Request for Proposal
Custodial Cleaning Contract

Facilities Maintenance Management
Machinery Hall
10 W. 35th Street
Chicago IL 60616
ILLINOIS INSTITUTE OF TECHNOLOGY

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Part 1  Project Description:

This Request for Proposal (RFP) is intended to solicit submissions/bids for custodial cleaning services at Illinois Institute of Technology ("IIT" “Illinois Tech” or “The University”), at the Mies (or Main) campus, as well as two satellite campuses. The scope of work is to provide custodial services to meet IIT cleaning level specifications for 1,831,879 cleanable square feet in 38 buildings.

Also included is an optional project scope of custodial services provided for the IIT Research Institute (”IITRI”) and the Vandercook College of Music; both of which are separate entities located on the IIT Mies campus. IITRI, located in the Life Science Research Building, has unique cleaning requirements and all relevant information is included as Exhibit J of this RFP. Vandercook’s project scope will be maintained in the same manner as the space usage is outlined below. Please note that should IITRI and/or Vandercook College of Music choose your company to provide cleaning services, contracts will need to be executed separately from that of Illinois Tech’s.

Proposals are to be separated into the following 7 sections:

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>ADDRESS</th>
<th>SPACE USAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Academic Area:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alumni Memorial Hall</td>
<td>3201 South Dearborn</td>
<td>Academic bldg. w/ classrooms, laboratory office space</td>
</tr>
<tr>
<td>S.R. Crown Hall</td>
<td>3360 South State</td>
<td>Open floor academic bldg. w/ student studio space, library &amp; presentation space</td>
</tr>
<tr>
<td>John T. Rettaliata Engineering Center (E1)</td>
<td>10 West 32nd Street</td>
<td>Academic bldg. w/auditorium, classrooms, lab &amp; presentation space</td>
</tr>
<tr>
<td>Facilities Building</td>
<td>3100 South Federal</td>
<td>Office Space</td>
</tr>
<tr>
<td>Farr Hall</td>
<td>3300 South Michigan</td>
<td>Administrative bldg. w/various office spaces</td>
</tr>
<tr>
<td>Galvin Library</td>
<td>35 West 33rd Street</td>
<td>Academic library w/computer labs, meeting space &amp; offices</td>
</tr>
<tr>
<td>*Ed Kaplan Family Institute for Innovation &amp; Tech Entrepreneurship</td>
<td>3200 South Federal</td>
<td>Academic bldg. w/workshops, media labs, classrooms, collaborative hubs &amp; maker spaces</td>
</tr>
<tr>
<td>Robert A Pritzker Science Center</td>
<td>3105 South Dearborn</td>
<td>Academic bldg. w/classrooms, office space, auditorium &amp; specialized research labs</td>
</tr>
<tr>
<td>Machinery Hall</td>
<td>100 West 33rd Street</td>
<td>Administrative bldg. w/office space, mechanical storage &amp; other facilities related space</td>
</tr>
<tr>
<td>Metals Building</td>
<td>3350 South Federal</td>
<td>Architecture work shop &amp; office space</td>
</tr>
<tr>
<td>Perlstein Hall</td>
<td>10 West 33rd Street</td>
<td>Academic bldg. w/ classrooms, laboratory office space &amp; an auditorium</td>
</tr>
<tr>
<td>Stuart Building</td>
<td>10 West 31st Street</td>
<td>Academic bldg. w/ classrooms, laboratory office space &amp; an auditorium</td>
</tr>
<tr>
<td>Siegel Hall</td>
<td>3301 South Dearborn</td>
<td>Academic bldg. w/ classrooms, laboratory office space &amp; an auditorium</td>
</tr>
<tr>
<td>Wishnick Hall</td>
<td>3255 South Dearborn</td>
<td>Academic bldg. w/ classrooms, laboratory office space &amp; an auditorium</td>
</tr>
<tr>
<td>2. Athletic Facility:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keating Hall</td>
<td>3040 South Wabash</td>
<td>Athletic facility with office space, basketball courts, locker rooms, multi-purpose rooms, swimming pool &amp; gymnasium</td>
</tr>
<tr>
<td>3. Campus Centers:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carr Chapel</td>
<td>65 East 32nd Street</td>
<td>Single story chapel building</td>
</tr>
</tbody>
</table>
### 4. Rental/Research Properties:

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incubator North (Engineering Research Building)</td>
<td>55 West 34th Street</td>
<td>Research space</td>
</tr>
<tr>
<td>Incubator South (Engineering Research Building)</td>
<td>55 West 34th Street</td>
<td>Research space</td>
</tr>
<tr>
<td>Incubator Central (Engineering Research Building)</td>
<td>55 West 34th Street</td>
<td>Academic Labs</td>
</tr>
<tr>
<td>IIT Tower</td>
<td>10 West 35th Street</td>
<td>Mixed use high rise with administrative offices, classrooms, auditorium &amp; small café space</td>
</tr>
<tr>
<td>Tech Central</td>
<td>3424 South State</td>
<td>Mixed use building with academic/administrative offices and classrooms</td>
</tr>
<tr>
<td>Tech North</td>
<td>3410 South State</td>
<td>Mixed use building with classrooms, offices and architectural shop</td>
</tr>
<tr>
<td>Tech South</td>
<td>3440 South State</td>
<td>Mixed use building with classrooms, offices and rental space</td>
</tr>
</tbody>
</table>

### 5. Residence Buildings:

**McCormick Student Village (Building has 6 separate wings) (MSV)**

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Hall</td>
<td>71 East 32nd Street</td>
<td>Housing/Dormitory</td>
</tr>
<tr>
<td>Fowler Hall</td>
<td>3241 South Wabash</td>
<td>Housing/Dormitory</td>
</tr>
<tr>
<td>Graduate Hall</td>
<td>70 East 33rd Street</td>
<td>Housing/Dormitory</td>
</tr>
<tr>
<td>Lewis Hall</td>
<td>70 East 33rd Street</td>
<td>Housing/Dormitory</td>
</tr>
<tr>
<td>North Hall</td>
<td>71 East 32nd Street</td>
<td>Housing/Dormitory</td>
</tr>
<tr>
<td>MSV Spine</td>
<td>3241 South Wabash</td>
<td>Housing office, Student meeting space</td>
</tr>
<tr>
<td>South Hall</td>
<td>71 East 32nd Street</td>
<td>Housing/Dormitory</td>
</tr>
</tbody>
</table>

**State Street Village (SSV)**

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSV North Building</td>
<td>3303 South State</td>
<td>Housing/Dormitory</td>
</tr>
<tr>
<td>SSV Middle Building</td>
<td>3333 South State</td>
<td>Housing/Dormitory</td>
</tr>
<tr>
<td>SSV South Building</td>
<td>3353 South State</td>
<td>Housing/Dormitory</td>
</tr>
<tr>
<td>Carman Hall</td>
<td>60 East 32nd Street</td>
<td>Housing/Dormitory</td>
</tr>
<tr>
<td>Gunsaulus Hall</td>
<td>3140 South Michigan</td>
<td>Housing/Dormitory</td>
</tr>
<tr>
<td>Gunsaulus guest suites</td>
<td>3140 South Michigan</td>
<td>Housing/Dormitory</td>
</tr>
</tbody>
</table>

**Sororities**

<table>
<thead>
<tr>
<th>Sorority</th>
<th>Address</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASA Sorority</td>
<td>3340 South Michigan</td>
<td>Housing/Dormitory</td>
</tr>
<tr>
<td>Kappa Sorority</td>
<td>3330 South Michigan</td>
<td>Housing/Dormitory</td>
</tr>
</tbody>
</table>

### 6. Satellite Campuses:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moffett Campus</td>
<td>6502 South Archer Road,</td>
<td>Administrative bldg. w/various office space, Research,</td>
</tr>
<tr>
<td></td>
<td>Summit-Argo IL. 60501</td>
<td>classrooms, &amp; laboratory</td>
</tr>
<tr>
<td>Rice Campus</td>
<td>201 East Loop Road, Wheaton</td>
<td>Administrative bldg. w/various office spaces, &amp; classrooms</td>
</tr>
<tr>
<td></td>
<td>IL. 60187</td>
<td></td>
</tr>
</tbody>
</table>

### 7. IIT Research Institute and Vandercook College of Music:

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Science Research Building</td>
<td>35 West 34th Street</td>
<td>Research laboratory &amp; office space</td>
</tr>
<tr>
<td>Vandercook College of Music #1</td>
<td>3140 South Federal</td>
<td>Classrooms, office space and recital space</td>
</tr>
<tr>
<td>Vandercook College of Music #2</td>
<td>3125 South Federal</td>
<td>Classrooms, office space and recital space</td>
</tr>
</tbody>
</table>
*The Ed Kaplan Family Institute for Innovation and Tech Entrepreneurship is expected to be completed by Fall 2018, estimated address is 3200 South Federal Street.*

SEE CAMPUS MAP FOR BUILDING LOCATIONS (EXHIBIT H)
Part 2. The Proposal Rules

ARTICLE 1

1.1 DEFINITIONS

a) Proposal Documents include the Proposal Requirements and the proposed Contract Documents. The Proposal Requirements consist of the Instructions to Contractors, Supplementary Instructions to Contractors, the Proposal Form and any corresponding Addenda. The Proposed Contract Documents consist of all agreements, drawings, maps, specifications and other documents in this Request for Proposal (RFP) and any corresponding Addenda.

b) Addenda are written or graphic instruments issued by the IIT subsequent to the issuance of the Proposal Documents, which modify or interpret the Proposal Documents by additions, deletions, clarifications or corrections.

c) The Contractor’s Proposal is a complete and properly signed proposal to do the Work as outlined in the RFP for the sums stipulated therein, submitted in accordance with the Proposal Documents. Contractor must submit all information required by the RFP in the manner and timeline designated.

d) The Base Proposal is the sum stated in the Proposal for which the Contractor offers to perform the Work described in the Proposal Documents as the base, to which Work may be added or from which Work may be deleted for sums stated in any alternates.

e) An Alternate sum (or Alternate) is an amount stated in the Proposal to be added to or deducted from the amount of the Base Proposal if the corresponding change in the Work, as described in the Proposal Documents, is accepted.

f) A Unit Price is an amount stated in the Proposal as price per unit of measurement for materials, equipment or services or a portion of the Work as described in the Proposal Documents.

g) A Contractor is a person or entity who submits a Proposal.

h) The Project means the custodial cleaning services detailed in Exhibit A Scope of Service.

i) The Work means the services required by the Proposal Documents, and include all labor, materials, tools, equipment and services required to complete the entire Project in accordance with the Proposal Documents.

j) Owner shall mean and refer to Illinois Institute of Technology, with its principal place of business at 10 West 35th Street, Chicago, Illinois 60616.
ARTICLE 2

CONTRACTOR’S REPRESENTATIONS

2.1 The Contractor by submitting a Proposal represents that:

2.1.2 The Contractor has read and understands the Proposal Documents and the Proposal is made in accordance therewith.

2.1.2 The Contractor has visited the site, become familiar with local conditions under which the Work is to be performed and has correlated the Contractor’s personal observations with the requirements of the proposed Contract Documents.

2.1.3 The Proposal is based upon the materials, equipment and systems required by the Proposal Documents without exception.

2.1.4 The Proposal may include the firm’s history, owner’s biography, and resumes of proposed staff for on-site supervision and project accountant.

2.1.5 The Proposal must also include a list of current contracts that includes the number of full-time employees (FTE’s) on each contract and the amount of square feet cleaned.

2.1.6 The Proposal must include the firm’s quality control plan and safety plan.

2.1.7 The Proposal must include three references, including one contract for custodial services of over 750,000 square feet.

ARTICLE 3

PROPOSAL DOCUMENTS

3.1 COPIES

3.1.1 Contractors may obtain one (1) complete set of the Proposal Documents from the University’s Department of Facilities: 100 West 33rd Street, Chicago, Il 60616.

3.1.2 Contractor shall use complete sets of Proposal Documents in preparing Proposals. Neither IIT nor their agents assumes responsibility for errors or misinterpretations resulting from the use of incomplete sets of Proposal Documents.

3.1.2 In making copies of the Proposal Documents available on the above terms, IIT does so only for the purpose of obtaining Proposals on the Work and does not confer a license or grant permission for any other use of the Proposal Documents. Any Proposal Documents (RFP, copies, etc.) must be returned with the Proposal.
3.2 INTERPRETATION OR CORRECTION OF PROPOSAL DOCUMENTS

3.2.1 The Contractor shall carefully study and compare the Proposal Documents with each other, shall examine the site and local conditions, and shall at once report to IIT errors, inconsistencies or ambiguities discovered.

3.2.2 Contractors seeking clarification or interpretation of the Proposal Documents shall do so in a written request sent to IIT contract manager.

3.2.3 Interpretations, corrections and changes of the Proposal Documents will be made by Addendum. Interpretations, corrections and changes of the Proposal Documents made in any other manner will not be binding, and Contractor shall not rely upon them.

3.3 SUBSTITUTIONS

3.3.1 The Services, materials, products and equipment described in the Proposal Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution. IIT’s decision of approval or disapproval of a proposed substitution shall be final. If IIT approves a proposed substitution prior to receipt of Proposals, such approval made will be set forth in an addendum. No substitutions will be considered after the contract award unless specifically provided in the Contract Document.

3.4 ADDENDA

3.4.1 Addenda will be emailed to all who are known by the issuing office to have received a complete set of the Proposal Documents.

3.4.2 Copies of the Addenda will be made available for inspection wherever Proposal Documents are on file for that purpose.

3.4.3 Each Contractor shall ascertain prior to submitting a Proposal that the Contractor has received all Addenda issued, and the Contractor shall acknowledge their receipt in the Proposal.
ARTICLE 4

PROPOSAL PROCEDURES

4.1 FORM AND STYLE OF PROPOSALS

4.1.1 All proposal inquiries must be directed to owner’s Contract Manager:

Darlene M. Coleman
Contract Manager
Facilities Maintenance Management
100 West 33rd Street
Chicago, IL 60616
Dcolem10@iit.edu

4.1.2 Pre-proposal meeting will be held at 100 West 33rd Street, Room 200 on Monday 02/06/2017 @ 9:00 am. PLEASE REVIEW THE FULL BID SCHEDULE FOR ALL DATES AND LOCATIONS at the end of 4.3.3. ATTENDANCE AT ALL PRE-PROPOSAL MEETINGS IS MANDATORY.

4.1.3 Proposal Pricing shall be submitted on the Custodial Qualification & Contractors Cost Proposal Form attached here to Exhibit G. All line items are to be completely filled out with the requested costs. An electronic copy of Exhibit G can be obtained by emailing dcolem10@iit.edu.

4.1.4 Only a file copy of Exhibit G obtained through the IIT contract manager and fully completed as outlined in 4.1.3 will be considered a valid document.

4.1.5 All blank space on the Proposal Form shall be filled in.

4.1.6 Where so indicated by the makeup of the Request for Custodial Qualification Form and/or Proposal Forms Exhibit G sums shall be expressed in figures.

4.1.7 All requested Alternates shall be proposed. If no change in the Base Proposal is required, enter “No Change.”

4.1.8 The scanned electronic copy of the Qualifications shall include the legal name of the Contractor and a statement that the Contractor is a sole proprietor, partnership, corporation or other legal entity. Each copy shall be signed by the person or persons legally authorized to bind the Contractor to a contract. A Proposal by a corporation shall further give the state of incorporation and have the corporate seal fixed. A Proposal submitted by an agent shall have a current power of attorney attached certifying the agent’s authority to bind the Contractor.
4.2 SUBMISSIONS OF PROPOSALS

4.2.1 All copies of the Proposal, and other documents required to be submitted with the Proposal must be enclosed in a sealed envelope with the mailing cover subject line as follows: **2017 Custodial Cleaning RFP: Contractor’s name; and submitted to the following attention:**

Darlene M. Coleman  
Contract Manager  
Facilities Maintenance Management  
100 West 33rd Street  
Chicago, Illinois 60616

4.2.2 All Qualifications/Proposals shall be submitted to Darlene Coleman at or before 2:00pm, Thursday, 03/02/2017. Proposals received after that time will not be considered. Upon receipt of the proposal a confirmation will be sent to the proposal sender.

4.2.3 The Contractor shall assume full responsibility for timely electronic delivery of their Proposal.

4.2.4 Oral, telephonic, facsimile or telegraphic Proposals are invalid and will not receive consideration.

4.3 MODIFICATION OR WITHDRAWAL OF PROPOSAL

4.3.1 A Proposal may not be modified, withdrawn or cancelled by the Contractor after the stipulated time period following the time and date designated for the receipt of Proposals, and each Contractor so agrees in submitting a Proposal.

4.3.2 Prior to the time and date designated for receipt of Proposals, a Proposal submitted may be modified or withdrawn by notice to the party receiving Proposals at the email address designated for receipt of Proposals. Such notice shall be in an email notice delivered to IIT before the date and time set for receipt of Proposals.

4.3.3 Withdrawn Proposals may be resubmitted up to the date and time designated for the receipt of Proposals, provided that they are then fully in conformance with the Proposal Documents.

**BID SCHEDULE:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Location/Campus</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Proposal/Informational Tour –</td>
<td>Mies</td>
<td>02/06/2017</td>
<td>9:00am</td>
</tr>
<tr>
<td>Residence Bldgs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Informational Tour – Academic Bldgs.</td>
<td>Mies</td>
<td>02/07/2017</td>
<td>9:00am</td>
</tr>
<tr>
<td>Informational Tour – South End</td>
<td>Mies</td>
<td>02/08/2017</td>
<td>9:00am</td>
</tr>
<tr>
<td>Pre-Proposal Informational Tour</td>
<td>Moffett</td>
<td>02/09/2017</td>
<td>9:00am</td>
</tr>
<tr>
<td>Pre-Proposal Informational Tour</td>
<td>Rice</td>
<td>02/10/2017</td>
<td>9:00am</td>
</tr>
<tr>
<td>Questions Due Date</td>
<td></td>
<td>02/16/2017</td>
<td>2:00pm</td>
</tr>
<tr>
<td>Questions &amp; Answers Posted online</td>
<td></td>
<td>02/23/2017</td>
<td>5:00pm</td>
</tr>
<tr>
<td>Bid Due Date</td>
<td></td>
<td>03/02/2017</td>
<td>2:00pm</td>
</tr>
<tr>
<td>Presentation Meetings</td>
<td>Mies</td>
<td>03/08/2017 – 03/10/2017</td>
<td>TBD</td>
</tr>
<tr>
<td>Contractor Selection Date</td>
<td></td>
<td>03/17/2017</td>
<td>2:00pm</td>
</tr>
<tr>
<td>Start of Contract</td>
<td></td>
<td>04/01/2017</td>
<td></td>
</tr>
</tbody>
</table>
ARTICLE 5

CONSIDERATION OF PROPOSALS

5.1 REJECTION OF PROPOSALS

5.1.1 IIT shall have the right to reject any or all Proposals for any reason whatsoever, including without limitation, by reason of a Contractor’s failure to provide data required by the Proposal Documents, or because a Proposal is incomplete or otherwise irregular. IIT reserves the right to suspend or terminate this Request for Proposal at any time and for any reason.

5.2 EVALUATION CRITERIA

5.2.1 The selection criteria will be based on the contents of the proposal and include, but not limited to, pricing, experience of management staff, company experience on projects of similar size and complexity and references.

5.3 ACCEPTANCE OF PROPOSAL (AWARD)

5.3.1 IIT shall have the right to accept Alternates in any order or combination, and to determine the low Proposal on the basis of the sum of the Base Proposal and Alternates accepted.

5.3.3 The award to a successful Contractor is contingent upon the Contractor signing a service contract with the University based on the pricing presented in EXHIBIT G. An example of the Service Contract is attached as EXHIBIT I. IIT reserves the right to amend or add to the Service Contract in any way with the successful Contractor.

ARTICLE 6

POST–PROPOSAL INFORMATION

6.1 SUBMITTALS

6.1.1 The Contractor shall, as soon as practicable after notification of selection for the award of contract, furnish to the Owner in writing: (i) a designation of the Work to be performed with the Contractor’s own force. (ii) Valid Certificate of Insurance (see Article 10 for insurance requirements)

6.1.2 The Contractor will be required to establish to the satisfaction of IIT, the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Proposal Documents.

