

MEMORANDUM

TO: Park Advisory Commission

FROM: Colin Smith, Parks & Recreation Services Manager

DATE: February 26, 2013

SUBJECT: Resolution to recommend approval of a Professional Services Agreement with Magic Finish for custodial and event services at Cobblestone Farm for an amount not to exceed \$44,250.00 annually for FY 13 - FY 16 with a Two Year Renewal Option not to exceed \$47,200.00 annually for FY 17 and FY 18.

Attached for your recommendation is a resolution to approve a Professional Services Agreement with Magic Finish for custodial and event services at the Cobblestone Farm Event Barn.

Since 2008 the Parks and Recreation Services Unit has utilized Cobblestone Farm for many purposes, including the Parks and Recreation Customer Service office, GIVE 365 volunteer program office space, and hosting year round large scale public meetings, and special events such as weddings.

Over the past five years the facility has seen a steady increase in use. Revenue generated at Cobblestone Farm has grown from \$221,000 in 2008 to \$342,000 in 2012. With increased usage come additional operating costs. A cleaning and set-up service has been used at Cobblestone for many years but the level of service required did not require Council approval until now.

Custodial Services needs for the rental barn include, but are not limited to, cleaning the bathrooms, entryway and hallways, offices, kitchenette and specialized cleaning in the event space. Rentals or special events take place primarily on Thursday-Sunday however weekday rentals are common for business meetings, public meetings and smaller scale events. Event Services for rentals at Cobblestone Farm include, but are not limited to, the set-up and tear-down of tables and chairs as well as the cleaning of the floors, kitchen, restrooms and the bridal changing room. The time that set-up and tear-down takes place is often outside of normal operating hours.

A Request for Proposal (RFP #838) was advertised on the Michigan Inter-governmental Trade Network as well as on the City of Ann Arbor Purchasing website. Bids were received from four companies:

	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Kristel Cleaning	Disqualified				
Pristine Cleaning	Disqualified				
H & K Janitorial Services	\$47,695	\$51,280	\$51,280	\$53,570	\$53,570
Magic Finish	\$44,250	\$44,250	\$44,250	\$47,200	\$47,200*

*Lowest Responsible Bid

It is requested that the professional services agreement be approved for three-years, for an amount not to exceed \$44,250.00 annually for FY 13-FY 16 with an option to administratively renew for two additional years with an amount not to exceed \$47,200.00 annually for FY 17 and FY 18. Funding is available in the approved FY13 Parks & Recreation Services General Fund budget and the Parks Maintenance and Capital Improvements Millage and will be contained annually in the Parks & Recreation Services General Fund and Parks Maintenance and Capital Improvement Millage for future years of the agreement.

Magic Finish meets the living wage and prevailing wage requirements and received Human Rights approval on January 29, 2013.

Prepared by: Jeff Straw, Parks & Recreation Services Deputy Manager
Reviewed by: Colin Smith, Parks & Recreation Services Manager

RESOLUTION TO RECOMMEND APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH MAGIC FINISH FOR CUSTODIAL AND EVENT SERVICES AT COBBLESTONE FARM FOR AN AMOUNT NOT TO EXCEED \$44,250.00 ANNUALLY FOR FY 13 -FY 16 WITH A TWO YEAR RENEWAL OPTION NOT TO EXCEED \$47,200.00 ANNUALLY FOR FY 17 AND FY 18.

Whereas, The use of Cobblestone Farm has grown over the past 5 years,

Whereas, The barn at Cobblestone Farm is used as a customer service office, the main office for the GIVE 365 volunteer program and as a rental space for events;

Whereas, Cobblestone Farm is reserved on average 160 times annually for special events ;

Whereas, The custodial and event service needs have also grown and become more complex;

Whereas, Funding is available in the approved FY 13 Parks & Recreation Services General Fund operating budget and the Parks Maintenance and Capital Improvements Millage;

Whereas – Magic Finish received Human Rights approval on January 29, 2013.

RESOLVED, That the Park Advisory Commission recommend approval of a Professional Services Agreement with Magic Finish for an amount not to exceed \$44,250.00 annually for FY 13-FY 16 with a Two Year Renewal Option not to exceed \$47,200.00 annually for FY 17 and FY 18.