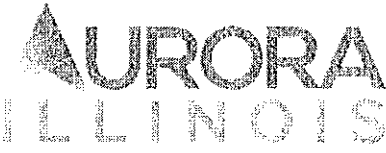


TOTAL FACILITY



Purchasing Division | Finance Department

Esther L. Phillips
Director of Purchasing

CITY OF LIGHTS

THOMAS J. WEISNER
Mayor

Date: September 10, 2015

To: Prospective Proposers

From: Esther L. Phillips, Director of Purchasing

RE: CITY OF AURORA REQUEST FOR PROPOSAL 15-44 – Addendum #1
JANITORIAL CLEANING SERVICES AT VARIOUS CITY-OWNED BUILDINGS

This addendum forms a part of the Request for Proposal 15-44 Janitorial Cleaning Services at Various City-Owned Buildings. All other information pertaining to the Request for Proposal shall remain the same.

Proposer must submit five (5) complete, sealed, signed and attested copies of the proposal, four (4) of which shall be a complete bound copy and one (1) of which shall be complete, identical, unbound copy of the proposal, and shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in each copy in order to be considered responsive. **In a separate sealed envelope, submit one (1) set of the proposal pricing.**

Proposers are instructed to use the attached Addendum Proposal Form and Contract.

Sealed proposals will be accepted until 2:00 pm, Wednesday, September 16, 2015 at the Office of the City Clerk, 44 E. Downer Place, Aurora, IL 60507.

Responses/Clarifications to questions received by 5:00 pm, Tuesday, September 8, 2015:

1. Correction to Appendix B, Page 10, Section 4.3.0 Phillips Park Course. November 1 thru March 31 should read 1 day a week.

4.3.0 Phillip’s Park Golf Course

Square Footage of Phillips Park Golf Course Clubhouse is 2,700 sq. ft. Phillips Park Golf Course Building is available for cleaning 9:00 pm – 5:00 am. Daily coverage will be for seven months as listed below, and 1 day/week for five months:

<u>PHILLIPS PARK GOLF COURSE CLUBHOUSE</u>	
1001 Hill Avenue, Aurora, IL	
Note: Kitchen Area is Not Included in this Bid	
April 1 thru October 31 (7 days a week)	
• Monday thru Sunday - Complete Clean	7 months
November 1 thru March 31 (2.1 days a week)	
• Monday – Complete Clean	5 months

44 E. Downer Place | Aurora, IL 60507-2067
630-256-3550 Office | 630-256-3559 Fax

2. Could you please provide us with the information what is the current contract amount (annually or monthly) for janitorial services at: Building & Permits, Stolp Island Offices, Public Art Building, Animal Control, and Central Garage Building?

Monthly billing rates for the above locations are as follows:

Building and Permits	\$895.00
Stolp Island Offices:	
- Public Information	\$250.00
- ACTV	\$200.00
- Fire Prevention	\$300.00
- Training Center	\$100.00
- Legal	Being handled by staff
Public Art Building	\$415.00
Central Garage	\$1,399.00
Animal Control	Being handled by staff

3. What is square footage for the above mentioned facilities?

Please see the attached sheet for the square footage of each building (Exhibit A)

4. Should we use prevailing State wages for staffing, or some other wage rate?

Only state service contracts, i.e. janitorial services, have to abide by the procurement requirements. You will need to contact the Department of Labor for additional information or questions.

5. Is snow removal part of the scope of work?

No, snow removal is not part of the scope of work.

6. Would the City of Aurora like us to submit a bid for window washing of exterior and/or interior windows?

No, window washing is not part of the scope of work.

7. Can you please verify the scope of work in the garage portion of the Central Garage on Broadway?

Appendix A, Section 2, Page 1 are the minimum qualifications, specifications, and scope of work.

The detailed Scope of Work for the Central Garage Building can be found in Appendix B, Section 5, beginning on Page 13.

8. Is it possible to get floor plans of the buildings with square footages on them?

Floor plans for all the buildings are unavailable, please see the attached sheet for the square footage of each building. (Exhibit A)

9. Is it possible to have the areas that are specific to the contract highlighted on the plans? This is particularly helpful for the Central Garage and Animal Control Building since portions of these buildings are not in the scope of work.

Floor plans for all the buildings are unavailable; at the site visit it was discussed which portions of the areas that are not in the scope of work.

10. Please provide all cleanable SQ. FT of all the buildings required janitorial Services.

Please see the attached sheet for the square footage of each building. (Exhibit A)

11. Who is the incumbent contractor and how long have they been providing their services?

There are three different contractors currently providing services:

Building	Contractor	Contract Term
City Hall	Crystal Management and Maintenance Services	1yr
Elmslie/Hogan Building	Crystal Management and Maintenance Services	1 yr
Alderman's Office	Crystal Management and Maintenance Services	1 yr
Building and Permits	A.Lindoo Building Maintenance	No Contract
Stolp Island Offices:		
- Public Information	M.J.M. Medina Maintenance	No Contract
- ACTV	M.J.M. Medina Maintenance	No Contract
- Fire Prevention	M.J.M. Medina Maintenance	No Contract
- Training Center	M.J.M. Medina Maintenance	No Contract
- Legal	Staff	
Public Art Building	A.Lindoo Building Maintenance	No Contract
Animal Control	Staff	No Contract
Customer Service	A.Lindoo Building Maintenance	No Contract
Central Garage	A.Lindoo Building Maintenance	No Contract
Visitor's Center	Crystal Management and Maintenance Services	1 yr
Phillips Park Golf Course	Crystal Management and Maintenance Services	1 yr

12. What is the current contracted monthly price and yearly price?

Monthly billing rates for the above locations are as follows:

City Hall	\$1,595.00
Alderman's Office	\$460.00
Elmslie/Hogan Building	\$880.00
Building and Permits	\$895.00
Stolp Island Offices:	
- Public Information	\$250.00
- ACTV	\$200.00
- Fire Prevention	\$300.00
- Training Center	\$100.00
- Legal	Being handled by staff
Public Art Building	\$415.00
Customer Service	\$440.00
Central Garage	\$1,399.00
Animal Control	Being handled by staff

13. Can you provide us with the bid tab sheet form the last bid opening?

The previous bid tabulation from the last bid opening has been attached as Exhibit B.

14. Is this current contract value including the cost of supplies?

No, the current contract value does not include cost of supplies.

15. Is the scope/size of this bid identical with the current contract?

No, this request for proposal has expanded buildings/services, currently each contract is separate.

16. Have there been any changes from the previously awarded contract to current request for bid?

Yes, please see response to #15.

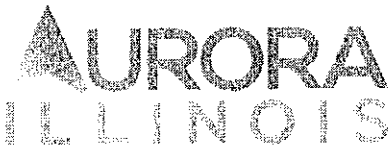
17. What are the criteria for awarding the contract?

See Appendix A, Page 3, Section 5. Evaluation Process for the criteria and process.

18. Is the contract being bid out due to poor performance from the incumbent contractor?

The current contract is expiring and the process is to rebid.

END OF ADDENDUM



Esther L. Phillips
Director of Purchasing

CITY OF LIGHTS

THOMAS J. WEISNER
Mayor

Date: September 11, 2015

To: Prospective Proposers

From: Esther L. Phillips, Director of Purchasing

RE: CITY OF AURORA REQUEST FOR PROPOSAL 15-44 – Addendum #2
JANITORIAL CLEANING SERVICES AT VARIOUS CITY-OWNED BUILDINGS

This addendum forms a part of the Request for Proposal 15-44 Janitorial Cleaning Services at Various City-Owned Buildings. All other information pertaining to the Request for Proposal shall remain the same.

Proposer must submit five (5) complete, sealed, signed and attested copies of the proposal, four (4) of which shall be a complete bound copy and one (1) of which shall be complete, identical, unbound copy of the proposal, and shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in each copy in order to be considered responsive. **In a separate sealed envelope, submit one (1) set of the proposal pricing.**

Proposers are instructed to use the attached Addendum Proposal Form and Contract.

