedence and shall govern.

## **COORDINATION OF SPECIFICATIONS AND SPECIAL PROVISIONS**

The Specifications and Special Provisions are intended to describe a complete scope of work and are essential parts of the Contract. A requirement occurring in any of them is binding. In case of discrepancy, measured or calculated dimensions will govern over scaled dimensions; Special Provisions will govern over Specifications. The Contractor shall take no advantage of any apparent error or omission in the Specifications and the Engineer shall be permitted to make such corrections and interpretations as may be necessary for the fulfillment of the intent of the Specifications.

The decision of the Owner in the case of any conflicts, errors or omissions is final.

## **EXAMINATION OF SITE AND SPECIFICATIONS**

Bidders shall make a careful examination of the site of the proposed work, Bid Documents and Specifications before submitting a Bid Proposal. They shall fully inform themselves as to the quality and quantity of equipment required and the character of the work and they shall further investigate the location and make a careful examination of the sources of supply for materials.

The Village and its agents assume no responsibility whatever in respect to the sufficiency or accuracy of this information and there is no guaranty, either expressed or implied, that the conditions or locations indicated are representative of those existing throughout the work, or that unanticipated situations may not occur. The Owner reserves the right to add, delete or modify as it deems fit, the locations and amounts of work to be done.

If their bid is accepted, the bidder is responsible for all errors in their Proposal resulting from their failure or neglect to comply with these instructions. The Owner will in no case be responsible for any change in anticipated profits resulting from such failure or neglect.

## **PRE-BID MEETING**

Prospective bidders are required to attend a mandatory Pre-Bid Meeting scheduled for **Tuesday, March 13, 2012 at 10:00 a.m. at Mundelein Public Works Facility, 440 East Crystal Street, Mundelein, Illinois** to review the scope of the work and the project specifications.

## **CONTENTS OF PROPOSAL FORMS**

All Proposals submitted must be made on the forms included with the Bid Documents and shall be complete with total prices as required. The bids shall include a separate monthly cost of services for each of the facilities as well as an annual grand total. Payment for the work completed and accepted shall be made on a per month basis for cleaning and custodial services for each class of work as identified in the proposal. The Village desires a two-year agreement.

At least three professional references must be submitted with the bid along with the attached Business Disclosure Statement that the company maintains a permanent place of business, address thereof, and members or officers of the business.

## **IRREGULAR PROPOSALS**

Proposals that contain omissions, erasures, alterations, or additions not called for, conditional or alternate bids, or that contain irregularities of any kind or which are not accompanied by the proper Bid Surety, may be rejected as irregular.

## **DELIVERY OF PROPOSALS**

Proposals shall be delivered in person to the place and by the time specified in the Invitation to Bid. Bids delivered after the time stated will not be accepted or opened. Each Proposal shall be submitted in a sealed envelope plainly marked: **BUILDING CLEANING AND CUSTODIAL SERVICES**

## **OPENING PROPOSALS**

Proposals will be publicly opened and read aloud at the time and place specified in the Invitation to Bid. Bidders, their authorized agents and interested parties are invited to be present.

## **DISQUALIFICATION OF BIDS**

2 or more proposals from a person, firm, or corporation, under different names will not be considered. Evidence that any bidder is interested in more than one proposal for the same work will cause rejection of all proposals. Any or all proposals will be rejected if there is evidence of collusion among the bidders.

## **FAIR EMPLOYMENT PRACTICES**

In accordance with "An Act to Prohibit Discrimination and Intimidation on Account of Race or Color in Employment under Contracts for Public Buildings or Public Works", approved July 8, 1933, as amended, no person shall be refused or denied employment in any capacity on the grounds of race or color, nor be discriminated against in any manner by reason thereof in connection with the performance of this Contract, nor shall any unfair employment practice as defined in the "Fair Employment Practices Act", approved July 21, 1961, as amended, be committed by the Contractor, suppliers of materials or services to the Contractor, or any labor organizations furnishing skilled or unskilled labor to the Contractor.

## **CONTRACTOR'S SWORN WORK HISTORY STATEMENT REQUIRED**

As part of the bid, the bidder is required to submit the Contractor Sworn Work History Statement. The Work History Statement must be completed and properly executed in full. Work History Statement forms are included with the Bid Documents. Failure to submit the Contractor Sworn Work History Statement or submitting incomplete, incorrect or perjured statements may result in disqualification of the bid and shall be incomplete.

## **REQUIRED REFERENCE DOCUMENTATION**

Prior to award, the apparent low bidder shall furnish to the Owner the following information:

- 3 municipal or commercial references of completed contract work of a similar nature, including the name of the municipality/private party, the dollar value of the work, names and telephone numbers of the officials in responsible charge of the completed contracts.
- A complete List of the Bidder's Labor Force to be employed on this Contract, including facilities they will be designated to.

Failure to submit any of the above items may result in disqualification of the bid as incomplete.

## **SELECTION OF BIDDER**

The Owner reserves the right to govern selection of a bidder in accordance with the work to be done, equipment and qualified labor and superintendence to be furnished, experience, resources, and the lowest priced responsible and complete bid. The Owner reserves the right to waive any or all technicalities and to reject any or all bids, and to make an award in the best interest of the Village.

## **AWARD OF CONTRACT**

Owner reserves the right to accept the Bidder's Proposal that is, in its judgment, the best and most favorable to the interests of the Owner and the public; to reject the low Price proposal; to reject any and all Bidder's Proposals; to accept and incorporate corrections, clarifications or modifications following the opening of the Bidder's Proposals when to do so would not, in the Owner's opinion, prejudice the bidding process or create any improper advantage to any Bidder; and to waive irregularities and informalities in the bidding process or in any Bidder's Proposal submitted; provided that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defects or informalities and Bidders should not rely upon , or anticipate, such waivers in submitting their Bidder's proposal.

## **EXECUTION OF CONTRACT**

The individual, firm or corporation to whom or to which a Contract has been awarded shall furnish an executed Contract, Contract Bond and Proof of Insurance to the Owner within 15 calendar days after Notice of Award has been received by them from the Owner.

## **FAILURE TO EXECUTE CONTRACT**

Failure by the Bidder to furnish the Owner with an executed Contract and Proof of Insurance within the 15 calendar days specified shall be just cause for annulment of the award, or of the Contract if executed.

