RE: REQUEST FOR PROPOSALS (RFP) **Date: March 17, 2014**

To Whom It May Concern:

The Village of Palatine is seeking proposals for contract janitorial maintenance services at four locations; the Police Headquarters located at 595 N. Hicks Road, the Village Hall located at 200 E. Wood Street, the Combine Service Facility located at 148 W. Illinois Avenue, and the Clu Building located at 150 W. Wilson Street, all in Palatine, Illinois. The services referenced within this Request for Proposals (RFP) shall commence June 1, 2014, and the contract period shall terminate on December 31, 2014, with options to renew annual contracts through December 31, 2016, solely at the Village's discretion.

The Village will hold a **mandatory pre-proposal meeting** on Thursday, March 27, 2014 at 8:00 a.m. starting at the Police Headquarters located at 595 N. Hicks Road, Palatine, Illinois, to answer any questions and tour the three facilities and one advisory facility.

Proposals must be received no later than 4:00 p.m. local time on April 4, 2014. Proposals must be for all four facilities listed in this Request for Proposals. Proposals received after the due date and time, or do not include bids for all four facilities will **not** be considered. The attached document outlines the background, scope, format and other information required for preparation of this requested proposal. Performance bond requirements are spelled out under the Special Provisions section (Pg. #21).

Copies of the proposal details may be picked up Monday through Friday, 8:00 a.m. to 4:00 p.m. at the Combined Service Facility, Department of Public Works, 148 W. Illinois Avenue, Palatine, Illinois.

Any questions regarding this RFP should be directed Monday – Friday, 8:00 am – 3:00 pm, to:

Jeff Malinowski, Public Works Coordinator
148 W. Illinois Avenue
Palatine, IL 60067
847.202-6920
jmalinowski@palatine.il.us

Vendors are to complete all sections and return four (4) bound copies to the office of the Director of Public Works and clearly marked:

Janitorial Maintenance Services Proposal
Matthew D. Barry, Director of Public Works
148 W. Illinois Avenue
Palatine, Illinois 60067
RFP Deadline: April 4, 2014 at 4:00 p.m. CST

Sincerely,

DEPARTMENT OF PUBLIC WORKS
Matthew D. Barry
Director of Public Works