

BID NO. AB 53-19

AMERICAN BOTTOMS

REGIONAL WASTEWATER TREATMENT FACILITY

BIDS DUE: November 13, 2018

BID DOCUMENTS

For

FACILITIES CLEANING SERVICES

Village of Sauget, Illinois

AMERICAN BOTTOMS
REGIONAL WASTEWATER TREATMENT FACILITY
BID NO. AB 53-19
FACILITIES CLEANING SERVICES
INVITATION TO BID

Sealed bids for Facilities Cleaning Services at the American Bottoms Regional Wastewater Treatment Facility will be received at the office of the Village Clerk until Tuesday, November 13, 2018 at 2:00 p.m., local time. Bids received after said time will be returned unopened. The bids will be publicly opened at that same date and time.

A copy of the request for bids is on file in the office of the Village Clerk of the Village of Sauget, St. Clair County, Illinois, and is available for public inspection. Copies of the Bid Documents may be obtained from American Bottoms Regional Wastewater Treatment Facility, One American Bottoms Road, Sauget, Illinois 62201, at no cost.

The bids are to provide cost for labor and materials to perform industrial facility cleaning services of office buildings, process buildings, laboratory, tanks, structures and grounds at the American Bottoms Regional Wastewater Treatment Facility, including remote pumping stations, and the Village of Sauget Physical-Chemical Treatment Plant. The bidder must comply with all requirements specified in the Instructions to Bidders and all other requirements of the specifications.

No bid may be withdrawn within ninety days after the scheduled closing time for receipt of bids. The Village of Sauget, Illinois reserves the right to reject any and all bids and to waive any irregularities therein. All bidders are required to pay Illinois Prevailing Rate of Hourly Wages to all persons employed on the project.

For additional information, contact Mary Freimuth, Operations Coordinator, American Bottoms Regional Wastewater Treatment Facility, One American Bottoms Road, Sauget, IL 62201, or telephone (618) 337-1710.

Village of Sauget
St. Clair County, Illinois

AMERICAN BOTTOMS
REGIONAL WASTEWATER TREATMENT FACILITY
BID NO. AB 53-19
FACILITIES CLEANING SERVICES

INSTRUCTIONS TO BIDDERS

1. Bid Acceptability

The Village of Sauget DBA American Bottoms Regional Wastewater Treatment Facility (American Bottoms) will accept bids from single manufacturers/suppliers and joint ventures. American Bottoms reserves the right to accept all or any part of the bid.

2. Interpretation of Documents

The bidder is under a duty to learn, or know, the contents of all parts of this bid/contract document before they submit a signed bid/contract. If any bidder is in doubt as to the true meaning of any part of the documents or requirements contained in any and all parts of the bid documents, a written request for interpretation may be submitted no later than 5 calendar days prior to the bid opening to the American Bottoms Regional Wastewater Treatment Facility, One American Bottoms Road, Sauget, Illinois 62201. American Bottoms will not be responsible for any oral instructions.

3. Bid Acceptance Period

All offers must be firm and irrevocable for a minimum period of 90 days after the date of bid opening.

4. Submission of Bids

A. Delivery of Bids

Bids must be priced, signed once and delivered (with all necessary attachments) to the Village Clerk, Village of Sauget, 2897 Falling Springs Road, Sauget, Illinois 62206 by the date and time stated in the Invitation to Bid.

B. Tardy Submittals

Bids arriving after the date and time specified will not be accepted.

5. Disqualification of Bidders

Any of the following reasons may result in the disqualification of a bidder and the rejection of his/her bid(s).

- A. Multiple bids.
- B. Failure to submit all required data as requested in the specifications.
- C. Alterations to Bid Form
- D. Other legally justifiable reasons.

6. Format of Bid

The bidder must respond to this request for bids on the bid form provided.

7. Award or Rejection of Bids

- A. Award

The contract will be awarded to the lowest, most responsive, responsible bidder who best satisfies the terms and conditions as required by the contract document, provided the bid is in the best interest of the American Bottoms Regional Wastewater Treatment Facility. Any acceptance herein of a bid shall be made by written notification from the American Bottoms Regional Wastewater Treatment Facility on behalf of the Village of Sauget.

- B. Right of Rejection

American Bottoms Regional Wastewater Treatment Facility on behalf of the Village of Sauget reserves the right to reject any or all bids, or to reject any part of any bid or to advertise for new bids on the same or similar projects.

8. Development Costs

Costs resulting from the development and/or presentation of a bid are to be borne by the bidder.

9. Sales Tax

All sales of materials to the Village of Sauget are exempt from Illinois Retailer's Occupational (Sales) Tax and other related Illinois taxes, e.g., use tax.

10. Independent Bidders

The bidder shall be at all times independent from and shall not be an employee or agent of the Village of Saugat, the American Bottoms Regional Wastewater Treatment Facility or the Saugat Sanitary Development & Research Association.

11. Agreement Documents

The agreement documents consist of the following parts:

- A. Request for Bids
- B. Instructions to Bidders
- C. Bid Specifications
- D. Scope of Services
- E. Bid Form
- F. Notice of Award
- G. Notice to Proceed
- H. Appendix A American Bottoms Work Schedule
- I. Appendix B P-Chem Work Schedule
- J. Appendix C Equipment List
- K. Special Provisions, Supplementary Conditions and Addendums (if issued)

The Bid Specifications, Technical Specifications and all Special Provisions, Supplementary Conditions and Addendums are essential parts of the contract and a requirement occurring in one as though occurring in all. They are intended to be complimentary and to describe and provide for a complete work. In the event of an obvious discrepancy between any parts of the contract, the contractor shall immediately notify the Operations Coordinator of the discrepancy and the Operations Coordinator shall provide the contractor with a resolution. This does not mean that all discrepancies must be found prior to bidding the project. However, all obvious ambiguities shall be raised to the attention of the Operations Coordinator prior to proceeding with any work. As a general rule, a discrepancy between the drawings and figures written thereon, unless obviously incorrect, figures written are to govern over scaled dimensions. In the case of a discrepancy between Bid Specifications and Technical Specifications, the Technical Specifications are to govern. Special Provisions, Supplementary Conditions and Addendums shall govern over Technical Specifications.

