



Agenda Item Summary

File #: RES 16-311, **Version:** 1

Submitted By

John P. Wielebnicki, Director of Public Works: Jill Velan, Parking & Mobility Services Director

Reviewed By

LKS

Agenda Item Title

A Resolution Approving an Independent Contractor Agreement with Orbis Construction Company, Inc. for a Three Year Term for Village Building Maintenance Services in an Amount not to Exceed \$500,000.00 for the First Year and Authorizing its Execution

Overview

Building Maintenance services are currently provided by a private contractor. The current agreement expires in November 2016. Recently, proposals were solicited for these services for a successor agreement. This item proposes the execution of a three year agreement between Orbis Construction, Inc. and the Village for Building Maintenance services at all Village-owned facilities.

Staff Recommendation

Approve the Resolution.

Fiscal Impact

Funds are budgeted in the FY 2016 General Fund, Building Maintenance Operating Budget General Contractual account and in the FY 2016 Parking Fund for Building Maintenance Services. The same services are proposed in the FY 2017 Budget.

Background

In November of 2011 the Village entered into an agreement with Midway Building Services for building maintenance services at all Village-owned properties, including the parking garages. The current agreement expires on November 7th, 2016.

Staff issued a Request for Proposals (RFP) for Building Maintenance Services in July of 2016. A total of three proposals were received: 1.) Midway Building Services, 2.) Orbis Construction, Inc., and 3.) Global Maintenance Solutions.

The proposal was divided into two parts. Part A is for the Public Works Department, Building Maintenance Division, and Part B is for the Parking & Mobility Services Department. Contractors were advised that they could propose their services for either part A or part B or both and the Village would consider each part separately.

All proposals received were above the proposed budget for these services. Staff requested all three proposers revise their proposals to reduce the scope of services. The revision included eliminating the request for a Stationary Operating Engineer and replace it with a Building Maintenance Technician. This staffing will be sufficient for the Village as it currently exists and is within the proposed budget. Revised proposals are summarized on the Proposal Summary attachment.

Orbis Construction submitted the most favorable pricing for Part A, and Midway Building Services submitted the lowest cost for Part B as shown on the attached Proposal Summary.

For part A, staff considered that Orbis Construction has performed very well for the Village on previous construction projects over the last two years. They successfully completed the Police Department locker room remodeling project on time and within budget. They also were successful in the remodeling of various offices at Village Hall during the 2015 new furniture and moving project. They are currently under contract with the Village to construct a new storage garage for the Fire Department and to remodel the locker room at the main fire station. Orbis continues to perform well during these latest endeavors. Staff recommends Orbis be approved for Part A.

For Part B, the Parking & Mobility Services Department is not satisfied with the current level of service being provided by Midway Building Services and therefore considers the Midway proposal not a responsive proposal. Staff recommends to award the contract to Orbis Construction for Part B.

Over the last five years of the current agreement with Midway Building Services, Midway has not been responsive to the Parking & Mobility Services Department's needs during the winter season snow operations. Frequent breakdown of snow removal vehicles and equipment without adequate restitution or timely responsiveness by Midway management has negatively impacted the operations and users of the parking facilities.

Public Works staff met with Parking & Mobility Services staff to discuss the proposals and the preferred course of action. The Parking & Mobility Services staff verified that sufficient funds are proposed in FY 2017 Parking Fund budget to cover the additional cost of the Orbis proposal over the Midway Building Services proposal. Staff also met with Orbis Construction and communicated the Village's goals and expectations with regard to the scope of work outlined in the RFP. Orbis has assured staff that it has the necessary equipment and staffing to provide the Village's needs, and would remain committed to providing excellent service and management throughout the life of the contract.

If approved, the total contract amount with Orbis Construction would not exceed \$500,000.00 annually (proposal cost of \$460,200.00 plus additional funds for overtime for snow removal and emergency call-outs).

Alternatives

The alternative to this recommendation could be to delay action to gain additional information. Another alternative would be to consider bringing building maintenance services back in-house by hiring six new employees. Staff conducted a cost analysis of what current labor, overhead and equipment costs would be compared to the Orbis proposal cost and the Village would save approximately \$35,000.00 annually by contracting out building maintenance services.

Previous Board Action

In November of 2011 the Village Board approved a Resolution authorizing the execution of an agreement with Midway Building Services for building maintenance services

Citizen Advisory Commission Action

N/A.

Anticipated Future Actions/Commitments

This agreement would be for a three year period so a successor agreement would not be brought forth until that time. The agreement may be extended for additional periods with the consent of the parties.

Intergovernmental Cooperation Opportunities

The Request for Proposal was also sent to Oak Park School District 97 (D97) to see if they were interested in providing these services to the Village since they are expected to be moving their maintenance staff into the Public Works Center within the next 18 months. D97 currently has in-house staff that provides these services to their facilities. They advised that they were not interested in providing these services to the Village at this time.

Performance Management (MAP) Alignment

This work is in alignment with the Governance Priority for the Department of Public Works for Maintenance and Service Programs.