



Angelo "Skip" Saviano
Village President
Gina Pesko
Village Clerk
Paul A. Volpe
Village Manager
Michael Durkin
Village Attorney

Trustees
Alan T. Kaminski
Jeff Sargent
Angela Stranges
Anthony Del Santo
Angelo J. Lollino
Jonathan L. Zivojnovic

Ms. Selena Garcia
Selena@emericsservices.com

March 21, 2019

RE: Freedom of Information Act Request

Dear Ms. Garcia,

The Village of Elmwood Park is in receipt of your March 19th, Freedom of Information Act request (5 ILCS 140/1 et seq.) ("FOIA") for the following records:

“..the contract the city has for outsourced vendor custodial services...)

Your request has been granted in part and denied in part. Enclosed are records responsive to your FOIA request. However, please be advised that certain information in the records being provided has been determined to be exempt from disclosure under FOIA, and that information has been redacted from the records being provided.

Section 7 (1) (b) of FOIA provides that “private information” is exempt from disclosure. “Private information” is defined in FOIA as, “unique identifiers, including a person’s social security number, driver’s license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person.” 5 ILCS (140/2(c-5). Consequently, certain unique identifiers such as signatures, driver’s license numbers, home or personal telephone numbers, and personal license plates have been redacted from the records being provided.

The person responsible for the decision to deny a portion of your FOIA request is the Village of Elmwood Park Freedom of Information Officer, Gina Pesko. In accordance with Section 9(a) of FOIA, you are hereby notified that you have the right to file a Request for Review regarding the decision made by the Village of Elmwood Park Freedom of Information Officer with the Public Access Counselor at the Illinois Attorney General’s Office. You can file your Request for Review with the Public Access Counselor by writing to:

Sarah Pratt
Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Fax: 217-782-1396
E-Mail: publicaccess@atg.state.il.us

If you choose to file a Request for Review with the Public Access Counselor, you must do so within 60 calendar days of the date of this letter. Please note that you must include a copy of your original FOIA request and this letter when filing a Request for Review with the Public Access Counselor.

You are also notified that you have the right to judicial review regarding the decision made by the Village of Elmwood Park Freedom of Information Officer pursuant to Section 11 of FOIA.

Should you have any questions, please do not hesitate to contact my office.

Sincerely,



Gina Pesko, Village Clerk
Freedom of Information Officer
Village of Elmwood Park
708-452-3948



BOMARK CLEANING SERVICE, INC.
9501 W. DEVON, SUITE 703
ROSEMONT, ILLINOIS 60018
847 318-6010

Rec'd
12:30 - 7:30

October 15, 2013

Ms. Kim Parrilli
Village of Elmwood Park
11 Conti Parkway
Elmwood Park, IL 60707

VIA HAND DELIVERY


RE: Proposed Service for Elmwood Park Village Hall

Dear Kim,

Enclosed please find cleaning specifications developed for the Elmwood Park Village Hall. These specifications are based on a two (2) person staff working seven (7) hours each one night a week. The monthly charge for this service is \$1,553.04. This charge encompasses all labor (including supervision), equipment, material, supplies, uniforms, taxes, insurance, overhead and profit. We will need to be advised as to whether you would like service provided on a weekday, weeknight or on the weekend. On our first day of service provision, our staff would consist of four (4) people for the seven (7) hour shift in order to get the building cleanliness "caught up". Bomark will absorb the cost of the additional two (2) cleaners.

Kim, I hope you find our proposal acceptable. Should you have any questions, please contact me at your convenience. Thank you for the opportunity to present this proposal.

Sincerely,


Mark R. Stephens
Bomark Cleaning Service, Inc.

MRS/cjs
Enclosure

EXHIBIT A
CLEANING SPECIFICATIONS

The Contractor shall supply a fully trained and uniformed staff to perform cleaning services as outlined below:

1. SCOPE

A. Coverage

The Contractor shall perform the following specified services throughout the entire premises, including, but not limited to, all office space, lobbies, corridors, stairways, loading docks, lavatories, and elevator cabs.

B. Quality

The intent of this specification is that the Contractor will provide cleaning services of a character customarily provided in the first class office buildings in O'Hare area, whether such services are included in the specifications or are special services requested by the Owner or a tenant of the Owner.

2. GENERAL

A. Schedule

All nightly cleaning services shall be performed (1) day/night per week. No nightly services shall be performed on Saturday, Sunday, or legal holidays, unless requested by Owner.

B. Holidays

Contractor is not obligated to perform services on any legal holiday. When necessary, services on holidays shall be performed at an overtime rate of twice the standard hourly rate. The legal holidays shall be defined as Memorial Day, the 4th of July, Labor Day, Thanksgiving, Christmas, and New Years Day.

C. Supervision

Contractor shall employ competent supervisory personnel, to inspect the building and report items needing repair or maintenance.

D. Personnel

Contractor shall employ on the premises only persons skilled and trained in the work assigned to them. Contractor shall pay all wages, payroll taxes, and insurance. It is agreed that during the term of the Agreement and for one (1) year thereafter, Owner will not hire any person employed by the Contractor without prior written approval of Contractor. Owner agrees to pay Contractor a fee of 10% of the annualized compensation for said employed person if any such employed person is hired by Owner during the above mentioned period without such approval.

E. Uniforms and Equipment

Contractor shall furnish proper cleaning materials, implements, machinery, supplies and uniforms for the satisfactory performance of all services. Owner shall have the right to determine what is satisfactory performance. All Contractor personnel shall be properly uniformed and have a company identification badge visible at all times.

F. Storage

Owner shall provide Contractor with free space on the premises for storage of cleaning materials, implements, and machinery.

G. Rules

Contractor shall at all times maintain good order among its employees and shall insure compliance with building rules and regulations.