Sealed proposals will be accepted until 2:00 pm, Wednesday, September 16, 2015 at the Office of the City Clerk, 44 E. Downer Place, Aurora, IL 60507.

Correction to Proposal Form and Addendum Proposal Form.

PARK & RECREATION DIVISION

Section 1e) Should read December 1 thru February 28 (1 day)

1e)	December 1 thru February 28 (31 days)
	Monday – Complete Clean

End of Addendum

CITY OF AURORA
ADDENDUM PROPOSAL FORM 15-44
JANITORIAL CLEANING SERVICES
AT VARIOUS CITY-OWNED BUILDINGS

All prices shall be shown as delivered Aurora Destination, Prepaid and Allowed. Do not add state, federal or local taxes. Municipalities are exempt. Exemption Certification Permit No. Illinois E9996-0842-07.

No additional charges over base proposal price will be accepted without written approval of the Purchasing Director.

The City of Aurora reserves the right to reject any or all Proposals, or parts thereof, and to waive any technicality, informality or irregularity in the Proposals received, and to disregard all nonconforming or conditional Proposals or counter-proposals and to hold the best Proposals for ninety (90) days from the opening date set forth above. The City further reserves the right to award the Proposal to the lowest responsible Proposer whose offer best responds in quality, fitness and capacity to the requirements of the proposed Work or usage and therefore is in the best interest of the City.

SUBMITTED BY

COMPANY Total Facility Maintenance, Inc.

ADDRESS 615 Wheat Lane, Suite C

CITY, STATE, ZIP Wood Dale, Illinois

PREPARER'S NAME Fay-Ann Young
Please Type

CONTRACT PERSON Jimmie Daniels
Please Type

EMAIL jdaniels@totalfacilitymaintenance.com

AUTHORIZED SIGNATURE *Jimmie Daniels* President
Title

PHONE # (630) 766-8635 FAX # (630) 766-0281 DATE 09/15/2015

Addendum #1 Received *Jimmie Daniels*
Signature

Addendum #2 Received *Jimmie Daniels*
Signature

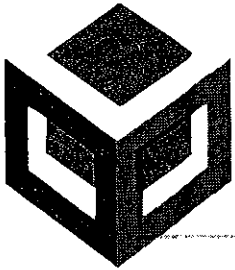
Total Facility Maintenance, inc.

615 Wheat Lane, Suite C
Wood Dale, IL. 60191

(630)766-8635
Fax (630)766-0281

Janitorial Services Proposal

Prepared for:



City of Aurora

44 E. Downer Place

Aurora, IL 60507

Submitted By:

Total Facility Maintenance, Inc.

615 Wheat Lane, Ste C

Wood Dale, IL 60191

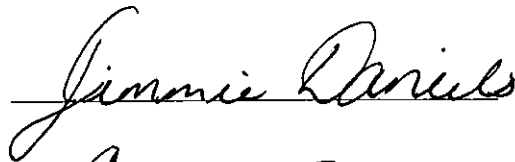
630-766-8635

jdaniels@totalfacilitymaintenance.com

September 15, 2015

Jimmie Daniels

President



Addendum #1 Received

9-10-15

Addendum #2 Received

9-11-15



Total Facility Maintenance, inc.

Minimum Qualifications, Specifications, and Scope of Work

1. Company Name: Total Facility Maintenance, Inc.
Address: 615 Wheat Lane, Suite C, Wood Dale, Illinois 60191
Tel: (630)766-8635
Fax: (630)766-0281
E-mail: jdaniels@totalfacilitymaintenance.com
2. Please see attached resume.
3. Total Facility Maintenance, Inc. – A minority-owned operated and staffed organization dedicated to the highest level of maintenance service was incorporated in 1985. The purpose of the company was to provide management and full contractual services for maintenance, housekeeping, and sanitation of buildings, institutions and commercial facilities, in both the public and private sector.

Since its inception the company has worked with many real estate management firms, corporations and government agencies, i.e., Jones Lang LaSalle, RR Donnelly, Corn Products International, Chicago Public School, NBC 5 Studio, and Rush Presbyterian St. Luke Medical Center to instill a high level of quality janitorial service. Please see attached reference sheet.

4. Please see attached reference sheet.
5. The number of employees that will be utilized in cleaning the solicited buildings will be four (4) employees at 6.5 hours each. If awarded the contract the organized framework will be given one month after startup so that we can familiarize ourselves with each building.
6. Based upon our inspection the areas that appear to be most critical to clean be the Aldermen's Office and the City Hall.



Total Facility Maintenance, inc.

7. The cleaning method Total Facility Maintenance recommends is the Standard Cleaning Method which includes dusting, sweeping, mopping, vacuuming etc. This method is used in majority of our other accounts. Individual facilities will have different frequencies for cleaning, the areas we clean should be cleaned to the corporate standard each time we clean them. The daily and periodic maintenance will be performed according to the contract specifications. The product we will use is what is currently on the market.

8. Please see attached training program.

**CITY OF AURORA
REQUEST FOR PROPOSAL 15-44**

**JANITORIAL CLEANING SERVICES
AT VARIOUS CITY-OWNED BUILDINGS**

CONTRACT

THIS AGREEMENT, entered on this ____ day of _____, 2015, for [**Janitorial Cleaning Services at Various City-Owned Buildings**] is entered into between the **CITY OF AURORA** ("City"), a municipal corporation, located at 44 E. Downer Place, Aurora, Illinois and _____ ("Contractor"), located at _____.

WHEREAS, the City issued a Request for Proposal 15-44 **Janitorial Cleaning Services at Various City-Owned Buildings**; and

WHEREAS, the Contractor submitted a Proposal in response to the RFP and represents that it is ready, willing and able to perform the Services specified in the RFP and herein as well as any additional services agreed to and described in the Agreement; and

WHEREAS, on _____, 2015, the City's awarded a contract to _____.

IN CONSIDERATION of the mutual promises and covenants herein contained, the parties hereto do mutually agree to the following:

1. **Agreement Documents.** The Agreement shall be deemed to include this document, Contractor's response to the RFP, to the extent it is consistent with the terms of the RFP, any other documents as agreed upon by the parties throughout the term of this Agreement, along with any exhibits, all of which are incorporated herein and made a part of this Agreement. In the event of a conflict between this Agreement and any exhibit, the provisions of this Agreement shall control.

**RFP 15-44 Janitorial Cleaning Services at Various City-Owned Buildings
Addendum #1
Addendum #2**

In connection with the RFP and this Agreement, Contractor acknowledges that it has furnished and will continue to furnish various certifications, affidavits and other information and reports, which are incorporated herein. Contractor represents that such material and information furnished in connection with the RFP and this Agreement is truthful and correct. Contractor shall promptly update such material and information to be complete and accurate, as needed, to reflect changes or events occurring after the Effective Date of this Agreement.

2. **Scope of Services.** Contractor shall perform the Services listed in the Scope of Services, attached hereto as Exhibit 1.

3. **Term.** This Agreement shall be for a period of twenty-four (24) months, from the date of award with the option for two one-year extensions based on mutual agreement between the Proposer and the City of Aurora, unless sooner terminated in accordance with the terms contained herein, ends upon completion of the Services.

4. Compensation.

a. **Maximum Price.** In accordance with the Contractor's Proposal, the maximum price for providing the Services shall be in accordance to the pricing on the RFP proposal form. The maximum price may not be changed unless the City is provided with supporting documentation to warrant the change in maximum price or as otherwise provided in this Agreement.

b. **Schedule of Payment.** The City shall pay the Contractor for the Services in accordance with the amounts set forth in Exhibit 2. The Contractor shall be required to submit an itemized invoice as well as any supporting documentation as required by the City. Payment shall be made upon the basis of the approved invoices and supporting documents. The City shall utilize its best efforts to make payment within thirty (30) days after approval of the invoice. Each invoice shall be accompanied by a statement of the Contractor of the percentage of completion of the Services through the date of the invoice, where applicable.

