



Legislation Text

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File #: 24-0369, Version: 1

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**CITY COUNCIL AGENDA ITEM**

**ACTION REQUESTED:**

Approve the award of Bid 24-060, Building Maintenance, Cleaning, and Artifact Care Support Services, to JP Superior Cleaning and Janitorial Services Inc. for an amount not to exceed \$474,295.53 and for an 18-month term

**DEPARTMENT:** Naper Settlement

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

**BOARD/COMMISSION REVIEW:**

N/A

**BACKGROUND:**

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

Facility Operations include maintenance, repairs, cleaning, event setup/tear down, programming support, event support, and large- and small-scale rental support on the 13-acre property as well as in the historic and modern buildings located on-site and at the Collections Care Artifact storage facility. Due to budgetary constraints, Naper Settlement has been outsourcing the maintenance, cleaning, and event/ rental support services for the past two decades.

The City Council awarded Maintenance Support Services through RFP 19-310 and Building Cleaning and Artifact Care through Bid 20-104 in June 2020. The final option year of these contracts was awarded in June 2023 and will end on June 30, 2024.

In February 2024, Naper Settlement issued Bid 24-060 for Building Maintenance, Cleaning and Artifact Care, consolidating the two related service contracts into one. A mandatory pre-bid meeting was held on March 7, 2024, where two vendors were in attendance, JP Superior and MSCH Corp. They were given a tour of the grounds and selected buildings.

**DISCUSSION:**

Advertisement Date:	03/01/2024	Notices Sent:	467
Opening Date:	03/20/2024	Planholders:	18
		Proposals Received:	2

Bids were received from the following vendors:

Vendor Name	Proposed Cost
JP Superior	\$459,236.63
MSCH Corporation	\$559,181.50

Staff recommends JP Superior, being the lowest responsive bid. The total award amount requested includes three options for carpet cleaning, floor cleaning and waxing, and upholstery cleaning.

The term of this contract is 18 months from July 1, 2024, to December 31, 2025, with five one-year options to extend.

**FISCAL IMPACT:**

CIP #: N/A

Naper Settlement maintenance and support services are expensed to the Other Professional Services account listed below. The 2024 budget includes \$265,895 for these services. Approximately \$50,000 has been spent through March. The requested award can be accommodated within the remaining 2024 budget, with the remainder to be budgeted in 2025.

Account Number	Fund Description	Total Budget Amount
51343200-531309	Naper Settlement Fund	\$265,894.55