



NOTICE

REQUEST FOR PROPOSAL

Janitorial Services

December 2, 2025

Due December 19, 2025

Janitorial Services Specifications

Instructions/Information to Prospective Bidders

Invitation to Bid

The City of Mt. Vernon, Illinois is requesting proposals for Janitorial Services for the following:

- City Hall - 1100 Main St. – both floors, excluding the Fire Station
- Tourism Office - 123 S. 10th St., Suite 503
- Public Works/Maintenance Office building – 1201 Casey Ave.
- Police Station – 600 S. 27th St.

Term of Contract: The term of the contract shall be February 1, 2026, through December 31, 2027. The initial term of this contract may be extended for additional two-year periods under mutually agreeable terms and conditions to the Contractor and the City of Mt. Vernon, Illinois. The City of Mt. Vernon or the Contractor shall notify the other party no less than sixty (60) days prior to the expiration of the initial or additional terms of the contract of its intent regarding the extended terms of the contract along with the terms and conditions acceptable to them of the extension. An extension would require an amendment to the contract signed by both parties.

The City reserves the right to change, add, or delete the areas of janitorial responsibilities as it deems to be in its best interest. The effects on this contract of any changes will be mutually agreed upon by both parties and an amended agreement will be signed by both parties.

Schedule of Events

Release of RFP: December 2, 2025

Mandatory Walkthrough of All Buildings: December 8, 2025 at 10:00 a.m. (beginning at City Hall)

Attendance is required to be eligible to submit a proposal. No alternate walkthrough dates or individual tours will be provided.

Deadline for Submission: December 19, 2025, at 10 a.m.

Selection of Service Provider: January 5, 2026, City Council Meeting, 7 p.m.

Inquiries

Questions regarding this RFP shall be submitted to Kendra Donoho at (618) 242-6802 or by email at kendra.donoho@mtvernon.com with “Janitorial Services” as the subject line.

Process for Submitting Proposal

Sealed proposals may be mailed or hand-delivered to:

City Clerk’s Office
1100 Main St., PO Box 1708
Mt. Vernon, IL 62864

Proposals should be clearly marked “Janitorial Services” on the outside of the envelope. Proposals received after the deadline will be rejected. The City reserves the right to waive any technicalities. The City also reserves the right to reject any and all quotes and is not obligated to accept the lowest quote.

The City also reserves the right to negotiate “Technical and Supplemental Specifications” with the company with the awarded quote.

Quotes received prior to the advertised date and hour of opening will be kept securely sealed and no quotes received thereafter will be considered. All quotes must be guaranteed for no less than sixty (60) days.

All persons providing quotes must have in their possession, or have reasonably available to them by February 1, 2026, the personnel and equipment that are necessary to perform the specified work.

The City reserves the right to waive any technicalities. The City also reserves the right to reject any and all quotes and is not obligated to accept the lowest quote. The City also reserves the right to negotiate “Technical and Supplemental Specifications” with the company with the awarded quote.

Information Required with Proposal

The proposal shall include the following:

- Estimated Cost for initial deep cleaning for each location **listed separately** (pg 16)
- Estimated Cost for routine cleaning for each location **listed separately** (pg 16)
- Professional References including name, contact number, and email (if available) of three customers that have used the company’s cleaning services for at least one year (pg 15)
- W-9
- Certificate of Insurance indicating that the party has obtained for the benefit and protection of himself/herself, and the City of Mt. Vernon, Illinois, general liability insurance of at least \$1,000,000 per occurrence / \$2,000,000 aggregate, employer’s liability insurance of at least \$1,000,000 and workers compensation insurance provided at statutory limits. The “Certificate of Insurance” shall also certify that the insurance will not be cancelled or allowed to lapse during the time of the contract without first giving notice in writing to the City of Mt. Vernon, Illinois. The City should be named as “additional insured” on the general liability policy and evidence of that should be shown on the certificate of insurance.

Supplies

The service provider shall provide all cleaning equipment and cleaning supplies. The City will supply paper products, trash can liners, and hand soaps. When these supplies are low, please make a note in the blue binder in the City Clerk’s office along with the product number needing replaced.

