







**MEMORANDUM**

**To:** Scott Niehaus, Village Manager  
**Through:** Carl Goldsmith, Director of Public Works   
**From:** Scott Neetz, Facilities Supervisor, Public Works   
**Date:** January 23, 2025  
**Subject:** Contract Cleaning 2025; Village Hall and Public Works

In November 2021, The Village of Lombard requested proposals for FY2022 cleaning services from three local contractors for contract cleaning services at the Village Hall and Public Works administration building. The lowest responsible proposal was received from Advanced Cleaning Systems, Inc. East Dundee, IL. This contractor is the current provider of cleaning services for the Village.

Advanced Cleaning Systems continues to build a high level of trust and service in our buildings, cleaning sensitive areas after hours since 2014. Staff has received quotes in 2025 from two additional contractors and recommends continuing our service agreement with Advanced Cleaning systems, exercising a one-year contract under the current contract conditions. If approved, Advanced Cleaning Systems will continue to provide cleaning services through December 31, 2025, with two additional (1) year contract extensions offered.

The FY25 budget includes \$33,000.00/year for this service through accounts 101.270.113.75610(\$10,200.00), 101.120.113.75610 (\$22,800.00).

Staff recommends approving the cleaning service contract with "Advanced Cleaning Systems Inc." for an amount not to exceed \$29,066.76. Please present this item to the Board of Trustees at the February 6, 2025 meeting for their approval.

<b>Contractors:</b>		<b>Total Proposal:</b>
<i>Advanced Cleaning Systems</i>		\$29,066.76
<i>Chicago Cleaning Services</i>		\$49,399.92
<i>Helping Hands</i>		\$83,915.52

# VILLAGE OF LOMBARD

## Janitorial Cleaning Services

January 21, 2025

Submitted by:



558 Plate Drive, Suite 5  
East Dundee, Illinois 60118  
(847) 304-0100



January 21, 2025

Mr. Scott Neetz  
The Village of Lombard  
255 East Wilson Street  
Lombard, IL 60148

Re: Janitorial Cleaning Services

Dear Scott,

Following is the Proposal and pricing for the 2025 janitorial services that the Village of Lombard requested.

Our current policy includes the agreed upon 3% increase for 2025. We appreciate your patronage and look forward to continuing to work with everyone in Lombard.

Should you have any questions, please contact me at your convenience. Advanced Cleaning Systems, Inc. appreciates this opportunity and looks forward to continuing to work with the Village of Lombard.

Sincerely,

Kenneth N. Brauer, President  
Advanced Cleaning Systems, Inc.



January 21, 2025

Mr. Scott Neetz  
The Village of Lombard  
255 East Wilson Street  
Lombard, IL 60148

**2025 Pricing**  
**Property address: 255 East Wilson Street, Lombard, IL 60148**  
**First year of 2 additional 1-year extensions**

#### **WE FURNISH**

We will furnish all the necessary “working tools” and cleaning supplies to perform the type of service rendered. Supplies used and consumed in restrooms, such as hand soap, towels, toilet tissue, etc., as well as trash can liners, are available options.

#### **INSURANCE**

Advanced Cleaning Systems, Inc., will supply evidence of worker’s compensation insurance and public liability insurance upon request by the client.

#### **SUPERVISION**

Regular supervision is maintained over all working personnel. It is our job to see that all activities are properly coordinated with the Customer’s operations, modify assignments if and when necessary, inspect and correct the working personnel, make needed adjustments, check requisitions and dispense supplies and equipment, and make “on the job” inspections with or without the Customer’s own representative.

#### **EMERGENCY ADJUSTMENTS**

In the event of emergencies, such as armed hostilities of the United States, riots, strikes, boycotts or like obstructive action by employees or labor organizations, acts of God, national, financial or economic disturbances, epidemics and any other contingencies not reasonably foreseeable or against which we reasonably may not be enabled to protect ourselves, the parties hereto will meet and discuss such emergency to resolve same to the satisfaction of both parties.

## **EMPLOYMENT**

It is agreed that, during the term of our contract agreement and for eighteen (18) months thereafter, the client will not hire, directly or indirectly, or employ for cleaning or cleaning-related services any person employed or contracted by Advanced Cleaning Systems, Inc., to provide services for or on behalf of client, pursuant to this agreement, without the written consent of Advanced Cleaning Systems, Inc.

