

RENEWAL CONTRACT

Village of Homewood
Contractual Custodial Services

Purchaser: Village of Homewood
an Illinois Municipal Corporation

Seller/Contractor: Eco Clean Maintenance, Inc.

THIS AGREEMENT is made on April 25, 2023 between the Village of Homewood (referred to as the "Village") and Eco Clean Maintenance, Inc., its executors, administrators, successors or assigns (referred to as the "Contractor").

For and in consideration of the unit prices listed in the Proposal 22-04PW, the Contractor agrees to provide all labor, materials, and otherwise fully perform all requirements of the Proposal, attached hereto and incorporated herein.

IN WITNESS WHEREOF, the Village and Contractor have executed this contract on the above date.

For the Contractor

Eco Clean Maintenance, Inc.

By: Dylan Meyer
Dylan Meyer, Sales Manager

ATTEST:

Shirley Gabard
Secretary

For the Village

Village of Homewood

By: Richard A. Hofeld
Richard A. Hofeld, Village President

ATTEST:

Marilyn Thomas
Village Clerk



January 26th, 2023

Village of Homewood
Attn: Patrick McAneney
17755 Ashland Avenue
Homewood, IL 60430

RE: Bid No. 22-04PW Contract Custodial Services Renewal 2023-2024:

Dear Mr. Patrick McAneney,

Per your request, Eco Clean Maintenance, Inc. mutually agrees upon renewing our services for an additional 52 weeks, beginning May 1st, 2023 and extending through April 30th, 2024. The renewal year prices for continuing our services at all Village of Homewood facilities will remain the same as the initial contract period.

We greatly appreciate the opportunity to continue to service the Village of Homewood. Everyone at Eco Clean Maintenance, Inc. is looking forward to another year.

Sincerely,

Dylan Meyer

Dylan Meyer
Sales Manager
Eco Clean Maintenance, Inc.

CONTRACT

Village of Homewood
Contractual Custodial Services

SCANNED

Purchaser: Village of Homewood
an Illinois Municipal Corporation

Seller/Contractor: Eco Clean Maintenance, Inc.

THIS AGREEMENT is made on April 26, 2022 between the Village of Homewood (referred to as the "Village") and Eco Clean Maintenance, Inc., its executors, administrators, successors or assigns (referred to as the "Contractor").

For and in consideration of the unit prices listed in the Proposal 22-04PW, the Contractor agrees to provide all labor, materials, and otherwise fully perform all requirements of the Proposal, attached hereto and incorporated herein.

IN WITNESS WHEREOF, the Village and Contractor have executed this contract on the above date.

For the Contractor

Eco Clean Maintenance, Inc.

By: Joel Sanchez
Joel Sanchez, Sales Manager

ATTEST:

Alinda Gamble
Secretary

For the Village

Village of Homewood

By: Richard A. Hofeld
Richard A. Hofeld, Village President

ATTEST:

Marilyn Thomas
Village Clerk



ECO CLEAN MAINTENANCE, INC.

March 15th, 2022

Village of Homewood
17755 Ashland Avenue
Homewood, Illinois 60430

To whom this may concern:

I would like to take this opportunity to introduce our company. We are a commercial janitorial company specializing in providing state of the art janitorial services to companies with diversified requirements. We are very confident that our extremely competitive rates and the highest standard of services in the industry could be an added benefit to your company.

QUALITY CONTROL AND EXCELLENT ON PREMISES SUPERVISION are only two of a long list of reasons that separate us from our competition.

In *Eco Clean Maintenance, Inc.* we believe that we offer outstanding customer service and satisfaction that our clients deserve, expect and will receive.

I would appreciate a few moments from your busy schedule to present to you what sets us ahead of the competition and provide you with our competitive rates.

Thank you for your time and the opportunity to present this proposal for your consideration. If you have any questions please do not hesitate to ask.

YOUR SATISFACTION MEANS OUR SUCCESS!

Truly yours,

Joel Sanchez
Sales Manager
Eco Clean Maintenance, Inc.
773-630-7777

**515 W. Wrightwood Avenue • Elmhurst, IL 60126
Phone (877) 463-2601 • Fax (773) 930-3353
E-mail ecocleanmaintenance@yahoo.com**

VILLAGE OF HOMEWOOD

Invitation to Bid Contract Custodial Services Bid No. 22-04PW

APPLICABILITY:

All items contained in the instructions to bidders are applicable to this invitation to bid.