Description of Work – City Hall – 1100 Main Street

Services to be provided on Tuesdays and Thursdays after 5 p.m., and one weekend day per week:

General Areas: (offices, halls, foyers, reception area, meeting rooms)

- Empty wastebaskets, dispose of waste into provided dumpsters/containers, and change liners as needed
- Spot clean spills and stains on tabletops and other furniture
- Spot clean all walls, doors, baseboards
- Sweep, damp mop, and sanitize hard floors
- Vacuum carpet in traffic lanes and sweep off mats
- Dust mop stairwells
- Dust all horizontal surfaces below 60 inches (open areas on desks, tabletops, bookshelves, etc.)
- Clean interior glass doors and windows

Washrooms:

- Clean, sanitize, and polish all porcelain and stainless-steel fixtures
- Clean all glass and mirrors
- Empty all containers and disposals, dispose of waste into provided dumpsters/containers, and change liners
- Refill all dispensers with paper products and hand soap to normal limits
- Sweep, damp mop, and sanitize hard floors
- Spot clean all walls, doors, and partitions
- Dust all horizontal surfaces below 60 inches

Eating Areas: (employee lounges, kitchenettes)

- Empty all wastebaskets, dispose of waste into provided dumpsters/containers, and change liners as necessary
- Spot clean spills and stains
- Sweep, damp mop, and sanitize hard floors
- Clean and sanitize tabletops, seats, chair backs, sinks, countertops, microwave, vending machines, and refrigerators
- Empty and wash all containers and dishes
- Replace supplies at reasonable intervals

Administrative Services:

- Notify building contacts of irregularities
- Notify contacts when supplies are low
- Turn off all lights (except those designated)
- Close/lock windows and doors

Services to be provided once per week**All Areas:**

- Dust horizontal surfaces up to 70 inches, including stair railings
- Clean glass in reception areas
- Vacuum entire carpet areas
- Damp mop and sanitize hard floors
- Dust all cobwebs in corners, light fixtures, vents, and ceilings
- Clean all glass surfaces, excluding monthly window cleaning
- Sanitize all door handles and light switches

Services to be provided once per month**All Areas:**

- Remove dust from ceiling areas, including air vents
- Dust window blinds and fans
- Dust horizontal surfaces up to 96 inches
- Clean all interior windows/windowsills and door casings

Description of Work – Tourism Office – 123 S. 10th St, Suite 503

Services to be provided on Tuesdays and Thursdays after 5 p.m., and one weekend day per week:

General Areas: (offices, halls, foyers, reception area, meeting rooms)

- Empty wastebaskets, dispose of waste into provided dumpsters/containers, and change liners as needed
- Spot clean spills and stains on tabletops and other furniture
- Spot clean all walls, doors, baseboards
- Sweep, damp mop, and sanitize hard floors
- Vacuum carpet in traffic lanes and sweep off mats
- Dust all horizontal surfaces below 60 inches (open areas on desks, tabletops, bookshelves, etc.)
- Clean interior glass doors and windows

Administrative Services:

- Notify building contacts of irregularities
- Notify contacts when supplies are low
- Turn off all lights (except those designated)
- Close/lock windows and doors

Services to be provided once per week

All Areas:

- Dust horizontal surfaces up to 70 inches, including stair railings
- Clean glass in reception areas
- Vacuum entire carpet areas
- Damp mop and sanitize hard floors
- Dust all cobwebs in corners, light fixtures, vents, and ceilings
- Clean all glass surfaces, excluding monthly window cleaning
- Sanitize all door handles and light switches

Services to be provided once per month

All Areas:

- Remove dust from ceiling areas, including air vents
- Dust window blinds and fans
- Dust horizontal surfaces up to 96 inches
- Clean all interior windows/windowsills and door casings

Description of Work – Public Works/Maintenance Office building – 1201 Casey Ave.

Services to be provided once per week on Tuesday after 5 p.m.:

General Areas: (offices, halls, foyers, reception area, meeting rooms)

- Empty wastebaskets, dispose of waste into provided dumpsters/containers, and change liners as needed
- Spot clean spills and stains on tabletops and other furniture
- Spot clean all walls, doors, baseboards
- Sweep, damp mop, and sanitize hard floors
- Vacuum carpet and sweep off mats
- Dust all horizontal surfaces below 60 inches (open areas on desks, tabletops, bookshelves, etc.)
- Clean interior glass doors and windows
- Dust all cobwebs in corners, light fixtures, vents, and ceilings
- Sanitize all door handles and light switches

Washrooms:

- Clean, sanitize, and polish all porcelain and stainless-steel fixtures
- Clean all glass and mirrors
- Empty all containers and disposals, dispose of waste into provided dumpsters/containers, and change liners
- Refill all dispensers with paper products and hand soap to normal limits
- Sweep, damp mop, and sanitize hard floors
- Spot clean all walls, doors, and partitions
- Dust all horizontal surfaces below 60 inches

Eating Areas: (employee lounges, kitchenettes)