12. Job Conferences

- A. Pre-Job Conference
 - 1. The Contractor in accordance with this specification shall have a **mandatory** meeting with the appropriate parties involved that shall be known as the “Pre-Job Bidders Conference” prior to the submittal of any bid.

2. The purpose of this conference shall be to clarify any ambiguities that might exist in the bidder's mind with regard to job requirements prior to submittal of bids.
3. The conference will be held on Tuesday October 30, 2018 at 10:00 am at the American Bottoms Facility.

B. Post-Award Contractors Conference

1. After the award of the contract and prior to beginning work, there shall be a meeting of the appropriate parties involved that shall be known as the "Pre-Job Meeting". The purpose of this meeting is to thoroughly discuss these specifications and the work to be done under them.
2. Safety Program Meeting: Prior to beginning any work on the project, the contractor, all subcontractors, all persons working on the project, and the Operations Coordinator shall have a meeting concerning all safety issues involved with the project. This meeting will be conducted by the Operations Coordinator and will be used to educate the contractor, subcontractor and other persons involved, with the safety procedures that must be followed while working in the plant. The meeting will take approximately one hour and include the review of the Sauget Sanitary Development & Research Association's Health and Safety Manual.

13. Execution of Work

- A. The Contractor shall be responsible for requesting prompt clarification when instructions are lacking, or conflicts occur in the specification. In the event the Contractor fails to resolve these conflicts that may exist, he/she shall be responsible for handling the discrepancies in a manner as prescribed by the Operations Coordinator.
- B. The Contractor shall be responsible for coordination of any work performed by his/her subcontractors.

END OF SECTION

AMERICAN BOTTOMS
REGIONAL WASTEWATER TREATMENT FACILITY
BID NO. AB 53-19
FACILITIES CLEANING SERVICES

BID SPECIFICATIONS

1. Hold Harmless Clause

Contractor shall indemnify and hold the Village of Sauget, its officials, trustees, employees and agents, the Sauget Sanitary Development and Research Association, and its officers, directors, employees and agents and each of them harmless against any and all claims, demands and choices in action arising out of this agreement, and from any and all complaints or suits made or brought for injury to persons or property caused by contractor, its agents, employees or independent contractors in the performance of work and services under this agreement, excepting those caused by the negligence of any entity or person to be indemnified hereunder.

2. Independent Contractors

The successful bidder shall be at all times an independent contractor and shall not be an employee or agent of the Village of Sauget or the American Bottoms Regional Wastewater Treatment Facility, Village of Sauget, or the Sauget Sanitary Development and Research Association.

The contractor shall furnish, supply and deliver to American Bottoms as part of the submittals a list of subcontractors, the part of the work to be completed by each subcontractor and list the percentage of the total work, to be completed by each subcontractor.

3. Insurance

Certificates of Insurance identified hereinafter shall be submitted to American Bottoms as a condition to issuance of a Notice to Proceed and prior to commencement of work on the site.

These Certificates must contain a provision that coverages afforded under the policies will not be canceled unless at least 30 days prior written notice has been given to the owner.

The Contractor/Subcontractor shall provide American Bottoms with a Certificate of Insurance and Additional Insured Endorsement on ISO Form CG 2010 (11-85) or its equivalent naming American Bottoms any Subcontractors/Contractors, the Village of Sauget, and the Sauget Sanitary Development and Research Association as Additional Insureds

thereunder. Additional Insured coverage shall apply as primary insurance with respect to any other insurance afforded to the Contractor/Subcontractor or American Bottoms or the Village of Sauget or the Sauget Sanitary Development and Research Association. The Contractor's/Subcontractor's insurance shall not be less than the following:

- A. **Commercial General Liability:** The coverage available to the Contractor/Subcontractor or American Bottoms or the Village of Sauget or the Sauget Sanitary Development and Research Association, as Additional Insureds, shall not be less than \$1 million dollars each occurrence, \$2 million General Aggregate (subject to a per project general aggregate provision applicable to the project), \$2 million Products/Completed Operations Aggregate and \$1 million Personal and Advertising Injury limits. Such insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including tort liability of another assumed in a business contract). There shall be no endorsement or modification of the commercial general liability form arising from pollution, explosion, collapse, underground property damage or work performed by contractors/subcontractors. All shall be reasonably acceptable to American Bottoms. Coverage shall be afforded to the Additional Insured whether or not a claim is in litigation.
- B. **Workers Compensation and Employers Liability Insurance:** As required by Law and affording 30 days written notice to American Bottoms prior to cancellation or non-renewal, providing coverage of not less than \$1,000,000 for bodily injury caused by accident and \$1,000,000 for bodily injury by disease.
- C. **Business Auto Liability Insurance:** Written in the amount of not less than \$1,000,000 each accident for all autos including hired and non-owned autos.
- D. **Umbrella Liability Insurance:** Written in the amount of not less than \$5,000,000 each occurrence.

Failure to execute and deliver the insurance certificates within ten (10) days after the receipt of the award of this agreement shall be cause for the annulment of the agreement.

4. Minimum Qualifications

All bidders **must include with the bid**, the following proofs of their ability to perform under this agreement:

- A. A minimum of three (3) years' experience in projects of this approximate size and scope. As proof of this experience, each bidder shall supply names, addresses and phone numbers of at least three (3) industrial references who can attest to bidder's experience and the quality of service provided.

- B. At least one current project of approximate equal size and requirements, which may be inspected prior to award of work under this agreement.
- C. A Statement of Management Qualifications for key management personnel who will have responsibility for this project.
- D. A Statement Proving Sufficient Financial Resources to assure prompt and satisfactory performance of the work specified herein.
- E. Contractors Safety Program to assure proper safety techniques will be used and proper training has been completed by the contractor's employees.

Failure to meet any of these requirements and qualifications is sufficient cause for the rejection of the bid.

