

Public Safety Building PROFESSIONAL CLEANING SERVICE



Bids are due on or before 2:00 p.m. on Wednesday, February 11th, 2026

All bids must be returned to:

City of Sandwich
City Hall
144 E. Railroad Street
Sandwich, IL 60548



January 20, 2026

Dear Interested Vendor:

The City of Sandwich intends to contract for the partial cleaning of the City Public Safety Building located at 1251 E. Sixth Street, Sandwich, IL 60548.

One Lump Sum contract will be awarded for the total services, contracts will not be awarded for individual areas.

All bids shall include at least two references for previous cleaning service contracts that demonstrate previous experience in cleaning a public building. The City of sandwich is not subject to sales tax; therefore, tax should not be included in the total costs. All bids submitted must comply with prevailing wage law.

Interested parties shall submit a proposal to the City of Sandwich by completing and returning the enclosed bid proposal forms. **Bids are due on or before 2:00 p.m. on Wednesday, February 11, 2026.** *Sealed bids must be returned to the City Hall 144 E. Railroad Street, Sandwich, IL 60548* Faxed or emailed bids will not be accepted.

A facility tour will be conducted on February 18, 2026 at 10:00 am. for interested parties to inspect and measure the facility.

The bid opening will be conducted at City Hall, 144 East Railroad Street, on Wednesday, February 23, 2026 at 2:00 p.m. The sealed bid envelope shall have the following written on the outside:

**SEALED BID: CLEANING SERVICES – CITY OF SANDWICH PUBLIC SAFETY BUILDING
CITY ADMINISTRATOR, CITY OF SANDWICH
YOUR COMPANY NAME**

It is anticipated that City staff will provide a recommendation to the Sandwich City Council at their public meeting on Monday, March 2 nd, 2026.

If you have any questions concerning the specifications or bidding procedures, please contact Kevin Senne at 815-786-8735 X514 or ksenne@sandwich.il.us, Monday - Friday, 8:00 a.m. to 4:30 p.m.

Kevin Senne
Police Chief
City of Sandwich

Enclosures

GENERAL CONDITIONS

1. The bid used in awarding the contract shall be the “**Lump Sum Base Bid**” from the lowest responsible qualified bidder submitting a responsive bid; however, the City of Sandwich reserves the right to reject any and all bids submitted.
2. The total **Lump Sum Base Bid** shall include all charges related to the services required on a daily, weekly, monthly or annual basis as described in the attached Scope of Work Checklist. The City intends to award to one contractor at its discretion as to the best interests of the City of Sandwich.
3. The term of this contract shall be for *one full year of service*, with option to renew for up to two (2) additional one-year extensions.
4. Please provide an hourly rate for additional cleaning, if needed.
5. Upon acceptance of this bid by the Owner, the bidder agrees, upon notification by Owner of such acceptance, that bidder will execute and deliver back to the Owner a contract in the form of the attached “Independent Contractors Agreement,” in such amended form as prepared by the Owner's legal counsel.
6. It is anticipated that this project will be awarded on **March 2, 2026** at the Regular City Council Meeting. The bidder agrees that if this bid is accepted by the Owner, bidder shall commence service on **March 3, 2026**, or a mutually agreed upon date.
7. Cleaning supplies and equipment will be provided by the City of Sandwich, but the cleaning service may provide a recommendation for cleaning supplies and equipment to be purchased based on best practices for the highest quality cleaning service.
8. Services must be provided in accordance with best practices and times as determined by the City Administrator, Chief of Police or designee:
9. All personnel of the contractor, engaged in the cleaning of the Public Safety Building must pass a criminal background fingerprint check prior to beginning work at the facility.

BID PROPOSAL FORM

TO: City of Sandwich (Owner)
144 E. Railroad Street
Sandwich, Illinois 60548

FROM:

Company Name of Bidder

(a) Individual ()

(b) Partnership ()

(c) Corporation ()

Street Address

City State Zip

Phone # Fax #

Email

FOR: PUBLIC SAFETY BUILDING PROFESSIONAL CLEANING SERVICE

Public Safety Building
1251 E. Sixth Street
Sandwich, IL 60548

A. ACKNOWLEDGEMENTS

1. Receipt of Documents: Bidder has received a complete set of specifications and plans and understands the meaning of their content, and shall willingly comply with the guidelines set forth in these documents.
___ Yes; ___ No.

The contractor hereby proposes to perform everything required to be performed and to furnish all labor, materials, tools, equipment, insurance, permits and bonds, and all services necessary to perform and complete in a satisfactory and workmanlike manner, all the work described herein, all in accordance with said "contract documents."