QUESTIONS:

Contact person: Patrick McAneney
Phone: (708) 206-2902
Monday through Friday, 7:00 a.m. through 4:00 p.m.

Only questions answered by formal written addendum will be binding. Oral and other interpretations or clarifications will be without legal effect.

CLOSING TIME:

Proposals must be sealed in an opaque envelope clearly labeled as a sealed bid for Bid No. 22-04PW and either hand delivered or mailed to the attention of the Patrick McAneney, Village of Homewood, Department of Public Works, 17755 Ashland Avenue, Homewood, IL 60430, no later than March 29, 2022 at 11:00 a.m. LATE, PHONE, OR FAXED OR EMAILED BIDS WILL NOT BE ACCEPTED.

WITHDRAWING OF BIDS:

No bid may be withdrawn for at least sixty (60) days after closing time for receipt of bids.

BID OPENING:

All bids will be opened at the Department of Public Works, 17755 Ashland Avenue, second floor, on March 29, 2022 at 11:00 a.m.

MANDATORY PRE-BID CONFERENCE:

A mandatory pre-bid conference will be held on March 9, 2022 at 8:30 a.m. at the Municipal Service Center, 17755 Ashland Avenue, in order to allow bidders to familiarize themselves with the scope and requirements of this project. Bids submitted by firms not attending the mandatory pre-bid conference will not be considered.

SCOPE OF WORK:

These services to be furnished according to the scheduled frequency and the specified time at each of the locations listed unless otherwise stated in this contract or directed by a representative of the CLIENT.

QUALITY OF WORK:

Upon award of bid, the successful bidder will be evaluated by Village staff. Should the successful bidder not perform the services specified in the General Maintenance portion of this specification the Village reserves the right to deduct up to 10% of the total monthly invoice owed to the successful vendor. The Village will provide the successful vendor with notice of deficiencies and offer the vendor a 24 hour time period to remedy the deficiencies. In case of default by the contractor, the Village of Homewood shall hold such contractor responsible for any express cost caused by the contractor. The Village of Homewood may procure services from other sources and may deduct from unpaid balance due to contractor, and prices paid by the Village of Homewood shall be considered the prevailing market price at the time such services are obtained.

CONTRACT AWARD:

In evaluating bids, the Village shall consider the qualifications of the bidders, whether or not bids comply with the prescribed requirements, and unit prices in the bid forms.

The Village may conduct such investigation as the Village deems necessary to assist in the evaluation of the bid.

If the contract is to be awarded, it will be awarded within 60 days to the lowest responsible bidder who meets the specifications outlined by the Village and whose evaluation by the Village indicates that the contract award will be in the best interest of the Village.

Unless otherwise specified, the Village reserves the right to accept any item in the bid. In case of error in extending the total amount of the bid, the unit prices will govern.

RIGHT TO REJECT BIDS:

The Village reserves the right to reject any or all bids, to waive any and all informalities, and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive, or conditional bids. Bidders which show any omission, irregularity or additions not called for will be considered unresponsive and may be rejected.

BID PROPOSAL FORMS:

Bid proposal forms must be completed in ink or typewritten. Bidders shall complete all information requested on the bid forms and the bid price of each item on the enclosed bid proposal form must be stated clearly.

The proposal must be signed by an authorized officer or individual of the company submitting the bid.

All names must be typed or printed below the signature.

The address to which communications regarding the bid are to be directed must be shown.

VILLAGE OF HOMEWOOD
 PROPOSAL
 CONTRACT CUSTODIAL SERVICES
 Bid No. 22-04PW

The bidder shall provide unit prices and an annual cost for each of the bid items listed below. For complete information concerning the items, the Instructions for Bidders should be consulted.

