

TO: Dr. Mike Riggle
 FROM: Rosanne Williamson
 RE: FOIA Requests
 DATE: September 24, 2014

Attached you will find a FOIA request received by the district and our response.

Received From	Request	Received Request	Date Replied	Responded w/in required deadline	How response was sent
Shumpert, Ta Shaunda	<ul style="list-style-type: none"> • A copy of the current contract for custodial/janitorial services • Copies of the six most recent invoices for the same contract 	09.19.14	09.22.14	Yes	email

Please find our response attached.
 The documents above have been made available on line.
 These items were not copied for the Board packet.

09.19.14 Shumpert FOIA Response

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

Mon, Sep 22, 2014 at 10:59 AM

To: tahsaunda@rjb-properties.com

Bcc: egeallis@glenbrook225.org

Dear Ms. Shumpert,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 9/19/14 we received your request for the following documents for commercial purposes:


- A copy of the current contract for custodial/janitorial services
- Copies of the six most recent invoices for the same contract

District response:

- The bid is the contract.
- Perfect Cleaning, started on 8/1/14 so we only have 2 months of invoices.
- Please find documents attached.

Sincerely,

Rosanne Williamson, Ed.D.
Secretary, Board of Education
Assistant Superintendent for Educational Services
Glenbrook High School District 225
3801 West Lake Avenue
Glenview, IL 60026

 **August Cleaning Inv.pdf**
31K



September 11, 2014

FOIA Officer
Northfield SD #225
1835 Landwehr Rd. Glenview, IL 60025

Dear FOIA Officer:

This letter is a request under the Freedom of Information Act.

My name is Ta Shaunda L. Shumpert. I am the Director of Business Development and Marketing for RJB Properties, Inc. We are interested in potentially doing business with your school district in the future and need some information. I am officially requesting a copy of the current contract for custodial/janitorial services, as well as copies of the six most recent invoices for the same contract Northfield SD #225. The information will be used for commercial purposes.

Please send the information to me via e-mail at tashaunda@rjb-properties.com, or standard mail to:

TaShaunda Shumpert
R.J.B. Properties, Inc.
11415 W. 183rd Place, Suite B
Orland Park, IL 60467

Thank you in advance for your cooperation in this matter. Should you have any questions or comments, please do not hesitate to contact me at 708/479-4422.

Respectfully,

A handwritten signature in black ink, appearing to be 'Ta Shaunda L. Shumpert', written over a horizontal line. The signature is stylized and cursive.

Ta Shaunda L. Shumpert, BA, REH
Director, Business Development and Marketing

Glenbrook High Schools District 225

3801 W. Lake Ave., 3rd Floor • Glenview, IL 60026 • (847)486-4722 • Fax: (847)486-4734

STANDARD BID PACKAGE

Date: Thursday, June 19, 2014

Item(s): Custodial Cleaning Services

Mandatory Walk-through: June 26, 2014 – 2:00 p.m.
Meet at District Office:
3801 W. Lake Ave., 3rd Floor
Glenview, IL 60026

Date & time of acceptance of bid: **July 8, 2014 – 10:00 a.m.**

Location of acceptance of bid: Glenbrook High School District 225
District Office
3801 W. Lake Ave., 3rd Floor
Glenview, IL 60026

Direct questions to: Kimberly L. Ptak
(847)486-4722

Direct sealed bids to: Ms. Kimberly L. Ptak
Glenbrook High Schools
3801 W. Lake Ave., 3rd Floor
Glenview, IL 60026

The Board of Education reserves the right to award separate items in the bid, to reject any or all bids, to waive all technicalities, and to award the bid(s) in the best interest of the school district.

Sincerely,

Kimberly L. Ptak
Director of Purchasing & Operations

INFORMATION FOR BIDDERS

1. Glenbrook High School District 225 is seeking sealed bids on a Custodial Cleaning Services according to the enclosed specifications.
2. Contractor is required to list three references on the enclosed forms.
3. Contractor is required to meet Glenbrook insurance requirements as listed on attachment "C" and maintain this required level for the period of the contract and any extensions. **Glenbrook District 225 should be referred to as Northfield Township High School District 225 on all insurance documents.**
4. All items must be bid on. It is the intent to award bid to one vendor.
5. The Custodial Cleaning Services are to be performed at:

Glenbrook High School District 225	Glenbrook Off-Campus & Evening School
3801 W. Lake Avenue	1835 Landwehr
Glenview, Illinois 60026	Glenview, Illinois 60026
6. **PREBID MEETING/FACILITY TOUR** - All prospective bidders are required to attend a pre-bid conference on Thursday, June 26, 2014 at 2:00 pm. Meet at 3801 W. Lake Ave., 3rd Floor, Glenview, IL 60026. From there, we will continue to tour the facilities at the Off-Campus site, located at 1835 Landwehr Rd., Glenview, IL 60026. If, as a result of the pre-bid conference, it is necessary to modify these instruction or the specifications, an addendum shall be issued and made available to all parties attending the pre-bid conference. Oral explanations will not be binding. All bidders must attend the pre-bid conference to be allowed to submit a bid.
7. Sealed proposals for the Custodial Cleaning Services are outlined on the attached listing for School District #225, shall be received on the 3rd floor at the District Office on or before 10:00 a.m. on Tuesday, July 8, 2014. Faxed bids are not acceptable.
8. Signature page must accompany the bid document.
9. Bids shall be valid for 90 days from the due date to allow time for review by Board of Education and District.
10. **CONTRACT** – Term of this first year contract is from August 1, 2014 through July 31, 2015. One contract will be issued on a district-wide basis to include the two locations as stipulated. The District shall have the right to renew the contract for up to (4) four additional (1) one year terms.

11. Glenbrook High School District 225 reserves the right to reject any and all bids, to accept bids either in whole or in part, and to waive any irregularities or defects in any proposal should it be deemed to be in the best interest of the School District to do so. The contract will be awarded, if at all, to the lowest responsible bidder meeting the specifications as determined by the Board of Education. In determining same, the actual dollar cost of the proposal as submitted by each bidder may not be the sole criterion.

The Board of education will also consider the following criteria in awarding the contract:

- References
- Training Programs
- **Contractor must be free of financial obligations**

A contract will be awarded with the understanding that the contractor will comply with all applicable laws governing the issuance of contracts in the State of Illinois, including the Rules and Regulations of the Illinois Fair Employment Practices Act, Illinois Human Rights Act, as amended effective June 1, 1995 as well as applicable local regulations and laws.

12. **PREVAILING RATE OF WAGES** – Prevailing rate of wages for Cook County will be enforced. All contracts for work here in are subject to the provisions of the Prevailing Wage Act, Illinois Compiled Statutes Chapter 820, Section 130/1 through 130/12. Providing for the payment of prevailing rate of wages to all laborers, workmen, and mechanics engaged on the work, which such provisions shall be applicable to all subcontractors and material men as well as the prime contractor. The Owner's resolution establishing prevailing wages is available for inspection at the Northfield Township High School District #225 Administration Offices. The Owner may at any time inquire of the contractor as to rates of wages being paid to employees of the contractors, any subcontractor or material men, where upon such information shall be promptly provided to the owner.

SCHEDULE OF EVENTS

1. Mandatory Walk-through, June 26, 2014 – 2:00 p.m.
2. Bid due date is **Tuesday, July 8, 2014 - 10:00 a.m.**
3. Evaluation of bids and formal recommendation to the Board of Education is scheduled for Monday, July 14, 2014.
4. Award of contract, based on Board approval, shall be Tuesday, July 15, 2014.
5. Service to start Friday, August 1, 2014.

Pursuant to and in compliance with the specifications provided by the Owner, the undersigned having become familiar with the specifications and having satisfied all questions concerning such specifications by contacting the Owner, hereby agrees to provide all items called for in the attached specifications.

Proposal item: **Custodial Cleaning Services**
Due Date: **10:00 a.m. – July 8, 2014**

SIGNATURE *Leon Orlando*
Officer of the Company

SIGNATURE *Shirley*
Sales Representative

COMPANY Perfect Cleaning Service Corp.

ADDRESS 5252 N. NORTHWEST HWY.
CHICAGO, IL 60631

PHONE NO (773) 774 7800 DATE 07/07/14

Certification

The bidder hereby certifies that the bidder (contractor) is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Shirley *Dr. of Sales*
Signature and title

Sexual Harassment Clause

Each bidder must certify that he has complied with the requirements of Sec 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

The District 225 Board of Education states that Glenbrook is in compliance with said law.

Shirley *Dr. of Sales*
Signature and title

REFERENCES

Name: _____
Address: _____ *see attached* _____
City, State, Zip: _____
Contact: _____
Phone: _____

Name: _____
Address: _____
City, State, Zip: _____
Contact: _____
Phone: _____

Name: _____
Address: _____
City, State, Zip: _____
Contact: _____
Phone: _____

BID FORM

Glenbrook High School District 225

The Board of Education reserves the right to reject any and all bids.

BID SUBMISSION:

Company: Perfect Cleaning Service Corp.
Address: 5852 N. NORTHWEST HWY.
City, State, Zip: CHICAGO, IL 60631
Phone: (773) 774 7800
Sales Rep: SLAWEK JAWORCZAK

Please use:

- Attachment "A" for Bid Specifications
- Attachment "B" for Bid Proposal Form
- Attachment "C" for Insurance Requirements

CUSTODIAL CLEANING SPECIFICATIONS

Cleaning Services will be performed at the following two locations at the times specified:

Location #1	Location #2
<p>Glenbrook High School District #225 Off-Campus and Evening School 1835 Landwehr Road Glenview, IL 60026</p> <p>Alternative education site Facility approximately 12,000 sq. feet – 1 level 10 classrooms and office space</p>	<p>Glenbrook High School District #225 Administration Office 3801 W. Lake Ave. Glenview, IL 60026</p> <p>Office Space – Elevator Building Facility approximately 15,000 sq. feet</p>
<p><u>Job #1 – Approx. 244 Cleaning Days</u> Monday - Friday First Cleaning After Day School Cleaning can start as early as 3:45 but must be completed by 5:45 pm</p>	
	<p><u>Job #2 – Approx. 250 Cleaning Days</u> Monday – Friday After 6:00 p.m.</p>
<p><u>Job #3 – Approx. 134 Cleaning Days</u> Monday – Thursday* Second Cleaning After Night School Cleaning can start as early as 9:30 pm *no night school on Fridays</p>	

Calendars for each job are attached. Days/Calendar is subject to change due to school schedule.