# GENERAL CONDITIONS OF THE CONTRACT

## CONTRACTOR'S INSURANCE

The Contractor shall not commence work under this Contract until he has obtained all insurance required under this paragraph and the Owner has approved such insurance, nor shall the Contractor allow any subcontractor to commence work on his Contract until all similar insurance required of the subcontractor has been so obtained and approved.

a Compensation Insurance

The Contractor shall take out and maintain during the life of this Contract Workmen's Compensation Insurance for all his employees employed at the site of the project, and, in case any work is sublet, the Contractor shall require all subcontractors similarly to provide Workmen's Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in hazardous work under this Contract at the site of the project are not protected under the Workmen's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Workmen's Compensation Insurance for the protection of his employees not otherwise protected.

b Public Liability & Property Damage Insurance

The Contractor shall take out and maintain and cause to be taken out and maintained by all subcontractors during the life of this Contract such Public Liability and Property Damage Insurance as shall protect him and all subcontractors performing work covered by this Contract from claims for damages for personal injury, including accidental death, as well as from claims for property damages, which may arise from operations under this Contract, whether such operations be by himself or by a subcontractor or by anyone directly or indirectly employed by either of them and the amounts of such insurance shall be as follows:

The contractor shall furnish the Owner with sufficient documentary evidence of insurance coverage, which evidence shall consist of either such original insurance policy or a certified statement from the insurer listing the details from the policy. The insurance requirements are as follows:

General Liability/Property Damage/Bodily Injury	\$1 million each occurrence \$2 million general aggregate
Automobile Bodily Injury Liability/Property Damage	\$1 million combined single limit
Excess/Umbrella Liability	\$1 million each occurrence \$2 million aggregate
Workers Compensation and Employers Liability	\$1 million each occurrence
Environmental Impairment/Pollution Liability	\$1 million each occurrence
Owners and Contractors Protective Liability (OCP)	\$1 million each occurrence

Such insurance shall name the Owner as insured along with the Contractor and shall hold harmless the Owner against all suits and claims arising from or as the result of the actions of the Contractor or his subcontractors.

Such policies shall not be canceled, permitted to expire or to be changed without the written consent of the Owner.

Such insurance shall name the Owner as insured along with the Contractor and shall hold harmless the Owner against all suits and claims arising from or as the result of the actions of the Contractor or his subcontractors. Such policies shall not be canceled, permitted to expire or to be changed without the written consent of the Owner. A Certificate of Insurance must be on file in this office prior to any work on these premises. This Certificate Holder and Additional Insured should read:

- Village of Mundelein

### **PROOF OF INSURANCE**

The contractor shall furnish the Owner with sufficient documentary evidence of insurance coverage, which evidence shall consist of either such original insurance policy or a certified statement from the insurer listing the details from the policy.

### **CHANGES TO SCOPE OF WORK**

If the Owner deems it proper or necessary during the execution of the work to make any alteration which will increase or diminish the quantity of labor or material or the expense of the work, even to the elimination of one or more items, such alteration shall not annul or vitiate the Contract hereby entered into. The elimination of any part of the work shall not increase the unit price for any of the remaining work bid on. The value of the work so added shall be based on the rates and prices named in the Contract as bid, when such rates and prices cover the class of work added, otherwise the value shall be determined by mutual written agreement between the Owner and the Contractor before any such work shall be commenced.

### **EXTRA WORK**

No claim whatsoever will be allowed the Contractor for changes, extra work or material not contemplated or necessary for the completion of the work described, or for a greater amount of money than is hereby stipulated to be paid, unless the change in or addition to the work requiring additional outlay by the Contractor is first ordered in writing by the Engineer, and the price herein stipulated to the Contractor.

### **SEQUENCE OF WORK**

The Owner shall have the power to direct the order and sequence of the work or revise the Contractor's sequence. Payment for major portions of the work may be withheld until approved completion of accessory work. The Contractor shall not impede or interfere unnecessarily with the work of other contractors who may be employed within the limits of the work.

### **QUALITY CONTROL OF WORK**

The Owner shall have power to inspect all work for compliance with the Specifications, and the Contractor shall perform all of the work herein specified to the Owner's entire satisfaction, approval and acceptance.

The Contractor is responsible for furnishing all labor, materials, and equipment to construct and complete the work in compliance with the Specifications and Special Provisions. All material to be incorporated in the work, all labor to be performed, and all equipment, tools and methods to be used shall be subject to the approval of the Owner. It is the Contractor's responsibility to complete the work and deliver a final product which meets all the requirements of the Specifications.

If any authorized agent of the Owner shall discover and notify to the Contractor of any neglect or disregard of the Specifications, such defects shall at once be remedied and further defective work be at once discontinued; but the right of final acceptance or condemnation of the work will not be waived by reason thereof, nor by any act of the Owner, his officers or agents.

### **INSPECTION**

The Owner shall at all times have access for inspection to all branches of the work, on the site of the work, at the place of manufacture, or where materials and equipment are stored. If at any time during the progress of the work, any work is rejected or if any of the work is wholly or in part improperly completed, then the Contractor, at his own expense, shall immediately remediate all work improperly done. In case the Contractor shall neglect or refuse after 24 hours written notice, to remove or replace said rejected work or material, the work shall be removed by the Owner and the Owner's cost of labor, material and supervision thereof deducted from any money due the Contractor.

### **EMPLOYMENT OF ILLINOIS WORKERS ON PUBLIC IMPROVEMENTS**

If at during the time this contract is executed, or if during the term of this contract, there is excessive unemployment in Illinois as defined in the employment of Illinois Workers on Public Works Act, 30 ILCS 570-0.01 *et seq.*, as two consecutive months of unemployment exceeding 5%, the Contractor agrees to employ Illinois laborers. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

### **CONTRACTOR'S EMPLOYEES**

The Contractor shall employ skilled foremen and laborers and shall, if directed by the Owner, discharge from the site of the work any incompetent, abusive or disorderly employees. None but persons expert in their respective branches of work shall be employed by the Contractor.

### **SALVAGED MATERIAL**

All material of whatever kind encountered on the site is the property of the Owner. When approved for removal from the site of the work, said material shall become the property of the Contractor and shall be disposed of, in a timely fashion, as specified.

### **PERMITS**

Before beginning work and without expense to the Owner, the Contractor shall obtain all necessary permits for all work to be done under this Contract. Costs incurred for permits shall be incidental to total amount bid for this improvement.

### **ORDINANCES**

The Contractor shall observe all laws and ordinances controlling or limiting those engaged in public work, which ordinances and laws are made a part of these Specifications. The Contractor shall provide and maintain such sanitary accommodations for the use of his employees as may be necessary to comply with the State and Local Board of Health requirements. Public nuisances will not be tolerated.

