

CONTRACT PROPOSAL
SPECIFICATIONS FOR
PROVIDING CUSTODIAL SERVICES
TO THE BATAVIA PARK DISTRICT

September 2024

PREPARED BY:
BATAVIA PARK DISTRICT
327 WEST WILSON STREET
BATAVIA, ILLINOIS 60510

(630) 879-5235

INVITATION TO BID

Batavia Park District will receive sealed bids from qualified contractors to provide custodial services for the District at various sites within the City of Batavia, Illinois.

The project includes, but is not limited to, the following:

The proposed work consists of all phases of custodial services to include, but not be limited to cleaning floors of all types, cleaning restrooms, glass cleaning, dusting, etc.”

Bidding Documents will be available beginning **September 16th, 2024** at the Administration Building of the Batavia Park District located at 327 West Wilson Street, Batavia, Illinois 60510. Bidding Documents may be examined between the hours of **9:00 A.M. and 3:00 P.M.** at the Batavia Park District Administrative Offices, 327 West Wilson Street, Batavia, Illinois 60510, (630) 879-5235 or by emailing Josh Wyant: Joshw@bataviaparks.org.

There will be a voluntary pre-bid meeting to allow bidders to visit all sites to be cleaned. **The pre-bid meeting will begin at 10:00 A.M., local time on September 20th, 2024 at the Batavia Civic Center, 327 West Wilson Street, Batavia Illinois 60510.**

Said bids will be received up to the hour of **2:00 P.M., local time on September 27th, 2024** at the Batavia Park District Administrative Offices at which time and place said bids will be publicly opened and read. The bid award will take place at the **November 19th, 2024** meeting of the Park Board.

Bid proposals shall be plainly marked **“Custodial Services Bid”** and marked **“DO NOT OPEN”** and be addressed to:

**Batavia Park District
Attn: Josh Wyant, Director of Facilities and Trades
327 West Wilson Street
Batavia, Illinois 60510**

The Owner encourages minority business firms to submit bids for the performance of the Work and the successful bidder to utilize minority businesses as subcontractors and suppliers for labor, equipment, and services.

The Batavia Park District reserves the right to reject any and/or all bid proposals or to accept any bid proposal, which in its judgment, will be to the best interest of the public, or to waive any informalities in bidding. Only bid proposals in compliance with the provisions of the Contract Documents will be considered. No bids shall be withdrawn after the opening of bids for a period of sixty (60) days after the date of opening.

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SECTION I INSTRUCTIONS TO BIDDERS

Sealed bids are invited for CUSTODIAL SERVICES for the Batavia Park District.

Proposals will be received by the Batavia Park District at the place, date, and time below stated, and there publicly opened and read:

PLACE: BATAVIA PARK DISTRICT
Administration Office
327 West Wilson Street
Batavia, Illinois 60510

DATE: September 27th, 2024

TIME: 2:00 P.M.

Specifications and other contract documents will be available at the Batavia Park District Administration Office, 327 West Wilson Street, Batavia, Illinois 60510 or by emailing Josh Wyant-Joshw@bataviaparks.org.

Bidders are cautioned to inspect all specifications, complete files of which are available at the Batavia Park District office. Bidders are especially urged to investigate the sites and conditions herein, to inform themselves of the nature and extent of work necessary to produce the desired services.

Proposals shall be made as individual bids, for the Providing of the Custodial Services. No proposal will be considered which does not cover all work necessary to provide the custodial services.

Prices quoted in proposals shall be guaranteed for a period of sixty (60) days after date of the bid opening.

The Batavia Park District, hereafter called the Owner, reserves the right to reject any or all bids, to waive irregularities, defects or informalities in any bid, or to make award in the best interest of the Owner. In determining the lowest responsible bidder, the Owner shall be considering, among other things, the experience of the bidder to satisfactorily complete contracts of a similar size and scope.

Should a bidder find any discrepancies in, or omissions from any of the documents, or be in doubt to the meaning, he shall advise the Owner in writing, who will issue necessary clarifications to any prospective bidders, by means of addenda or revision to performance specifications, as may be appropriate. No request for clarification will be answered if received within five (5) days of date on which bids will be received.

An optional pre-bid meeting will be held September 20th, 2024 at the Park District office, 327 West Wilson Street, Batavia, Illinois 60510 at 10:00 A.M. This meeting is scheduled to help clarify any questions prior to submission of bids. A tour of the sites to be serviced will be available after the meeting.

Any bidder may withdraw his bid any time prior to the scheduled bid opening. Any proposal received after the time and date stated herein will be returned to the bidder unopened.

Negligence on the part of the bidder in preparing his proposal confers no right to withdraw the proposal after it has been opened.

No responsibility will be attached to any person for premature opening of a proposal (bid) not properly addressed or identified.

Prepare and submit bid and all accompanying data in duplicate. Use the "Bid Form" enclosed in these specifications only. **NO BID PROPOSAL WILL BE ACCEPTED FROM ANY BIDDER IN ANY OTHER FORM,** as on letterhead stationary or the like.

Bids shall be submitted subject to all requirements of the specifications, drawings, and any or all addenda issued thereto. Bids shall be without interlineations or erasures. No oral, telephone or telegraphic bid, or revision to a bid, will be considered.

Enclose bid documents in a sealed envelope clearly labeled and bearing the name of the bidder to guard against improper opening. ***Bids are to be marked: "Custodial Services Bid"*** and addressed to:

**Batavia Park District
Attn: Josh Wyant, Director of Facilities and Trades
327 West Wilson Street
Batavia, Illinois 60510**

Each bid must give the full business address of the bidder and be signed by a duly authorized representative.

Bids by partnership must be signed by one member of that partnership or by a duly authorized representative, followed by the signature and designation of the person signing.

Bids by corporation must be signed in the name of the corporation followed by the signature of the president, secretary or other persons duly authorized to bind the corporation in the matter.

The successful contractor shall be subject to a ninety (90) day probation period starting January 1 through March 31, 2025. Should this review be positive, the successful contractor will be awarded the balance of the contract for the year. Should this review result in termination of the contract, the next qualified lowest bidder will be awarded the contract. In addition the successful contractor shall be subject to a performance review at the end of the contract period. Should this review be positive, the Park District reserves the right to retain the contractor for the following fiscal year with the possibility of extending this contract for a total of three (3) years. Space is provided on the "Bid Form" to factor in projected prices for these additional years.

SECTION II SUMMARY AND CONDITIONS

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SECTION A. SUMMARY OF THE WORK

SECTION B. CONDITIONS

Division 1 – Special Conditions

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SECTION A

SUMMARY OF THE WORK

DESCRIPTION SUMMARY OF THE WORK

CONTRACT DOCUMENTS: Requirements of the work are contained in the contract documents and include cross-references herein to published information, which is not necessarily bound therewith.