CUSTODIAL CLEANING SPECIFICATIONS

Office Cleaning Service for Office Campus Site, 1835 Landwehr Road, Glenview, IL 60026 and District 225 Administration Office, 3801 W. Lake Ave., Glenview, IL 60026

The following is a list of expected areas to be cleaned. The list is not intended to be all inclusive as it is the expectation that the buildings are cleaned thoroughly each day.

Scope of Work

Job #1 Monday-Friday, between 3:45 and 5:45 (after day-school) at 1835 Landwehr Road

EXTERIOR ENTRANCE

Daily Services – Monday through Friday

1. Clean and wash outside trash bin by the front door.
2. Wash all entrance door glass and frames.
3. Remove fingerprints from door frames.
4. Clean and polish door thresholds.
5. Clean entryway glass and side lights.
6. Remove trash from parking lot.

COMMON AREA

Daily Services – Monday through Friday

1. Empty all trash containers, wipe clean and insert liners.
2. Clean and sanitize with germicidal disinfectant cleaner all drinking fountains.
3. Vacuum all entry mats, runners and carpeting.
4. Dust mop with treated mop to remove all dust and debris and damp mop hard surfaced floor and stairs with neutral cleaner.

RESTROOMS

Daily Services – Monday through Friday

1. Clean and sanitize as needed the following: mirrors, dispensers, flushometers, pipes, toilet seat hinges, chrome fittings, toilets, toilet seat (both sides), urinals, partitions, hand basins, bowls, flush rings, drain and overflow outlets. Use germicidal disinfectant detergent.
2. Empty, clean and sanitize all trash, towel and sanitary disposal receptacles and insert liners.
3. Fill toilet tissue holders, soap and towel dispensers.
4. Remove soap residue left from soap dispenser.
5. Wipe clean splash marks, stains, etc. from behind wash basins and around urinals.
6. Remove fingerprints from doors, frames, light switches, kick and push plates.
7. Dust partitions.
8. Wet mop floors using a germicidal disinfectant detergent.

KITCHEN, CAFETERIA AND COFFEE STATIONS

Daily Services – Monday through Friday

1. Empty all trash containers, wipe clean, sanitize and insert liners.
2. Clean and sanitize all tables and chairs.
3. Clean and sanitize microwave ovens (inside and out).
4. Clean and polish outside of refrigerators.
5. Polish all stainless steel appliances and vending machines if applicable.
6. Wipe clean counters and cabinets fronts.
7. Clean sinks with germicidal disinfectant detergent and polish.
8. Spot clean and remove fingerprints from doors, door frames, light switches, table bases and pedestals.
9. Dust baseboards, chair rails, trim and pictures.
10. Spot clean interior partitions and door glass.
11. Dust mop with treated mop all hard floor surfaces and damp mop with neutral cleaner.

CLASSROOMS

Daily Services – Monday through Friday

1. Vacuum all carpeted areas, sweep, and mop and sanitize all floors.
2. Empty all trash and recycling containers, wipe clean, sanitize and insert liners.
3. Clean and sanitize all tables, chairs and light switches.
4. Dust shelves, cabinets, door frames.
5. Clean window sills and windows.

Job #2 Monday-Friday - After 6:00 p.m. – 3801 W. Lake Avenue – Office Space

EXTERIOR ENTRANCE

Daily Services – Monday through Friday

1. Clean and wash outside trash bin by the front door.
2. Wash all entrance door glass and frames.
3. Remove fingerprints from door frames.
4. Clean and polish door thresholds.
5. Remove trash from parking lot.

Weekly Service

1. Squeegee clean entryway's glass sidelights.

LOBBY AND CORRIDOR

Daily Services – Monday through Friday

1. Empty all trash containers, wipe clean and insert liners.
2. Clean metal bright work including baseboard heating unit, window frames, etc.
3. Dust and wipe clean all ledges and horizontal surfaces including baseboards, trim, moldings and pictures.
4. Clean fixtures, displays, mail depository and all other decorative metal.
5. Clean and sanitize with germicidal disinfectant cleaner all drinking fountains.
6. Spot clean and dust lobby and corridor walls up to six feet necessary to keep free of dust, fingerprints and smudges.
7. Clean building directory glass and frame.
8. Vacuum and spot clean as necessary all entry mats, runners and carpeting.

LOBBY AND CORRIDOR (cont'd)

Daily Services – Monday through Friday

9. Dust mop with treated mop to remove all dust and debris and damp mop hard surfaced floor and stairs with neutral cleaner.
10. Wipe clean all hand rails.

Weekly Services

1. Clean lobby and corridor glass surfaces.
2. High dust ceiling corners and edges, lobby walls, all light fixtures, globes and vents in lobby and corridors.
3. Dust and wipe clean as necessary all suite signage.

Monthly Services

1. Dust all horizontal blinds.
2. Wash all entry glass below transoms.

ELEVATORS

Daily Services – Monday through Friday

1. Clean all stainless steel and brass surfaces.
2. Clean/polish rail in elevator.
3. Clean elevator walls, panels and doors.
4. Clean elevator door tracks and saddles, frames, buttons and indicator panels.
5. Vacuum all elevator carpeting.

Weekly Service

1. Dust and vacuum ceiling frills and light fixtures.

OFFICE, CONFERENCE AND MAIL/COPY ROOM AREAS

Daily Services – Monday through Friday

1. Empty all trash & recycling cans, remove to designated area, wipe clean as necessary and insert liners.
2. Clean furniture tops to remove smudges and coffee rings.
3. Wipe clean desk tops if reasonably cleared.
4. Spot clean all door entry glass and interior partition glass.
5. Polish table tops in conference rooms.
6. Dust baseboards, chair rails and partition legs and bases, trim, louvers, pictures, window sills, and bulletin boards.
7. Remove fingerprints from doors, door frames, light switches, door push plates, handles and railings as necessary.
8. Spot clean and vacuum all carpeted areas, moving light furniture as necessary.
9. Dust with treated mop and damp mop all hard floor surfaces.
10. Properly arrange furniture in office.
11. Wash, disinfect with germicidal disinfectant cleaner and polish all water fountains.
12. Leave only designated lights on after cleaning is completed.
13. Turn off lights in unoccupied areas.
14. Report to client representative any restroom fixtures or lights not working properly.
15. All exterior doors will be locked and the premises left in a secure condition each night.
16. Doors to designated offices shall be locked and all other office doors shall be closed after cleaning services are finished.

Weekly Services

1. Wipe clean and sanitize telephones using germicidal disinfectant detergent.
2. Dust and wipe clean desk equipment, telephones, computers, desks, chairs, tables, lamps and other office furniture with treated cloths.
3. Dust fronts and sides of desks and file cabinets.
4. Dust and wipe clean all ledges and other flat surfaces.
5. Dust all window sills, heating units and horizontal surfaces.

RESTROOMS

Daily Services – Monday through Friday

1. Clean mirrors, powder shelve, dispensers, flushometers, pipes, toilet seat hinges and chrome fittings.
2. Clean and sanitize toilets, toilets seat (both sides), urinals, partitions, hand basins and bowls with germicidal disinfectant detergent.
3. Clean and sanitize all flush rings, drain and overflow outlets.
4. Empty, clean and sanitize all trash, towel and sanitary disposal receptacles and insert liners.
5. Fill toilet tissue holders, soap and towel dispensers.
6. Remove soap residue left from soap dispenser.
7. Wipe clean splash marks, stains, etc. from behind wash basins and around urinals.
8. Wash shower walls, floors and doors with germicidal disinfectant detergent.
9. Remove fingerprints from doors, frames, light switches, kick and push plates.
10. Replace toilet bowl as needed.
11. Dust and wipe clean all restroom furniture.
12. Dust partitions.
13. Wet mop floors using a germicidal disinfectant detergent.

Weekly Service

1. Remove lime deposits as necessary.
2. Pour water down floor drains to prevent sewer odors.

Monthly Services

1. Wash and sanitize partitions and receptacles with germicidal disinfectant detergent.
2. Dust ceiling vents, light fixtures and diffusers.
3. High dust ceiling, walls, corners and edges.
4. High dust all horizontal surfaces.

LUNCHROOMS

Daily Services – Monday through Friday

1. Empty all trash containers, wipe clean, sanitize and insert liners.
2. Clean and sanitize microwave ovens (inside and out).
3. Clean and polish outside of refrigerators.
4. Polish all stainless steel appliances and vending machines.
5. Clean and sanitize tables and chairs.
6. Wipe clean counters and cabinets fronts.
7. Clean sinks with germicidal disinfectant detergent and polish.
8. Spot clean and remove fingerprints from doors, door frames, light switches, table bases and pedestals.

LUNCHROOMS (cont'd)

Daily Services – Monday through Friday

9. Dust baseboards, chair rails, trim and pictures.
10. Spot clean interior partitions and door glass.
11. Dust mop with treated mop all hard floor surfaces and damp mop with neutral cleaner.

Weekly Services

1. High dust all horizontal and vertical surfaces.
2. Wash and sanitize table tops, bases and pedestals.
3. Wash and sanitize chair rails, seats, backs and frames.

Monthly Services

1. Squeegee clean all interior glass and partitions.
2. Dust horizontal and vertical blinds.
3. Dust high partition ledges, moldings, picture frames, shelves, light fixtures, diffusers, ceiling corners and edges and walls.
4. Dust air vents and heating ducts.
5. Polish or clean door kick plates and thresholds.
6. Wipe out refrigerator.

JANITOR CLOSETS

Daily Services – Monday through Friday

1. Sweep and damp mop floor areas.
2. Clean slop sinks, floors and walls.
3. Equipment and supplies will be kept clean and stored in an orderly manner.

CLOSING INSTRUCTIONS

Daily Services – Monday through Friday

1. Turn off designated lights, 5 times per week.
2. Lock doors and windows, 5 times per week.

Job #3 Monday-Thursday – After 9:30 p.m. – 1835 Landwehr Rd.- Evening School

COMMON AREA:

Daily Services – Monday through Thursday

1. Clean metal bright work including baseboard heating unit, window frames, etc.
2. Dust and wipe clean all ledges and horizontal surfaces including baseboards, trim, moldings, pictures and wall hangings.
3. Clean fixtures, displays, mail depository and all other decorative metal.
4. Clean and sanitize with germicidal disinfectant cleaner all drinking fountains.
5. Spot clean and dust lobby and corridor walls up to six feet necessary to keep free of dust, fingerprints and smudges.
6. Vacuum and spot clean as necessary all entry mats, runners and carpeting.
7. Dust mop with treated mop to remove all dust and debris and damp mop hard surfaced floor and stairs with neutral cleaner. Includes back stairwell.
8. Wipe clean all hand rails where applicable.
9. Remove all cobwebs.