5. Plant Work Rules for Contractor's Personnel

- A. Safety
Contractor's personnel must follow all safety rules, procedures and requirements as appropriate for: wearing personal protective equipment, protective clothing/gear for the work to be done, participate in safety drills, so that contractor's personnel become aware of the response expected of them in case of an emergency or other situation, and comply with all applicable federal, state and local safety regulations, including the Occupational Safety and Health Act. The contractor must also abide by the Contractor Section of the Sauget Sanitary Development and Research Association (SSDRA) Safety Manual which is provided to all workers on the project. Prior to the start of any work, the contractor and all associated personnel shall meet with the Plant Engineer to discuss the Contractor Section of the SSDRA Safety Manual and any potential hazards that may be present during construction. All appendices of the Contractor Section of the SSDRA Safety Manual must be completed, reviewed, and approved prior to the start of any work. American Bottoms reserves the right to terminate the contract if the contractor refuses to submit the proper paperwork or to abide by the rules as set forth in the manual.
- B. Assigned Areas and Loitering
Contractor's personnel must be assigned responsibility for work in specific areas of the plant. These assignments to specific areas of the plant will lead to individual accountability for job performance in addition to the usual requirement for accountability by supervisory personnel. It is anticipated that improved, cost-effective performance will result. Loitering and aimless wandering about the plant site are absolutely prohibited.
- C. Lunch and Break Area
Contractor's personnel must eat lunch and take their breaks in an area designated strictly for such purposes.

- D. Personal Phone Calls
Except for emergencies, using American Bottoms phones for incoming and outgoing personal phone calls is absolutely prohibited.
- E. Entry into Unauthorized Areas
Contractor's personnel must not enter certain portions of the plant at certain times. Such areas will be posted as required.
- F. Use, Sales or Distribution of Alcohol, Drugs or any Controller Substance
Contractor's personnel are strictly prohibited from using, selling or distributing to others any liquor, drugs or any controlled substance on, or near, the premises, which are the subject of this agreement. Any of the contractor's employees who violate this sub-section shall be reported to the proper law enforcement authorities, and that employee(s) shall be barred from all American Bottoms premises thereafter. Repeated violations shall be considered cause for termination of this agreement.
- G. Trained Personnel
The contractor must supply competent personnel who have been properly trained and instructed to safely perform the work. These personnel must be supervised and scheduled such that their work does not interfere with or interrupt ongoing activities of American Bottoms personnel or other contractors who may also be present.
- H. Early Arrival, Late Departure, Designated Assembly Areas
Consistent with other sub-sections of these work rules, contractor's personnel reporting for work on regularly scheduled assignment will be required to report to their supervisor at a designated assembly area. Contractor's personnel whose hours may fall outside regularly scheduled times must report to the American Bottoms Operator on duty upon arrival or before departure to ensure that the person's presence on site is noted and logged.
- I. Professionalism
Contractor shall require its employees to maintain a clean, neat appearance and to carry out their duties in an efficient, courteous, prudent and business-like manner.
- J. Unauthorized Building Entry
Neither contractor, nor its employees or agents, shall at any time whatsoever permit the entry of any person or persons to any of the buildings not part of the worksite.

6. General Supervision

American Bottoms shall have general approval power over all work to be done under this agreement and shall have sole and final determination over all questions or disputes of any nature arising out of, or related to, this agreement.

7. Assignment

Contractor shall not, without the prior written consent of American Bottoms, assign, transfer or otherwise convey this agreement, any claim thereunder, any interest therein, or any moneys due or to become due thereunder.

8. Term of Contract

The term of this agreement shall be for a four year period with one additional year as an option to be exercised by American Bottoms. The exercising of the optional year shall be solely at the discretion of American Bottoms.

9. Termination

American Bottoms, by written notice from the Operations Manager may terminate the whole or any part of this agreement if contractor fails to perform any term or condition of this agreement. Upon making the determination, American Bottoms shall notify the contractor in writing of such determination and shall give the contractor ten (10) calendar days to perform or correct the failing. Contractor shall be deemed to have defaulted in its agreement if it fails to perform or correct the failing within the ten (10) day period. American Bottoms may thereupon procure work and services similar to the work and services so terminated. In such an event until the date of termination, contractor shall be liable and shall pay American Bottoms upon demand all costs expended by American Bottoms which are in excess of the costs which would have been paid to contractor if contractor's performance was to have continued under this agreement and all extensions thereto.

American Bottoms may terminate the whole, or any part of, this agreement without cost to American Bottoms or to the contractor in cases where acts of God, fire, flood, tornadoes, earthquakes or other natural causes, riots or civil disorders, strikes, or any other conditions beyond the control of American Bottoms which render the services of the contractor impossible or unreasonably difficult to perform. Either determination is reserved solely by American Bottoms.

American Bottoms reserves to itself the right to terminate this agreement upon ten (10) calendar day's written notice to the contractor, at no additional cost to American Bottoms or the contractor, and no cause or reason for said termination need be given.

10. Equal Opportunity

The contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin or sex.

11. Basis of Payment

This is a time and materials contract. The contractor shall submit separate invoices for the

services performed at each of the respective plants. These invoices are to be directed to the attention of Mary Freimuth, Operations Coordinator at the American Bottom facility. A certified statement shall accompany each invoice detailing the services performed, hours expended, the agreed hourly rate, calculation of labor cost, approved overtime, summed as a total labor cost. The statement shall also detail the supplies and materials expended, subtotal the cost of supplies and materials, the agreed markup, and total cost for supplies and materials. A grand total for labor and materials shall be reflected on the invoice. Payment shall be made by the respective plant within fifteen (15) days of receipt of an approved invoice and cost certification.

12. Changes to the Work

Any changes to the scope of work or site conditions discovered during performance of this contract shall be brought to the immediate attention of American Bottoms. The contractor shall provide a description of the change in the work or condition. If after review, a substantive change is present, the contractor shall provide an estimate of the costs to complete the work required by the change. No changes in work shall proceed until approval is granted by American Bottoms.

