		AGENDA ITEM EXECUTIVE SUMMARY								
	Title:	Recommendation to Approve Agreement for Janitorial Services with DuKane Services								
ST. CHARLES	Peter Suhr									
Please check appro	opriate box: nt Operations	X	Government Services 03.25.13							
Planning & Development				City Council						
Public Hear										
Estimated Cost:	Estimated Cost: \$255,440			eted: YES X NO						
If NO, please expla	ain how item will l	be funded:						<u></u>		
Executive Summa	nry:									
Dukane Services h time, the service ha last year we felt ob solicited a Request back. Of the three most qualified vene for FY12/13 with a proposal for FY12/ This is the second	as been excellent. I bligated to test the for Proposal (RFF responses, Dukan dor based on the re a 3% increase for y /13 was about a \$2	Even though city market before rea P) to four (4) sep e Services provid equirements of the years two and thr 24,000 savings from	staff hat comment arate ver led the ne RFP. ee base om the	as beer nding o endors most c Duka d on a previou	n pleased continued and recei ost effect ne provid three yea	with D l service ved thr ive pro led a ba	ukane's se e with then ee (3) resp posal and v ase cost of	rvice, n. Staff onses was the \$248,000		
Attachments: (ple	ease list)									
RFP Proposal Resu	ılts, Bid Waiver									
Recommendation	/ Suggested Action	on (briefly expla	in) :							
Recommendation t Janitorial Services		-	l award	contra	ct to Duk	kane Se	rvices for			
For office use only	: Agenda Iten	n Number: 4.j								

		RFF	ORIAL SERV Proposal Resu	llts					
PROPOSAL ITEMS		PROPOSERS (RFP RESULTS)							
	DUKANE		BUCK SERVICES		SERVICEMASTER		BEST QUALITY		
	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	
		BASE SERVICE	S (Monthly/ Ann	ual Lump Sum)					
A Municipal Duilding	¢0,000,00	¢ 40,000,00	¢0,000,00	¢40,000,00	¢0.005.00	\$39,540.00	\$0.00	\$0.00	
A. Municipal Building B. Atrium Building	\$3,360.00 \$360.00	\$40,320.00 \$4.320.00	\$3,900.00 \$300.00	\$46,800.00 \$3.600.00	\$3,295.00 \$200.00	\$39,540.00	\$0.00	\$0.00 \$0.00	
C. Old City Hall Building	\$360.00	\$4,320.00	\$300.00	\$3,600.00	\$200.00	\$2,400.00 \$13,800.00	\$0.00	\$0.00	
D. Century Station (3rd & Basement)	\$1,240.00	\$14,880.00	\$1,200.00	\$14,400.00	\$1,150.00	\$13,800.00	\$0.00	\$0.00	
E. Century Station (2nd Floor)	\$1,200.00	\$12,000.00	\$1,450.00	\$17,400.00	\$1,316.00	\$15,792.00	\$0.00	\$0.00	
F. Police Department & 10 State	\$1,000.00	\$12,000.00	\$6,200.00	\$74,400.00	\$7,790.00	\$13,792.00	\$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	
	<i>\(\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\</i>	<i>\\\\\\\\\\\\\</i>	<i>4000.00</i>	\$10,000.00	4000.00	\$0,000.00	<i>\</i>	\$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	
				erreter Dete					
	Heurby	ALIERNAI	E SERVICES (He	ourly Rate)	Heurby		Heurity		
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 N/A	\$36.50	N/A N/A	\$55.00	N/A N/A	\$0.00	N/A N/A	
M. Carpet Cleaning Services	\$0.00	N/A	\$38.50	N/A N/A	\$35.00	N/A N/A	\$0.00	N/A N/A	
N. Floor Cleaning Services	\$30.00	N/A N/A	\$28.50	N/A N/A	\$43.00	N/A N/A	\$0.00	N/A N/A	
N. FIOD Cleaning Services	φ30.00	IN/A	<i>\$</i> 32.50	N/A	φ43.00	IN/A	\$0.00	IN/A	
		% INCREAS	SE 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%	
		A1/A	ILABLE SERVIC						
		AVA	ILADLE SERVIC	,E3					
			CHART KEY						
	I		LOWEST QUAL	IFIED PROPOSAL					

REQUEST FOR WAIVING BID PROCEDURE

We request the City Council to waive the bid procedure and accept the quotation (requiring twothirds 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: <u>\$ 255,440</u>

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: <u>Three (3)</u>

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.