### **PATENTS**

All fees for any patented invention, article or arrangement that is used upon, or in any manner connected with the construction, erection or maintenance of the work, or any part thereof embraced in the Contract and these Specifications, shall be included in the price stipulated in the Contract for said work, and the Contractor must protect and hold harmless the Owner against any and all demands for fees or claims. It is hereby expressly

agreed that alleged ownership by a Contractor of trade secrets as to materials used in any part of the work, or the preparation of any mixture for such work, shall not be recognized by the Owner in the performance of this Contract. The Owner shall at all times have the right to demand and shall be furnished information concerning materials, samples or ingredients of materials used or proposed to be used in the prosecution of said work.

## **DAMAGE**

All loss or damage arising out of the nature of the work to be done, or from any delay or unforeseen or unusual obstructions, or from difficulties, which may be encountered in the prosecution of the work or arising from the action of the elements, shall be sustained at the Contractor's expense.

The Contractor agrees to hold the Owner harmless from any such claims or demands of any kind, arising from their performing the work on this Contract.

## **CLAIMS**

The Contractor agrees to save and hold harmless the Owner from all claims, demands, suits, judgment decrees, including costs, expenses and attorney fees on account of, or arising out of persons engaged in the performance of this Contract.

The Contractor shall save the Owner harmless from all claims, demands, suits, judgment decrees, including costs, expenses and attorney fees on account of, or arising out of any infringement of any patent rights or royalties claimed by any one on account of machinery, instrument tools, materials, principals or processes used by them or about said work.

## **PROCEDURE FOR RESOLVING PROPERTY DAMAGE CLAIMS**

The General Contractor agrees to adhere to the following procedure to resolve all property damage claims that are related to the performance of all Work on this Contract. It is the responsibility of the General Contractor to require that all Subcontractors and Material Suppliers follow this claim procedure. The Village reserves the right to withhold one and one half times the estimated cost of the damages from sums due the General Contractor until all claims related to performance of their Work are resolved as herein provided.

Upon receipt of a claim against the General Contractor for property damage allegedly caused or related to the performance of their Work under this Contract, the General Contractor shall, within 5 working days of receipt of such claim:

- Acknowledge the claim, in writing, to the property owner.
- Furnish the Owner with written acknowledgement of receipt of the claim, including a copy of the claim and all information related to it.
- If the claim is not settled within 5 days, the General Contractor shall:
  - Forward the claim to the General Contractor's Insurance Carrier.
  - Furnish the Engineer with a copy of the Insurance Carrier's written acknowledgement of receipt of the claim
- The General Contractor shall either settle or deny the claim within 60 calendar days from initial receipt of the claim, the General Contractor shall:
  - Notify the Owner, in writing, of claims that have been settled or denied, including the terms of the settlement or the reason for the denial.
  - Notify the property owner if there is a decision to deny their claim and shall include in the Notice of Denial, the name and address of the person authorized to accept service of process

on behalf of the General Contractor.

- When a claim is allowed, payment to the property owner in the amount of the award must be within 30 days of the award.

If the Contractor does not make payment to the property owner within the 30 day period, the Owner shall be authorized to make the payment in the amount of the award on behalf of the General Contractor and deduct the amount of the payment from the amount due the General Contractor on the next payment due the Contractor under this Contract.

## **FORFEITURE**

The work herein specified shall be prosecuted with such forces as the Owner may deem adequate for its completion within the time specified for completion. If the rate at which the work is performed is, in the judgment of the Owner, not such as to insure its progress and completion in the time and manner herein specified, or if, at any time, the Contractor refuses or neglects to prosecute the work with forces sufficient for its completion within the specified time, or if in any event, the Contractor fails to proceed with the work in accordance with the requirements and conditions of the Specifications, the Owner shall have full right and authority after giving 3 days written notice to the Contractor of its intention to do so, to take the work out of the hands of the Contractor and/or to re-let the same to other Contractors. In so doing, the Owner may use or authorize the use of such equipment, and supplies as may be the property of the Contractor, or on the ground, without rental or other charge for the use thereof, except that all such materials so used in completing the work shall be credited to said Contractor at their fair reasonable market price, as of the date same were delivered on the work, but in no case will the Contractor be credited with more than the cost of said materials delivered to the Contractor. The cost of fully completing all the work and all expense of every kind incurred by the Owner in connection herewith shall be charged to the Contractor and shall be deducted and paid by the Owner out of such moneys as may be due, or may at any time thereafter become due, or may at any time thereafter become due to said Contractor under this Contract, or any part thereof, so far as the same shall suffice therefore, and any deficiency shall be paid to the Owner by the Contractor forthwith, and the bondsmen will be held liable for any such deficiency. Should it become necessary for the Owner to declare the work forfeited, such forfeiture shall in no case relieve the Contractor or his bondsmen of any of the conditions of the Contract. In case the Contractor shall abandon or in any manner fail to complete the work, the Owner shall have the full right and authority to pay to any person, firm or entity who may have been employed by the Contractor upon the work, out of any fund due or unpaid the Contractor at the time the Owner shall declare said Contractor in default, any and all sums of money which may be found to be due and owing to said Contractor under this Contract and upon giving 5 days written notice by mail to said Contractor of the intention so to do. The Owner shall have the full right and authority to ascertain the amount or amounts so due and owed by the Contractor to such person, firm or entity and in such manner and upon such proof as it may deem sufficient, and the amount or amounts so found by it to be due and owing to such person, firm or entity, shall be conclusive as against said Contractor, and may thereafter make payment to the said person, firm or entity.

## **SUBLETTING OF CONTRACT**

No part of the work herein specified shall be assigned, subcontracted or sublet.

## **WAIVERS OF LIEN REQUIRED**

It is expressly understood that the Owner reserves the right to direct that no payment be made to the Contractor should he have reason to believe that said Contractor has failed for any reason to make just payment to any employee, subcontractor or material supplier used or employed by the Contractor in the prosecution of the work, until the Engineer is satisfied that full and proper payment has been made. The

Contractor shall secure and file with the Owner progress and final waivers of lien for all materials incorporated into and labor and equipment employed on the work before payment requests are processed.

### **PAYMENT FOR COMPLETED WORK**

The work to be constructed may vary in actual units on quantities from those given in the Bid Documents, but no additions or deductions in the unit prices bid by the Contractor will be made because of this fact. The total bid and contract unit prices shall include all cost of the work to be completed.

Any payments made to the Contractor during the progress of the work shall in no way lessen the total and final responsibility of the Contractor, nor in any manner whatever waive any of the terms, conditions, covenants, or requirements of the Contract, nor be considered a ratification of any act on the part of the agents or representatives of the Owner which in any manner may contravene any of the requirements or provisions of the Contract.

Payment for approved work shall be made to the Contractor as invoiced. All payments made to the Contractor shall be by check in U.S. Funds.