6.1.3 Prior to the award of the contract, IIT will notify the Contractor in writing if it has an objection to a person or entity proposed by the Contractor. If IIT has an objection to a proposed person or an entity, the Contractor may, at the Contractor’s option, (1) withdraw the Proposal, or (2) submit an acceptable substitute person or entity.
6.1.4 Persons and entities proposed by the Contractor and to whom IIT has made no objection must be used on the work for which they were proposed and shall not be changed except with the written consent of the IIT.

ARTICLE 7

7.1 OWNERS REPRESENTATIVE:
Contract Contact: Darlene Coleman
Contract Manager
Facilities Maintenance Management
100 West 33rd street
Chicago, Illinois 60616
dcolem10@iit.edu
Tele: 312-567-3752
Fax: 312-567-3344

ARTICLE 8

8.1 CONTRACT DOCUMENTS:
The Contract Documents consist of the following Exhibits:
   A. Scope of Service
   B. Asset List/Building Square Footage
   C. Current Campus Equipment List
   D. Campus Recycling Program
   E. Campus LEED Green Initiative
   F. M/WBE Goals
   G. Request for Custodial Qualification (Including Proposal Form)
   H. Campus Map
   I. Draft Agreement for Custodial Cleaning Services
   J. IIT Research Institute Request for Proposal – Housekeeping Services
ARTICLE 9

PARTICIPATION BY MINORITY/WOMEN OWNED BUSINESS ENTERPRISES

9.1 M/WBE Participation

The percentage of the Work that will be awarded to Minority and/or Women Owned Business Enterprises must be stated in the Proposal Form. The stated percentage will be a consideration in the award of the contract. See Exhibit F for University standards.

ARTICLE 10

INSURANCE AND INDEMNITY

10.1 Workers' Compensation Insurance.
Contractor shall maintain workers’ compensation as required by law covering all Contractor employees in connection with the services outlined in this Agreement.

10.2 Insurance.
Contractor, at its expense, shall maintain at all times during the Term, as extended, the following insurance policies: (a) fire insurance, including extended coverage, vandalism, malicious mischief, demolition and debris removal, insuring the full replacement cost of its property used in performance of this Agreement; (b) commercial general liability insurance with limits to be set by IIT from time to time but in any event not less than $2,000,000 combined single limit for personal injury, sickness or death or for damage to or destruction of property for any one occurrence; (c) comprehensive automobile insurance for all owned, hired, rented and non-owned trucks, vans, buses and/or automobiles, and with limits not less than $1 million combined single limit for bodily injury and/or property damage; (d) umbrella liability insurance written in excess of the coverages provided by the insurance policies described in subsections (b) and (c), with a combined single limit not less than $5,000,000 for each occurrence of bodily injury and/or property damage; (e) Workers’ Compensation and Occupational Disease Insurance in accordance with the laws of the State of Illinois and Employer’s Liability Insurance with limits of liability of not less than (i) $500,000.00 for bodily injury by accident for each accident; (ii) $500,000.00 for bodily injury by disease for each employee; and (iii) $500,000.00 aggregate liability for disease; and (f) insurance against such other risks and in such other amounts as IIT may from time to time require. The form of all such policies and deductibles thereunder shall be subject to IIT’s prior approval. All such policies shall be issued by insurers acceptable to IIT and licensed to do business in the State of Illinois and shall contain a waiver of any rights of subrogation thereunder. In addition, the policies in subsections (b), (c) and (d) herein shall name IIT, and any other parties designated by IIT, as additional insured’s, shall require at least thirty (30) days’ prior written notice to IIT of termination or modification and shall be primary and not contributory. Contractor shall, at least ten (10) days prior to the Commencement Date, and within ten (10) days prior to the expiration of each such policy, deliver to IIT certificates evidencing the foregoing insurance or renewal thereof, as the case may be.

Certificate of Insurance must clearly state:

“Illinois Institute of Technology is named as an additional insured with respect to General Liability. All such coverage shall be primary and not contributory and shall contain a waiver of any rights of subrogation thereunder. The additional insured shall receive at least thirty (30) days’ prior written notice of termination or modification.”
Certificates received without this language will be rejected.

Certificates Holder should be listed as: Illinois Institute of Technology and address should be shown as: 10 West 35th Street; Chicago, IL 60616.

10.3 Property Insurance.
IIT self-insures its premises and all property contained therein insured against loss or damage from fire, explosion and similar casualties or other causes normally covered in standard broad form property insurance policies.

10.4 Indemnity.
Contractor agrees to indemnify, defend and hold harmless IIT and its trustees, officers, agents and employees, from and against any and all claims, demands, actions, liabilities, damages, costs and expenses, including attorneys’ fees (collectively, “Claims”), brought against or incurred by IIT, including any brought by Contractor’s employees, for injuries to any persons and/or damage to, theft, misappropriation or loss of property. Indemnified Claims are those which arise in any way from Contractor’s acts or omissions, its breach of this Agreement or its failure to comply with state, local or federal laws or regulations. For any Claims discussed in this Section, if any proceeding is filed against IIT, Contractor agrees to defend IIT at Contractor’s sole expense and by legal counsel satisfactory to IIT, if so requested by IIT.

10.5 Catastrophe.
Neither IIT nor Contractor shall be liable for failure to perform its respective obligations hereunder when such failure is caused by fire explosion, water, act of God, civil disorder or disturbance, strikes, vandalism, war, sabotage, weather and energy related closings, governmental rules or regulations, or like causes beyond the reasonable control of either party or for real or personal property destroyed or damaged due to such cause.
Part 3 Exhibits:

A. Scope of Service
B. Asset List/Building Square Footage
C. Current Campus Equipment List
D. Campus Recycling Program
E. Campus LEED Green Initiative
F. M/WBE Goals
G. Request for Custodial Qualification (Including Proposal Form)
H. Campus Map
I. Draft Agreement for Custodial Cleaning Services
J. IIT Research Institute Request for Proposal – Housekeeping Services
EXHIBIT A: SCOPE OF SERVICE

The scope of custodial services consists of IIT’s cleaning level standards being applied to specific types of spaces (e.g., public spaces, restrooms, classrooms, offices, dorms and hotel spaces) within all campus buildings. The complete asset list is attached as Exhibit B. IIT cleaning standards are based upon those established by APPA (association of higher education facilities officers) in their publication “Custodial Staffing Guidelines for Education Facilities.”

The most significant modification of APPA cleaning standards is to administrative and academic office spaces. The common areas and bathrooms in administrative and academic office areas should be cleaned daily to the Premium standard.

IIT is asking for once (1) per week deep cleaning of office spaces, with trash services twice (2) per week, to achieve the IIT Normal service level. This is part of a strategy to focus resources on the functionality and aesthetics of classrooms, bathrooms, floors and other areas on campus.

CUSTODIAL SERVICE LEVEL DEFINITIONS

IIT PREMIUM CLEANING:

APPA Level 1– Orderly Spotlessness:
- Afforded to those areas of critical importance to the University.
- For special events, historically significant spaces, and building or space dedication ceremonies.
- “Show-quality” cleaning for prime facility areas.
- Also applied to washrooms, locker rooms, and other public/common areas.

1. Floors and base moldings shine and/or are bright and clean; colors are fresh. There is never a buildup of dirt or wax in corners or along walls.
2. All vertical and horizontal surfaces have a freshly cleaned or polished appearance with no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints.
3. Washrooms, shower tile and fixtures gleam and are odor-free. Supplies are always available.
4. Trash containers are empty, clean, and odor-free.
5. Stairwells shine and are dust free.
6. All work order requests are completed in the same day.
7. All light fixtures are in working order.

IIT NORMAL CLEANING:

APPA Level 2 – Orderly Tidiness:
- Directed toward executive administrative space and high visual impact areas of the building space at the University.

1. Floors and base moldings shine and/or are bright and clean. There is no buildup of dirt or wax in corners or along walls, but there may be up to two (2) days’ worth of dirt, dust, stains or streaks.
2. All vertical and horizontal surfaces are clean. Upon close observation, marks, dust, smudges, and fingerprints may be noticeable.
3. Washrooms, shower tile and fixtures gleam and are odor-free. Supplies are always available.
4. Paper products, soap, and other supplies are always stocked and available.
5. 75% of work order requests are completed the same day.
6. NO more than 5% of all lights out at any given time.

**IIT ECONOMY CLEANING:**

**APPA Level 3 – Casual Inattention:**

- Administrative and academic office spaces.

1. Floors are swept or vacuumed clean once per week. Upon close observation there may be stains on the flooring.
2. Hard Surface Floors:
   - May be a light buildup of dirt or floor finish in corners and along walls.
3. Carpeted Floors:
   - May be dull spots or matted carpet in walking lanes.
4. Surfaces:
   - May be streaks or splashes on base moldings.
   - May be dust, dirt, marks, smudges and fingerprints on horizontal and vertical surfaces.
5. Bulbs in lamps work properly and fixtures are clean.
6. Trash receptacle is clean but not necessarily empty.
7. 50% of work order requests are completed the same day.

**IIT MINIMAL CLEANING:**

The two lowest levels of cleaning (APPA Levels 4 and 5) are combined under the name IIT Minimal Cleaning. This level of cleaning is applied to storage areas primarily, and to low-use, low-visibility spaces generally:

**APPA Level 4 – Moderate Dinginess:**

1. Floors are swept or vacuumed clean but may be dull, dingy, and stained.
2. There may be a noticeable buildup of dirt and/or floor finish in corners and along walls. There may be a dull path and/or obviously matted carpet in walking lanes.
3. Base molding may be dull and dingy with streaks or splashes.
4. All vertical and horizontal surfaces may have conspicuous dust, dirt, smudges, fingerprints and marks.
5. Lamp fixtures may be dirty.
6. Trash containers and pencil sharpeners may have old trash and shavings. They are stained and marked.
7. Work order requests are prioritized with most urgent requests completed within one week.

**APPA Level 5 – Unkempt Neglect:**

1. Floors and carpets are dull, dirty, dingy, scuffed and/or matted.
2. There is a conspicuous buildup of old dirt and/or floor finish in corners and along walls.
3. Base molding is dirty, stained and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
4. All vertical horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints all of which will be difficult to remove. Lack of attention is obvious.
5. Light fixtures are dirty with dust balls.
6. Trash containers and pencil sharpeners overflow. They are stained and marked.
CONTRACT ADMINISTRATION

The Contractor will provide an operational team complete with an on-site Site Manager who will facilitate and coordinate the University’s program. This person must be qualified to provide a high level of technical and managerial leadership. IIT has a right to interview and approve this individual before the contractor assigns them to the IIT campus. It is very important that the Site Manager is understanding of the higher education culture and is capable of working with our campus personnel.

Regular Service Level Assessments
IIT and the Contractor shall conduct regular assessments of Custodial performance to Service Level specifications.

IIT Metrics
IIT Metrics and Customer Satisfaction shall be the primary tools for assessing contract performance. Metrics will be tabulated by using IIT the IWMS (Integrated Workplace Management System) and other data reported by the Contractor, or otherwise collected by the University. Reporting by the Service Provider will be electronic and any data requested by the University will be provided at a frequency and in a format agreed to with IIT. At minimum, IIT Metrics will include the following metrics:
- Lost Time Accidents
- Employee Turnover
- Service Level Compliance Assessments
- Compliance with Annual Plan

Monthly Operating Review
The University will conduct monthly (at minimum) operational review meetings in which the Contractor will report on:
- Current building conditions
- Work accomplishment and backlog
- Work priorities and strategies for the next period and beyond
- Preparation for upcoming projects, special events
- Preparation for academic, athletic and calendar seasons
- Contractor assessment of Custodial Service Levels
- Compliance with Annual Plans
- Interpretation of and response to the point data and trends revealed by the IIT Metric System

Operating Reviews shall be attended, at minimum, by the Site Manager and an IIT representative. Executive management of the Contractor and/or University will attend these meetings as they see fit.
AREAS OF RESPONSIBILITY

1. The Contractor must secure the building each night when leaving. Lock up procedures consist of:
   a. Turn off all lights.
   b. Return doors to the state they were found in – close all doors that were propped for cleaning purposes, and reopen any doors that were closed for cleaning purposes.
   c. Check and lock all entrance ways.
   d. Clean and organize Custodian’s closet.

EQUIPMENT AND SUPPLIES

The Contractor shall repair and replace all equipment, tools, materials, and other services necessary to perform the custodial services as described in the specifications herein. The required result is to maintain the University in such a manner as to provide a clean, healthy and safe facility for its users.

1. The contractor will take possession/ownership of the existing equipment. They will be responsible for maintaining, replacing, upgrading it as needed to achieve the RFP specified results. A credit will be given to IIT for ownership of said equipment. A list of equipment is included with the credit being shown as part of Exhibit C.

2. The contractor will be responsible for providing materials and supplies including paper products, hand soap, cleaning products, etc. This includes taking care of delivery, storage, and handling of the materials.

3. The contractor will be responsible for providing, cleaning, maintaining, and replacing uniforms. The uniforms will be provided to IIT’s specification – should include “Illinois Tech”, “Custodian” (or similar title), and name of worker. It may also include the contractor name. Uniform colors must be unique to the function, while different from the IIT Maintenance or Grounds staff.

4. The Contractor’s prime responsibility is the protect the owner’s property at all times and to use only such materials and treatments as will enhance the appearance of the building and protect surfaces such as countertops and flooring.

5. Minimum Equipment Required – the Contractor must have the equipment and staff to adequately perform the specified services. The Contractor must also have additional equipment and resources available to respond to campus emergency cleanups. All vacuums used must be equipped with HEPA Filtration.

6. In all instances where University property or equipment is damaged, the Contractor shall submit to the University a full report of the facts and extent of such damage within 24 hours.

7. Storage of Equipment and Materials
   a. The Contractor shall obtain prior approval from the designated University representative for any space or area required for storage of the Contractor’s equipment and materials.
   b. Equipment and materials shall not be piled or stored at any location that might hinder normal business operations or constitute a hazard to persons or property.
   c. All materials which are stored in the liquid state shall be stored on shelves not higher than three (3) feet above the floor.
   d. All products shall be properly identified with SDS compliant labels.
CONTRACTOR ORIENTATION REQUIREMENTS

The Contractor must provide employees with the following:

Background criminal check to be performed annually on all existing employees and before admittance to IIT for any new employees. The Contractor will have these reports available onsite at IIT for review by IIT Facility Leadership.

HASCOM training; including blood borne pathogens; to be performed annually for all existing employees and before admittance to IIT for any new employees.

HEALTH AND SAFETY

The Contractor will be required to:

a. Take all reasonable steps and precautions to prevent accidents and to preserve health and safety of visitors, Contractor personnel, and University personnel performing duties associated with this contract.

b. Take all reasonable precautions to prevent the release of hazardous chemicals into the environment.

c. Take such additional precautions as the University may reasonably require for health, safety, and environmental protection.

CONFIDENTIALITY

The Contractor shall be bound to confidentiality of any information its employees may become aware of during the course of performance of contracted tasks. Any breach of confidentiality may constitute grounds for termination of the contract.
ANNUAL SPECIAL EVENTS: SERVICES TO BE INCLUDED AS PART OF THE AGREEMENT

The following is a sample list of annual events that are scheduled via our work order system that should be staffed according to the request. Additional logistical information will be provided prior to bid submission deadline.

Campus Centers:

JANUARY
- Robotics Event
- SOAR (New Student Orientation)
- OCL Stuart School Spring Orientation
- Student Organization Fair - Study Abroad Fair
- Bridge Building Contest

FEBRUARY
- Career Fair
- Scholarship Weekend
- Board of Trustees Meeting
- Alumni Board of Directors Meeting MTCC Late Night
- Student Engagement and Philanthropy Day TEAMS HS Engineering Competition
- E-Week

MARCH
- SGA Forum
- Staff Update
- AIChE Conference
- Senior History Fair (Sponsored) - SASDI CPS SWAP (Sponsored) - SASDI Women’s Day - SASDI
- Mies Birthday Party (Crown) - IA Maenger Lecture - Academic

APRIL
- Supply Chain and Manufacturing Job Fair - SASDI Spring Faculty Awards - President’s Office Preview Weekend - Admissions
- TEDx Lecture(s) - OCL IPRO - Academic Alumni Awards - IA Stryker Awards - OCL
- Spring Discover Day - Admissions Graduate Salute - Event Services
- Phi Kappa Smoker- Spring -Alumni Relations Pritzker Lecture - Academic
- Chicago Code Camp - External

MAY
- Shimer Graduation - Shimer Final Exams - Academic Finals Study Space - OCL Scarlet Send Off - IA
- PhD Hooding - Academic Affairs/Event Services Athletics Annual Dinner - Athletics Commencement - Event Services
- Board of Trustees - President’s Office Alumni Board of Directors - IA
- Perspectives Graduation(s) - External Affairs Chicago Scholars - SASDI
JUNE
- Graduations - Multiple high schools and middle schools GLP End of the Year Banquet - SASDI
- Summer Conferences - Various Groups & Locations Vandercook Summer conferences - VCM
- SOAR (New Student Orientation) - Summer - OCL Common Ground - SASDI

JULY
- Von Stuben Visit - Admissions/SASDI Block City - SASDI/IA
- University Picnic
- Summer Conferences - Various Groups & Locations VCM Summer - VCM
- SOAR (New Student Orientation) - Summer - OCL IPRO - Summer

AUGUST
- Mattie Hunter Health Fair - Community Affairs Southside Arts Auction - Community Affairs SOAR (New Student Orientation) - Fall - OCL Welcome Week Events - OCL
- RA Training - RGL
- Summer Discover Day - Admissions Stuart School Check-in/Orientation - SS8 Student Org Fair - OCL
- University Leadership Breakfast - President’s Office Study Abroad Fair - OCL

SEPTEMBER
- SAT BBQ - SAT
- Brazil Day - SASDI/Admissions Homecoming Week - IA/OCL Career Fair - Fall - SASDI
- Darsh Wasan Lecture - Academic Engineers Without Boarders Gala - OCL IFISH Conference – Academic

OCTOBER
- Real Time Communicators (RTC) Conference - SAT Chicago Inventors Conference - Community Affairs Fall Discover Days - Admissions
- Family Weekend/ Pumpkin Launch - OCL Open House Chicago - Arch
- IFest - OCL
- University Update - President’s Office BOT - President’s Office
- Alumni Board of Directors - IA
- Galvin Perfect Power Conference - Galvin Center
- Phi Kappa Smoker Fall (Sponsored) - Alumni Relations Global Leaders Program Mock Interviews - SASDI Raju Lecture - Academic

NOVEMBER
- Construction Industry Conference - Community Affairs CTBUH- Academic
- 33rd Production Performances - OCL
- IPRO - Academic
- Veterans’ Luncheon - One Stop SGA Forum - President’s Office Staff Service Awards - HR
St. James Senior Thanksgiving- Rotary - External Affairs Muslim Students Assoc. Banquet - OCL

DECEMBER

- Final Exams - Registrar’s Office Study Spaces in MTCC - OCL
- University Holiday Party - President’s Office CPS SWAP (Sponsored) – SASDI

