



Legislation Text

File #: 17-958, Version: 1

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the Award of Change Order #3 to Contract 16-115, Naper Settlement Janitorial and Maintenance Services, to Coverall Health Based Cleaning Systems for an amount not to exceed \$10,000 and a total award of \$243,646.25

DEPARTMENT: Naper Settlement

SUBMITTED BY: Harriet Pistorio, Chief Operating Officer

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

The Naper Settlement contracts with an outside service provider to provide janitorial and maintenance support services in the areas of evening cleaning, day porter services, maintenance support, artifact care cleaning, and set-up & take down support of rentals & events. City Council awarded Contract 16-115 to Coverall Health Based Cleaning Systems on February 16, 2016 for a 20-month from May 1, 2016 through December 31, 2017, with five one-year options to extend the contract.

On September 20, 2016, City Council awarded Change Order #1 for an amount not to exceed \$10,000.00, to provide expanded janitorial and maintenance services associated with the Christkindlmarket in winter 2016.

On May 2, 2017, City Council awarded Change Order #2 for an amount not to exceed \$54,339.25 to provide expanded janitorial and maintenance services to offset reductions in in-house staff. An operational assessment conducted by Naper Settlement determined that outsourcing certain in-house hours could expand the department's ability to be agile in a changing museum environment.

The City Council approved the award of the first option year to Contract 16-115 on November 21, 2017, which includes increased funds to support the Christkindlmarket in 2018.

DISCUSSION:

This change order which was entered late on November 30, 2017, and missed the December 2017 council agenda, is requesting funds to cover the expanded janitorial and maintenance service hours associated with the 2017 Christkindlmarket. This rental which brought onto the site over 245,000+, occurred during November 25, 2017 through December 24, 2017. During this period Naper Settlement was open beyond it's normal winter operations, on Thursdays from 11am to 7pm, Fridays and Saturdays from 11am to 9pm, and Sundays from 11am to 6pm. In addition, Naper Settlement

was open the entire week & weekend prior to Christmas supporting the rental 11am to 8 and/or 9:00pm.

This request for additional funds were needed to meet the obligation covering the increased janitorial & maintenance support hours and added workers which were essential in support of the 2017 winter rental, as provided through the Coverall service contract.

FISCAL IMPACT:

CIP #: N/A

Naper Settlement Janitorial and Maintenance Services is expensed to the support services account below. A total of \$99,392 is budgeted for janitorial services in CY2017. The budget overage will be accommodated by savings in other accounts.

Account Number	Fund Description	Total Budget Amount
016-7513-451.30-29	Naper Settlement Fund	\$99,392