5. Performance of Services.

Standard of Performance. Contractor shall perform all Services set forth in this Agreement, and any other agreed documents incorporated herein, with the degree, skill, care and diligence customarily required of a professional performing services of comparable scope, purpose and magnitude and in conformance with the applicable professional standards. Contractor shall, at all times, use its best efforts to assure timely and satisfactory rendering and completion of the Services. Contractor shall ensure that Contractor and all of its employees or subcontractors performing Services under this Agreement shall be: (i) qualified and competent in the applicable discipline or industry; (ii) appropriate licensed as required by law; (iii) strictly comply with all City of Aurora, State of Illinois, and applicable federal laws or regulations; (iv) strictly conform to the terms of this Agreement. Contractor shall, at all times until the completion of the Services, remain solely responsible for the professional and technical accuracy of all Services and deliverables furnished, whether such services are rendered by the Contractor or others on its behalf, including, without limitation, its subcontractors. No review, approval, acceptance, nor payment for any and all of the Services by the City shall relieve the Contractor from the responsibilities set forth herein.

Notwithstanding the foregoing, Contractor shall not be responsible for the performance of construction contracts, work or products, or any deficiencies or effects resulting therefrom, of any contractor, subcontractor, manufacturer, supplier, fabricator, or consultant retained by the City or any other third-party, including any person working on their behalf. Nothing herein shall be construed as giving the Contractor the responsibility for or the authority to control, direct, or supervise construction, construction means, methods, techniques, sequences, procedures, and safety measures and programs except those which directly relate solely to Contractor's performance of Services as set forth in this Agreement.

6. Termination.

Termination for Convenience. The City has the right to terminate this Agreement, in whole or in part, for any reason or if sufficient funds have not been appropriated to cover the estimated requirement of the Services not yet performed, by providing Contractor with thirty (30) days notice specifying the termination date. On the date specified, this Agreement will end. If this Agreement is terminated by the City, as provided herein, the City shall pay the Contractor only for services performed up the date of termination. After the termination date, Contractor has no further contractual claim against the City based upon this Agreement and any payment so made to the Contractor upon termination shall be in full satisfaction for Services rendered. Contractor shall deliver to the City all finished and unfinished documents, studies and reports and shall become the property of the City.

7. **Miscellaneous Provisions.**

a. **Illinois Freedom of Information Act.** The Contractor acknowledges the requirements of the Illinois Freedom of Information Act (FOIA) and agrees to comply with all requests made by the City of Aurora for public records (as that term is defined by Section 2(c) of FOIA in the undersigned's possession and to provide the requested public records to the City of Aurora within two (2) business days of the request being made by the City of Aurora. The undersigned agrees to indemnify and hold harmless the City of Aurora from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the City of Aurora under this agreement.

b. **Entire Agreement.** This Agreement, along with the documents set forth in Section 1 and incorporated by reference elsewhere in this Agreement, with consent of the parties, represents the entire agreement between the parties with respect to the performance of the Services. No other contracts, representations, warranties or statements, written or verbal, are binding on the parties. This Agreement may only be amended as provided herein.

c. **Consents and Approvals.** The parties represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Agreement and the undertakings contemplated herein.

d. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

FOR CITY OF AURORA

By: _____

ATTEST:

City Clerk

FOR _____

By _____

(11/11/15)

(11/11/15)

(If a Corporation) CORPORATE NAME Total Facility Maintenance, Inc.

(SEAL)

By *Jimmy Daniel*
President – Contractor

ATTEST:

Dolores A. Daniel
Secretary

(If a Co-Partnership)

Partners doing Business under the firm

Contractor

(If an Individual)

_____ (SEAL)

_____ (SEAL)

Contractor

PROPOSER'S CERTIFICATION

I/We hereby certify that:

- A. A complete set of proposal papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.
- B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.
- C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all equal employment practice requirements contained in Public Act 87-1257 (effective July 1, 1993) and 775 ILCS 5/2-105 (A).
- D. I/We operate a drug free environment and drugs are not allowed in the workplace or satellite locations as well as City of Aurora sites in accordance with the Drug Free Workplace Act of January, 1992.
- E. The Proposer is not barred from bidding on the Project, or entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of "bid rigging" or "bid rotating" of any state or the United States.
- F. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

COMPANY NAME Total Facility Maintenance, Inc.

ADDRESS 615 Wheat Lane, Suite C

CITY/STATE/ZIP CODE Wood Dale, IL 60191

NAME OF CORPORATE/COMPANY OFFICIAL Jimmie Daniels
PLEASE TYPE OR PRINT CLEARLY

TITLE President

AUTHORIZED OFFICIAL SIGNATURE *Jimmie Daniels*

DATE 9/15/2015

TELEPHONE (630) 766-8635

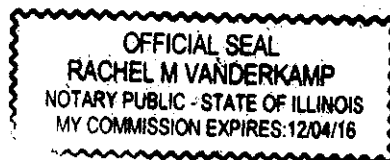
FAX No. (630) 766-0281

Subscribed and Sworn to

Before me this 15th day

of September, 2015

Rachel M. Vanderkamp
Notary Public



STATE OF ILLINOIS)
)
County of Kane) ss.

PROPOSER'S TAX CERTIFICATION

(PROPOSER'S EXECUTING OFFICER), being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of the PROPOSER, that this despondent is authorized to make them and that the statements contained herein are true and correct.

Proposer deposes, states and certifies that Proposer is not barred from contracting with any unit of local government in the State of Illinois as result of a delinquency in payment of any tax administered by the Illinois Department of Revenue unless Proposer is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax, all as provided for in accordance with 65 ILCS 5/11-42.1-1.

DATED this 15th day of September, 2015.

By Jimmie Daniels
(Signature of Proposer's Executing Officer)

Jimmie Daniels
(Print name of Proposer's Executing Officer)

President
(Title)

ATTEST/WITNESS:

By Dolores A. Daniels
Title Secretary



Subscribed and sworn to before me this 15th day of September, 2015.

Rachel M. Vanderkamp
Notary Public

(SEAL)

CITY OF AURORA
REQUEST FOR PROPOSAL 15-44
JANITORIAL CLEANING SERVICES
AT VARIOUS CITY-OWNED BUILDINGS

REFERENCES

(Please Type)
Organization Village of Hoffman Estate
Address 2305 Pembroke Avenue
City, State, Zip Hoffman Estate, Illinois 60169
Phone Number (847)781-2718
Contact Person Mr. Paul Petrenko
Date of Project Current

Organization Village of Schaumburg
Address 714 S. Plum Grove Road
City, State, Zip Schaumburg, Illinois 60193
Phone Number (847)923-6602
Contact Person Mr. Greg Remington
Date of Project Current

Organization Chicago Public School
Address 125 Clark Street,
City, State, Zip Chicago, Illinois
Phone Number (773)553-2928
Contact Person Mr. Lamar Atkins
Date of Project Current

Contractor's Name: Total Facility Maintenance, Inc.
Signature & Date: *Jimmie Daniels*, 9-15-2015

CITY OF AURORA
PROPOSAL FORM 15-44
JANITORIAL CLEANING SERVICES
AT VARIOUS CITY-OWNED BUILDINGS

All prices shall be shown as delivered Aurora Destination, Prepaid and Allowed. Do not add state, federal or local taxes. Municipalities are exempt. Exemption Certification Permit No. Illinois E9996-0842-07.

No additional charges over base proposal price will be accepted without written approval of the Purchasing Director.

The City of Aurora reserves the right to reject any or all Proposals, or parts thereof, and to waive any technicality, informality or irregularity in the Proposals received, and to disregard all nonconforming or conditional Proposals or counter-proposals and to hold the best Proposals for ninety (90) days from the opening date set forth above. The City further reserves the right to award the Proposal to the lowest responsible Proposer whose offer best responds in quality, fitness and capacity to the requirements of the proposed Work or usage and therefore is in the best interest of the City.