## **ENFORCEMENT**

Client will pay reasonable costs, attorneys' fees, and expenses incurred by Advanced Cleaning Systems, Inc., in the enforcement of this agreement.

## **ENTIRE AGREEMENT**

This agreement, together with attached schedules and documentation, is the entire agreement between the parties.

## **TERMS**

This agreement shall be in effect for one (1) year with two (2) additional one (1) year periods provided funds are available, and subject to mutual agreement between The Village and Advanced Cleaning Systems, Inc. This agreement may be terminated by either party by giving 30 days' notice of cancellation.

Advanced Cleaning Systems, Inc., shall pay all payroll taxes, state taxes, and other taxes or items that may be levied against its payroll either by city, state, or federal agencies.

Invoices will be mailed on or about the first day of each month service is rendered and due or payable by the 25<sup>th</sup> (twenty-fifth) day of each month.

Advanced Cleaning Systems, Inc., will charge 1½% interest per month on accounts over 30 days past due.

Advanced Cleaning Systems, Inc., may terminate services at any time without notice for non-payment.

## **PRICE**

We will perform the services as outlined on our task schedule sheets in a reliable manner for the monthly sums as follows:

Village Hall: \$1,675.50

Public Works: \$746.73



- a. The contract price is predicated on performing cleaning services in the aforementioned facility under normal occupancy conditions. Periods of construction, renovation, or other unusual occurrences which increase workload will require additional charges during such periods to compensate for the additional required work. Such changes will be mutually agreed upon by clients and Advanced Cleaning Systems, Inc.
- b. Nationally recognized holidays were predetermined, and those assessed amounts are given as part of the monthly charge. It is understood that service will not be provided on the night of the observance of the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. No credits or adjustments shall be issued for said holidays.
- c. Price escalation: There will be an annual increase pursuant to the CPI—All Urban Consumers Chicago or 3%, whichever is less. The CPI will be based upon the average of the previous 12 months non-seasonal adjusted.

If this agreement meets with your approval, please sign one copy, fill in the date service is to begin, and return one copy to our office.

Sincerely,

Kenneth N. Brauer  
President

If this agreement meets with your approval, please sign one copy, fill in the date service is to begin, and return one copy to our office. I/We accept this proposal as described above.

Company: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_ Services  
(Printed) To Begin: \_\_\_\_\_



**Service Areas:**

**Village Hall: 1<sup>st</sup> & 2<sup>nd</sup> Floors:**

**General and Executive Offices, Lobbies, Washrooms, Meeting Rooms, Cafeteria**

**Public Works: 1<sup>st</sup> & 2<sup>nd</sup> Floors:**

**General and Executive Offices, Lobby, Washrooms, Locker Rooms (2), and Cafeteria (New)**

**Daily**

- Waste paper: gather and place for disposal (liners to be furnished by client)
- Recycle trash: collect separated paper that has been placed centrally located containers and place for disposal
- Drinking fountains (water coolers): clean and disinfect
- Front door glass: spot clean
- Designated lights on: leave and check windows, doors and gates upon completion of work
- Supply and equipment storage area: maintain in an orderly manner
- Provide a report of unusual occurrences or malfunctions or damages to Advanced Cleaning Systems' property whenever noticed

**Weekly**

- Bookcases, shelves, common area files, and sills:
  - Dust exposed areas, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed
  - Spot clean working area for fingerprints and beverage rings, unobstructed horizontal surfaces only; papers on these surfaces will not be disturbed
- Doors, moldings and light switch plates and around: remove fingerprints (including washroom and lunchrooms)
- Horizontal surfaces to hand height (sills, ledges, moldings and radiators): low dust including washrooms and lunchroom
- Elevator: spot clean/polish walls; vacuum thresholds

**Washrooms**

**Daily**

- Vitreous fixtures including toilet bowls, urinals and hand basins: clean and disinfect and polish
- Chrome fittings: clean and polish
- Toilet seats (both sides): clean and disinfect
- Counter areas: clean and disinfect
- Mirrors: clean
- Containers: empty and insert liners
- Waste containers: damp clean exterior
- Metal partitions: dust tops
- Metal partition doors: spot clean
- Walls around sinks and walls around and under towel cabinets and urinals: spot clean