B. PROPOSAL

Sealed bids shall be received by **2:00 p.m. on Wednesday February 11th 2026**, at the Sandwich City Hall 144 E. Railroad Street, Sandwich, IL 60548 at which time all bids will be publicly opened and read.

The Owner reserves the right to add or deduct from the item quantities or to delete total items as the Owner's interest may be best served.

For the performance of all items of work, furnishing all materials, equipment, labor, etc. necessary to complete project as indicated in the specifications, we submit the following lump sum prices:

LUMP SUM BASE BID: Public Safety Building Cleaning, minimum of 1x per week:

Total Labor for the Sum of: _____ dollars

(\$ _____) per month

SUPPLEMENTAL UNIT PRICES

Bidder shall provide the following unit prices, to be used for additional services (e.g. waxing floors, cleaning carpets, etc.) as needed.

Hourly Rate for Additional Cleaning Services: \$ _____/hr.

GENERAL CONDITIONS AND SCOPE OF WORK

*Please see the **General Conditions and Scope of work checklists (2 options)** at the end of this Bid Proposal Form for specific information regarding cleaning details.* Bidders are responsible for verifying and establishing their own quantities. The Owner intends to award one contract for the work described herein. Bidder must quote on all items called for in the Bid Proposal Form. The term of this contract shall be for **one full year of service**, with option to renew for up to two (2) additional one-year extensions.

SCOPE OF WORK

SCOPE OF WORK CHECKLIST

I. Vestibule (101); Waiting Room Reception (102); Lobby (106)	Weekly			
Wash entry glass	X			
Sweep and Mop floors	X			
Clean/disinfect all door hardware and handles	X			
Ensure all lights are in working order – report any outage	X			
Clean/Disinfect chairs and furniture	X			
Remove garbage and place in dumpster on site	X			
Vacuum/Clean entry mats	X			
Clean glass department sign	X			

II. Corridors / Stairs (103, 109, 114, 119, 122, 123, 130, 133, 137, 139, 146, 158, 160)	Weekly	Monthly		
Vacuum carpet in hallways and in common areas	X			
Wipe down trim		X		
Sanitize light switches, door handles, etc.	X			
Ensure all lights are in working order – report any outage	X	X		

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Wash windows facing exterior of building		X		
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III. Front Interview Rooms (107 & 108)	Weekly	Monthly		
Wash windows	X			
Clean and mop floor	X			
Clean/disinfect all door hardware and handles	X			
Ensure all lights are in working order – report any outage	X			
Clean/Disinfect chairs table/furniture	X			
Remove garbage and place in dumpster on site	X			
Sweep and Mop floor	X			

V. Offices (110, 111, 113, 115, 120, 121, 124, 149, 152, 153, 154, 159)	Weekly	Monthly		
Clean/disinfect all surfaces	Upon Request			
Vacuum carpeting inside office	Upon Request			
Dust light fixtures and surfaces	Upon Request			
Remove garbage	X			
Clean/disinfect all door hardware and handles	X			
Ensure all lights are in working order – report any outage	X			
Wash windows	Upon Request			
Deep clean light fixtures and vents		X		

VI. Detective Interview Rooms (147 & 148)	Weekly	Monthly		
Wash windows		X		
Vacuum floor	X			
Clean/disinfect all door hardware and handles	X			
Ensure all lights are in working order – report any outage	X			
Clean/Disinfect chairs table/furniture	X			
Remove garbage and place in dumpster on site	X			

VII. Locker Room (140); Exercise Room (141); Roll Call/Training Room (142)	Weekly	Monthly		
Vacuum carpet in each room and common areas	X			
Wipe down trim		X		
Clean/Disinfect chairs table/furniture		X		
Sanitize light switches, door handles, etc.	X			
Ensure all lights are in working order – report any outage	X			
Wash windows facing exterior of building		X		

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Spray and disinfect benches – scrub as needed	X			
Deep clean light fixtures and vents		X		

VIII. Private Unisex Restrooms/Showers (4) (136, 138, 140, 141)	Weekly	Monthly		
Clean/disinfect fixtures and countertops	X			
Clean/disinfect toilet and sinks/Including under the fixtures	X			
Clean/disinfect shower stall	X			
Clean/disinfect shower fixtures and drain	x			
Wipe down soap and toilet roll dispensers and hand dryers	x			
Remove garbage and place in dumpster on site	x			
Sweep and Mop floor	x			
Clean mirrors	x			
Empty and Clean Sanitary napkin holders	x			
Restock toilet paper/hand soap/other supplies	x			
Scrub lower Tile walls		X		