SUBMITTED BY

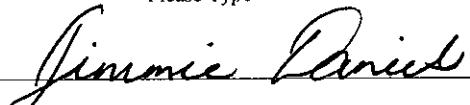
COMPANY Total Facility Maintenance, Inc.

ADDRESS 615 Wheat Lane, Suite C

CITY, STATE, ZIP Wood Dale, IL 60191

PREPARER'S NAME Fay-Ann Young
Please Type

CONTRACT PERSON Jimmie Daniels
Please Type

AUTHORIZED SIGNATURE  President
Title

PHONE # (630) 766-8635 FAX # (630) 766-0281 DATE 09/15/2015



City of Aurora

PURCHASING DIVISION

44 East Downer Place
Aurora, Illinois 60507

(630) 256-3550 (phone)
(630) 256-3559 (fax)

VENDOR APPLICATION FORM

Please fill in all spaces, Insert "NA" in blocks not applicable.
TYPE OR PRINT ALL ENTRIES.

Date: September 15, 2015

COMPANY Total Facility Maintenance, Inc.	HOW LONG IN PRESENT BUSINESS? 30 years
---	---

ADDRESS 615 Wheat Lane, Suite C	CITY Wood Dale	STATE Illinois	ZIP 60191
------------------------------------	-------------------	-------------------	--------------

CONTACT PERSON Jimmie Daniels	PHONE AND EXTENSION (630)766-8635	FAX NUMBER (630)766-0281
----------------------------------	--------------------------------------	-----------------------------

EMAIL ADDRESS
jdaniels@totalfacilitymaintenance.com

TYPE OF ORGANIZATION (Check Applicable) <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation	If Incorporated, indicate in which State Illinois
---	--

Year Established: 1987	Number of Employees working in Aurora: N/A
------------------------	--

CATEGORY (Check below the category which applies to the applicant)

<input type="checkbox"/> (A) Manufacturer or Producer	<input type="checkbox"/> (C) Retailer	<input type="checkbox"/> (E) Distributor
<input type="checkbox"/> (B) Wholesaler	<input type="checkbox"/> (D) Manufacturer's Agent	<input checked="" type="checkbox"/> (F) Service Establishment

TYPE OF PRODUCT/SERVICE REQUESTING TO BID ON: Janitorial

NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.

(A) PRESIDENT Jimmie Daniels	(B) VICE PRESIDENT Dolores Daniels
------------------------------	------------------------------------

(C) SECRETARY Dolores Daniels	(D) TREASURER
-------------------------------	---------------

(E) OWNERS OR PARTNERS

(F) IF (A) THRU (E) EMPLOYED BY STATE OR LOCAL GOVERNMENT STATE UNIT OF GOVERNMENT

TAXPAYER'S I.D. NO. FEIN <u>36-3572825</u> or S.S. No. _____ Completed W-9 Form required	INSURANCE INFORMATION (Check Applicable) LIABILITY INSURANCE: <input type="checkbox"/> \$1,000,000 <input type="checkbox"/> \$2,000,000 <input type="checkbox"/> \$5,000,000 <input type="checkbox"/> Other Minimum acceptable limits are \$1M per occurrence, \$2M general aggregate (some projects/bids may also require higher limits and/or excess liability coverage). It is required that the City of Aurora be named as a primary, non-contributory additional insured. Insurance Co. <u>Midwest Insurance</u> Attach a copy of your current certificate of insurance
--	---

PERSON(S) AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:

NAME	OFFICIAL CAPACITY
Jimmie Daniels	President
Dolores Daniels	CFO

MINORITY/WOMEN/DISABLED BUSINESS

The City of Aurora has established a Procurement Development Program designed to encourage city procurement from businesses owned by minorities, women, and disabled persons (MWDP).

Please enclose a current copy of your minority status certification from one of the below agencies with this application to register as a minority group member.

- Illinois Unified Certification Program
- Illinois Department of Central Management Services (CMS) Business Enterprise Program
- Illinois Department of Transportation
- Women's Business Development Center

MINORITY GROUP MEMBER Please check the applicable box(es).

NOTE: Do not complete this section unless you have attached a certification from one of the listed agencies.

Minority Business Enterprise Women Business Enterprise Disabled Business Enterprise

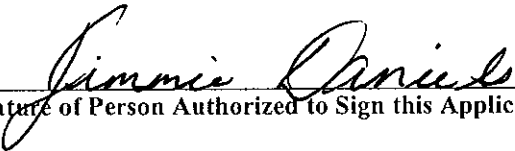
The City of Aurora also recognizes procurement actions with self-declared (non-certified) MWDP businesses. Please check the applicable box below.

African American Hispanic American Native American Asian-Pacific American
 Women-Owned Disabled

References:

Please provide name, address and phone number of references.

1. Village of Schaumburg, Schaumburg IL - Greg Remington (847)923-6602
2. Village of Hoffman Estate, Hoffman Estate IL - Paul Petrenko (847)781-2718
3. Batavia Park District, Batavia IL - Jim Eby (630)879-5235
4. Chicago Public School, Chicago IL - Lamar Atkins (773)553-2928
5. Prudential Insurance, Jacksonville FL - Roy Adair (904)313-5048


Signature of Person Authorized to Sign this Application

Jimmie Daniels, President
Name and Title of Person Signing (Type or Print)

USE BY CITY OF AURORA ONLY

VENDOR NUMBER:	APPROVED BY:	DATE:
COMMODITY CODE:	MINORITY STATUS:	



City of Aurora

Purchasing Division • Finance Department • 44 E. Downer Place • Aurora, Illinois 60507-2067
(630)256-3550 • FAX (630) 256-3559

Esther L. Phillips
Director of Purchasing

CITY OF AURORA PURCHASE ORDER REQUIREMENT POLICY ACKNOWLEDGEMENT FORM

I/we hereby acknowledge and will comply with the following purchase order requirement policy of the City of Aurora.

All properly authorized purchases of the City of Aurora must be evidenced by the issuance of purchase orders. A city purchase order number must be reflected on a vendor's invoice in order to ensure that purchases are made by authorized individuals for appropriate municipal purposes.

Any invoice received by the City of Aurora which is not supported by a purchase order will not be accepted as a valid city obligation. The invoice will be returned to the vendor without the city processing it for payment. This policy does not restrict city employees from making purchases on behalf of the city government with a credit card.

Notwithstanding the above, a city employee may make emergency purchases (i.e., without a purchase order) when goods or services are "urgently and imminently necessary for the preservation of life, health, and property." Prior to allowing an emergency purchase on behalf of the city, a vendor must obtain authorization from a member of the city's Purchasing Division staff.

Please type or print your contact information below.

Company Name: Total Facility Maintenance, Inc.

Address: 615 Wheat Lane, Suite C

City: Wood Dale State: Illinois Zip: 60191

Phone: (630)766-8635 Contact: Jimmie Daniels

Signature *Jimmie Daniels* Date: 09/15/2015

Print Name: Jimmie Daniels

If you desire to receive purchase orders electronically, please provide your email address below:

Email Address:
jdaniels@totalfacilitymaintenance.com

Invoices may be submitted to the city's Purchasing Division via email to: PurchasingDL@aurora-il.org.

CITY OF AURORA
ELECTRONIC FUNDS TRANSFER PROGRAM

The City of Aurora offers electronic funds transfer (EFT) to vendors capable of accepting this method of payment. If your company accepts EFT payments, please complete the following Electronic Funds Transfer Agreement.

Please return this Agreement form along with the other required forms necessary to become a vendor of the City of Aurora.

If your company is not capable of accepting this method of payment, please indicate below and return this sheet with the other required forms.

Our company is not capable of accepting EFT payments at this time.

Name: Dolores Daniels

Title: CFO

Company Name: Total Facility Maintenance, Inc.

Phone: (630)766-8635

Email: dadaniels@totalfacilitymaintenance.com



Total Facility Maintenance, inc.

