

MEMORANDUM

TO: Park Advisory Commission

FROM: Colin Smith, Parks & Recreation Services Manager

DATE: February 6, 2018

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 \$47,200.00 annually for FY 18 - FY 21 with a Two Year Renewal Option not to exceed \$47,200.00 annually for FY 22 and FY 23.

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

Budget/Fiscal Impact

It is requested that the professional services agreement be approved for three-years, for an amount not to exceed \$47,200.00 annually for FY 18-FY 21 with an option to administratively renew for two additional years with an amount not to exceed \$47,200.00 annually for FY 22 and FY 23. Funding is available in the approved FY18 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.

Project Description

The Cobblestone barn has become an extremely popular rental space and is booked 7 days a week, up to 18 months in advance. Over the past three years, an average of 175 events have been held each year with visitor attendance over 30,000 people. Cobblestone Farm generates an average of \$350,000.00 of revenue annually. The inside of the barn is approximately 3 stories tall and over 3,000 square feet. Having a reliable and quality cleaning and set-up service helps Cobblestone Farm turn the space over quickly, which is important when hosting so many events.

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 #18-09) was advertised on the Michigan Inter-governmental Trade Network as well as on the City of Ann Arbor Purchasing website.

Bids were received from two companies:

	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Jackson Premier	\$49,290	\$49,290	\$49,290	\$49,290	\$49,290
Magic Finish	\$47,200	\$47,200	\$47,200	\$47,200	\$47,200*

*Lowest Responsible Bid

Magic Finish complies with the requirements of the City's non-discrimination, prevailing wage, and living wage ordinances.

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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 \$47,200.00 ANNUALLY FOR FY 18 -FY 21 WITH A TWO YEAR RENEWAL OPTION NOT TO EXCEED \$47,200.00 ANNUALLY FOR FY 22 AND FY 23.

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

Whereas, The barn at Cobblestone Farm is used as a customer service office and as a rental space for events;

Whereas, Cobblestone Farm is reserved on average 175 times annually for special events ;

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

Whereas, The City issued Request for Proposal #18-06 for custodial and event services at Cobblestone and two bids were received, with the proposal from Magic Finish being selected;

Whereas, Funding is available in the approved FY 18 Parks & Recreation Services General Fund operating budget and the Parks Maintenance and Capital Improvements Millage;

Whereas, Magic Finish has submitted all required Non-Discrimination, Prevailing Wage, Living Wage, and Conflict of Interest Disclosure forms and complies with the requirements of the City's Non-Discrimination, Prevailing Wage and Living Wage Ordinances;

RESOLVED, That the Park Advisory Commission recommends approval of a Services Agreement with Magic Finish for an amount not to exceed \$47,200.00 annually for FY18-FY21 with a Two Year Renewal Option not to exceed \$47,200.00 annually for FY22 and FY23.

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