### **SELECTION OF BIDDERS**

The Owner reserves the right to select a bidder in accordance with the work to be done, equipment and labor to be furnished, experience and pecuniary resources, and the lowest priced responsible bid. The Owner reserves the right to waive any and or all technicalities, to reject any or all bids, and to make an award in the best interest of the Village.

### **PRE-OPERATION MEETING**

Prior to commencing any operations, there shall be a Pre-Operation Meeting conducted at the Office of the Director of Public Works and Engineering, Mundelein Public Works Facility #1, 440 East Crystal Street. The Owner will set the date and time of the Pre-Operation Meeting after execution of the Contract by both parties. The Contractor's full time Superintendent must attend the Pre-Operation meeting. The following shall be submitted for review at the Pre-Operation meeting:

- Superintendent 24-hour emergency phone number, field phone number, pager number and cellular telephone number.

### **STATUS MEETINGS**

The Village shall conduct status meetings as necessary to review the performance of the contractor based on the specifications provided. A service request log shall be provided by the contractor to the Owner for the purpose of cataloging items that are in need of service or have been neglected. Items indicated in the log shall be rectified within 48 hours of notification to the contractor.

### **CANCELLATION OF CONTRACT**

The Owner reserves the right to cancel this contract without cause at any point in the duration of the life of the contract. The Village shall provide written notification to the Contractor 10 calendar days prior to cancellation.

# **SPECIAL PROVISIONS**

The following supplement the Specifications, and provide detail regarding the frequency of services for each of the facilities included in this contract. The following detailed scope describes the minimum requirements the Village desires in a bid for cleaning and custodial services. It may not be all inclusive of the tasks required to maintain the buildings in a high-level manner as described below. In case of conflict with any part or parts of said Specifications, these Special Provisions shall take precedence and shall govern.

Additional details regarding the Police Department floor plan and layout can be found in the attached exhibits entitled Floor Plan and Tile Floor Locations.

## **I. VILLAGE HALL, POLICE AND PUBLIC WORKS BUILDINGS**

### **A. MATERIALS AND EQUIPMENT**

1. In support of this contract, the VILLAGE will supply the following at no cost:
  - a. All paper products including toilet paper, paper towels, napkins, etc.
  - b. All liquid soaps and creams used in hand dispensers.
  - c. All deodorant blocks.
  - d. All bags and liners for trash receptacles.
  - e. Locations for storage of contractor's equipment and supplies.
  - f. Adequate containers for refuse disposal.
2. CONTRACTOR—The contractor shall provide at the contractor's expense all materials, equipment, and supplies needed to complete the work with the exception of those items being provided by the Village as itemized in I.A.1. The items to be furnished by the contractor shall include but not be limited to the following:
  - a. All materials including cleaning soaps, waxes, cleaners, and shampoos. Companies proposing the use of environmentally friendly "green" cleaning products will be considered in higher standing and their use will be verified by the Village periodically throughout the duration of the contract. The contractor will be required to supply the Village with a list of all proposed cleaning products to be used as part of this contract.
  - b. All power and hand equipment including wiping and dust rags, mops, brooms, buckets, vacuum cleaners, buffing machines, and specialty equipment including waste collection containers.
  - c. A listing of equipment and materials to be used. All materials and equipment shall be of industrial or commercial type and are to be approved by the Village prior to their use. All electrical equipment shall be kept in safe operating condition without frayed cords, broken safety plugs, etc.
  - d. A record of all Material Safety Data Sheets and/or similar documents for those products and materials used or stored on Village property. These documents shall be kept on-site in a manner satisfactory to the Village.

B. **CLEANING STANDARDS AND WORKMANSHIP**—It is the intent of these specifications for the contractor to provide a high level of service in building maintenance and custodial care. The following statements indicate the general standards and workmanship to be furnished under this contract:

1. 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.
2. Satisfactory and acceptable wet mopping will present a clean floor free from streaks, smears and dried dirt. The use of dirty water or evidence of same will not be acceptable. Safe, all-purpose detergents will be used on all resilient and hard floor surfaces. Proper warning signs shall be placed advising of wet or slippery floor conditions.
3. Satisfactory and acceptable waxing and polishing will be accomplished through the use of a thin coat of evenly layered wax. Floors will be bright and clean under furniture as well as in traveled areas. Wax or polish will not be allowed to dry on wall bases, furniture legs, equipment, etc.
4. A satisfactory and acceptable glass, mirror or vitreous surface will be free from streaks, smears, and spots.
5. All storage areas and janitorial closets shall be maintained in a clean and orderly condition with all materials and equipment properly sorted at all times.

C. **TASKS TO BE ACCOMPLISHED DAILY** - Items included in this class are to be cleaned on a daily basis and are considered General Housekeeping:

**General Housekeeping**

1. Gather all waste paper, insert liners, and remove waste to proper disposal area. Nothing shall be removed from desks and/or tables unless specifically marked to be thrown out.
2. Dust exposed area of desks, tables, counter tops, file cabinets, bookcases and shelves.
3. Remove all cobwebs.
4. Sweep and spot clean tiled stairwells.
5. Spray and wipe clean of fingerprints and beverage rings, working area of desks, tables, file cabinets, chairs, etc. Papers on these surfaces will not be disturbed.
6. Clean and sanitize drinking fountains.
7. Clean and sanitize kitchen counters, sinks, appliances, cafeteria tables, and dust seats and backs of chairs.
8. Completely clean all glass doors and side lights. This includes the interior and exterior side of entryway doors, glass doors, and partitions. This does NOT include windows.
9. Spot clean interior and exterior of elevators.

10. Damp clean top handrail of all stairways.
11. Empty exterior waste receptacles and cigarette containers and insert new liners if required.
12. Pick up debris on and adjacent to sidewalks around exterior of buildings i.e.: cigarette butts, loose papers, cups, etc... (Does not include sidewalks in street rights-of-way).
13. Sweep exterior walks, steps and landings at entrances. (Does not include sidewalks in street rights-of-way).
14. Vacuum door track of elevator doors using proper crevice tool.

### **Kitchens, Washrooms, Locker Rooms**

15. Clean all chrome fittings.
16. Clean inside and outside of all microwaves.
17. Clean and sanitize all counter tops and tables.
18. Damp clean exterior of refrigerators.
19. Clean, sanitize and polish all fixtures including sinks, toilet bowls, urinals and hand basins and associated faucets, fittings, etc.
20. Clean and sanitize toilet seats (both sides) and all counter areas.
21. Clean mirrors.
22. Empty all containers and insert new liners.
23. Damp clean exterior of waste containers.
24. Sweep and damp clean all floors with disinfectant.
25. Spot clean partition doors.
26. Spot clean walls around sinks and walls around and under towel cabinets and urinals.
27. Clean and properly refill all soap and paper dispensers.
28. Showers - men's and women's - spot clean fixtures, floors and walls with disinfectant.
29. Clean urinal screens, replace urinal deodorizers and room deodorizers, as needed.

