



Contract

THIS CONTRACT is made and entered into on the 7th day of April, 2014, by and between the Village of Oak Park, 123 Madison St., Oak Park, IL 60302, acting by and through its President & Board of Trustees and ABC Commercial Maintenance Services, Inc., 8056 North Milwaukee Ave., Niles, IL 60714, its executors, administrators, successors or assigns (hereinafter "Contractor".)

1. The following documents set forth the terms of this Contract and are incorporated herein:
 - a. The Village of Oak Park's Request for Proposals, Instructions and Specifications for Janitorial Services for the Village of Oak Park #14-104; and
 - b. Contractor's Proposal dated February 26, 2014.
2. Where the terms of the Contractor's Proposal conflict with the terms set forth in the Village's Request for Proposals, Instructions and Specifications or this Contract, the Village's Request for Proposals, Instructions and Specifications and/or this Contract shall control.
3. This Contract shall be valid for services from May 6, 2014, through 11:59 p.m. on May 5, 2017.
4. The Contractor shall do all the work, furnish all materials and provide all labor necessary to complete the work in accordance with the terms of this contract and the requirements of the Building Maintenance Superintendent for the annual amount of \$79,200.00 for the first year of this Contract, plus annual consumer price index ("CPI") increases thereafter, not to exceed five percent (5%), to take effect on each anniversary date of this Contract.
5. The Contractor affirms that the individual signing this Contract is authorized to execute this Contract.

IN WITNESS WHEREOF, the parties have executed this Contract on the date referenced above.

Attest:

Teresa Powell
Teresa Powell
Village Clerk

Village of Oak Park

By Cara Pavlicek
Cara Pavlicek
Village Manager

(Seal)

Attest:

ABC Commercial Maintenance Services, Inc.

Name:
Title:

By:

Signature

Darren Jankowski, Owner
Printed Name and Title

(Seal)

REVIEWED AND APPROVED
AS TO FORM

APR 01 2014
Pat L. Hays
LAW DEPARTMENT



Agenda Item Commentary

Date

April 7, 2014

Agenda Item R

Submitted By:

John P. Wielebnicki, Director of Public Works

Village Manager's Office Review CLP

Agenda Item Title

A Resolution Authorizing the Execution of a Three-Year Contract with ABC Commercial Maintenance Services, Inc. for Custodial Services for the Village Hall, Public Works Center, Dole Learning Center, and Metra Station in an Amount Not to Exceed \$79,200.

Synopsis

The current custodial services contract expires on May 5, 2014. The proposed attached Contract provides for custodial services for Village Hall including the Police Department, the Public Works Center, Dole Learning Center, and the Metra Station. Proposals were requested from area contractors for the next contract period.

Recommendation

Staff recommends entering into a Contract with ABC Commercial Maintenance Services, Inc. for a three-year period with two optional one year extensions.

Fiscal Impact

Funds for these services are budgeted for in the General Fund, Public Works Building Maintenance Budget, General Contractual Account Nos. 1001-43790-711-530660 through 717-530660 in the amount of \$83,400.00.

If awarded, the Contract with ABC Commercial Maintenance would not exceed \$79,200.00 for the contract period May 6, 2014 to May 5, 2017, plus annual consumer price index ("CPI") increases up to a maximum of five percent (5%).

Background

Custodial services for the Village Hall, Police Department, Public Works Center, Dole Learning Center and Metra Station have historically been provided by a contractor. The current contractor providing custodial services for the Village is ABC Commercial Maintenance of Niles, Illinois. The existing contract expires on May 5, 2014.

Services include vacuuming, floor mopping, emptying refuse cans, window cleaning, annual carpet and furniture cleaning, and recycling. In order to ensure higher quality service, staff included provisions in the contract that outline specific hours for the custodians' work schedules, provides for a day porter at Village Hall to handle daily tasks as needed, and requires a monthly meeting with the contractor and Village staff to address any issues and concerns.

On February 6, 2014, staff issued a Request for Proposals ("RFP") for custodial services and sent the RFP to 22 companies. A pre-bid meeting was held on Thursday, February 13th. Nine companies attended the pre-bid meeting. A total of five proposals were received on February 25, 2014, one of which was from a DBE/MBE/WBE.

ABC Commercial Maintenance submitted the lowest bid. ABC staff is already trained and experienced in handling the day-to-day operations and tasks. Awarding the Contract to ABC would ensure a seamless transition.

The Request for Proposals provides for a three year contract, with two possible one year extensions. The extension options would be approved by the Village Board at a future date. The cost for this work will be subject to one annual price increase based on the CPI adjustments, up to maximum of five percent (5%).

Alternatives

The alternative to having a contractor provide these services would be to hire additional staff and complete the work in-house. At this time, this is not economically beneficial.

Previous Board Action

The Village Board approved a contract with ABC Commercial Maintenance Services, Inc. in 2008 for custodial services.

Citizen Advisory Commission Action:

N/A.

Anticipated Future Actions/Commitments

It is anticipated that the Department of Public Works will continue to request Village Board approval for contracts with custodial services contractors.

Intergovernmental Cooperation Opportunities

Staff reached out to the Park District of Oak Park (PDOP) and School Districts 97 and 200 to inquire about possible opportunities for cost savings by joint participation in this contract. PDOP has a custodial contract in place until 2015 and Districts 97 and 200 utilize in-house custodians. There may be opportunities in the future.

Performance Management (MAP) Alignment

This work is in alignment with the Governance Priority for Maintenance and Service Programs.

Attachments

Resolution

Contract

Attachment 1: Proposal Summary

Attachment 2: ABC Maintenance Proposal

RESOLUTION

A RESOLUTION AUTHORIZING THE EXECUTION OF A THREE YEAR CONTRACT WITH
ABC COMMERCIAL MAINTENANCE SERVICES, INC. FOR CUSTODIAL SERVICES
FOR VILLAGE HALL, THE PUBLIC WORKS CENTER, DOLE LEARNING CENTER AND
METRA STATION IN AN AMOUNT NOT TO EXCEED \$79,200

BE IT RESOLVED by the President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois (Village"), in the exercise of their home rule powers, that the Contract with ABC Commercial Maintenance Services, Inc. for custodial services in an amount not to exceed \$79,200 for the first year of the Contract, plus annual consumer price index ("CPI") increases thereafter for subsequent years, not to exceed five percent (5%), ("Contract"), is approved and the Village Manager is authorized to execute the Contract in substantially the form attached.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED this 7th day of April, 2014, pursuant to a roll call vote as follows:

Voting	Aye	Nay	Abstain	Absent
President Abu-Taleb				✓
Trustee Barber	✓			
Trustee Brewer	✓			
Trustee Lueck	✓			
Trustee Ott	✓			
Trustee Salzman	✓			
Trustee Tucker	✓			

APPROVED this 7th day of April, 2014.



Robert Tucker, Village President Pro-Tem

ATTEST:



Teresa Powell, Village Clerk

Proposal Summary
Janitorial Services for Village Hall, Public Works Center, Police Department, and Dole Learning Center
Proposal Number: 14-104

Date Issued: 2/5/14					
Date Received: 2/25/14					
	Company Name	MBE	WBE	NON	Total Annual Cost
1	ABC Commercial Maintenance			X	\$ 79,200.00
2	ECO Clean Maintenance, Inc.			X	\$ 81,024.00
3	Midway Building Services, Inc.			X	\$ 82,500.00
4	Exceptional Building Services, Inc.	X	X		\$ 167,520.00
5	United Maintenance Co.			X	\$ 232,755.12