VERBAL SUMMARY: Without force and effect on requirements of contract documents, the description of the work of the contract can be summarized as follows:

Custodial services at the following sites:

1. Civic Center, 327 West Wilson Street
2. The Lodge at Laurelwood, 800 North River Street
3. Depot Museum, 155 Houston Street
4. Eastside Community Center, 14 North Van Buren Street
5. Eastside Recreation Office, 313 East Wilson Street
6. Kemp Hall, 18 North Van Buren Street
7. Peg Bond Center, 151 Island Avenue
8. Hall Quarry Beach, 400 South Water Street
9. Callahan Community Center, 150 Houston Street

CONTRACTOR USE OF PREMISES

GENERAL: The contractor shall limit his use of the premises to the work indicated, so as to allow for Owner occupancy and use of the public.

USE OF THE SITE: Confine operations at the site to the areas permitted. Portions of the site beyond areas on which work is indicated are not to be disturbed.

Keep existing driveways and entrances serving the premises clear and available at all times. Do not use for parking (One lane must be open to traffic at all times.)

Lock automotive type vehicles and other mechanized or motorized construction equipment when parked and unattended with the motor running or ignition key in place.

FULL OWNER OCCUPANCY: The Owner will occupy the site during the entire period of the contract and cooperate fully with the Owner or his representative during operations to minimize conflicts and to facilitate Owner usage. Perform the work so as not to interfere with the Owner's operations.

SECTION B CONDITIONS

Work included under this contract is described in the following divisions of these specifications:

1. Special Conditions
2. General Conditions

DIVISION 1. SPECIAL CONDITIONS

A. QUALITY OF MATERIALS AND WORKMANSHIP

Should any dispute arise as to the quality or fitness of materials or workmanship, the decision shall rest strictly with the Owner and shall be based on the requirements that all work done or materials furnished shall be first class in every respect.

B. PREVAILING WAGE SCALE

The Batavia Park District acknowledges that no ordinance, law or regulation controls or establishes a general prevailing rate of hourly wages for the labor classifications related to custodial duties other than applicable minimum wage statutes.

C. TAXES

Contractors shall include any applicable taxes in proposals for work included under this contract.

D. SUBCONTRACTORS AND SUPPLIERS

Each contractor, engaging subcontractors or suppliers, shall provide a list of all subcontractors and suppliers and must get Owner's approval before contracts are signed.

E. CHANGES

The Owner shall have the right to make changes to the contract documents after their execution. However, all changes must be agreed to in writing before any work in connection with the changes is commenced. Change orders must bear the signature of the Owner and Contractor. Unsigned changes will not be honored for payment.

F. **LAW COMPLIANCE**

Each and every contractor and subcontractor performing work at the site shall comply with applicable provisions of all pertinent federal, state and local labor laws. Also, the contractor shall obtain all permits and licenses necessary to complete the project according to local laws, codes and ordinances.

G. **WORK HOURS**

Work hours at all sites shall be between 10:00 P.M. and 6:00 A.M. All work shall be completed between these hours unless special arrangements are made with the Park District.

H. **SUPPLIES**

The Contractor shall, with a few exceptions, supply the materials and equipment used in providing the custodial services for the Park District. The following are the supplies that shall be provided by the Park District to the contractor for use at all sites:

1. Cleaner for the floors in the Civic Center gym
2. Liquid soap
3. Paper Towels – folded and roll type
4. Soap for dispensers
5. Toilet paper
6. Trash can liners
7. Urinal deodorant blocks

The Park District will require the successful Contractor to provide a list of all chemical materials as well as Safety Data Sheets (SDS) for approval prior to start of contract. The Park District reserves the right to reject any materials or equipment it feels is improper or unsafe for use on its premises.

DIVISION 2. GENERAL CONDITIONS

A. **INSURANCE**

The Contractor shall submit a current Certificate of Insurance and Additional Insured Policy Endorsement to the Owner prior to the commencing work. The certificate must meet all the levels of coverage as outlined in the Independent Contractors agreement attached with this specification book.

The Contractor shall not commence work under this contract until all Insurance required above has been obtained and has been approved by the Owner. The Contractor shall not allow any subcontractor to commence work until the same insurance and endorsement is obtained and approved by the Owner.

B. **SUBSTANCE ABUSE PREVENTION PROGRAM**

Before commencing work, the Contractor shall place on file with the Park District a copy of the Company's Substance Abuse Prevention Plan. The filing of a plan is required under the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/15).

C. ASSIGNMENTS

Neither party to the contract shall assign the contract or sublet it as a whole without the written consent of the other, nor shall the Contractor assign any monies due, or to become due to him hereunder, with the previous consent of the Owner.

D. SUBCONTRACTS

The Contractor shall, prior to the execution of the contract, notify the Owner in writing of the names of subcontractors proposed for the principal parts of the work and for such others as the Owner may direct and shall not employ any than the Owner may, within a reasonable time, object to as incompetent or unfit.

E. REFERENCES

Contractor must submit a listing of six (6) references that have received cleaning services from the bidding company. Of the six (6) references, at least three (3) must be municipal organizations. Please list the name of the company, contact person daytime phone number, and email address.

F. CONTACT INFORMATION

Josh Wyant
Director of Facilities and Trades
Batavia Park District
(630) 879-5235 x2031

Civic Center
327 West Wilson Street
Batavia, Illinois 60510
(630) 879-5235

Eastside Community Center
14 North Van Buren Street
Batavia, Illinois 60510
(630) 406-5282

SECTION III

PERFORMANCE SPECIFICATIONS

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PERFORMANCE SPECIFICATIONS

SCOPE: To provide custodial services at various sites throughout the Park District

A. CIVIC CENTER

GENERAL:

1. Daily services are to be based on seven (7) times per week.
2. Duties marked weekly are to be completed on Sunday night prior to use on Monday.
3. Schedule of daily, weekly, monthly, etc. duties shall be submitted to Owner within two (2) weeks after start of contract period.
4. **A day Porter will be provided at the facility- areas of service include: restrooms, wastebaskets, lobby areas- tables, countertops, sweep, and window spot cleaning.**
5. Special Cleaning due to rental schedules may be necessary. **Calendars will be provided. Cleaning after rentals needs to take place immediately after the rental.**

I. Bartholomew Room

1.	Floors (hard surface)	Dust Mop	Daily
		Damp Mop w/Disinfectant	Daily
		Strip/Refinish	2x Annually

Note: Contractor may have to move chairs/tables to accomplish this task. Contractor should return room as it was prior to starting work.

2.	Heat Supply/Return Grills	Clean	Monthly
3.	Wastebaskets	Empty/Replace Liner	Daily
4.	Door Frames/Windows	Clean	Weekly

II. Conference Room

1.	Floors (carpeted)	vacuum	Daily
2.	Furniture/Fixtures	Dust/Vacuum	Weekly
3.	Wastebaskets	Empty/Replace Liner	Daily

III. General Offices

1.	Blinds	Dust	Monthly
2.	Floors (carpeted)	Vacuum	Daily

3.	Heater Supply/ Return Grills	Clean	Monthly
4.	Ledges	Dust/Damp Wipe	2x Monthly
5.	Wall Hangings	Dust	Monthly
6.	Wastebaskets	Empty/Replace Liner	Daily

Note: All cleaning in the Finance and Human Resource office must be completed during the day on a mutually agreed upon day of the week. 1x weekly

IV. Gymnasium

1.	Floor (wood)	Dust Mop/Spot Damp Mop	Daily
2.	Mats – wall mounted	Wipe w/ Disinfectant	3x Weekly

Note: Pay close attention to the edges and bottom of the wall mats.

