Agenda Cover Memorandum

Meeting Date: July 10, 2017

Meeting Type: ☒ Committee of the Whole ☐ City Council ☐ Budget Workshop

Item Title: Approve the contract for Cleaning and Custodial Services, PW-FY18-06, with Eco Clean Maintenance, Inc. in the amount of $46,428.00

Item Type: ☐ Transfer ☐ Budget Amendment ☐ Purchase Order Increase ☒ Other

Action Requested: ☒ Approval ☐ For Discussion ☐ Feedback Requested ☐ For Your Information

Staff Contact: Wayne Zingsheim, Director of Public Works Ph:(847) 318-5247 Email: wzingshe@parkridge.us

Background:
Staff issued an Invitation to Bid for Cleaning and Custodial Services, PW-FY18-06, on June 8, 2017 in the Pioneer Press. Eighteen (18) firms registered via the City web site. At the public bid opening on June 27, 2017, three (3) bids were opened and read aloud, one (1) was deemed non responsive.

This contract is for the following municipal facilities: City Hall, Service Center, Uptown Train Station, Dee Road Train Station, Police Annex, Fire Station 35 and Fire Station 36. The contract includes the following services: window washing, carpet cleaning, waxing of tile floors, evening vacuuming, refuse collection, dusting, cleaning of floors and washrooms, and additional cleaning as needed.

Reference checks were performed and were positive. Staff recommends that the contract be awarded to the lowest responsive and responsible bidder, Eco Clean Maintenance, Inc. Elmhurst, Illinois.

Vendor and Transaction History:
Vendor Status: ☐ Current ☒ New
Is Purchase Order Request supported by existing contract: ☐ Yes ☒ No If Yes, date:
Is this an Annual Recurring Purchase Order: ☒ Yes ☐ No
Bid Process Used: ☐ N/A ☐ Price Quotes ☒ Bid ☐ RFP
Have Goods been received or Statement of Work completed: ☐ N/A ☐ Yes ☒ No
If Overage, approved by Department: ☐ Yes ☐ No Details:

Recommendation:
Approve the contract for Cleaning and Custodial Services, PW-FY18-06, with Eco Clean Maintenance, Inc. in the amount of $46,428.00.

Budget Implications:
Does Action Require an Expenditure of Funds: ☒ Yes ☐ No
If Yes, Total Cost: $46,428.00
If Yes, is this a Budgeted Item: ☒ Yes ☐ No ☐ Requires Budget Amendment
If Budgeted, Budget Code (Fund, Dept, Object) 100 3062 942100, 100 3062 942101, 100 3062 942102, 100 3062 942103, 100 2014 942100, 100 2021 948500

Attachment(s), if any:
- Scorecard

SCORECARD SUMMARY
CLEANING AND CUSTODIAL SERVICES
PW-FY18-06

		Eco Clean Maintenance, Inc. **525 W. Wrightwood Ave.** **Elmhurst, IL 60126**	Alpha Building Maintenance Services, Inc. 15429 W. 139th St. Homer Glen, IL 60191
CRITERIA	**POINTS**		
General Firm Qualifications, including References*	10	**10**	10
Annual Price	90	**90**	72
	100	**100**	82
ANNUAL PRICE	Daily and Weekly Service at City Hall Facility, Public Works and Metra Stations	**$44,268.00**	$45,175.00
	Quarterly Service at City Hall Facility, Public Works and Metra Stations	**$1,680.00**	$10,125.00
	Quarterly Service at FS 35 and 36	**$480.00**	$2,500.00
	TOTAL PRICE	**$46,428.00**	$57,800.00
	Wtd Percentage	**100%**	80%
	Points Awarded	**90**	72

If a bid does not meet acceptable standards due to lack of adherence to specification, reference check failure, etc., the bid would be deemed non-responsive.

NOTES Perfect Cleaning Service, Inc. of Chicago, IL did not return the price in the manner that was requested and their bid was deemed nonresponsive.