The contractor is advised and cautioned that any changes to the described work proposed by the contractor for which additional compensation will be requested shall not be performed without the approval of American Bottoms. Should such unapproved work be completed, the contractor shall bear all costs for the work, and should the work be deemed unacceptable by American Bottoms, the contractor shall remove the unauthorized work, including restoration, at his/her own expense.

13. Holidays

No services will be performed on the following days, unless authorized by plant management:

New Year's Day	January 1 st
Martin Luther King Jr. Day	3 rd Monday in January
Presidents' Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veterans' Day	November 11 th
Thanksgiving	4 th Tuesday & following Friday in November
Christmas	December 25 th

END OF SECTION

AMERICAN BOTTOMS
REGIONAL WASTEWATER TREATMENT FACILITY
BID NO. AB 53-19
FACILITIES CLEANING SERVICES

SCOPE OF SERVICES

1. General Description

The contractor shall provide all labor, supplies, materials, equipment and other items necessary for the maintenance and cleaning of office buildings, process buildings, laboratory, tanks, structures and grounds at the American Bottoms Regional Wastewater Treatment Facility, including remote pumping stations, and the Village of Sauget Physical-Chemical Treatment Plant, hereinafter designated as American Bottoms. Cleaning is required throughout all areas of both treatment plants. Personnel will be working in an environment with human and industrial waste.

2. Scope of Services

The work generally consists of janitorial and heavy industrial cleaning of buildings, wastewater basins, offices, plant grounds and other plant structures supervised by the contractor, using the contractor's own labor, equipment and supplies. Labor for snow removal of plant grounds is also required. A detailed schedule of work and services typical to each plant can be found in Attachments A and B.

In addition to the detailed services described in Attachments A and B, the contractor will provide labor and materials in the cleaning and maintenance of the plant facilities and grounds within the general scope of services as directed and coordinated by the Operations Coordinator.

3. Supplies and Equipment

The contractor will submit as part of the bid a list of cleaning supplies and materials to be used in performance of the services. The list will identify the name and manufacturer of each cleaning material and the base unit cost of the material. This list may be adjusted or altered at any time at the mutual agreement of the contractor's supervisor and the Operations Coordinator.

The contractor, at no cost to American Bottoms, must supply all safety equipment necessary to comply with the Occupational Safety and Health Association regulations. This includes,

but is not limited to, fall protection equipment, basic personal protective equipment, and portable air monitors capable of detecting oxygen, carbon monoxide, hydrogen sulfide and LEL. Other equipment such as ladders, vacuum cleaners, floor buffers, pressure washer, etc. that are required to complete the custodial work at each facility also must be supplied by the contractor at no cost to American Bottoms. The cost for this equipment must be included in the labor hourly rates. A list of items to be supplied is shown in Attachment C. This is not an all-inclusive list and is subject to change.

- A. The contractor shall provide all cleaning supplies at his/her expense and will be reimbursed cost plus markup as indicated on the bid schedule. Markup will be a fixed percentage agreed upon by American Bottoms and the contractor.
- B. American Bottoms reserves the right at either or both facilities to purchase, at its own expense, for use by the contractor, supplies other than and/or in addition to, those provided by the contractor.
- C. All equipment for cleaning in addition to expendable supplies will be furnished at the contractor's expense. Expendable materials required for this equipment shall be reimbursed at cost plus the agreed markup.
- D. In addition to provided tools and equipment, the contractor shall provide a low speed and high speed floor buffer with all attachments. The contractor shall provide and have available on site a gasoline powered 3,000 psi pressure washer with all components and attachments for each facility.
- E. The required supplies, materials and equipment shall be in sufficient quantity and of acceptable quality to meet the demands at each facility simultaneously without the transfer or exchange of supplies and materials.
- F. The contractor shall provide a Safety Data Sheet (SDS) for each cleaning product in use. A new SDS shall be provided if a new product is brought into the facility or if there is change to a product currently being used. The SDSs must be submitted to the Operations Coordinator at the time the product is brought on site.
- G. Equipment required to perform duties assigned under this contract which is supplied by American Bottoms at American Bottoms' expense shall remain the property of American Bottoms. The contractor shall be trained on the use of such equipment and shall be responsible for its correct operation. Damages to the equipment or the premises as a result of abuse, negligence or improper operation shall be the responsibility of the contractor. All cost for repairs or replacement of equipment due to damage caused by the contractor shall be at the contractor's expense.

4. Labor

- A. The labor force will consist of six personnel, including a working supervisor to be located at the American Bottoms facility and a lead person to be located at the P-Chem facility. If scheduled personnel are not able to come in, the contractor **must** provide a substitute for that time. The number of personnel may be modified by the Operations Coordinator at any time.
- B. The contractor shall provide a labor force that is properly trained in the job skills required to perform the services and work described. Training shall consist of floor cleaning and maintenance, general janitorial cleaning and maintenance, heavy industrial cleaning, tank cleaning and hosing requiring confined space entry and lockout tag out, and pressure washing. The supervisor shall coordinate and delegate all work assignments and provide personnel supervision. The supervisor will be considered a “working supervisor”. Working supervisor means that the supervisor must be able to and will carry out any and all functions as normally required by a laborer in addition to coordinating work assignments and personnel supervision.

5. Schedule of Work

- A. The majority of work specified will be completed during the hours of 7:00 am to 3:30 pm at the American Bottoms facility and 6:00 am to 2:30 pm at the P-Chem facility. This schedule may be modified at any time by the Operations Coordinator.
- B. It is the contractor’s responsibility to develop work schedules for each facility or area and to have the work schedules approved. Typical work schedules are attached with this document as Attachment A and Attachment B and may be used by the Contractor. After the Notice of Award but prior to the Notice to Proceed, the contractor shall meet with the Operations Coordinator to review and modify the work schedules to maximize effectiveness and ensure requirements are being met.
- C. The contractor’s management or representative must conduct monthly unannounced spot inspections jointly with the Operations Coordinator to ensure compliance with the specifications. The required frequency of the inspections may be increased or decreased at the discretion of American Bottoms. The contractor’s management or representative must also conduct an inspection within two business days of receiving a report of inadequacies in carrying out the specifications of the contract from the Operations Coordinator. In addition to the inspection visits, monthly meetings shall be held between the Contractor’s management, working supervisor onsite, and the Operations Coordinator to discuss any findings from the inspections and any other items of concern.
- D. American Bottoms is open to the public for scheduled tours. In the event a tour is scheduled and American Bottoms is able to provide a week’s notice, the contractor’s management or representative must make a site inspection with the contractor’s

Supervisor to develop an action item list to ensure the facilities are presentable for a tour.