V. Kitchen

1.	Cabinets, Counters, Sink Refrigerator	Damp Wipe (inside and out)	Daily
2.	Floors	Dust Mop	Daily
3.	Walls/Doors/Frames	Spot Wash	Weekly
4.	Wastebaskets	Empty/Replace Liner	Daily

VI. Lobby, Entrances, and Hallways

1.	Lounge (tables, chairs, and counter)	Disinfect	Daily
2.	Door Frames/Surfaces	Spot Clean	Daily
3.	Doors (glass)	Spot Wash Complete Wash	Daily Weekly
4.	Floors (rubber tile)	Dust/Damp Mop Scrub with Machine	Daily Quarterly
5.	Floor Mats	Vacuum	Daily

6.	Glass (all glass panels) Windows in Lobbies	Spot Wash Complete Wash (Inside and Out)	Daily Weekly
7.	Heater Supply/Return Grills	Clean	Monthly
8.	Reception Counter	Damp Wipe	Daily
9.	Water Fountain	Clean/Disinfect	Daily

VII. Lower Level

1.	Carpet and/or Rugs	Vacuum	Daily
Note: Contractor may have to move chairs/tables to accomplish this task. Contractor should return room as it was prior to starting work.			
2.	Floors (hard surface)	Dust Mop/Damp Mop	Daily
3.	Restrooms	Clean	Daily
4.	Sinks/Countertops	Clean/Disinfect	Daily
5.	Wastebaskets	Empty/Replace Liner	Daily
		Complete Cleaning	2x Annually

VIII. Restrooms (upper and lower level)

1.	Commodes/Urinals	Clean/Disinfect	Daily
2.	Doors/Frames	Spot Clean	Daily
3.	Floors (hard surfaced) (special attention to heavy use areas)	Dust/Damp Mop w/Disinfectant Scrub (mechanically)	Daily Quarterly
4.	Heat Supply/Return Grills	Clean	Monthly
5.	Kick Plates	Spot Clean	Daily
6.	Light Switches	Spot Clean	Daily
7.	Metal/Hardware	Damp Wipe/Polish	Daily
8.	Mirrors	Clean	Daily

9.	Paper Towels	Refill	As Needed
10.	Partitions	Dust Top/Spot Wash Wash	Weekly Quarterly
11.	Sinks/Countertops	Clean/Disinfect	Daily
12.	Soap	Refill	As Needed
13.	Toilet Paper	Refill	As Needed
14.	Walls (tile/other)	Damp Wipe	Weekly
15.	Wastebaskets	Empty/Replace Liner	Daily
IX.	Stairwells		
1.	Ledges	Dust	Weekly
2.	Handrail	Damp Wipe	Weekly
3.	Steps (rubber tile)	Sweep/Spot Damp Mop Damp Mop Strip/Refinish	Daily Weekly Annually
X.	Windows (see inventory sheet)		
1.	Civic Center Windows	Clean	Quarterly
XI.	Work Room		
1.	Floor	Dust/Damp Mop	Daily
2.	Sink/Countertops	Damp Wipe	Daily
3.	Wastebaskets	Empty/Replace Liners	Daily

B. DEPOT MUSEUM

GENERAL: The three (3) days per week to clean the Museum shall be Monday, Wednesday, and Friday, unless otherwise designated by Owner. Cleaning must be done between **9:00 A.M. and 12:00 P.M. (noon)**.

Details:

1. Specifications for the Museum are listed for a full twelve (12) month period.
2. The days of the week that the Museum is to be cleaned are Monday, Wednesday, and Friday.
3. All cleaning products must be carried in and out due to a lack of storage space at the Museum.
4. Trash from the Museum needs to be discarded in the Civic Center dumpster, Eastside Community Center dumpster, or the Callahan Community Center dumpster.

I. Lower Level (display area and research center)

A. Display Area

- | | | | |
|----|---------------|--------|-----------|
| 1. | Display Cases | Dust | 3x Weekly |
| 2. | Floors | Vacuum | 3x Weekly |

B. Research Center

- | | | | |
|----|--|---------------|-----------|
| 1. | Cabinets in Hallway | Dust | Weekly |
| 2. | Cabinets (glass) | Clean | Monthly |
| 3. | Doors (glass)
(interior and exterior) | Clean | 3x Weekly |
| 4. | Floors | Vacuum | 3x Weekly |
| 5. | Hallway - Rafters | Clean Cobwebs | Weekly |
| 6. | Sink/Countertops | Clean | 3x Weekly |

II. Main Level

- | | | | |
|----|-----------------|--------|-------------|
| 1. | Brass Standards | Polish | 3x Annually |
|----|-----------------|--------|-------------|

2.	Display Cases and Items on them	Dust	3x Weekly
3.	Display Cases (glass)	Spot Clean	3x Weekly
4.	Floor (wood)	Dry/Damp Mop	3x Weekly
5.	Wastebaskets	Empty/Replace Liners	3x Weekly
6.	Window Sills	Dust/Damp Wipe	Weekly

III. Restrooms (upper and lower)

1.	Commodes/Urinals	Clean/Disinfect	3x Weekly
2.	Mirrors	Clean	3x Weekly
3.	Paper Towels	Refill	As Needed
4.	Sinks/Countertops	Clean/Disinfect	3x Weekly
5.	Soap	Refill	As Needed
6.	Toilet Paper	Refill	As Needed
7.	Wastebaskets	Empty/Replace Liners	3x Weekly

IV. Stairway to Lower Level

1.	Stairwell	Clean Cobwebs	3x Weekly
2.	Steps	Vacuum	3x Weekly
3.	Walls - Pictures and Display Cases	Dust	3x Weekly

V. Upper Level (Including Stairwell)

1.	Steps	Sweep/Dust Damp Mop	3x Weekly 3x Weekly
2.	Walls - Pictures	Dust	3x Weekly

C. EASTSIDE COMMUNITY CENTER

GENERAL:

1. Daily services are to be based on five (5) times per week.
2. Duties marked weekly are to be completed on Sunday night prior to use on Monday.
3. Schedule of daily, weekly, monthly, etc. duties shall be submitted to Owner within two (2) weeks after start of contract period.
4. **A day Porter will be provided at the facility- areas of service include: restrooms, wastebaskets, lobby areas- tables, countertops, sweep, and window spot cleaning.**
5. Special Cleaning due to rental schedules may be necessary. **Calendars will be provided. Cleaning after rentals needs to take place immediately after the rental.**

I. Caterer's Kitchen

1.	Floor	Sweep/Wet Mop Strip and Wax	5x Weekly and After Major Events 2x Annually
2.	Walls	Spot Clean	5x Weekly and After Major Events
3.	Trash Cans	Empty/Replace Liners	5x Weekly and After Major Events
4.	Stainless Counters, Tables Including Lower Shelves	Damp Wipe	5x Weekly and After Major Events
5.	Sinks/Counters	Clean	5x Weekly and After Major Events
6.	Appliances	Damp Wipe (inside/outside)	5x Weekly and After Major Events

II. Gymnasium

1.	Floor	Dust Mop Auto Clean w/Machine	Daily 2x Weekly after major events
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Note: Contractor shall supply cleaning machine to be used for cleaning the rubber gym floor. Space is available to store a small walk behind floor scrubbing machine if the Contractor desires.

