

Dakota CUSD 201

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INVITATION TO BID

Dakota CUSD #201 is accepting proposals for custodial services for the 2027 school year. General specifications and bid instructions are as follows:

All bids are due on or before 2:00pm on Friday, May 8, 2026. The School District anticipates that it will determine and announce the successful bidder by May 30, 2026.

All proposals should be submitted by mail or be delivered to the Dakota School District Office, and must be written, sealed, and marked on the envelope "Dakota Custodial Services 2027."

The reputation of service, experience and expertise of the bidder will be considered in making the award. The bidder must supply at least (3) references of current custodial service agreements. The District does not obligate itself to accept the lowest price when an alternative option may best serve the interests of the school.

The bidder is invited to submit a brief description of experience, the operations of business, the services that they will be able to perform, and any other pertinent information to establish the bidder's ability to service the District.

The District reserves the right to reject any and all bids, to award individual items to different bidders or all items to a single bidder unless otherwise noted, and to waive any informality or irregularity in any of the bids received whenever such a rejection or waiver is in the best interest of the District.

All bids are to be submitted to:

Dakota CUSD #201
Mr. Timothy Wilson
Director of Buildings & Grounds
400 Campus Drive
Dakota, IL 61018

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DAKOTA SCHOOL DISTRICT CUSTODIAL SERVICES

BASE BID

The successful bidder will provide custodial service, equipment, chemicals, and consumables necessary to clean the Dakota School District facilities. This work is subject to the requirements of all Illinois labor laws. Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Wages of Employees on Public Works Act (820 ILCS 130/1-12).

Specifications and bid instructions are enclosed. All requests must be completed in full; and proof of active insurance coverage must be submitted as part of the contractor's bid proposal submission.

All bids will be considered firm for a period of thirty (30) days from the submission deadline. Bids may be withdrawn by letter, or in person prior to the submission deadline.

A formal work schedule and plan of action will be established prior to the start of any onsite work.

OUTSOURCING

Outsourcing is not permitted. All work is to be managed and completed by the awarded contractor.

INSURANCE

The successful bidder shall expressly bind itself to defend and hold harmless the Dakota School District from all suits or actions of every name and description. The Contractor shall provide Certificate(s) of Insurance prior to the initiation of work.

EXEMPTION FROM SALES TAX ON MATERIALS

The School District is exempted by Section Three of the Illinois Use Tax Act (Sec. 3, House Bill 1610, approved by July 31, 1961, IL Rev. Stat. 1961, Chap. 120 Sec. 439.3) from paying any of the taxes imposed by that act and sales to the school district are exempt by Section Two of the Illinois Retailer's Occupational Tax Act (Section 2, House Bill 1609, Approved July 31, 1961, IL Rev. Stat. 1961, Chap 120 Sec. 4410 from any of the taxes imposed by that Act.

BACKGROUND CHECKS

The contractor will provide documentation, prior to employment for all onsite workers, that a fingerprint-based criminal history record check and a check of the Statewide Sex Offender Database is performed on each employee who performs work on District property. The District retains the right to limit access to the building for any employee whose background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Criminal Background Investigation §10.21.9 of the Illinois School Code or who falsifies, or omits facts from, the investigation. Background checks must be processed by a school district approved vendor, and the cost of background checks are the responsibility of the contractor.

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SCOPE OF WORK:

The successful bidder will provide no less than (4) custodians, cleaning equipment, cleaning chemicals and consumables for the purposes of cleaning and maintaining the Dakota School District's physical properties. This includes the Dakota High School, Dakota Elementary School and all outlier structures that function as part of the Dakota School District (i.e. concessions stand, press box, bus garage, storage units, etc.)

Refer to the attached appendixes for a detailed scope of work.

APPENDIX A SCHOOL IN SESSION CLEANING

APPENDIX B SUMMER CLEANING

WORK SCHEDULE

The bulk of work related to this agreement will be completed while school is in session. This time allotment encompasses Monday through Friday between the hours of 2:30pm and 11:00pm central time. During the summer cleaning months, the custodians will work Monday through Friday 6:15am to 2:45pm central time. Deviation from this routine must be approved by the Director of Buildings and Grounds prior to any alteration. No less than (4) custodians will be scheduled during these time periods.

The District will occasionally need custodial support during the day shift and weekends. A set hourly rate is to be called out within the bidder's custodial services proposal. These rates are to be invoiced separately from the contracted amount and are to be identified as: Day Shift Hourly Rate and Weekend Rate.

SUMMARY

The bid proposal must include recognition of all the components requested. The items listed within this document are to be considered the minimum task items. Additional duties could be added as needs arise. This agreement includes a minimum of (4) custodians and all equipment, chemicals and consumables required to clean the facilities.

