



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Waive the Formal Bid Procedure and Approve a Contract with DuKane Services for Janitorial Services
Presenter:	AJ Reineking

Please check appropriate box:

	Government Operations	X	Government Services 02.23.2015
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$263,103.00	Budgeted:	YES	X	NO	
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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 20 years. In that time, the service has been excellent. In 2012, staff solicited a Request for Proposal (RFP) for a janitorial services contract. This year ends a three year commitment with Dukane, who submitted the most responsive, responsible proposal. 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.

Dukane has proposed to extend their contract for an additional year, maintaining the current rates.

Attachments: *(please list)*

Request for waiving the bid process
 Proposal Letter to Extend Contract

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 \$263,103.

For office use only:

Agenda Item Number: 5.e

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: \$ 263,103.00

Reason for the request to waive the bid procedure: Dukane Services has been the janitorial services contractor for the City of St. Charles for over 20 years. Their staff is stable and familiar with the needs of the city, and their management team is responsive to the demands of all of the end users of the city's facilities. Dukane has proposed to hold their current rate for an additional year.

Other Quotations Received: Zero (0)

Date: 2/23/2015

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.

DuKane
Contract Services, Inc.

January 23, 2015

Mr. AJ Reineking
Public Works Manager
City of St. Charles
Two East Main Street
St. Charles, IL 60174

Dear AJ,

In follow-up to our conversation on Wednesday, I am requesting the City of St. Charles extend our current janitorial contract two additional years to May 1, 2017. For that consideration we will hold our present prices until May 1, 2017. As I had mentioned during our discussion the City of St. Charles has extended our contract numerous times from 1992 until 2009. In 2009 the City of St. Charles put the contract out to bid and again in 2012, DuKane Contract Services was the successful bidder for both bids.

Thank you for your consideration.

Respectfully Yours,



Rodney W. Reams
President / Owner

Cc: T.Brown

1468 Louis Bork Drive
Batavia, IL 60510

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www.dukaneservices.com