2.	Hallway Windows	Spot Clean Wash	Daily Weekly
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III. Lobby, Entrances and Hallways

1.	Door Frame/Surface	Spot Clean	Daily
2.	Doors (glass)	Clean	Daily
3.	Exposed Beams, Conduit	Dust	Monthly
4.	Floor Mats	Vacuum	Daily
5.	Floors (vinyl tile)	Dust/Damp Mop Strip and Wax	Daily 2x Annually
6.	Glass (all glass panels)	Spot Wash Complete Wash	Daily Weekly
7.	Heater Supply/Return Grills	Clean	Monthly
8.	Waste Baskets	Empty/Replace Liners	Daily
9.	Water Fountains	Clean/Disinfect	Daily
10.	Lockers (Exterior)	Dust	Weekly

IV. Office

1.	Filing Cabinets	Damp Wipe Top	Weekly
2.	Floors (carpet)	Vacuum Spot Stain Removal	Daily As Needed
3.	Heater Supply/Return Grills	Clean	Monthly
4.	Ledges	Dust/Damp Wipe	2x Monthly
5.	Reception Counter	Damp Wipe	Daily
6.	Wall Hangings	Dust	Monthly
7.	Wastebaskets	Empty/Replace Liners	Daily

V. Restrooms

1.	Commodes/Urinals	Clean/Disinfect	Daily/After Major Events
2.	Doors/Frames	Spot Clean	Daily/After Major Events
3.	Floors (hard surfaced) (special attention to heavy use areas)	Dust/Damp Mop w/Disinfectant Scrub (mechanically)	Daily/After Major Events Quarterly
4.	Heat Supply/Return Grills	Clean	Monthly
5.	Kick Plates	Spot Clean	Daily
6.	Light Switches	Spot Clean	Daily
7.	Metal/Hardware	Damp Wipe/Polish	Daily
8.	Mirrors	Clean	Daily/After Major Events
9.	Paper Towels	Refill	As Needed
10.	Partitions	Spot Wash Wash	Daily Weekly
11.	Sinks/Countertops	Clean/Disinfect	Daily/After Major Events
12.	Soap	Refill	As Needed
13.	Toilet Paper	Refill	As Needed
14.	Walls (tile/other)	Damp Wipe	Weekly
15.	Wastebaskets	Empty/Replace Liners	Daily/After Major Events

VI. Shannon Hall (including stage area)

1.	Floor (hardwood)	Dust/Damp Mop	Daily and after major events
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Note: Use floor cleaner (per manufacturer instructions) as provided by Owner.

2.	Heat Registers	Vacuum under units Damp Wipe Top	Weekly Weekly
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3.	Wastebaskets	Empty/Replace Liners	Daily and after major events
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4.	Window Sills	Dust	2x Weekly
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VII. Shannon Hall Foyer

1.	Floor (Tile)	Sweep/Mop	Daily and after major events
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2.	Stairs	Vacuum	Monthly
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VIII. Shannon Hall Vestibule

1.	Floor (carpet)	Vacuum	Daily and after major events
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2.	Wastebaskets	Empty/Replace Liners	Daily and after major events
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IX. Studios #1 through #7

1.	Carpets/Rugs	Vacuum Complete Cleaning	Daily 2x Annually
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2.	Counters	Damp Wipe	Daily
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3.	Exposed Beams, Conduit	Dust	Monthly
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4.	Floors	Dust/Damp Mop	Daily
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5.	Glass Panels	Spot Clean Wash	Daily Weekly
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6.	Sinks/Countertops	Clean	Daily
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7.	Waste Baskets	Empty/Replace Liners	Daily
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X. Windows (see inventory)

1.	Eastside Community Center Windows	Clean (inside/outside)	Quarterly
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XI. Work Room

1.	Floor	Dust/Damp Mop Strip and Wax	4x Weekly Annually
2.	Sink/Countertops	Damp Wipe	Daily
3.	Wastebaskets	Empty/Replace Liners	Daily

D. EASTSIDE RECREATION OFFICES

GENERAL: This building is cleaned Monday-Friday.

I. First Floor

A. Bathroom

1.	Commode	Clean/Disinfect	5x Weekly
2.	Floor	Dust/Damp Mop	5x Weekly
3.	Mirror	Spot Clean	5x Weekly
4.	Sink/Counter	Clean/Disinfect	5x Weekly
5.	Paper Towels	Refill	As Needed
6.	Soap	Refill	As Needed
7.	Toilet Paper	Refill	As Needed
8.	Wastebaskets	Empty/Replace Liners	5x Weekly

B. Conference Room

1.	Floor (wood)	Dust/Damp Mop	2x Weekly
2.	Wastebaskets	Empty/Replace Liners	2x Weekly

C. Entrance/Hallways/Stairwell

1.	Floors (wood)	Dust/Damp Mop	5x Weekly
2.	Steps (wood)	Dust/Damp Mop	5x Weekly

D. Kitchen

1.	Cabinets, Countertops, Sink	Damp Wipe	5x Weekly
2.	Floors (vinyl)	Dust/Damp Mop	5x Weekly
3.	Wastebaskets/Recycle	Empty/Replace Liners	5x Weekly
4.	Walls/Doors	Spot Wash	2x Weekly

E. Offices

1.	Floors (wood)	Dust/Damp Mop Complete Cleaning	5x Weekly 2x Annually
2.	Wastebaskets/Recycle	Empty/Replace Liners	5x Weekly

II. Second Floor

A. Bathrooms

1.	Commode	Clean/Disinfect	5x Weekly
2.	Floor (vinyl and tile)	Dust/Damp Mop	5x Weekly
3.	Mirror	Spot Clean	5x Weekly
4.	Sink/Counter	Clean/Disinfect	5x Weekly
5.	Paper Towels	Refill	As Needed
6.	Soap	Refill	As Needed
7.	Toilet Paper	Refill	As Needed
8.	Wastebaskets	Empty/Replace Liners	5x Weekly

B. Hallway

1.	Floor (Carpet)	Vacuum	5x Weekly
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C. Offices

1.	Floors (carpet)	Vacuum	5x Weekly
2.	Wastebaskets	Empty/Replace Liners	5x Weekly

III. Windows (see inventory)

1.	Eastside Recreation Offices	Clean (inside/outside)	2x Annually
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E. HALL QUARRY BEACH

GENERAL: Service is based on (7) seven days a week, beginning Memorial Day weekend until the middle of August.