GENERAL MAINTENANCE OF SPECIFIED VILLAGE BUILDINGS:

- 1) Custodial cleaning per schedule provided Bidder agrees to furnish all equipment, tools, and supplies necessary to the performance of duties at the scheduled frequency as outlined in the Instructions for Bidders under General Maintenance at the following locations. Daily maintenance is defined as performed three (3) times per week on Monday, Wednesday and Friday between the hours of 5pm and 7am., for the weekly unit price and annual cost (52 weeks) as follows:

Building	# Hours Estimated	# of Employees Assigned	Weekly Price	Annual Cost
Village Hall 2020 Chestnut Road	4	1-2	\$ 280	\$14,560
Municipal Service Center 17755 Ashland Avenue	3	1-2	\$ 230	\$11,960
Police Department 17950 Dixie Highway	4	1-2	\$ 280	\$14,560
Landscape & Maintenance 18350 Pierce Avenue	1	1	\$125	\$6,500
Science Center 18022 Dixie Highway	3	1	Biweekly Price \$100	\$2,600
Auditorium Restrooms 2010 Chestnut Road	1-2	1	Biweekly Price \$50	\$1,300

TOTAL ANNUAL COST FOR 6 BUILDINGS \$ 51,480

ALTERNATE BID:

Cleaning of Village Hall, Municipal Service Center and Police Department additional 2 days per week from November through March (total of 5 days per week from November to March only):

Building	# Hours Estimated	# of Employees Assigned	Weekly Price	Annual Cost
Village Hall 2020 Chestnut Road	4	1-2	\$445	\$18,121
Municipal Service Center 17755 Ashland Avenue	3	1-2	\$360	\$14,762
Police Department 17950 Dixie Highway	4	1-2	\$445	\$18,121

TOTAL ANNUAL COST FOR 3 BUILDINGS FOR ADDITIONAL TWO DAYS FROM NOVEMBER TO MARCH \$ 51,004

Extent of Service

Frequency of Service

Regular Services

Office Areas

(General, Private Offices, Lobby, Lounge & Entrances)

	Daily	Weekly	Monthly
1 Empty wastebaskets and replace liner	X		
2 Spot clean entry glass	X		
3 Dust all furniture including desks, chairs, tables	X		
4 Dust all exposed filing cabinets, bookcases and shelves		X	
5 Dust all telephones	X		
6 Clean and sanitize telephones	X		
7 Clean and sanitize fountains	X		
8 Low dust all horizontal surfaces to hand height, (70") including sills, ledges, moldings, shelves, picture frames, ducts, radiators, etc.		X	
9 High dust above hand height all horizontal surfaces including shelves, molding and ledges			X
10 Spot clean desk tops and file cabinets	X		
11 Spot clean reception lobby glass including from door and any other partition or door glass	X		
12 Clean entire interior glass in partitions and both sides of doors			X
13 Dust blinds			X
14 Remove dust and cobwebs from ceiling area			X
15 Dustmop resilient and hard floors or vacuum carpeted floors without moving furniture	X		
16 Damp mop resilient and hard floors including stairs	X		
17 Spot clean spills and stains on carpeted and resilient floors		X	
18 Vacuum wall to wall, attachment must be used to vacuum along base boards and behind office furniture			X
19 Empty recycling bins into designated areas	X		
20 Wash surrounding walls by garbage cans			X
21 Spot clean doors, frames, light switches, ick and push plates, handles, walls, and interior glass		X	
22 Clean handrails, stairs		X	
Below: Police Department Only - Cells and holding rooms when not in use			
23 Dust mop floor wall to wall	X		
24 Damp mop and sanitize floor wall to wall	X		
25 Clean and sanitize fixtures	X		
26 Clean and sanitize mattresses		X	

Extent of Service **Frequency of Service**

Regular Services
 Recycling
 (All Buildings)

Weekly	Empty paper recycling bins in offices or under desks, empty recycling containers in common areas, and take out to dumpster area for pickup; retrieve container after pickup and replace in basement.	Paper
X	Empty designated containers to dumpster area for pickup	Aluminum
X	Empty designated containers to dumpster area for pickup	Plastic

Extent of Service

Frequency of Service

Regular Services
Washrooms & Locker Rooms

		Daily	Weekly	Monthly
1	Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, hand basins and showers	X		
2	Clean all glass and mirrors	X		
3	Empty all containers and disposals, insert liners as required, spot clean and sanitize container	X		
4	Spot clean all walls, doors and partitions	X		
5	Refill all dispensers to normal limits	X		
6	Low dust all horizontal surfaces below 36" including sills, moldings, oedges, shelves, frames, ducts, heating outlets.		X	
7	High dust above hand height all horizontal surfaces including shelves, ledges, moldings		X	
8	Sweep, damp mop and sanitize hard floor	X		
9	Clean entire door - both sides		X	

Extent of Service

Frequency of Service

Regular Services
 Eating Areas
 (Lunchroom, Cafeteria, Dining Room, Vending)