* Event Inclusions & Deletions are subject to schedule change
<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time:</th>
<th>End Time:</th>
<th>Vendor/ Staffing Type</th>
<th>Location</th>
<th>Tasks</th>
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<tbody>
<tr>
<td>Wednesday, May 3, 2017</td>
<td>2nd Shift, Regular Schedule</td>
<td>2nd Shift, Regular Schedule</td>
<td>Janitorial</td>
<td>Hermann Hall Armour Dining Room, Armour Concereence Room, FC Lounge, and all Lower Level areas.</td>
<td>Deep cleaned on second shift regular staff. Carpets should be treated and spot cleaned. South windows in Armor Dining Room and Armor Conference Room should be cleaned. All picture frames and wood should be cleaned and dusted. All garbage removed. Cleaning should be done during regularly scheduled shifts.</td>
</tr>
<tr>
<td>Thursday, May 4, 2017</td>
<td>2nd Shift, Regular Schedule</td>
<td>2nd Shift, Regular Schedule</td>
<td>Janitorial</td>
<td>Hermann Hall Auditorium</td>
<td>Please have Hermann Hall Auditorium cleaned during the regular shift, including stage, seats, carpets, railings, etc. Carpets should be treated and spot cleaned. All picture frames and wood should be cleaned and dusted. All garbage removed. This space will be set for PhD Hooding starting on Saturday. Cleaning should be done during regularly scheduled shifts.</td>
</tr>
<tr>
<td>Sunday, May 7, 2017</td>
<td>2nd Shift, Regular Schedule</td>
<td>2nd Shift, Regular Schedule</td>
<td>Janitorial</td>
<td>Hermann Hall Main Level Spaces</td>
<td>Deep clean of all main level spaces in Hermann Hall. Floor machine should be run as well as the carpet in Gallery Lounge spot cleaned and treated. All picture frames and wood should be cleaned and dusted. All garbage removed. Cleaning should be done during regularly scheduled shifts.</td>
</tr>
<tr>
<td>Sunday, May 7, 2017</td>
<td>2nd Shift, Regular Schedule</td>
<td>2nd Shift, Regular Schedule</td>
<td>Janitorial</td>
<td>Keating Hall</td>
<td>Brush sweeping of both sides of the upper level courts. Travertine floors on lower lever should be cleaned, swept, and mopped. Entry way carpets should be wet mopped, floors should be mopped and waxed, including restrooms. Entry way windows/door should be cleaned and windows in any public spaces being used should be cleaned. Clean, wipe down, and remove tape/misc. sticking agents from all walls (i.e. the entry and exit doors). All garbage removed. Cleaning should be done during regularly scheduled shifts.</td>
</tr>
<tr>
<td>Monday, May 8, 2017</td>
<td>5:00 PM</td>
<td>8:00 PM</td>
<td>Janitorial</td>
<td>Keating Hall</td>
<td>Keating Tarp Cleaning and general cleaning of all of the spaces on the lower and upper levels. Travertine should also be cleaned at this point. If CPR is done with the tarp earlier, ES will call facilities to let them know.</td>
</tr>
<tr>
<td>Monday, May 8, 2017</td>
<td>Regular Scheduled Shift</td>
<td>Regular Scheduled Shift</td>
<td>Janitorial</td>
<td>MTCC</td>
<td>MTCC should have regular cleaning on spaces throughout the week and should include all carpets vacuumed, spot treated, wet mopped, where possible. Entry way carpets should be wet mopped, floors should be mopped. Entry way windows/door should be cleaned and windows in any public spaces being used should be cleaned. All picture frames and wood should be cleaned and dusted. Restrooms cleaned and stocked. Clean, wipe down, and remove tape/misc. sticking agents from all walls. All garbage removed. All spaces includes public spaces (Commons, Center Court, Post Office Area, Bridge area, Recreation Area, Welcome Center, PClab, Exec Conference Room, Ballroom, Auditorium, Colored Rooms, 109, Black and White Lounge, Global Grounds, all hallways and pass throughs). Cleaning should be done during regularly scheduled shifts.</td>
</tr>
<tr>
<td>Monday, May 8, 2017</td>
<td>Regular Scheduled Shift</td>
<td>Regular Scheduled Shift</td>
<td>Janitorial</td>
<td>Perlstein Hall, Life Science, Stuart Building, Wishnick Hall</td>
<td>Cleaning should be done during regularly scheduled shifts. Deep cleaning includes: Deep cleaning of all spaces being used, including: all carpets vacuumed, spot treated, wet mopped, where possible. Entry way carpets should be wet mopped, floors should be mopped and waxed, including restrooms. Auditorium chairs should be cleaned and sports be worked on to remove and/or minimize. Bathrooms should be stocked and deep cleaned. Academic fixtures (i.e. podiums, credenzas, desk/workstations, railings, seats, etc.) should be washed down and all walls wiped down. Entry way windows/door should be cleaned and windows in any public spaces being used should be cleaned. All picture frames and wood should be cleaned and dusted. Ensure that all whiteboards/chalkboards are wipe down. Clean, wipe down, and remove tape/misc. sticking agents from all walls (i.e. the Academic Auditoriums have a lot of posters taped to the wood wall that is shared with the Auditorium in the lobby). All garbage removed.</td>
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<td>Tuesday, May 9,</td>
<td>Regular Scheduled</td>
<td>Regular Scheduled</td>
<td>Janitorial</td>
<td>MTCC</td>
<td>MTCC should have regular cleaning on spaces throughout the week and should include all carpets vacuumed, spot treated, wet mopped, where possible. Entry way carpets should be wet mopped, floors should be mopped. Entry way windows/door should be cleaned and windows in any public spaces being used should be cleaned. All picture frames and wood should be cleaned and dusted. Restrooms cleaned and stocked.</td>
</tr>
<tr>
<td>2017</td>
<td>Shift</td>
<td>Shift</td>
<td></td>
<td></td>
<td>Rettaliata Engineer Center, Sigel Hall Cleaning should be done during regularly scheduled shifts. Deep cleaning includes: Deep cleaning of all spaces being used, including: all carpets vacuumed, spot treated, wet mopped, where possible. Entry way carpets should be wet mopped, floors should be mopped and waxed, including restrooms. Auditorium chairs should be cleaned and sports be worked on to remove and/or minimize. Bathrooms should be stocked and deep cleaned.</td>
</tr>
<tr>
<td>Wednesday, May 10,</td>
<td>6:00 AM</td>
<td>10:00 AM</td>
<td>Janitorial</td>
<td>Wishnick Hall</td>
<td>General cleaning of the Auditorium, lobby, and first floor spaces from evening event the night before. Please make sure all trash cans are emptied and relined. Bathrooms should be cleaned and restocked. Auditorium chairs should be cleaned and restocked. Hallways and pass throughs. Cleaning should be done during regularly scheduled shifts.</td>
</tr>
<tr>
<td>2017</td>
<td>Regular Scheduled</td>
<td>Regular Scheduled</td>
<td>Janitorial</td>
<td>Crown Hall</td>
<td>Deep cleaning includes: Deep cleaning of all spaces being used, including: all carpets vacuumed, spot treated, wet mopped, where possible. Entry way carpets should be wet mopped, floors should be mopped and waxed, including restrooms. All windows and doors should be cleaned and windows in any public spaces being used should be cleaned. All picture frames and wood should be cleaned and dusted. Ensure that all whiteboards/chalkboards are wipe down. Clean, wipe down, and remove tape/misc. sticking agents from all walls. All garbage removed.</td>
</tr>
<tr>
<td>Wednesday, May 10,</td>
<td>Regular Scheduled</td>
<td>Regular Scheduled</td>
<td>Janitorial</td>
<td>Galvin Library</td>
<td>Deep cleaning includes: Deep cleaning of all spaces being used, including: all carpets vacuumed, spot treated, wet mopped, where possible. Entry way carpets should be wet mopped, floors should be mopped and waxed, including restrooms. Floor machine should be run. All windows and doors should be cleaned and windows in any public spaces being used should be cleaned. All picture frames and wood should be cleaned and dusted. Clean, wipe down, and remove tape/misc. sticking agents from all walls. All garbage removed.</td>
</tr>
<tr>
<td>2017</td>
<td>Regular Scheduled</td>
<td>Regular Scheduled</td>
<td>Janitorial</td>
<td>MTCC</td>
<td>MTCC should have regular cleaning on spaces throughout the week and should include all carpets vacuumed, spot treated, wet mopped, where possible. Entry way carpets should be wet mopped, floors should be mopped. Entry way windows/door should be cleaned and windows in any public spaces being used should be cleaned. All picture frames and wood should be cleaned and dusted. Restrooms cleaned and stocked.</td>
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2017 IIT CUSTODIAL SERVICE RFP
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<tr>
<td>Wednesday, May 10, 2017</td>
<td>Regular Scheduled Shift</td>
<td>Regular Scheduled Shift</td>
<td>Janitorial</td>
<td>VanderCook Concert Hall (3125 S Federal Street)</td>
<td>Deep cleaning includes: Deep cleaning of all spaces being used, including: all carpets vacuumed, spot treated, wet mopped, where possible. Entry way carpets should be wet mopped, floor should be mopped and waxed, including restrooms. Floor machine should be run. All windows and doors should be cleaned and windows in any public spaces being used should be cleaned. All picture frames and wood should be cleaned and dusted. Clean, wipe down, and remove tape/misc. sticking agents from all walls. All garbage removed. Cleaning should be done.</td>
</tr>
<tr>
<td>Thursday, May 11, 2017</td>
<td>Regular Scheduled Shift</td>
<td>Regular Scheduled Shift</td>
<td>Janitorial</td>
<td>MTCC</td>
<td>MTCC should have regular cleaning on spaces throughout the week and should include all carpets vacuumed, spot treated, wet mopped, where possible. Entry way carpets should be wet mopped, floor should be mopped. Entry way windows/door should be cleaned and windows in any public spaces being used should be cleaned. All picture frames and wood should be cleaned and dusted. Restrooms cleaned and stocked. Clean, wipe down, and remove tape/misc. sticking agents from all walls. All garbage removed. All spaces includes public spaces (Commons, Center Court, Post Office Area, Bridge area, Recreation Area, Welcome Center, FClub, Exec Conference Room, Ballroom, Auditorium, Colored Rooms, 109, Black and White Lounge, Global Grounds, all hallways and pass throughs). Cleaning should be done during regularly scheduled shifts. ABM is also going to shine the MTCC Floor on Thursday, 5/11/17.</td>
</tr>
<tr>
<td></td>
<td>3:00 PM</td>
<td>10:00 PM</td>
<td>Janitorial</td>
<td>Hermann Hall Main Level Spaces</td>
<td>ABM to tend to PhD Hooding needs, including cleaning restrooms, spills, general trash collection, etc. during ceremony/reception in Hermann Hall Auditorium, Gallery Lounge, Main Lobby. Once event is over (~7pm), general clean of Hermann Hall should occur. General Cleaning of Hermann Hall spaces by regular ABM shift including Lower Level (Armor Dining Room, Armor Conference Room, 010, FC Lounge, Public Areas), Main level (Auditorium, Main Lobby, Gallery Lounge, Exposition Center, Alumni Lounge, Hermann Lounge, Ballroom) and all restrooms</td>
</tr>
<tr>
<td>Friday, May 12, 2017</td>
<td>Regular Scheduled Shift</td>
<td>Regular Scheduled Shift</td>
<td>Janitorial</td>
<td>Keating Hall, MTCC, VanderCook Concert Hall, Life Sciences, Morton Park, Retallilata Engineering Center, Wishnick Hall, Hermann Hall, Pertstein Hall, Siegel Hall, Galvin Library, Crown Hall, and De LaSalle Gym</td>
<td>General cleaning and checking of spaces includes: Restrooms spot checked, cleaned, and stocked. Windows, doors, picture frames, and any other glass/wood items should be cleaned, wiped down, and dusted. Ensure that the whiteboards/chalkboards are still cleaned. Ensure all sticking agents from the walls have been removed. All garbage removed. Cleaning should be done during regularly scheduled shifts.</td>
</tr>
<tr>
<td>Saturday, May 13, 2017</td>
<td>10:00 AM</td>
<td>5:00 PM</td>
<td>Janitorial</td>
<td>De LaSalle Gym</td>
<td>1 Custodian and 1 Supervisor to tend to De LaSalle unit ceremony. Restrooms, trash, floors, etc. should be tended to. Cleaning after the event should also be conducted to recover the spaces.</td>
</tr>
<tr>
<td>Saturday, May 13, 2017</td>
<td>6:30 AM</td>
<td>2:00 PM</td>
<td>Janitorial</td>
<td>Ed Glancy Baseball Field</td>
<td>One custodian to maintain Ed Glancy Field including trash removal; trash pick up; clean, maintain, and restock all areas (POPS also); spills; etc. Custodian will attend to Main and ACE's ceremonies. Custodian will also wipe down any chairs that are need to be wiped down depending on weather. [Marshall]</td>
</tr>
<tr>
<td>Saturday, May 13, 2017</td>
<td>7:00 AM</td>
<td>10:00 AM</td>
<td>Janitorial</td>
<td>All of campus plus VanderCook Concert Hall (3125 S Federal Street), De LaSalle</td>
<td>3 custodians to float between all buildings on campus, Vandercook Concert Hall (3125 S Federal Street) and De La Salle. Floaters should attend to any last minute details needed including maintaining restrooms. [Leticia, Equi, Valerie]</td>
</tr>
<tr>
<td>Saturday, May 13, 2017</td>
<td>7:00 AM</td>
<td>By 7:00 am</td>
<td>Janitorial</td>
<td>Ed Glancy Baseball Field</td>
<td>Trash cans on Ed Glancy Field should all be out and lined</td>
</tr>
<tr>
<td>Date</td>
<td>Start Time:</td>
<td>End Time:</td>
<td>Vendor/ Staffing Type</td>
<td>Location</td>
<td>Tasks</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------</td>
<td>-----------</td>
<td>-----------------------</td>
<td>------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Saturday, May 13, 2017</td>
<td>10:00 AM</td>
<td>5:00 PM</td>
<td>Janitorial</td>
<td>Hermann Hall, Wishnick Hall, Perstein Hall</td>
<td>2 custodians for Hermann Hall/Wishnick Hall/Perstein Hall [Gladys, Santra]. Cleaning after the event should also be conducted to recover the spaces. If two custodians are scheduled, they should be 1 male and 1 female so bathrooms do not need to be shut down.</td>
</tr>
<tr>
<td>Saturday, May 13, 2017</td>
<td>10:00 AM</td>
<td>5:00 PM</td>
<td>Janitorial</td>
<td>Keating Hall</td>
<td>1 custodian for Keating Hall [Marshall]. Cleaning after the event should also be conducted to recover the spaces. If two custodians are scheduled, they should be 1 male and 1 female so bathrooms do not need to be shut down.</td>
</tr>
<tr>
<td>Saturday, May 13, 2017</td>
<td>10:00 AM</td>
<td>5:00 PM</td>
<td>Janitorial</td>
<td>MTCC, MSV</td>
<td>2 custodians for MTCC/MSV [Elqui, Elaine]. Cleaning after the event should also be conducted to recover the spaces. If two custodians are scheduled, they should be 1 male and 1 female so bathrooms do not need to be shut down.</td>
</tr>
<tr>
<td>Saturday, May 13, 2017</td>
<td>10:00 AM</td>
<td>5:00 PM</td>
<td>Janitorial</td>
<td>MTCC, MSV</td>
<td>1 Custodian to tend to MTCC and MSV. Restrooms, trash, floors, etc. should be tended to. Cleaning after the event should also be conducted to recover the spaces.</td>
</tr>
<tr>
<td>Saturday, May 13, 2017</td>
<td>10:00 AM</td>
<td>5:00 PM</td>
<td>Janitorial</td>
<td>Seigel Hall, Galvin Library, Crown Hall</td>
<td>2 custodians for Siegel Hall/Galvin Library [Valerie, Domanick]. Cleaning after the event should also be conducted to recover the spaces. If two custodians are scheduled, they should be 1 male and 1 female so bathrooms do not need to be shut down.</td>
</tr>
<tr>
<td>Saturday, May 13, 2017</td>
<td>10:00 AM</td>
<td>5:00 PM</td>
<td>Janitorial</td>
<td>Stuart Building, VanderCook Concert Hall, Life Sciences, Morton Park</td>
<td>2 custodians for Stuart Building/Vandercook Concert Hall/Life Sciences/Morton Park [Curtis, Yenia]. Cleaning after the event should also be conducted to recover the spaces. If two custodians are scheduled, they should be 1 male and 1 female so bathrooms do not need to be shut down.</td>
</tr>
<tr>
<td>Saturday, May 13, 2017</td>
<td>5:00 PM</td>
<td>9:00 PM</td>
<td>Janitorial</td>
<td>Galvin Library</td>
<td>2 Custodians for Galvin Library, for 4 hours each, to conduct a deep clean of the space. Deep cleaning includes: Deep cleaning of all spaces being used, including: all carpets vacuumed, spot treated, wet mopped, where possible. Entry way carpets should be vacuumed and wet mopped (if necessary), floors should be mopped, including restrooms. Floor machine should be run. All windows and doors should be cleaned. All garbage removed. Detail cleaning</td>
</tr>
<tr>
<td>Saturday, May 13, 2017</td>
<td>5:00 PM</td>
<td>9:00 PM</td>
<td>Janitorial</td>
<td>VanderCook Concert Hall (3125 S Federal Street)</td>
<td>2 Custodians for Vandercook Concert Hall (3125 S Federal Street), for 4 hours each, to conduct a deep clean of the space. Deep cleaning includes: Deep cleaning of all spaces being used, including: all carpets vacuumed, spot treated, wet mopped, where possible. Entry way carpets should be vacuumed and wet mopped (if necessary), floors should be mopped, including restrooms. Floor machine should be run. All windows and doors should be cleaned. All garbage removed. Detail cleaning</td>
</tr>
<tr>
<td>Monday, May 15, 2017</td>
<td>2nd Shift, Regular Schedule</td>
<td>2nd Shift, Regular Schedule</td>
<td>Janitorial</td>
<td>Keating Hall</td>
<td>ABM to sweep and mop the tarp before it is rolled up during 2nd shift's regular hours.</td>
</tr>
<tr>
<td>Monday, May 15, 2017</td>
<td>Regular Scheduled Shift</td>
<td>Regular Scheduled Shift</td>
<td>Janitorial</td>
<td>Keating, MTCC, MSV, Life Sciences, Morton Park, Rettaliata Engineering Center, Wishnick Hall, Hermann Hall, Perlsteing Hall, Seigel Hall, Galin Library, and Crown Hall</td>
<td>Make sure that all spaces have been recovered from commencement. Deep cleaning includes: Deep cleaning of all spaces being used, including: all carpets vacuumed, spot treated, wet mopped, where possible. Entry way carpets should be vacuumed and wet mopped (if necessary), floors should be mopped, including restrooms. Floor machine should be run. All windows and doors should be cleaned. All garbage removed.</td>
</tr>
</tbody>
</table>
RESIDENCE BUILDINGS:
IIT’s residence life facilities serve multiple functions. Students live on campus during the academic year, and some rooms are available on a “hoteling” basis for overnight guests. There are a total of 983 rooms on campus. Students are responsible for cleaning their own space, however the common areas and other areas of the building need be completed daily according to the General Specifications in Section 1.