COMMON AREA (cont'd)

Weekly Services

1. Clean lobby and corridor glass surfaces.
2. High dust ceiling corners and edges, lobby walls, all light fixtures, globes, vents and registers in lobby and corridors.

Monthly Services

1. Dust all horizontal blinds.
2. Wash all entry glass below transoms.

RESTROOMS

Daily Services – Monday through Thursday

1. Clean and sanitize as needed the following: mirrors, dispensers, flushometers, pipes, toilet seat hinges, chrome fittings, toilets, toilet seat (both sides), urinals, partitions, hand basins, bowls, flush rings, drain and overflow outlets. Use germicidal disinfectant detergent.
2. Empty, clean and sanitize all trash, towel and sanitary disposal receptacles and insert liners.
3. Fill toilet tissue holders, soap and towel dispensers.
4. Remove soap residue left from soap dispenser.
5. Wipe clean splash marks, stains, etc. from behind wash basins and around urinals.
6. Remove fingerprints from doors, frames, light switches, kick and push plates.
7. Dust partitions.
8. Wet mop floors using a germicidal disinfectant detergent.

Weekly Service

1. Remove lime deposits as necessary.
2. Pour water down floor drains to prevent sewer odors.

Monthly Services

1. Wash and sanitize partitions and receptacles with germicidal disinfectant detergent.
2. Dust ceiling vents, light fixtures and diffusers.
3. High dust ceiling, walls, corners and edges.
4. High dust all horizontal surfaces.

KITCHEN, CAFETERIA AND COFFEE STATIONS

Daily Services – Monday through Friday

1. Empty all trash containers, wipe clean, sanitize and insert liners.
2. Clean and sanitize all tables and chairs.
3. Clean and sanitize microwave ovens (inside and out).
4. Clean and polish outside of refrigerators.
5. Polish all stainless steel appliances and vending machines if applicable.
6. Wipe clean counters and cabinets fronts.
7. Clean sinks with germicidal disinfectant detergent and polish.
8. Spot clean and remove fingerprints from doors, door frames, light switches, table bases and pedestals.
9. Dust baseboards, chair rails, trim and pictures.
10. Spot clean interior partitions and door glass.
11. Dust mop with treated mop all hard floor surfaces and damp mop with neutral cleaner.

CLASSROOMS

Daily Services – Monday through Thursday

1. Vacuum all carpeted areas, sweep, and mop and sanitize all floors.
2. Empty all trash and recycling containers, wipe clean, sanitize and insert liners.
3. Clean and sanitize all tables, chairs and light switches.
4. Dust shelves, cabinets, door frames.
5. Clean window sills and windows.

OFFICE, CONFERENCE AND MAIL/COPY ROOM AREAS

Daily Services – Monday through Friday

1. Empty all trash cans, remove to designated area, wipe clean as necessary & insert liners.
2. Clean furniture tops to remove smudges and coffee rings.
3. Wipe clean desk tops if reasonably cleared.
4. Spot clean all door entry glass and interior partition glass.
5. Polish table tops in conference rooms.
6. Dust baseboards, chair rails and partition legs and bases, trim, louvers, pictures, window sills, and bulletin boards.
7. Remove fingerprints from doors, door frames, light switches, door push plates, handles and railings as necessary.
8. Spot clean and vacuum all carpeted areas, moving light furniture as necessary.
9. Dust with treated mop and damp mop all hard floor surfaces.
10. Properly arrange furniture in office.
11. Wash, disinfect with germicidal disinfectant cleaner and polish all water fountains.
12. Leave only designated lights on after cleaning is completed.
13. Turn off lights in unoccupied areas.
14. Report to client representative any restroom fixtures or lights not working properly.
15. Dispose of all trash, boxes and items marked for disposal in designated area; flatten boxes and remove to designated area.
16. All exterior doors will be locked and the premises left in a secure condition each night.
17. Doors to designated offices shall be locked and all other office doors shall be closed after cleaning services are finished.

Weekly Services

1. Wipe clean and sanitize telephones using germicidal disinfectant detergent.
2. Dust and wipe clean desk equipment, telephones, computers, desks, chairs, tables, lamps and other office furniture with treated cloths.
3. Dust fronts and sides of desks and file cabinets.
4. Dust and wipe clean all ledges and other flat surfaces.
5. Dust all window sills, heating units and horizontal surfaces.

Monthly Services

KITCHEN – Wipe down interior of refrigerator.

BACK STAIRWELL – Vacuum, sweep and mop as needed.

CLOSING INSTRUCTIONS

Daily Services – Monday through Friday

1. Turn off designated lights.
2. Lock doors and windows.
3. Set alarm (at 1835 Landwehr).

EQUIPMENT

Contractor must provide all labor materials, (including cleaning supplies, paper towels, cleaning rags, etc.) and equipment needed to complete the above listed services.

Contractor will also supply toilet paper, hand paper towels, trash can liners and hand soap for contractor to distribute within the building. An extra supply must be available to property manager to restock during the day as needed.

Cost of supplies must be approved by Glenbrook district personnel at the beginning of the contract. Supply costs can be billed to the district monthly.

BID PROPOSAL FORM

Company: Perfect Cleaning Service Corp.
 Address: 5852 N. Northwest Hwy.
 City, State, Zip: Chicago IL 60631
 Phone: (773) 774 7800
 Sales Rep: SLAWEK JAWORSKI

	Price for Labor Only	Annual Price*
Job #1 - 1835 Landwehr, only between 3:45-5:45, Monday-Thursday 4x/week Approx. 244 Cleaning Days		7,800.00
Job #2 - 3801 W. Lake, after 6:00 pm, Monday-Friday 5x/week Approx. 250 Cleaning Days		12,400.00
Job #3 - 1835 Landwehr after 9:30 Monday-Friday 5x/week Approx. 134 Cleaning Days		7,100.00
	TOTAL	27,300.00

*To be invoiced and paid in 12 equal installments. Job #1 and Job #3 will not be performed on days that students are not in attendance. Calendars with cleaning days are attached. These days off are subject to change as the school calendar is released.

- Years in service 21
- Does your company have a training program? YES If yes, please provide a copy of the program. (see attached)
- Proposed cleaning & labor schedule, (hours & number of cleaners)
2 PEOPLE @ 4 HRS
- Management contact information:
SLAWEK JAWORSKI (773) 774 7800
- Please provide a copy of your company's financial statement.

July

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Independence Day

August 2014

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				21

1 Labor Day

7 Grandparent's Day

October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	28

31 Halloween

November

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2 Daylight Saving Time Ends

4 Election Day

11 Veteran's Day

27 Thanksgiving

December

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			18

21 Winter Solstice

25 Christmas

31 New Year's Eve

2015

January

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Year's Day

19 Martin Luther King Jr. Day

February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

2 Groundhog Day

12 Lincoln's Birthday

14 St. Valentine's Day

16 President's Day

18 Ash Wednesday

22 Washington's Birthday

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				21

8 Daylight Saving Time Begins

17 St. Patrick's Day

29 Palm Sunday

April

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 April Fool's Day

3 Good Friday

5 Easter

May

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

10 Mother's Day

25 Memorial Day

June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				22

14 Flag Day

21 Father's Day

21 Summer Solstice

July

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Independence Day

Job # 1

244 Cleaning Days

1835 Landwehr
Example of Calendar.
Final School Calendar not released yet.
Cleaned M-F.

2017

July

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Independence Day

August

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					21	

September

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30			21	

1 Labor Day
7 Grandparent's Day

October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	23

31 Halloween

November

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30					12	

2 Daylight Saving Time Ends
4 Election Day
11 Veteran's Day
27 Thanksgiving

December

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31		30	

21 Winter Solstice
25 Christmas
31 New Year's Eve

2015

January

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Year's Day
19 Martin Luther King Jr. Day

February

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

2 Groundhog Day
12 Lincoln's Birthday
14 St. Valentine's Day
16 President's Day
18 Ash Wednesday
22 Washington's Birthday

March

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8 Daylight Saving Time Begins
17 St. Patrick's Day
29 Palm Sunday

April

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 April Fool's Day
3 Good Friday
5 Easter

