

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 : November 10, 2021 Agenda Date: November 18, 2021

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/ATotal Number of Bids Received 2Total Number of Bidders Meeting Specifications 1Bid Security Required _____ Yes X NoPerformance Bond Required _____ Yes X NoWere Any Bids Withdrawn _____ Yes X No**Explanation:**Waiver of Bids Requested?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, \$18,399.78- 101.120.113.75610, \$8,200.31- 101.270.113.75610**BACKGROUND/RECOMMENDATION:**

See attached memo.

Has Recommended Bidder Worked for Village Previously X Yes _____ NoIf yes, was quality of work acceptable _____ X Yes _____ NoWas item bid in accordance with Public Act 85-1295? _____ Yes X NoWaiver 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 *g*

From: Tom Ellis, Operations Superintendent, Public Works *te*

Date: November 10, 2021

Subject: Contract Cleaning 2022; Village Hall and Public Works

In November 2020, The Village of Lombard requested proposals for FY2021 cleaning services 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.

Staff is recommending exercising a one -year contract extension under the current contract conditions. This would be the first extension of this contract. If approved, the contract will be in effect from January 1, 2022 to December 31, 2022

The FY22 budget includes \$26,600.09/year for this service through accounts 101.270.113.75610(\$8,200.31), 101.120.113.75610 (\$18,399.78).

Staff recommends approving the Contract Cleaning Service Contract with Advanced Cleaning Systems, Inc. for an amount not to exceed \$26,600.09.