



Minutes of Pre-Bid Meeting
July 10, 2017
Des Plaines Public Library
Janitorial Contract for the Des Plaines Public Library

Present: Holly Richards Sorensen, Roberta Johnson, Carol Kidd, Gary Valente.

Also Present: Derek Jankowski, ABC Commercial, Inc., Joseph Wall, Alpha Building Maintenance Services, Inc., Jim Russo, B & C Services, Rose Berardi, Best Quality Cleaning, Nick Torres, Clean As A Whistle, Derek Jankowski, Crystal Maintenance Services Corp., Eric Grabowski, Eco Clean Maintenance, Inc., Jose M. Sanchez, JMS Commercial Cleaning, Sam Jerominski, Mega Commercial Services, Inc., Kathy Wiszowaty, Multisystem Management Company, Cassandra Blades and Brandon Lane, Open Works, Barbara Wagner, Perfect Cleaning Service, Inc., Saith Sanchez, RCC Cleaning, Kathy Bremson, Tenacious Cleaning Services, Inc.,

Meeting began at 10:00 a.m.

Roberta Johnson, Assistant Director, introduced Holly Richards Sorensen, Library Director, Gary Valente, Head of Building and Security Services and Carol Kidd, Human Resources Manager. Johnson reviewed the General Requirements of the bid document. Johnson stated that when completing the janitorial contract that the bidders could individually quote pricing for years one, two and three.

Holly Richards Sorensen, Library Director, stated that the library goes out for bid every three years for the janitorial contract and that the current cleaning company is Crystal Maintenance. Richards Sorensen explained that the library reserves the right to terminate the contract at any period within thirty (30) days by written notice to the contractor. The contractor can also terminate the contract at any period within thirty (30) days giving written notice to the library. Richards Sorensen stated that the bid opening will be on Friday, July 21, 2017 at 10:00 a.m. in meeting room B. All are invited to attend, but the meeting is not mandatory. The janitorial bids will be presented to the Board of Trustees at their August 17, 2017 meeting

Gary Valente, Head of Building & Security Services, stated that he would give a tour of the library building and that questions would be answered after the tour. Valente also stated that he would take the bidders to recently renovated areas of the library and explained that some surfaces, such as walls painted with Idea Paint, would require special cleaning materials. The main staircase has anti-slip material that will require special cleaning. The material used on the main staircase is Johnsonite rubber stair treads.

Valente stated that the bid document asks for hourly rates for total carpet shampooing and extraction along with fabric and upholstery cleaning. Also asked for in the bid document is an hourly rate for emergency cleanup of blood-borne pathogens during normal hours of library operations. Valente stated that janitorial service is required seven days a week and is to be done during the hours that the library is closed. Valente also stated that food and drink are allowed in the first floor hallway and this area will need daily cleaning.

Valente stated that the cleaning company would be responsible for spot cleaning the windows (what the public can reach).

Valente gave a tour of the library to prospective bidders.

The meeting resumed in meeting room B on the first floor of the library.

Sanitation of toys on the second floor is not the responsibility of the cleaning company.

We currently do not require “green” cleaning products. The cleaning company will be required to provide MSDS sheets for all cleaning products they use. Per the bid document “The Library will supply all needed paper products, soap and plastic trash liners to the janitorial closets located on each floor. The awarded contractor shall provide all other cleaning supplies, disinfectants, and miscellaneous necessary supplies.”

The library has approximately 96 employees, but can employ up to 105 employees.

The bid will be awarded to the lowest responsible bidder.

If the library requires a porter, the minimum they will be asked to work is four hours. The library has only one or two events a year that require porter service.

Only employees of the cleaning company, including supervisors, are allowed in the library.

Johnson stated that prospective bidders should direct their questions to her by email or telephone. Kidd will email the minutes of the meeting and any addendums to attendees. The minutes and addendums will also be posted on the library website.

The meeting ended at 11:15 a.m.

Minutes prepared by Carol Kidd.