**DOLORES DANIELS
1685 CHARLEMAGNE
HOFFMAN ESTATES, IL 60195
847-934-1718**

**POSITION: Vice President
TOTAL FACILITY MAINTENANCE, INC.
1994-PRESENT**

RESPONSIBILITIES:

- **Twenty years Data base manager for Official Airline Guide in Oakbrook – 57 employees reported to her in two shifts.**
 - **Responsible for the research and production of the Official Airline Guide which was the main source of revenue for the company**
 - **Produced both international and domestic airline schedule**
 - **Responsible for training airline carrier scheduling personnel from around the world**
 - **President of Total Facility Maintenance since 1994**
 - **Responsible for overseeing the day to day operations of the company**
 - **She thinks of herself as the company OMBUDSMAN**
- Acts in the capacity of Chief Financial Officer**



Total Facility Maintenance, inc.

Kris LOPATNIUK
5560 S. County Line Road
Hinsdale IL, 60521

KLopatniuktfm@gmail.com

Cell # 312-498-7656

CAREER OBJECTIVE: Manage the Maintenance Operations and Janitorial Services of Office and Rental Properties, where I can better utilize my acquired expertise to serve Property Investor interest through the implementation of cost-saving measures.

EDUCATION: University of Gdansk: Poland
Law Degree: With concentration in Labor Law

EMPLOYMENT: **Total Facility Maintenance Inc.,**
November 2012 VP Operations/ Sales
To-Present

September 2010 **Sun Building Maintenance LLC**
To-November 2012 VP Operations
Responsible for Maintenance and Janitorial Service Operation of 3 million SF and 120 employees.

April 2009 **National Building Resource Group LLC**
To-September 2010 VP Operations
Responsible for Maintenance and Janitorial Service Operation of 3 million SF and 120 employees.

January 2004 **National Building Resources**
To-September 2010 VP Operations
Responsible for Maintenance and Janitorial Service Operation of 5million SF and 170 employees.

January 1999 **Crescent Clearing Company**
To-January 2004 VP Operations
Responsible for Maintenance and Janitorial Service Operation of 7 million SF and 190 employees.

January 1987 **Helmsley Spear of IL Inc.**
To-January 1999 Night Superintendent
Responsible for Maintenance and Janitorial Service Operation of 3.5 million SF and 90 employees.



Total Facility Maintenance, inc.

October 1984
To-January 1999

Leasing and Management Company
Responsible for two Condominium Buildings services of
160 thousand SF and 25 employees.

October 1979
To - January 1976

Dorchester Hotel - London England
Head of Maintenance; Janitorial & Gest Services.

ORGANIZATIONAL OVERVIEW

TFM MANAGEMENT TEAM

CEO – Jimmie L. Daniels has served as Chairman of Minority Business for M.E.R.C. for two years. His primary responsibility was to create opportunities for minority vendors with majority companies. He has received recognition from many organizations for his dedication and commitment to helping others, help themselves. He has served on the Village of Hoffman Estates Board and has been honored by John Stroger (President of the Cook County Board) as one of the most aggressive leader and businessman of our time.

CFO - Dolores Daniels oversees the administration and financial responsibilities of the corporation and is personally involved in the customer relations of some of TFM's largest accounts.

OPERATIONS

Total Facility Maintenance brought together the **Best Team Possible**, each with a market leadership position ranging from 5 to 30 years. The TFM team therefore is uniquely positioned to provide the most-qualified professional facility service expertise available in the industry today.

Fay-Ann Coakley, VP of Sales – Janitorial Services, TFM. Has over 10 years' experience in the custodial field. With a vast array of experience within the company she brings the TFM team an unparalleled knowledge. Since joining the company back in 2005 as an on-site supervisor, Ms. Coakley has worked her way up from this position of Supervisor to her current position of VP of Sales/Operations. She manages client accounts, handles special projects, prepares proposals, and deal directly with the sub contractors to ensure TFM quality standards throughout.

CUSTOMER SERVICE

Krystofz Lopatniuk, Project/Area Manager – Janitorial Services, TFM. Has over 30 years' experience in the custodial field. He has personally been involved in developing strong ties with current customers, Village of Schaumburg and Village of Hoffman Estate. As the Project/Area Manager his job is to establish relationships with the clients manage client accounts, assist in tenant relations and to make sure that all staffing requirements for the accounts are met, along with his staff to ensure total quality service.



Brian Hernandez, Customer Service – Has over 5 years of experience in the janitorial field. His position brings him into direct contact with any janitor or supervisor on site at any of our facilities being serviced. He is responsible to implement correction prior to the client knowing there is a problem, make any changes he feels need to be made within any of our accounts as well as be the first contact for any issues regarding our employees. Any issue that Teddy cannot directly handle will be reported to the Customer Service Manager to handle and resolve.

Ken Daniels, Operations Manager – With over 10 years experience directly with the Chicago Public Schools, and prior subcontracting janitorial experience of 10 years his combination of backgrounds offers two different perspectives to the client. Ken is responsible for the Chicago Public School systems custodians. He is responsible for training, retraining, hiring, and overseeing the supervisors and leads within the schools. Ken's ability to resolve high level situations when they arise, as well as response time to emergency situations is excellent. His efforts toward being the liaison between the engineers, on site school administration and local school officials keeps all lines of communication open.

HUMAN RESOURCES

Michelle Garrett – Human Resources Manager - Has over 5 years of experience with handling implementation of new employees to the company. She handles the staffing for the company as a whole and has special emphasis on staffing for new accounts. Her position is also indicative of handling the union and any issues or changes that may arise for TFM employees. She believes in giving a fair chance to all employees but is firm in response to problem employees as well.

PAYROLL/ACCOUNTING

Jose Sandoval – Payroll Manager – Jose responsibility is to make sure that all wages are paid, union dues are sent, and employees questions regarding any of these issues are answered. He works directly with our supervisors to approve/deny time off as well as vacations for the employees.

Lizzette Velasco – Billing/Collections – Her responsibilities are to maintain the billing, invoicing, and collections for the company. TFM relies on Lizzette to make sure all invoices are sent on time; all billings are received and processed in a timely manner, and that collection calls are made when necessary to acquire payment in full. She deals directly with our clients and subcontractors relating to all of these issues.



QUALITY CONTROL INNOVATION

When TFM decided to develop a quality control program to minimize human error and eliminate defects, we started from the beginning. Our program focuses on the two most important components of quality control: Supervision and Performance.

Our Employee Performance Evaluation program measures the three most important aspects of consistent quality:

Attendance Performance Defect Elimination

Attendance

No cleaner can perform at a high level when attendance is low. Each employee is rated with monthly attendance commanding one third of their total evaluation.

Performance

Over all performance is rated numerically on a weekly basis by Supervisor inspection. These inspections are rated one through four with one being unacceptable and four being excellent. When averaged out over a month we can get a truer evaluation than a one time spot check.

Defect Elimination

The third component of our Employee Performance Evaluation program is defect elimination/follow up. An important aspect of quality control is correcting any defect which may arise. Our performance evaluation rates the actual corrective measures taken by our employee and includes them in the overall calculation.

These three components:

Attendance Performance Defect Elimination

When combined in one evaluation, provide the most accurate and comprehensive measurement of individual performance in the industry today.

The fact that our supervision conducts and calculates the actual evaluation guarantees accurate on-site performance in addition to physical inspections of tenant and common areas.

Performance evaluation scores determine employees' eligibility in employee incentive programs.

TRANSITION PLAN

- ❖ Upon notification of a new contract, our operations team meets with building management to review building requirements, individual tenant requirements, security procedures, trash and recycling procedures, energy conservation procedures and other topics related to the building. This coincides with a thorough tour of the building emphasizing high visibility areas and larger tenants.
- ❖ Based on specifications entered by the Operation Team, our computerized work management system creates a detailed accountability tracking documents that delineates specific steps and time lines ensuring the smooth start of operations on the mutually agreed upon start date.
- ❖ Operations team will order necessary supplies and equipment for project.
- ❖ Project Manager in conjunction with building management offers employment to existing staff. Open positions are posted and filled by our Human Resources Department.
- ❖ Preliminary work schedules for individual cleaners are developed, as well as project work schedules. Individual work schedules are adjusted as we become more familiar with the project, to enhance productivity.
- ❖ New employees are trained utilizing our interactive CD-ROM, and/or classroom-training course.
- ❖ Working and non-working supervisors are identified and specifically trained.
- ❖ During the initial start-up, extra supervision are assigned, to continue hands-on training for new and existing staff, and to provide thorough back checking of the cleaning to assure a smooth start.
- ❖ Our operations team is in contact daily, whenever necessary, to facilitate communication. Regular contact between our field supervisors and the customer assures the highest standards of service and customer satisfaction.