Room Types:

Standard double
- Shared room, no bathroom
- ASA, KPD, MSV
- 496 total

Suite double
- 2 standard double rooms
- Private bathroom connection
- SSV
- 123 total

Apartment with private kitchen and bathroom
- Furnished apartment
- Full kitchen
- Full bathroom
- Carman, Gunsaulus, SSV, MSV
- 343 total

Room with private bathroom
- SSV only
- 4 total

Single room
- Small single room for 1 occupant
- MSV
- 17 total
Residence Buildings:

Room Turn Dates/Specifications:

1. Spring to Summer transition
   - May 1 – May 14, 2017
     - First wave move-out
     - 600 rooms available to be cleaned
   - May 14 – May 21, 2017
     - Second wave move-out
     - Remainder of rooms to be cleaned

2. Summer to Fall transition
   - September 2017

3. Fall to Spring transition
   - December – January 1 (approx.)
   - 30 rooms to be cleaned

4. Summer Conferences
   - Conferences run May 21, 2017 – August 1, 2017 (estimate)

* Room turn dates are subject to schedule change
### Residence and Greek Life | Apartment Turn Sheet

**Kitchen**

<table>
<thead>
<tr>
<th>Surface &amp; Electrical</th>
<th>Condition</th>
<th>Work-Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling Plaster/Paint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wall Plaster/Paint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors Cleaned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors Waxed (if necessary)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Light Fixture(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outlet(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakers/Smoke Detector(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigerator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stove/Oven</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet Surface</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet Hardware</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Backsplash/Counter/Tile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sink Surface</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faucet – No Leaks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faucet – Aerator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drain Strainer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Clogs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot &amp; Cold Water</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Appliances & Cabinets**

<table>
<thead>
<tr>
<th>Surface &amp; Electrical</th>
<th>Condition</th>
<th>Work-Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refrigerator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stove/Oven</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet Surface</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet Hardware</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Backsplash/Counter/Tile</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Plumbing**

<table>
<thead>
<tr>
<th>Surface &amp; Electrical</th>
<th>Condition</th>
<th>Work-Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sink Surface</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faucet – No Leaks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faucet – Aerator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drain Strainer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Clogs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot &amp; Cold Water</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bathroom**

<table>
<thead>
<tr>
<th>Surface &amp; Electrical</th>
<th>Condition</th>
<th>Work-Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling Plaster/Paint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wall Plaster/Paint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors Cleaned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors Waxed (if necessary)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door Surface/Hardware</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Light Fixture(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outlet(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vent Clean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bathtub Surface/Liner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grout/Caulk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soap Dish</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Showerhead – No Leaks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tub Faucet – No Leaks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tub Drain Strainer/Stopper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shower Curtain (New)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sink Surface</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faucet – No Leaks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faucet – Aerator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sink Drain Strainer/Stopper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Clogs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot &amp; Cold Water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medicine Cabinet/Mirror</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Towel Bar(s)/Hook(s)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Living Room & Bedroom(s)**

<table>
<thead>
<tr>
<th>Surface &amp; Electrical</th>
<th>Condition</th>
<th>Work-Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling Plaster/Paint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wall Plaster/Paint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors Cleaned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors Waxed (if necessary)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door Surface/Hardware</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Light Fixture(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outlet(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spot Cooler(s) – Installed/Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window Glass</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window Sills/Knee Walls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window Hardware/Operation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curtains/Blinds</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Furnishings</th>
<th>Condition</th>
<th>Work-Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture – Clean and Reset</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**By signing below, I indicate that this unit is clean to a satisfactory level and ready for immediate occupancy.**

Local 1 Signature: [Date]

Supervisor Signature: [Date]

**Local 1 Notes**

- [ ] Excessive Cleaning/Trash Removal
- [ ] Odor Remediation Required
- [ ] Pest Control Needed for:
- [ ] Unauthorized Occupants:
- [ ] Missing Items:
- [ ] Additional Notes:

---

**For office use only:**

- [ ] Work-Orders entered
- [ ] Pest Control completed
- [ ] Damage Billing completed

---

**RGL Notes:**

---

**Turn Type:**

---

**Completion Date:**

---

**Due Date:**

---

**Start Date:**

---

**Assigned to:**
<table>
<thead>
<tr>
<th>Asset Name and Type</th>
<th>Total GSF</th>
<th>Total Public Space</th>
<th>Total Office Space</th>
<th>Total Restroom Space</th>
<th>Total Auditorium Space</th>
<th>Total Conference Room Space</th>
<th>Total Fixtures and Restroom Space</th>
<th>Service Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vandercook College of Music #1</td>
<td>41,000</td>
<td>21,041</td>
<td>4,194</td>
<td>4,194</td>
<td>1,586</td>
<td>72</td>
<td>13,652</td>
<td>Closed Normal Premium Normal Economy</td>
</tr>
<tr>
<td>Sororities:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gunsaulus guest suites</td>
<td>18,316</td>
<td>18,316</td>
<td>18,316</td>
<td>18,316</td>
<td>18,316</td>
<td>18,316</td>
<td>18,316</td>
<td>Normal Premium Normal</td>
</tr>
<tr>
<td>SSV South Building</td>
<td>51,315</td>
<td>51,315</td>
<td>51,315</td>
<td>51,315</td>
<td>51,315</td>
<td>51,315</td>
<td>51,315</td>
<td>Normal Premium Normal</td>
</tr>
<tr>
<td>MSV Residence Lobby</td>
<td>109,038</td>
<td>109,038</td>
<td>109,038</td>
<td>109,038</td>
<td>109,038</td>
<td>109,038</td>
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<td>Normal</td>
</tr>
<tr>
<td>MSV Lewis Hall</td>
<td>27,319</td>
<td>27,319</td>
<td>27,319</td>
<td>27,319</td>
<td>27,319</td>
<td>27,319</td>
<td>27,319</td>
<td>Normal</td>
</tr>
<tr>
<td>Rental/Research Properties:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Commons</td>
<td>383,588</td>
<td>383,588</td>
<td>383,588</td>
<td>383,588</td>
<td>383,588</td>
<td>383,588</td>
<td>383,588</td>
<td>Normal Economy</td>
</tr>
<tr>
<td>Keating Hall</td>
<td>123,454</td>
<td>123,454</td>
<td>123,454</td>
<td>123,454</td>
<td>123,454</td>
<td>123,454</td>
<td>123,454</td>
<td>Normal Economy</td>
</tr>
<tr>
<td>Wishnick Hall</td>
<td>133,187</td>
<td>133,187</td>
<td>133,187</td>
<td>133,187</td>
<td>133,187</td>
<td>133,187</td>
<td>133,187</td>
<td>Normal Economy</td>
</tr>
<tr>
<td>Stuart Building</td>
<td>48,896</td>
<td>48,896</td>
<td>48,896</td>
<td>48,896</td>
<td>48,896</td>
<td>48,896</td>
<td>48,896</td>
<td>Normal Economy</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>41,576</td>
<td>41,576</td>
<td>41,576</td>
<td>41,576</td>
<td>41,576</td>
<td>41,576</td>
<td>41,576</td>
<td>Normal Economy</td>
</tr>
<tr>
<td>John T. Rettaliata Engineering Center (E1)</td>
<td>53,901</td>
<td>53,901</td>
<td>53,901</td>
<td>53,901</td>
<td>53,901</td>
<td>53,901</td>
<td>53,901</td>
<td>Normal Economy</td>
</tr>
</tbody>
</table>

**Notes:**
- GSF Public spaces includes corridors and stairwells.
- Includes locker rooms in Keating Hall and IIT Tower.
- Included in Pedestrian and Classroom categories.
- The Hard Surface category includes conventional classrooms and labs. For Crown Hall, carpeted classroom area includes the library; hard surface area includes open study space.
- Office Notes:
  - In IIT Tower: 5,200 sq ft of hard surface office space includes two medical specialty spaces: 1) Student Health and Wellness Center and 2) Nutrition Research Center.
  - The Ed Kaplan Family Institute for Innovation and Technological Entrepreneurship is currently under construction and is expected Fall 2018 completion date.
<table>
<thead>
<tr>
<th>Building</th>
<th>Type of Machine</th>
<th>Condition</th>
<th>Purchase Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crown</td>
<td>Tennant Auto Scrubber</td>
<td>Fair/ working</td>
<td>N/A</td>
</tr>
<tr>
<td>Crown</td>
<td>Blower</td>
<td>Good- working</td>
<td>2012</td>
</tr>
<tr>
<td>Crown</td>
<td>Sanitaire Vacuum</td>
<td>Good- working</td>
<td>2013</td>
</tr>
<tr>
<td>Crown</td>
<td>Tennant Wet Vac</td>
<td>Good- working</td>
<td>2012</td>
</tr>
<tr>
<td>Crown</td>
<td>Advanced Scrubber</td>
<td>Needs repair</td>
<td>N/A</td>
</tr>
<tr>
<td>E1</td>
<td>Sanitaire Vacuum</td>
<td>Fair/ working</td>
<td>N/A</td>
</tr>
<tr>
<td>E1</td>
<td>Blower</td>
<td>Good- working</td>
<td>2012</td>
</tr>
<tr>
<td>E1</td>
<td>Tennant Rider</td>
<td>Needs repair</td>
<td>N/A</td>
</tr>
<tr>
<td>Galvin</td>
<td>Tennant Vacuum</td>
<td>Good- working</td>
<td>N/A</td>
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<tr>
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<td>2012</td>
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<td>Leaf Blower</td>
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<td>2015</td>
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<td>2012</td>
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<td>Blower</td>
<td>Good- working</td>
<td>2012</td>
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</table>
# How to Sort Your Waste

Trash, compost, and recycling slots are on the Hawk Bins located around campus and in the residence halls. Trash and recycling bins are located in most offices and dorms. Please try to sort your waste.

## What Should Be Recycled

- **Paper** (newspapers, magazines, office paper, catalogs, paper bags, etc.)
- **Cardboard** (no pizza boxes/no cardboard contaminated with food/grease)
- **Paper towel rolls, toilet paper rolls** (just the interior cardboard rolls, not the paper towels or toilet paper)
- **Empty plastic bottles and containers** (#1, #2, #3, #4, #5, and #7 plastics)
- **Aluminum cans** (empty soda/beverage cans), **aluminum foil and tins** (pie tins)
- **Empty tin and steel cans** (e.g., soup cans)
- **Glass bottles and jars**

*Rechargeable batteries* can be recycled in Paul V. Galvin Library and Hermann Hall in designated receptacles.

*Ink and toner cartridges* can be recycled in IIT Tower, Paul V. Galvin Library, MTCC Welcome Desk, and all of the residence halls in designated receptacles.

*Electronic waste* should not be thrown away, instead university staff can submit a work order through FAMIS to have it picked up and recycled. Work orders to have electronic waste picked up are free.

**NOTE:** All food and drink containers should be cleaned/emptied before being recycled. Items contaminated with fluids, food, or grease cannot be recycled.

## What Should Be Composted

- **Food** (not while still in a container)
- **Coffee grounds, coffee beans, and coffee filters**
- **Napkins and paper towels** (unused or used to clean up food and beverages)
- **Tea bags** (without staples)
- **Plants and dirt**

*If there is no compost receptacle available, please put these items in the trash.*

## What Should Be Put in the Trash Bin

- **Plastic bags and wrappers** (grocery bags, trash bags, food/snack wrappers, etc.)
- **Plastic wrap**
- **Polystyrene foam** (foam cups, foam packaging, Styrofoam, etc.)
- **Glass** (not including bottles and jars, which should be recycled)
- **Plates/mugs/dishes**
- **Waxed cardboard** (e.g., milk and orange juice cartons)
- **Tissues**
- **Wood**
- **Fabric**
- **Oil**
- **Non-rechargeable batteries**
EXHIBIT E: CAMPUS LEED GREEN INITIATIVE

For IIT buildings that require or adhere to the LEED Green Cleaning Policy, there must be a green cleaning policy in place which address green cleaning credits and other requirements. At the present, Wishnick Hall is the only building which currently adheres to the LEED green policy. It is IIT’s plan to pursue LEED certification within the next three years for the following buildings:

- John T. Rettaliata Engineering Center (E1)
- Life Science Research
- Incubator South (Engineering Research Building)
- Vandercook College of Music
- Ed Kaplan Family Institute for Innovation & Tech Entrepreneurship (LEED Gold)
1. **Green Cleaning Policy**

Illinois Institute of Technology ("Illinois Tech") has adopted this Green Cleaning Policy for the purpose of improving the Indoor Air Quality (IAQ), health and environmental profile of Wishnick Hall, making it safer by reducing the exposure of our occupants, employees and maintenance personnel to potentially hazardous chemical, biological and particulate contaminants.

2. **Scope**

The cleaning performed onsite must be performed in a manner that is effective while minimizing the negative health concerns of building occupants, employees and maintenance personnel as well as negative impacts on the environment. For the purpose of this policy, janitorial operations will include the green cleaning procedures, chemicals including hand soap, equipment and janitorial paper/plastic supplies used throughout the site in areas controlled by Illinois Tech.

2.1. Illinois Tech has developed guidelines to address the safe handling and storage of cleaning chemicals used in Wishnick Hall, including a plan for managing hazardous spills or mishandling incidents. Specifically address the training of janitorial personnel in the proper use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.

   2.1.1. Chemicals are to be stored at the lowest practical level to prevent injury when lifting or moving them.
   
   2.1.2. Chemical concentrates are to be locked and secured in the janitor's closet (room 002) to ensure that only authorized and properly trained personnel have access.
   
   2.1.3. Personnel who dispense concentrated chemicals are to be trained by the chemical manufacturer or manufacturer’s approved agent to ensure the proper safety techniques and methods are in use.
   
   2.1.4. Proper hot and cold water supplies and drains are to be available in the janitor's closet (room 002) for use in dispensing and dilution activities.
   
   2.1.5. A list of all cleaning chemicals used or stored on site is to be maintained.
   
   2.1.6. Chemicals using dilution controlled dispensers are to be used whenever possible.

2.2. Wishnick Hall will require the purchasing of general cleaning, carpet and hard surface chemicals that meet the appropriate sustainability requirements detailed in IEQ Credit 3.3.

   2.2.1. Records of the chemical purchases will be maintained at an interval no greater than quarterly.
   
   2.2.2. Manufacturer product specification sheets, demonstrating sustainability, will be maintained for all cleaning chemicals used or stored on site.

2.3. Wishnick Hall will require the purchase of cleaning equipment (when current equipment reaches end of life) meeting the sustainability criteria outlined in IEQ Credit 3.4.
2.3.1. Manufacturer product specification sheets are to be maintained showing the sustainability requirements of IEQ Credit 3.4 being met.

2.3.2. Equipment maintenance logs detailing repairs and preventive maintenance are to be maintained.

2.4. Wishnick Hall has developed standard operating procedures for effective cleaning, hard floor and carpet maintenance that protect vulnerable building occupants.

2.4.1. Operating procedures manual detailing proper cleaning techniques is to be maintained on site.

2.4.2. Janitorial personnel are to be trained on the importance of regular and proper cleaning and sanitizing of touch points (door handles, light switches, call buttons, telephones, etc.) throughout the facility.

2.4.3. Hard floor care maintenance plans are to be maintained, including records of the maintenance task, number of coats of finish applied and length of time between stripping and refinishing activities.

2.4.4. Carpet care maintenance plans are to be maintained, including the task, product used, date and any follow-up activities needed.

2.5. Strategies developed by Illinois Tech to promote and improve hand hygiene are being implemented.

2.5.1. Waterless alcohol-based hand sanitizers have been placed in the lobby near the elevators and in the eating areas throughout the facility.

2.5.2. Signage within the restrooms will be used to remind individuals to practice good hand hygiene.

2.5.3. Touch-free soap dispensers are in use within the restrooms and break room sinks to minimize germ transfer between occupants.

2.6. Strategies have been developed by Illinois Tech for collecting occupant feedback and continuous improvement to evaluate technology changes, procedures and processes.

2.6.1. Implementation of a standardized complaint response system.

2.6.2. Occupant survey will be distributed no less than annually to determine the effectiveness of the green cleaning program.

2.6.3. Survey results and actions taken will be made available to building occupants.

3. **Performance Metric**

Records will be kept of the activities described below to document the effective implementation of this policy and compliance with LEED 2009 EB O&M standards.

3.1. Custodial Effectiveness Audit results following APPA guidelines of 2.0 or better
3.2. Sustainable Chemicals and Consumable Cleaning Material purchases that meet the guidelines of IEQ Credit 3.3 totaling greater than 90% compliance.
3.3. Sustainable Tools and Equipment including microfiber and equipment that meets the guidelines of IEQ Credit 3.4 including repairs and preventive maintenance
3.4. Entryway Systems and Maintenance documenting the type and construction of the matting and evidence that proper cleaning and maintenance has occurred.

4. Goals

4.1. Wishnick Hall requires all vendors and employees who perform services or provide/purchase products related to janitorial operations comply with this policy.
4.2. Wishnick Hall will recycle or properly dispose of cleaning materials, packaging, equipment and chemicals in a sustainable manner.
4.3. Custodial Effectiveness – In order to measure performance, Wishnick Hall will strive to meet a goal of a total building average audit score of 2.0 or greater on its annual APPA audit.
4.4. Sustainable Cleaning Products and Materials – In order to measure performance, Wishnick Hall will strive to meet a goal of 90% (by cost) IEQ3.3 compliant cleaning products and materials purchases.
4.5. Sustainable Cleaning Equipment – In order to measure performance, Wishnick Hall will strive to meet a goal of 75% (by count) IEQ3.4 compliant cleaning equipment purchases by June 1, 2017. The building attained 33% during its performance period.

5. Procedures and Strategies

The following procedures will be used in Illinois Tech owned and/or managed facilities as appropriate:

5.1. Develop and maintain a High Performance Cleaning (HPC) program in accordance with IEQ Credit 3.1.
5.2. Conduct a Custodial Effectiveness Audit in accordance with APPA guidelines following IEQ Credit 3.2.
5.3. Implement and document a Sustainable Cleaning Products and Materials program following IEQ Credit 3.3.
5.4. Maintain existing janitorial equipment properly and ensure that all replacement equipment purchased meets or exceeds the requirements in IEQ Credit 3.4. All repairs and preventative maintenance will be documented.
5.5. Develop and maintain an effective entryway system to address Indoor Chemical and Pollutant Source Control program in accordance with IEQ Credit 3.5.
5.6. Develop and maintain an Indoor Integrated Pest Management program in accordance with IEQ Credit 3.6.
6. **Responsible Party**

6.1. Teams and Individuals

This policy is applicable to all Wishnick Hall personnel, vendors and contractors who with the janitorial operations, providing a clean, healthy and environmentally responsible facility. Personnel with ultimate responsibility for this policy are:

6.1.1. Darlene M. Coleman, Contract Manager
6.1.2. Ron Parker, Project Manager, ABM Janitorial Services
6.1.3. Matthew Cusack, Facilities Area Manager

6.2. Key Tasks

ABM Janitorial Services is responsible for their portion of the janitorial maintenance performed in accordance with their respective contract, specifications and the procedures outlined in this policy. ABM Janitorial Services will perform the following key tasks:

6.2.1. Develop and maintain an appropriate janitorial maintenance plan that addresses the goals stated in this policy.
6.2.2. Provide documented evidence required to show compliance with this policy.
6.2.3. Communicate with Illinois Tech if any deviation to this policy has occurred.
6.2.4. Communicate with Illinois Tech when new and improved products or methods are available so that they may be investigated to determine if changes to this program need to occur.

7. **Time Period**

This policy has been developed for Wishnick Hall and was approved on April 1, 2016 by Illinois Tech as a part of the corporate sustainable effort. It is effective from the aforementioned date and is reviewed annually.

Signature: [Signature]

Title: Contract Manager & Manager of Custodial Services

Date: 4/1/16
1. **High Performance Cleaning Program Goals and Scope**

The following defines the Wishnick Hall High Performance Cleaning Program.

1.1. Facility Management and Operations Processes

The cleaning performed onsite must be performed in a manner that is effective while minimizing the negative health concerns of building occupants and negative impacts on the environment. In an effort to maintain a healthy indoor environment, Illinois Institute of Technology ("Illinois Tech") has worked with ABM Janitorial Services to implement this High Performance Cleaning Program.

ABM Janitorial Services has adjusted their practices to comply with this program including:

1.1.1. Establishment of standard operating procedures for effective cleaning, hard floor and carpet maintenance that protects vulnerable building occupants.

1.1.2. Guidelines to address the safe handling and storage of cleaning chemicals used in the building, including a plan for managing hazardous spills or mishandling incidents.

1.1.3. Define requirements for staffing and training of maintenance people appropriate to the needs of the building. This includes the training of janitorial personnel in the proper use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.

1.2. Building Components. Systems and Materials

For the purpose of this program, janitorial operations will include the staffing plan, green cleaning procedures, chemicals, equipment and janitorial paper/plastic supplies used throughout the site in areas controlled by Illinois Tech.

ABM Janitorial Services has adjusted their practices to comply with this program including:

1.2.1. The purchase of sustainable cleaning, hard floor and carpet care products meeting the criteria outlined in IEQ Credit 3.3.

1.2.2. The purchase of cleaning equipment (when current equipment reaches end of life) meeting the sustainability criteria outlined in IEQ Credit 3.4.

1.3. Wishnick Hall requires all vendors who perform services or provide products related to janitorial operations comply with this program.
2. **Responsible Party**

2.1. Teams and Individuals

This policy is applicable to all Wishnick Hall personnel, vendors and contractors who with the janitorial operations, provide a clean, healthy and environmentally responsible facility.

