



## Legislation Text

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File #: 22-0721, Version: 1

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### **CITY COUNCIL AGENDA ITEM**

#### **ACTION REQUESTED:**

Approve the award of Option Year Two to Contract 19-310, Naper Settlement Maintenance Support Services, to JP Superior Cleaning and Janitorial Services Corporation for an amount not to exceed \$150,254.40

**DEPARTMENT:** Naper Settlement

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

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

N/A

#### **BACKGROUND:**

The City Council awarded Contract 19-310 to JP Superior Cleaning and Janitorial Services Corporation on June 16, 2020. The contract was for a one-year term from July 1, 2020 to June 30, 2021, with three, one-year options to extend. The first option year was approved on June 15, 2021.

During the original term of the contract, and the first option year, JP Superior provided dedicated and reliable staff and adjusted their work hours to accommodate Naper Settlement (NS) changing operations. Despite temporary staff reductions and hours, JP Superior continued to provide excellent and consistent building maintenance and support services.

In 2021 the daytime maintenance supervisor and the two building support service positions at NS gradually helped restart regular operations as the property reopened and essential staff returned to work.

During the original contract term, total service hours were 6,217.50 at an annual cost of \$128,665. The first option year service hours increased to 6,779.50 at an annual cost of \$144,441.26.

#### **DISCUSSION:**

Based upon the vendors performance, Naper Settlement recommends extending the contract for the second option year from July 1, 2022 through June 30, 2023, with one, one-year option remaining on the contract.

JP Superior has requested a 3% increase in staff rates due to insurance increases, which is acceptable to NS after senior leadership review. JP Superior will continue to maintain all specified services within the terms provided for under the contract.

The second option year service hours will increase to 6,868.5 hours for a total annual cost of

\$150,254.40. The increase in estimated hours is due to operations having returned to 100% full time. In addition, the increase is requested in anticipation of the new Thresher Hall exhibit building, as well as the Agriculture Interpretive Center, both scheduled to be operational within the contract term.

**FISCAL IMPACT:**

CIP #: N/A

Maintenance support services are expensed to the Other Professional Services account number listed below. A total of \$198,892 was budgeted for custodial and maintenance support services in 2022. The 2023 budget for these services will be increased accordingly based on this award.

Account Number	Fund Description	Total Budget Amount
51343200-531309	Naper Settlement Fund	\$198,892