

Bids and Proposals

SUBMITTED BY: Tom Ellis, Operations Superintendent, Public Works

RESULTS:

Date Bids Were Published	N/A	Bidding Closed	N/A
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Total Number of Bids Received 1

Total Number of Bidders Meeting Specifications	1
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Bid Security Required	Yes	X	No
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Performance Bond Required	Yes	X	No
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Were Any Bids Withdrawn	Yes	X	No
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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 \$21,600- 101.210.113.75610, \$28,200- 101.120.113.75610, \$13,800- 101.270.113.75610

BACKGROUND/RECOMMENDATION:

See attached memo.

Has Recommended Bidder Worked for Village Previously Yes XNo

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

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

Date: December 29, 2015

Subject: Facility Cleaning Service, Village Hall, Police and Public Works

The Village of Lombard has participated in the Municipal Purchasing Initiative (MPI) contracts bid by the Village of Glenview 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.

The current contract is expiring January 31, 2016. Advanced cleaning has indicated they would like to extend the contract for an additional year under the same conditions as the current contract.

Staff recommends approving the proposal from Advanced Cleaning Systems for an amount not to exceed \$61,068.00. If approved, Advanced Cleaning Systems will provide cleaning services beginning February 1, 2016 through January 31, 2017. Please present this item to the Board of Trustees at the January 7, 2016 meeting for their approval.

Encl: Advanced Cleaning System proposal

ADVANCED CLEANING SYSTEMS, INC.

December 16, 2015

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 three years with two additional one-year extensions, predicated on both parties meeting annually and, with their mutual satisfaction, agreeing to continue, and provided funds are appropriated.

Termination: Either party may terminate this agreement 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 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: \$2,293.00 (Two thousand two hundred ninety-three dollars) per month
Police Dept.: \$1,775.00 (One thousand seven hundred seventy-five dollars) per month
Public Works: \$1,021.00 (One thousand twenty-one dollars) per month

- 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. Subsequent to the signing of this agreement, should the local, state, or federal laws change in such a way that legally changes what or how Advanced has to pay its employees with regard to salary and/or rate of pay, hours worked, or health insurance, there will be a price adjustment reflecting the mandate.
- d. 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.

Thank you for the opportunity of submitting our proposal.

I/We accept this proposal as described above.

Date accepted: _____

Begin service on: _____

Company

by: _____

Advanced Cleaning Systems, Inc.

by: _____

Kenneth N. Brauer, President