A site visit is required before bid submission. Please contact the Director of Buildings and Grounds with questions concerning the bidding process or to schedule a site visit.

Dakota CUSD #201
Mr. Timothy Wilson
Director of Buildings & Grounds
400 Campus Drive
Dakota, IL 61018
844-632-5682
twilson@dakota201.com

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APPENDIX A SCHOOL IN SESSION CLEANING

Bus Garage

- Daily: Clean bathroom and washroom
Empty trash throughout the bus garage
- Weekly: Wipe down doors and handles
- Monthly: Wipe down the bus driver area with a general cleaner
- Quarterly: Wash windows
- As Needed: Dust windowsills and furniture

Cafeteria

- Daily: Wash tables and chairs
Wash drinking fountains
Dry mop or sweep floors
Auto scrub with mechanical floor scrubber
Empty trash bins and recycling
- As Needed: Spot mop with hot water and cleaner
Wash interior windows
Clean ledges and furniture
- Annually: Refinish floors (During Summer Break)
Power wash trash cans and rugs (During Summer Break)
- Semi-Annually: Wash walls and baseboards (During Summer and Winter Break)
Wipe down ceiling fans (During Summer and Winter Break)

Classrooms

- Daily: Wash tables and chairs with cleaner and sanitizer
Dry mop or sweep floors
Empty trash bins, recycling and milk buckets
Vacuum carpets and rugs
- As Needed: Spot mop with hot water and cleaner
Clean communication boards and light fixtures
Sanitize classrooms using electrostatic sanitizing spray during flu season
Wash interior windows
- Annually: Refinish floors (During Summer Break)
Power wash trash cans (During Summer Break)
- Semi-Annually: Wash walls and baseboards

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Concessions Stands

- Daily: Clean outside restrooms (during operational months)
Refill paper and soap dispensers
Empty trash and recycling bins
Dry mop or sweep inside
- As Needed: Wipe down counters, cabinets, and fixtures
Wet mop inside floors with hot water and cleaner
- Annually: Deep clean the concessions stand (During Summer Break)
Strip and wax inside floor

Custodial Storage / Mechanical Rooms

** These areas will serve as the primary workspaces for custodial operations. These locations are to be kept in a clean and organized manner at all times.

Entrances

- Daily: Vacuum carpets and rugs
Dry mop floors
Clean glass and wipe doors
Empty trash bins
- As Needed: Spot mop with hot water and floor cleaner
Dust ledges
Remove cobwebs
Floor scrub or mop
- Annually: Power wash outside entrances (During Summer Break)

Gymnasiums

- Daily: Pick up trash and empty trash bins
Dry mop floors
Scrub drinking fountains
Clean stage
- Monthly: Scrub bleachers
Clean gum or sticky spots
- Annually: Clean beams and ledges
Wash windows
- As Needed: Floor scrub and apply rebounder chemical

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Dust speakers, cameras, sensors, cabinets
Clean communication boards
Wash walls, mats and windows
Vacuum rugs
Sweep and wet mop stairs

Hallways and Common Areas

Daily: Dry mop or sweep floors
Auto scrub with mechanical floor scrubber
Clean and sanitize water fountains
Vacuum carpets
Wipe down any seating areas and sanitize tables
Dust tops of lockers
Remove cobwebs

Weekly: Burnish with propane floor burnisher
Wipe fronts of lockers

Annually: Refinish floors

Laboratories

Daily: Scrub sinks
Wipe off desks and tables
Sanitize desks and chairs

As Needed: Clean eyewash stations
Refill dispensers
Spot mop with hot water and floor cleaner
Fog with disinfectants

Annually: Wash walls and baseboards

Library

Daily: Clean glass doors
Empty trash and recycling bins
Wipe off tables and chairs
Spot vacuum

Weekly: Clean glass windows
Full-detail vacuum

Quarterly: Shampoo carpets

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Annually: Wash walls and baseboards

As Needed: Dust cabinets, shelves, and fixtures

Locker Rooms

Daily: Dry mop or sweep floors
Wet mop with a general cleaner
Pickup debris from locker rooms and showers
Clean toilets, sinks, showers, and counters
Empty trash bins
Spot clean showers

Monthly: Deep clean showers
Power wash floors

Annually: Wash walls and baseboards

As Needed: Wash towels
Clean interior windows
Refill paper, soap, and sanitizer dispensers
Dust the tops of lockers
Fog the locker rooms

Music Rooms

Daily: Spot vacuum carpets
Empty trash and recycling bins

Weekly: Full-detail vacuum carpets
Wipe off chairs, stands, and tables
Clean interior windows
Wipe down counters, desks, file cabinets

