



# Housing Authority of the City of Freeport

REQUEST FOR PROPOSALS  
for  
Janitorial Services  
for  
Housing Authority of the City of Freeport

RFP No. 09-2023

Issue Date: September 7, 2023  
Due Date: October 13, 2023



# Housing Authority of the City of Freeport

TO: Proposers  
FROM: Housing Authority of the City of Freeport  
DATE: September 7, 2023  
RE: Notice of Request for Proposals (RFP) Janitorial Services

The Housing Authority of the City of Freeport will accept quotes from experienced, qualified firms or individuals who specialize in commercial Janitorial Services for the following:

## Janitorial Services

Janitorial Service quotes will be accepted until **Friday, October 13, 2023, at 3:00 P.M.** at:

Housing Authority of the City of Freeport  
1052 West Galena  
Freeport, Illinois 61032

Complete specifications and instructions are attached herewith.

The HACF plans to contract for Janitorial Services at four (4) locations in Freeport, Illinois for two (2) years with a possibility of one(1) year extension. This RFP is for the Janitorial Services ONLY. We expect the selected Contractor to begin work in late October of 2023.

The proposed pricing will be accepted on standard forms furnished by the HACF and submitted in writing by email or by mail delivery only. The HACF will NOT accept proposed pricing verbally or by telephone.

By submitting a quote to the HACF, the firm or individual doing so (hereinafter, "the quoter") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD documents, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction*, and *HUD 5370-C General Conditions for Non-Construction Contracts Section II*, which are attached hereto.

Sincerely,

Bernadette Mekalska  
Administrative Director

**General Information**

Housing Authority of the City of Freeport (hereinafter referred to as "HACF"), Illinois is a public corporation organized under the Housing Authorities Act of the State of Illinois and constitutes a body both corporate and politic exercising public and essential governmental functions to provide adequate housing at rents which person of low income can afford. Under the United States Housing Act of 1937, as amended, the U.S. Department of Housing and Urban Development (HUD) has direct responsibility for administering low-income housing program in the United States. Accordingly, HUD contracts with HACF to administer certain HUD funds. The HACF owns and/or manages 181 conventional public housing units located within four communities in Stephenson County.

HACF is governed by a 7-member Board of Commissioners, appointed by the Mayor of the City of Freeport. The Board hires the Chief Executive Officer, establishes policies, approves contracts, and sets long-range goals for the authority.

HACF is hereby seeking quotes for Janitorial Services at four (4) housing and office locations later noted in this packet. The quotes are for two (2) years from 2023 to 2025, with a possibility of one (1) year extension contingent on quality of performance.

**Information At a Glance**

<b>Date Issued</b>	September 7, 2023
Agency Contact:	Bernadette Mekalska, Administrative Director 815-232-4171 ext. 1063 <a href="mailto:bmekalska@hacf.us">bmekalska@hacf.us</a>
Last Day for Questions and Submittal Requirements	September 29, 2023, at 3:00 p.m.
RFP Due Date	October 13, 2023, at 3:00p.m.
Anticipated Board Approval	TBD
How to Obtain the RFP Documents	<a href="http://www.freeporthousing.org">www.freeporthousing.org</a>

**General Requirements**

Quotes or responses will be accepted by HACF no later than 3:00 p.m. (local time), **Friday, October 13, 2023**, via regular mail or email.

Every mailed RFP must be enclosed in an envelope clearly marked Janitorial Services proposal. All RFPs shall be submitted to the following address:

**Housing Authority of the City of Freeport  
1052 West Galena Avenue  
Freeport, IL 61032**

Email RFP to: [bmekalska@hacf.us](mailto:bmekalska@hacf.us), subject line Janitorial Services RFP.

All questions shall be directed to: **James Palermo Jr. (815) 232-4171 Ext. 1061**

**NOTE:** Please submit itemized invoices specifying the development.

**Timeframe**

Each firm or individual shall submit his/her proposed costs, prior to the posted deadline, as provided for herein. Whereas this is an informal solicitation process, the HACF reserves the right to extend the posted deadline at any time prior to the deadline, if it is in the best interests of the HACF to do so. Your quote will be valid for 90 days. Any response, bid, or proposal received after the above deadline shall be considered late, and will not be considered.