IX Detention Area	Weekly	Monthly		
Sweep and Mop floor	x			
Remove Garbage	x			
Clean/disinfect toilet	x			
Clean Detention Cells	x			
Clean/wipe down counter top	x			
Clean/wipe down equipment	x			

X. Kitchen and Break Room	Weekly	Monthly		
Disinfect all surfaces	X			
Dust light fixtures		X		
Remove garbage	x			
Wipe down all appliances		x		
Clean/wipe down countertops	x			
Disinfect fixtures and clean sinks	x			
Sweep and Mop floor	x			

Closing Tasks	Weekly	Monthly		
Organize the janitorial closet(s)	X			
Indicate need for supply order on provided inventory sheet (as needed)		X		
Document any issues or repairs that are needed on the daily report sheet provided by the Chief of Police or designee	X			
Turn off lights as instructed	X			
Lock doors as instructed	X			
Take out trash to dumpster	X			

General Information

- Supplies and equipment are provided by the City of Sandwich
- Cleaning service may provide recommendation for cleaning supplies and equipment to be purchased by the City based on best practices for the highest quality cleaning.
- Services must be provided during mutually agreed upon times:

Additional Services:

- On call services for additional cleaning outside weekly cleaning- – Cost per visit.

The Owner reserves the right to add to or deduct from item quantities herein set forth or to delete total items as its best interest may be served, in which event the “Lump Sum Base Bid” will be altered in accordance with the increase or decrease of the item description or descriptions affected, and to award the contract to the lowest responsible bidder submitting a responsive bid on the basis of the base bid, or base bid plus any combination of any alternates, all as it may deem to be in the best interest of the City.

If adjustments are required in the work, including increases or decreases in the amount of items shown in the Contract Drawings, those adjustments shall be made according to the “General Conditions” of the contract for construction.

Evaluation of whether a bidder is “responsible” will include all criteria requested herein, experience of the Contractor, references, and independent research by the City. Evaluation of whether a bid is “responsive” will include an evaluation by the City of whether the listed quantities are a reasonable measurement of the work required. It is anticipated that this project will be awarded on **March 2, 2026** at the City Council meeting; however, the City reserves the right to reject any and all bids submitted.

Materials: Materials, equipment, products and accessories for the “Contract Base Bid” shall conform to all items specified herein. Bidder's “or Owner Approved Equal” materials, equipment, and accessories shall be shown in the “Bidder's Materials, Equipment, and Accessories Substitution Bid.” To be considered an “or Owner Approved Equal,” submittals must be accompanied by the manufacturer's shop drawings and specifications. The Owner's decision as to the quality, equalness and merit of substitution will be final.

Schedule of Values: For billing purposes, the contractor who is awarded this contract shall provide to the Owner all unit prices for materials and labor relating to the specified items in the Bid Proposal Form Worksheet.

The bidder shall submit the following lump sum prices, unit prices, Alternate Bid(s) (if any), and the Contract Base Bid for the following project: **Public Safety Building Cleaning.**

C. GENERAL WORK

Contract base bid for providing all work including all trades and including all allowances required for the completion of the improvements as identified in the Contract Documents and does not include Alternate Bids.

Subcontractors: The general contractor of this project shall not sub-let more than 49% of the dollar amount of this contract to subcontractors.

Responsibility for Subcontractors: It shall be understood that the bidder's bid shall include full responsibility for coordination, expediting, and management of payment requests and general administration of his subcontractors.

List of Subcontractors and Contract Breakdown: The bidder herein submits a list of subcontractors complete for each trade, relative to the work to be performed hereunder and agrees that if selected contractor, hereunder bidder will promptly confer with the Owner's agents on the question of such sub-bidder the bidder proposes to use, including submission of their qualifications. It is agreed that the Owner may substitute for any proposed sub-bidder another sub-bidder for the Subtrade against whose standing and ability the bidder makes no objection in writing, and that bidder will use all such finally selected sub-bidders at the amounts named in their respective sub-bids and be in every way as responsible for them and their work as if they had been originally named in this Bid Proposal, the unit, total and the alternate contract prices being adjusted to conform thereto.

	Subcontractor Name & Address	Classification of Work	Amount of Subcontract
1.			
2.			

Equal Opportunity Policies: For the entire duration of his work under the contract, this bidder shall conform to the federal and state statutes on equal opportunity and fair employment, and to all valid rules and regulations now or hereafter issued pursuant thereto.