I. Bathhouse's (Men's, Women's. Includes morning cleaning and mid-day cleaning)

1.	Ceiling	Clean /De-web	Weekly
2.	Commodes/Urinals	Clean/Disinfect	2x Daily
3.	Doors	Clean/De-web	2x Daily
4.	Floor (concrete)	Sweep all Sand Soak, Scrub and Rinse w/Disinfectant	Daily Daily
5.	Kotex Boxes (women's)	Empty/Replace Liners	2x Daily
6.	Mirrors	Clean	2x Daily
7.	Paper Towels	Refill	Daily
8.	Showers	Clean/Disinfect	Daily
9.	Sinks/Countertops	Clean/Disinfect	2x Daily
10.	Soap	Refill	Daily
11.	Stall Partitions	Clean	Daily
12.	Surfaces (all)	Sanitize	2x Daily

13.	Toilet Paper	Refill	Daily
14.	Wastebaskets	Empty/Replace Liners	2x Daily

II. Concession Stand (Prior to opening for the season and after closing for the season)

1.	Ceiling/Beams/Pipes/ Ventilation System	Dust/Clean	2x Annually
2.	Counters/Cabinets	Clean/Disinfect	2x Annually
3.	Floors	Dust/Damp Mop/ Scrub/Strip and Wax	2x Annually
4.	Windows	Clean (inside/outside)	Annually

Note: The yearly cleaning of the concession stand will be set up by the Facility Manager. The date that is set for the cleaning is the date it must be done. The Concession Stand is alarmed. The date for the cleaning is the only date the Contractor will be allowed into the concession stand unless additional cleaning is requested.

F. KEMP HALL

GENERAL: Service is based on (5) Five days a week.

I. Foyer

1.	Floor (carpet)	Vacuum Complete Cleaning	5x Weekly Quarterly
2.	Floor Mats	Vacuum	5x Weekly
3.	Windowsills	Dust	Weekly

II. Main Room

1.	Floor (carpet)	Vacuum Complete Cleaning	5x Weekly Annually
2.	Floor (wood)	Dust/Damp Mop w/Disinfectant	5x Weekly
3.	Mirrors	Clean	5x Weekly
4.	Walls/Cabinets	Spot Wash	Weekly

5.	Wastebaskets	Empty/Replace Liners	5x Weekly
6.	Windows	Wash (inside)	Weekly
7.	Windowsills/Chair Rail/ Heat Registers	Dust	Weekly

III. Restrooms

1.	Commodes/Urinals	Clean/Disinfect	5x Weekly
2.	Floor	Dust/Damp Mop	5x Weekly
3.	Mirrors	Clean	5x Weekly
4.	Paper Towels	Refill	As Needed
5.	Sinks/Countertops	Clean/Disinfect	5x Weekly
6.	Soap	Refill	As Needed
7.	Toilet Paper	Refill	As Needed
8.	Wastebaskets	Empty/Replace Liners	5x Weekly

IV. Windows (see inventory)

1.	Kemp Hall Windows	Clean (inside/outside)	2x Annually
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G. LODGE AT LAURELWOOD

GENERAL:

1. Service is based on (6) six days a week.
2. Duties marked weekly are to be completed on Sunday night prior to use on Monday
3. Special Cleaning due to rental schedules may be necessary. **Calendars will be provided. Cleaning after rentals needs to take place immediately after the rental.**

I. Hallway

1.	Floor	Dust/Damp Mop	6x Weekly/ After Major Event
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2.	Walls	Spot Wash	6x Weekly/ After Major Event
3.	Water Fountain	Clean/Disinfect	6x Weekly/ After Major Event

II. Main Room

1.	Appliances	Clean (inside/outside)	6x Weekly/ After Major Event
2.	Cabinets/Walls	Spot Wash	6x Weekly/ After Major Event
3.	Floor (vinyl)	Dust/Damp Mop	6x Weekly/ After Major Event

Note: Contractor will have to move chairs/tables to accomplish this task.
Contractor should return room as it was prior to starting work.

4.	Heater Supply/Return Grills	Clean	Monthly
5.	Sink/Countertops	Clean/Disinfect	6x Weekly/ After Major Event
6.	Wastebaskets	Empty/Replace Liner	6x Weekly/ After Major Event

III. Restrooms

1.	Commodes/Urinals	Clean/Disinfect	6x Weekly/ After Major Event
2.	Floor	Dust/Damp Mop	6x Weekly/ After Major Event

3.	Mirrors	Clean	6x Weekly/ After Major Event
4.	Paper Towels	Refill	As Needed
5.	Sinks/Countertops	Clean/Disinfect	6x Weekly/ After Major Event
6.	Soap	Refill	As Needed
7.	Toilet Paper	Refill	As Needed
8.	Wastebaskets	Empty/Replace Liners	6x Weekly/ After Major Event

Note: Trash shall be taken to the Civic Center, the Eastside Community Center Dumpster, or Callahan Community Center.

IV. Windows (see inventory sheet)

1.	Lodge at Laurelwood Windows	Clean (inside/outside)	Quarterly
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H. PEG BOND CENTER

GENERAL:

1. Facility to be cleaned Monday, Wednesday, and Friday.
2. Special Cleaning due to rental schedules may be necessary. **Calendars will be provided. Cleaning after rentals needs to take place immediately after the rental.**

I. Exterior

1.	Exterior Eaves	Clean Cobwebs (that can be reached from ground)	Monthly
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II. Hallway

1.	Doors/Frames	Spot Clean	3x Weekly/ After Major Events
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2.	Floor	Dust/Damp Mop	3x Weekly/ After Major Events
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3.	Water Fountain	Clean/Disinfect	3x Weekly/ After Major Events
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III. Kitchen

1.	Appliances	Clean (inside/outside)	3x Weekly/ After Major Events
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2.	Countertop	Clean w/Damp Cloth	3x Weekly/ After Major Events
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3.	Floor	Dust/Damp Mop	3x Weekly/ After Major Events
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4.	Sink	Clean w/Stainless Cleaner	3x Weekly/ After Major Events
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5.	Wastebaskets	Empty/Replace Liners	3x Weekly/ After Major Events
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IV. Main Room

1.	Door (glass)	Clean (inside/outside)	weekly/ After Major Events
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2.	Floor (concrete)	Dust/Damp Mop	3x Weekly/ After Major Events
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3.	Mantel	Dust	3x Weekly/ After Major Events
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4.	Windows	Clean (inside/outside)	Monthly
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5.	Wastebaskets	Empty/Replace Liners	3x Weekly/ After Major Events
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Note: Trash shall be taken to the Civic Center, Eastside Community Center dumpster, or Callahan Community Center Dumpster.