Janitorial Services Request for Proposal Schedule

Friday September 8th, 2023	RFP requests e-mailed and mailed to potential Proposers.
Friday October 13th, 2023 3:00 P.M.	RFP receipt deadline. Proposers will be reviewed at an unspecified time <u>after</u> the 3:00 P.M. deadline. No late quotes will be accepted.
Friday October 20th, 2023	Proposers are notified by mail of award decision.
Wednesday November 1 <sup>st</sup> , 2023	Contract term begins
November 30th, 2025	Contract term ends

**Approval**

The actual acceptance of any quote may be delayed. Therefore, all responses must remain valid for a period of no less than ninety (90) days.

**Insurance Requirements and Liability**

Each respondent to the RFP, who may have employees, contractors, or agents working on HACF properties, shall provide copies of current certificates for general, as well as professional liability insurance, and workers' compensation of minimum of \$1,000,000.00. Said insurance must be valid for the duration of the contract. The owner or principal of each respondent must also be insured by workers' compensation if they perform any of the services on HACF properties. **There will be no exceptions to the insurance requirement.**

**Contract Nullification**

HACF may, at any time, nullify the agreement if, in the judgment of Stephenson County, the firm or individual quoter(s) has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the firm or individual quoter(s) but no further sums shall be owed to the firm or individual quoter(s). The agreement between HACF and the firm or individual quoter(s) is contingent upon approved annual budget allotments, and is subject, within thirty (30) days notification, to restrictions, or cancellation if budget adjustments are deemed necessary by HACF.

**Payments**

Invoices that are submitted by the awarded firm or individual quoter(s) are required to provide accurate and current addresses. The HACF discourages the practice of picking up checks in person unless there is an emergency. Invoices are paid bi-weekly. Please bill by itemized invoices specifying the development as listed on page 6 of this packet. Bills are to be submitted the Friday before Account Payables week; the schedule will be provided upon awarded bid. Invoices are to be submitted to:

**Housing Authority of the City of Freeport  
Attention: Bernadette Mekalska  
1052 West Galena Avenue  
Freeport, IL 61032**

**Proposal Specifications**

Respondents shall be capable of providing the highest quality level of service, performed by personnel who are capable of cleaning, wiping, mopping, dusting, and other janitorial services requirements as needed. Additionally, respondents shall accept the responsibility for any damage to government property.

**Proposal Details**

This includes but is not limited to the following information. Any alternative recommendations may be noted and priced separately.

**Contractor will:**

1. Be detail oriented.
2. Furnish all cleaning equipment and cleaning supplies.
3. Clean and/or dust all horizontal surfaces including but not limited to desks, tables, countertops, filing cabinets, and windowsills.
4. Clean bathrooms in offices and common areas.
5. Clean bathroom toilets with the proper cleaner and toilet brush.
6. Clean sinks in bathroom areas with proper cleaner.
7. Clean all mirrors and windows with a glass cleaner.
8. Paper towel and toilet paper levels should be checked and refilled only as needed.
9. All floors should be swept, vacuumed, and mopped with a proper cleaner on a weekly basis. Warm and soapy water should be used for washing all floors. Mops must be rinsed before the next mopping.
10. Areas behind doors and in corners of rooms should be swept/vacuumed on a regular basis.
11. All kitchen countertops should be cleaned with a proper cleaner. The appliances should be wiped down and cleaned (not including the refrigerator) at least once a week.
12. All cobwebs should be removed/cleaned.
13. All trash should be emptied and removed to designated areas to be properly disposed of.
14. Contractor will present and follow a set service schedule with following exceptions (any changes to the regular, set schedule will be communicated to the Director of Facilities & Maintenance):
  - a. Contractor may be on sight to work as early as 8:00 a.m.
  - b. No cleaning on Saturdays and Sundays or on HACF's Holidays as listed below:
    - i. May 29, 2023                      Memorial Day
    - ii. June 19, 2023                     Juneteenth
    - iii. July 4, 2023                      Independence Day
    - iv. September 4, 2023               Labor Day
    - v. November 10, 2023               Veteran's Day
    - vi. November 23 & 24, 2023        Thanksgiving Day & day after
15. All workers shall be in an acceptable state of dress. No vulgar shirts, insignia, holy short/shirts etc.
16. All workers must be courteous and conscientious for the safety of all.

