



Legislation Text

File #: 20-506, Version: 1

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the award of RFP 19-310, Maintenance Support Services, to JP Superior Cleaning and Janitorial Services Corporation, for an amount not to exceed \$128,665 and for a one-year term

DEPARTMENT: Naper Settlement

SUBMITTED BY: Harriet M. Pistorio, COO

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

The Naper Settlement Buildings and Grounds Division (B&G) is responsible for maintaining all buildings and grounds within the Settlement property and the collections care artifact storage facility located at 180 Fort Hill Drive. Maintenance and preservation along with daily operations and event and rental support are key services provided by B&G throughout the calendar year. Facility operations include maintenance and restoration projects, grounds upkeep, repairs and special events coordination.

Due to ongoing budgetary constraints, Naper Settlement outsourced building maintenance and event and rental support services for the past two decades. Outsourcing the services enabled Settlement to prioritize maintenance and janitorial projects, while maintaining flexibility in event and rental support.

In February 2020, Naper Settlement issued RFP 19-310, Maintenance Support Services to find an experienced and qualified vendor to provide B&G maintenance, janitorial and event support services. The service scope includes provision of an outsourced working supervisor who manages two building services positions and at least two event and rental support positions. The supervisor and their team report directly to B&G and are scheduled in concert with planned Settlement operations and events and rentals between five and seven days per week. The RFP was designed as a necessary step towards strengthening the maintenance support services under one contractor's oversight while working in compliance with the museum's flexible operating guidelines and expectations.

DISCUSSION:

Advertisement Date:	02/26/2020	Notices Sent:	100
Opening Date:	03/17/2020	Planholders:	8
		Proposals Received:	2

Proposals were received from the following vendors:

Vendor
Blooming Facility, LLC
JP Superior Cleaning and Janitorial Services Corporation

A selection team comprised of staff from Naper Settlement and the Department of Public Works evaluated proposals, which were scored based on criteria set forth in the RFP:

1. Capability, Capacity and Qualifications of the Firm (30%)
2. Suitability and Quality of the Approach (30%)
3. Milestones and Deliverables (30%)
4. Outcomes to be Achieved (10%)

After review and scoring of proposals, the selection committee invited the top vendor to interview. The selection committee selected JP Superior Cleaning for an interview because the company had more experience with maintenance services support and understood the requirements and expectations outlined in the RFP. Although janitorial services are part of the requirements, based on the proposal response, it was determined that Blooming Facility, LLC would not be able to perform the maintenance services required.

Following completion of interviews, the selection committee rescored the vendor. JP Superior Cleaning is recommended for award.

The table below provides a summary of the final qualification scores:

Vendor	Qualification Score
JP Superior Cleaning	65.4

JP Superior cleaning earned a score of Acceptable during the final scoring. The selection committee is confident that JP Superior Cleaning and Janitorial Services Corporation is capable of performing the duties required; however, they scored lower because the hourly rates requested were higher than budgeted for NS operations.

Following the interview scoring, the City was able to negotiate a rate decrease of 22.5% for the maintenance supervisor position and 18.75% for the support services positions as part of the contract negotiations. With the rate decrease, NS made the decision to move forward with awarding the contract.

The total award includes a daily scheduled maintenance, building support, event and rental base budget not to exceed \$128,665. Should Settlement operations expand in the future by the number of events, rentals; or adjustments in hours or type of educational program; or shifts in the general "open hours" operations as a result of COVID-19, these contract rates will apply to any approved expansion in labor hours.

The term of the contract is one-year from July 1, 2020 to June 30, 2021 with three, one-year options to extend.

FISCAL IMPACT:

CIP #: N/A

Maintenance support is expensed to the other professional services account listed below. A total of \$188,387 is budgeted for the Settlement's general services in 2020. The requested award is within budget.

Account Number	Fund Description	Total Budget Amount
51343200-531309	Naper Settlement	\$188,387