	Daily	Weekly	Monthly
1 Damp clean and sanitize table tops, seats, backs of chairs, countertops and sinks	X		
2 Damp clean pedestals or legs		X	
3 Refill dispensers to normal limits	X		
4 Wet wipe exterior of microwave, refrigerator	X		
5 Empty all containers and disposals	X		
6 Clean and sanitize drinking fountain	X		
7 Spot clean doors, frames, light switches, kick and push plates, handles walls, and interior glass	X		
8 Low dust	X		
9 Clean entire interior glass in partitions and both sides of doors		X	
10 Dust mop resilient and hard floors	X		
11 Damp mop resilient and hard floors	X		
12 Vacuum carpeted floors in their entirety	X		
13 High dust above hand height all horizontal surfaces including shelves, molding and ledges			X
14 Wash surrounding walls by garbage cans			X

ATTACHMENT FOR SIGN OFF BY BIDDER	REQUIRED	NOT REQUIRED
W-9 Form	X	
Drug Free Workplace Certification	X	
Equal Employment Opportunity	X	
Hold Harmless Agreement	X	
Insurance Requirements	X	
Prevailing Wage Certification		X
Compliance With Safety Standards	X	
Sexual Harassment Policy Certification	X	
Blood Borne Pathogens Compliance Certification	X	
Authorization To Perform Background Checks	X	
Contact Information	X	
Certificate of Authorized Dealer		X
Performance/Payment Bond	X	

Contract For:

- **Custodial Services at 5 Village Buildings**

Bid No. 22-04PW

Date Due: March 29, 2022 @ 11:00am

Description: Custodial Services at 5 Village buildings, contract for one year with option to renew

DRUG FREE WORKPLACE CERTIFICATION

The bidder shall certify that it will comply with all requirements of the Illinois Drug Free Workplace Act (30 ILCS 580/1 *et seq.*) including but not limited to:

1. Publishing a Statement:
 - A. Notifying the employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the bidder's workplace,
 - B. Specifying the actions that will be taken against employees for violations of such prohibition,
 - C. Notifying the employee that as a condition of employment on such contract or grant, the employee will; 1) abide by the terms of the statement and 2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
2. Establishing a drug free awareness program to inform employees about:
 - A. The dangers of drug abuse in the workplace;
 - B. The grantee's or bidder's policy of maintaining a drug free workplace;
 - C. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - D. The penalties that may be imposed upon employees for drug violations.
3. Making it a requirement to give a copy of the statement required by subsection (1) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
4. Notifying the Village of Homewood within 10 days after receiving notice under part (2) of paragraph (C) of subsection 14.1 from an employee or otherwise receiving actual notice of such conviction.
5. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by an employee who is convicted, as required by Section 5 of the Illinois Drug Free Workplace Act.
6. Training of personnel to effectively assist employees in selecting a proper course of action in the event drug counseling, treatment, and rehabilitation is required and indicating an effectively trained counseling and referral team is in place.
7. Making a good faith effort, to continue to maintain a drug free workplace through implementation of requirements of Section 15.3.

HOLD HARMLESS AGREEMENT

The successful bidder shall agree to the fullest extent permitted by law to defend, indemnify and hold harmless the Village of Homewood, its elected and appointed officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, including reasonable attorney fees, which in any way may accrue against the Village of Homewood, its elected and appointed officials, agents and employees, arising in whole, in part, or in consequence of the performance of this work by the Bidder or its employees or subcontractors, or which may in any way result therefrom, except for those injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses caused solely by the acts of the Village of Homewood, its elected or appointed officials, agents or employees. The Bidder shall, at its own expense, appear, defend and pay all attorney fees, costs and other expenses arising therefore or incurred in connection with this hold harmless agreement. If any judgment is rendered against the Village of Homewood, its elected or appointed officials, agents or employees, the Bidder shall, at its own expense, satisfy and discharge the same.

Bidder expressly understands and agrees that any performance bond, payment bond or insurance policy required by this contract or state law shall not limit its responsibility to indemnify, keep and save harmless and defend the Village of Homewood, its elected and appointed officials, agents and employees as herein provided.

PREVAILING WAGE CERTIFICATION

The bidder shall certify that it will comply with the Illinois Prevailing Wage Act. (830 ILCS 130/1 *et seq.*)

This contract calls for the construction of a "public-work, within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq* (The "Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://labor.illinois.gov/>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer top the Illinois Department of Labor's web site. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties.