## **Janitorial Services Development Locations**

<u>Development</u>	<u>Address</u>
Westview-Gilmore Apartments	1425 Westview Road & 600 N Gilmore
Douglas Village	626 North Hunt Avenue
Willow Apartments	504 North Willow
Administration Building	1052 West Galena Ave.

<i>Westview</i>	The development is in the 600 block of Waddell – east, Gilmore – west, and the 1400 block of Beach – north.
<i>Douglas Village</i>	The development is adjacent to Westview in the 600 block of Waddell- west, Hunt-east, and 1400 block of Elm St.
<i>Willow</i>	The development is in the 500 block of North Willow Avenue. Bordered on the south by Lincoln-Douglas school.
<i>Administrative</i>	The office at 1052 West Galena is bordered west by the Four Seasons parking lot and Car wash to the east.

### **Completion Time and Liquidated Damages**

The Contractor agrees to complete the Project, commencing on the contract execution date and further agree to liquidated damages of \$100 per day for any Development location not maintained as required by this contract.

### **Quote Requirements**

- Contractor is required to provide valid evidence of a State of Illinois Business License
- Contractor is required to provide evidence that you meet the Stephenson County Government Insurance Requirements
- Contractor is required to provide a reference list of clients that have a current contract for services with their company
- Contractor shall provide evidence of a company safety program and, if supported, a drug testing program
- Contractor must comply with Section 3 hiring requirements.

**The entity responsible for fulfilling this agreement shall be identified in the RFP response.**

### **Right to Seek a New Proposals**

**HACF reserves the right to receive, accept, or reject any and all proposals for any, or all, reasons.** Proposals will be awarded to the best overall respondent as determined by that which is in the best interests of HACF.

In comparing the responses to this RFP and making awards, HACF may consider such factors as quality and thoroughness of a quote, the record of experience, the references of the respondents, and the integrity, performance, and assurances in the quote in addition to that of the proposal price.

### **Applicable Law**

HACF is an equal opportunity employer. HACF does not discriminate on the basis of race, sex, color, age, religion, national origin, disability or veteran status.

The successful Contractor(s) agrees that they shall comply with all local, state, and federal laws, statutes, rules, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act. If any claims should arise with regards to this contract, for a violation

of any such local, state, or federal law, statues, rules, or regulations, the provider will indemnify and hold HACF harmless for any damages, including court costs or attorney fees which might be incurred. Any contract will be interpreted under the laws and statutes of the state of Illinois. HACF does not enter contracts which provide for mediation or arbitration. Therefore, any action arising from any contract made from these specifications shall be brought in the state courts in Stephenson County, Illinois.

Housing Authority of the City of Freeport [HACF]  
Solicitation Number: RFP No. 09-2023

Name of Proposer/Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

**HACF:** I have received the Request for Proposal Packet prepared by the HACF or its Authorized Representative. I have visited the sites and examined all conditions affecting the cost of the work. I have also read the proposal package and examined site maps.

**I therefore agree:**

- A. To hold this proposal open until ninety (90) consecutive calendar days after the deadline date.
- B. To enter and execute a contract with the HACF using the Form of Agreement included in the project manual, if awarded based on this bid and in connection therewith to:
  - 1. Furnish proof of insurance in the amounts required by the proposal documents.
  - 2. Accomplish the work in accordance with the terms of the contract.