### **Floor Care (Resilient and Hard)**

30. Dust mop with treated mop or vacuum all hard floor surfaces including stairways.
31. Completely damp mop all hard floor surfaces and stairways.
32. Completely damp mop all rubberized floors in the Police fitness rooms.
33. Completely mop all entrance floors (mats to be picked up).
34. Vacuum floor mats.
35. Detergent mop and rinse all washroom and locker room floors.

### **Floor Care (Carpets)**

36. Remove any spots with cleaner as needed.
37. Vacuum all open carpeted areas that can be reached with an upright vacuum or 12" wand type vacuum without moving objects except chairs. This includes elevators, elevator guide tracks and fitness rooms. Vacuum all edges/corners with the appropriate attachments.

### **Police Detention Cells and Special Access Rooms**

38. All cells and special access rooms will be completely cleaned as needed and available. All fixtures, floors, walls, and ceilings will be cleaned one at a time, on a room by room basis. The on-duty Watch Commander will provide information as to which cells and rooms need cleaning and will provide access to the area. A record must be kept when rooms or cells are not available to be cleaned and forwarded to the Public Works Department on a weekly basis.

- D. TASKS TO BE ACCOMPLISHED WEEKLY - Items included in this class are to be cleaned weekly on Sunday or Monday.

### **General Housekeeping**

1. Low dust all horizontal surfaces to hand height (70").
2. Dust all common area sills and unobstructed horizontal surfaces including sills, ledges, moldings, picture frames, wall hangings, and radiators (including washrooms and lunchrooms).
3. Dust tops of all divider partitions and lockers.
4. Clean and sanitize all telephones.
5. Dust all vertical and horizontal blinds.
6. Clean and polish all railings with approved cleaner.
7. Completely clean kick plates on all doors.
8. Remove fingerprints from doors, moldings and from around light switch plates (including washrooms and lunchrooms).
9. Damp clean tiled stairwells.
10. Vacuum under all desks.
11. Sweep Police Department garage and sally port. (2 times per week)

### **Kitchens, Washrooms, Locker Rooms**

12. Damp clean partition doors and remove all writing and graffiti where possible.
13. Showers - men's and women's - Completely clean (scrub) walls, floors and chrome fittings with scum remover and quaternary disinfectant to hand heights (70").

### **Floor Care (Carpets)**

14. Lift and vacuum under all plastic chair mats, damp wipe mat.

E. TASKS TO BE ACCOMPLISHED MONTHLY - Items included in this class are to be cleaned monthly during the first week of that month.

### **General Housekeeping**

1. High dust above hand height all horizontal surfaces (moldings, ledges, pipes, ducts, heating outlets, picture frames, wall hangings, etc.), including washrooms and lunchrooms.
2. Vacuum or dust diffuser outlets, walls and ceiling for cobwebs.
3. Completely clean all of the interior glass of all facilities, including the interior of buildings' windows.

F. TASKS TO BE ACCOMPLISHED QUARTERLY - Items included in this class are to be cleaned quarterly during the first week of January, April, July, and October.

### **General Housekeeping**

1. Vacuum all vertical surfaces of room dividers and partitions.
2. Vacuum all upholstered chairs and furniture and wipe down legs.
3. Dust exterior of all lighting fixtures and diffusers.
4. Vacuum dust from all window blinds.

### **Kitchens, Washrooms, Locker Rooms**

5. Thoroughly clean all washroom and locker room walls, floors and doors.
6. Clean exterior of all lockers.

G. TASKS TO BE ACCOMPLISHED SEMI-ANNUALLY - Items included in this class are to be completed semi-annually during the last week in April and October of each year. The Village may request these tasks be performed outside of these months but shall not request these services more than twice in any given 12 month period.

### **Windows and Displays**

1. Clean all interior display case glass including shelves.
2. Clean exterior and interior of all glass windows. This includes the removal of any screens that may be necessary to access the interior side of the window glass.

### **Floor Care (Resilient and Hard)**

3. Refinish (strip, seal and wax) all high traffic and heavily worn areas, including stairways.

4. Machine scrub and refinish all washroom floors.
5. Scrub and clean all baseboards.
6. Machine spray buff all resilient tile areas.

#### **Floor Care - Carpets**

7. Shampoo and steam clean all high traffic areas, (more often, if needed).
8. Damp clean and scrub all baseboards.

H. TASKS TO BE ACCOMPLISHED ANNUALLY - Items included in this class are to be cleaned annually during the last week in April of each year.

#### **General Housekeeping**

1. Clean and wax all furniture and clean all upholstery with approved cleaning materials.
  2. Clean all lighting fixtures, diffusers, and lamps.
- I. EXEMPTION- Due to the specialized equipment necessary to access portions of the Police Department atrium, this area shall be exempt from the requirements of the contract above hand height. All flooring and horizontal surface standards are applicable.

**II. METRA TRAIN STATION BUILDING**—The warming station to the north, immediate exterior of main depot, washrooms and lobby shall be the areas that are to be considered for the purpose of this contract. Materials, equipment, and workmanship standard for this facility shall be the same as that of Article I.A and B.

- A. TASKS TO BE ACCOMPLISHED DAILY- Items included in this class are to be completed daily between the hours of 10:00 p.m. and 5:00 a.m. Monday through Friday (5 days per week).
1. Empty waste receptacles and replace liners as needed.
  2. Dust and clean all horizontal surfaces, ledges and moldings.
  3. Spot clean walls, interior windows, and doors to remove marks, stains and fingerprints.
  4. Clean and polish bright metal entrance door handles, interior door and window frames.
  5. Spray and wipe metal seats.
  6. Dust and damp mop floor.
  7. Clean window glass interior.
  8. Clean and disinfect toilets, basins, sinks and ceramic tile. Clean and polish mirrors, dispensers, bright metal in rest rooms and refill soap and toilet tissue dispensers.
  9. Pick up debris around exterior of building and empty trash receptacles and cigarette containers.

- B. TASKS TO BE ACCOMPLISHED SEMI-ANNUALLY- Items included in this class are to be semi-annually during the last week in April and October of each year. The Village may request these tasks be performed outside of these months but shall not request these services more than twice in any given 12 month period:
1. Dust vents and suspended light fixtures.
  2. Strip and reseal the floor.
  3. Sanitize waste receptacles.
  4. Pull floor mats at door thresholds and vacuum.
  5. Clean windows exterior and interior at both the warming station and the main depot.

