

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
	Title:	Recommendation to Approve Agreement for Janitorial Services with DuKane Services					
	Presenter:	Peter Suhr					
<i>Please check appropriate box:</i>							
	Government Operations		X	Government Services 03.25.13			
	Planning & Development			City Council			
	Public Hearing						
Estimated Cost:	\$255,440	Budgeted:	YES	X	NO		
If NO, please explain how item will be funded:							
<b>Executive Summary:</b>							
<p>Dukane Services has provided Janitorial Services for the City of St. Charles for over 18 years. In that time, the service has been excellent. Even though city staff has been pleased with Dukane's service, last year we felt obligated to test the market before recommending continued service with them. 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 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 was about a \$24,000 savings from the previous year.</p> <p>This is the second year of their contract in an amount of \$255,440.</p>							
<b>Attachments:</b> <i>(please list)</i>							
RFP Proposal Results, Bid Waiver							
<b>Recommendation / Suggested Action</b> <i>(briefly explain):</i>							
Recommendation to waive the formal bid process and award contract to Dukane Services for Janitorial Services at a cost of \$255,440.							
<i>For office use only:</i>		<i>Agenda Item Number: 4.j</i>					

Tuesday, March 06, 2012

**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: \$ 255,440

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: 03/25/2013

Requested by: \_\_\_\_\_

Department Director: \_\_\_\_\_

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.**