The primary contacts responsible for the implementation and oversight of this program are:

CustomerContact – Darlene M. Coleman, Contract Manager
ABMContact – Ron Parker, Project Manager, ABM Janitorial Services

2.2. Key Tasks

ABM Janitorial Services is responsible for their portion of the janitorial maintenance performed in accordance with their respective contract, specifications and the procedures outlined in this policy. The ABM Janitorial Services will perform the following key tasks:

2.2.1. In conjunction with Illinois Tech, develop and maintain an appropriate janitorial maintenance plan that addresses the goals stated in this policy.
2.2.2. Provide documented evidence required to show compliance with this program.
2.2.3. Communicate with Illinois Tech if any deviation to this program has occurred.
2.2.4. Communicate with Illinois Tech when new and improved products or methods are available so that they may be investigated to determine if changes to this program need to occur.

3. **Guidance for Resources and Implementation**

ABM Janitorial has implemented their ABM Green Care at Wishnick Hall document. Details of this are attached and described in the ABM Green Care™ Cleaning and Janitorial Maintenance Plan and cover the following areas:

- High Performance Cleaning Program
- Vulnerable Site Population
- Custodial Effectiveness Audit
- Sustainable Chemicals and Cleaning Materials
- Sustainable Tools and Equipment
- Entryway Systems and Maintenance
- Solid Waste Management: Ongoing Consumables
4. **Performance Measurement**

Records will be kept of the activities described below to document the effective implementation of this policy and compliance with IEQ Credits 3.1, 3.3, 3.4 and 3.5 standards.

4.1. **Training Records** (Chemical Program, Procedures, Equipment, Safety at a minimum) - Weekly logs will be kept on file for documentation and will be reviewed at quarterly facility review meetings to ensure significant deviations do not occur and that corrective actions will be implemented in a timely manner. The quarterly review will consist of, at a minimum, the review of the ABM GreenCare Master log which shows the chemical concentrate logs and sustainable cleaning products and materials, past and planned APPA audits and training logs of those that participate in the implementation and maintenance of this program.

4.2. **Cleaning Chemical Concentrate Logs** – Monthly logs will be kept on file for documentation and will be reviewed quarterly to ensure significant deviations do not occur and that corrective actions will be implemented in a timely manner. Changes in cleaning chemical standards will not be made without prior approval of Illinois Tech. The quarterly review will consist of, at a minimum, the review of the ABM GreenCare Master log which shows the chemical concentrate logs and sustainable cleaning products and materials, past and planned APPA audits and training logs of those that participate in the implementation and maintenance of this program.

4.3. **Custodial Effectiveness** – HPC performance will be measured using APPA Audit results. The audit will follow APPA audit guidelines. If audit results exceed a total building average audit score of 3.0 or greater, corrective actions are required and will be discussed at the following facility review meeting. Audit to be completed once per year either by third party single auditor or two auditor's averaged score. The quarterly facility review meeting will consist of, at a minimum, the review of the ABM GreenCare Master log which shows the chemical concentrate logs and sustainable cleaning products and materials, past and planned APPA audits and training logs of those that participate in the implementation and maintenance of this program.

4.4. **Sustainable Cleaning Products and Materials** – Policy performance will be measured using the guidelines of IEQ Credit 3.3 (purchases equal a minimum of 70% of total Sustainable Cleaning Products and Materials purchases for the building). The purchases and percentages will be quarterly to ensure significant deviations do not occur and that corrective actions will be implemented in a timely manner. The quarterly review will consist of, at a minimum, the review of the ABM GreenCare Master log which shows the chemical concentrate logs and sustainable cleaning products and materials, past and planned APPA audits and
training logs of those that participate in the implementation and maintenance of this program. Changes in sustainable cleaning product and material standards will not be made without prior approval of Illinois Tech.

4.5. Sustainable Cleaning Equipment – Policy performance will be measured using the guidelines of IEQ Credit 3.4 including record keepings for repairs and preventive maintenance. The purchases and percentages will be reviewed quarterly to ensure significant deviations do not occur and that corrective actions will be implemented in a timely manner. The quarterly review will consist of, at a minimum, the review of the ABM GreenCare Master log which shows the chemical concentrate logs and sustainable cleaning products and materials, past and planned APPA audits and training logs of those that participate in the implementation and maintenance of this program. Routine equipment inspections and maintenance logs will be documented along with product spec sheets. Equipment purchases will not be made without prior approval of Illinois Tech.

4.6. Indoor Chemical and Pollutant Source Control – Policy performance will be measured by compliance with the sustainability criteria of IEQ 3.5. Compliance will be reviewed quarterly to ensure significant deviations do not occur and that corrective actions will be implemented in a timely manner. Changes in entryway systems and the maintenance of these systems will not be made without prior approval of Illinois Tech. The quarterly review will consist of, at a minimum, the review of the ABM GreenCare Master log which shows the chemical concentrate logs and sustainable cleaning products and materials, past and planned APPA audits and training logs of those that participate in the implementation and maintenance of this program.

5. Quality Assurance Process

This program has been developed for the Wishnick Hall portfolio and was approved on April 1, 2016 by Illinois Tech as a part of the corporate sustainable effort. It is effective from the aforementioned date and the Performance Measurements listed in Section 4 are reviewed quarterly by the Responsible Parties in Section 2, listed above to ensure sustainable performance persists over time.

Signature: [Signature]

Title: Contract Manager & Manager of Custodial Services

Date: 4/1/16
The following constitutes the MBE/WBE and Equal Employment Opportunity Plan (the "Plan") which shall govern the activities of the Contractor and Subcontractors engaged to perform Work on Illinois Institute of Technology Projects (the “Project”). Each Contractor or Subcontractor who agrees to perform Work or services and supply materials for the Project shall be deemed to have agreed to the terms of this Plan and this Plan shall be deemed incorporated into any Contract for labor or materials for the Project, as is fully set forth therein.

I. DEFINITIONS

As used in this Plan, the following terms shall have the following meanings indicated:

A. "Minority" means a person who is a citizen or lawful resident of the United States and who is Black; Hispanic; Asian-American and Pacific Islander; American Indian or Alaskan native.

B. "Minority Business Enterprise" ("MBE") means a business that is Owned and Controlled (as herein defined) by one or more Minority persons.

C. "Women Business Enterprise" ("WBE") means a business that is Owned and Controlled by one or more women.

D. "Owned" means a business which is (1) a sole proprietorship legitimately Owned by a Minority person or woman, (2) a partnership or joint venture in which at least 51 percent of the beneficial ownership interests legitimately are Owned by Minority persons or women, or (3) a corporation or other entity in which at least 51 percent of the beneficial ownership interests are Owned by Minority persons or women.

E. "Controlled" shall be determined by considering the degree to which Minority group members or women participate in direction and management of this partnership, corporation, joint venture or other entity, including consideration of their participation in the decisions affecting the day-to-day management and operations of the business, and of their proportionate interest in the capital, assets and profits of the business.

F. "Eligible MBE or WBE Firm" includes any qualified Contractor or Subcontractor providing labor, services, products or materials for the Project who has been certified by one of the agencies or programs listed below:
City of Chicago, National Minority Supplier Development Council Affiliates (NMSDC), Chicago Minority Business Development Council (CMBDC), State of Illinois - Department of Transportation (IDOT), Small Business Administration (SBA-8A), and the Women's Business Development Center.

G. "Contractor" means any person who has a Contract with Illinois Institute of Technology, providing labor, services, products and materials for the Project.

H. "Subcontractor" means any person who has such a Contract with a Contractor or with a Subcontractor providing labor, services, products and materials for the Project.

I. "Joint Venture" means an association of two or more businesses to carry out a single business enterprise in which they may combine their property, capital, efforts, skills and/or knowledge. A joint venture seeking to be credited for MBE and/or WBE participation may be formed among MBE and/or WBE firms or between a MBE and/or WBE firm and a non-MBE/WBE firm.

A Joint Venture is eligible if, and only if, all of the following requirements are satisfied:

- The MBE and/or WBE venturer(s) share in the (1) ownership, (2) control, (3) management responsibilities, (4) risks and (5) profits of the Joint Venture in proportion with the MBE and/or WBE ownership percentage; and

- The MBE and/or WBE venturer(s) are responsible for a clearly defined portion of the work to be performed in proportion with the MBE and/or WBE ownership.

J. “Area of Specialty” means the description of a MBE or WBE firm’s business which has been determined by the M/WBE certifying agency to be most reflective of the MBE or WBE firm’s claimed specialty of expertise. Each MBE and WBE letter of certification contains a description of their Area of Specialty. Credit toward this contract’s MBE or WBE participation goal shall be limited to the participation of firms performing within their Area of Specialty.

K. “Commercially Useful Function” means that a contractor is responsible for execution of a distinct element of work and carries out its responsibilities by actually performing, managing and supervising the work involved.

II. STATEMENT OF INTENT AND PROGRAM IMPLEMENTATION

The Contractor recognizes its obligations to establish and implement aggressive equal employment opportunity programs and appropriate MBE/WBE programs to ensure full participation of minorities and females in this Project. The Contractor also recognizes that minority and female participation in the construction industry has, at times in the past, been found to be significantly below their representation in the general work force in the City of Chicago. In order to assure that minorities and females fully participate in this Project, Contractor agrees to the obligations described below and to designate a Plan Officer who will act on its behalf to fulfill its responsibilities thereunder.

Failure to effectively implement the Plan shall be deemed to be a default under the Contract.

III. M/WBE CONTRACTING & PROCUREMENT
A. Contractor shall make good faith efforts to actively solicit and achieve the participation of M/WBE firms in the contracting and procurement process and to identify and use eligible M/WBE firms for any Work that may be subcontracted by it and material or supplies purchased by it, whenever possible.

B. The goal for MBE utilization is a minimum of 25% of the aggregate dollar value of the contract, including all changes to the Contract. The goal for WBE utilization is a minimum of 5% of the aggregate dollar amount of the Contract, including all changes to the Contract.

C. Contractor shall maintain a documented record of all contacts with M/WBE firms and M/WBE trade associations, and of all bid solicitations and the results thereof. Such documentation shall be available to IIT upon request.

D. Where economically and technically feasible, Contractor shall award contracts to M/WBE firms as a result of competitive bidding processes or negotiations limited to M/WBE firms.

E. Where economically and technically feasible, Contractor shall divide the Work to be contracted into smaller portions to permit greater participation by M/WBE firms. In the preparation of bid packages, Contractor shall carefully analyze and evaluate the requirements for goods and services to identify those which may be assembled into bid packages of a size and scope within the ability of the greatest number of M/WBE firms to provide and perform.

F. Where appropriate, Contractor shall provide technical assistance to M/WBE firms in the bidding, estimating and scheduling processes.

IV. EQUAL EMPLOYMENT OPPORTUNITY

A. Contractor shall not discriminate against employee or applicant for employment because of race, color, religion, sex, sexual orientation, age, national origin, or disability not affecting ability to perform. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age, national origin. Such action shall include, but not be limited to the following: employment, job classification, upgrading, promotion, demotion or transfer, recruitment, layoff or termination, rates of pay or other forms of compensation and selection for and quality of training, including apprenticeship.

B. Contractor shall comply, at its own expense, with all applicable laws, ordinances, rules, regulations and orders of any public authority relating to the terms and conditions of employment of any person who is employed in connection with the Project including, without limitation, the applicable provisions of the Fair Labor Standards Act, the Fair Employment’s Practices Law and the Equal Pay Act.

C. In an effort to ensure equal minority and female employment opportunities on the Project, the Contractor shall use good faith efforts to achieve at least 25% minority participation and 7% female participation in employment on the Project. These goals are expressed in percentages of the aggregate hours of Work performed at the Project. While the Contractor must use good faith efforts to achieve the above-stated participation, nothing herein shall be construed as requiring the
Contractor to hire persons who are not qualified to perform the Work for which they are hired. Achievement of the goals in each work force and trade category shall be based upon an evaluation of the availability of qualified minority and female workers in each trade category and the extent of documented good faith efforts to achieve the goals.

D. In an effort to ensure that maximum employment opportunities exist for persons who reside in the areas that surround this university, the Contractor shall use good faith efforts to hire at least one community resident to be employed on the Project. This goal also pertains to each subcontractor performing work on the Project. While the Contractor must use good faith efforts to achieve the above stated participation, nothing herein shall be construed as requiring the Contractor to hire persons who are not qualified to perform the work for which they are hired. For the purpose of clarification, local residents are those whose home address is located within the following zip codes: 60616, 60609, 60615, 60653, 60605.

E. Contractor shall make oral and written notifications to labor unions or representatives of workers with which it has a collective bargaining agreement, or understanding of its equal employment obligations, requesting their cooperation and assistance in the referral of qualified minority and female workers. Copies of such notice and requests shall be delivered to IIT.

F. IIT will be actively assisting the contractor by providing lists of certified contractors, sponsoring outreach conferences, and attending meetings to facilitate relationships between M/WBE and non-M/WBE firms. Contractor shall utilize resource organizations identified by IIT for referral of minorities, females, local residents and other resource organizations as may be available.

G. Contractor shall monitor utilization of minority and female workers in its own work force and the work force of its Subcontractors and, when underutilization is evident, take or request that immediate, corrective action be taken to achieve the appropriate levels of participation to ensure equal employment opportunity.

H. When underutilization continues for an extended period of time, IIT will convene a meeting with Contractor and, if required, Contractor shall convene a meeting with Subcontractors not in compliance for the purpose of reviewing their equal employment efforts and all supporting documentation. During the meeting, an agreed upon action to achieve the goals shall be established.
V. ADMINISTRATION AND MONITORING

Contractor's obligation under this Plan is to make good faith efforts to comply with all provisions and to meet all goals set forth herein or otherwise agreed upon. Contractor agrees that the Plan shall be administered in the following manner:

A. Prior to the award of a Contract to any Subcontractor, the Contractor shall be required to submit documentation, provided by the Subcontractor, verifying its good faith efforts via a detailed plan for actual utilization of M/WBE firms in an amount equal to or greater than the commitments or goals incorporated into this Plan.

B. Contractor agrees that these equal employment and MBE/WBE utilization provisions are to be inserted into each contract for any of the Work subcontracted by the Contractor to others, and that the Contractor will be responsible for enforcing or causing Subcontractors to enforce such provisions. The Contractor will report such enforcement efforts to IIT as often as may be required by IIT.

C. Contractor agrees that it will meet with a representative of each subcontractor to review the specific requirements of the Plan, including reporting procedures and documentation, and obtain written acknowledgment from the subcontractor with respect to each such requirement.

D. Contractor agrees that it shall maintain and make available to IIT documentation regarding M/WBE utilization and the employment of minorities, and females and persons residing in the aforementioned zip codes. Documentation shall contain, at a minimum, names and addresses of M/WBE subcontractors and suppliers, evidence of certification by one of the authorized agencies or programs, the actual dollar amount of the contract awards or purchase agreements, affidavits confirming M/WBE participation, and actual numbers and percentage of hours worked by minorities, females and local residents. Documentation shall be maintained in such form as to permit a determination that good faith efforts have been made to achieve the goals of the Plan. After an initial presentation of Contractor's proposed Plan, reports summarizing this information shall be submitted to IIT on a monthly basis. Failure to submit the required reports will result in withholding of payment to Contractor or any Subcontractors failing to report.

E. Referrals of eligible M/WBE firms may be made by IIT or other parties from time to time. These referrals shall not be deemed to be a recommendation by IIT to utilize any such firms or a representation or warranty that such firms are qualified to perform any work associated with the Project. Referrals are solely for the convenience of Contractor and any decision by Contractor to utilize any firms so referred shall be the sole decision of Contractor without participation by IIT. Contractor acknowledges that IIT shall have no responsibility for Contractor's decisions regarding M/WBE utilization.
VI. COUNTING MBE/WBE PARTICIPATION TOWARDS CONTRACT GOALS

MBE/WBE participation shall be counted toward meeting Affirmative Action Goals set in accordance with this contract as follows:

A. Once a firm is determined to be an eligible MBE/WBE in accordance with these rules, the total dollar value of the contract awarded to the MBE/WBE is counted toward the applicable MBE/WBE goals.

B. A Contractor may count towards its MBE/WBE goals a portion of the total dollar value of a contract with a joint venture eligible under the standards of the definition of a joint venture equal to the percentage of the ownership and controls of the MBE/WBE partner in the joint venture.

C. A Contractor may count toward its MBE/WBE goals only expenditures to MBEs/WBEs that perform a commercially useful function in the work of a contract as defined in Section I, Definitions. To determine whether an MBE/WBE is performing a commercially useful function, the Contractor shall evaluate the amount of work subcontracted, industry practices, and other relevant factors.

D. Consistent with normal industry practices, an MBE/WBE may enter into subcontracts. If an MBE/WBE Contractor subcontracts a significantly greater portion of work than would be expected on the basis of normal industry practices, the MBE/WBE shall be presumed not to be performing a commercially useful function. The MBE/WBE may present evidence to rebut this presumption to IIT.

E. A Contractor may count toward its MBE/WBE goals, expenditures for materials and supplies obtained from MBE/WBE suppliers and manufacturers, provided that the MBEs/WBEs assume the actual and contractual responsibility for the provision of the materials and supplies.

VII. RECORD KEEPING

A. The Contractor shall, no later than thirty (30) days after the approval of the M/WBE Utilization Plan, execute formal contracts or purchase orders with those MBEs and WBEs included in its approved MBE/WBE Utilization Plan.

B. The Contractor shall file monthly manpower reports in a form and format approved by IIT. This report will also include manpower reports of any subcontractors. Contractor shall present corrective plans to overcome any present or projected shortfalls in Minority, Women and resident employment.

C. The Contractor shall maintain records of all relevant data with respect to the utilization of MBEs and WBEs.
VIII. NON-COMPLIANCE

Failure to comply with the MBE/WBE requirements of this contract or failure to use MBEs and WBEs as stated in the Form 100 - M/WBE Utilization Plan constitutes a material breach of the Contract, and may lead to the suspension or termination of this Contract in part or in whole. Monthly progress payments will be withheld until corrective action is taken.