SEXUAL HARASSMENT POLICY CERTIFICATION

The bidder hereby certifies that it has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A)(4).

AUTHORIZATION TO PERFORM BACKGROUND CHECKS

Personnel assigned by Bidder to perform work at the Village of Homewood shall pass a routine background check to be conducted by the Homewood Police Department prior to commencing work.

Bidder authorizes the Village of Homewood to perform a routine background check on personnel assigned to perform work.

AUTHORIZED DEALER CERTIFICATION

The bidder shall certify that it is an Authorized Dealer of the product for which a bid has been submitted, and will provide a bona fide manufacturer's warranty reflecting the Village of Homewood as the original purchaser.

ACKNOWLEDGEMENT OF BID/CONTRACT TERMS

The undersigned, on behalf of the bidder, hereby agrees that all of the provisions marked "required" on page one of this addendum shall be incorporated into their bid as if fully restated therein.

Joel Sanchez
Signature

JOEL SANCHEZ
Name (Print)

SENIOR BUSINESS EXECUTIVE
Title

ECO CLEAN MAINTENANCE, INC
Organization

515 W Wrightwood Ave
Address

MARCH 15, 2022
Date

WITNESS:

Beata Pienukowska / BEATA PIENUKOWSKA
Signature/Printed Name
03/24/2022
Date

REFERENCES

Fairmont School District #89

735 Green Garden Place
Lockport, IL 60441
Phone: (815) 726-6318
Contact: Diane Cepela
Job Description: Schools, Offices & Facilities, Porter Services
Contract Period: January 2019-Present
Building Size: 95,000 sq. ft.

LaGrange School District #102

333 N Park Rd.
La Grange Park, IL 60526
Phone: (708) 215-7005
Contact: Mark Pavljasevic
Job Description: Schools, Offices & Facilities
Contract Period: August 2019-Present
Buildings Size: 300,000 sq. ft.

Lake County Tech Campus

19525 W. Washington St.
Grayslake, IL 60030
Phone: (847) 543-6014
Contact: Joanne Hughes
Job Description: Schools, Offices & Facilities
Contract Period: January 2020-Present
Building Size: 220,000 sq. ft.

Will County Office of the County Executive

302 N. Chicago Street Ave.
Joliet, IL 60432
Contact: Kathy Henderson
Job Description: Various Offices, Facilities, Sheriff's Complex, Health Dept., Courthouse, Porter Services
Phone: (815) 671-9512
Contract Period: December 2016- Present (extended/renewed)
Buildings Size: 500,000 sq. ft.

The Oaks Recreation and Fitness Center

10847 LaPorte Rd.
Mokena, IL 60448
Phone: (708) 372-8867
Contact: Jim VanGennep
Job Description: Fitness Center, Offices & Facilities
Contract Period: March 2010-Present (extended/renewed)
Building Size: 80,000 sq. ft.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/18/2022

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 have **ADDITIONAL INSURED** provisions or 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 AssuredPartners of Illinois, LLC 4350 Weaver Pkwy Warrenville IL 60555		CONTACT NAME: Certificate Team PHONE (A/C, No, Ext): 630-355-2077 FAX (A/C, No): 630-355-7996 E-MAIL ADDRESS: certs.apil@assuredpartners.com	
INSURED ECO Clean Maintenance, Inc 515 W. Wrightwood Ave Elmhurst IL 60126 ECOCLEA-01		INSURER(S) AFFORDING COVERAGE	
		INSURER A: West Bend Mutual Insurance Company	NAIC # 15350
		INSURER B: AmTrust Insurance Company	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 298564457 **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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		A898760	3/11/2022	3/11/2023	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
						MED EXP (Any one person)	\$ 10,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMPI/OP AGG	\$ 2,000,000
							\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		A898760	3/11/2022	3/11/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$		A898760	3/11/2022	3/11/2023	EACH OCCURRENCE	\$ 2,000,000
						AGGREGATE	\$ 2,000,000
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	KWC1275966	2/20/2022	2/20/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
						E.L. EACH ACCIDENT	\$ 1,000,000
						F I DISFASE - FA FMP I OYFF	\$ 1,000,000
						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Evidence of insurance	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

ECO-CLEAN MAINTENANCE, INC.

