

Legislation Text

File #: 19-1263, Version: 1

CITY MANAGER PROCUREMENT AUTHORITY AWARD**ACTION REQUESTED:**

Approve the award of Option Year Three to Contract 16-115, Naper Settlement Janitorial Maintenance, to Coverall Health Based Cleaning Systems for an amount not to exceed \$78,510 and for a five-month term

DEPARTMENT: Naper Settlement

SUBMITTED BY: Harriet M. Pistorio, Chief Operating Officer

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

Naper Settlement (NS) is a 13-acre museum campus that connects visitors through engaging and fun experiences, special events and programs.

In February 2016, City Council awarded Contract 16-115 to Coverall Health Based Cleaning Systems (Coverall) for a 20-month term from May 1, 2016 to December 31, 2017, with five, one-year options to extend. The contract is used to outsource operational janitorial and maintenance and event/rental support services as well as general building cleaning and the specialized artifact cleaning which is managed by the Building and Grounds Department (B&G) at Naper Settlement (NS). The contract includes coverage of janitorial and maintenance services for programs, rentals and special events.

City Council approved the first option year to the contract on November 21, 2017 and the second year of the contract was approved on December 4, 2018.

DISCUSSION:

Coverall provided excellent service during the second option year. Specifically, Coverall provided 9,877 hours of janitorial and maintenance support for daily B&G operations. In addition, Coverall exhibited dedication to hiring and training staff to work in important positions for event support and maintenance support.

Over the last four years, Coverall maintained the same hourly rate of \$16 per hour for building and artifact care crew members and evening crew members. When NS approached Coverall for the third option year, Coverall proposed a 2020 rate increase to \$19.50 per hour for these crew members but agreed to maintain the \$23.25 hourly rate for the supervisor. NS and procurement staff met with Coverall to negotiate rates. However, Coverall was unable to reduce their hourly rate increase due to rising operating and salary costs without impacting service levels.

NS is recommending a five-month extension for the third option year to provide time to provide time for NS to conduct two new procurements to replace this contract. NS has decided to separate the janitorial maintenance contract into two contracts, one for maintenance and one for custodial services. An RFP will be issued to hire a vendor to manage the maintenance, janitorial and event support services contract and a bid will be issued to hire a vendor for general building cleaning and artifact care. The new contracts will establish new scheduled hour adjustments and further establish job duty modifications which will provide greater operational flexibility and support for a growing and ever-changing Naper Settlement operations.

The term of the third option year is five months from January 22, 2020 to June 30, 2020 with no option years remaining.

FISCAL IMPACT:

CIP #: N/A

Janitorial and maintenance services are expensed to the other professional services account listed below. A total of \$188,387 is budgeted for professional services in 2020. The requested award is within budget

Account Number	Fund Description	Total Budget Amount
51343200-531309	Naper Settlement	\$188,387