May

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

10 Mother's Day
25 Memorial Day

June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

14 Flag Day
21 Father's Day
21 Summer Solstice

July

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	22

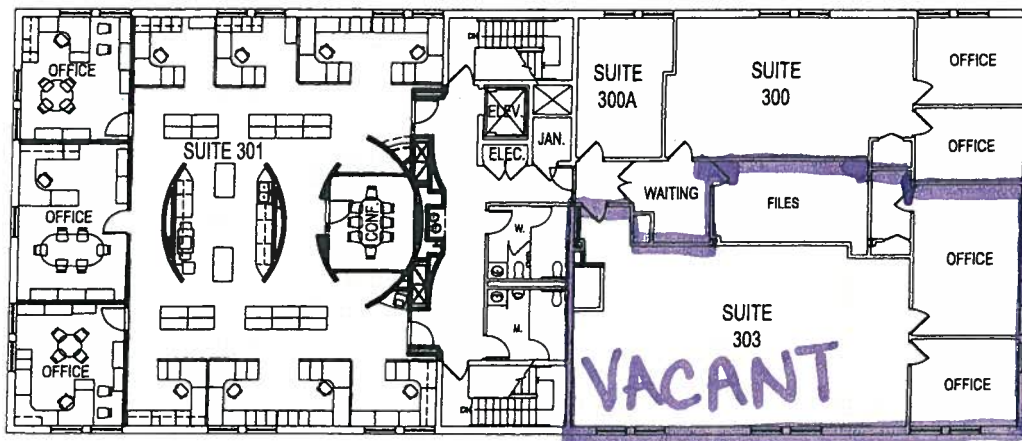
4 Independence Day

Job #2

3801 W. Lake

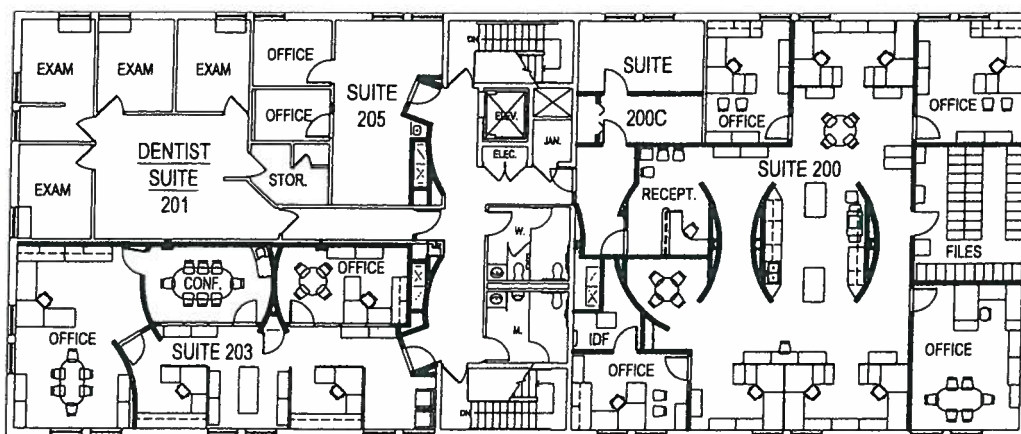
8/1/2014-7/31/2015

250 Cleaning Day

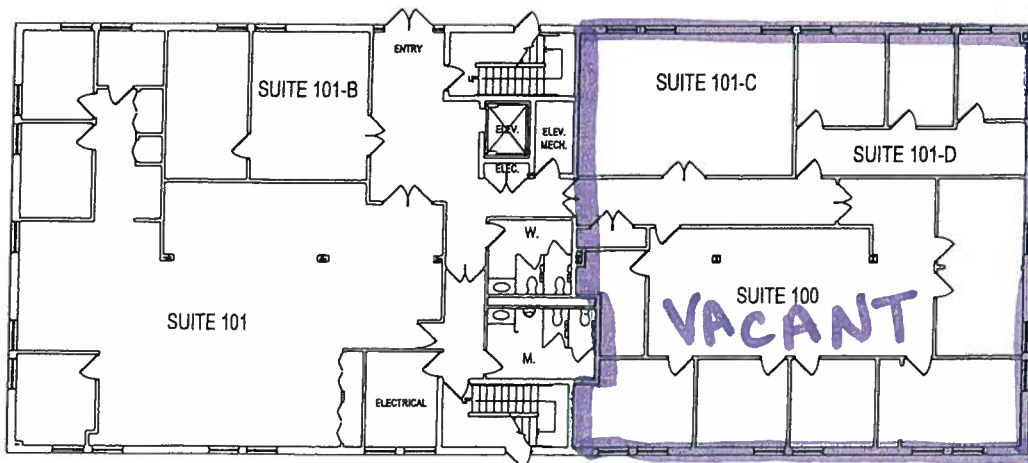


Do Not inc'
Vacant
Areas of
Building

N
THIRD FLOOR PLAN - 3801 W. LAKE AVE.
NTS



N
SECOND FLOOR PLAN - 3801 W. LAKE AVE.
NTS



Do Not
Include
Vacant
Areas of
Building

N
FIRST FLOOR PLAN - 3801 W. LAKE AVE.
NTS

July

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Independence Day

August 2014

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				13

1 Labor Day
7 Grandparent's Day

October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

31 Halloween 18

November

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2 Daylight Saving Time Ends
4 Election Day
11 Veteran's Day
27 Thanksgiving

December

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			12

21 Winter Solstice
25 Christmas
31 New Year's Eve

2015

January

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 New Year's Day 12
19 Martin Luther King Jr. Day

February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

2 Groundhog Day 15
12 Lincoln's Birthday
14 St. Valentine's Day
16 President's Day
18 Ash Wednesday
22 Washington's Birthday

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				16

8 Daylight Saving Time Begins
17 St. Patrick's Day
29 Palm Sunday

April

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		14

1 April Fool's Day
3 Good Friday
5 Easter

May

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						15

10 Mother's Day
25 Memorial Day

June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

14 Flag Day
21 Father's Day
21 Summer Solstice

July

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 Independence Day

Cleaning 134 days

Job #3

Example of Calendar

Final School Calendar not released!

No Cleaning on Fridays.

1835 Landwehr

Insurance Requirements
Northfield Township High School District 225

The following insurance requirements are compulsory for all vendors/contractors wishing to perform work at any of the following Glenbrook locations:

- Glenbrook South High School - 4000 West Lake Avenue, Glenview, IL 60026
- Glenbrook North High School - 2300 Shermer Road, Northbrook, IL 60062
- Glenbrook District Office – 3801 West Lake Avenue, Suite 200 , Glenview, IL 60026
- Glenbrook Off Campus Facility – 1835 Landwehr Road, Glenview, IL 60026
- Glenbrook Evening High School – 1835 Landwehr Road, Glenview, IL 60026
- Glenbrook Transition Center – 1340 Shermer Road Suite 270, Northbrook, IL 60062

Additional Insured(s):

Owner/ *Northfield Township High School District #225*
 Certificate Holder: 3801 West Lake Avenue, Suite 200
 Glenview, IL 60026-1241

All additional insured's must be listed on a primary and non-contributory basis; endorsement required.

- The endorsement to the policy for the additional insureds must be submitted with the certificate of insurance. The endorsements must conform to ISO form CG 20 10 and CG 20 37, listing all required additional insureds, job name and address.
- No vendor/contractor will be allowed on a jobsite without a current certificate of insurance that meets the contractual insurance requirements.
- Insurance required shall be written with a company having at least an "A" Rating as listed in A. M. Best Insurance Guide, latest edition.
- Northfield Township High School District #225 will allow self-insurance plans to comply with the required insurance provisions.

LIMITS OF LIABILITY AS STATED IN THE SPECIFICATIONS:

- General Liability:
 - Minimum Limits

(a) Bodily Injury	(i) Each Occurrence	\$1,000,000
	(ii) Annual Aggregate	\$2,000,000
(b) Property Damage	(i) Each Occurrence	\$1,000,000
	(ii) Annual Aggregate	\$2,000,000
(c) Personal Injury	Each Person Aggregate	\$1,000,000

Completed Operations & Product Liability shall be maintained for two (2) years after final payment.

Waiver of Subrogation on General Liability & corresponding endorsement required.

- Automobile Liability Insurance:
 - Minimum Limits

(a) Bodily Injury	(i) Each Occurrence	\$1,000,000
	(ii) Each Occurrence	\$1,000,000

Additional insured's must be listed & corresponding endorsement required.

- Worker's Compensation

(i) Per Accident		\$500,000
(ii) Disease, policy limit		\$500,000
(iii) Disease, each employee		\$500,000

Waiver of Subrogation on Workers' Compensation & corresponding endorsement required.

- Umbrella/Excess Policy (*required for bids & large construction projects*) \$5,000,000
- Pollution/Professional Liability required where appropriate \$1,000,000

NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT #225

WORDING SAMPLE FOR CERTIFICATE OF INSURANCE - VENDORS

The certificate of insurance must include the following wording under "Description of operation..."

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT /SPECIAL PROVISIONS	
<p>Northfield Township High School District 225 is named an additional insured (on a primary/non-contributory basis) with respect to General Liability. Northfield Township High School District 225 is named an additional insured with respect to Automobile Liability. A waiver of subrogation, in favor of the Northfield Township High School District 225, is granted under General Liability and Workers' Compensation policies.</p>	
CERTIFICATE HOLDER	CANCELLATION
<p>Northfield Township High School District 225 3801 West Lake Ave Suite 200 Glenview, IL 60026</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<p>AUTHORIZED REPRESENTATIVE</p>	

The certificate of insurance will be rejected and work delayed if...

- The wording is not listed as stated above
- Coverage/limits per attached Insurance Requirements page are not provided
- Endorsements are not provided for all policies

Should you have any questions or concerns on these insurance matters, please contact the following representatives at our District Office:

- Alexandra Gan at agan@glenbrook225.org or 847-486-4737
- Kimberly Ptak at kpatk@glenbrook225.org or 847-486-4722



PERFECT

CLEANING SERVICE, INC.

QUALITY ASSURANCE

Quality Assurance Program

Perfect Cleaning Service, Inc. is a recognized service provider in the Janitorial and Housekeeping Services Industry. Quality Assurance Programs have been established by Perfect Cleaning Service, Inc. to ensure all janitorial and custodial services are provided in a professional, objective and realistic manner. Systematic inspection practices are used to measure performance against client requirements and to continually improve on levels of service to our clients.

Perfect Cleaning Service, Inc. prepares a customized Quality Assurance Plan for each of our clients. The Plan includes procedure, methods and frequencies for all required housekeeping tasks. For each task the Quality Standards defines the expected results to be achieved from the performance of the task.

Health & Safety Program

Perfect Cleaning Service, Inc. informs all of its workers about hazard information as it is received from our suppliers. This includes MSDS information as well as products bulletins and other information.

As we become aware of published information from government, industry and trade associations we ensure our employees are aware of this information.

Through our Safety Committee, we do follow up to ensure our workers have understood their training and information sessions. This includes review and monitoring of reported incidents and recommendation for additional training where the Committee determines it is required.

Our Health and Safety Program is reviewed annually in consultation with our Safety Committee.

Safe Work Procedures

Safe Work Procedures describe what employees should do to protect their health and safety when performing a specific task.



PERFECT

CLEANING SERVICE, INC.

All jobs have standard operating procedures. These procedures include the following where applicable: Type of Personal Protective Equipment; Emergency evacuation; Electrical safety procedure; Materials handling and use; Safe operation of equipment.

Workplace Hazardous Materials Information System Training & Monitoring

All our employees and supervisors are thoroughly trained on a regular basis with reference to the dos and don'ts of the products they use. All training is supervised by our Safety Director.

Training

Our personnel undergo in-depth interviews and are carefully screened for character, temperament and dedication. Only those with a satisfactory work history will be considered for employment. Perfect Cleaning Service, Inc. believes that employee training is one of the most important ingredients in a high quality, efficient and cost effective cleaning program. To achieve this all hourly personnel will complete an extensive training program prior to being assigned to your account. This program will act as a refresher course for experienced personnel.

Uniforms

Our personnel are neatly attired at all times in matching work shirt and work pants. A Perfect Cleaning Service, Inc. Identification Badge is worn on the uniform to clearly identify each individual.