I. COMPANY BACKGROUND

Eco-Clean Maintenance, Inc. has been engaged in the contracting business under the present name for over 12 years. It is a corporation established on December 12, 2008 in State of Illinois. The Company's Owner/President, Eric Grabowski has 20 years of experience in commercial cleaning business.

COMPANY INFORMATION:

Eco-Clean Maintenance, Inc.

Attn.: Eric Grabowski

Phone: 773-310-2002

515 W. Wrightwood Ave.

Elmhurst, IL 60126

Currently we employ 85 full and part-time janitorial staff members and 10 support staff members. Our Company's Safety Supervisors are responsible for training of the new as well as the existing employees on a regular basis. Moreover, in order to provide our clients with the best quality of services, our supervisors are also required to complete the follow-up training every 6 months during their employment.

In Eco-Clean Maintenance, Inc. we believe that from major construction projects to daily commercial cleaning is of the utmost importance in maintaining a professional business facility. Therefore, our cleaning abilities are limitless: from post-construction projects to regular daily office cleaning. We utilize the latest in state-of-the-art equipment as well as products including but not limited to 3M, Rubbermaid, Johnson Diversey, and Spartan. Our commercial cleaning services include: carpet cleaning, window cleaning, power washing, tiles and grout, post-construction cleanup, and 24-hour emergency service.

QUALITY CONTROL AND EXCELLENT ON PREMISES SUPERVISION are only two of a long list of reasons that separate us from our competition.

In Eco-Clean Maintenance, Inc. we believe that we offer outstanding customer service and satisfaction that our clients deserve, expect and will receive.

YOUR SATISFACTION MEANS OUR SUCCESS!

contracted employees at least quarterly. Crew members who will be assigned to your facilities speak English fluently.

Eco will train 2 additional cleaning members who will be ready to fulfill the duties in case of absenteeism of main cleaning crew. Our company operates 24 hours a day. Both, the Supervisor and the Assistant Supervisor will be available 24 hrs. Eco-Clean Maintenance, Inc. will offer emergency clean-up services at your facility during normal business hours within 2-4 hours notice during the weekday, weekday evening, and weekend evening.

As a recognized Company among the janitorial and custodial services providers, our Company has established Quality Assurance Program in order to provide our Clients with professional and outstanding services. In order to meet with the Clients' requirements and regularly expand superior standards of service, we systematically examine the level of our services.

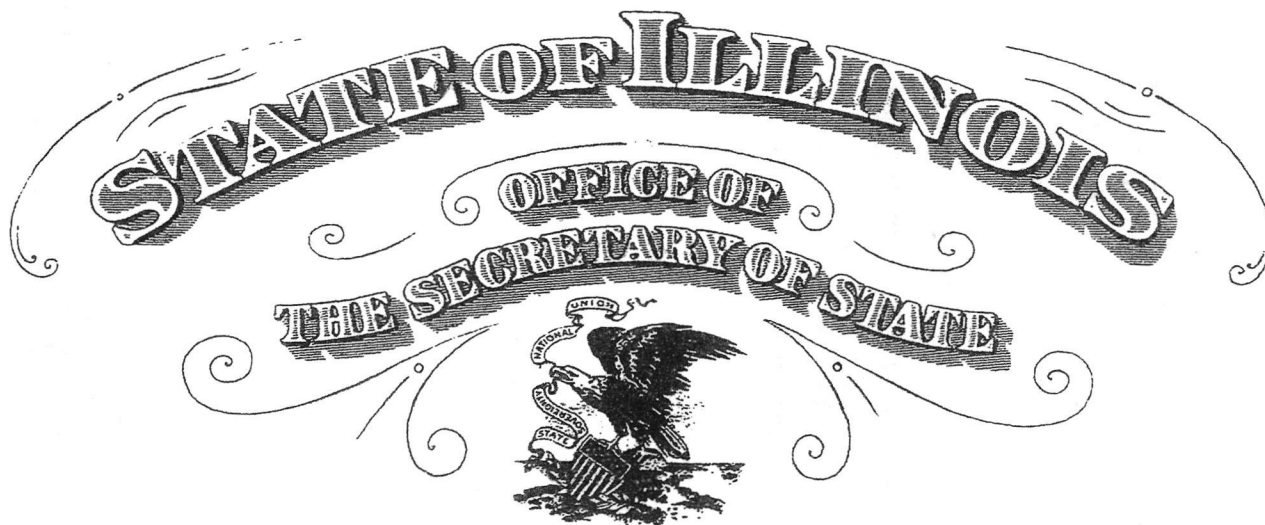
In Eco-Clean Maintenance, Inc. we are aware of diversity of services required by different Clients. Therefore, we organize a "Personalized Quality Plan" for our Clients in order to meet with the mandatory responsibilities. We combine the procedure with the methods and frequencies for required work using the quality standards.

