

Legislation Text

File #: 21-1134, Version: 1

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

Approve the award of Change Order #1 to Option Year One of Contract 19-310, Maintenance Support Services, to JP Superior Cleaning and Janitorial Services for an amount not to exceed \$3,195.41 and a total award of \$147,636.67

DEPARTMENT: Department of Public Works

SUBMITTED BY: Harriet M. Pistorio, COO

BACKGROUND:

The Naper Settlement Buildings and Grounds Division (NS) is responsible for maintaining all buildings and grounds within the Settlement property, as well as the Collections Care Artifact storage facility located at 180 Fort Hill Drive.

Facility operations include maintenance and repairs of modern and historic buildings and assets, basic restoration projects, grounds upkeep, set-up and takedown for meetings, rentals, programming and support/coordination of exhibits and special events. Due to budgetary constraints, Naper Settlement outsourced building maintenance and event and rental support services for the past two decades. Outsourcing services enables staff to prioritize maintenance and janitorial projects, while maintaining flexibility in event and rental support.

City Council awarded Contract 19-310 to JP Superior Cleaning and Janitorial Services Corporation (JP Superior) on June 16, 2021, 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.

DISCUSSION:

A change order is requested to increase the available hours and support dollars to cover the expanded schedules for support staff in the areas of operations maintenance and event and rental support labor. The current required support staff hours increased from 167.5 hours from 6,779.5 hours to 6,947 hours. The additional hours cover the expanded maintenance needs and event support hours scheduled for preparation before, during and take down or clean up after rentals and events, along with the return of school tours and open gate operations.

FISCAL IMPACT:

CIP: N/A

Cleaning services for the Naper Settlement are expensed to the other professional services account listed below. A total of \$193,186 is budgeted for various services in 2021. The Settlement tentatively budgeted \$198,982 for other professional services in 2022, pending Council approval.

Account Number	Fund Description	Total Budget Amount
51343200-531309	Naper Settlement	\$193,186