- E. The supervisor will report to the Operations Coordinator each morning to discuss the work needed for the day and the work completed during the previous day.
- F. The contractor will establish procedures for the inventory and accountability of cleaning supplies and expendable materials and submit the procedures for review and approval by American Bottoms. These procedures shall be completed and approved within 30 days after the Notice of Award.
- G. All training, meetings held by the contractor, errands, equipment pickup, etc will be conducted outside of working hours and will be at the expense of the contractor.
- H. Contractor is responsible for assistance in snow and ice removal, including but not limited to, shoveling and spreading salt on parking lots, sidewalks, etc. This work may require personnel to come in early or stay late.
- I. In the event of special sampling or extended holidays, personnel may be required to come in for bottle and sample jar cleaning. This is also included in daily tasks during normal operations.

6. Coordination

- A. After given the Notice to Proceed, the contractor is required to conduct an initial walk-through with the Operations Coordinator to discuss specific requirements and for familiarization with the facilities. This meeting will establish the standards of quality anticipated during the performance of the work and be used for development of individual area work schedules.
- B. American Bottoms will provide storage closets, outside trash containers and janitorial closets.
- C. The Contractor shall maintain building security in accordance with plant rules. Any employee noting unusual activities, conditions or malfunctions shall immediately notify the supervisor who in turn will notify the Operations Coordinator.
- D. Overtime may be required, especially in the event of a scheduled tour, project, etc. Overtime shall be paid for any time worked over 40 hours per week. Overtime must be approved in advance by American Bottoms to be eligible for payment. Any unauthorized overtime shall be the responsibility of the contractor. Additional “extra” personnel brought in to work at either facility by the contractor shall be paid at straight time wages up to 40 hours per week. Overtime will be paid once 40 hours has been worked in a given week.

- E. A listing of contractor contact information must be submitted to the Operations Coordinator in which a designated person representing the contractor may be reached at all times (7 days/week, 24 hours/day) throughout the contract.

7. Safety

- A. The contractor's supervisor and lead person must be proficient in the safety training required and must oversee the safety of the contractor's personnel working under their supervision. The contractor's supervisor should be able to immediately address and mitigate any safety concerns voiced by the contractor's employees onsite.
- B. At a minimum, the contractor's submitted safety manual must have the following sections and must comply with OSHA 29 CFR 1910
 - 1. Confined Space Entry
 - 2. Lock Out / Tag Out
 - 3. Personal Protective Equipment
 - 4. Hazard Communications
 - 5. Walking & Working Surfaces
 - 6. Hearing Conservation
 - 7. Machine Guarding
 - 8. Personal Fall Protection

END OF SECTION

AMERICAN BOTTOMS
REGIONAL WASTEWATER TREATMENT FACILITY
BID AB 53-19
FACILITIES CLEANING SERVICES
BID FORM

Village of Sauget
Attn: Village Clerk
2897 Falling Springs Road
Sauget, Illinois 62206

Dear Sirs:

The undersigned, as bidder, has read the foregoing bid and accepts the terms and conditions stated therein. The undersigned is submitting this Bid Form and all the information requested as part of his/her bid in response to Bid AB 53-19.

Attachments

A. Qualifications

1. Statement of Management Qualifications
2. Experience and References
3. Statement of Financial Resources
4. Contractor Safety Program

C. Schedule of Supplies and Materials, and Equipment

Bid Schedule

<u>Custodial Labor</u>	Straight time (per person)	Overtime (per person)
Jan 1, 2019 - Dec 31, 2019	\$_____/hr	\$_____/hr
Jan 1, 2020 - Dec 31, 2020	\$_____/hr	\$_____/hr
Jan 1, 2021 – Dec 31, 2021	\$_____/hr	\$_____/hr

Jan 1, 2022 – Dec 31, 2022	\$ _____/hr	\$ _____/hr
Jan 1, 2023 – Dec 31, 2023(Option)	\$ _____/hr	\$ _____/hr

<u>On-Site Supervisor (1)</u>	Straight time	Overtime
Jul 1, 2019 – Dec 31, 2019	\$ _____/hr	\$ _____/hr
Jan 1, 2020 – Dec 31, 2020	\$ _____/hr	\$ _____/hr
Jan 1, 2021 – Dec 31, 2021	\$ _____/hr	\$ _____/hr
Jan 1, 2022 – Dec 31, 2022	\$ _____/hr	\$ _____/hr
Jan 1, 2023 – Dec 31, 2023(Option)	\$ _____/hr	\$ _____/hr

<u>On-Site Lead (1)</u>	Straight time	Overtime
Jul 1, 2019 – Dec 31, 2019	\$ _____/hr	\$ _____/hr
Jan 1, 2020 – Dec 31, 2020	\$ _____/hr	\$ _____/hr
Jan 1, 2021 – Dec 31, 2021	\$ _____/hr	\$ _____/hr
Jan 1, 2022 – Dec 31, 2022	\$ _____/hr	\$ _____/hr
Jan 1, 2023 – Dec 31, 2023(Option)	\$ _____/hr	\$ _____/hr

Materials and Supplies Included is a current price list of supplies and materials at the following mark-up.

Jul 1, 2019 – Dec 31, 2019	_____ %
Jan 1, 2020 – Dec 31, 2020	_____ %
Jan 1, 2021 – Dec 31, 2021	_____ %
Jan 1, 2022 – Dec 31, 2022	_____ %
Jan 1, 2023 – Dec 31, 2023(Option)	_____ %

PROPOSAL SIGNATURE

- (I) By submission of the bid, each bidder certifies that in connection with the bid:
- (i) The prices in the bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - (ii) Unless otherwise required by law, the prices which have been quoted in the bid have not knowingly been disclosed by the bidder, prior to opening, directly or indirectly to any other bidder or to any competitor; and
 - (iii) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
 - (iv) Bidder hereby agrees to commence work under this contract on or before a date to be specified in the Notice to Proceed and to diligently prosecute the project to completion as per Section 8 “Contract Time” in the Bid Specifications.