IX. MBE AND WBE CONTRACTOR ASSISTANCE

Contractors must themselves assist MBEs and WBEs in overcoming barriers to program participation. The following methods may be appropriate:

A. Develop solicitations of subcontract bids so as to increase potential MBE and WBE participation. This can take the form of breaking down large subcontracts into smaller ones, and by issuing notice of solicitations in a timely manner;

B. Provide technical assistance and guidance in bid clarifications, estimating and scheduling process;

C. Purchase supplies and/or lease the required equipment for a job;

D. Provide accelerated payments or establish pro-rated payment and delivery schedules so as to minimize cash flow problems faced by smaller firms;

E. Consider alternative Subcontractor bonding requirements i.e. allowing incremental bonding.

F. Conduct a pre-bid conference for potential Subcontractors.
X. CONTRACTOR ASSISTANCE AGENCIES

The following Minority and Women Business Enterprise assistance agencies and elected officials should be contacted to identify certified contractors:

AGENCIES:

**Black Contractors United (BCU)**
11906 S. Michigan Avenue
Chicago, IL 60628
Attn: Carl L. Bibbs
Phone: (773) 483-4000 or (708) 389-5730
Fax: (773) 483-4150 or (708) 389-5735
Email: bcunewera@att.net
info@blackcontractorsunited.com
Website: www.blackcontractorsunited.com

**Chatham Business Association**
8441 S. Cottage Grove
Chicago, IL 60619
Phone: (773) 994-5006
Fax: (773) 994-9871
Email: admin@cbaworks.org

**Chicago Urban League**
4510 S Michigan Avenue
Chicago, IL 60653
Phone: (773) 285-5800
Fax: (773) 285-7772
Email: kcoleman@thechicagourbanleague.org
Website: www.thechicagourbanleague.org

**Chicago Women In Trades**
2444 W. 16th Street, Suite 3E
Chicago, IL 60608
Attn: Jayne Vellinga, Executive Director
Phone: (312) 942-1444
Fax: (312) 942-1599
Email: cwitinfo@cwit2.org
Website: www.chicagowomenintrades.org

**Directory of Certified, Disadvantage Minority and Women Business Enterprise**
**Department of Procurement Services**
Certification and Compliance Division
121 North LaSalle Street  Room 403
Chicago, IL 60602
Phone: (312) 744-4900
Website:

**Cosmopolitan Chamber of Commerce**
30 East Adams

Chicago, IL 60603
Attn: Carnice Carey, Executive Director
Phone: (312) 499-0611
Fax: (312) 701-0095
Email: ccarey@cosmochamber.org
Website: www.chamberofcommerce.com/chicago-il/1041286-cosmopolitan-chamber-of-commerce

**Federation of Women Contractors**
5650 S. Archer Avenue
Chicago, IL 60638
Attn: Beth Doria
Phone: (312) 360-1122
Email: fwcchicago@aol.com
Website: www.fwcchicago.com/

**Hispanic American Construction Industry Assoc.**
901 W. Jackson Blvd., Suite 205
Chicago, IL 60607
Attn: Jorge Perez, Executive Director
Phone: (312) 666-5910
Fax: (312) 666-5692
Email: jperez@haciaworks.org; info@haciaworks.org
Website: www.haciaworks.org

**Women’s Business Development Center**
8 S. Michigan Ave., #400
Chicago, Illinois 60603
Phone: (312) 853-3477
Fax: (312) 853.0145
Email: wbdc@wbdc.org
Website: www.wbdc.org/

**Chicago Anchors for a Strong Economy**
Kathryn Yaros
Anchor Relationship Manager
World Business Chicago
Phone: (312) 763-3653
Email: kyaros@worldbusinesschicago.com
Website: www.worldbusinesschicago.com/
ELECTED OFFICIALS:

U.S. Congressman Bobby Rush (1st District)
District Office:
700 East 79th Street
Chicago, IL 60619-3102
Phone: (773) 224-6500
Fax: (773) 224-9624
Website: http://rush.house.gov/

U.S. Congressman Danny Davis (7th District)
District Office:
2746 West Madison Street
Chicago, Illinois 60612
Phone: (773) 533-7520
Fax: (773) 533-7530
Website: www.davis.house.gov/

State Senator Mattie Hunter (3rd District)
District Office:
2929 S. Wabash Avenue, Suite 102
Chicago, IL 60616
Phone: (312) 949-1908
Fax: (312) 949-1958
Email: senator03district@gmail.com
Website: www.senatorhunter.com

State Senator Kwame Raoul (13th District)
1509 E. 53rd Street
2nd Floor
Chicago, IL 60615
Phone: (773) 363-1996
Fax: (773) 681-7166
Email: raoulstaff@me.com
Website: www.illinoissenatedemocrats.com/index.php/sen-raoul-home

State Representative Sonya Harper (6th District)
4926 South Ashland
Chicago, IL 60609
Phone: (773) 925-6580
Fax: (773) 925-6584
Email: repsonyaharper@gmail.com

Alderman Pat Dowell, 3rd Ward
5046 South State Street
Chicago, Illinois 60609
Phone: (773) 373-9273
Email: ward03@cityofchicago.org
Website: www.dowellfor3rdward.com/

Alderman Danny Davis
District Office:
2746 West Madison Street
Chicago, Illinois 60612
Phone: (773) 533-7520
Fax: (773) 533-7530
Website: www.davis.house.gov/

Alderman Sophia King, 4th Ward
435 East 35th Street, 1st Floor
Chicago, Illinois 60616
Phone: (773) 536-8103
Email: ward04@cityofchicago.org

Alderman Patrick Thompson, 11th Ward
3659 S Halsted St, Chicago, IL 60609
Phone: (773) 254-6677
Email: ward11@cityofchicago.org

Alderman Willie B. Cochran, 20th Ward
6357 South Cottage Grove Avenue
Chicago, Illinois 60637
Phone: (773) 955-5610
Fax: (773) 955-5612
Email: ward20@cityofchicago.org
Website: the20thward.com

Alderman Brian Hopkins, 2nd Ward
1400 North Ashland
Chicago, IL 60622
Phone: (312) 643-2299
Fax: (312) 786-1736
Email: ward02@cityofchicago.org
Website: www.cityofchicago.org/city/en/about/wards/02.html
XI. EQUAL EMPLOYMENT OPPORTUNITY

Compliance with MBE and WBE requirements will not diminish or supplant Equal Employment Opportunity and Civil Rights provisions as required by law as they relate to Prime Contractor and subcontractor obligations.

XII. INABILITY TO MEET M/WBE GOALS

In the event that Contractor finds it impossible to fully meet the M/WBE goals stated above, the Contractor must submit a signed petition for grant relief from these goals on the Contractor’s letterhead, accompanied by documentation demonstrating that all reasonable “good faith” efforts were made toward fulfilling the goal. To demonstrate sufficient reasonable efforts to meet the M/WBE goals, Contractor shall document the steps it has taken to obtain M/WBE participation, including but not limited to the following:

A. Attendance at a vendor conference, if any, scheduled by IIT to inform M/WBE’s of subcontracting opportunities under a given solicitation.
B. Written notification to M/WBE’s that their interest in the contract/agreement is solicited.
C. Efforts made to select portions of the work proposed to be performed by M/WBE’s in order to increase the likelihood of achieving the stated goals.
D. Efforts to negotiate with M/WBE’s for specific sub-bids including at a minimum:
   i. The names, addresses, and telephone numbers of M/WBE’s that were contacted:
   ii. A description of the information provided to M/WBE’s regarding the plans and specifications for portions of the work to be performed; and
   iii. A statement of why additional agreements with M/WBE’s were not reached.
E. Concerning each M/WBE the respondent contacted but rejected as unqualified, the reason for the respondent’s conclusion.

A Contractor that fails to meet the M/WBE goals and fails to demonstrate sufficient reasonable efforts will be deemed in non-compliance and shall not be eligible to be awarded the contract/agreement.
WE PROPOSE TO AWARD SUBCONTRACTORS AND SUPPLY PURCHASES AS DESCRIBED HEREAFTER:

<table>
<thead>
<tr>
<th>Trade</th>
<th>Description of Work</th>
<th>Furnish</th>
<th>Install</th>
<th>Firm Name and Address</th>
<th>Certification Agency**</th>
<th>M.B.E.</th>
<th>W.B.E.</th>
<th>Amount ($)</th>
<th>% of Contract</th>
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</table>

SUMMARY OF AWARDS

**ATTACH COPIES OF CERTIFICATES
FORM 100M
Illinois Institute of Technology
Chicago, Illinois
MBE/WBE AWARD VERIFICATION
(To be Completed by MBE/WBE Firm)

Company: ________________________________________      MBE(  )       WBE(  )

Address: ________________________________________

________________________________________________________________________

Telephone: ________________________________________

Contact Person: ____________________________________

Our Firm: (Check One) (  ) has provided;
(  ) is providing;
(  ) is committed to provide;

The materials or services listed below in conjunction with the construction of the project, Chicago, Illinois.

<table>
<thead>
<tr>
<th>Scope of Work or Materials Provided</th>
<th>Value of Contract or Purchase Order</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

We have signed a contract or purchase order: (  ) Yes     (  ) No

Name of prime contractor:__________________________________________________

I affirm that the representations contained in this statement are true and no material facts have been omitted.

Signed:

Name

Title

Date
EXHIBIT G

CUSTODIAL QUALIFICATION FORM

COMPANY INFO: Please provide the following information.

1. Legal Name: _______________________________________________________
2. Legal Address: _____________________________________________________
3. Year Company was Incorporated: _____________________________________
4. Company Main Phone Number: _______________________________________
5. Fax Number: _______________________________________________________
6. E-Mail Address: ____________________________________________________
7. Web Site: _________________________________________________________
8. Owner and Title: ___________________________________________________
9. Operations Manager: ________________________________________________
10. Attach Company Organizational Chart.

BUSINESS STATUS: Check more than one if applicable.

Incorporated:___   Sole-Owner:___   Partnership:___   M/WBE:___   Traded:___  Others:___

______% of work will be awarded to Minority and/or Women Owned Business Enterprises

SALES INFORMATION:

1. Company Total Dollar sales per year: _________________________________
2. Company Total Chicago sales per year: _______________________________

MANAGEMENT INFORMATION:

1. Indicate the ration of Managers to custodial personnel company-wide: _______
2. Indicate the ration of Managers to custodial personnel in Chicago: __________
3. Total number of Management field personnel in Chicago: _________________
4. Total number of custodians in Chicago: _________________________________
5. Total numbers of Executive Managers in Chicago: ______________________
EXPERIENCE:

1. Is your company presently providing custodial cleaning for any College/University office/school buildings similar to the scope of this RFP?   Yes _____  No _____

2. Is your company presently providing custodial cleaning for any College/University office/school buildings similar to the scope of this RFP in Chicago?   Yes _____  No _____

3. What is the total square footage your company has under contract? _______________

4. What is the total square footage your company has under contract in Chicago? _______________

5. List Names, Locations, Contact Person & Contact information for current similar contracts:
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

I certify that all the above information is correct to the best of my knowledge:

Signed ___________________________ Date ___________
The contract awarded will be based on the proposer’s qualifications, complete cost worksheets and cost proposal form. These forms must be fully and completely filled out. Forms not completely filled out may cause the proposal to be rejected. The cost reimbursement proposed will be calculated based on estimated custodial labor cost, supervisory cost, uniform cost, replacement labor, overhead and profit.

Currently IIT owns all the cleaning equipment presently used on the campuses. The custodial contractor awarded the Contract will take possession/ownership of the equipment. They will be responsible for maintaining, replacing, upgrading it as needed to achieve the RFP specified results.

The Contractor will be responsible for providing materials and supplies including paper products, hand soap, cleaning products, etc. It is expected that they take care of delivery, storage, and handling of materials. The cost should be included in their proposal.

Proposers will calculate a total annual cost. Evaluation of the proposer’s estimated annual cost will be an important part of the overall evaluation of the contractor’s proposal. The owner reserves the right not to award to the lowest proposer, but rather, the owner will make award to the proposer who provides best overall value to the university.

Proposer will provide all employees with standardized uniforms that clearly identify the name of the custodial contractor/employer. Proposer will also provide a sufficient amount of uniforms so that the employee has clean uniforms for each day of work. Employees must also wear clean, hard-soled, closed-toed shoes.

Proposer will also have all employees use a time clock for time-keeping.
## Academic Area:

<table>
<thead>
<tr>
<th>Number</th>
<th>Asset Name and Type</th>
<th>Total Cleanable Space GSF</th>
<th>Building GSF</th>
<th>Service Level: Public Spaces</th>
<th>Service Level: Restrooms</th>
<th>Service Level: Classrooms</th>
<th>Service Level: Offices</th>
<th>Service Level: Dorms and Hotel Rooms</th>
<th>Cost per cleanable square foot with IT provided paper products &amp; liners (include the cost of cleaning chemicals)</th>
<th>Cost per cleanable square foot with contractor provided paper products &amp; liners. (include the cost of cleaning chemicals)</th>
<th>Premium Per cleanable Sq Ft for LEED Certified Buildings</th>
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</thead>
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<tr>
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<td>31,078</td>
<td>39,542</td>
<td>Normal</td>
<td>Normal</td>
<td>Normal</td>
<td>Economic</td>
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<td>-</td>
<td>-</td>
<td>-</td>
</tr>
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<td>2</td>
<td>Chemistry</td>
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<td>53,901</td>
<td>Normal</td>
<td>Normal</td>
<td>Normal</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
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<td>John T. Rettigetta Engineering Center (E1)</td>
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<td>133,187</td>
<td>Normal</td>
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<td>Normal</td>
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<td>-</td>
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<td>Fair Hall</td>
<td>11,649</td>
<td>24,894</td>
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<td>McCormick Student Village (MSV)</td>
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**SUBTOTALS:** 1,446,126 2,531,783

**TOTALS:** 56,181 360,636

* The Ed Kaplan Family Institute for Innovation and Tech Entrepreneurship is currently under construction with an expected Fall 2018 completion date *

Sub-Total:

Total:

1 time equipment credit
**Total Hourly Labor Rate:**
- Custodians (Basic Rate)*
- Call-Ins/Replacement Custodians
- Housing Worker
- Rice Custodians
- Moffett Custodians

Please note that the rates above are inclusive of those factors included below:
- Hourly FICA:
- Federal Tax:
- State Tax:
- General Liability:
- Workman’s Compensation:
- Chicago Head Tax:
- Health & Welfare:
- Pension:
- Other:

Total Hourly Labor Rate:

*Contractor’s proposal to be based on prevailing hourly wage rates.
MINORITY AND/OR WOMEN OWNED BUSINESS ENTERPRISES:

Contractor should review Exhibit F for the M/WBE goals. The undersigned shall list below each portion of the Work that will be awarded to Minority and/or Women Owned Business Enterprises if it is awarded the contract for the Work. The percentage of the Work that is to be performed by such enterprises may be a consideration in the award of the contract for the Work. If no entries are made below, it will be assumed that the undersigned does not intend to award any of the Work to Minority and/or Women Owned Business Enterprises.

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<tr>
<th>Trade</th>
<th>MBE/WBE</th>
<th>AMOUNT</th>
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WITHDRAWAL:

The undersigned understands and agrees that this proposal may not be withdrawn until Ninety (90) days after the set time for the receipt of the proposals.

TAXES:

The undersigned hereby agrees that the proposal includes all federal, state and local taxes relating to the performance of the Work, including without limitation, all social security, unemployment, sales and uses taxes.

Signed and sealed this,
_______________________.  (Name of Proposer)
Day of _______________________.    By: _______________________

______________________
EXHIBIT I

AGREEMENT FOR CUSTODIAL CLEANING SERVICES

This Custodial Cleaning Services Agreement (“Agreement”) is entered into and made effective this __ day of ________, 201___, by and between _________________________ (“Contractor”), a(n) _________ corporation having its principal offices at __________________________________, and Illinois Institute of Technology (“IIT”), an Illinois not-for-profit corporation having offices at 10 W. 35th Street, Chicago, Illinois, 60616.

1. Services

By this Agreement, IIT hereby retains Contractor to provide, and Contractor hereby agrees to provide custodial cleaning services (collectively, “Services”). These Services are to be provided to certain of IIT’s Buildings (collectively, “Buildings”), as identified on Exhibit A which are attached to and made part of this Agreement.

The Services are as described in the Scope of Services which is attached to and made part of this Agreement as Exhibit A. The pricing and charges for Contractor’s provision of the Services are described in Contractor’s pricing schedule from its proposal (“Pricing Schedule”) which is attached to and made part of this Agreement as Exhibit B.

2. Term

The term of this Agreement shall commence on April 1, 2017 (“Commencement Date”) and shall expire on May 31, 2020 (“Expiration Date”). The Agreement may be terminated before the Expiration Date as provided in Section 18.

3. Renewal

This Agreement may be renewed, in accordance with the provisions of this Section 3, for up to three (3) additional one-year option terms. Either party may seek to renew this Agreement for an additional option year by so notifying the other party in writing at least ninety (90) days before the expiration of the then-current term. Upon mutual agreement of the parties, the Agreement is so renewed for an additional option year, and all terms and conditions of this Agreement shall remain the same. With respect to any option term, any change in the terms of this Agreement, including, but not limited to, the scope of Services or Pricing Schedule, may only be made by a written amendment to this Agreement executed by the parties.

4. Service Standards

Contractor represents and warrants that it shall provide the Services in compliance with all applicable laws and the standards, specifications, duties and schedules (collectively “Service Standards”) stated in the Exhibit A. Contractor further represents and warrants that it shall perform the Services in accordance with generally accepted industry
standards and practices. Except as provided in Section 6 below, IIT reserves the right to modify (meaning to reduce, eliminate or modify in a non-substantial way) any part of the Service Standards without additional charge by Contractor, provided that IIT must notify Contractor in writing of any such modification at least twenty-four (24) hours before such modification is to become effective.

5. The Pricing Schedule

IIT shall pay Contractor in accordance with the cost items set forth in Exhibit B. This Price Schedule is based on service description and invoices should be the amount by building in the Price Schedule or any revised Price Schedule as described below. Contractor shall submit monthly invoices for payment. All invoices must display a unique reference or invoice number, and reference the applicable IIT purchase order number. IIT shall pay each invoice within thirty (30) days after receipt thereof; provided, however, that IIT reserves the right to dispute any part of an invoice and pay only the undisputed portion of the invoice as provided herein. IIT shall notify Contractor of the disputed amount within thirty (30) days after receipt of the invoice. If the parties agree upon a resolution pursuant to which IIT will pay some portion of the disputed amount, then Contractor shall include the agreed upon amount in its next quarterly invoice.

Invoices must include: the location, the IIT PO number, the contractor invoice number, the pay period covered, itemized employee hours and any material costs billed to IIT. Any extra costs for additional services (e.g., overtime or special projects) must be similarly itemized.

6. Additional Services

During the Term, IIT may request a bid for the following from the Contractor: (a) to provide additional services not included in the scope of Exhibit A; (b) to provide services not included in Section 4; (c) to provide Services in a manner that substantially exceeds the Service Standards described in Section 4; or (d) to provide work not covered by the pricing structure in Section 5 (collectively referred to as, the “Additional Services”). If IIT requests Contractor to bid on the Additional Services, IIT shall submit to Contractor an electronic or written request for Additional Services. If Contractor desires to bid on the Additional Services, it shall submit an electronic or written bid within five (5) business days following IIT’s request submittal. Contractor’s bid shall include its pricing schedule for the Additional Services and the personnel, equipment and other special requirements needed to perform the Additional Services. If Contractor does not so bid or if IIT rejects Contractor’s bid, IIT may, without any liability or obligation to Contractor, submit a request for bids for the Additional Services to third parties.

In the event that IIT accepts Contractor’s bid to provide the Additional Services, the Contractor’s accepted bid, including any mutually acceptable changes thereto, shall become Exhibit A-1 to this Agreement, and all other terms and conditions of this Agreement shall remain unchanged and shall govern Contractor’s provision of the Additional Services. Contractor shall include in its monthly invoice, as provided in Section 5, its charges for the Additional Services, as set forth in Exhibit A-1, and shall identify those charges as “Additional Service Charges.” (For purposes of this
Agreement, all provisions, requirements and obligations applicable to the Services shall, by this statement, automatically be deemed applicable to any requested and agreed to Additional Services.)

7. **Incident Reports**

Contractor shall report immediately to the IIT Contract Administrator and, if the IIT Contract Administrator deems necessary, to the IIT Department of Public Safety any incidents of which Contractor or its employees become aware. Incidents may include, but are not limited to, equipment or utility failures, property damage, personal injuries, accidents, suspicious activities and/or suspected criminal conduct.

8. **Equal Employment Opportunity**

Contractor shall comply with the equal employment opportunity and “MBE/WBE Plan and Local Employment Opportunity Plan” provisions set out in Exhibit C.

9. **Contractor’s Employees**

Contractor shall employ a sufficient number of employees to comply with the Service Standards described in Section 4. Contractor shall require its employees to carry IIT approved identification at all times while on duty and shall provide IIT with the names of its employees working under this Agreement and the Buildings in which they are working. Contractor shall provide IIT with an updated list whenever it has new employees working at IIT or whenever Contractor assigns employees to a different Building or to render different Services hereunder. Contractor shall, at its sole cost and expense, complete appropriate background checks on all Contractor employees or agents assigned to render Services hereunder. Such background checks shall include, at a minimum, criminal conviction and sex offender checks. Contractor shall provide IIT with the results of these background checks prior to any such employee so rendering Services. IIT reserves the right, in its sole discretion, to withhold its consent concerning any of Contractor’s employees to be assigned to perform services in connection with this Agreement. Contractor shall immediately (same day as notification) remove any employee from IIT premises when such individual, in IIT’s sole discretion, is deemed to be unfit for any reason to perform services under this Agreement.

Contractor shall be responsible for hiring, paying, supervising and disciplining its employees in performing its obligations hereunder; provided, however, that IIT shall have the right to require Contractor to remove any employee who, in IIT’s sole discretion, is deemed unsuitable to work at IIT. Contractor shall be solely responsible for complying with all legal and regulatory requirements as an employer, including, but not limited to, wage and hour, taxes, workers compensation, OSHA and employee benefits.