### **III. VILLAGE BOARD ROOM (FIRE DEPARTMENT LOWER LEVEL)**

- A. TASKS TO BE ACCOMPLISHED- Items included in this class are to be completed twice per week, Monday and Friday between the hours of 5:00 p.m. and 5:00 a.m.:
1. Pick up debris within Village Board room and empty waste receptacles and replace liners as needed.
  2. Dust and clean all horizontal surfaces, ledges and moldings.
  3. Spot clean walls and doors to remove marks, stains and fingerprints.
  4. Clean and polish bright metal entrance door handles and door frames.
  5. Spray and wipe Village Board dais.
  6. Vacuum floor.
- B. TASKS TO BE ACCOMPLISHED QUARTERLY- Items included in this class are to be completed quarterly:
1. Dust vents.
  2. Shampoo carpeting.

### **PERSONNEL**

The contractor may be working in areas containing sensitive or restricted information or materials. All contractor employees must be covered by a blanket fidelity bond in the amount of \$10,000, a copy of which must be provided to the Village for each contract period.

All employees must be employed directly by the contractor. No sub-contracting of employees or companies will be permitted. All contractor employees will display Village approved photo identification badges while working on Village premises. No employees will be allowed access to any area without displaying the required identification badge. Employees shall wear uniforms with a company identification patch at all times while working on Village premises.

Specific employees shall be designated for assignment to the Police Department under the terms of this contract. Only the individuals specified shall be authorized to enter the facility. Should the contractor require additions or deletions to this list, the Police Department must be notified so that proper background

investigations can be completed prior to authorization.

All employees assigned by the contractor shall be fully capable, experienced, and trained in the work employed to perform. They shall be able to perform the essential functions of the job.

Prior to commencing work, the contractor shall submit to the Village the names, home addresses, date of birth, social security numbers and drivers license numbers of all employees to be engaged in work under this contract or having access to the buildings in an inspecting or supervising capacity, and shall cause each employee to furnish completed fingerprint charts and personal history statements. No employee at any time during the contract period shall commence work until the above information has been submitted to the Village and the appropriate background investigations have been conducted by the Police Department. The contractor shall provide to the Village written authorization from prospective employees under this contract to perform the security clearances required in this contract.

The Village shall have and exercise full and complete control over granting, denying, withholding, or terminating security clearance for contractor's employees. Employees whom the Village deems careless, discourteous, or otherwise objectionable or who cannot meet standards required for security or other reasons except sex, race, and creed or otherwise prohibited by law will be prohibited from entering the buildings to perform work.

### **SECURITY AND ACCESS**

The contractor will be working in several areas which are under secured access and other areas which will be generally opened 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. Access to the public meeting areas of Village facilities will be secured upon completion of the public use. Schedules of all meetings and uses will be provided to the contractor on a weekly basis. All areas shall be secured when the contractor has completed daily operations.

Keys or access cards for all facilities will be furnished to the contractor on a daily basis so as to allow access to the various areas to be maintained. The access will be issued from the Police Department dispatch and shall be returned at the completion of each working shift. At no time shall any key or card be removed from Village premises unless authorized by the Director of Public Works and Engineering and/or Police Department.

PROPOSAL FOR: **CONTRACTUAL BUILDING CLEANING AND CUSTODIAL SERVICES**

It is expressly understood and agreed that the Board of the Village of Mundelein reserves the right to reject any and all bids.

IF AN INDIVIDUAL

Name of Bidder: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel.: (\_\_\_\_) \_\_\_\_\_

IF A PARTNERSHIP

Name of Firm: \_\_\_\_\_

By: \_\_\_\_\_  
(Longhand Signature)

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel.: (\_\_\_\_) \_\_\_\_\_

NAMES AND ADDRESSES OF ALL FIRM MEMBERS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF A CORPORATION

Corporate Name: \_\_\_\_\_

A corporation in the State of \_\_\_\_\_

Signed By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel.: (\_\_\_\_) \_\_\_\_\_

NAMES OF OFFICERS: President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Attest \_\_\_\_\_

**The Owner:**

**The Project:**

Village of Mundelein  
c/o Paul Schafernak  
440 E. Crystal St.  
Mundelein, Illinois 60060

Building Cleaning and Custodial Services  
Various Village Facilities

Sealed bids will be publicly opened on **March 22, 2012, 3:00 p.m.** (local time) for the afore mentioned project.

**Original Bids in Sealed Envelope Delivered To:**

Village of Mundelein  
Public Works and Engineering Department  
440 East Crystal St.  
Mundelein, IL 60060

**Bid From:**

\_\_\_\_\_  
(Bidder's Name)

**Bid For:** \_\_\_\_\_ Work

(Type of Work)

\_\_\_\_\_  
(Bidder's Address)

\_\_\_\_\_  
(Bidder's Phone #)

\_\_\_\_\_  
(City, State)

**Date:** \_\_\_\_\_, 2012

**THE UNDERSIGNED:**

1. Acknowledges Receipt Of:

A. SPECIFICATIONS: Building Cleaning and Custodial Services  
Village of Mundelein, IL

B. ADDENDA:

No. \_\_\_\_\_ Dated \_\_\_\_\_, 20 \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_, 20 \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_, 20 \_\_\_\_\_

2. Has examined the Specifications and all field conditions and herein agrees to:

A. To hold this bid open for a period of sixty (60) calendar days after bid opening.

B. To enter into and execute a contract with the Owner, which will be awarded on the basis of this bid and connection therewith to furnish all bonds and insurance required, and to accomplish the work in accordance with the Contract.

*IN SUBMITTING THIS BID, IT IS UNDERSTOOD THAT THE OWNER RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, AND IT IS AGREED THAT THIS BID MAY NOT BE WITHDRAWN FOR A PERIOD OF SIXTY (60) DAYS FROM THE BID OPENING DATE.*

BID

<b>Location</b>	<b>FY13 Monthly Cost (\$) (May 1, 2012-April 30, 2013)</b>
Village Hall	
Police	
Public Works	
Metra Train Station Depot	
Fire Station #1 Lower Level (Village Board Room)	
Metra Train Station	
<b>TOTAL MONTHLY</b>	

FY13 Total Annual Cost (Total Monthly x 12)	
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## TILE FLOOR LOCATIONS

### Basement Level

- Hall (Ceramic)
- Computer Room (B16) (Sweep and mop only)
- Phone Room (B14) (Sweep and mop only)
- Bathroom (B20) (Ceramic)
- Janitors Closet (B21)
- Range Ready Room (B11)
- Range Office (B09) (Have the watch commander let you in this room)