- Empty all wastebaskets, dispose of waste into provided dumpsters/containers, and change liners as necessary
- Spot clean spills and stains
- Sweep, damp mop, and sanitize hard floors
- Clean and sanitize tabletops, seats, chair backs, sinks, countertops, microwave, vending machines, and refrigerators
- Empty and wash all containers and dishes
- Replace supplies at reasonable intervals

Administrative Services:

- Notify building contacts of irregularities
- Notify contacts when supplies are low
- Turn off all lights (except those designated)
- Close/lock windows and doors

Services to be provided once per month**All Areas:**

- Remove dust from ceiling areas, including air vents
- Dust window blinds and fans
- Dust horizontal surfaces up to 96 inches
- Clean all interior windows/windowsills and door casings

Description of Work – Police Station – 600 S. 27th Street

Services to be provided daily, Monday through Friday between the hours of 8 a.m. and 4 p.m.

Not all areas are cleaned on a daily basis including the sally port, large training room, and some offices.

General Areas: (offices, halls, foyers, reception area, meeting rooms)

- Empty wastebaskets, dispose of waste into provided dumpsters/containers, and change liners as needed
- Spot clean spills and stains on tabletops and other furniture
- Spot clean all walls, doors, baseboards
- Sweep, damp mop, and sanitize hard floors
- Vacuum carpet and sweep off mats
- Dust all horizontal surfaces below 60 inches (open areas on desks, tabletops, bookshelves, etc.)
- Clean interior glass doors and windows

Washrooms:

- Clean, sanitize, and polish all porcelain and stainless-steel fixtures
- Clean all glass and mirrors
- Empty all containers and disposals, dispose of waste into provided dumpsters/containers, and change liners
- Refill all dispensers with paper products and hand soap to normal limits
- Sweep, damp mop, and sanitize hard floors
- Spot clean all walls, doors, and partitions
- Dust all horizontal surfaces below 60 inches

Eating Areas:

- Empty all wastebaskets, dispose of waste into provided dumpsters/containers, and change liners as necessary
- Spot clean spills and stains
- Sweep, damp mop, and sanitize hard floors
- Clean and sanitize tabletops, seats, chair backs, sinks, countertops, microwave, vending machines, and refrigerators
- Empty and wash all containers and dishes
- Replace supplies at reasonable intervals

Administrative Services:

- Notify building contacts of irregularities
- Notify contacts when supplies are low
- Turn off all lights (except those designated)
- Close/lock windows and doors

Services to be provided once per week**All Areas:**

- Dust horizontal surfaces up to 70 inches, including stair railings
- Clean glass in reception areas
- Vacuum entire carpet areas
- Damp mop and sanitize hard floors
- Dust all cobwebs in corners, light fixtures, vents, and ceilings
- Clean all glass surfaces, excluding monthly window cleaning
- Sanitize all door handles and light switches

Services to be provided once per month**All Areas:**

- Remove dust from ceiling areas, including air vents
- Dust window blinds and fans
- Dust horizontal surfaces up to 96 inches
- Clean all interior windows/windowsills and door casings

Description of Work – Initial Clean of All Locations

- Clean all interior windows/windowsills and window blinds
- Clean all glass doors and interior windows
- Clean and sanitize all door handles and light switches
- Clean all baseboards and door casings
- Clean all carpets
- Sweep, wet mop, and sanitize all hard floor surfaces

Overall Requirements

- City Hall, Tourism Office, and Public Works – all janitorial services to be performed after 5 p.m. on weekdays, and any time during the day on weekends (where applicable). **If a holiday observed by the City is celebrated on one of the scheduled days, another day shall be substituted.**
- Police Station – all janitorial services to be performed Monday through Friday between the hours of 8 a.m. and 4 p.m. with the exact time mutually agreeable to the Police Department personnel and the Contractor. Work must be performed on all holidays as the Police Department is open on all holidays.
- The City shall be exempt of any liability for costs incurred by unsuccessful parties in preparation of their quotes.
- This document represents a request for proposal only and in no way should be construed as a contract or letter of intent.
- All applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the City Hall, the Police Station, the Tourism Office, and the Public Works/Vehicle Maintenance building shall apply throughout, and they will be deemed to be included in the Contract the same as though written out in full herein.
- Persons providing quotes shall agree to comply with the City of Mt. Vernon's Equal Employment Opportunity Plan, which is available at the Human Resources office at City Hall.
- The Contractor shall hold the City of Mt. Vernon, its officers, agents, and employees harmless from liability or damages of any nature or kind concerning the undertaking and execution of this Contract.
- No officer of the City of Mt. Vernon, Illinois or its designees or agents who exercises any functions or responsibilities with respect to this contract, or no member of the governing body of the City of Mt. Vernon, Illinois during his/her tenure and for one year thereafter, shall have any interest, direct or indirect, in the awarded Contract or the proceeds thereof.
- The Contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all damages to persons or properties that occur as a result of the Contractor's completion of the work. The safety provisions of the applicable laws and codes shall be observed and the Contractor shall take or cause to be taken such additional safety and health measures as the City of Mt. Vernon, Illinois determines to be reasonable necessary.
- The Contract will be awarded to the party submitting the quote for the cleaning of the buildings that, in the judgment of the City, best meets the interest of the City.
Contract documents will be presented for signature after the acceptance of the quote. The successful party shall execute the Agreement on the forms provided and shall provide the surety bonds and certificate of insurance to begin work by February 1, 2026.
- All changes to the Contract must be mutually agreed upon in writing and signed by parties to the contract.
- The Contractor shall not contract out any part of the work under the Contract or permit his/her contracted work to be subcontracted without written approval from the City of Mt. Vernon, Illinois.