Code of Ethics

We at Perfect Cleaning Service, Inc. do not tolerate any discrimination of any kind. Our people are trained in human behavior, sexual harassment and the respect of all employees.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/29/2014

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

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

PRODUCER T.A. Cummings Jr. Co. 4153 Main St. Skokie IL 60076	CONTACT NAME: Marilyn Rasco
	PHONE (A/C, No. Ext): (847) 679-7350 FAX (A/C, No): (847) 679-7361 E-MAIL ADDRESS: marilyn.r@tacummings.com
	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: Selective Co of South Carolina 19259
	INSURER B: Insurance Company Of the West 27847
	INSURER C: Hartford Fire Insurance Co 19682
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: CL144910228 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	S	2025824	4/11/2014	4/11/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS <input checked="" type="checkbox"/>	X	S	2025824	4/11/2014	4/11/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			S	2025824	4/11/2014	4/11/2015
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WIL 5026313 00	4/11/2014	4/11/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	C Crime			83BDDGD7818	11/21/2013	11/21/2014	Employee Theft Limit \$250,000 Deductible \$2,500

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

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Scott Cummings/RASM00 <i>Scott Cummings</i>



To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that

PERFECT CLEANING SERVICE CORP., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON FEBRUARY 13, 1991, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE RELATING TO THE PAYMENT OF FRANCHISE TAXES, AND AS OF THIS DATE, IS IN GOOD STANDING AS A DOMESTIC CORPORATION IN THE STATE OF ILLINOIS.



In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 26TH day of MARCH A.D. 2013 .

Jesse White

Authentication #: 1308500744

Authenticate at: <http://www.cyberdriveillinois.com>

SECRETARY OF STATE

ILLINOIS DEPARTMENT OF
Human Rights

Pat Quinn, Governor
Rocco J. Claps, Director

IDHR #: 131385-00
Date Eligible: 12/29/2009
Expires on: 12/29/2014

SLAWEK JAKOWCZUK
PERFECT CLEANING SERVICE, INC
5852 N. NORTHWESTERN HWY
CHICAGO, IL 60631

NOTICE OF ELIGIBILITY FOR PUBLIC CONTRACTS

This Notice of Eligibility documents receipt by the Illinois Department of Human Rights (DHR) of a properly completed and signed Employer Report Form (FormPC-1) filed by the above-named employer in compliance with 44 Ill Adm. Code 750.210(a). The IDHR Bidder Eligibility Number appearing above must be supplied, upon request, to contracting agencies.

The use of this Bidder Eligibility Number is restricted to the employer named above. The Department's Public Contracts Unit must be notified in writing when any change is made in the employer's name and/or address. Any significant change involving the employer's form of organization, corporate affiliation, or workforce composition must also be reported in writing and may require the filing of a new Employer Report Form. Employers should be aware that the use of any business name other than that reported to the Department on any contract bid may preclude verification of eligibility by the Department or a contracting agency and may consequently result in award denial.

THE ELIGIBILITY NUMBER EXPIRES FIVE YEARS FROM THE "ELIGIBILITY DATE" APPEARING ABOVE. No additional notice of the expiration date will be provided. Eligibility for the award of state contracts may expire at an earlier date if it is relinquished by the employer or revoked by the Department after finding that a public contractor or eligible bidder has engaged in unlawful discrimination or failed to comply with affirmative action requirements mandated by the Illinois Human Rights Act (775 ILCS 5/1-101 et.seq) (Act) and the public contracts portions of Department Rules (44 Ill. Admin. Code 750) (Rules). The Department may audit any eligible bidder or public contractor to determine compliance with these requirements. Eligible bidders and public contractors found to have violated the Act and/or the Rules are subject to contract cancellation, bid eligibility revocation, and such other penalties as may be provided for by the Act. Issuance of this Notice does not, by itself, constitute Department approval of the employer's non-discrimination and affirmative action plans, policies, or practices.

This notice does not certify the Employer as a minority or female business enterprise, and does not constitute pre-qualification with regard to financial, insurance, or bonding capacity, or compliance with any requirement other than the bidder registration requirement referenced in the first paragraph. Employers should contact the agency with which they wish to do business for information regarding any other requirements governing contracting with that agency.

This notice should be kept with other important business documents. Employers requiring further information regarding their duties as eligible bidders and public contractors are encouraged to contact the Public Contracts Unit at the address printed above or telephone 312-814-2431.

PC-012 Reprint (Rev 09/1999)

100 West Randolph Street, James R. Thompson Center, Suite 10-100, Chicago, Illinois 60601, 312-814-6200, 312-263-1579 (TDD)

Sustainable Products Program



Perfect Cleaning Service
5852 N Northwest Hwy
Chicago, IL 60631

Perfect Cleaning Service has formed an alliance with one of the largest, most resourceful and environmentally focused cleaning product manufacturers in the world, Spartan Chemical.

Some of their Sustainability Initiatives include:



Bridging the Gap Between Chemistry & Sustainability

Spartan is focused on continuing our leadership role within the sustainability movement. While we continue to make advancements in sustainable products, we are making adjustments in our operations to reduce our carbon footprint as well. At Spartan, we are active sustainability participants, not just a product manufacturer. Below are some of the steps we are taking to decrease our environmental impact and enhance our corporate responsibility.

Energy Use & Greenhouse Gas (GHG) Emissions

- >25% reduction in energy usage
- >20% reduction in annual Greenhouse Gas (GHG) Emissions:
 - = GHG emissions of 144 passenger cars
 - = CO2 emissions of 1753 barrels of oil
 - = annual energy usage of 91.5 homes
- 18-21% reduction in the GHG Emissions embedded in each gallon of product
- 54% reduction in vending machine energy usage

Waste Disposal

- Over 65% of our waste is recycled, rather than landfilled
- Over 250 tons of materials recycled annually
- Recycling Program for production, office and employee waste

Resource & Material Usage

- On-site ponds supply automated irrigation management
- 75% of Spartan's property remains naturally vegetated
- 71 acres agriculturally farmed
- Landscape debris is composted
- Facility-wide Green Cleaning Program w/ Green Solutions and BioRenewables
- All literature contains 10-30% recycled paper
- >50% of literature is sent in electronic form only

Sustainable Packaging

- Save 60 tons of virgin plastic resin annually through use of a lower weight plastic container
- 100% recyclable corrugated containers
- 2/3 corrugated containers made from sustainable sources
- Recycled office paper creates white cartons – NOT bleach
- Estimated environmental savings based on one year for corrugated cardboard production:
 - Trees conserved – 14,185
 - GHG conserved – 1087 metric tons
 - Energy conserved – 7444 million BTUs
 - Water conserved – 5,840,800 gallons
 - Wastewater creation avoided – 7,429,929 gallons
 - Landfill space saved – 2754 cubic yards

Spartan Sustainable Products

In the five categories of our Spartan Sustainable Products, we offer many Environmentally Preferable options that enable you to clean for health.

Contrary to the myths of the past, these products work just as well as traditional cleaning products. Using sustainable products is not more expensive than a traditional cleaning program either, that is just another misconception.

Keeping facilities clean without negatively affecting the health of its occupants and custodial staff is the primary goal of a "green" or sustainable program.



Spartan Sustainable Products



Sustainable Products for a Sustainable Future



BioRenewables® Glass Cleaner

This versatile and easy to use product contains 81% bio-based material. It removes tough soils such as grease, smoke, oils, tape residue, food stains, dust and dirt from window glass and sills, mirrors, countertops, chrome, fluorescent lights and tubing, and any other glass or mirror finish.



383504 383505 383515 383530 383555 383560

TriBase® Multi Purpose Cleaner

A 72% bio-based product, formulated with corn, coconut and palm kernel surfactants, TriBase cleans a multitude of soils with no VOCs. It is biodegradable and works on glass, mirrors, floors, walls, restroom and kitchen surfaces and tile, almost any surface not harmed by water.



383004 383005 383015 383030 383055 383060

BioRenewables® Glass Cleaner RTU

A convenient, ready-to-use version of the BioRenewable Glass Cleaner. Ideal for work environments where dispensers are not readily available or an RTU product is desired.



323903 QL

BioRenewables® Restroom Cleaner

A citric acid-based, toilet, urinal and shower room cleaner/deodorizer that contains 83% bio-based material. It removes soap scum, water spots, light rust and is safe to use in urinals, shower rooms and other similar hard, non-porous restroom surfaces.



353003 QL

BioRenewables® Industrial Degreaser

Formulated with soybean oil technology and boosted with d-Limonene, it contains 53% bio-based material. Removes grease, dirt, cosmoline, tar, many inks, most adhesives, and industrial oils. Safe to use on ferrous and non-ferrous metal, concrete, and ceramic.



231005 231055

BioRenewables® Waterless Plus Hand Cleaners

These hand cleaners are made with a soybean-solvent base to remove heavy-duty soils safely and easily. Produced with 80% bio-based material, they also contain a unique blend of surfactants to emulsify soils. Waterless Plus has pumice to lift away ground-in grime.



296004 297404

Graffiti Remover SAC®

A ready-to-use product of soybean and corn esters. A safer solvent alternative to petroleum based solvents, such as toluene. Removes graffiti as well as scuff marks, wax residue and adhesive. Safe to use on glazed tile, stainless steel, fiberglass, metal, marble, chrome, aluminum, glass, Formica®, Lexan®, and porcelain.



307104 317103 QL

Lite'n Foamy® Sudsower Fresh & Citrus Fresh

These hand, hair and body washes are formulated with 85% bio-based ingredients. The products are for use with Spartan's Lite'n Foamy bulk-fill dispensers. Automatic and counter mount dispensers are also available.



330504 330505 330555 330804 330805 330855



DID YOU KNOW? The Spartan bio-based seal guarantees the percentage of bio-based content in each product. All of Spartan's BioRenewables products are tested by an outside, USDA approved laboratory to certify the percentage of bio-based raw materials found in the product.

Using these products promotes North American agriculture and reduces our dependence on foreign oil.



Clean for Health - Clean for Environment



Green Solutions® All Purpose Cleaner

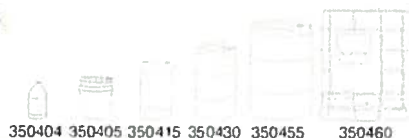
Quickly penetrates, and emulsifies soils. Removes light to medium soils. No fragrance, dye or VOCs. Versatile – use on any surface not harmed by water. Spray, wipe, or mop.



351102 350104 350105 350115 350130 350155 350160

Green Solutions® Floor Seal & Finish

Superior leveling for faster recoat and fewer errors. Exceptional clarity, depth of gloss, and superior durability without yellowing. No heavy metals, no unpleasant odors. Save time with this easy-to-maintain finish.