V. Restrooms

1.	Commodos	Clean/Disinfect	3x Weekly/ After Major Events
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2.	Doors/Frames/Kick Plates	Spot Clean	3x Weekly/ After Major Events
3.	Floor	Dust/Damp Mop	3x Weekly/ After Major Events
4.	Mirrors	Clean	3x Weekly/ After Major Events
5.	Paper Towels	Refill	As Needed
6.	Sinks	Clean/Disinfect	3x Weekly/ After Major Events
7.	Soap	Refill	As Needed
8.	Toilet Paper	Refill	As Needed
9.	Walls/Switch Plates	Spot Clean	3x Weekly/ After Major Events
10.	Wastebaskets	Empty/Replace Liners	3x Weekly/ After Major Events

I. Callahan Community Center

GENERAL:

1. Daily services are to be based on five (5) times per week.
2. Duties marked weekly are to be completed on Sunday night prior to use on Monday.
3. Schedule of daily, weekly, monthly, etc. duties shall be submitted to Owner within two (2) weeks after start of contract period.
4. **A day Porter will be provided at the facility- areas of service include: restrooms, wastebaskets, lobby areas- tables, countertops, sweep, and window spot cleaning.**
5. Special Cleaning due to rental schedules may be necessary. **Calendars will be provided. Cleaning after rentals need to take place immediately after the rental.**

I. Main Entrances/ Hallways (All three levels)

1.	Floor	Dust/Damp Mop w/Disinfectant, or vacuum	Daily
2.	Water Fountain	Clean/Disinfect	Daily
3.	Entrance Mats	Vacuum	Daily
4.	Wastebaskets	Empty/Replace Liners	Daily

II. Restrooms (All three levels)

1.	Commodes	Clean/Disinfect	Daily
2.	Doors/Frames/Kick Plates	Spot Clean	Daily
3.	Floor	Dust/Damp Mop w/Disinfectant	Daily
4.	Mirrors	Clean	Daily
5.	Paper Towels	Refill	As Needed
6.	Sinks	Clean/Disinfect	Daily
7.	Soap	Refill	Daily
8.	Toilet Paper	Refill	As Needed
9.	Walls/Switch Plates	Spot Clean	Daily
10.	Wastebaskets	Empty/Replace Liners	Daily

III. Multipurpose Rooms (All three levels)

1.	Floors	Dust Mop/Damp Mop/ Vacuum	Daily
2.	Countertops/Cabinets	Clean	Daily
3.	Sinks	Clean	Daily
4.	Wastebaskets	Empty/Replace Liners	Daily
5.	Windows (Interior)	Spot Clean	Daily
6.	Tables	Clean	Daily

IV. General Offices (All three levels)

1.	Floors	Vacuum	5x weekly
2.	Wastebaskets	Empty/Replace Liners	5x Weekly

V.	Elevator		
	1. Floor	Sweep/Mop	Daily
	2. Walls/Windows	Clean	Daily
VI.	Stairwells	Sweep/Mop	Daily

J. GENERAL PERFORMANCE INFORMATION

1. PUBLIC CONTACT

On occasion, the Contractor's employees may be contacted in some manner by residents/users of the park and its buildings. The employees shall be instructed to inform citizens to direct their comments and/or questions to the Batavia Park District office at 327 West Wilson Street, or call (630) 879-5235 x2062 or Josh Wyant- joshw@bataviaparks.org

2. EQUIPMENT CONDITION

Equipment shall be kept in good, safe operating condition so that it is able to perform the duties necessary to conform to all performance specifications.

3. FAILURE TO PERFORM

The Batavia Park District may terminate services automatically in the event of Contractor's failure to perform its obligation in strict accordance with the performance specifications by giving notice of such termination to Contractor. In such event, Contractor shall be entitled to receive payment for services properly performed but unpaid prior to termination.

4. PROOF OF INSURANCE

Before starting any work, the Contractor shall sign the Independent Contractor's Agreement (ICA) and provide the District with a Certificate of Insurance, naming the Batavia Park District as additional insured, with coverage amounts as listed on the Independent Contractor's Agreement. **An "Additional Insured Policy Endorsement" must accompany the Certificate of Insurance.** A sample of the ICA is attached to this bid packet.

5. LENGTH OF CONTRACT

This contract shall cover the period of time from January 1, 2025 until December 31, 2025. Refer to "Instructions to Bidders" section for information on contract extension.

6. METHOD OF PAYMENT

The Contractor shall submit a statement to Batavia Park District the first Tuesday of every month. This statement shall include explanation of all work done during billing period. The Contractor shall be paid following the third (3rd) Tuesday of each month.

7. REFERENCES

Contractor shall submit six (6) references with their proposal with a minimum of three (3) municipal or governmental references.

SECTION IV CONTRACT PROPOSAL

SECTION A	Contract Proposal: January 1, 2025 – December 31, 2025
SECTION B	Extension: January 1, 2026 – December 31, 2026
SECTION C	Extension: January 1, 2027 – December 31, 2027
SECTION D	Addenda and Proposal Exclusion

CONTRACT PROPOSAL

_____, _____, 2025

Board of Commissioners
Batavia Park District
327 West Wilson Street
Batavia, Illinois 60510

_____ propose(s) to furnish all labor, materials and equipment for the provision of Custodial Services in accordance with specifications prepared for same by the Batavia Park District, Batavia, Illinois.

_____ also certify(s) that a complete examination of the proposed sites has been made by my representative or me and that all existing site conditions are reflected in the following prices.

SUMMARY OF BID

- 1. Civic Center – Cost/Month \$ _____ x 12 _____
- 2. Eastside Community Center – Cost/Month \$ _____ x 12 _____
- 3. Eastside Recreation Offices – Cost/Month \$ _____ x 12 _____
- 4. Kemp Hall – Cost/Month \$ _____ x 12 _____
- 5. Lodge at Laurelwood – Cost/Month \$ _____ x 12 _____
- 6. Depot Museum – Cost/Month \$ _____ x 12 _____
- 7. Peg Bond Center – Cost/Month \$ _____ x 12 _____
- 8. Hall Quarry Beach – Cost/Month \$ _____ x 3 _____
- 9. Callahan Community Center – Cost/Month \$ _____ x 6 _____

TOTAL BID PRICE FOR CUSTODIAL SERVICES, INCLUDING DAY PORTER (JANUARY 1, 2025 – DECEMBER 31, 2025) \$ _____

Hourly Rental Cleaning Rate (January 1, 2025- December 31st, 2025) \$ _____

Limiting conditions or changes of bid proposal (if any):

- 1.
- 2.
- 3.

CONTRACT PROPOSAL

_____, _____, 2026

Board of Commissioners
Batavia Park District
327 West Wilson Street
Batavia, Illinois 60510

_____ propose(s) to furnish all labor, materials and equipment for the provision of Custodial Services in accordance with specifications prepared for same by the Batavia Park District, Batavia, Illinois.
_____ also certify(s) that a complete examination of the proposed sites has been made by my representative or me and that all existing site conditions are reflected in the following prices.

