



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve the Janitorial Services Agreement with Dukane Services in the amount of \$248,004

Presenter: Peter Suhr

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 04.23.2012
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:		Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

Dukane Services has provided Janitorial Services for the City of St. Charles for over 17 years. In that time, the service has been excellent. This year ends a three year commitment with Dukane. Even though City staff has been pleased with Dukane over the past few years, we felt obligated to test the market before recommending continued service with Dukane. Staff solicited a Request for Proposal (RFP) to four (4) separate vendors and received three (3) responses back. Of the three responses, Dukane Services provided the most cost effective proposal and was the most qualified vendor based on the requirements of the RFP. Dukane has provided a base cost of \$248,000 for FY12/13 with a 3% increase for years two and three based on a three year agreement. Dukane proposal for FY12/13 is about a \$24,000 savings from the previous year.

City Staff is recommending approval of the RFP for Dukane Services and agreement of three years of service.

Attachments: (please list)

1. RFP Proposal Results
2. Request for waiving the bid process

Recommendation / Suggested Action (briefly explain):

Recommend approval of award of contract to Dukane Services for Janitorial Services in an amount not to exceed \$248,000.

For office use only:

Agenda Item Number: 5.1

JANITORIAL SERVICES

RFP Proposal Results

Tuesday, March 06, 2012

PROPOSAL ITEMS

PROPOSERS (RFP RESULTS)

PROPOSAL ITEMS	DUKANE		BUCK SERVICES		SERVICEMASTER		BEST QUALITY	
	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly
BASE SERVICES (Monthly/ Annual Lump Sum)								
A. Municipal Building	\$3,360.00	\$40,320.00	\$3,900.00	\$46,800.00	\$3,295.00	\$39,540.00	\$0.00	\$0.00
B. Atrium Building	\$360.00	\$4,320.00	\$300.00	\$3,600.00	\$200.00	\$2,400.00	\$0.00	\$0.00
C. Old City Hall Building	\$1,240.00	\$14,880.00	\$1,200.00	\$14,400.00	\$1,150.00	\$13,800.00	\$0.00	\$0.00
D. Century Station (3rd & Basement)	\$1,200.00	\$14,400.00	\$1,700.00	\$20,400.00	\$2,735.00	\$32,820.00	\$0.00	\$0.00
E. Century Station (2nd Floor)	\$1,000.00	\$12,000.00	\$1,450.00	\$17,400.00	\$1,316.00	\$15,792.00	\$0.00	\$0.00
F. Police Department & 10 State	\$5,350.00	\$64,200.00	\$6,200.00	\$74,400.00	\$7,790.00	\$93,480.00	\$0.00	\$0.00
G. Public Works Building	\$6,232.00	\$74,784.00	\$5,900.00	\$70,800.00	\$4,645.00	\$55,740.00	\$0.00	\$0.00
H. Laboratory Building	\$425.00	\$5,100.00	\$685.00	\$8,220.00	\$1,290.00	\$15,480.00	\$0.00	\$0.00
I. West Side Parking Deck	\$800.00	\$9,600.00	\$1,050.00	\$12,600.00	\$1,600.00	\$19,200.00	\$0.00	\$0.00
J. East Side Parking Deck	\$700.00	\$8,400.00	\$900.00	\$10,800.00	\$800.00	\$9,600.00	\$0.00	\$0.00
Total Base Services	\$20,667.00	\$248,004.00	\$23,285.00	\$279,420.00	\$24,821.00	\$297,852.00	\$0.00	\$0.00
ALTERNATE SERVICES (Hourly Rate)								
K. General Cleaning Services	Hourly \$16.00	N/A	Hourly \$16.11	N/A	Hourly \$17.00	N/A	Hourly \$0.00	N/A
L. Biohazard Cleaning Services	\$0.00	N/A	\$36.50	N/A	\$55.00	N/A	\$0.00	N/A
M. Carpet Cleaning Services	\$30.00	N/A	\$28.50	N/A	\$41.00	N/A	\$0.00	N/A
N. Floor Cleaning Services	\$30.00	N/A	\$32.50	N/A	\$43.00	N/A	\$0.00	N/A
% INCREASE FOR FY13/14 & FY14/15								
% Increase FY 13/14	N/A	3.00%	N/A	0.00%	N/A	1.50%	N/A	0.00%
% Increase FY 14/15	N/A	3.00%	N/A	3.00%	N/A	1.50%	N/A	0.00%
AVAILABLE SERVICES								

CHART KEY

LOWEST QUALIFIED PROPOSAL

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 Dr.
Batavia, IL 60510

For the purchase of: Janitorial Services

At a cost not to exceed: \$ 248,004

Reason for the request to waive the bid procedure: In order to assure the best service to the City of St. Charles, staff has chosen to utilize a best value proposal process to select a Janitorial Services contractor. Staff has solicited 4 firms for this service and received 3 responses.

Other Quotations Received: Three (3)

Date: 4/23/2012

Requested by: _____

Department Director: Mark Kloene

Purchasing Manager: _____

Committee Chairman: _____

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.