350404 350405 350415 350430 350455 350460

Green Solutions® Carpet Cleaner

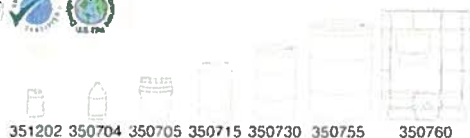
Penetrates quickly for fast and easy soil removal. Use in all types of extraction equipment. Dries to a crystal for easy vacuum removal. Non-residual formula prevents resoiling. No fragrance, dye, VOCs, or solvents. Safe to use on stain-resistant, untreated, and wool carpets.



351402 350904 350905 350915 350930 350955 350960

Green Solutions® Glass Cleaner

Penetrates soil for fast and easy removal. Dries quickly without streaking. No fragrance, no dye, no VOCs, no ammonia. Ideal for use on glass, windows, mirrors, countertops, chrome trim, display cases, fluorescent lights, and salad bar/deli/fast food sneeze guards.



351202 350704 350705 350715 350730 350755 350760

Green Solutions® Floor Finish Remover

Use 24 hours a day – anytime and anywhere. Low VOCs and low odor – ideal for confined areas and where strong odors are a problem. Easily removes Green Solutions Floor Seal & Finish and other cross-linked finishes.



350504 350505 350515 350530 350555 350560

Green Solutions® Industrial Cleaner

Quickly penetrates and removes petroleum-based soils. No fragrance, dye or VOCs. Works effectively to clean up motor oil, hydraulic fluid, stamping oils, and lubricant. Ideal for use in manufacturing plants, printing houses, auto repair shops, dumpsters, loading docks, and mass transit systems.



351502 350604 350605 350615 350630 350655 350660



Organic Cleaning at Its Best



Consume®

Multi-functional at its best! Consume is a cleaner, odor eliminator, stain remover, and drain maintainer. It naturally removes difficult organic soils from many surfaces including tile, concrete, steel, and carpet. Regular use of Consume eliminates organic build-up in drains, keeping them clear and odor-free. Cleans and eliminates odors on floors, in dumpsters, recycling containers, and portable toilets. Ideal for cleaning and odor control in many areas, such as carpets, drains, dumpsters, and more!



Consume Eco-Lyzer®

All in one, Eco-Lyzer is a neutral disinfectant cleaner with residual odor control. EPA Reg. No. 5741-24. Patented cleaning technology (**US Patent #6,165,965 & #6,180,585**) that reduces janitorial labor by cleaning, disinfecting, and digesting residual organic soils with one product. Multi-surface safe with a neutral pH. Eco-Lyzer is safe to use on most floors, including concrete, ceramic, terrazzo, marble, slate, rubber, VCT, and painted surfaces. Use in bathrooms, stadiums, zoos, kennels, dumpsters, trash bins, loading docks, and portable toilets.



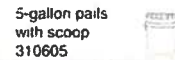
Consume Bio-Bowl®

A natural acid toilet, urinal, and shower room cleaner with organic digesters and bio-based cleaning agents to effectively remove hard water, urine deposits, and related odors. The unique blend of digesters and bio-based acid controls foul odors, digesting urine build-up in pipes to keep them free flowing and odor free. Consume Bio-Bowl is a ready-to-use product, so there is no mixing necessary. Bio-Bowl can be used in urinals, toilets, and drains.



Consume® FWD

Consume FWD is a farm waste digester that effectively controls foul odors at their source, reduces sludge build-up, and breaks down manure in lagoons. FWD is ideal for use in poultry, swine, dairy, and equine farms. The unique digesters efficiently control odor-causing materials such as ammonia, hydrogen sulfide, and volatile fatty acids. Consume FWD provides digesting activity even in cold weather, maintaining the waste system year-round. Use of Consume FWD speeds up the composting process, making fertilizer more readily available.



By using 100% post consumer recycled paper, the printing of this brochure has saved:

- 11 trees preserved for the future
- 31 lbs waterborne waste not created
- 4,567 gallons waste water flow saved
- 505 lbs solid waste not generated
- 995 lbs net greenhouse gasses prevented
- 7,616,000 BTUs energy not consumed

primary values were derived from information publically available at:
www.epa.gov/cleanrgy/egrid/index.htm and
www.environmentaldefense.org/documents/1687_figures.pdf

KEY	
	Product available worldwide.
	This product is Green Seal™ Certified.
	Formulated in partnership with the Environmental Protection Agency's Design for the Environment program.
	WOOLSAFE approved maintenance product for wool and wool-rich carpets.



Organic Cleaning at Its Best



Consume[®] LIQ

Liquid wastewater treatment naturally digests organic soils (sugars, carbohydrates, proteins, and fats) in drains, grease interceptors, septic tanks, lift stations and wastewater systems. It maximizes efficiency of grease interceptors and septic tanks to minimize operating costs. Routine application of Consume LIQ reduces BODs (Biochemical Oxygen Demand), FOGs (Fats, Oils, Greases), and TSSs (Total Suspended Solids). Additionally, it can reduce the volume of sludge and costs associated with disposal.



Consume[®] POW

A powdered wastewater treatment that naturally cleans by assisting in the removal of organic soils in grease interceptors, septic tanks, drain fields, lift stations, and wastewater systems. Consume POW digesters speed up the natural digestion process of organic soils and difficult compounds including phenols and cellulose, saving time. Routine application of Consume POW reduces BODs, FOGs, and TSSs. It speeds recovery from system washouts and slugs. POW improves system stability, lowering maintenance needs, saving time and money.

5-gallon pails
with scoop
310405



Fifty, 1/2 lb
packets
310505



Consume Micro-Muscle[®]

An industrial strength degreaser with odor control, Micro-Muscle quickly penetrates and digests petroleum-based soils such as: motor oil, hydraulic fluid, stamping oils, and lubricants. It has residual organic digesters for ongoing odor control. Micro-Muscle helps degrade petroleum soils found in waste treatment systems flowing downstream. Use in manufacturing, print shops, repair shops, dumpsters, loading docks, and mass transit systems.



Contempo CX3 Bio-Assist[®]

A heavy-duty soil extraction carpet cleaner with Consume's digestive power, CX3 has organic digesters stay behind for residual odor control and waste removal. It is low foaming, non-corrosive, phosphate free, biodegradable and non-flammable. Ideal for nursing homes, day cares, schools, restaurants, casinos, food handling areas, pet facilities, or anywhere carpet odor problems may be a nuisance.



Consume[®] MP

MP is a Mosquito Control Product and is an EPA Registered Pesticide (62637-3-5741). It kills mosquito larvae before they mature by interfering with their digestive systems. Easy to use - just toss into standing water - no mixing or spraying. MP will not harm livestock, birds, or other wildlife. Ideal for irrigation and retention ponds, ditches, pastures, ponds and lakes, and golf course ponds.

2-gallon pails
containing ten
1-lb (454 g)
packets.
321600



Consume Drop-in-a-Drain[®]

A convenient, single dose natural drain treatment, Drop-in-a-Drain naturally digests drain line build-up and blockage. Its unique single dose comes in water soluble dosing packets. Drop-in-a-Drain is easy to use and great showers, sinks, septic systems, floor drains, beer and soda tap drains.



336 packets in
2 pails
320500



DID YOU KNOW? Nature utilizes the fundamental process of biological decomposition to convert organic waste material back into essential nutrients and other chemical elements. This "Nature's Way" of recycling is carried out by billions of naturally occurring microorganisms found in our environment. Spartan formulated the Consume Nature's Way products to harness the ability of the microorganisms to use organic waste as their energy (food) source.



An Environmental Approach to Laundry



Environmental Initiative

Spartan sought to identify ingredients that fit environmentally preferable profiles established for green cleaning applications. We utilized them in our laundry care products, without compromising product performance.

Sustainable Characteristics of Clothesline Fresh

- All surfactants are on DfE's (Design for the Environment) CleanGredients® list.
- Readily biodegradable.
- Bio-based surfactants are used whenever possible and when petroleum-derived surfactants are used, they are readily biodegradable as well.
- Bio-based surfactants are derived from soy, corn, and coconut oil.
- Formulated with the EPA's Presidential Green Chemistry Challenge award winning chelants.
- Polymeric chelant and anti-encrustation aide entirely derived from chicory root.
- Natural bio-based acids as neutralization aides (citric acid).

Clothesline Fresh Products Contain

- No or low VOCs
- No Phosphates
- No Silicates
- No Harsh Solvents
- No Alkylphenol Ethoxylates
- No Nitritotriacetic Acid (NTA)
- No Toxic/Persistent Components or By-products
- No Ozone Depleting Chemicals

Why use the DfE® Award Winning Surfactants?

The DfE criteria were followed to give end-users a choice to use modern technology that supports *green* and sustainability efforts.

High Efficiency Formulations

Clothesline Fresh products are high efficiency formulations and are ideal for use in conjunction with other smart environmental choices you make including:

- Use high efficiency equipment
- Automatic dispensing
- Cool and cold-water temperatures
- Decreased wash cycle time
- Increase use of ozone injection systems



All-Purpose, Hydrogen Peroxide Based Cleaner

- Clean by Peroxy has powerful oxidizing capabilities that react with organic soils, creating effervescent bubbles to quickly lift away grease and grime.
- Made with hydrogen peroxide which breaks down into oxygen and water.
- Save labor, confusion and inventory space by replacing numerous products with just one.... Clean by Peroxy can be used at 1:128 for glass cleaning and 1:10 for heavy duty cleaning.

- Non-viscous, biodegradable, phosphate free and easily waste treatable.
- Versatile. Clean by Peroxy can be used on grout, glass, heavy-duty cleaning and degreasing, mopping of floors and carpet extraction.



Hand Care Program



Foaming Pearlux is a high end, designer type hand, hair and body wash formulated for luxurious foam delivery through Spartan's Lite'n Foamy Dispensers. Foaming Pearlux is milky white in color, has low viscosity and has a distinctive, extremely pleasing fragrance. Foaming Pearlux does not contain any ingredients that contribute to skin dry out or defatting. Use of Foaming Pearlux will not contribute to flaking and itching. Instead, rich emollients are added to leave skin feeling softer, smoother and silky.



Grub Scrub is a heavy duty, pumpable Hand Cleaner formulated with d-limonene, pumice

and moisturizers that work efficiently to penetrate and remove the toughest dirt, grease and grime from hard working hands. It goes where you go and works where you work to get your hands clean in the washroom or at the workbench. Hands feel soft, clean and fresh. No lingering fragrance or residue to offend senses. A unique emulsifying and surfactant system that works synergistically and d-limonene for quick efficient removal of grease

Hand Sanitizer



Touch Free Alcohol Gel Hand Sanitizer - 2x1250 ml/case, # 11750615

A no-rinse, moisturizing gel for sanitizing hands between regular washings to reduce the risk of cross infection. Kills germs without water.