**Base Proposal** – To furnish all labor, equipment, and cleaning supplies for Janitorial Services as specified in the contract documents for we offer the following cost proposal:

		2023	2024	2025
Westview-Gilmore Apts.	1425 Westview Road & 600 N Gilmore	\$ _____	\$ _____	\$ _____
Douglas Village	626 North Hunt Street	\$ _____	\$ _____	\$ _____
Willow Apts.	504 North Willow Ave.	\$ _____	\$ _____	\$ _____
Administration Bldg	1052 West Galena Ave.	\$ _____	\$ _____	\$ _____
<b>Annual Cost of Janitorial Services</b>		\$ _____	\$ _____	\$ _____

The undersigned quoter hereby quotes the above amounts to complete the required work (print clearly and legibly). Further, by submitting this quote, the undersigned quoter agrees to abide by all terms and conditions listed within any document issued by the HACF pertaining to this issue.

\_\_\_\_\_

Date    Proposer/Business Name

By: \_\_\_\_\_ Title: \_\_\_\_\_

Signature

By: \_\_\_\_\_ Phone: \_\_\_\_\_

Printed Name



**HOUSING AUTHORITY OF THE CITY OF FREEPORT  
EQUIPMENT LIST**

**PART I** – The Proposer currently owns the following Equipment that will be assigned to the Housing Authority’s Janitorial Services work if awarded all or a portion of this contract.

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Proposer shall attach additional sheets if needed.

**PART II** – The Proposer plans to acquire the following Equipment that will be assigned to the Housing Authority’s Janitorial Services work if awarded all or a portion of this contract.

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Proposer shall attach additional sheets if needed.

**PART III** – The Proposer currently employs the following Workers that will be assigned to the Housing Authority’s Janitorial Services work if awarded all or a portion of this contract.

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**PART IV** – The Proposer would hire an additional \_\_\_\_\_ employees that will be assigned to the Housing Authority’s Janitorial Services work if awarded all or a portion of this contract.

Date \_\_\_\_\_ Proposer/Firm Name \_\_\_\_\_

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
Signature

BY: \_\_\_\_\_  
Printed Name

**HOUSING AUTHORITY OF THE CITY OF FREEPORT  
NON-COLLUSIVE  
AFFIDAVIT**

State of: Illinois  
County of: Stephenson

\_\_\_\_\_ Being first duly sworn, deposes and says:

That he/she is \_\_\_\_\_ of the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said proposer or bidder has not colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication of conference, with any person to fix the proposal or bid price of affiant or of any other proposer or bidder, or to fix any overhead, profit or cost element of proposal or bid price, or that of any other proposer or bidder, or to secure any advantage against the Housing Authority of the City of Freeport or any person interested in the proposed contract, and that all statements in said proposal or bid are true.

Signature of:

Proposer or Bidder if bidder is an individual \_\_\_\_\_

Partner, if Proposer or Bidder is partnership \_\_\_\_\_

Officer, if Proposer or Bidder is corporation \_\_\_\_\_  
Title \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 2023.

My commission expires \_\_\_\_\_

**HOUSING AUTHORITY OF THE CITY OF FREEPORT  
CERTIFICATION OF NON-SEGREGATED FACILITIES**

The proposer or bidder certifies that they do not maintain or provide for his or her employees any segregated facilities at any of his or her establishments, and that they do not permit his or her employees to perform their services at any location, under their control, where segregated facilities are maintained. The Proposer or Bidder certifies further that he will not maintain or provide for his or her employees any segregated facilities at any of his or her establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Proposer or Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity Clause in any contract resulting from acceptance of this proposal or bid. As used in this certification, the term "Segregated Facilities" means any waiting rooms, work areas, restrooms and drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin, because of habit, local custom or otherwise. The proposer or bidder agrees that he or she will obtain identical certification from all of their subcontractors and material suppliers and that he or she will retain such certifications in his or her files.