Date

Name of Bidder

Signature of Authorized Officer

Typed Name and Title

Street Address

City, State and Zip Code

Telephone Number

Fax Number

ATTACHMENT A

TYPICAL WORK SCHEDULES

AMERICAN BOTTOMS TREATMENT PLANT

AMERICAN BOTTOMS REGIONAL WASTEWATER TREATMENT FACILITY

Primary Clarifiers

<u>Date</u>	<u>Done By</u>	<u>Clarifier Number</u>	<u>Description Of Duty</u>
_____	_____	_____	_____
_____	_____	_____	_____

Secondary Clarifiers

<u>Date</u>	<u>Done By</u>	<u>Clarifier Number</u>	<u>Description Of Duty</u>
_____	_____	_____	_____
_____	_____	_____	_____

Parking Lots - Hose or Sweep

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
Date	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Initials	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Window Washing

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
Admin	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Lab & Maint	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Clean Railings Throughout Plant

<u>Date</u>	<u>Railings Cleaned</u>
_____	_____
_____	_____

Miscellaneous

AMERICAN BOTTOMS REGIONAL WASTEWATER TREATMENT FACILITY

Building: **Maintenance**

INITIAL DAILY UPON COMPLETION

Week Beginning: _____

DAILY (Once Daily - Five Times Per Week)

	MON	TUES	WED	THUR	FRI
Dust or Wipe Clean Desk Tops	_____	_____	_____	_____	_____
Clean & Disinfect Toilets, Urinals, Basins & Showers	_____	_____	_____	_____	_____
Clean & Polish Restroom Mirrors (As Needed)	_____	_____	_____	_____	_____
Empty Restroom Containers	_____	_____	_____	_____	_____
Sweep & Mop Restroom Floors	_____	_____	_____	_____	_____
Restock Restroom Supplies (As Needed Daily)	_____	_____	_____	_____	_____
Wipe Clean Kitchen Sinks	_____	_____	_____	_____	_____
Wipe Clean Kitchen Counter Tops	_____	_____	_____	_____	_____
Wipe Kitchen Tables & Chairs	_____	_____	_____	_____	_____
Empty Kitchen Containers	_____	_____	_____	_____	_____
Clean, Disinfect Drinking Fountains	_____	_____	_____	_____	_____
Sweep & Mop All Floors	_____	_____	_____	_____	_____
Vacuum Mats	_____	_____	_____	_____	_____
Empty All Waste Paper Baskets (After 2:00 pm Daily)	_____	_____	_____	_____	_____
Vacuum All Carpet Areas	_____	_____	_____	_____	_____
Clean Entry Door/Glass & Handles	_____	_____	_____	_____	_____
Check Entrances To Buildings For Debris	_____	_____	_____	_____	_____
Wipe down counters, microwave, Refrigerator, & empty trash in coffee room	_____	_____	_____	_____	_____
Wipe Out All Microwaves Daily	_____	_____	_____	_____	_____

WEEKLY: (One Time Per Week)

Wipe Clean Switch Plates & Kick Plates	_____				
Wipe Clean Restroom Partitions			_____		
Wipe Clean Tissue, Towel & Soap Dispensers			_____		
Flush All Floor Drains With Water			_____		
Clean Out Refrigerators (Every Friday)					_____
Wipe Clean Kitchen Appliances			_____		
Clean & Disinfect Restroom Containers			_____		
Clean & Disinfect Kitchen Containers			_____		
Spot Clean Walls or As Needed			_____		

AMERICAN BOTTOMS REGIONAL WASTEWATER TREATMENT FACILITY

Building: **West RAS Building (Up & Down)**

INITIAL DAILY UPON COMPLETION

Week Beginning: _____

THREE TIMES PER WEEK

MON

WED

FRI

Sweep & Mop Floor Areas	_____	_____	_____
Squeegee Off All Water	_____	_____	_____
Empty Trash Containers	_____	_____	_____
Wash Windows In Entry Doors	_____	_____	_____
Wipe Clean All Doors	_____	_____	_____
Pick Up Trash & Debris Around Exterior Areas	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

WEEKLY (Or As Needed)

WED

Dust & Wipe Clean All Piping & Equipment	_____
Degrease & Clean Floors	_____
Clean All Ledges	_____
_____	_____
_____	_____
_____	_____

AMERICAN BOTTOMS REGIONAL WASTEWATER TREATMENT FACILITY

Building: **South Primary Sludge Pump Building**

INITIAL DAILY UPON COMPLETION

Week Beginning: _____

THREE TIMES PER WEEK

MON

WED

FRI

Sweep & Mop Floor Areas

Squeegee Off All Water

Empty Trash Containers

Wash Windows In Entry Doors

Wipe Clean All Doors

Pick Up Trash & Debris Around Exterior Areas

WEEKLY (Or As Needed)

WED

Dust & Wipe Clean All Piping & Equipment

Degrease & Clean Floors

Clean All Ledges

AMERICAN BOTTOMS REGIONAL WASTEWATER TREATMENT FACILITY

Building: **Screw Pump Building**

INITIAL DAILY UPON COMPLETION

Week Beginning: _____

THREE TIMES PER WEEK

MON

WED

FRI

Sweep & Mop Floor Areas

Squeegee Off All Water

Empty Trash Containers

Clean Smudges From Windows

Wash Windows In Entry Doors

Wipe Clean All Doors

Pick Up Trash & Debris Around Exterior Areas

WEEKLY (Or As Needed)

WED

Dust & Wipe Clean All Piping & Equipment

Degrease & Clean Floors

Clean All Ledges

AMERICAN BOTTOMS REGIONAL WASTEWATER TREATMENT FACILITY

Building: **Service Water Building (Up & Down)**

INITIAL DAILY UPON COMPLETION

Week Beginning: _____

DAILY (Once Daily - Five Times Per Week)