Reduces the following organisms by 99.99%

Staphylococcus Aureus

Escherichia Coli

Pseudomonas Aeruginosa

Solaris Paper Products



Solaris Paper is a member of the U.S. Green Building Council (USGBC) and supports environmentally responsible building development and management. Their forward-thinking innovations in the Away-from-Home sector are leading the way in environmental sustainability. Nvi[®] electronic dispensers, coupled with LoCor[®] tissue and towels that help reduce your building's environmental impact by:

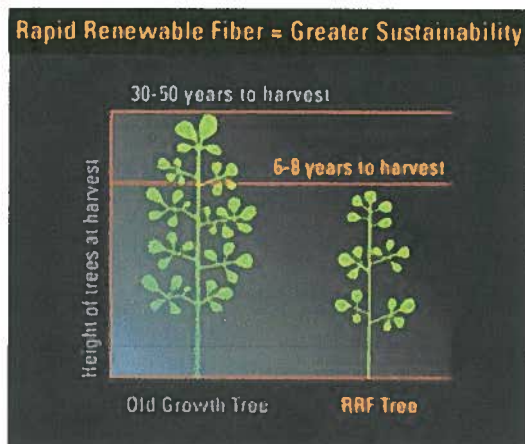
- Greater sustainability through innovative metered dispensing that effectively reduce consumption.
- LoCor[®] larger-size rolls that reduce packaging waste
- Rapidly Renewable Virgin Fiber for higher quality tissue so people use less, and you can earn LEED credits.

Earning LEED Credits from products made from Rapidly Renewable Fiber

Using Nvi[®] and Livi[®] products, all of which are recognized as "environmentally preferable" by the USGBC in their LEED credit point system, helps meet LEED-EB credit point requirements as part of your on-going purchasing of consumable materials for buildings. Products made from Rapidly Renewable Fiber sources (defined by the USDA as maturing in less than ten years) achieve the same point level as recycled products. And Rapidly Renewable Virgin Fiber provides the superior softness that people prefer.

Rapidly Renewable Fiber from Sustainably Managed Plantations

All of our Away-from-Home tissue and towel products are sourced from suppliers who focus on Rapidly Renewable Fiber, with trees harvested in just six to eight years. Sustainably managed plantations along the equatorial band offer a better, more environmentally sound alternative to fiber sourced from old growth forests or precious tropical rain forests. The suppliers we source from have adopted High Conservation Value Forest principles, the most widely recognized international standard assuring materials come from plantations, not from natural forests. In short, Rapidly Renewable Fiber means more tissue from more trees on less land over less time – and that's true sustainability.



Perfect Cleaning Service
Sustainable Products Program

SOLARIS
PAPER



Dispenser Program



Hands Free Bath Tissue
Dispensers

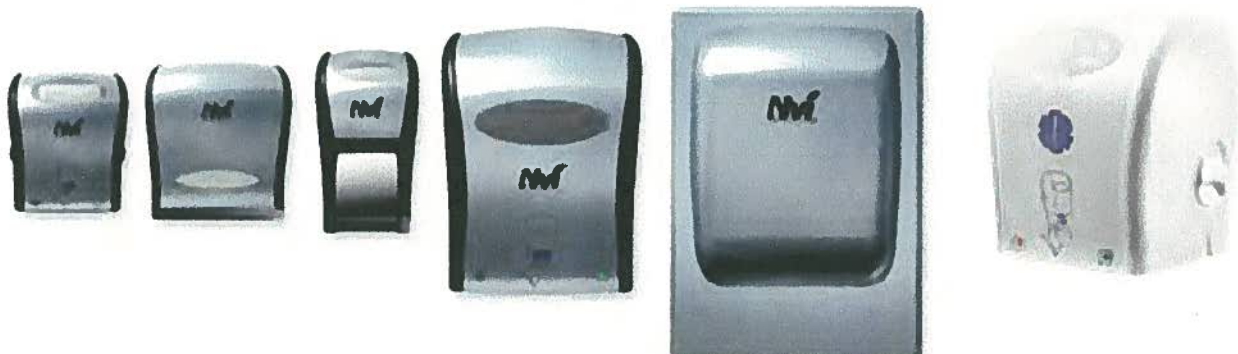


November 2, 2012



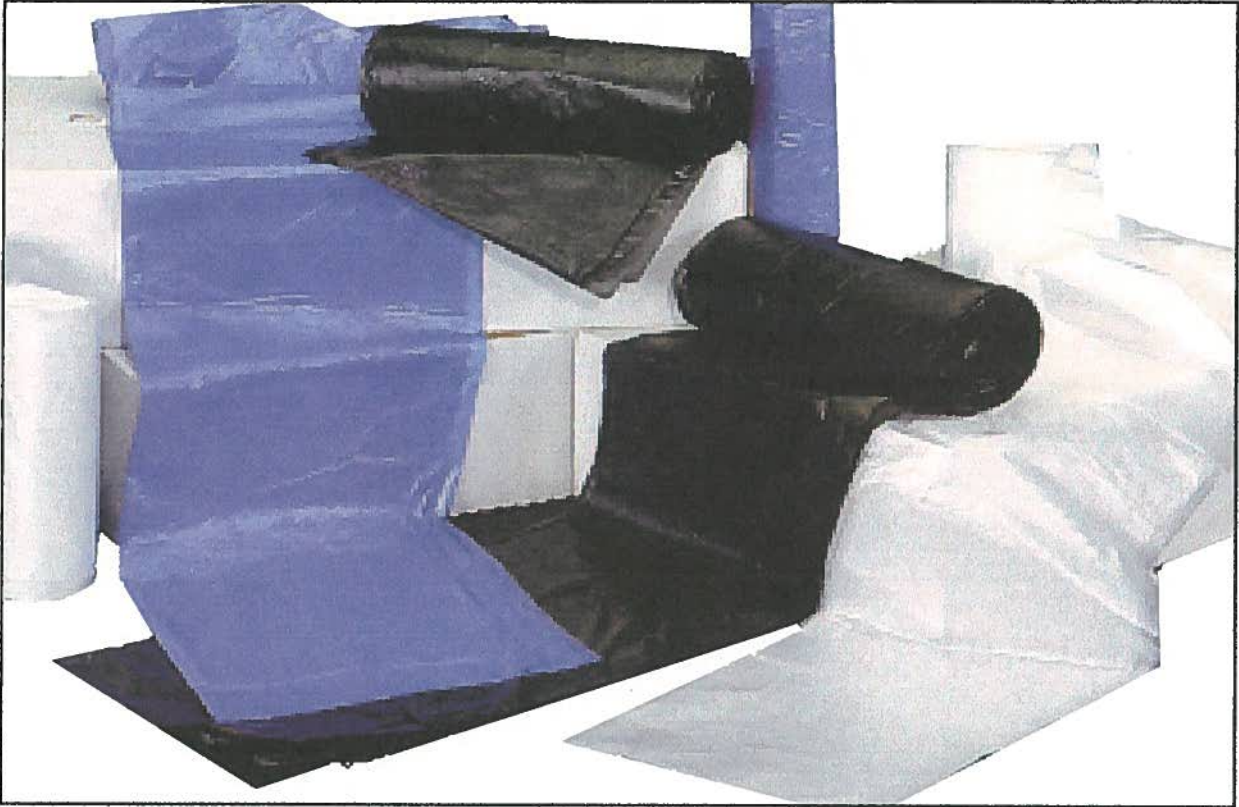
ISSA Featured Product of the Month

Oasis Brands Inc.'s patented electronic Nvi® towel dispenser automatically dispenses roll towels at the wave of a hand. The recessed dispenser comes in a sleek, stainless steel design that looks good and takes up less room. Its touch-free design reduces cross-contamination and improves hygiene.



NVI® DISPENSERS

Can Liners



Our Can Liners Meet LEED Requirements

The High Density bags liners that we (UBM) uses are all under .7 mil (18 micron) and meet the source reduction guidelines set up by the EPA which LEED follows.

The 1.3-1.5 mil linear low liners also meet LEED Guidelines based upon the recycled content of at least 30%.

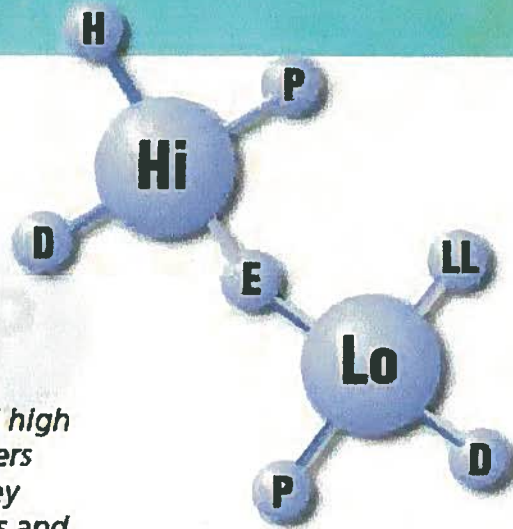
Can Liners

Hi/Lo Blended Technology...

GO GREEN!

Our Hi/Lo series of liners help meet source reduction guidelines by conserving resources and reducing municipal solid waste.

Made from a blend of virgin linear low and high density polyethylene, these ultra-strong liners are made to replace "repro" style bags. They provide greater consistency than repro bags and unmatched puncture resistance. If you're using heavy gauge repro liners, consider Colonial's competitively priced Hi/Lo replacements.