Such laws shall include, but are not limited to, the Illinois Human Rights Acts, 775 ILCS 5/1-101 et seq. (1996), as amended, and "The Public Works Employment Discrimination Act", etc., 775 ILCS 10/1 through 10/8 (1996), as amended. The bidder shall require all subcontractors (if any) to conform with said statutes and regulations, and bidder agrees to indemnify Owner for any and all costs incurred, including reasonable attorney fees, for any and all violations of said statutes and regulations by bidder, his subcontractors, and/or anyone working through or on behalf of bidder or bidder's subcontractor.

Also during the performance of this contract, the contractor agrees as follows:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, sex, ancestry, age, marital status, physical or mental handicap, or unfavorable discharge from military service. The Contractor will take affirmative action to insure the applicants are employed, and that employees are treated during employment without regard to their race, creed, color, national origin, religion, sex, ancestry, age, marital status, physical or mental handicap, or unfavorable discharge from military service. Such action will include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the local public agency setting forth the provisions of this nondiscrimination clause.
- B. Comply with the procedures and requirements of the Department's regulation concerning equal employment opportunities and affirmative action.
- C. Provide such information and assistance with respect to employees and applicants for employment as the Department may reasonably request.

- D. The Contractor will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, religion, sex, ancestry, age, marital status, physical or mental handicap, or unfavorable discharge from military service.
- E. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

Employment and Prevailing Wage Laws: To the extent required by law, Contractors shall comply with all laws, including those relating to the employment of labor and the payment of the general prevailing rate of hourly wages in the locality in which the work is to be performed for each craft or type of worker or mechanic needed to execute the contract or perform such work, also the general prevailing rate for legal holiday and overtime work (including, but not necessarily limited to Prevailing Wage Act 820 ILCS 130/0.01 et seq., as amended, "Wages of Employees on Public Works") as ascertained by the City or by the Department of Labor for Dekalb County, Illinois shall be paid for each craft or type of worker needed to execute the contract or to perform such work, as referenced in the Supplementary/Special Conditions. Contractors are reminded that compliance with such laws requires the submission of certified payrolls and other records to the Owner, or a letter explaining why the Act does not apply, and the Contractors are further advised to check with their attorneys concerning the full breadth of their obligations in this regard.

The bidder shall require all subcontractors (if any) to conform with said laws, and bidder agrees to indemnify Owner for any and all costs incurred, including reasonable attorney fees, for any and all violations of said laws and any rules and regulations now or hereafter issued pursuant to said laws by bidder, his subcontractors, and/or anyone working through or on behalf of bidder or bidder's subcontractors.

The Illinois Department of Labor publishes the prevailing wage rates on its website at <http://www.state.il.us/agency/idol/rates/rates.HTM> The Department revises the prevailing wage rates and the Contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website.

Contract: Upon acceptance of this bid by the Owner, the bidder agrees, upon notification by Owner of such acceptance, that bidder will execute and deliver back to the Owner a contract in the form of the Independent contractors agreement, in such amended form as prepared by the Owner's legal counsel, and that he will also further immediately give a good and sufficient surety bond (when the contract value is greater than \$50,000) in an amount equal to the total amount of the contract, said bond to contain all of the provisions and requirements of Public Construction Bond Act, 30 ILCS 550/0.01 et seq. (1996), as amended, said required bond and contract to be delivered to the Owner within ten (10) days after receiving such contract from Owner.

Starting and Completion Dates: It is anticipated that this project will be awarded on **March 2, 2026** at the Regular Meeting of the Sandwich City Council. The bidder agrees that if this bid is accepted by the Owner, bidder shall commence site work on or after **March 3, 2026**. The term of this contract shall be for **one full year of service**, with option to renew for up to two (2) additional one-year extensions.

Dated this _____ day of _____, 2023.

_____	(a) Individual	()
Company Name of Bidder (Print)	(b) Partnership	()
	(c) Corporation	()

IF CORPORATION:

ATTEST:

Office:

Full Name of Bidder (Signature)

Full Name of Bidder (Print)

Official Title

Street Address

(Seal)
(if Corporation)

City State Zip

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

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

CONTRACTOR'S CERTIFICATION

Pursuant to 720 ILCS 5/33E-11 (1996), as amended, the undersigned certifies that he is a duly authorized agent of the prime Contractor submitting the attached bid to the City of Sandwich, and that said Contractor is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3 or 33E-4 of said Act.

Signed this _____ day of _____, 2023.

By: _____

Title:

Address:

SUBSCRIBED AND SWORN TO before me on this
_____ day of _____,
2026.

Notary Public

4838-1695-7531, v. 1