



**Request for Proposal
NUMBER: 24-23**

for

Janitorial Services Contract- Main Library and Robert Crown Branch Library

ADDENDUM No. 2

October 21, 2024

Any and all changes to the Request for Proposal are valid only if they are included by written addendum to all potential respondents, which will be emailed prior to the proposal due date. Each respondent must acknowledge receipt of any addenda by indicating in its proposal. Each respondent, by acknowledging receipt of addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of addenda may cause the submittal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

Addendum No. 1 is attached and consists of a total of five (5) pages including this cover sheet.

Please contact me at 847-866-2935 or lithomas@cityofevanston.org with any further questions or comments.

Sincerely,

Linda Thomas
Purchasing Specialist

RFP No. 24-43

**Janitorial Services Contract- Main Library and Robert Crown Branch Library
Addendum No. 2**

October 21, 2024

This addendum forms a part of the RFP Documents for RFP # 24-43 and modifies these documents. This addendum consists of the following:

Questions

1. Question: During the walkthrough, it was confirmed that exterior windows at the Main Library are to be cleaned. Can you please specify the expected frequency of this service?

Answer: The exterior windows of the Main Library and Robert Crown Branch are not included in this bid. However, the exterior and interior door windows of all study rooms and offices are included in the scope. The frequency is covered in the Janitorial Schedule for each location.

2. Question: Is the current staff covered by a CBA with a union?

Answer: Some City of Evanston staff are members of a collective bargaining agreement. It is not a requirement of vendors that apply through this RFP.

3. Question: Is there a living or prevailing wage ordinance that we must adhere to? Is there a set PTO or sick day policy?

The City of Evanston does not have an ordinance for janitorial prevailing wage rates. They do ask that the janitorial companies pay their workers a living wage. The prevailing wage for janitorial is not covered in the Prevailing Wage section of the State of Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq. ("Act"). It is covered in the Illinois Finance Procurement Code; the Cook County Janitorial Prevailing Wage Rates are attached. The City of Evanston does not set PTO or sick day policy for vendors.

4. Question: Is the contractor responsible for trash liners or does the library provide these? According to section 2.7 it appears the contractor should supply trash liners, but there seemed to be some confusion on the walk. If we as the contractor are responsible for trash liners, can you please provide a historical monthly average? Also, how many trash cans are at each facility?

Answer: This is the vendor's responsibility, and we do not have access to the historical monthly average information. There are approximately 150 trash cans of varying sizes at the Main Library and approximately 18 at the Crown Library.

5. Question: Should we include pricing for exterior window washing at both facilities?

Answer: See answer to question 1.

6. Question: What is the exterior window washing frequency?

Answer: See answer to question 1.

Attachment:

The Illinois Finance Procurement Code

Note: Acknowledgment of this Addendum is required in the Submittal.

ILLINOIS PREVAILING WAGE RATES

JANITORIAL

April 8, 2023

Jurisdiction: **COOK COUNTY**

Wages:

Janitor	
1st Year	\$16.75/Hour
2nd Year	\$17.25/Hour
3rd Year	\$17.75/Hour
4th Year	\$18.25/Hour
5th Year +	\$20.15/Hour

Supervisor receives an additional \$0.20/Hour of the appropriate rate..

Health & Welfare: \$932.53/month for each employee on active payroll

Pension: \$52.00/Week for each employee regularly scheduled to work 30 or more hours per week and who actually work at least 50% of the employees scheduled workweek. In the event an employee does not work at least 50% of the scheduled workweek, the rate is \$1.20 per hour for all hours actually worked up to \$50.00/week.

Vacation:

1 Year	1 Week
2 Years	2 Weeks
6 Years	2 Weeks plus 1 Day
7 Years	2 Weeks plus 2 Days
8 Years	2 Weeks plus 3 Days
9 Years	2 Weeks plus 4 Days
10 Years	3 Weeks
18 Years	4 Weeks
25 Years	5 Weeks

A week's vacation shall be computed upon the employee's regularly scheduled weekly hours of work for the 52 weeks preceding the vacation. If an employee has worked less than 52 weeks, such

vacation shall be based upon the scheduled hours during the total number of weeks the employee has worked.

These wage rates and fringe benefits are determined by the Illinois Department of Labor to be conditions prevalent in the state of Illinois and shall be the minimum requirements for janitorial workers under the Illinois Finance Procurement Code. Retroactive reimbursement is required if less than the prevailing wage was paid at any time.