



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 5.J

Title:

Recommendation to Execute a One-Year Extension to the Contract for Janitorial Services

Presenter:

AJ Reineking

Meeting: Government Services Committee

Date: April 26, 2021

Proposed Cost: \$ 289,662.42

Budgeted Amount: \$ 300,000

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

In 2016, the Public Works Department solicited a request for proposals for a 5-year Janitorial Services Contract. At that time, DuKane Contract Services submitted the lowest responsive, responsible proposal to maintain the cleanliness of City facilities including City Hall, Century Station, the Police Station, the Public Works Building, and the East and West side Parking Decks.

In light of the pandemic and the desire to maintain continuity of operations for cleaning services, staff engaged DuKane with the desire to negotiate a one-year extension to the contract for a period from May 1, 2021 through April 30, 2022. DuKane was receptive to the City's needs and agreed to a **3.5% decrease** to their fee to extend the contract with the City for one additional year.

Attachments *(please list):*

* Correspondence with DuKane Contract Services

Recommendation/Suggested Action *(briefly explain):*

Recommendation to execute a one-year extension to the contract with DuKane Contract Services for Janitorial Services at City Facilities in the amount of \$289,662.42.



RAYMOND P. ROGINA *Mayor*
MARK KOENEN, P.E. *City Administrator*

March 10, 2021

Dukane Contract Services

**Re: Janitorial Services
Request to Renew or Extend Services**

Dear Ms. Debbie Reams,

The City of St. Charles has been satisfied with the **Janitorial services Dukane Contract Services** has provided over the past five (5) years. During this time your organization has delivered services with minor incident. Thank you.

The City is currently reviewing our needs for the future. Because we have been satisfied with your service, we are extending you the offer to renew our agreement. Please advise if you are interested in continuing a relationship with the City via 3.5% price reduction for one additional year.

1. RENEW SERVICES for City Hall/Municipal Building at 3.5% price reduction
2. RENEW SERVICES for Century Station (2nd & 3rd Floor & Basement) at 3.5% price reduction
3. RENEW SERVICES for Police Department at 3.5% price reduction
4. RENEW SERVICES for Public Works Building & Lab at 3.5% price reduction
5. RENEW SERVICES for West Side Parking Deck at 3.5% price reduction
6. RENEW SERVICES for East Side Parking Deck at 3.5% price reduction

Current Contract: May 2016 – April 30, 2021 (5 years of work)

Please let us know by **Friday, March 12, 2021 noon** if the proposed terms are agreeable. Upon receipt, a contract will be drawn up and presented to our city council in early April. If this scenario is not acceptable the city will issue a public solicitation and extend you the opportunity to publicly bid for these services.

The City thanks you for your past service and hopes to continue this relationship in the future.

Miranda Holloway | Public Works Purchasing Manager
2 E. Main Street, St. Charles, IL 60174-1984
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mholloway@stcharlesil.gov

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PHONE: 630-377-4400

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	Bid 2016 FY16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Proposed 2021/2022 Rates - 3.5% Reduction
City Hall/ Municipal Building/Atrium	\$ 53,244.00	\$ 54,841.32	\$ 56,487.00	\$ 58,182.00	\$ 56,815.00	\$ 54,826.47
Century Station (2nd,3rd Floor & Basement)	\$ 20,796.00	\$ 21,420.00	\$ 22,062.00	\$ 22,724.00	\$ 21,473.00	\$20,721.45
Old Police Department Building	\$ 60,612.00	\$ 62,436.00	\$ 64,303.00			
New Police Department Building				\$ 97,676.53	\$117,842.00	\$113,717.53
Public Works Building/Lab Building	\$ 78,144.00	\$ 80,488.32	\$ 82,903.00	\$ 85,391.00	\$ 86,091.00	\$83,077.15
East Side Parking Deck/West Side Parking Deck	\$ 19,200.00	\$ 19,766.00	\$ 20,369.04	\$ 20,981.00	\$ 17,948.00	\$17,319.82
TOTAL Annual Services	\$ 231,996.00	\$ 238,952.00	\$ 246,124.00	\$ 284,955.00	\$ 300,169.00	\$ 289,662.42
	Proposed	Actual (Due to new PD location)				
FY176/17	\$ 231,996.00	\$ 231,996.00				
FY17/18 Total	\$ 238,955.88	\$ 238,952.00				
FY18/19 Total	\$ 246,124.56	\$ 246,124.00				
FY19/20 Total	\$ 253,508.29	\$ 284,955.00				
FY20/21 Total	\$ 261,113.54	\$ 300,169.00				
5-Year Total	\$ 1,231,698.27	\$ 1,302,196.00				
Revised 6th year @ 3.5% reduction (5/1/2021-4/30/2022)		\$ 289,662.42				
Total extended amount of contract - 6 years		\$ 1,591,858.42				

DuKane
Contract Services, Inc.

Article II

March 12, 2021

City of St. Charles
Ms. Miranda Holloway
Public Works Purchasing Manager
2 East Main Street
St. Charles, Illinois 60174

Dear Ms. Holloway,

The 3.5% price reduction is accepted for the 5/1/2021 – 4/30/2022 contract year for janitorial services. DuKane Contract Services appreciates the opportunity to continue providing services to the City of St. Charles.

Respectfully Yours,



Rodney W. Reams
President / Owner

1468 Louis Bork Drive
Batavia, IL 60510

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www.dukaneservices.com