SUMMARY OF BID

- | | | |
|----|--|---------------------|
| 1. | Civic Center – Cost/Month | \$ _____ x 12 _____ |
| 2. | Eastside Community Center – Cost/Month | \$ _____ x 12 _____ |
| 3. | Eastside Recreation Offices – Cost/Month | \$ _____ x 12 _____ |
| 4. | Kemp Hall – Cost/Month | \$ _____ x 12 _____ |
| 5. | Lodge at Laurelwood – Cost/Month | \$ _____ x 12 _____ |
| 6. | Depot Museum – Cost/Month | \$ _____ x 12 _____ |
| 7. | Peg Bond Center – Cost/Month | \$ _____ x 12 _____ |
| 8. | Hall Quarry Beach – Cost/Month | \$ _____ x 3 _____ |
| 9. | Callahan Community Center – Cost/Month | \$ _____ x 12 _____ |

TOTAL BID PRICE FOR EXTENSION TO CLEANING CONTRACT FOR 2ND YEAR, INCLUDING DAY PORTER (JANUARY 1, 2026 – DECEMBER 31, 2026) \$ _____

Hourly Rental Cleaning Rate (JANUARY 1, 2026 – DECEMBER 31, 2026) \$ _____

Limiting conditions or changes of bid proposal (if any):

- 1.
- 2.
- 3.

CONTRACT PROPOSAL

_____, _____, 2027

Board of Commissioners
Batavia Park District
327 West Wilson Street
Batavia, Illinois 60510

_____ propose(s) to furnish all labor, materials and equipment for the provision of Custodial Services in accordance with specifications prepared for same by the Batavia Park District, Batavia, Illinois.

_____ also certify(s) that a complete examination of the proposed sites has been made by my representative or me and that all existing site conditions are reflected in the following prices.

SUMMARY OF BID

1.	Civic Center – Cost/Month	\$ _____ x 12 _____
2.	Eastside Community Center – Cost/Month	\$ _____ x 12 _____
3.	Eastside Recreation Offices – Cost/Month	\$ _____ x 12 _____
4.	Kemp Hall – Cost/Month	\$ _____ x 12 _____
5.	Lodge at Laurelwood – Cost/Month	\$ _____ x 12 _____
6.	Depot Museum – Cost/Month	\$ _____ x 12 _____
7.	Peg Bond Center – Cost/Month	\$ _____ x 12 _____
8.	Hall Quarry Beach – Cost/Month	\$ _____ x 3 _____
9.	Callahan Community Center – Cost/Month	\$ _____ x 12 _____

TOTAL BID PRICE FOR EXTENSION TO CLEANING CONTRACT FOR 3RD YEAR, INCLUDING DAY PORTER (JANUARY 1, 2027 – DECEMBER 31, 2027) \$ _____

Hourly Rental Cleaning Rate (JANUARY 1, 2027 – DECEMBER 31, 2027) \$ _____

Limiting conditions or changes of bid proposal (if any):

- 1.
- 2.
- 3.

ADDENDA AND PROPOSAL EXCLUSION

This proposal is based on the following addenda, receipt of which is hereby acknowledged:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

We propose to do the foregoing work in accordance with the standard methods as specified and agree to do said work under the direction of, and to the satisfaction of, the Batavia Park District who has been duly authorized to design and supervise such work.

DATED THIS _____ day of _____, 2024

Full Name of Bidder (print)

- (a) Individual ()
- (b) Partnership ()
- (c) Corporation ()

Full Name of Bidder (signature)

Official Title

Seal (if Corporation)

FEIN or Social Security Number

Street Address

City State Zip

(If partnership or corporation, please designate the title of person signing. Example: If partnership, state "partner;" if corporation, state name of office signer holds).

SECTION V

SAMPLE OF INDEPENDENT CONTRACTOR AGREEMENT

INDEPENDENT CONTRACTORS AGREEMENT

THIS AGREEMENT entered into by and between _____ (hereafter the “Contractor”) and the BATAVIA PARK DISTRICT (hereafter the “District”).

WHEREAS, Contractor will be performing services and work for the District as set forth in the “Bid Proposal” _____ attached hereto as Exhibits A, _____; and

WHEREAS, Contractor may have subcontractors, material suppliers and one or more employees engaged in the performance of said work; and

WHEREAS, the Exhibits attached hereto, contain the terms of the engagement of the Contractor by the District and are hereby incorporated into this agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration received and to be received, the Contractor hereby agrees:

1. To comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and or other governmental unit or regulatory body now in effect during the performance of the work. By way of example, the following are included within the scope of the laws, regulations, and rules referred to in this paragraph, but in no way to operate as a limitation on the laws, regulations and rules with which Contractor must comply, are all forms of Workers Compensation Laws, all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission, the Illinois Preference Act, the Social Security, Statutes relating to contracts let by units of government, all applicable Civic Rights and Anti-Discrimination Laws and Regulations, and traffic and public utility regulations.
2. To the fullest extent permitted by law, to waive any and all rights of contribution against the District and to indemnify and hold harmless the District and its officers, officials, employees, volunteers, and agents from and against all claims, damages, losses and expenses, including, but not limited to, legal fees (attorney’s and paralegal’s fees, expert fees and court costs) arising out of or resulting from the performance of the Contractor work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of trademark or copyright protected material or otherwise protected intellectual property, to the extent it is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, and Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity which the District would otherwise have. The Contractor shall similarly, protect, indemnify and hold and save harmless, the District, its officers, officials, employee, volunteers and agents against and from any and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees, incurred by reason of Contractor’s breach of any of its obligations under, or Contractor’s default of any provisions of the Contract. The indemnification obligations under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Workers’ Compensation or Disability Benefit Acts or Employee Benefit Acts.

3. To keep in for, to the satisfaction of the District, at all times during the performance of any work referred to above Workers Compensation and Employer’s Liability Insurance, Commercial General Liability Insurance, and Automobile Insurance in at least the type and amounts as follows:
 1. Workers’ Compensation:
 - a. State: Statutory
 - b. Applicable Federal (e.g. Longshoremen’s) Statutory
 - c. Employer’s Liability

\$500,000.00	Per Accident
\$500,000.00	Disease, Policy Limit
\$500,000.00	Disease, Each Employee
 2. Commercial General Liability:
 1. \$2,000,000.00 General Aggregate
 2. \$1,000,000.00 Products completed Operations Aggregate
 3. \$1,000,000.00 Personal and Advertising Injury
 4. \$1,000,000.00 Each Occurrence
 5. \$ 50,000.00 Fire Damage (any one fire)
 6. \$ 5,000.00 Medical Expense (any one person)
 3. Business Automobile Liability (including owned, non-owned and hired vehicles):
 - a. Bodily Injury:

\$1,000,000.00	Per Person
\$1,000,000.00	Per Accident
 - b. Property Damage

\$1,000,000.00	Per Occurrence
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 4. Umbrella Excess Liability

\$2,000,000.00	over Primary Insurance
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4. To have all policies of insurance purchased or maintained in fulfillment hereof name the District as an additional insured thereunder and the Contractor shall provide Certificates of Insurance evidencing the coverages and the addition of the District as an insured. No such policy of insurance shall have a deductible or self-insurance retention amount in excess of \$5,000.00 per occurrence. All insurance shall be written on an “occurrence” basis rather than a “claims made” basis. Failure of District to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor’s obligation to maintain such insurance. The Contractor agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that his is a requirement which cannot be waived by any conduct, action, inaction, or omission by the District. Upon request, the Contractor will provide copies of any or all policies of insurance maintained in fulfillment hereof.
5. To agree that nothing contained in the insurance requirements of the Contract Documents is to be construed as limiting the liability of the Contractor, the liability of any Subcontractor or any tier or either of their respective insurance carriers. All the insurance required of the Contractor shall state that the coverage afforded to the additional insureds shall be primary insurance of the additional insureds with respect to claims arising out of operations performed by or on their behalf. If the “additional insureds” have other insurance or self-insured coverage which is applicable to the loss, it shall be on an excess or contingent basis
6. To furnish any affidavit or Certificate in connection with the work covered by this agreement as required by law.