Doors and doorframe: remove fingerprints and smudges  
Floors: sweep or dust  
Floors: damp mop

**Weekly**

Metal partition doors: damp clean and remove all writing where possible

**Monthly**

Metal partitions: damp clean

**Lunchroom**

**Daily**

Garbage: empty and remove  
Containers: damp clean exterior  
Drinking fountains: clean and disinfect  
Counter areas

- Sink: clean/disinfect, scour and wipe dry as required
- Counters: clean and disinfect
- Microwaves (exterior and interior): clean/disinfect

Tabletops: clean/disinfect  
Vending machines/refrigerator: dust tops; spot clean fronts and sides  
Wall next to and around trash cans: clean as required  
Tile floors: dust mop totally  
Floors: damp mop totally

**Floor Care (Resilient and Hard)**

**Weekly**

Hard floor surfaces: dust mop with treated mop  
Hard floor surfaces: spot mop for coffee spills and track-in

**Carpet Care**

**Weekly**

Open carpeted areas: vacuum

**Stairs**

**Weekly**

Vacuum/sweep or damp mop

# Helping Hands Commercial Cleaning Proposal

Scott Neetz

The Village of Lombard

255 E Wilson Ave, Lombard, IL 60148

**Date:** 01/09/2025

Type of Service	Service Frequency	Monthly Price
Janitorial Cleaning of Village Hall Facility	5x a Week	\$5,336.73
Janitorial Cleaning of Public Works Facility	5x a Week	\$1,656.23



Dear Scott,

At Helping Hands Commercial Cleaning, we're here to provide reliable solutions tailored to your needs. Our goal is to help create a clean, safe environment for your employees and clients.

If you have any questions or would like to discuss next steps, please don't hesitate to reach out at 630-430-1145 or [hhsales@hhcleans.com](mailto:hhsales@hhcleans.com). We're happy to assist in any way we can.

Thank you again for considering Helping Hands Commercial Cleaning.

With energy,

Patrick Karbowski | Representative of Helping Hands Commercial Cleaning

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## Over 1,000+ Happy Clients of Helping Hands Cleaning



## Quote

### Chicago's Finest Cleaning Inc.

276 Shorewood Drive  
Glendale Heights, IL 60139  
(844) CLEAN-07 / CELL: (814-925-3260  
www.chicagosfinestcleaninginc.com



Customer:	
Name	Village Of Lombard
Address	255 e Wilson Ave Lombard IL.
Phone:	630-995-1033
Email:	neets@villageoflombard.org
Quote #	1465
Date:	1/12/25

Thank you for your interest in CFC Inc.  
This Quote is for General Cleaning for Publics works and Village Hall

Daily cleaning both locations and both 1<sup>st</sup> and second floors:  
Bathrooms: Mirrors, floors sweep and Mop. Sinks and clean toilets. Add Toilet Rolls and Napkins as needed  
Lunchrooms: Sweep and Mop. Counter, microwaves tables if any  
Locker Rooms: Sweep and Mop. Sinks Toilets

#### Weekly Cleaning:

Elevator spot clean/Polish walls and Vacuum. Also Stair wells  
Bathroom Metal Partitioner  
Entrance door frames and door glass spot clean fingerprints  
Dust all Flat Surfaces where dust can settle Book shelves and including desk when left clear on Mondays.  
Sweep Vacuum and Mop other areas not mentioned in daily cleaning.

Terms: Payment net 15  
Amount for Cleaning is \$950.00 a week or \$4116.66 a month

Thank you once again for the opportunity to submit our proposal for the work you requested. Your business is extremely important to CFC Inc, and we look forward to working with you very soon on this project. If you have any questions or comments related to this Quote, please contact me at your convenience.

A member of our office staff will be contacting you to verify you received this Quote.

Respectfully Submitted,  
Chicago's Finest Cleaning Inc.  
Isidro R. Rodriguez  
President

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Please fill out the following and return this page upon acceptance of our proposal. Next we will send over a one year Contract to sign.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

“Our Mission is Quality & Service”