5500 Northrock Drive
Rockford, IL. 61103
Tel. 815-877-6100

Firm Name: _____

RFQ # 26-0002

REQUEST FOR QUOTE

CLEANING SERVICES

The Forest Preserve is requesting a quote for Cleaning Services. Please send you quotes to 5500 Northrock Drive, Rockford, Illinois 61103 no later than November 25, 2026.

Location: Forest Preserves of Winnebago County
Headquarters
5500 Northrock Dr.
Rockford, Illinois
Phone (815) 877-6100

Frequency: Two (2) days per week (Tuesday and Friday)

Entry Way, Lobby, Reception Areas:

Daily:

- Vacuum floor mats, carpets, in front of reception desk and in visitor seating area.
- Sweep entry way & lobby tile floors, including corners and edges.
- Mop entry tile floors.
- Vacuum/sweep glass entrance doors free of fingerprints/smudges.
- Keep window sills and corners and keep free of spider webs, insects, etc.
- Spot clean walls, handles, door kick and push plates, light switches, baseboards for fingerprints, smudges, black marks, etc.
- Dust & disinfect tables and computer desk, straighten magazines.
- Dust/damp wipe reception counter.
- Spot clean carpets for spills.
- Clean & disinfect reception table tops and chairs.
- Dust light fixtures.

Office Areas: General Offices, Private Offices, Conference Rooms:

Daily:

- Vacuum carpets and walk off mats.
- Empty all wastebaskets and trash cans and remove to trash handling area, empty re-cycled paper bins.
- Spot clean carpet for spills.
- Clean & disinfect conference room tables.
- Detail vacuum corners, edges and hard to reach areas of carpet.

DETAILED SPECIFICATIONS (continued)

Office Areas: General Offices, Private Offices, Conference Rooms (continued):

Daily:

- Spot clean the following with damp cloth: fingerprints, smears, smudges on walls, doors, door frames, kick and push plates, handles, light switches, baseboards and glass surfaces as required.
- Dust horizontal surfaces such as desks, partitions, filing cabinets, chairs, shelves and displays, being careful not to disturb paperwork or personal effects.
- High and low dust all horizontal surfaces, including picture frames, moldings, ledges and coat racks.
- Dust window blinds using feather duster.
- Dust hanging light fixtures in administration area.
- Dust hanging light fixtures in general offices and Admin. Areas.

Employee Break Area/Kitchenette/Kitchen:

Daily:

- Vacuum floor mats.
- Sweep/mop tile floors.
- Damp wipe tables, counter tops, cabinet faces, refrigerator doors, microwave using a germicidal detergent solution.
- Empty all waste baskets and trash cans and remove to trash handling area.
- Spot clean the following with damp cloth: fingerprints, smears and smudges on walls, doors, doorframes, kick and push plates, handles, light switches, baseboards and glass surfaces as required.
- Clean kitchen sink using germicidal solution, keeping fixtures free of lime deposits.

Restrooms:

Daily:

- Clean and polish all chrome fittings and bright work, including shelves and dispensers.
- Clean and sanitize toilet seats with a germicidal solution.
- Clean, sanitize and polish all vitreous fixtures, including toilet bowls (including seat & lid) urinals and sinks, using a germicidal detergent solution.
- Clean and polish all mirrors and glass.
- Dust and clean all dispensers and receptacles.
- Empty all disposal receptacles inserting liners as needed.
- Remove spots, stains and splashes from walls & partitions.
- Wash and sanitize exterior of all containers.
- Wash and rinse all floors thoroughly using a germicidal detergent solution.
- Replace/refill toilet paper, paper towels, and soap dispensers in all restrooms, as needed.
- Wash and sanitize all partitions, tile walls and enamel surfaces.
- High and low dust all surfaces.
- Dust light fixtures, ceiling vents and ventilating louvers.

Additional Option #1:

- Yearly cleaning of all carpets in the Forest Preserve Administration Building. **Note: this option is not guaranteed to bidder.*

Communications

Contact persons at the Forest Preserves Headquarters will be Kristy Knapp at (815) 877-6100.

It is possible we could need cleaning service during special event weekend. Compensation for those days will 1/20 of the monthly fee. Cleaning times are flexible around evening but should be done after 5:00 pm and before 12:00 midnight. Cleaning crew may come in the morning as long as all work is complete by 8:00 am. If cleaning person is unavailable on any day, please call the Headquarters and let the office know or leave a voicemail. Any days that cleaning was not done should be deducted from the monthly bill.

TERM

The term of the agreement shall be for a period of two (2) years with one (1) year renewable option. The Forest Preserves of Winnebago County has the right to cancel the contract within 30 days or if service performed does not meet Forest Preserve approval.

FIRM NAME: _____ DATE: _____

CLEANING SERVICES PROPOSAL FORM

The undersigned declares he has carefully examined the requirement, information sheet, detailed specifications and bid form. In addition, declares that this bid is made without any connection with any person making another bid, that the bid is in all respects fair and without collusion or fraud, that no member of the Winnebago County Board, Forest Preserves of Winnebago County or other officer of the County, or any person in the employ of the County is directly or indirectly interested in this bid, or in any portion of the profits thereof.

Forest Preserve Headquarters

Price Per Month (2x/week) **$_____**

Additional Option #1 (1x/year) **$_____**

COMPANY NAME _____

PRINT/TYPE SIGNATURE _____

CONTACT PERSON _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE NO. _____

FAX NO. _____

E-MAIL _____