7. In addition, before commencing work, the Contractor shall place on file with the District a copy of the company's Substance Abuse Prevention Plan. The filing of a plan is required under the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/15.

8. Contractor agrees to maintain, without charge to the Owner, all records and documents for projects of the Owner in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Contractor shall produce records which are responsive to a request received by the Owner under the Freedom of Information Act so that the Owner may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Contractor shall so notify the Owner and if possible, the Owner shall request an extension so as to comply with the Act. In the event that the Owner is found to have not complied with the Freedom of Information Act due to Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Owner harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorney's fees and penalties.

IT IS MUTUALLY UNDERSTOOD AND AGREED that the Contractor shall have the full control of the ways and means of performing the work referred to above and that the Contractor or its employees, representatives or subcontractors are in no sense employees of the District, it being specifically agreed that the Contractor bears the relationship of an independent contractor to the District.

This agreement shall be in full force and effect from the ____ day of _____, 20____ until the ____ Day of _____, 20____ or until such time as it is terminated by the District.

IN WITNESS WHEREOF, THE PARTIES have executed this Agreement this _____ day of _____, 20____.

For an agreed contract amount of \$ _____.

BATAVIA PARK DISTRICT

CONTRACTOR

Name

Name

Title

Title

SECTION VI BUILDING/ROOM SIZES

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SECTION A	Civic Center
SECTION B	Depot Museum
SECTION C	Eastside Community Center
SECTION D	Eastside Recreation Offices
SECTION E	Hall Quarry Beach
SECTION F	Kemp Hall
SECTION G	Lodge at Laurelwood
SECTION H	Peg Bond Center
SECTION I	Callahan Community Center

BUILDING/ROOM SIZES

GENERAL: All quantities are in square feet and represent open flooring, not areas underneath furniture, etc.

A. Civic Center

1.	Bartholomew Room	Linoleum	1,600 sf
2.	Conference Room	Carpet	280 sf
3.	Gymnasium	Wood	7,100 sf
4.	Kitchen	Linoleum	100 sf
5.	Lobby, Entrances, and Hallways	Rubber	1,250 sf
6.	Lower Level Activity Room	Linoleum	2,275 sf
7.	Offices (lower level)	Carpet	365 sf
8.	Offices (upper level)	Carpet	1,050 sf
9.	Planning Office	Carpet	395 sf
10.	Restrooms (includes lounge)	Tile Linoleum	325 sf 140 sf
11.	Stairwells	Rubber Linoleum	300 sf 355 sf

B. Depot Museum

1.	Bathroom Lower Level	Tile	35 sf
2.	Display Area/Research Center Lower Level	Carpet	1,200 sf
3.	Main Level	Wood	1,040 sf
4.	Storage Lower Level - Locked	Linoleum	200 sf
5.	Stairway to Lower Level	Carpet	45 sf
6.	Stairway to Upper Level	Wood	55 sf

C. Eastside Community Center

1.	Caterer's Kitchen	Vinyl	590 sf
2.	Entrance and Hallways	Linoleum	2,660 sf
3.	Gymnasium	Mondo Rubber	4,675 sf
4.	Office	Carpet	185 sf
5.	Restrooms	Tile	815 sf
6.	Shannon Hall (including stage area)	Wood	3,220 sf
7.	Shannon Hall Vestibule	Linoleum	240 sf
8.	Shannon Hall Foyer/Coat Room	Carpet	270 sf
9.	Studios 1 – 6	Tile	2,400 sf
10.	Studio 7	Luxury Vinyl Tile	460 sf
11.	Work Room	Linoleum	200 sf

D. Eastside Recreation Offices

1.	Bathroom First Floor	Linoleum	50 sf
2.	Bathrooms Second Floor	Tile	50 sf
3.	Conference Room	Wood	210 sf
4.	Kitchen	Luxury Vinyl Tile	120 sf
5.	Entrances/Hallways/Stairway	Wood	290 sf
6.	Hallway Second Floor	Carpet	135 sf
7.	Offices First Floor	Wood	220 sf
8.	Offices Second Floor	Carpet Wood	460 sf 80 sf

E. Hall Quarry Beach

1.	Bathroom (Men's/Women's)	Concrete	2,200 sf
2.	Concession Stand	Linoleum	620 sf

F. Kemp Hall

1.	Foyer	Carpet	60 sf
2.	Main Room	Wood Carpet	680 sf 415 sf
3.	Restroom	Linoleum	65 sf

G. Lodge at Laurelwood

1.	Hallway	Linoleum	85 sf
2.	Main Room	Luxury Vinyl Tile	1,000 sf
3.	Restrooms	Linoleum	210 sf

H. Peg Bond Center

1.	Hallway	Tile	105 sf
2.	Kitchen	Linoleum	135 sf
3.	Main Room	Concrete Carpet	680 sf 415 sf
4.	Restrooms	Tile	70 sf

I. Callahan Community Center

1.	Offices (All three levels)	Carpet	1,074 sf
2.	Multipurpose Rooms (All three levels)	LVT	3,696 sf
3.	Restrooms (All three levels)	Tile	478 sf
4.	Corridor (All three levels)	LVT	1,483 sf

SECTION VII WINDOW INVENTORY

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SECTION A	Civic Center
SECTION B	Eastside Community Center
SECTION C	Eastside Recreation Offices
SECTION D	Kemp Hall
SECTION E	Lodge at Laurelwood
SECTION F	Callahan Community Center

WINDOW INVENTORY

Note: Windows at all locations shall be cleaned inside and outside.

A. Civic Center, 327 West Wilson Street

- | | | |
|----|-------------------------------|----|
| 1. | First Story (including doors) | 27 |
| 2. | Second Story | 23 |

B. Eastside Community Center, 14 North Van Buren Street

- | | | |
|----|-------------------------------|----|
| 1. | First Story (including doors) | 41 |
|----|-------------------------------|----|

C. Eastside Recreation Offices, 313 East Wilson Street

- | | | |
|----|--------------|----|
| 1. | First Story | 18 |
| 2. | Second Story | 15 |

Note: Storm windows will need to be removed, cleaned, and replaced.

D. Kemp Hall, 18 North Van Buren Street

- | | | |
|----|---------------------------------|---|
| 1. | First Story (very tall windows) | 6 |
|----|---------------------------------|---|

E. Lodge at Laurelwood, 800 North River Street

- | | | |
|----|-------------|----|
| 1. | First Story | 13 |
|----|-------------|----|

F. Callahan Community Center

- | | | |
|----|------------------|----|
| 1. | All three levels | 45 |
|----|------------------|----|

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