

**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
For Inclusion on Board Agenda  
Bids and Proposals

TO : President and Village Board of Trustees  
FROM : Scott Niehaus, Village Manager  
DATE : January 14, 2020 Agenda Date: January 23, 2020  
TITLE : Cleaning Services, Public Works, Village Hall  
SUBMITTED BY: Tom Ellis, Operations Superintendent, Public Works *TE*

**RESULTS:**

Date Bids Were Published N/A Bidding Closed N/A

Total Number of Bids Received 2

Total Number of Bidders Meeting Specifications 1

Bid Security Required \_\_\_\_\_ Yes X No

Performance Bond Required \_\_\_\_\_ Yes X No

Were Any Bids Withdrawn \_\_\_\_\_ Yes X No

Explanation:

Waiver of Bids Requested? X Yes \_\_\_\_\_ No

If yes, explain:

See attached memo.

Award Recommended to Lowest X Yes \_\_\_\_\_ No

Responsible Bidder?

If no, explain:

See attached memo.

**FISCAL IMPACT:**

Amount of Award, \$16,535.00- 101.120.113.75610, \$7,369.56- 101.270.113.75610

**BACKGROUND/RECOMMENDATION:**

See attached memo.

Has Recommended Bidder Worked for Village Previously X Yes \_\_\_\_\_ No

If yes, was quality of work acceptable X Yes \_\_\_\_\_ No

Was item bid in accordance with Public Act 85-1295? \_\_\_\_\_ Yes X No

Waiver of bids - Public Act 85-1295 does not apply X Yes

**REVIEW** (as needed):

Village Attorney XX \_\_\_\_\_ Date \_\_\_\_\_

Finance Director XX \_\_\_\_\_ Date \_\_\_\_\_

Village Manager XX \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Board Agenda distribution.**



## MEMORANDUM

**To:** Scott Niehaus, Village Manager  
**Through:** Carl Goldsmith, Director of Public Works *ag*  
**From:** Tom Ellis, Operations Superintendent, Public Works *TE*  
**Date:** January 14, 2020  
**Subject:** Contract Cleaning 2020; Village Hall and Public Works

The Village of Lombard requested proposals from three local contractors for contract cleaning services at the Village Hall and Public Works administration building. The lowest responsible proposal was received from Advanced Cleaning Systems, Inc. East Dundee, IL. This contractor is the current provider of cleaning services for the village.

If approved, the contract will be in effect from February 1, 2020 to December 31, 2020

The Village had three proposal packets picked up for this contract and received two back. The results are below;

Advanced Cleaning Systems, Inc, 558 Plate Drive. East Dundee, IL 60118	Village Hall \$16,535.75.00	Public Works \$7,369.56	Total \$23,905.31
Imperial Service Systems 200 W. 22 <sup>nd</sup> street Lombard, IL 60148			\$25,692.00

The FY20 budget includes \$23,905.31/year for this service through accounts 101.270.113.75610(\$7,369.56), 101.120.113.75610 (\$16,535.00).

Staff recommends approving the Contract Cleaning Service Contract with Advanced Cleaning Systems, Inc. for an amount not to exceed \$23,905.31.



December 11, 2019

The Village of Lombard

Attention: Tom Ellis

**2020 pricing**

**Property address: 255 East Wilson Street; Lombard, Illinois 60148**

**First year of 2 additional 1-year extensions**

### **WE FURNISH**

We will furnish all the necessary “working tools” and cleaning supplies to perform the type of service rendered. Supplies used and consumed in restrooms, such as hand soap, towels, toilet tissue, etc., as well as trash can liners, are available options.

### **INSURANCE**

Advanced Cleaning Systems, Inc., will supply evidence of worker’s compensation insurance and public liability insurance upon request by the client.

### **SUPERVISION**

Regular supervision is maintained over all working personnel. It is our job to see that all activities are properly coordinated with the Customer’s operations, modify assignments if and when necessary, inspect and correct the working personnel, make needed adjustments, check requisitions and dispense supplies and equipment, and make “on the job” inspections with or without the Customer’s own representative.

### **EMERGENCY ADJUSTMENTS**

In the event of emergencies, such as armed hostilities of the United States, riots, strikes, boycotts or like obstructive action by employees or labor organizations, acts of God, national, financial or economic disturbances, epidemics and any other contingencies not reasonably foreseeable or against which we reasonably may not be enabled to protect ourselves, the parties hereto will meet and discuss such emergency to resolve same to the satisfaction of both parties.

558 Plate Drive | Suite 5 | East Dundee, IL 60118

✉ [advancedcleaningsystems.us@gmail.com](mailto:advancedcleaningsystems.us@gmail.com)

🌐 [advancedcleaningsystems.com](http://advancedcleaningsystems.com)

📞 847.304.0100

## **EMPLOYMENT**

It is agreed that, during the term of our contract agreement and for eighteen (18) months thereafter, the client will not hire or employ for cleaning or cleaning-related services any person employed or contracted by Advanced Cleaning Systems, Inc., to provide services for or on behalf of client, pursuant to this agreement, without the written consent of Advanced Cleaning Systems, Inc.

## **ENFORCEMENT**

Client will pay reasonable costs, attorneys' fees, and expenses incurred by Advanced Cleaning Systems, Inc., in the enforcement of this agreement.

## **ENTIRE AGREEMENT**

This agreement, together with attached schedules and documentation, is the entire agreement between the parties.

## **TERMS**

This agreement shall be in effect for one (1) year with two (2) additional one (1) year periods, provided funds are available, and subject to mutual agreement between The Village and Advanced Cleaning Systems, Inc. This agreement may be terminated by either party by giving 30 days' notice of cancellation by certified mail.

Advanced Cleaning Systems, Inc., shall pay all payroll taxes, state taxes, and other taxes or items that may be levied against its payroll either by city, state, or federal agencies.

Invoices will be mailed on or about the first day of each month service is rendered and due or payable by the 25<sup>th</sup> (twenty-fifth) day of each month.

Advanced Cleaning Systems, Inc., will charge 1½% interest per month on accounts over 30 days past due.

Advanced Cleaning Systems, Inc., may terminate services at any time without notice for non-payment.

**PRICE**

We will perform the services as outlined on our task schedule sheets in a reliable manner for the sum of:

CPI = 1.9%

Village Hall: \$1,475.22 per month + \$28.03 = \$1,503.25

Public Works: \$657.47 per month + \$12.49 = \$669.96

- a. The contract price is predicated on performing cleaning services in the aforementioned facility under normal occupancy conditions. Periods of construction, renovation, or other unusual occurrences which increase workload will require additional charges during such periods to compensate for the additional required work. Such changes will be mutually agreed upon by clients and Advanced Cleaning Systems, Inc.
- b. Nationally recognized holidays were predetermined, and those assessed amounts are given as part of the monthly charge. It is understood that service will not be provided on the night of the observance of the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. No credits or adjustments shall be issued for said holidays.
- c. Price escalation: There will be an annual increase pursuant to the CPI—All Urban Consumers Chicago or 2%, whichever is less. The CPI will be based upon the average of the previous 12 months non-seasonal adjusted.

If this agreement meets with your approval, please sign one copy, fill in the date service is to begin, and return one copy to our office.

I/We accept this proposal as described above.

Date accepted:

Begin service on: 02-01-2020

Village of Lombard  
Company

by: \_\_\_\_\_  
Village ADMINISTRATOR

Thank you for the opportunity of submitting our proposal.

Advanced Cleaning Systems, Inc.  
by: Kenneth N. Brauer

Kenneth N. Brauer, President