Date \_\_\_\_\_ Proposer/Firm Name \_\_\_\_\_

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
Signature

BY: \_\_\_\_\_  
Printed Name

**HUMAN RIGHTS NUMBER OR STATEMENT**

Our Illinois Department of Human Rights Number is \_\_\_\_\_.

(or)

We do not have an Illinois Department of Human Rights Number. In lieu thereof, we will make application for it within thirty (30) calendar days from the date of this proposal or bid opening.

Sign line if applicable.

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
Signature

If you do not have a Human Rights Number, you may apply for one at the following address:

Illinois Department of Human Rights  
100 West Randolph Street  
State of Illinois Center, Suite 10-100  
Chicago, IL 60601  
(312) 814-2432

You can download the application form IDHR PC-1 rev. 07/1998 from the WEB at:  
[http://www.state.il.us/dhr/Programs/DHR\\_PBCT.htm](http://www.state.il.us/dhr/Programs/DHR_PBCT.htm)

**HOUSING AUTHORITY OF THE CITY OF FREEPORT  
MBE/DBE/WBE PARTICIPATION CERTIFICATION**

As Contractor of this project, we have established a goal of 20% MBE/DBE/WBE Participation on this project and attach any evidence of soliciting this participation as required by Section 3 of the Department of Housing and Urban Development Act of 1968 as amended.

Company Name  
& Address

Group  
MBE/DBE/WBE

Amount of  
Subcontract

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**EQUAL EMPLOYMENT OPPORTUNITY  
SMALL BUSINESS, MINORITY FIRMS AND WOMEN'S BUSINESS ENTERPRISES  
AFFIRMATIVE ACTION PLAN STATEMENT OF POLICY**

**IT IS THE POLICY OF THIS COMPANY** to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal executive Orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws and opportunities in employment. At present \_\_\_% of our workforce are minorities and \_\_\_% of our workforce are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. Our company will utilize referrals from the local sources for consideration of minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns located in Freeport, or Stephenson County, and to seek disadvantaged, minority and women business enterprises as subcontractors in the same geographical area in which we usually seek subcontractors and suppliers.

If we cannot meet our contract goal using Minority Business Enterprises and Women Business Enterprises from our geographical area we shall expand our search to a reasonably wider geographical area.

**GOAL REQUIREMENTS**

Minority Business Enterprise and Women Business Enterprise goals are set separately for this project. The Minority Business Enterprise goal is 20% and the Women Business Enterprise goal is 20%.

\_\_\_\_\_ is the official who will be responsible for implementing the above policy statement.

\_\_\_\_\_  
Date                      Proposer/Firm Name

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
Signature

BY: \_\_\_\_\_  
Printed Name

**HOUSING AUTHORITY OF THE CITY OF FREEPORT  
SECTION 3 AGREEMENT**

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. 12 U.S.C. 1701U (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects covered by Section 3 shall, to the greatest extent feasible be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for Housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implements Section 3, as evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- C. The Contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers representative of the contractor's commitments under this Section 3 Clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.
- D. The Contractor agrees to include this Section 3 Clause in every subcontract subject to compliance with regulation in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 Clause, upon a finding that the subcontractor is in violation of the regulation in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions; termination of this contract for default, debarment and/or suspension from future HUD assisted contracts.
- G. With respect to the work performed in connection with Section 3 covered Indian Housing Assistance, Section 7(b) of the Indian Self-determination, and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians and (ii) preference in the award of contracts and subcontracts shall be given to Indian Organizations and Indian Owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).
- H. By signing and submitting this proposal or bid packet, the contractor and their subcontractors agree to comply with HUD's regulation in 24 CFR Part 135, which implements Section 3.
- I. The above is respectfully submitted by:

Date \_\_\_\_\_ Proposer/Firm Name \_\_\_\_\_  
BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
Signature \_\_\_\_\_  
BY: \_\_\_\_\_ FED EMP ID# (FEIN): \_\_\_\_\_  
Printed Name \_\_\_\_\_  
ADDRESS, CITY, STATE, ZIP CODE \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