	<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THUR</u>	<u>FRI</u>
Clean Floor Areas (Upstairs & Downstairs)	_____	_____	_____	_____	_____
Squeegee Off All Water (As Needed)	_____	_____	_____	_____	_____
Empty Trash Containers	_____	_____	_____	_____	_____
Clean Windows	_____	_____	_____	_____	_____
Wip Clean All Doors	_____	_____	_____	_____	_____
Pick Up Trash & Debris Around Exterior Area	_____	_____	_____	_____	_____
Sweep & Mop Office Floor	_____	_____	_____	_____	_____
Wipe off Desk In Office	_____	_____	_____	_____	_____

WEEKLY: (One Time Per Week)

	<u>WED</u>
Dust & Wipe Clean All Piping & Equipment	_____
Upstairs & Downstairs	_____
Clean All Ledges	_____
Dust Control Panels	_____

ATTACHMENT B

TYPICAL WORK SCHEDULES

VILLAGE OF SAUGET TREATMENT PLANT

VILLAGE OF SAUGET WASTEWATER TREATMENT FACILITY

Building: N & S BAY

INITIAL DAILY UPON COMPLETION

Week Beginning: _____

WEEKLY: (One Time Per Week)

MON TUES WED THUR FRI

Oil skimmer landing. Pressure wash handrails & walk ways:

(From top landing)

Pressure wash lower barscreen ladder & landing

Power wash the screening container

Clean storage cabinet (Restock with vinyl gloves)

Clean rags & 1 bottle of spray cleaner or wipe for cleaning

Clean oil skimmer collection buckets

Building: Oil Containment Area

Hose and degrease floor, including around the oil tanks.

Neutralizers

Clean the handrails

Remove excess lime buildup on the #1 neutralizer wall

North and South Grit Chambers

Clean and degrease the walkway and handrails.

VILLAGE OF SAUGET WASTEWATER TREATMENT FACILITY

Building: Lime Slaker (Upstairs)

INITIAL DAILY UPON COMPLETION

Week Beginning: _____

DAILY (Once daily)

	<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THUR</u>	<u>FRI</u>
Squeegee and mop the floor	_____	_____	_____	_____	_____
Vacuum lime dust from the slakers, ledges & etc	_____	_____	_____	_____	_____
Wipe off the door	_____	_____	_____	_____	_____
Dust and wipe clean all piping and equipment	_____	_____	_____	_____	_____

Building: Lime Slaker (Downstairs)

DAILY (Once daily)

Hose and squeegee the floor	_____	_____	_____	_____	_____
Vacuum lime dust from the ledges & etc	_____	_____	_____	_____	_____
Wipe off the door to the electrical room	_____	_____	_____	_____	_____
Dust and wipe clean all piping and equipment	_____	_____	_____	_____	_____

Building: Lime Tent

WEEKLY: (One Time Per Week)

Clean up & sweep up all rocks from floor & sump pit	_____	_____	_____	_____	_____
Hose sump pit	_____	_____	_____	_____	_____
Lime away & clean pumps & piping	_____	_____	_____	_____	_____

VILLAGE OF SAUGET WASTEWATER TREATMENT FACILITY

Building: Front End Control Room / Operators Office

INITIAL DAILY UPON COMPLETION

Week Beginning: _____

DAILY (Once daily)

MON TUES WED THUR FRI

Dust or wipe clean desk	_____	_____	_____	_____	_____
Wipe clean counter tops	_____	_____	_____	_____	_____
Wipe clean sink	_____	_____	_____	_____	_____
Clean & disinfect toilet & basin	_____	_____	_____	_____	_____
Empty trash containers	_____	_____	_____	_____	_____
Clean mirror	_____	_____	_____	_____	_____
Clean restroom containers	_____	_____	_____	_____	_____
Restock restroom supplies	_____	_____	_____	_____	_____
Clean, disinfect drinking fountain	_____	_____	_____	_____	_____
Sweep and mop all floors	_____	_____	_____	_____	_____
Shake clean mats	_____	_____	_____	_____	_____
Clean and disinfect telephones	_____	_____	_____	_____	_____

WEEKLY (One Time Per Week)

Dust or vacuum chairs	_____	_____	_____	_____	_____
Wipe clean window sills	_____	_____	_____	_____	_____
Dust pictures and plaques	_____	_____	_____	_____	_____
Wipe clean switch plates & kick plates	_____	_____	_____	_____	_____
Spot clean door handles	_____	_____	_____	_____	_____
Wipe clean entrance doors (Buff & wash as needed)	_____	_____	_____	_____	_____

VILLAGE OF SAUGET WASTEWATER TREATMENT FACILITY

Building: Maintenance Building

INITIAL DAILY UPON COMPLETION

Week Beginning: _____

DAILY: (Once daily)

	<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THUR</u>	<u>FRI</u>
Dust desk & wipe clean	_____	_____	_____	_____	_____
Empty trash	_____	_____	_____	_____	_____
Clean & disinfect toilet & sink	_____	_____	_____	_____	_____
Restock restroom suppliers	_____	_____	_____	_____	_____
Sweep shop floor	_____	_____	_____	_____	_____
Mop & clean office floor (Wax & buff as needed)	_____	_____	_____	_____	_____
Disinfect & clean phone	_____	_____	_____	_____	_____

Throughout Plant

WEEKLY: (One Time Per Week)

Pick up trash around the plant	_____	_____	_____	_____	_____
Pull and spray for weeds around the plant	_____	_____	_____	_____	_____
Hose down the asphalt throughout the plant	_____	_____	_____	_____	_____
Sweep rocks from the asphalt plnt	_____	_____	_____	_____	_____

VILLAGE OF SAUGET WASTEWATER TREATMENT FACILITY

Building: Administration Bldg (Up)

INITIAL DAILY UPON COMPLETION

Week Beginning: _____

DAILY (Once daily)