IMPLEMENTATION PLAN

The implementation plan is divided into six phases starting with the date of contract award and going through the first 90 days of the contract.

PHASE ONE Management introduction and orientation

Introduction to the personnel of the Company's committed project manager, support personnel and the Company's management team.

- ❖ In conjunction with personnel establish the following:
- ❖ Work authorized procedures
- ❖ TB and background screening procedures
- ❖ Communication and call in procedures
- ❖ Time and record keeping procedures
- ❖ Billing procedures
- ❖ Uniform control and drop off location
- ❖ ID cards issuing procedures
- ❖ Write operation plan incorporating all of the above procedures

Develop an employment referral system for potential new hires.

Review with the Company's "Employment Rules and Regulations" to insure complete compliance.

PHASE TWO Recruitment

Using referrals from the regions, community organizations and the Illinois Department of Employment Security develop a pool of qualified potential employees that meets the requirements with emphasis on recruiting qualified minority individuals in accordance with the Company's affirmative action plan.

PHASE THREE Employment

Pre-screen all qualified individuals including written/telephone verification of references and pre-employment drug urinalysis test.

- ❖ Individuals who pass both the prescreening will be referred for TB and criminal background screening.
- ❖ Hire approved individuals
- ❖ Obtain ID cards for new hires
- ❖ Measure new hires for uniforms and order uniforms



PHASE FOUR Orientation and training

Each new hire will receive a minimum of 16 hours of training. 8 hours of which will be conducted at Company's expense prior to assignment to a facility and the other 8 hours will be on the job training.

8 hours pre assignment training program will include:

Orientation to Company rules and regulations, Company benefits, honesty and security issues, drug free work place, sexual harassment policy, and disciplinary procedures.

Technical training

View the Dumac interactive videos (details attached)

#1002 "GROUND RULES FOR CUSTODIANS"

#1001A "INTERIOR OFFICE CLEANING"

#1005 "BASIC RESTROOM CLEANING"

#1010A "DAILY FLOOR MAINTENANCE"

Discussion and questions and answers after each video with additional lectures on applicability on baseline specifications.

Safety training

View Dumac #1003 "SAFETY FOR CUSTODIANS" with additional lectures on bloodborne pathogens, OSHA-Material Safety Data Sheets and employee's right to know.

Attitude training

Developing and maintaining a positive customer service attitude
Company and Client quality standards

Administrative procedure training

- ❖ Call in and assignment procedures
- ❖ Time and record keeping procedures
- ❖ The specific "Custodial Operation Manual" and the written job descriptions



PHASE FIVE Start-up/first month

During the first month of the contract at least two additional management support personnel will be assigned exclusively to assist the project manager in the following:

- ❖ Coordinating employee assignments
- ❖ Meeting with Client personnel to fine-tune operating procedures
- ❖ Providing an additional 8 hours of on the job training to each employee
- ❖ Evaluating quality of work performed by employees

PHASE SIX On going

Meeting with Client personnel to review and evaluate Company's employees, procedures, communications and quality and make adjustment, if necessary, to obtain complete Client satisfaction

Details in the Company's training programs and suggested model for quality assurance and time accountability follows:

Availability of adequate personnel to provide assistance

Total Facility Maintenance, Inc. worked with Ogden Facility Services on the "Custodial Management Service" project from September 1995 through December 1995. The Company was responsible for all of region three and part of region four, including the regional manager for region three; all of these individuals are available to work with the Company as both committed personnel and as support personnel.

Customer Satisfaction and Total Quality Profile

Objective

Customer satisfaction is the primary goal of the Total Facility Maintenance service plan. Therefore all aspects of our plan and all members of our Staff are measured on the level of customer satisfaction achieved. Customer satisfaction is determined in a manner to establish a base satisfaction level and subsequently it is measured and monitored to detect any change to that satisfaction level. Also, the plan is designed to detect changes in service that may impact customer satisfaction. Customer satisfaction is determined through direct surveys, customer surveys, customer comment boxes, a service request log, quality team meetings and service inspections.

1. ***Periodic Surveys*** – With the permission of the customer, periodic surveys on employee satisfaction are conducted. The surveys are anonymous written feedback responses on forms distributed to the customer employees. The surveys can be overseen by Total Facility Maintenance or the customer. The results of the surveys are used to determine areas for improvement and to acknowledge achievements.
2. ***Quality Teams*** – These teams are implemented to empower the employees with a forum for discussion of customer satisfaction, ideas for service improvement and opportunities for cost of service reductions. The quality teams can include Total Facility Maintenance employees as well as customer employees. These team meetings provide real time feedback to supplement the periodic surveys.
3. ***Employee Comment Boxes*** – Suggestions boxes can be located in common areas to provide the employees with an opportunity to make constructive suggestions for service improvement, satisfaction of service and observations regarding individual employee's courtesy or professionalism.
4. ***Service Request Log*** – This log contains entries of all customer requests for service and is kept by the site manager. The log is a detailed report of service accomplishments and deficiencies.
5. ***Periodic Service Inspections*** – Inspections are conducted to determine the quality level of service provided. The quality of service will directly impact customer satisfaction. Inspections will spot quality of service fluctuations and provide opportunities for correction before deterioration of satisfaction.

"A Mission of Customer Satisfaction"
Total Facility Maintenance, Inc.

Standards of Quality

The Corporate Standards of Quality were designed to assure a consistent level of quality throughout the company. These standards offer specific definitions of acceptable quality levels for surfaces cleaned by Total Facility Maintenance, Inc.

Although individual facilities will have different frequencies for cleaning, the areas we clean should be cleaned to the corporate standard each time we clean them. The daily and periodic maintenance will be performed according to the contract specifications.

All Job Managers, Supervisors, and General Cleaners must review these standards and strictly adhere to them. The methods and procedures for achieving these standards are described in the Facilities Maintenance Training Manual. These standards will be used as the basis for all written inspections and will be a major part of performance reviews.

Levels of quality which do not meet corporate standards will be considered unacceptable. Remember, if it's worth doing, it's worth doing well.

"A Mission of Customer Satisfaction"
Total Facility Maintenance, Inc.



**TOTAL FACILITY MAINTENANCE
EMPLOYEE RE-TRAINING**

The following topics will be demonstrated by Total Facility Supervisors and certifies that employees have been trained in these areas.

- Dusting
- Mopping
- Sweeping
- (Floor Care) Strip & Wax / Buffing
- Chemical Use Training
- Classroom Cleaning
- Bathroom Cleaning
- Equipment Maintenance
- Asbestos
- Safety (Lifting, Ladder, Furniture, etc.)

Date: _____

Print Name: _____

Signature: _____

Name of School: _____

Supervisor's Signature: _____

Comments: _____

TFM ADVANTAGE

- ❖ Sustained solid growth since establishment in 1987
- ❖ Dedicated and experienced managers average in excess of 24 years with our company
- ❖ Scope: Custodial, Management and More
- ❖ 33 million in annual revenue
- ❖ 1000 employees
- ❖ Unique client relationships
- ❖ Exceptional account retention record: 10 year average duration
- ❖ Customers include:
 - Educational Institutions
 - Medical Institutions
 - Government Facilities
 - Financial Institutions
 - Corporate Headquarters

"A Mission of Customer Satisfaction"
Total Facility Maintenance, Inc.

