



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Waive the Formal Bid Procedure and Approve Purchase Order for Janitorial Services Agreement
Presenter:	AJ Reineking

Please check appropriate box:

	Government Operations	X	Government Services 05.23.16
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$231,996.00	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

DuKane Contract Services, Inc. (Batavia) has provided janitorial services for the City of St. Charles for over 20 years. In that time, DuKane has been very responsive to the City’s custodial needs. Staff recently solicited a Request for Proposals (RFP) for a two-year janitorial services contract with the option to extend the contract by up to three additional years.

DuKane Contract Service submitted the lowest responsive, responsible proposal. They have the knowledge of City facilities, the staff, and the industry experience necessary to ensure continued success for the City of St. Charles. Through the last contract period, Dukane’s staff has been thorough, and their management team has been available and sensitive to the changing needs of the city.

Attachments: *(please list)*

* Request for waiving the bid process *Price Proposal Tabulation

Recommendation / Suggested Action *(briefly explain):*

Recommend to waive the formal bid procedure and approval contract with Dukane Services for Janitorial Services in an amount not to exceed \$231,996.

<i>For office use only:</i>	<i>Agenda Item Number: 4.d</i>
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REQUEST FOR WAIVING BID PROCEDURE

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

DuKane Contract Services
1468 Louis Bork Drive
Batavia, IL 60510

For the purchase of: Janitorial Services for City Facilities

At a cost not to exceed: \$231,996

Reason for the request to waive the bid procedure: Staff recently solicited a Request for Proposals (RFP) for a two-year janitorial services contract with the option to extend the contract by up to three additional years.

DuKane Contract Service submitted the lowest responsive, responsible proposal. They have the knowledge of City facilities, the staff, and the industry experience necessary to ensure continued success for the City of St. Charles. Through the last contract period, Dukane's staff has been thorough, and their management team has been available and sensitive to the changing needs of the city.

Other Quotations Received: The City received three additional price proposals for this work; (1) All Cleaners, Inc., (2) Eco Clean Maintenance, Inc., (3) Emeric Facility Services

Date: May 23, 2016

Requested by: _____

Department Director: _____

Purchasing Manager: _____

THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.

Janitorial Services RFP - May 3, 2016
 Proposal Price Tabulation

FY16/17 Price Proposal	Dukane Contract Services	Eco Clean Maint, Inc	Emeric Facility Services	All Cleaners, Inc
	Batavia, IL	Elmhurst, IL	Waukegan, IL	Willowbrook, IL
A. Municipal Building	\$ 39,432.00	\$ 23,868.00	\$ 44,001.60	\$ 37,200.00
B. Atrium Building	\$ 1,284.00	\$ 15,000.00	\$ 2,937.60	\$ 3,840.00
C. Old City Hall Building	\$ 12,528.00	\$ 19,356.00	\$ 14,688.00	\$ 11,400.00
D. Century Station (3rd Floor & Basement)	\$ 11,100.00	\$ 13,200.00	\$ 30,736.00	\$ 11,400.00
E. Century Station (2nd Floor)	\$ 9,696.00	\$ 12,000.00	\$ 15,368.00	\$ 13,200.00
F. Police Dept/10 State	\$ 60,612.00	\$ 61,068.00	\$ 50,139.00	\$ 63,696.00
G. Public Works Building	\$ 73,044.00	\$ 53,040.00	\$ 51,104.00	\$ 42,000.00
H. Lab Building	\$ 5,100.00	\$ 17,868.00	\$ 15,600.00	\$ 7,200.00
I. West Side Parking Deck	\$ 9,600.00	\$ 8,700.00	\$ 11,968.00	\$ 3,612.00
J. East Side Parking Deck	\$ 9,600.00	\$ 8,700.00	\$ 5,984.00	\$ 3,612.00
TOTAL Annual Services	\$ 231,996.00	\$ 232,800.00	\$ 242,526.20	\$ 197,160.00

K. General Cleaning Service (hourly)	\$ 16.00	\$ 22.50	\$ 20.00	\$ 25.00
L. Biohazard Cleaning (Per Event)	No Charge	\$ 475.00	\$ 300.00	\$ 30.00
M. Carpet Cleaning Service (houly)	\$ 30.00	\$ 37.00	\$ 20.00	\$ 40.00
N. Floor Cleaning Service (hourly)	\$ 30.00	\$ 37.00	\$ 20.00	\$ 40.00

FY17/18 % Increase	3%	0%	0.9%	0%
FY18/19 % Increase	3%	0%	0.9%	0%
FY19/20 % Increase - optional	3%	0%	1%	10%
FY20/21 % Increase - optional	3%	0%	1%	10%