MON TUES WED THUR FRI

Dust or wipe clean desk top in Breakroom	_____	_____	_____	_____	_____
Clean & disinfect toilet, urinals, & basins	_____	_____	_____	_____	_____
Clean restroom containers	_____	_____	_____	_____	_____
Restock restroom supplies	_____	_____	_____	_____	_____
Wipe clean kitchen sink	_____	_____	_____	_____	_____
Wipe clean kitchen counter tops	_____	_____	_____	_____	_____
Wipe kitchen table and chairs	_____	_____	_____	_____	_____
Empty kitchen containers	_____	_____	_____	_____	_____
Clean, disinfect drinking fountain	_____	_____	_____	_____	_____
Wipe clean handrails	_____	_____	_____	_____	_____
Sweep and mop all floors	_____	_____	_____	_____	_____
Shake clean mats	_____	_____	_____	_____	_____

WEEKLY (One Time Per Week)

Clean and disinfect telephones	_____	_____	_____	_____	_____
Dust or vacuum chairs	_____	_____	_____	_____	_____
Wipe clean window sills	_____	_____	_____	_____	_____
Dust pictures and plaques	_____	_____	_____	_____	_____
Wipe clean switch plates & kick plates	_____	_____	_____	_____	_____
Spot clean door handles	_____	_____	_____	_____	_____
Wipe clean entrance doors (Buff & wash as needed)	_____	_____	_____	_____	_____

VILLAGE OF SAUGET WASTEWATER TREATMENT FACILITY

Building: Filter Building

INITIAL DAILY UPON COMPLETION

Week Beginning: _____

DAILY (Once daily)

MON TUES WED THUR FRI

Clean operator control office	_____	_____	_____	_____	_____
Clean filter room floor	_____	_____	_____	_____	_____
Squeegee off all water on the floor	_____	_____	_____	_____	_____
Wipe clean sample tables	_____	_____	_____	_____	_____
Empty trash containers	_____	_____	_____	_____	_____
Clean sludge around BFP's	_____	_____	_____	_____	_____
Maintain storage areas in neat order	_____	_____	_____	_____	_____
Wipe down & clean compressors	_____	_____	_____	_____	_____
Wipe down & clean air tanks	_____	_____	_____	_____	_____
Clean up any polymer around tote	_____	_____	_____	_____	_____
Empty polymer pans and clean	_____	_____	_____	_____	_____

3 X WEEKLY

Dust off & hose clean all ledges	_____	_____	_____	_____	_____
Wipe clean all doors	_____	_____	_____	_____	_____
Clean outside & inside conveyors	_____	_____	_____	_____	_____
Sweep all rocks around exterior of building	_____	_____	_____	_____	_____
Hose & squeegee exterior area & around dumpsters	_____	_____	_____	_____	_____
Pick up trash & debris around exterior area	_____	_____	_____	_____	_____

WEEKLY (One Time Per Week)

Dust & wipe clean all pipings	_____	_____	_____	_____	_____
Wipe clean sludge tanks	_____	_____	_____	_____	_____
Wipe clean peroxide tank	_____	_____	_____	_____	_____

VILLAGE OF SAUGET WASTEWATER TREATMENT FACILITY

Building: Administration Bldg (Downstairs)

INITIAL DAILY UPON COMPLETION

Week Beginning: _____

DAILY (Once daily)

	<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THUR</u>	<u>FRI</u>
Sweep and damp mop all floors	_____	_____	_____	_____	_____
Dust and wiple clean all pipes and pumps	_____	_____	_____	_____	_____
Wipe down all breaker panels with damp rag	_____	_____	_____	_____	_____
Wipe clean handrails	_____	_____	_____	_____	_____
Shake clean mats	_____	_____	_____	_____	_____
Sweep basement stairs	_____	_____	_____	_____	_____
Maintain storage area cleaning supplies	_____	_____	_____	_____	_____

VILLAGE OF SAUGET WASTEWATER TREATMENT FACILITY

Building: Pump House

INITIAL DAILY UPON COMPLETION

Week Beginning: _____

DAILY: (Once daily)

MON TUES WED THUR FRI

Sweep and damp mop floor	_____	_____	_____	_____	_____
Dust tops of breaker & VFD cabinets	_____	_____	_____	_____	_____
Wipe breaker doors; clean with damp rag only	_____	_____	_____	_____	_____
Wipe clean doors	_____	_____	_____	_____	_____

Building: Hauled Waste Shed

2 X Weekly (Twice a week)

Sweep and damp mop floor	_____	_____	_____	_____	_____
Wipe down the table	_____	_____	_____	_____	_____
Take out trash	_____	_____	_____	_____	_____

ATTACHMENT C

EQUIPMENT LIST

**AMERICAN BOTTOMS WASTEWATER TREATMENT FACILITY
BID AB 11-07
FACILITES CLEANING SERVICES**

Equipment items to be supplied by Contractor with all cost to be included in the hourly rates. This list is not an all inclusive list and it subject to change.

- Gloves (use approximately 1 pack every 4 - 5 weeks)
- Power Washer & Accessories (including fuel)
- Ladders: 2 @ 40 foot, one for each facility
1 @ 6 foot
- Safety Glasses with side sheilds
- Hard Hats
- Air Monitor (capable of monitoring O₂, H₂S, LEL)
- Ropes: 1 @ 10 foot
1 @ 100 foot
- Locks and Tags for Lock Out/Tag Out
- Chains: 2 @ 3 foot long each
- Rubber Boots: (calf high, and hip high, both steel toed)
- Steel Toe Electrical Hazard Boots
- Long Sleeve Shirts
- Long Pants
- TYVEC Suits
- Rubber Gloves
- Buffer (2, one for each facility)
- Scrubber (2, one for each facility)
- Mop Buckets
- Floor Signs
- Roll Around Trash Cans (3)
- Brooms
- Dust Pans
- Extension Poles for High Dusting
- Flat Shovel, (2, one for each facility)
- Vacuum Cleaners
- Truck or Van
- Carpet Cleaners
- Full body safety harness, lanyard, rope grab for each harness - one for each person