TOTAL FACILITY MAINTENANCE, INC.
Balance Sheet
As of March 31, 2015

	Mar 31, 15
ASSETS	
Current Assets	
Checking/Savings	
Cash	40,391
Total Checking/Savings	40,391
Accounts Receivable	
Accounts receivable	2,213,868
Total Accounts Receivable	2,213,868
Other Current Assets	
Other receivables	4,000
Loan Receivable	6,700
Stockholder loan	324,924
Total Other Current Assets	335,623
Total Current Assets	2,589,882
Fixed Assets	
Property & equipment	367,504
Accumulated depreciation	(332,495)
Total Fixed Assets	35,009
Other Assets	
Deposits	78,030
Total Other Assets	78,030
TOTAL ASSETS	2,702,921
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts payable	1,087,402
Total Accounts Payable	1,087,402
Other Current Liabilities	
Bank loan payable	455,374
Accrued expenses	66
Crnt portion long term debt	6,170
Total Other Current Liabilities	461,609
Total Current Liabilities	1,549,012
Long Term Liabilities	
Long term debt - net	47,036
Total Long Term Liabilities	47,036
Total Liabilities	1,596,047
Equity	
Common stock	1,000
Retained earnings	1,018,656
Distributions to stockholders	(12,749)
Net Income	99,967
Total Equity	1,106,874
TOTAL LIABILITIES & EQUITY	2,702,921

See Accountant's Compilation Report

TOTAL FACILITY MAINTENANCE, INC.
Statement of Income
For Three Months Ended March 31, 2015

	Jan - Mar 15	% of Income
Ordinary Income/Expense		
Income		
Sales	5,468,236	100%
Total Income	5,468,236	100%
Cost of Goods Sold		
Payroll	3,839,247	70%
Taxes - payroll	605,840	11%
Insurance	251,410	5%
Subcontract	438,816	8%
Supplies	14,185	0%
Uniforms & linens	5,197	0%
Freight	1,314	0%
Total COGS	5,156,008	94%
Gross Profit	312,228	6%
Expense		
Business meals & entertainment	5,427	0%
Computer	3,591	0%
Consulting fees	4,050	0%
Depreciation	1,998	0%
Insurance	11,296	0%
Interest	4,378	0%
Maintenance & cleaning	371	0%
Office	21,878	0%
Office payroll	44,800	1%
Officer salaries	23,100	0%
Payroll service	9,112	0%
Professional	17,846	0%
Rent	9,000	0%
Rent - equipment	5,296	0%
Seminars & education	571	0%
Telephone	11,051	0%
Travel	11,665	0%
Truck & auto	24,474	0%
Utilities	1,152	0%
Total Expense	211,059	4%
Net Ordinary Income	101,169	2%
Other Income/Expense		
Other Expense		
State replacement tax	1,202	0%
Total Other Expense	1,202	0%
Net Other Income	(1,202)	(0)%
Net Income	99,967	2%

See Accountant's Compilation Report



DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

NOV - 6 '2014

Rev. Jimmie Daniels
Total Facility Maintenance, Inc.
615 Wheat Lane, Ste C
Wood Dale, IL 60191

Dear Jimmie Daniels:

We are pleased to inform you that **Total Facility Maintenance, Inc.**, has been recertified as a **Minority-Owned Business Enterprise ("MBE")**, by the City of Chicago ("City"). This **MBE** certification is valid until **11/01/2019**; however your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an annual No-Change Affidavit. Your firm's **annual No-Change Affidavit** is due by **11/01/2015, 11/01/2016, 11/01/2017, and 11/01/2018**. Please remember, you have an affirmative duty to file your **No-Change Affidavit 60 days** prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **11/01/2019**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **09/01/2019**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **MBE** if you fail to:

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at chicagoinspectorgeneral.org, or 866-IG-TIPLINE (866-448-4754).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

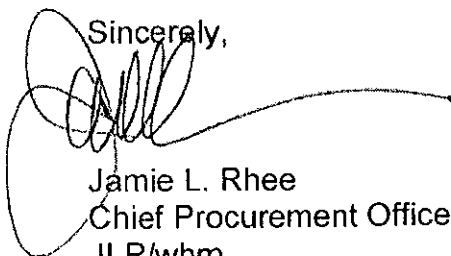
Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

NAICS Code(s):
561720 – Janitorial Services

Your firm's participation on City contracts will be credited only toward **Minority-Owned Business Enterprise**, goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,



Jamie L. Rhee
Chief Procurement Officer
JLR/whm



CHICAGO MINORITY SUPPLIER DEVELOPMENT COUNCIL

THIS CERTIFIES THAT

**TOTAL FACILITY MAINTENANCE, INC.
(dba: TOTAL MAINTENANCE AND CONSTRUCTION SERVICES, INC.)**

Has met the requirements for certification as a bona fide Minority Business Enterprise as defined by the National Minority Supplier Development Council, Inc. (NMSDC) and as adopted by the Chicago Minority Supplier Development Council.

NAICS Codes: 561720, 236220

**Description of their products/services as defined by the North American Industry Classification System (NAICS)
Product/Service Description: JANITORIAL / BUILDING MAINTENANCE AND PAINTING SERVICES; GENERAL CONSTRUCTION AND CONSTRUCTION CLEAN-UP; SALE OF EXPENDABLE ITEMS

10/31/2014

CH687

Issued Date

Certificate Number

10/31/2015

Expiration Date

Julia E. Abel Morgan
President, Chicago MSDC

By using your assigned (through NMSDC only) password, NMSDC Corporate Members may view the original certificate by logging in at: <http://www.nmsdc.org>



An affiliate of the National Minority Supplier Development Council, Inc. (NMSDC)



CERTIFICATE OF LIABILITY INSURANCE

TOTAFAC-01

CATR

DATE (MM/DD/YYYY)

11/3/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Midwest Insurance Agency, Inc. 975 W Hawthorn Drive Itasca, IL 60143	(630) 472-2300	CONTACT NAME:	
		PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Secura Insurance Company	
		INSURER B : Hartford Insurance, Co.	
		INSURER C : Technology Insurance	
		INSURER D : Travelers Indemnity Insurance Company	
		INSURER E :	
		INSURER F :	

INSURED
Total Facility Maintenance Inc.
615 Wheat Lane Suite C
Wood Dale, IL 60191-

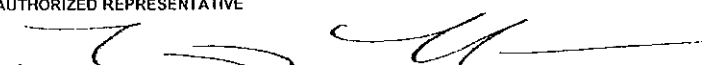
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			CP31701214	11/1/2014	11/1/2015	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
GEN'L AGGREGATE LIMIT APPLIES PER:								
<input checked="" type="checkbox"/>	POLICY	<input type="checkbox"/>	PRO-JECT	<input type="checkbox"/>	LOC			
B	AUTOMOBILE LIABILITY			83UECNM6393	11/1/2014	11/1/2015	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/>	SCHEDULED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	NON-OWNED AUTOS				PROPERTY DAMAGE (PER ACCIDENT)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/>	OCCUR	CU31701224	11/1/2014	11/1/2015	EACH OCCURRENCE	\$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/>	CLAIMS-MADE				AGGREGATE	\$ 5,000,000
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	RETENTION \$ 10,000					\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			TWC3434152	11/1/2014	11/1/2015	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS	<input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	Y/N				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
D	Crime			105859790	11/6/2014	11/6/2015	Employee Theft	\$250,000/\$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Proof of Coverage

CERTIFICATE HOLDER Proof of Coverage	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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Esther L. Phillips
Director of Purchasing

CITY OF LIGHTS

THOMAS J. WEISNER
Mayor

Date: September 10, 2015

To: Prospective Proposers

From: Esther L. Phillips, Director of Purchasing

RE: CITY OF AURORA REQUEST FOR PROPOSAL 15-44 -- Addendum #1
JANITORIAL CLEANING SERVICES AT VARIOUS CITY-OWNED BUILDINGS

This addendum forms a part of the Request for Proposal 15-44 Janitorial Cleaning Services at Various City-Owned Buildings. All other information pertaining to the Request for Proposal shall remain the same.