### Main Level

- Lobby (Ceramic)
- Men's Bathroom (107) (Ceramic)
- Women's Bathroom (108) (Ceramic)
- Hall (Ceramic)
- Evidence Intake (110) (Have the watch commander let you in this room)
- Women's Bathroom (134) (Ceramic)
- Men's Bathroom (133) (Ceramic)
- Juvenile Investigations Interview Room (139)
- Bathroom (137)
- Juvenile Investigation Interview Room (138)
- Investigations Interview Room (127)
- Break Room (143) (Ceramic)
- Copy Room (144) (Ceramic)

### Jail / Lock Up (Have the watch commander let you in this area)

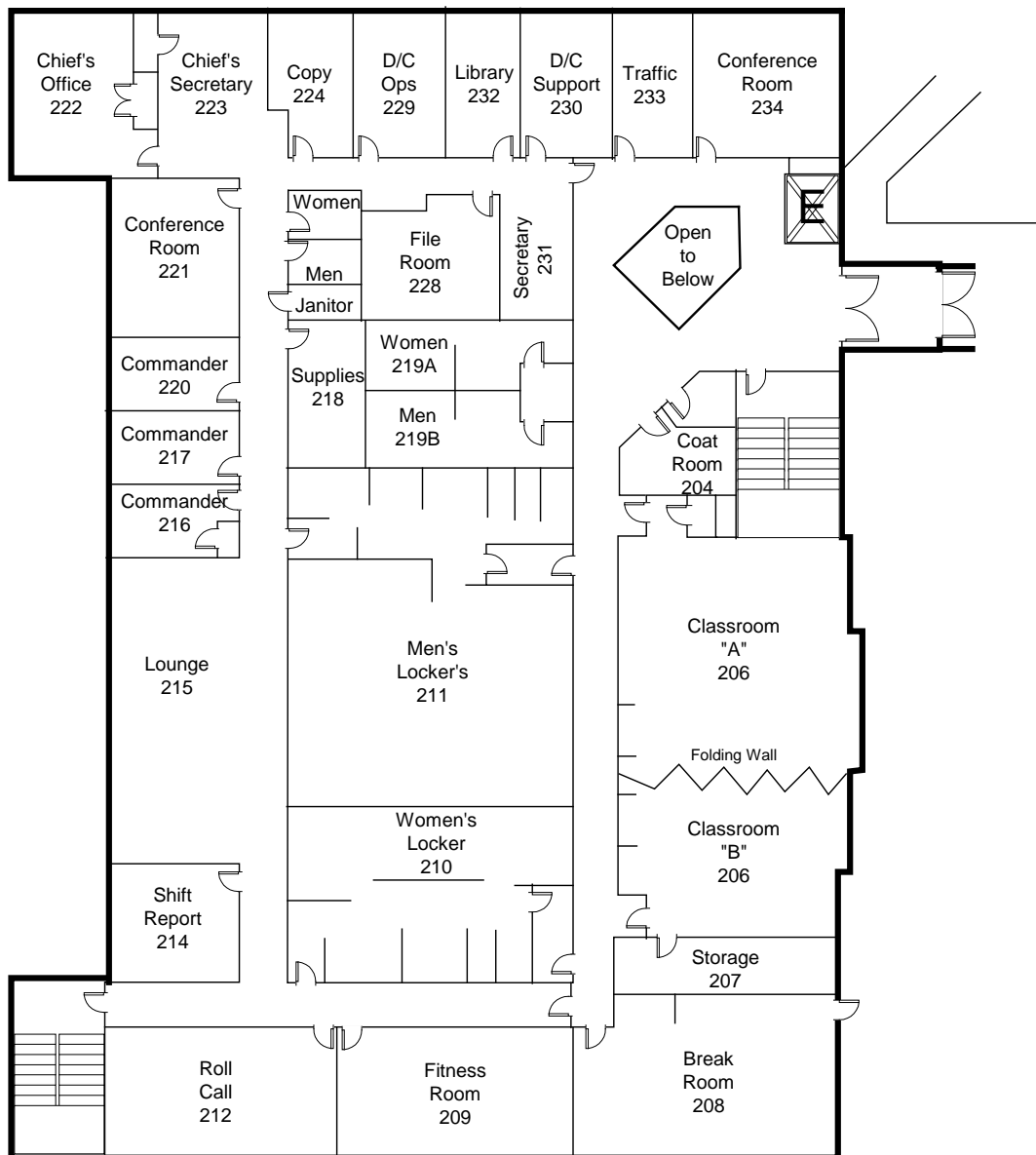
- Men (165)
- Men (161)
- Men (164)
- Men (163)
- Men (162)
- Men (159)
- Women (160)
- Women (158)
- Women (157)

- Booking (116)
- DUI (115)
- Temp Holding (114)
- Interview A / B (119)
- Interview A / B (118)
- Report (116)

