

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 7, 2015 Agenda Date: January 22, 2015
TITLE : Cleaning Services, Public Works, Village Hall, Police Dept.
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 1
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Were Any Bids Withdrawn _____ Yes X No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 \$18,000- 101.210.113.75610, \$26,400- 101.120.113.75610, \$11,800- 101.270.113.75610

BACKGROUND/RECOMMENDATION:

See attached memo.

Has Recommended Bidder Worked for Village Previously ___ Yes X No

If yes, was quality of work acceptable ___ Yes ___ No

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

Waiver of bids - Public Act 85-1295 does not apply ___ 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 S. Goldsmith, Director of Public Works *g*

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

Date: January 7, 2015

Subject: Contract Cleaning Services for Public Works, Village Hall, Police Dept.

The Village of Lombard has been approved to participate in the Municipal Purchasing Initiative (MPI) contracts bid by the Village of Glenview in February, 2012 for contract cleaning services.

The low bidder for the contract, Advanced Cleaning Systems has agreed to provide a proposal to the Village of Lombard for the cleaning of the Village Hall, Police Department and Public Works facility. Using the MPI contract has provided a savings over the current contract cleaning service. Proposals for the cleaning service had been sought from three other cleaning firms. Advanced Cleaning Systems provided a proposal for the lowest cost.

<u>Contractor</u>	<u>Public works</u>	<u>Village Hall</u>	<u>Police</u>	<u>Total</u>
Advanced Cleaning Systems	\$11,800	\$26,400	\$18,000	\$56,200
Best Quality Cleaning	\$13,140	\$23,664	\$22,500	\$59,304
Imperial Services	\$13,692	\$29,700	\$35,892	\$79,284
Cardinal Bldg. Maint.	\$ 27,885	\$41,827.44	\$41,827.56	\$111,540

Staff recommends approving the proposal from Advanced Cleaning Systems for an amount not to exceed \$56,200.00. If approved, Advanced Cleaning Systems will provide cleaning services beginning February 1, 2015 through December 31, 2015. Please present this item to the Board of Trustees at the January 22, 2015 meeting for their approval.

Encl: Advanced Cleaning System proposal

ADVANCED CLEANING SYSTEMS, INC.

December 19, 2014

The Village of Lombard
255 East Wilson Avenue
Lombard, Illinois 60148

Attention: Tom Ellis, Operations Superintendent

Property address: East Wilson Avenue; Lombard Illinois

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.

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 year and will continue from year to year unless otherwise terminated by either party, 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 25th (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:

Village Hall: \$2,195.00 (Two thousand one hundred ninety-five dollars) per year
Police Dept.: \$1,385.00 (One thousand three hundred eighty-five dollars) per year
Public Works: \$923.00 (Nine hundred twenty-three dollars) per year
(Please note; Modified carpet cleaning maintenance program for Village Hall at no charge.)

- 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.

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.

Thank you for the opportunity of submitting our proposal.

Date accepted: _____

Begin service on: _____

Company

by: _____

Advanced Cleaning Systems, Inc.

by: Kenneth N. Brauer

Kenneth N. Brauer, President