Proposer must submit five (5) complete, sealed, signed and attested copies of the proposal, four (4) of which shall be a complete bound copy and one (1) of which shall be complete, identical, unbound copy of the proposal, and shall have provided all requested information, and submitted all appropriate forms, certificates, affidavits and addendum acknowledgements in each copy in order to be considered responsive. **In a separate sealed envelope, submit one (1) set of the proposal pricing.**

Proposers are instructed to use the attached Addendum Proposal Form and Contract.

Sealed proposals will be accepted until 2:00 pm, Wednesday, September 16, 2015 at the Office of the City Clerk, 44 E. Downer Place, Aurora, IL 60507.

Responses/Clarifications to questions received by 5:00 pm, Tuesday, September 8, 2015:

1. Correction to Appendix B, Page 10, Section 4.3.0 Phillips Park Course. November 1 thru March 31 should read 1 day a week.

4.3.0 Phillip's Park Golf Course

Square Footage of Phillips Park Golf Course Clubhouse is 2,700 sq. ft. Phillips Park Golf Course Building is available for cleaning 9:00 pm – 5:00 am. Daily coverage will be for seven months as listed below, and 1 day/week for five months:

PHILLIPS PARK GOLF COURSE CLUBHOUSE	
1001 Hill Avenue, Aurora, IL	
Note: Kitchen Area is Not Included in this Bid	
April 1 thru October 31 (7 days a week)	
• Monday thru Sunday - Complete Clean	7 months
November 1 thru March 31 (2 1 days a week)	
• Monday – Complete Clean	5 months

2. Could you please provide us with the information what is the current contract amount (annually or monthly) for janitorial services at: Building & Permits, Stop Island Offices, Public Art Building, Animal Control, and Central Garage Building?

Monthly billing rates for the above locations are as follows:

Building and Permits	\$895.00
Stop Island Offices:	
- Public Information	\$250.00
- ACTV	\$200.00
- Fire Prevention	\$300.00
- Training Center	\$100.00
- Legal	Being handled by staff
Public Art Building	\$415.00
Central Garage	\$1,399.00
Animal Control	Being handled by staff

3. What is square footage for the above mentioned facilities?

Please see the attached sheet for the square footage of each building (Exhibit A)

4. Should we use prevailing State wages for staffing, or some other wage rate?

Only state service contracts, i.e. janitorial services, have to abide by the procurement requirements. You will need to contact the Department of Labor for additional information or questions.

5. Is snow removal part of the scope of work?

No, snow removal is not part of the scope of work.

6. Would the City of Aurora like us to submit a bid for window washing of exterior and/or interior windows?

No, window washing is not part of the scope of work.

7. Can you please verify the scope of work in the garage portion of the Central Garage on Broadway?

Appendix A, Section 2, Page 1 are the minimum qualifications, specifications, and scope of work.

The detailed Scope of Work for the Central Garage Building can be found in Appendix B, Section 5, beginning on Page 13.

8. Is it possible to get floor plans of the buildings with square footages on them?

Floor plans for all the buildings are unavailable, please see the attached sheet for the square footage of each building. (Exhibit A)

9. Is it possible to have the areas that are specific to the contract highlighted on the plans? This is particularly helpful for the Central Garage and Animal Control Building since portions of these buildings are not in the scope of work.

Floor plans for all the buildings are unavailable; at the site visit it was discussed which portions of the areas that are not in the scope of work.

10. Please provide all cleanable SQ. FT of all the buildings required janitorial Services.

Please see the attached sheet for the square footage of each building. (Exhibit A)

11. Who is the incumbent contractor and how long have they been providing their services?

There are three different contractors currently providing services:

Building	Contractor	Contract Term
City Hall	Crystal Management and Maintenance Services	1yr
Elmslie/Hogan Building	Crystal Management and Maintenance Services	1 yr
Alderman's Office	Crystal Management and Maintenance Services	1 yr
Building and Permits	A.Lindoo Building Maintenance	No Contract
Stolp Island Offices:		
- Public Information	M.J.M. Medina Maintenance	No Contract
- ACTV	M.J.M. Medina Maintenance	No Contract
- Fire Prevention	M.J.M. Medina Maintenance	No Contract
- Training Center	M.J.M. Medina Maintenance	No Contract
- Legal	Staff	
Public Art Building	A.Lindoo Building Maintenance	No Contract
Animal Control	Staff	No Contract
Customer Service	A.Lindoo Building Maintenance	No Contract
Central Garage	A.Lindoo Building Maintenance	No Contract
Visitor's Center	Crystal Management and Maintenance Services	1 yr
Phillips Park Golf Course	Crystal Management and Maintenance Services	1 yr

12. What is the current contracted monthly price and yearly price?

Monthly billing rates for the above locations are as follows:

City Hall	\$1,595.00
Alderman's Office	\$460.00
Elmslie/Hogan Building	\$880.00
Building and Permits	\$895.00
Stolp Island Offices:	
- Public Information	\$250.00
- ACTV	\$200.00
- Fire Prevention	\$300.00
- Training Center	\$100.00
- Legal	Being handled by staff
Public Art Building	\$415.00
Customer Service	\$440.00
Central Garage	\$1,399.00
Animal Control	Being handled by staff

13. Can you provide us with the bid tab sheet form the last bid opening?

The previous bid tabulation from the last bid opening has been attached as Exhibit B.

14. Is this current contract value including the cost of supplies?

No, the current contract value does not include cost of supplies.

15. Is the scope/size of this bid identical with the current contract?

No, this request for proposal has expanded buildings/services, currently each contract is separate.

16. Have there been any changes from the previously awarded contract to current request for bid?

Yes, please see response to #15.

17. What are the criteria for awarding the contract?

See Appendix A, Page 3, Section 5. Evaluation Process for the criteria and process.

18. Is the contract being bid out due to poor performance from the incumbent contractor?

The current contract is expiring and the process is to rebid.

END OF ADDENDUM

RFP 15-44: Janitorial Services at Various City-Owned Buildings

Central Services

Pricing Opened October 1, 2015

Vendor	City/State	All Downtown			Animal Control	Customer Service	Visitors Center	Phillips Park Clubhouse
		Buildings	Garage	Control				
A. Lindoo Building Maintenance	Aurora, IL	\$ 79,416.00	\$ 16,500.00	\$ 5,280.00	\$ 5,988.00	\$ 4,407.00	\$ 5,225.00	
All Cleaners, Inc.	Willowbrook, IL	\$ 83,592.00	\$ 29,040.00	\$ 3,720.00	\$ 3,960.00	\$ 7,283.00	\$ 7,925.00	
Alpha Building Maintenance Services	Homer Glen, IL	\$ 56,022.00	\$ 9,000.00	\$ 14,100.00	\$ 13,140.00	\$ 2,167.00	\$ 5,295.00	
Crystal Maintenance Services Corp.	Mount Prospect, IL	\$ 61,200.00	\$ 13,500.00	\$ 4,140.00	\$ 4,680.00	\$ 4,665.00	\$ 5,290.00	
Open Works	Rosemont, IL	\$ 98,412.00	\$ 21,936.00	\$ 5,712.00	No Bid	\$ 4,575.00	\$ 5,840.00	
Perfect Cleaning Services	Chicago, IL	\$ 62,040.00	\$ 16,200.00	\$ 10,200.00	\$ 5,400.00	\$ 4,650.00	\$ 4,915.00	
Smith Maintenance	Chicago, IL	\$ 81,516.36	\$ 21,824.40	No Bid	No Bid	\$ 5,823.99	\$ 6,474.60	
Total Facility Maintenance	Wood Dale, IL	\$ 72,480.00	\$ 17,400.00	\$ 3,600.00	\$ 6,000.00	\$ 4,023.99	\$ 5,323.00	

*Calculations are annual costs

10/1/2015 10:00 AM
 10/1/2015 10:00 AM
 10/1/2015 10:00 AM