**Second Floor**

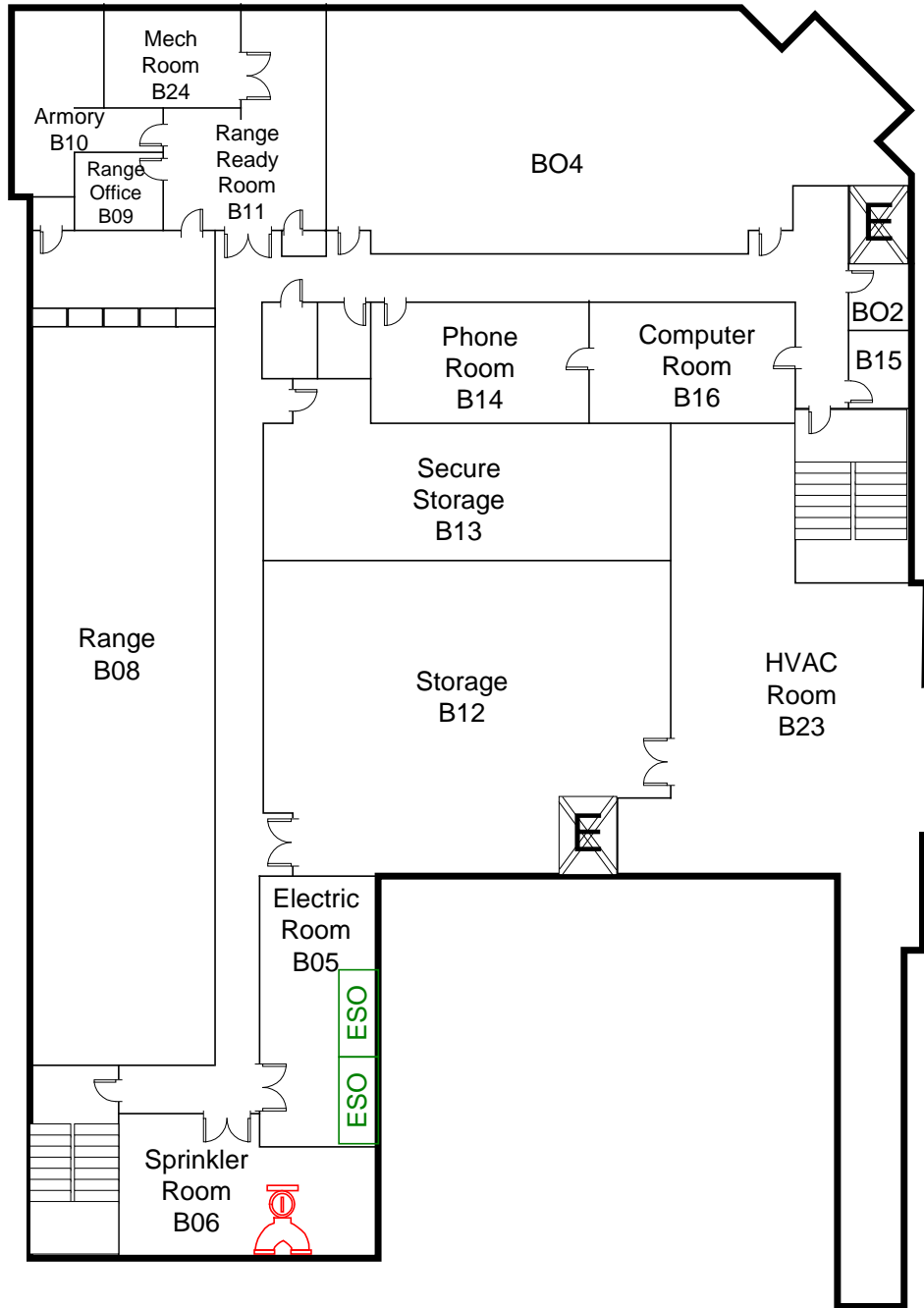
- Hall (Ceramic)
- Small Room outside Administration (205)
- Women's Bathroom (219A) (Ceramic)
- Men's Bathroom (219B) (Ceramic)
- File Room (228)
- Women's Bathroom (227) (Ceramic)
- Men's Bathroom (226) (Ceramic)
- Janitor's Closet (225)
- Supplies (218)
- Men's Locker Room and entrances to it (211) (Ceramic)
- Women's Locker Room and entrances to it (210) (Ceramic)
- Break Room / Cafeteria (208) (Ceramic)
- Roll Call Room (212) **(Please let watch commander know when this is completed)**
- Shift Report (214) **(Please let watch commander know when this is completed)**

# FLOOR PLAN

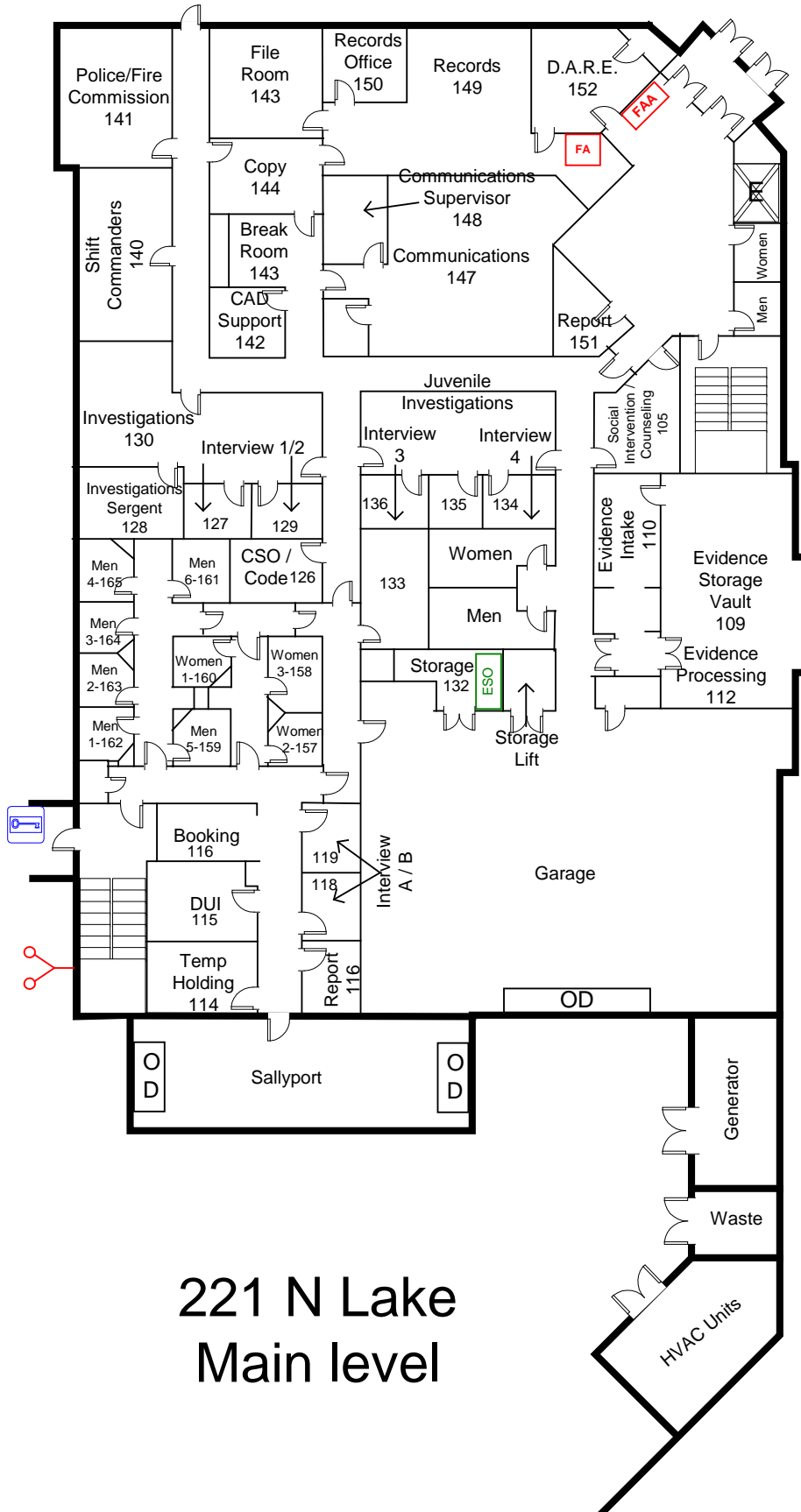


**221 N Lake  
Second Floor**

# FLOOR PLAN



# FLOOR PLAN



221 N Lake  
Main level