



Legislation Text

File #: 13-0117, **Version:** 1

Resolution to Approve a Services Agreement with Magic Finish for Custodial and Event Services at Cobblestone Farm for an Amount Not to Exceed \$44,250.00 Annually for FY13-FY16 with a Two-Year Renewal Option Not to Exceed \$47,200.00 Annually for FY17 and FY18

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 meeting, 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 \$221,000.00 in 2008 to \$342,000.00 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 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. It is often necessary to schedule set-up and tear-down 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; two of which were disqualified for failure to comply with submission requirements. The qualified responses appear below:

	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
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 a services agreement be approved with Magic Finish for three-years, for an amount not to exceed \$44,250.00 annually for FY13-FY16 with an option to administratively renew for two additional years with an amount not to exceed \$47,200.00 annually for FY17 and FY18. 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.

The Park Advisory Commission recommended approval of this contract at their February 26th, 2013

meeting.

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
Sumedh Bahl, Community Services Area Administrator

Approved by: Steven D. Powers, City Administrator

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 of the Facility have also grown and become more complex;

Whereas, The City issued Request for Proposal No. 838 for custodial and event services at Cobblestone Farm and the proposal submitted by Magic Finish was selected;

Whereas, PAC unanimously recommended approval of the selection at their February 26th, 2013 meeting;

Whereas, Funding is available in the approved FY13 Parks & Recreation Services General Fund operating budget and the Parks Maintenance and Capital Improvements Millage; and

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

RESOLVED, That City Council approves a Services Agreement with Magic Finish for an amount not to exceed \$44,250.00 annually for FY13-FY16 with a Two Year Renewal Option not to exceed \$47,200.00 annually for FY17 and FY18; and

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute the agreement after approval as to substance by the City Administrator and approval as to form by the City Attorney.