



Legislation Text

File #: 23-0667, Version: 1

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the award of Option Year Three to Contract 19-310, Naper Settlement Maintenance Support Services, to JP Superior Cleaning and Janitorial Services Corporation for an amount not to exceed \$157,607.74

DEPARTMENT: Naper Settlement

SUBMITTED BY: Harriet M. Pistorio, Chief Operating Officer

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

City Council awarded Contract 19-310 to JP Superior Cleaning and Janitorial Services Corporation (JP Superior) on June 16, 2020, for a one-year term from July 1, 2020 to June 30, 2021, with three, one-year options to extend. The first option year was approved on June 15, 2021. The second option year was approved on July 26, 2022.

During the original term of the contract, and the first and second option years JP Superior has continued to provide dedicated and reliable staff and adjusted the work team's scheduled hours to accommodate Naper Settlement changing operations over the past 3 years. Despite the temporary workforce and hours reductions that were caused by the Covid pandemic's impact to revenue and operations, JP Superior continues to be flexible and provide excellent, consistent building maintenance and building support services. In 2021 the daytime maintenance supervisor and the two building support service positions gradually helped restart NS regular operations as the site reopened and NS essential staff returned to work. Throughout option year two as Naper Settlement operations grew and continued to add back more of the temporarily suspended school tours, increased exhibit openings, and site rentals & events. JP Superior met these challenges and provided appropriate labor for these required support hours as stated by the B&G Department operations. NS is confident that JP Superior is prepared for option year three and the anticipated expansion of hours and building support services throughout the year.

DISCUSSION:

Naper Settlement would like to extend the contract for the third and final option year covering July 1, 2023 through June 30, 2024, with no option years remaining on the contract. Based upon this successful vendors performance this change order is requested to increase the service hours for positions of Building Support Coordinator, Building Support Services 1 & 2, and Event Support Services, as recommended by the B&G Department who has direct oversight for scheduling and

managing this support service contract.

The JP Superior increased hours are a direct result of the planned expansion in building maintenance and support schedules in this third option year directly resulting from Naper Settlement's newly added buildings to the site. These 3 new buildings are designed to add growth to accommodate community use, grow the school tours, offer classroom learning, increase the number of flexible exhibit spaces, and a new "front door" main entry building that will support tours, exhibits, rentals, events, and meetings. The maintenance and building support expanded hours are essential for the successful Settlement operations growth and use that these buildings will provide.

JP Superior requested a 3% increase cost of living increase in staff rates due to insurance increases, which is acceptable to NS after senior leadership review. JP Superior will continue to maintain all specified services within the terms provided for under the contract.

During the original contract term, total service hours were 6,217.50 at an annual cost of \$128,665. The first option year service hours increased to 6,779.50 at an annual cost of \$144,441.26 and included a 3% increase. The second option year service hours will increase to 6,868.5 hours, with a 3% increase, for a total annual cost of \$150,254.40. This third option year service hours will increase to 7,005 hours, with a 3% increase for a total annual cost of \$157,607.74, a \$7,353.34 overall annual fee increase.

FISCAL IMPACT:

CIP #: N/A

Maintenance support services are expensed to the account number listed below. A total of \$223,822 was budgeted for these services in 2023. The requested award is within budget.

Account Number	Fund Description	Total Budget Amount
51343200-531309	Naper Settlement Fund	\$223,822