



Legislation Text

File #: 09-0168, **Version:** 1

Resolution to Approve a Contract with Midwest Maintenance Service for Janitorial Service at the Guy C. Larcom Building and Various Other Locations (\$172,768.00) ITB #4000

We recommend your approval of the attached resolution authorizing a 27 month contract in the amount not to exceed \$172,768.00 with Midwest Maintenance Service, for the provision of janitorial services at the Guy C. Larcom Building, the Emergency Operations Center, the 911 Dispatch Center, 2000 S. Industrial, and the future court and police building. The contract will start on April 1, 2009 and run through June 30, 2011. The June 30, 2011 date coincides with the expiration date of the City's other janitorial service contracts, giving us the option to consolidate all future bids into one large contract. The resolution also authorizes an option to extend the contract with Midwest Maintenance Service, for up to three additional one-year periods, upon approval by the City Administrator, for a total amount not to exceed \$592,058.00 over the life of the contract including all renewals, with the same terms and conditions subject to the annual appropriation of funds.

The contract covers the cleaning of the Guy C. Larcom Building, the Emergency Operations Center, the 911 Dispatch Center, 2000 S. Industrial and the future court and police building. The contract is based on a square foot price to clean weekly. The contract amount is based on cleaning to be done three times per week at the Guy C. Larcom Building, Emergency Operations Center, 2000 S. Industrial and the future court and police building. The 911 Dispatch Center will be cleaned seven times per week based on the 24/7 nature of their operation. Facilities staff will be available on non-cleaning days to help maintain the cleanliness and appearance of the building. The cleaning frequency can be increased to five days, at the five day bid price, if the City elects that level of service throughout the term of the contract. Staff would return to Council for an amendment of the contract if frequency is adjusted. The vendor will be paid for the total square footage cleaned each week. As areas are closed for renovation the total area cleaned will be reduced and as new areas are opened the total will increase. The vendor will only be compensated for the areas that are cleaned.

Request for bids were posted on-line and qualified bids were received from ten contractors. Staff evaluated the bids and determined that the prices were competitive and recommends Midwest Maintenance Service be awarded the contract. The bid tabulation is attached.

Funding for this service is included in the Facilities and Maintenance operating budget of the Public Services Area in the amount of \$14,831.00 for FY 2009. Funds will be included in our FY 2010 budget request at \$59,326.00 and in our FY 2011 budget request at \$98,611.00.

Midwest Maintenance Service received Human Rights and Living Wage approval on July 23, 2008.

Prepared by: Matthew J. Kulhanek, Fleet & Facility Manager

Reviewed by: Sue F. McCormick, Public Services Administrator

Approved by: Roger W. Fraser, City Administrator

Whereas, janitorial services are needed at the Guy C. Larcom Building and at various other City owned buildings;

Whereas, Midwest Maintenance Service was the lowest responsible bidder for janitorial services in ITB #4000;

Whereas, The Public Services Area recommends approval of a 27 month contract with Midwest Maintenance Service, with the option to extend the contract for three additional one-year periods under the same terms and conditions;

Whereas, The service contract will begin April 1, 2009 and sufficient funds are available in the FY 2009 Facilities and Maintenance operating budget of the Public Service Area; and

Whereas, Midwest Maintenance Service received Human Rights and Living Wage approval on July 23, 2008;

RESOLVED, That City Council approve a contract, per ITB #4000, with Midwest Maintenance Service with the amount not to exceed \$172,768.00 for 27 months broken down by fiscal year as FY 2009 at \$14,831.00, FY 2010 at \$59,326, and FY 2011 at \$98,611

RESOLVED, That City Council approve the option to extend the contract for three additional one-year periods, upon approval by the City Administrator, for a total not to exceed \$592,058.00 over the life of the contract including renewals;

RESOLVED, That these services during the first 3 months be funded from the approved FY2009 Public Services Area, Facilities and Maintenance operating budget and that the remaining months, including extensions, be funded from the FY2010, FY2011, FY2012, FY2013, and FY2014 Public Services Area, Facilities and Maintenance operating budgets if so approved by Council;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said contract after approval as to substance by the City Administrator and approval as to form by the City Attorney, and that the City Administrator be authorized to execute the extensions after approval as to form by the City Attorney; and

RESOLVED, That the City Administrator be authorized to take all necessary actions to implement this resolution.