Contractor shall take reasonable steps to prevent its employees from committing any acts of personal misconduct, criminal conduct and/or damage to IIT, its employees and students, and the personal property of any of the foregoing. Contractor shall not permit its employees to smoke or drink alcohol or be under the influence of any illegal drug or
alcohol while working at IIT. Contractor shall not permit its employees to possess any firearm, mace or other weapon while working at IIT. Contractor shall have its employees treat all personnel and IIT property with due care and respect.

Contractor shall regularly provide training for its employees in order to ensure their successful performance of the Services. Training shall include, but not be limited to, the following subjects: IIT’s policies and procedures; the reporting of incidents, as provided in Section 7; compliance with laws and regulations, as provided in Section 12; and the confidentiality of information, as provided in Section 17. If applicable, Contractor should also provide training and documentation of said training for cleaning procedures, safety procedures, lab safety and IITRI specific training procedures. Employees working at IITRI Facilities must wear IITRI approved identification at all times.

10. Management Employees

Contractor shall employ a sufficient number of management employees who shall be responsible for supervision of its employees at IIT. Contractor and IIT shall each designate an operational point of contact ("Contact Person") for daily management of this Agreement and shall identify that person in Section 19 below. Contractor’s Contact Person must be reachable by telephone service, pager and email a minimum of ten (10) hours per day, Monday through Friday, and must be otherwise reachable by telephone service twenty-four (24) hours a day, seven (7) days a week.

11. Performance Evaluations and Reporting

The parties’ Contact Persons shall meet no less than monthly to evaluate Contractor’s performance based on the Service Standards. If Contractor is not meeting any part of the Service Standards, IIT shall allow Contractor four (4) days to re-perform the nonconforming work. The parties shall mutually agree as to when Contractor shall re-perform the non-conforming work within the four (4) day period. If such re-performed work is still not satisfactory to IIT, then IIT may either allow Contractor to re-perform the work again or deduct the value of such non-conforming work from Contractor’s next invoice.

The Contractor shall furnish a quarterly report to be received via e-mail addressed to the Contract Administrator/Contact an electronic or written report detailing any issues/deficiencies detected, inspection reports, dates covered, tasks performed and any results of work performed. Such electronic report shall be delivered within two (2) business days of the end of the month covered in the report. Contractor shall update and submit any reports or logs required by any contract exhibits or any Federal, State and Local laws, rules, regulations or ordinances.

12. Compliance with Laws and Regulations

Contractor shall comply with all applicable federal, state and local laws, regulations, rules and ordinances, including, but not limited to, those concerning sanitation, safety, and health. Contractor shall reimburse IIT for any federal, state fines or penalties which it receives and which are the result of actions by Contractor and/or any of its
employees. Citations may be, without limitation, for such violations as hazardous spills, false fire alarms, illegal parking and any other acts for which Contractor incurs or causes liability.

13. Chemicals/Safety

Contractor acknowledges and agrees it is solely responsible for establishing and maintaining a safety program, including, but not limited to, all training, licensing, certifications and adherence to required protocols, that (i) is appropriate for the Work to be performed, taking into consideration, among other things, the foregoing disclosure, and (ii) meets all statutory and regulatory requirements, including, without limitation, all rules of the Occupational Safety and Health Administration.

Prior to their use in or on any IIT building or property, Contractor shall provide IIT, for its approval, a written list of the solutions, chemicals and petroleum products (each a “Chemical”) that Contractor intends to use and the approximate stocking quantities that will be maintained at IIT. IIT reserves the right to object to Contractor’s use of a particular Chemical, and in the event of such an objection, Contractor and IIT agree to cooperate to find a suitable alternative Chemical. Upon IIT’s approval of a Chemical, Contractor shall provide IIT with Material Safety Data Sheets for the Chemical. Contractor’s use of Chemicals shall comply with all applicable OSHA, USEPA and other environmental laws. Except for IIT approved Chemicals, Contractor shall not permit any hazardous or toxic substances to be brought upon, produced, stored, used, discharged or disposed of in, on or about IIT’s property.

Contractor acknowledges that IIT has disclosed to Contractor the presence and location of any known hazardous materials, such as asbestos, lead paint and the like, in the areas where the Services are to be performed. Contractor acknowledges and agrees it is solely responsible for establishing and maintaining a safety program, including, but not limited to, all training, licensing, certifications and adherence to required protocols, that (i) is appropriate for the Services to be performed, taking into consideration, among other things, the foregoing disclosure, and (ii) meets all statutory and regulatory requirements, including, without limitation, all rules of the Occupational Safety and Health Administration. Further, Contractor acknowledges and agrees that it has received and has reviewed and will comply with IIT’s Contractor Safety Policy, as may be amended from time to time, the latest version of which is available at http://web.iit.edu/sites/web/files/departments/general-counsel/IIT%20Contractor%20Safety%20Policy_Updated%20Oct.17.2016.pdf. Compliance with IIT’s Contractor Safety Policy is supplemental to and does not relieve, and is not intended to relieve, Contractor of its obligation to establish and maintain a safety program that is appropriate to the Services to be performed and meets all statutory and regulatory requirements. Upon request, Contractor agrees to provide IIT with evidence sufficient to demonstrate its compliance with the terms of this provision.

14. Indemnification and Waiver

Contractor shall indemnify, defend and hold harmless IIT and its trustees, officers, agents and employees, from and against any and all claims, demands, actions,
liabilities, damages, costs and expenses, including attorneys’ fees (collectively, “Claims”), brought against or incurred by IIT, including any brought by Contractor’s employees, for injuries to any persons and/or damage to, theft, misappropriation or loss of property. Indemnified Claims include, but are not limited to, those which, in any way, arise from or relate to Contractor’s acts or omissions, or its performance of its obligations hereunder, or its breach of this Agreement, or its failure to comply with state, local or federal laws or regulations. For any Claims discussed in this Section, if any proceeding is filed against IIT, Contractor agrees to defend IIT at Contractor’s sole expense and by legal counsel satisfactory to IIT, if so requested by IIT.

Contractor waives, and the foregoing indemnification shall not be minimized or reduced by, any immunity from or limitation on its contribution liability to IIT based upon the applicable workers compensation act or any judicial interpretation of that act. Contractor further waives any Claims against IIT for damage or destruction to its property or equipment and for economic loss or business disruption, unless caused by IIT’s reckless disregard or willful and wanton misconduct. Contractor shall pay for any damage or destruction caused by its employees or agents to IIT property or equipment, excluding normal wear and tear. Contractor shall pay for the damage within thirty (30) days after receipt of the IIT’s invoice for such damage.

Contractor’s indemnification obligations as set forth herein shall survive the termination of this Agreement.

15. Insurance

Contractor, at its expense, shall maintain at all times during the Term, as extended, the following insurance policies: (a) fire insurance, including extended coverage, vandalism, malicious mischief, demolition and debris removal, insuring the full replacement cost of its property used in performance of this Agreement; (b) commercial general liability insurance with limits to be set by IIT from time to time but in any event not less than $2,000,000 combined single limit for personal injury, sickness or death or for damage to or destruction of property for any one occurrence; (c) comprehensive automobile insurance for all owned, hired, rented and non-owned trucks, vans, buses and/or automobiles, and with limits not less than $1 million combined single limit for bodily injury and/or property damage; (d) umbrella liability insurance written in excess of the coverages provided by the insurance policies described in subsections (b) and (c), with a combined single limit not less than $5,000,000 for each occurrence of bodily injury and/or property damage; (e) Workers' Compensation and Occupational Disease Insurance in accordance with the laws of the State of Illinois and Employer's Liability Insurance with limits of liability of not less than (i) $500,000.00 for bodily injury by accident for each accident; (ii) $500,000.00 for bodily injury by disease for each employee; and (iii) $500,000.00 aggregate liability for disease; and (f) insurance against such other risks and in such other amounts as IIT may from time to time require. The form of all such policies and deductibles there under shall be subject to IIT’s prior approval. All such policies shall be issued by insurers acceptable to IIT and licensed to do business in the State of Illinois and shall contain a waiver of any rights of subrogation thereunder. In addition, the policies in subsections (b), (c) and (d) herein shall name IIT, and any other parties designated by IIT, as additional insured’s, shall require at
least thirty (30) days’ prior written notice to IIT of termination or modification and shall be primary and not contributory. Contractor shall, at least ten (10) days prior to the Commencement Date, and within ten (10) days prior to the expiration of each such policy, deliver to IIT certificates evidencing the foregoing insurance or renewal thereof, as the case may be.

Certificate of Insurance must clearly state:

“Illinois Institute of Technology is named as an additional insured with respect to General Liability. All such coverage shall be primary and not contributory and shall contain a waiver of any rights of subrogation thereunder. The additional insured shall receive at least thirty (30) days’ prior written notice of termination or modification.”

Certificates received without this language will be rejected.

Certificates Holder should be listed as: Illinois Institute of Technology and address should be shown as: 10 West 35th Street; Chicago, IL 60616.

16. Force Majeure

In the event Contractor is actually unable to provide the Services because of any act of God, civil disturbance, fire, flood, riot, war, picketing, strike, lockout, labor dispute, loss of transportation facilities, oil or fuel shortage or embargo, governmental action or any condition or cause beyond Contractor’s reasonable control, IIT will excuse Contractor from performance under this Agreement.

17. Confidential Information

Contractor shall not disclose confidential information, as hereinafter defined, to any third parties without IIT’s prior approval. Confidential information ("Confidential Information") shall include any documents and/or information which are in plain view inside any private offices or laboratories in any Building or other IIT facility. Confidential Information also includes any information which is labeled confidential or which IIT identifies as confidential in writing and/or any oral disclosure which IIT identifies as confidential in writing within ten (10) business days after the oral disclosure. Confidential Information shall exclude the following:

(1) Information that is or which becomes publicly known through no fault of Contractor;
(2) Information known to the Contractor prior to receipt from IIT, as evidenced by the Contractor's written records; or
(3) Information lawfully disclosed to Contractor by a third party not under obligation of confidentiality to IIT.

Contractor may disclose Confidential Information pursuant to subpoena, judicial action or national, state or local governmental regulations or requirements, provided that Contractor notifies IIT in writing of the need for such disclosure within sufficient time for the IIT to challenge the required disclosure.
Contractor shall require each of its employees working at IIT to agree to the confidentiality obligation stated herein and shall maintain a list with the following information: the names of employees who have read the confidentiality obligation; the dates on which they have read it; and the employees' signatures, attesting that they understand their obligation to comply with this obligation. Contractor agrees to provide IIT evidence of the foregoing upon request.

Contractor's obligation of confidentiality set forth herein shall survive for a period of three (3) years following the date of termination of this Agreement.

18. Termination

Either party may terminate this Agreement for convenience at any time before the Expiration Date by giving the other party not less than sixty (60) days advance written notice. No such termination shall be deemed a breach or default by the terminating party and shall not give rise to any action for damages or other cause of action against the terminating party. If the Agreement is so terminated, IIT shall pay Contractor for any unpaid Services performed and reimbursable expenses incurred by Contractor before said termination.

IIT may also terminate this Agreement upon the Contractor's default of this Agreement. The occurrence of any of the following shall constitute a default by Contractor: (a) Contractor fails to perform any provision of this Agreement and such failure is not cured within three (3) days after written notice from IIT; or (b) any voluntary or involuntary proceedings are filed by or against Contractor under bankruptcy, insolvency or similar laws and, in case of any involuntary proceedings, are not dismissed within thirty (30) days after filing. If Contractor has failed to take appropriate action to cure the default, then termination shall become effective immediately after the end of the applicable cure period.

Any and all remedies set forth in this Agreement shall be in addition to any and all other remedies IIT may have at law or in equity; shall be cumulative; and may be pursued successively or concurrently as IIT may elect. The exercise of any remedy by IIT shall not be deemed an election of remedies or preclude IIT from exercising any other remedies.

If Contractor breaches any of its obligations under this Agreement, IIT may, but shall not be obligated to, perform the obligation in question, and, if IIT so elects, Contractor shall reimburse IIT for the costs and expenses IIT incurs to perform said obligation. Contractor shall pay said reimbursement upon IIT's demand. Any sum due from Contractor which is not paid when due shall bear a late fee of 10% per annum from the date due until the date paid.

The Contractor's obligations in Sections 14 and 17 shall survive, as provided for therein, expiration or termination of this Agreement.

19. Notice
Any notice given under this Agreement shall be in writing, shall reference this Agreement and shall be deemed given when: (a) delivered personally; (b) sent by confirmed facsimile or electronic mail; (c) three (3) days after having been sent by registered or certified mail, return receipt requested, postage prepaid; or (d) one (1) day after deposit with a commercial overnight carrier, with written verification of receipt. The parties agree that the notice required by Section 18 in connection with a termination of this Agreement must be made by the mode of delivery described in (c) or (d) above. All communications will be sent to the addresses and persons set forth below or to such other address and persons as may be designated by a party upon written notice to the other party pursuant to this Section.

For daily operational management of this Agreement, the following are the parties’ Contact Persons and shall receive the notices described in Sections 4 through 13, and 15 and 17:

**IIT:**
Darlene Coleman  
Contract Administrator  
Facilities Maintenance Management  
Illinois Institute of Technology  
Machinery Hall, Room 200  
100 W. 33rd Street  
Chicago, IL 60616  
Phone: 312-567-3752  
Fax: 312-567-3344  
E-mail:dcolem10@iit.edu

**Contractor:**
__________________________
__________________________
__________________________

Phone: _____________________  
Fax: ________________________  
Email: ______________________

For daily administrative management of this Agreement, the following are the parties’ Contact Persons and shall receive the notices described in Sections 4 through 13, and 15 and 17:

**IIT:**
Darlene Coleman  
Contract Administrator  
Facilities Maintenance Management  
Illinois Institute of Technology  
Machinery Hall, Room 200  
100 W. 33rd Street  
Chicago, IL 60616  
Phone: 312-567-3752  
Fax: 312-567-3344  
E-mail:dcolem10@iit.edu

**Contractor:**
__________________________
__________________________
__________________________

Phone: _____________________  
Fax: ________________________  
Email: ______________________

All other demands and notices, including the notices provided in Section 14 and 18, are to be sent in addition to the following persons:
20. **Governing Law**

This Agreement and the legal relations of the parties shall be governed by the laws of the State of Illinois without giving effect to choice of law principals. Venue shall be in the state or federal courts located in Cook County, Illinois, whichever applicable, for any actions that may arise from this Agreement.

21. **Entire Agreement**

This Agreement, including Exhibits A, B and C, is the entire understanding between Contractor and IIT with respect to the subject matter hereto and merges all prior agreements, dealings and negotiations. No modification, alteration or amendment shall be effective unless it is in writing and signed by both parties.

22. **Assignment**

This Agreement shall not be assigned by Contractor without the prior written consent of IIT.

23. **Relationship of Parties**

Contractor is undertaking to render to IIT the Services called for in this Agreement as an independent contractor. Nothing contained in this Agreement shall be deemed or construed by the parties, or by any third party, to create the relationship of principal and agent, partnership, joint venture, or any association between the parties. Each party shall be solely responsible for its respective employees. Neither party shall be deemed an agent of the other and cannot bind, and shall not represent that it can bind, the other.

24. **Authority to Sign**

The parties represent that each individually has received all necessary approvals to enter into and execute this Agreement and that the person signing below on its behalf is authorized to do so.
IN WITNESS THEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

[Insert Contractor Name]  
Illinois Institute of Technology

By:____________________________     By:____________________________
Name: _________________________  Name:____________________________
Title: ___________________________  Title:____________________________
Date:___________________________  Date:___________________________
1) **GENERAL DESCRIPTION OF IITRI**

The IIT Research Institute (IITRI) is a not-for-profit research and development company that conducts contract research for private industry and the U.S. Government, primarily in the disciplines of the life sciences. IITRI is located at the south end of the Illinois Institute of Technology (IIT) campus in its own Life Sciences Research (LSR) Building at 35 West 34th Street. IITRI corporate offices are located in leased space in the IIT Tower at 10 West 35th Street.

The LSR is a two story building having north and south sections – with only the north section having a basement. The building’s four quadrants and basement encompass a total of approximately 100,000 square feet. Approximately 2/3 of the building’s space is devoted to animal holding areas and laboratories, many of which are restricted and require employee escort for access. In addition, IITRI does proprietary work for the government and industrial sponsors. This work requires compliance with building security measures, including specific standards and procedures for building entrance and exit.

2) **SCOPE OF SERVICES REQUIRED**

   a) **General Housekeeping** – Approximately 35,000 square feet of the LSR building is comprised of space requiring daily, weekly, and monthly housekeeping services as summarized in Table 1 below. A Task List for Housekeeping Services and associated floor plans identifying the service areas are presented in Exhibit A. None of the areas requiring general housekeeping are restricted nor require escort, with the exception of the basement restrooms and locker rooms.

   b) **Floor Maintenance** – Approximately 33,000 square feet of floor surfaces in the general housekeeping service areas require more extensive cleaning semi-annually. An additional ~21,600 square feet of sheet-goods flooring located in laboratories and animal holding areas require detail cleaning at least annually. These areas will be cleaned in response to work orders, as they are generally restricted and will require coordination with IITRI personnel for access. The floor types and their associated areas are summarized in Table 2 below. A Task List for Annual and Semi-annual Housekeeping Services and associated floor plans identifying the service areas are presented in Exhibit B.
Table 2. Housekeeping Floor Maintenance – Sq. Ft.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1-South</td>
<td>4,381</td>
<td>2,200</td>
<td>3,608</td>
<td>907</td>
<td>544</td>
</tr>
<tr>
<td>1-North</td>
<td>3,080</td>
<td>5,870</td>
<td>8,459</td>
<td>813</td>
<td>0</td>
</tr>
<tr>
<td>2-South</td>
<td>1,593</td>
<td>3,501</td>
<td>2,358</td>
<td>541</td>
<td>162</td>
</tr>
<tr>
<td>2-North</td>
<td>498</td>
<td>7,700</td>
<td>7,168</td>
<td>324</td>
<td>0</td>
</tr>
<tr>
<td>Basement</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>215</td>
<td>623</td>
</tr>
<tr>
<td>Totals</td>
<td>9,552</td>
<td>19,271</td>
<td>21,593</td>
<td>2,800</td>
<td>1,329</td>
</tr>
</tbody>
</table>

c) Semi-Annual Detail Cleaning. – Other semi-annual detail cleaning, as listed in Exhibit B, is required to:
   - Clean or shampoo upholstered chairs in conference rooms and managers’ offices
   - Clean and treat wood furniture in conference rooms and managers’ offices
   - Clean and treat wood doors
   - Clean and scrub grout and walls in restrooms and locker rooms
   - Clean & vacuum lighting panels
   - Vacuum storage and common areas (using shop vacuum)

d) Laundry Services – Collect, wash, dry and fold or hang-up approximately 8 to 10 loads per week of scrubs and lab coats using IITRI provided laundry equipment and supplies.

e) Maintain Housekeeping Supplies – Maintain adequate inventory of housekeeping supplies.

f) Miscellaneous –
   - Contractor will provide all cleaning supplies and paper goods for the washrooms.
   - IITRI will provide a computer terminal for access to IITRI’s Help Desk program.
   - IITRI has both a desk-side and building wide recycling program in place. Trash pick-up must be done accordingly.
   - Lights should be turned off and doors locked upon completion of work, as appropriate.
   - The Scope of work does not include inside or outside window cleaning except as noted for EXIT doors.

3) OTHER CONTRACTOR REQUIREMENTS
   - Five day work week, Monday through Friday, excluding IITRI holidays.
   - Work is to be conducted between the hours of 7:00 AM and 10:00 PM.
   - Contractor shall provide dedicated and special cleaning equipment as needed.
   - Contractor shall provide all core labor.
• Contractor shall provide at least two full-time workers and designated vetted alternates.
• Contractor shall provide daily supervision of workers and at least daily check-in with a designated IITRI housekeeping liaison.
• Contractor must verify the identity and employment authorization of each employee, complete and retain an I-9 form with valid employment eligibility verification.
• Contractor must conduct background check on all employees which includes at minimum a 7 year County and National criminal check, and social security trace.
• Contractor’s employees must be capable of conversational English.
• Contractor’s employees shall be properly uniformed and identified.
• Contractor’s employees must wear and display an IITRI photo ID badge at all times within the building.
• Contractor’s employees may be subject to random bag search at shift end and before exiting building.
• Contractor’s employees may not use IITRI property i.e. telephones, copiers, etc. except as specifically provided for their use.
• Contractor’s employees shall abide by all building rules and regulations.

