



## Legislation Text

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File #: 21-0703, Version: 1

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### **CITY COUNCIL AGENDA ITEM**

#### **ACTION REQUESTED:**

Approve the award of Option Year One to Contract 19-310, Maintenance Support Services, to JP Superior Cleaning and Janitorial Services Corporation for an amount not to exceed \$144,441.26

**DEPARTMENT:** Naper Settlement

**SUBMITTED BY:** Harriet M. Pistorio, Chief Operating Officer

#### **BOARD/COMMISSION REVIEW:**

N/A

#### **BACKGROUND:**

The Naper Settlement Buildings and Grounds Division (NS) is responsible for maintaining all buildings and grounds within the Settlement property as well as the Collections Care Artifact storage facility located at 180 Fort Hill Drive.

Facility operations include maintenance and repairs of modern and historic buildings and assets, basic restoration projects, grounds upkeep, set-up and takedown for meetings, rentals, programming, and support/coordination of exhibits and special events. Due to budgetary constraints, Naper Settlement has outsourced building maintenance and event and rental support services for the past two decades. Outsourcing services enables staff to prioritize maintenance and janitorial projects, while maintaining flexibility in event and rental support.

City Council awarded Contract 19-310 to JP Superior Cleaning and Janitorial Services Corporation (JP Superior) on June 16, 2021, for a one-year term from July 1, 2020 to June 30, 2021, with three, one-year options to extend. The purpose of this contract is to provide facility operations support for maintenance and repairs throughout the Naper Settlement Museum Campus.

In 2021 and 2022, Naper Settlement anticipates being more open for public tours, a full event and rental schedule, the return of group and school tours, and expanded museum exhibits. The return to normal scheduled service hours is necessary to fulfill the support expectations covered under the contract and are a key component to the success of NS. As a result, JP Superior will provide maintenance and repair services at a normal schedule as outlined within the terms provided for in the contract.

#### **DISCUSSION:**

Complying with the CDC's COVID-19 guidelines resulted in reduced NS operations in 2020. During the original term of the contract, JP Superior provided dedicated and reliable staff and adjusted work hours and duties to accommodate NS operations. Despite the reduction in staff and hours, JP

Superior continued to provide excellent and consistent building maintenance and repair services. As NS essential staff were able to gradually return onsite, JP Superior coordinated with NS to add back suspended essential hours to be prepared to react to increases in maintenance needs, cleaning, sanitization and disinfecting procedures.

Based upon the vendor's performance, Naper Settlement is recommending the extension of the contract and to exercise the first option year. During the first option year, the daytime maintenance supervisor and two building support positions will gradually increase work hours as the site continues to reopen and repair maintenance is scheduled to increase again. In addition, two event support positions will be asked to return as events and rentals are booked. Due to insurance cost increases, JP Superior requested a 3% increase in staff rates. After senior NS leadership review, it was determined the request is acceptable.

During the original term of the contract, the total service hours required were 6,217.50 hours, at a cost of \$128,665. During the first option-year, the service hours will increase to 6,779.50 hours, with a total cost of \$144,441.26. The increase is 562 hours at a fee increase of \$15,776.26, which was planned for in the budget.

The term of the first option year is July 1, 2021 through June 30, 2022, with two, one-year options remaining on the contract.

**FISCAL IMPACT:**

CIP: N/A

Janitorial services are expensed to the other professional service account listed below. A total of \$193,186 is budgeted for various professional services in 2021. The requested award is within budget.

<b>Account Number</b>	<b>Fund Description</b>	<b>Total Budget Amount</b>
51343200-531309	Naper Settlement	193,186