Another way of keeping our employees safe and providing our clients with the best quality of service is through our safe work procedures. Our employees are required to recognize the simple procedures, like how to protect their own health and provide the safety work environment when performing particular job. In Eco-Clean Maintenance, Inc. we provide our workers with customized operating procedures guidelines which differ from one another and depend in the type of performing work. The standards procedures include the following regulations:

- Material handling;
- Electrical safety;
- Emergency evacuation;
- Variety of required and allowed products, etc.

File Number

6647-166-7



To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

ECO-CLEAN MAINTENANCE INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON DECEMBER 12, 2008, 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 13TH
day of MARCH A.D. 2017 .

Jesse White

SECRETARY OF STATE

Authentication #: 1707201894 verifiable until 03/13/2018

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



GreenBusinessBureau

Eco-Clean Maintenance Inc.

Having demonstrated their commitment to promoting and implementing business practices that are environmentally responsible, and having met the standards set forth by the Green Business Bureau, is hereby granted membership and recognized as a member in good standing.

Marcos Cordero

Marcos Cordero, LEED AP, CEO and Co-founder

MEMBER SINCE 2013

ECO-CLEAN MAINTENANCE, INC.

TRAINING OUTLINE AGENDA

TRAINING SESSION NOVEMBER 7, 2018

(Initial training for employees begins prior to the first day on the job, and periodic training sessions are conducted thereafter, either on an individual or a group basis)

I. Training Overview introduced by Company's President

Training improves morale, teaches methods, develops supervisory skills, builds team spirit, and increases supervisory knowledge and confidence. Our training program was designed to achieve standardization of training for all custodial workers, and is presented by our Training Coordinator and first-line supervisors.

To function effectively, all employees must know when to work, where to work, for whom to work, what work to do, and how best to complete the work. The objective is to quickly orient both inexperienced and experienced workers to the high quality standards of provided services.

Classroom training in cleaning methods and safety procedures reduces the time required to be spent with each employee, allowing for a smooth transition from trainee to a productive staff member.

II. Industry Overview

- A. Factors affecting cleaning
- B. Commercial Cleaning
- C. Advantages and disadvantages

III. Cleaning Processes - General cleaning procedures

- A. Wet
- B. Dry
- C. Low Moisture
- D. Other

IV. Systems Approach to Cleaning - Cleaning methods and use of products and equipment

- A. Manufacture
- B. Installation
- C. Prevention
- D. Vacuuming
- E. Spotting
- F. Cleaning
- G. Finishing
- H. Crew Procedures
- I. Equipment Care

Eco-Clean Maintenance, Inc.

Quality Control

Quality control is important because high quality service is the name of the game. Thus, it needs to be monitored at the highest level. The first step in quality control is training. Getting the staff properly trained is paramount to high quality work. Each staff member undergoes training and testing phase before going out into the field. Once they have successfully passed their written and field tests they are placed on crew, where they work under the supervision of a crew leader and field supervisor. Right off the bat, you know you are getting a trained and tested staff. Beyond that, there are frequent check-ups and professional development training that occur on an ongoing basis for the entirety of one's career at Eco Clean.

Once our staff is trained and out in the field, they need to understand the scope of the job. Therefore, communication is a key in the providing high quality service. The first line of communication is a clear outline of the duties. This is achieved by easy-to-read daily cleaning checklists for the staff to follow. This allows the staff to clearly see what needs to be done that day, as well as gives the crew chief/supervisor an easy method to monitor that the work is being completed properly. The staff will use the checklist to execute the cleaning, while the supervisor will use the same checklist to monitor that the work has been completed and the level of satisfaction of the work. These checklists and notes can also be reviewed by the customer if they are interested to see the progress of the day-to-day operation of the project. Furthermore, we are always available to receive feedback from our customers, whether it be via telephone or email. We pride ourselves on our responsiveness, as we know our success is based wholly on your satisfaction.