4) PROPOSAL REQUIREMENTS & ORGANIZATION

The proposal should follow the following format outline and address all points. Stand-alone documents should be attached as exhibits.

a) Company Information
   i) Provide a list of clients (minimum of 6), including two (2) contracts lost within past 12 months, to show experience in cleaning office facilities, research and laboratory facilities, and security sensitive office and laboratory facilities. Include the name of an individual contact along with their e-mail, telephone number and address.
   ii) Financial and banking references including the name of an individual contact and his/her phone number and 2015 balance sheet.
   iii) Provide number of employees, company size, and any status as a small, disadvantaged, minority, woman, or veteran owned business per attached Reps & Certs.
   iv) Provide the company’s policy manual, including management, employment, recruitment, and training programs.
   v) Provide the company’s QA / QC Program, if available.
   vi) Provide the outlines of any training programs for Emergency Procedures, OSHA/Environmental Health and Safety, and CPR.
   vii) Provide a company management profile and organizational chart, including the company’s general approach to housekeeping management.

b) Level of Effort
   i) Provide a level-of-effort staffing plan.
   ii) Provide a job description of the supervisor who will supervise and inspect the work in the building. The bid will designate the supervisor who will be
available to meet daily with the IITRI designated contact person to identify and resolve cleaning issues. Specify the supervisor’s minimum time on site, or if the supervisor will be part of the full-time housekeeping staff.

iii) IITRI expects the contractor to provide honest and neatly dressed housekeeping staff that is mature, trained, and experienced. Please provide the qualifications of the core staff to be assigned.

iv) Provide a description of standard housekeeping functions (i.e., floor and carpet care, washroom and public area cleaning), and a description of general service to be provided as it relates to the Scope of Services Required above, and the tasks outlined in Exhibit A.

v) Provide a description of how the floor maintenance services outlined in Exhibit B will be provided, and by whom.

vi) Provide any other information that will assist IITRI in judging the quality of services being offered.

c) **Equipment** - Provide a list of all materials and equipment to be provided by the contractor. Please specify what equipment and supplies will be utilized. IITRI expects the contractor to supply modern equipment to do the job at no additional cost to the contract. This equipment needs to be in good repair, and the staff trained to use the equipment safely and efficiently. The proposal should address the equipment and materials the company uses, and the training thereon.

d) **Insurance** - Contractor agrees to carry and furnish to IITRI prior to commencing work under this order, certificates from its insurance company(s), such company(s) to be lawfully authorized to do business in the State of Illinois, showing that it carries insurance in the following minimum limits:

(1) Workman's Compensation - Statutory limits for Illinois
(2) General Public Liability - $1,000,000 each for Property Damage and Bodily Injury, with a $3,000,000 aggregate
(3) Automobile Liability Insurance-Bodily Injury Per Occurrence - $1,000,000 each for Property Damage and Bodily Injury

Insurance certificates must state the amount of coverage, policy number, expiration date and that IITRI has been named as an additional insured.

e) **Invoicing** - Provide a description of the invoicing system. All labor and material detail to be provided in the invoicing. IITRI requires full documentation of invoices for auditing and charge back purposes. The ability of the contractor to provide accurate and fully documented monthly invoices is important and should be demonstrated in the proposal.

f) **Pricing Information** - Provide line item, annual and monthly cost breakdowns in the format of Table 3.
Table 3. Breakdown of Proposed Cost

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Monthly</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Dedicated staffing to support General Housekeeping</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2 Staff supervision (if not included in item 1)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>3 Laundry service (if not included in item 1)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>4 Semi-annual detail cleaning (if not included in item 1)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>5 Semi-annual floor maintenance (~33,000 square feet) Halls &amp; common areas, carpeted areas, washrooms &amp; locker rooms</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>6 Annual sheet-goods maintenance (~21,600 square feet) in laboratories and animal holding rooms as requested via work order</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total of line items 1 through 6</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>7 Additional sheet-goods floor maintenance on a square foot basis (or credit for unused line item 6)</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

The bid is to include the estimated square feet of space shown on the enclosed floor plans some of which is to be cleaned on a work order, or special schedule.

5) EXECUTION SCHEDULE
   November 1, 2016 RFP Distributed to Selected Vendors
   November 8, 2016 Pre-Proposal Meeting and Site Visit Walk Through for Selected Vendors
   November 21, 2016 Proposals Due
   December 1, 2016 Successful Vendor Chosen

6) SUBMISSION OF PROPOSAL
   Proposals shall be submitted no later than 5:00 p.m. November 21, 2016. Proposals received after this date will not be considered. Submit one (1) hard copy and one (1) electronic copy of the proposal in PDF format to:
   Anita Kay
   Associate Buyer
   IIT Research Institute (IITRI)
   10 West 35th Street, 8th Floor
   Chicago, IL 60616-3799

   Requests for additional information or questions regarding this request for proposal should be directed to Anita Kay (akay@iitri.org). Technical questions regarding the statement of work or drawings should be directed to Mr. James Gauger (jgauger@iitri.org).
7) EVALUATION CRITERIA AND SELECTION PROCESS

The criteria used to evaluate the proposals and to select the successful bidder will include, but not be limited to the following:

- Understanding of the requirements, existing conditions, and objectives
- Thoroughness of the proposal
- Prior experience and references
- Level of staffing
- Qualifications of the proposed staff
- Competitive pricing
- Accounting and invoicing system and procedures

Based on the proposals received, one or more vendors may be invited for personal interviews and presentations. The final selection of the vendor will be based upon the proposals, interviews, references and site visits.

IITRI is in no way bound to accept the lowest proposal, or any proposal tendered pursuant to the Request for Proposal. While price is an important factor, IITRI reserves its rights to consider factors other than price in determining whether to accept or reject any or all vendors submitting proposals.

Vendors will be notified by e-mail of contract award.

Any changes in the specifications will be done only with the prior approval of IITRI. All vendors will be notified by an e-mailed addendum of any changes in the specifications.

The vendors will list the company name, contact person, e-mail, telephone number and address of any sub-contractors that will be used in operating or maintaining the project.

IITRI reserves the right to reject any or all vendors/contractors submitting proposals.
Exhibit A

Tasks and Floor Plans for General Housekeeping Service Regions
## LIFE SCIENCES FACILITIES
### TASKS FOR HOUSEKEEPING SERVICE AREAS

### DAILY TASKS

<table>
<thead>
<tr>
<th>Areas</th>
<th>Task Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Areas</td>
<td>- Empty trash and recycling</td>
</tr>
<tr>
<td></td>
<td>- Remove empty boxes and recycle</td>
</tr>
<tr>
<td></td>
<td>- Wipe / sanitize drinking fountains</td>
</tr>
<tr>
<td></td>
<td>- Dust mop, and damp mop and spot-clean as needed, hard floors, stairs, and elevators</td>
</tr>
<tr>
<td></td>
<td>- Spot clean walls and doors (fingerprints, smudges)</td>
</tr>
<tr>
<td>Offices Areas</td>
<td>- Shut off all lights, except emergency lights, by the end of the second shift</td>
</tr>
<tr>
<td></td>
<td>- Lock doors where applicable</td>
</tr>
</tbody>
</table>
| Washrooms / Locker Areas | - Refill paper supplies and soap dispensers  
|               | - Dust and damp mop floors  
|               | - Clean and sanitize the following:  
|               |   - Door handles  
|               |   - Glass and mirrors  
|               |   - Chrome faucets and fixtures  
|               |   - Surface area surrounding sinks  
|               |   - Porcelain fixtures  
|               |   - Toilet seats and bowls  
|               |   - Benches  
| Conference Rooms | - Vacuum and spot-clean carpeted areas  
|               | - Spot-clean chair upholstery as needed  
|               | - Clean and sanitize sink and surrounding counter  
|               | - Clean and sanitize table and credenza  
| Break Room    | - Damp mop and spot clean hard floor  
|               | - Clean and sanitize sink and surrounding counter  
|               | - Clean and sanitize tables  
|               | - Spot-clean chairs  
| Room 1A4-1 (MMB Division area) | - Clean and sanitize sink and surrounding counter  

### ADDITIONAL ONCE-A-WEEK TASKS

<table>
<thead>
<tr>
<th>Task Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Common Areas:</strong></td>
</tr>
<tr>
<td>- Dust—Sills, ledges, moldings, and wall pockets</td>
</tr>
<tr>
<td>- Clean interior glass on all emergency exit doors</td>
</tr>
<tr>
<td>- Damp mop and buff floors</td>
</tr>
<tr>
<td>- Vacuum stairwells</td>
</tr>
<tr>
<td><strong>Office Areas:</strong></td>
</tr>
<tr>
<td>- Sanitize all phones</td>
</tr>
<tr>
<td>- Vacuum and spot clean all carpeted areas</td>
</tr>
<tr>
<td>- Remove marks and fingerprints where applicable</td>
</tr>
<tr>
<td>- Dust:</td>
</tr>
<tr>
<td>- All wood and metal furniture</td>
</tr>
<tr>
<td>- Horizontal services to hand height</td>
</tr>
<tr>
<td>- Shelves</td>
</tr>
<tr>
<td>- Picture frames</td>
</tr>
<tr>
<td><strong>Conference Rooms:</strong></td>
</tr>
<tr>
<td>- Vacuum chair upholstery</td>
</tr>
<tr>
<td>- Clean and sanitize sink and fixtures plus surrounding counter</td>
</tr>
<tr>
<td>- Damp clean exterior cabinets and front of refrigerator</td>
</tr>
<tr>
<td>- Dust:</td>
</tr>
<tr>
<td>- All wood and metal furniture</td>
</tr>
<tr>
<td>- Horizontal services to hand height</td>
</tr>
<tr>
<td>- Shelves</td>
</tr>
<tr>
<td>- Picture frames</td>
</tr>
<tr>
<td><strong>Break Room:</strong></td>
</tr>
<tr>
<td>- Damp mop hard floor</td>
</tr>
<tr>
<td>- Clean and sanitize sink, fixtures, and surrounding counter</td>
</tr>
<tr>
<td>- Damp clean exterior of refrigerators, microwaves, and cabinets</td>
</tr>
<tr>
<td>- Clean and sanitize chairs and tables</td>
</tr>
<tr>
<td>- Clean shelf areas around microwave ovens of any spills and food debris</td>
</tr>
<tr>
<td>- Damp clean and sanitize trash containers and lids</td>
</tr>
<tr>
<td><strong>Room 1A4-1 (MMB Division area):</strong></td>
</tr>
<tr>
<td>- Clean and sanitize sink and fixtures plus surrounding counter</td>
</tr>
<tr>
<td>- Damp clean exterior of cabinets</td>
</tr>
</tbody>
</table>

### ADDITIONAL ONCE-A-MONTH TASKS

<table>
<thead>
<tr>
<th>Task Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Areas:</strong></td>
</tr>
<tr>
<td>- Vacuum ducts, grills, and radiators using vacuum with hand tool</td>
</tr>
<tr>
<td><strong>Washrooms /Locker Rooms:</strong></td>
</tr>
<tr>
<td>- Damp clean and sanitize metal partitions and outsides of lockers; if locker is empty, wipe out interior</td>
</tr>
<tr>
<td><strong>Alley Entrance Vestibule:</strong></td>
</tr>
<tr>
<td>- Vacuum with Shop-Vac</td>
</tr>
</tbody>
</table>
Exhibit B

Tasks and Floor Plans for Semi-Annual Housekeeping Services
# Semi-Annual Floor Maintenance

<table>
<thead>
<tr>
<th>Areas</th>
<th>Task Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>As indicated on the “Annual Floor Maintenance” floor plans:</td>
<td></td>
</tr>
<tr>
<td>▶ Carpeted Floors</td>
<td></td>
</tr>
<tr>
<td>▶ Sheet-Goods Floors</td>
<td></td>
</tr>
<tr>
<td>▶ Tiled Floors</td>
<td></td>
</tr>
<tr>
<td>▶ Terrazzo Floors</td>
<td></td>
</tr>
<tr>
<td>▶ Bare Concrete Floors</td>
<td></td>
</tr>
</tbody>
</table>

- **Shampoo all carpeted areas**
- **Sheet-goods floors—Strip, wax, and buff**
  - Halls, common areas, wash & locker rooms per schedule
  - Offices, labs, and animal rooms per work order request
- **Terrazzo Floors—Strip, wax, and buff per schedule**
- **Bare Concrete Floors – clean and re-seal per schedule**
- **Tile floors --floors and grout scrubbed per schedule**

# Semi-Annual Detail Cleaning

<table>
<thead>
<tr>
<th>Areas</th>
<th>Task Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference rooms</td>
<td></td>
</tr>
<tr>
<td>Office space</td>
<td></td>
</tr>
<tr>
<td>Washrooms / Locker Rooms</td>
<td></td>
</tr>
<tr>
<td>Storage rooms</td>
<td></td>
</tr>
<tr>
<td>Vestibules and service hallways</td>
<td></td>
</tr>
</tbody>
</table>

- **Conference rooms & managers’ offices**
  - Clean or vacuum and shampoo chair upholstery as appropriate
  - Clean and treat wood furniture as appropriate
  - Clean and treat wooden doors with wood furniture cream; buff and polish
- **Washrooms / Locker Rooms**
  - Walls cleaned and grout scrubbed
  - Shower stalls & basins cleaned and scrubbed
  - Floors stripped and waxed, or tile cleaned and grout scrubbed, as applicable
- **Light panels—vacuum and/or clean as needed**
- **Vestibules, service halls, storage areas**
  - Use shop vacuum on all perimeter and restricted spaces
  - Spot clean walls as needed
1. Please send acceptance of this order at once and give date of shipment.

2. Address all communications to the Purchasing Department and refer to the IIT purchase order number. No changes or additions may be made unless duly authorized by the Purchasing Department. Render invoice in duplicate, immediately after shipment of any part of order. The discount period shall be calculated from the date of receipt of an accurate invoice or receipt of material, whichever is later.

3. In cases where no price is shown hereon, this order shall not be filled at higher prices than last invoiced or quoted without consent of buyer. No charges will be allowed for packing or cartage unless designated hereon.

4. Right is reserved to cancel all or any part of this order if delivery is not made when and as specified or if seller fails to observe or comply with any of the other instructions, terms or conditions applicable to this order.

5. Seller covenants to save buyer harmless from any and all claims of infringement that may be made on account of the buyer possessing, selling or using the herein purchased materials.

6. In addition to any implied warranties, seller warrants the goods furnished will conform to the specifications, drawings and descriptions listed herein, and to the sample or samples furnished by the seller if any. In the event of a conflict between the specifications, drawings and descriptions, the specifications shall govern.

7. Prior to delivery, seller shall notify buyer of every article ordered which may contain toxic or hazardous materials. In addition, seller shall provide the Purchasing Department, either prior to or no later then the time of delivery, with a Material Safety Data Sheet (MSDS) for each item. These sheets must contain information regarding the composition of the material, physical data, health hazard data and safety and emergency procedures for handling such material.

8. If this purchase order is for services to be rendered, or contract work, it is understood that the seller is acting as an independent contractor and is not an agent or employee of the University. The seller agrees to indemnify and protect the University from and against any and all claims, damages, costs, expenses and liabilities for or on account of bodily injuries or property damage including worker's compensation, in any way caused by or arising out of work done under this agreement. Seller shall have appropriate liability insurance coverage as determined by the University, as set forth on the face of this order or in the contract between the University and the seller, and shall provide the Purchasing Department with certificates of insurance upon request.

COMPLIANCE WITH LAWS AND REGULATIONS: NON-DISCRIMINATION; EQUAL OPPORTUNITY; AFFIRMATIVE ACTION; AND NON-POLLUTION

a) The following clause is applicable unless this contract is exempt under the rules, regulations, and relevant orders of the Secretary of Labor, issued pursuant to Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967.

During the performance of this contract, the Contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training; including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees, and applicants for employment, notices to be provided by the Contracting Officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(3) The Contractor will send to each labor union or representative or workers, with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency Contracting Officer, advising the labor union or workers' representative of the Contractor's commitments under the non-discrimination clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, and by the rules, regulations, and orders of the Secretary of Labor or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency, and the Secretary of Labor for the purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Contractor's noncompliance with the Equal Opportunity clause of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended, in whole or in part, and the Contractor may be declared ineligible for further Government contracts in accordance with the procedures authorized in Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.

(7) The contractor will include provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, so that such provisions will be binding.
upon each subcontractor or vendor. The Contractor will take such actions with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigations with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

In addition, if this contract exceeds $50,000.00 and the contractor has 50 or more employees, the contractor agrees as follows:

(i) To file on or before May 31 of each year, or within 30 days of accepting this contract or order, if not presently filed, Standard Form 100 (EEQ-1); and

(ii) To develop and maintain an affirmative action program, if it has not done so already, for each of its establishments within 120 days from commencement of this contract and/or purchase order pursuant to Order No. 4 as revised.

(b) The Contractor hereby certifies that it does not and will not maintain any facilities it provides for its employees in a segregated manner, or permit its employees to perform their services at any location under its control, where segregated facilities are maintained; and it will obtain similar certification, prior to award of any non-exempt subcontract approved hereunder.

(c) During the performance of this contract, Contractor agrees to comply with all applicable provisions of Section 503, Title V, of the Vietnam Era Veterans' Readjustment Assistance Act of 1972, as the same may be from time to time amended, together with all applicable regulations there under.

(d) During the performance of this contract, the Contractor agrees to comply with all applicable provisions of Section 503 of the Rehabilitation Act of 1973 (Public Law 93-516) as the same may be from time to time amended, together with all applicable regulations there under.

(e) Contractor further agrees that to the extent the same may be accomplished consistent with the efficient performance of this contract, Contractor shall make a good faith effort to award any approved subcontracts under this agreement to "labor surplus area concerns", "small business concerns" and "minority business enterprises" as such terms are defined under applicable federal laws, rules, and regulations; and such effort by Contractor may be a condition of University's approval of any such subcontract.

(f) During the performance of this contract, Contractor agrees to comply with all applicable provisions of the Clean Air Act of 1970, as the same may be from time to time amended, together with all applicable regulations there under.

(g) During the performance of this contract, Contractor agrees to comply with all applicable provisions of the Federal Water Pollution Control Act, as the same may be from time to time amended, together with all applicable regulations there under.

(h) Where the product is or includes in any way computer software, hardware or programs or telecommunication systems or equipment, the Contractor warrants that each product delivered under this contract shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries (including, but not limited to, between the dates 12/31/1999 and 01/01/2000 and leap year calculations) when used in accordance with the product documentation provided by the Contractor, with the date field contiguous e.g., "mm/dd/yyyy" and year (yyyy) date specified as four characters. If the contract requires that the products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. Notwithstanding any provision to the contrary in the contractor's standard warranty provisions or any other provision in or applicable to this contract, the remedies available under this Year 2000 Warranty shall include repair or replacement of any non-compliant product. Nothing in this warranty shall be construed to limit, any rights or remedies under this contract with respect to defects other than Year 2000 performance.
CERTIFICATION OF PRIMARY PARTICIPANT
REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS

_____________________________________________________________,
(Company's name)
certifies to the best of our knowledge and belief that it and its principles are not listed on The Excluded Party List System maintained by the General Services Administration (GSA) at the World Wide Web site:

https://www.sam.gov/portal/public/SAM/?portal:componentId=8c7f8700-963b-4ba8-b8c2-2d86208893d6&portal:type=action&interactionstate=JBPNS_rO0ABXC0ABBfanNmQnJpZGdlVmlld0lkAAAAAQATL2pzZi9uYXZpZ2F0aW9uLmpzcAAHX19FT0ZfXw**

This World Wide Web site is provided as a public service by General Services Administration (GSA) for the purpose of efficiently and conveniently disseminating information on parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Nonprocurement suspension and debarment.


_____________________________________________________________
(Signature and Title of Authorized Official)

If you are unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

IIT (10/08)