Quarterly: Shampoo carpets

Annually: Wash walls and baseboards
Refinish floors (During Summer Break)

Offices

Daily: Vacuum floors
Dry mop or sweep floors
Wet mop with hot water and floor cleaner
Empty trash and recycling bins
Clean glass windows and doors

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Weekly: Dust cabinets, furniture, and fixtures
Wipe down counters, desks, file cabinets

Semi-Annually: Wash walls and baseboards (During Summer and Christmas Breaks)
Refinish floors (During Summer and Christmas Breaks)

Quarterly: Shampoo carpets

Outside Grounds

Daily: Empty outside trash bins
Pick up litter around the building and parking lots
Put out safety cones and signage for transportation

Annually: Wash exterior windows

As Needed: Pull weeds and pick up sticks around the landscape

Restrooms

Daily: Clean toilets, urinals, sinks, dispensers, mirrors, and floors
Refill all dispensers
Empty trash bins
Dry mop or sweep floors
Wet mop with hot water and floor cleaner
Wipe bathroom stalls

Weekly: Deep clean bathroom stalls
Wipe down fixtures with de-lime / anti-rust

Semi-Annually: Deep clean walls and baseboards

As Needed: Remove graffiti
Clean interior windows
Dust fixtures and ledges

Shops

Daily: Clean toilet, sinks, and plumbing fixtures
Refill dispensers
Empty trash and recycling bins

As Needed: Dry mop or sweep floors
Clean interior windows
Dust and vacuum thoroughly

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Annually: Wash walls and baseboards

Sports Pavilion / Fitness Center

Daily: Empty trash bins
Wash mirrors
Sweep and spot mop floor

Weekly: Wipe down all equipment and fixtures
Fully mop flooring with hot water and general cleaner
Dust for cobwebs
Sanitize doors and handles

As Needed: Organize weights and fitness equipment
Wipe down all equipment and fixtures
Wash windows
Fog with disinfectants



APPENDIX B SUMMER CLEANING

Ceilings: Clean beams and ledges. Dust the ceiling to remove cobwebs. Spot paint or replace any damaged ceiling tiles.

Light Fixtures / Ceiling Fans: Carefully wipe off light fixtures, ceiling fans, clocks, sensors, and cameras.

Walls & Baseboards: Wash walls, baseboards, and door fixtures.

Windows & Shades: Wash interior windows, shades, and blinds.

Communication Boards: Clean communication boards according to instructions.

Cabinets & Countertops: Wash all affixed cabinets and countertops.

Sinks: Wash sinks thoroughly. Replace faucet aerators, hoses and spray nozzles as needed.

Univent Cleaning: Vacuum inside the univent, lubricate it, and change air filters.

Floor Care: Complete floor cleaning and maintenance as needed.

Furniture: Wash off all furniture and return it to the room as per the layout drawing.

Disposal: Dispose of or move unwanted items to storage.

Documentation: Complete the cleaning documentation for records.

FLOOR CARE

Carpet Floors:

Floor Preparation: Pick up any trash or debris. Remove gum or stains. Replace carpet tiles if needed.

Cleaning Process: Vacuum the carpet thoroughly in multiple directions. Shampoo the carpet multiple times, working in different directions for a more thorough clean. Use clean floor fans and ceiling fans to help the carpet dry. Close the room and hang wet floor signage until dry.

Hard Floors:

Floor Preparation: Dry mop or sweep the floor to remove loose dirt and debris.

Floor Stripping: Apply a floor stripping chemical using a wet mop. Allow the

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chemicals to rest for the time specified in the chemical instructions.

Scrubbing: Scrub the floor with a mechanical floor scrubbing machine to remove any remaining residue. Wet vac the floor to pick up the cleaning solution.

Mopping: Mop the floor with clean water and a neutralizer to remove any remaining chemicals. Mop again with clean, hot water multiple times, then dry the floor.

Sealing and Waxing: Apply a floor sealer and let it dry. If waxing, apply the wax and allow it to dry fully. Close the room and hang "Wet Wax" signage.

Drying Time: Wait a minimum of three days before moving furniture back into the room (following the application instructions on chemical bottles).

These procedures ensure that the school's floors are thoroughly cleaned and maintained, leaving them fresh and ready for use when students return.

WINDOW CARE

Interior/Exterior Window Cleaning

- Dust window frames and sills

- Use a cleaning solution on the glass surface

- Wipe down the glass using a microfiber cloth or squeegee for a streak-free finish

- Use a scraper for stubborn spots like paint or dirt

- Clean window frames and sills with damp cloth

- Dry the edges of the window and sill with a lint-free towel to prevent water damage

- Repair torn screens as needed

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Legal Advertisement

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