



## Legislation Text

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**File #:** 17-603, **Version:** 1

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### **CITY COUNCIL AGENDA ITEM**

#### **ACTION REQUESTED:**

Approve the Award of Option Year One to Contract 16-115, Naper Settlement Janitorial Maintenance, to Coverall Health Based Cleaning Systems for an amount not to exceed \$190,738.

**DEPARTMENT:** Naper Settlement

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

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

N/A

#### **BACKGROUND:**

The Naper Settlement has a contract with Coverall Health Based Cleaning Systems (Coverall) to provide scheduled operational support for janitorial and maintenance services, specialized artifact care cleaning and additional janitorial services during programs, rentals, and special events. The City Council awarded Contract 16-115, on February 16, 2016 for a 20-month term from May 1, 2016 through December 31, 2017 with five one-year options to extend the contract. In mid-year 2017, the Settlement reduced a full-time building and grounds employee. This caused a shift in maintenance and janitorial labor hours to the Coverall contract thereby increasing the base hours of the contract while maintaining the same scope of work. Based on seasonality and operating needs the expanded base service hours now fluctuate in monthly fees of \$12,000 to \$16,000 and will apply going forward into the 2018 first option year.

#### **DISCUSSION:**

Coverall has provided the specified janitorial services as required for the past 20-months. Coverall has agreed to renew the contract for an additional year with no increase in unit prices. Staff recommends the extension to Contract 16-115, for the first of five option years. The term of the contract extension is January 1, 2018 through December 31, 2018.

The total award includes a daily scheduled cleaning and maintenance base budget not to exceed \$173,482.50, a budget for optional services for carpet, hard flooring, toy and upholstery cleaning not to exceed \$7,255.50 and a \$10,000 budget for janitorial support of the annual winter event (Christkindlmarket).

#### **FISCAL IMPACT:**

CIP #: N/A

Naper Settlement Janitorial Maintenance is expensed to the support services and repair and maintenance accounts below. The totals provided reflect CY2018 proposed budget amounts, as the

contract will occur during that period. The requested award of \$190,738 is within the budgeted amount for this expense.

<b>Account Number</b>	<b>Fund Description</b>	<b>Proposed Budget Amount</b>
016-7513-451.30-29	Naper Settlement Fund	\$184,387
016-7513-451.40-34	Naper Settlement Fund	\$135,000