H. Security

While cleaning the building, Contractor's personnel will work behind locked doors and will not admit anyone into the building. On completion of chores, all lights will be turned off, doors locked, and offices left in a neat and orderly condition. All mops, sinks, and other service areas will be cleaned thoroughly, and all cleaning equipment neatly stored.

3. LOBBY FLOOR

Dry dust mop followed by wet mop using a neutral cleaner.

4. LOBBY AND PUBLIC AREAS

A.

1. Uncarpeted Floors: All uncarpeted floors are to be wet mopped nightly using a neutral cleaner. All mop marks and water splashed will be removed from walls and baseboards.
2. Carpeted Floors: All carpeted floors are to be vacuumed nightly and edging done as necessary. Carpet and baseboards will be spot-cleaned where necessary.
3. Walls and Doors: All walls, doors and jambs will be spot-cleaned to remove all fingerprints, smudges and spills.
4. Lobby Glass: All interior lobby windows, doors, glass partitions, and directory board glass will be wiped clean using an approved glass cleaner, and all glass will be left in a bright condition free of streaks and dust.
5. Metalwork: All metalwork, elevator doors, door hardware, telephones, doorplates and names, metal lettering, security console, cigarette urns, water fountains, etc., will be wiped clean.
6. Elevator Doors and Saddles: Elevator doors and returns will be thoroughly wiped down, and left in a bright condition, free of all dust and streaks. Elevator saddles will be wiped clean and all dirt and debris removed from door tracks.
7. Cigarette Urns: Clean all urns, remove all butts and debris and replace sand as necessary.
8. Dusting: All horizontal surfaces and convectors within reach, are to be dusted.
9. High Dusting: All high dusting including but not be limited to, all ledges, charts, picture frames, graphs, air diffusers, and other horizontal surfaces. All high hat fixtures will be wiped down to eliminate any dust or fingerprints.

B. CARPET SHAMPOOING

Carpet shampooing/extraction will be charged at a rate of \$.095/sq. ft.

5. RESTROOMS

A.

1. Floors: Floors will be swept clean and wet-mopped using a neutral germicidal detergent. Watermarks and stains wiped from walls and metal partition bases. Water and germicidal solution to be changed on each floor.
2. Metal Fixtures: Wash and polish all mirrors, bright work, towel dispensers, receptacles, and any other metal accessories. Mirrors will be cleaned and polished.
3. Ceramic Fixtures: Scour, wash and disinfect all basins, bowls and urinals. Wash both sides of all toilet seats with approved germicidal solution and wipe dry.
4. Walls and Metal Partitions: Spot clean all metal toilet partitions and modesty panels and tiled walls using approved neutral germicidal solutions.
5. Restocking: All paper product, soap, and sanitary product shall be restocked.
6. Trash Removal: All trash receptacles shall be emptied and relined.
7. Clean light lenses and ceiling grills where possible once a month.

B. Quarterly

1. Walls: Thoroughly washed with germicidal disinfectant.
2. Waxed floors will be spray buffed.

C. Bi-Annually

1. Waxed floors will be stripped and re waxed.

6. INNER OFFICE AREAS

A.

1. Carpeted Floors: All carpeted floors will be vacuumed daily and spot treated for stains. Vacuum under all desks and large furniture, where possible.
2. Uncarpeted Floors: All hard-surfaced floors will be wet mopped nightly. Mop under all desks and large furniture, where possible.
3. Dusting: Dust all furniture tops, without disturbing paperwork, etc. Legs and sides are dusted weekly. Wipe clean telephones. Dust all horizontal surfaces within reach, including window ledges, molding and sills on glass and partitions. Computer screens and keyboards are not touched.
4. Doors and Walls: All doors, jambs, walls, window mullions, and glass partitions will be spotted cleaned to remove streaks, smudges, finger marks, spills and stains.
5. Private Washrooms: Clean and sanitize all private washrooms, including toilets, related plumbing fixtures, mirrors, and other cleanable surfaces, as specified in common area restrooms.
6. Glass Partitions and Doors: All glass doors and side light partitions will be thoroughly washed.
7. High-Dusting: All horizontal surfaces and ledges such as picture frames, etc., that

are beyond the reach of normal nightly dusting, will be dusted monthly.

B. Quarterly

1. Fabric Furniture: Thoroughly brush all fabric furniture as needed to maintain a clean and dust free appearance.
2. Baseboards: Thoroughly clean all baseboards.
3. Venetian Blinds: Clean and dust venetian blinds.
4. Waxed floors will be spray buffed.

C Bi-Annually

1. Waxed floors will be stripped and re-waxed.

7. JANITORIAL CLOSETS AND STORAGE ROOMS

All janitors closets, mop sinks, storage rooms, and work areas provided by Owner for use of Contractor personnel, will be kept in a neat, clean and orderly condition at all times. Mop sinks and the area immediately adjacent will be thoroughly cleaned immediately after each use.

8. STAIRWELLS

A.

1. Uncarpeted: All uncarpeted stairs and landings will be swept with a treated dust mop and spot-cleaned.
2. Dusting: All risers, handrails, stringers, baseboards, light fixtures and all horizontal ledges and surfaces will be wiped with a treated dust cloth.

B. Monthly

1. Uncarpeted: All uncarpeted stairs and landings will be wet mopped and dried monthly.

C. Quarterly

1. High Dusting: All high dusting, including but not limited to door closer and all other surfaces not reached during normal dusting operations.

9. SPECIAL AREAS

- A. Private Restrooms, Kitchen, Lunchrooms and Computer Rooms: Cleaning of these special areas is included as part of these specifications, with the only exception being the washing of dirty dishes. This will be done on request and charged back at a minimum of one hour per service day.