



## Legislation Text

---

**File #:** 17-309, **Version:** 1

---

### **CITY COUNCIL AGENDA ITEM**

#### **ACTION REQUESTED:**

Approve the Award of Change Order #2 to Contract 16-115, Naper Settlement Janitorial and Maintenance Services, to Coverall Health Based Cleaning Systems for an amount not to exceed \$54,339.25 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 has contracted with Coverall Health Based Cleaning Systems (Coverall) to provide janitorial, maintenance support and artifact care services in the areas of evening cleaning, day porter, maintenance support and artifact care cleaning. 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.

On September 20, 2016, the City Council awarded Change Order #1 for an amount not to exceed \$10,000 to provide janitorial services associated with the Christkindlmarket in winter 2016.

#### **DISCUSSION:**

During the first quarter of 2017, the Naper Settlement Buildings and Grounds Department conducted an assessment of its internal labor and how the department supports the Settlements' growing operations. This assessment determined that certain in-house hours could be outsourced, which would expand the department's ability to be agile in a changing museum environment. This shift would result in three new service roles within Coverall's current contract: a new full-time supervisor, a second basic maintenance position and a new event maintenance position. Total positions will increase from four to seven.

Change Order #2 in the amount \$54,339.25 is requested to cover the forecasted increase in hours and roles for Coverall in order to meet an expanding 2017 calendar driven by increases in weekend educational programs, three to four new large rentals and three to four new development functions during the year. Bringing more guests through the front door sets a higher maintenance need in motion, so the ability to perform daytime repairs and improvements will also increase accordingly. Through the increase in Coverall support positions, Naper Settlement operations can provide new creative ways of supporting the institution's expanding annual programs, educational tours, rentals, weddings and specialty tours through increased grounds usage.

**FISCAL IMPACT:**

CIP # N/A

Janitorial and maintenance support services are budgeted in the Support Services accounts listed below. A total of \$234,392 is budgeted for this expense in CY2017.

<b>Account Number</b>	<b>Fund Description</b>	<b>Total Budget Amount</b>
016-7513-451.30-29	Naper Settlement Fund	\$99,392
016-7513-451.40.34	Naper Settlement Fund	\$135,000