- The Contractor shall perform all cleaning services in a thorough, skillful, and professional manner.
- The Contractor shall have a Drug-Free Workplace Policy for its worksites as required by the State of Illinois. The Contractor's Drug-Free Workplace Policy shall at a minimum be comparable to the City of Mt. Vernon's policy.
- Work Crew Supervision – The Contractor shall provide qualified supervision of each Contractor crew at all times while working under this Contract. Each supervisor shall be authorized by the Contractor to accept and act upon all directives issued by the City. Failure of the supervisor to act upon said directives shall be sufficient cause to give notice that the Contractor is in default on the Contract unless such directives would create potential personal injury or safety hazards.
- Contractor's Personnel – All persons employed by the Contractor at the City's premises shall at all times be deemed employees, agents, or servants of the Contractor and shall be subject solely to the direction and control of the Contractor. Workers Compensation insurance shall be provided by the Contractor for its employees, agents, or servants.

The Contractor's employees shall comply with the City's rules, policies, and regulations, including smoking, parking, and security for the safe, orderly, and efficient conduct of all activities.

The Contractor must provide the City with a complete and current list of all their employees who will have access to the City's buildings or who will be working in City Hall, the Police Station, the Tourism Office, or the Public Works/Maintenance Building. The Contractor shall not use any employee to clean the City's premises if the employee is not acceptable to the City for any reason.

While performing their duties, the Contractor or Contractor's employees should not be accompanied by their family members or others that are not the Contractor or employees of the Contractor.

- Breach of Contract – If either party breaches the terms of this contract, the other party shall give written notice of the breach to the violating party and shall give that party fourteen (14) days to correct the breach. If the violation of the contract is not corrected within the fourteen-day period, then this entire contract shall be considered null and void as of the end of the fourteen-day period. Any monetary consideration due the Contractor shall be prorated for the period of the month prior to the date the contract becomes null and void.
- The Contractor shall submit a monthly invoice for payment to the City of Mt. Vernon Finance Office, 1100 Main Street, PO Box 1708, Mt. Vernon, Illinois 62864 or to lynn.bain@mtvernon.com. The invoice should be received by the City within the first week of the month following the month of the completed services. If the invoice is remitted on time, the bill will be paid following approval at the City Council meeting on the third Monday of the month. **The City approves bills on the 1st and 3rd Monday night of each month at City Council meetings. All bills need to be submitted 2 weeks prior to that meeting in order for bill to be approved at that Council meeting.**

Vendor Name: _____
Phone Number: _____ Email: _____
Mailing Address: _____

References (provide at least three)

Company Name: _____
Address: _____
Type of Business: _____
Contact Person: _____
Phone Number: _____ Email: _____

Company Name: _____
Address: _____
Type of Business: _____
Contact Person: _____
Phone Number: _____ Email: _____

Company Name: _____
Address: _____
Type of Business: _____
Contact Person: _____
Phone Number: _____ Email: _____

Authorized Representative: (print name) _____
Authorized Representative Signature: _____

Date: _____

Vendor Name: _____

One-Time Deep Clean Service Cost Estimate

Location	Square Footage	Cost
City Hall	9,748 sq ft	
Tourism Office	847 sq ft	
Public Works/Maintenance Office building	2,083 sq ft	
Police Station	26,00 sq ft	

Routine Service Cost Estimate

Location	Square Footage	Service Frequency	Monthly Cost
City Hall	9,748 sq ft	Tuesday & Thursday after 5pm, and one weekend day	
Tourism Office	847 sq ft	Tuesday & Thursday after 5pm, and one weekend day	
Public Works/Maintenance Office building	2,083 sq ft	Tuesday after 5pm	
Police Station	26,000 sq ft	Monday-Friday between 8am and 4pm	