Now our trained staff and supervisors are armed with a clear plan of action to attack this project. What happens when the plan is not perfectly executed? If work is not completed, or is not completed to a satisfactory level, the supervisor will determine the course of action to remedy the situation. These courses of action range from altering the order of cleaning, to improving cleaning technique, to improving time management, etc. Here is where our crew chiefs/supervisors act as teachers/coaches and guide our staff towards the goal of providing the highest level of service possible.

Therefore our quality control plan is a three pronged attack: Training, communication and guidance/rectification.

ECO-CLEAN MAINTENANCE, INC.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Eco-Clean Maintenance, Inc. is committed to providing a non-discriminatory employment environment for its employees.

The policy of Eco-Clean Maintenance, Inc. is to fully comply with applicable federal state and local laws, rules and regulations in the area of non-discrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex [including sexual harassment], national origin, disability, age [40 years or older], military and veteran status is prohibited. Violations of this policy will be subject to discipline, up to and including termination.

Equal employment opportunity and non-discriminatory commitments include, but are not limited to, the areas of hiring, promotion, demotion or transfer, recruitment, discipline, layoff or termination, rate of compensation and company sponsored training.

All employees are expected to comply with Equal Employment Opportunity Policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting Eco-Clean Maintenance, Inc.'s equal employment opportunity objectives.

An employee who believes he or she has been discriminated against must immediately report any incident to the company's Human Resources Manager.

The company will not tolerate retaliation against any employee who reports acts of discrimination to provide information in connection with any such complaint.

If you have any questions regarding this policy, please contact Eco-Clean Maintenance, Inc.'s Human Resources Manager.

Eco-Clean Maintenance, Inc. is an equal opportunity employer.

ECO-CLEAN MAINTENANCE, INC.

SUBSTANCE ABUSE PREVENTION POLICY

- 1) **ECO-CLEAN MAINTENANCE, INC.** is committed to protecting the safety, health, and well-being of its employees and all people who come into contact with its workplace(s) and property, and/or use its products and services.
- 2) Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, Eco-Clean Maintenance, Inc. is committed to ensuring a substance-free working environment for all of its employees
- 3) **ECO-CLEAN MAINTENANCE, INC.** therefore strictly prohibits the illicit use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner.
- 4) In addition, **ECO-CLEAN MAINTENANCE, INC.** strictly prohibits the abuse of alcohol or prescription drugs.
- 5) Any violation of this policy will result in adverse employment action up to and including dismissal and referral for criminal prosecution.

Eco-Clean Maintenance, Inc.

Complaint Procedure

All complaints are to be sent to our area supervisor via email, phone or text message. All complaints are handled in the order they are received, but are always handled within 24 hours.

1) Gather Information

After receiving a complaint, we gather as much information as we can to identify the source of the problem

2) Investigate

We then begin an investigation with the information we have present to find a solution

3) Problem Solve

Once the solution is presented we work towards resolving the complaint in the utmost manner with swift urgency

4) Resolve the Problem

Follow up to ensure the issue is resolved and to the satisfaction of the client

5) Maintain Consistency

Keep a level of communication with both the client and our crew to make sure that we can keep this issue under control

Eco-Clean Maintenance, Inc.

Transition Plan

Eco Clean Maintenance has followed a procedure to manifest a good fluid transition when obtaining a new contract from a client. Transitioning into a new contract can be something that takes care and attention. We believe that good solid communication is the primary source of great customer service. In order to ensure there is a smooth transition when obtaining a new contract with a client, we proceed by doing the following:

- Take an extensive amount of notes and pictures when doing the initial walkthrough to later pass onto the supervisor and crew that will be cleaning the facility so they have an accurate depiction of what to expect.
- We then schedule a walkthrough with the team to show which areas to clean and how to go about it so that the team understands which areas have the highest priority.
- In order to proceed we must do a thorough background check on all personnel as well as a zero tolerance drug screening and evaluation.
- After all supplies and equipment have been delivered we ensure that each member of the team knows which chemicals are to be used and which areas are not to be touched or tampered with including moving personal belongings or areas that are considered off limits.
- Finally we do routine check ups vigorously throughout the beginning of the contract and then periodically after we know that our crew have been doing it's job to the satisfaction of the client as well as ourselves for we hold ourselves accountable to maintaining a level of superior customer service and customer satisfaction.