HI/LO BLEND

Item No.	Size	Color	Case Pack	Rating	Gallon Capacity	Max. Load	Cases/Pallet	Cube	Minimum Order
HL39XH	33 x 39	Black	100/cs	1.5 Mil	33	100	117	.38	9
HL46XH	40 x 46	Black	100/cs	1.5 Mil	40-45	100	117	.38	9
HL47XH	43 x 47	Black	100/cs	1.5 Mil	56 Glutton*	100	117	.38	9
HL50XH	46 x 50	Black	100/cs	1.5 Mil	50 Big Wheel*	100	90	.54	9
HL58XH	38 x 58	Black	100/cs	1.5 Mil	60	100	90	.54	9
HL39XXH	33 x 39	Black	100/cs	2 Mil+	33	150	117	.38	9
HL46XXH	40 x 46	Black	100/cs	2 Mil+	40-45	150	90	.54	9
HL47XXH	43 x 47	Black	100/cs	2 Mil+	56 Glutton*	150	90	.54	9
HL4255XXH	42 x 55	Black	100/cs	2 Mil+	55 Brute*	150	90	.54	9
HL58XXH	38 x 58	Black	100/cs	2 Mil+	60	150	90	.54	9
HLC58XXH	38 x 58	Clear	100/cs	2 Mil+	60	150	90	.54	9



Perfect Cleaning Service uses vacuums that are **CRI Certified Green Label Equipment.**

To receive the CRI Green Label Endorsement, Vacs must excel at:

- **Soil Removal** — A vacuum must remove a set amount of soil from a carpet in four passes.
- **Dust Containment** — No more than 100 micrograms of dust particles per cubic meter of air by the vacuum. This protocol evaluates the total amount of dust particles released by the vacuum, and is more stringent than the National Ambient Air Quality Standards.
- **Carpet Appearance Retention** — In one year of normal use, the vacuum should not affect the appearance of the carpet more than a one-step change.



**EUR5845 Bagless
CyClonic True Hepa
Upright Vac**

**EUR5713
Hepa Filtration
Upright Vac**



**Pro Team
Super Coach Pro**

Power Floor Maintenance Equipment

Product Name BR-2000-DC

Pad Drive System

Pad speed burnishing 2000 rpm @ full load (15 amps)

Motor volts 120 V

Motor HP 1.5 hp / 1.12 kW

Motor type Direct drive, permanent magnet DC, circuit breaker protected

Pad diameter 20 in / 510 mm

Motor amps 15 A

Pad drive description Flexible disk with centering lock, free floating, accommodates uneven floors

Pad pressure Adjustable 15-45 lb / 7-20 kg

Debris Recovery System

Dust control system Built-in dust collection system with flexible dust skirt

Filter description Cloth filter bag (standard), filters w/ 99.9% efficiency at 0.3 micron

Dimensions/Weight/Sound level

Length 31.5 in / 800 mm

Width 22.5 in / 570 mm

Height 47 in / 1190 mm

Net weight 92 lb / 42 kg

Sound level (operator's ears) 66 dBA

Power Cord

Power cord length 75 ft / 23 m

Power cord type 14 gauge, 3-wire, ST-Safety yellow cord

Approvals

CSA , ETL



Standard Operating Procedures and Strategies

Effective Cleaning, General:

Maintain an authorized list of cleaning chemicals for use within the building that complies with the requirements in this document.

Do NOT allow unauthorized products to be brought into the facility without prior review and approval by the building management.

Use floor care products that meet the requirements in this program document whenever possible as long as product performance does not cause increased frequency in stripping and re-coating thereby causing increased waste and pollution.

Protection of Vulnerable Occupants: Work with building management to evaluate and identify building occupants who are disproportionately affected by cleaning practices and propose methods to minimize impacts on those groups.

Chemical concentrates and dilution systems: Use chemical concentrates and portion-controlled dilution systems whenever possible as an alternative to open dilution systems or non-concentrated products. This can greatly reduce packaging, transportation costs, and chemical consumption.

Safe Handling and Equipment Storage of Cleaning Products:

Store equipment and products in designated areas with proper venting.

Store any flammable products far away from any potential heat source – such as a water heater or heating unit.

Store acid-based products (e.g. bowl cleaning, lime remover) in a separate area from alkaline-based products (e.g. floor finish stripper). Use extra caution that any products containing any form of chlorine (e.g. mildew remover) be secured separately from acid-based products. Combining these will create a deadly gas. Contractor shall train employees in the appropriate safety measures to ensure compliance to the requirements in this subsection.

Keep all chemicals below eye level to prevent accidental injury.

Only mix cleaning chemicals in designated janitor closets.

Only dispose of cleaning solutions into drains properly plumbed for liquid waste disposal – never outside.

Wear proper personal protective equipment while mixing, dispensing or disposing of cleaning solutions to include at a minimum: goggles or splash glasses and disposable vinyl, latex or rubber gloves.

Use dilution control dispensing systems whenever available.

Ensure that backflow prevention attachments are used per local plumbing code.

Have an eye wash bottle within reach of any battery charging station.

Control cords from any equipment or chargers so that they are not near, or capable of falling near, a water source within the storage area.

Entryway Systems:

Matting should be installed at every building entry.

Keep outside entry walkway free of debris through daily cleaning.

Thoroughly vacuum all entryway matting at least once each day.

Use carpet care chemicals that meet the requirements of Green Seal or Environmental Choice standards.

Monitor the condition of matting systems and report any deficiencies.

Hard Floor Maintenance—Standard Operating Procedures

Routine Cleaning: Dust Mop

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Remove Furniture
- Step 3: Sweep Out Corners and Crevices
- Step 4: Spray Dust Mop
- Step 5: Dust Mop Floor
- Step 6: Pick Up Soil and Debris
- Step 7: Vacuum Dust Mop

Routine Cleaning: Damp Mop

- Step 1: Perform Complete Dust Mop Procedure
- Step 2: Place "Wet Floor" Signs
- Step 3: Prepare Neutral Cleaner and Gather Supplies
- Step 4: Damp Mop: Flat Mop System
- Step 5: Replace Mats and Furniture, and Remove Wet Floor Signs
- Step 6: Clean and Return Equipment to Storage Area

Routine Cleaning: Auto Scrub

- Step 1: Perform Complete Dust Mop Procedure
- Step 2: Place "Wet Floor" Signs
- Step 3: Fill Autoscrubber
- Step 4: Autoscrub Floor
- Step 5: Replace Mats and Furniture, and Remove "Wet Floor" Signs
- Step 6: Clean and Return Equipment to Storage Area

Interim Gloss Restoration & Protection

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Dust Mop
- Step 3: Wet Clean Floor
- Step 4: High Speed Burnish the Floor
- Step 5: Clean and Return Equipment to Storage Area

Gloss Protection: Spray Buff

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Perform Complete Dust Mop Procedure
- Step 3: Wet Clean Floor
- Step 4: Spray Buff the Floor
- Step 5: Clean and Return Equipment to Storage Area

Hard Floor Maintenance—Standard Operating Procedures—Continued

Gloss Protection: Floor Finish Restorer

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Dust Mop
- Step 3: Wet Clean Floor
- Step 4: Restore Floor
- Step 5: Clean and Return Equipment to Storage Area

Interim Floor Care: Top Scrub & Recoat

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Dust Mop
- Step 3 Option 1: Top Scrub: Autoscrub
- Step 3 Option 2: Top Scrub: Low-Speed Floor Machine
- Step 4: Recoat Floor
- Step 5: Clean and Return Equipment to Storage Area

Complete Strip out, Seal & Finish

- Step 1: Gather Supplies and Apply Personal Protective Equipment
- Step 2: Dust Mop
- Step 3: Strip and Rinse
- Step 4: Seal and Finish
- Step 5: Clean and Return Equipment to Storage Area



Carpet Maintenance—Standard Operating Procedures

Vacuuming

- Step 1: Gather Supplies
- Step 2: Vacuum Edges
- Step 3: Vacuum Carpet
- Step 4: Clean and Return Equipment to Storage Area

Carpet Extraction

- Step 1: Perform Complete Vacuum and Spot/ Gum Procedures
- Step 2: Gather Supplies and Apply Personal Protective Equipment
- Step 3: Prepare Sprayers and Fill Extractor
- Step 4: Add Defoamer
- Step 5: Remove Furniture and Place “Wet Floor” Signs
- Step 6: Pretreat Heavy Traffic Areas
- Step 7: Spray Area
- Step 8: Extraction
- Step 9: Clean and Return Equipment to Storage Room
- Step 10: Replace Furniture and Remove “Wet Floor” Signs

Bonnet Cleaning

- Step 1: Perform Complete Vacuuming and Spot/Gum Procedures
- Step 2: Gather Supplies and Apply Personal Protective Equipment
- Step 3: Prepare Sprayer Pump or Solution Tank
- Step 4: Remove Furniture and Place “Wet Floor” Signs
- Step 5: Spray Area and Bonnet Clean
- Step 6: Clean and Return Equipment to Storage Area
- Step 7: Replace Furniture and Remove “Wet Floor” Signs



Perfect Cleaning Service

Perfect Cleaning Service, Corp.

5852 N. Northwest Hwy

Chicago IL 60631

773-774-7800

773-631-4880- fax

INVOICE APPROVAL
MATERIAL RECEIVED & PAYMENT APPROVED:
SIGN _____
DATE _____ P.O. No. _____
ACCT. No. _____
 PARTIAL FINAL NO P.O.

BILL TO
Glenbrook Highschool District 225
3801 W Lake Ave
Glenview IL 60026

RECEIVED AUG 29 2014

Invoice

INVOIC... 39020

DATE 8/20/2014

DESCRIPTION	RATE	AMOUNT
Janitorial services provided for the month of August 2014 1835 Landwehr 3801 W Lake	2,275.00	2,275.00
Out-of-state sale, exempt from sales tax	0.00%	0.00
<p>INVOICE APPROVAL MATERIAL RECEIVED & PAYMENT APPROVED SIGN <i>[Signature]</i> DATE 8/28/14 P.O. No. _____ ACCT. No. <i>[Handwritten]</i> <input type="checkbox"/> PARTIAL <input checked="" type="checkbox"/> FINAL <input checked="" type="checkbox"/> NO P.O.</p>	3801 # 182220 1835 # 1234	1137.50 <u>1137.50</u>

Total

\$2,275.00

Balance Due

\$2,275.00

Perfect Cleaning Service, Corp.
 5852 N. Northwest Hwy
 Chicago IL 60631
 773-774-7800
 773-631-4880- fax

Invoice

BILL TO
Glenbrook Highschool District 225 3801 W Lake Ave Glenview IL 60026

INVOIC...	39121
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DATE	9/17/2014
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DESCRIPTION	RATE	AMOUNT
Janitorial services provided for the month of September 2014 1835 Landwehr 3801 W Lake	2,275.00	2,275.00
Out-of-state sale, exempt from sales tax	0.00%	0.00

INVOICE APPROVAL

MATERIAL RECEIVED & PAYMENT APPROVED

SIGN _____

DATE _____ P.O. No. _____

ACCT. No. _____

PARTIAL
 FINAL
 NO P.O.

	Total
--	--------------

\$2,275.00

Balance Due	\$2,275.00
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