

REQUEST FOR PROPOSAL

Janitorial Services for health care facilities

Owner: VNA Health Care
400 N. Highland Avenue
Aurora, IL 60506

Owner's Contact: Amy Baudouin, VP of Facilities and Office Operations
Email: abaudouin@vnahealth.com | Phone: 630.482.8109

6 Locations: 801 Villa Street Elgin, IL; 620 Wing Street Elgin, IL ; 397 Schmale Road, Carol Stream, 350 Schmale Road, Carol Stream, 213 Main Street Bensenville, IL, 1501 W. Jefferson, Joliet, IL.

Description: Janitorial services shall begin on June 1, 2024 for Interior areas throughout all health care facilities. Industry standard cleaning practices shall be performed on various frequencies depending the site. Company will furnish labor, cleaning chemicals and equipment necessary to perform work and duties in a workmanship-like manner for a health care facility, creating as little disruption as possible to the owner. Specifications and frequencies are attached. One company will be awarded all six locations.

Walk-through Information: You may visit the locations during regular business hours of 8:00 a.m. – 4:00 p.m. M-F with 24 hour advanced notice. Call (630) 482-8109 to schedule.

Scope of Work:

Provide Janitorial services at six VNA locations as listed. Evening/after-hours Janitorial services required depending on location. Frequency: 801 Villa Street six times per week, 620 Wing Street five times per week, 350 Schmale five times per week, 397 Schmale five times per week, 1501 W. Jefferson six times per week, 213 W. Main Street five times per week.

Special Considerations:

Company will maintain the following types of insurance: worker's compensation in accordance with the Worker's Compensation Act of Illinois. The Company will provide a Certificate of Insurance when contract is signed. Public Liability and Property Damage insurance with an aggregate limit of \$2,000,000.00. Company must be licensed, bonded and insured. All services will be performed in accordance with the hours of operation of the specific site.

Submittal of Proposals:

All proposals are due by 3:00pm on April 26th, 2024 at 400 N. Highland Ave. Aurora, IL 60506 or via email to abaudouin@vnahealth.com.

SPECIFICATIONS FOR JANITORIAL SERVICES

PLEASE NOTE the following is used for the frequencies in this section:

ES – Every Shift	W – Weekly	M – Monthly
Q – Quarterly	Y – Yearly	O – Other

SERVICE DESCRIPTION	FREQUENCY					
BUSINESS AND PRIVATE OFFICES/LOUNGES/CONFERENCE ROOMS/RECEPTION AREAS/PUBLIC LOBBIES	ES	W	M	Q	Y	O
Empty all trash containers and reline with plastic liners and remove collected trash to collection area.	X					
Spot clean trash containers to remove noticeable spills or spots.		X				
Damp clean open areas of reception, work room and general/private office counters and worktops.	X					
Dust all horizontal surfaces (sills, ledges, etc.) to a reachable height.	X					
Clean and disinfect telephone handsets and receivers.		X				
Fully clean glass doors and reception glass. Spot clean any glass partitions to remove noticeable spots or smudges.	X					
Spot clean walls and doors to remove noticeable spills, spots, and fingerprints.		X				
Wash counters and sink (if empty), spot clean cabinet fronts, outside of all appliances, and inside of microwaves.	X					
Wash breakroom/lounge tabletops	X					
Spot clean hard surface furniture to remove noticeable spills or spots.	X					
Vacuum all cloth covered chairs, spot damp clean all vinyl or plastic chairs			X			
Clean and disinfect all major touchpoints including light switches, door handles, push plates, tabletops, counter tops, and hard surfaces of waiting room chairs.	X					
EXAMINATION ROOMS/PRIVATE ROOMS/LABS	ES	W	M	Q	Y	O
Empty all trash containers and reline with plastic liners and remove collected trash to collection area.	X					
Spot clean trash containers to remove noticeable spills or spots.	X					
Clean with disinfectant any/all sinks, faucets, and open areas of counters.	X					
Dust all horizontal surfaces (sills, ledges, etc.) to a reachable height.	X					
Clean and disinfect telephone handsets and receivers.		X				
Fully clean glass doors. Spot clean any glass partitions to remove noticeable spots or smudges.	X					

EXAMINATION ROOMS/PRIVATE ROOMS/LABS	ES	W	M	Q	Y	O
Spot clean walls and doors to remove noticeable spills, spots, and fingerprints.		X				
Spot clean vinyl/plastic chairs to remove noticeable spills or spots.	X					
Dust the bases of equipment.	X					
Dust exam and procedure chairs/tables. Dust framework if table is left up by staff. PLEASE NOTE that washing exam chairs/tables is NOT included in our service.	X					
Vacuum all cloth covered chairs.			X			
Refill paper, sanitizer, and soap dispensers as provided by customer/facility.	X					
Fully clean any/all mirrors.	X					
Clean and disinfect major touchpoints including door handles, doorknobs, push plates, light switches, and hard surfaces of chairs.	X					
WASHROOMS	ES	W	M	Q	Y	O
Empty all trash containers and reline with plastic liners and remove collected trash to collection area.	X					
Spot clean trash containers to remove noticeable spills or spots.	X					
Clean and sanitize wash basins and toilets.	X					
Dust all horizontal surfaces (sills, ledges, etc.) to a reachable height.	X					
Clean any stainless steel, specimen pass-throughs, if applicable	X					
Polish mirrors and bright metal.	X					
Refill soap and paper dispensers with products provided by facility.	X					
Spot clean dispenser exteriors to removal any noticeable spots or spills.	X					
Spot clean walls and doors to remove noticeable spots or spills.	X					
Clean and disinfect all major touchpoints including light switches, door handles, push plates, tabletops, counter tops, and hard surfaces of waiting room chairs.	X					
CARPETING	ES	W	M	Q	Y	O
Vacuum carpeting.	X					
HARD FLOORING	ES	W	M	Q	Y	O
Sweep and damp mop hard flooring.	X					
ON REQUEST FOR AN ADDITIONAL CHARGE						
Perform special request cleanups of areas/rooms following communicable disease exposure, vomit incident, or other bodily fluid spills.						
Perform special request cleanups or areas after any flooding or other damage.						
Clean and extract cloth furniture/upholstery.						
Clean the interior of any/all refrigerators.						
Wash exam tables and/or scrub footrests.						