



Legislation Text

File #: 19-371, **Version:** 1

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the award of Option Year One to Contract 17-020, Custodial/Janitorial Services for City Sites, to Citywide Building Maintenance for an amount not to exceed \$456,950

DEPARTMENT: Department of Public Works

SUBMITTED BY: Richard Dublinski, Director

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

The Department of Public Works (DPW) contracts custodial services to provide cleaning related services for 181,000 square feet of public areas at designated City facilities, the Central Business District, the Naperville train station, parking decks and other sites as needed. The most recent custodial and janitorial services contracts were awarded by the City Council on June 20, 2017 to Citywide Building Maintenance and Smith Maintenance Company. The award was for a two-year contract term from July 10, 2017 to July 9, 2019 with three, one-year extension options.

The City contracts with two firms to manage the level of work required. The first firm, Citywide Building Maintenance, maintains City facilities and sites and the second firm, Smith Maintenance Company, provides cleaning services to the Central Business District (CBD) and the four parking decks. This includes public areas such as sidewalks, parking lots, streets, tunnels and stairwells. The contractors supply all labor, materials, equipment and supplies (except paper products, trash liners, waste containers and cleaning equipment) to perform daily, weekly, monthly and bi-annual cleaning of each City facility. The contract also includes project work such as window washing, carpet extraction and annual parking deck power washing.

During the course of the original term of the contract, two major modifications were made to the City facilities contract with Citywide Building Maintenance. As part of the 2018 budget process, the budget for custodial services at City facilities was reduced by \$100,000. Buildings that previously received cleaning five days a week were reduced to three days a week, with only bathrooms and kitchens being cleaned five days a week.

Additionally, in August of 2018, the employment of four custodial city employees was terminated, and their positions were eliminated. On September 4, 2018, the City Council approved Change Order #1 to Contract 17-020 to have Citywide Building Maintenance assume responsibility of the work previously completed by the in-house custodians.

DISCUSSION:

Citywide Building Maintenance, the contractor for custodial services at City facilities, has performed well during the original contract term and has agreed to a zero percent increase in the hourly rate for the first option year. When the City twice approached Citywide Building Maintenance to modify the scope of custodial services during the initial contract period, the contractor was understanding of the City’s needs and agreeable to the modifications.

Although Citywide Building Maintenance agreed to a zero percent increase for the first option year, the requested award amount has been increased to add additional services into the contract. Following the reduction in service level that was implemented in 2018, all employees were required to empty their own waste cans into common waste containers. This has resulted in an increase in the need for pest control. In addition, lobby and carpet areas in both the Municipal Center and the Public Works Service Center have not received the attention needed due to the high amount of pedestrian traffic in those buildings. Additional funding was approved as part of the 2019 budget to restore a five day a week cleaning schedule to the Municipal Center and the Public Works Service Center. In addition, funding was made available for special projects and cleaning of the Municipal Center parking deck.

Smith Maintenance, the contractor for services in the Central Business District, requested a 30% increase in their hourly rate for the first option year. As such, custodial services for the Central Business District will be re-bid and awarded at a later City Council meeting.

FISCAL IMPACT:

CIP #: N/A

Custodial services are expensed to the operational service accounts below. A total of \$442,020 has been budgeted for custodial services for city buildings in 2019. This contract extends into 2020 and additional funding will be budgeted for the remainder of the first option year.

Account Number	Fund Description	Total Budget Amount
31341100-531308	General Fund	\$283,420
31341300-531308	Electric Utility Fund	\$90,000
31341500-531308	Water Utilities Fund	\$80,000
31251200-531308	Commuter Parking Fund	\$242,450