



## Agenda Item Summary

---

**File #:** RES 17-497, **Version:** 1

---

### Submitted By

John P. Wielebnicki, Director of Public Works

### Reviewed By

[Click here to enter text.](#)

### Agenda Item Title

**A Resolution Approving a Contract Renewal with ABC Commercial Maintenance Services, Inc. for Custodial Services for Village Hall, Police Department, Public Works Center, Dole Learning Center and Metra Station Through December 31, 2017 for an Amount not to Exceed \$52,800.00 and Authorizing its Execution**

### Overview

The current custodial services contract expires on May 5th, 2017. This contract provides for custodial services for Village Hall including the Police Department, the Public Works Center, Dole Learning Center, and the Metra Station. This item recommends entering into a one-year contract renewal with ABC Commercial Maintenance Services, Inc. for the first of two optional one year extensions.

### Staff Recommendation

Approve the Resolution.

### Fiscal Impact

Funds for these services are budgeted for in the General Fund, Public Works Building Maintenance Budget, General Contractuals, Account Nos. 1001-43790-711-530660 through 717-530660.

ABC has committed to continue to providing these services to the Village with no increase in their price since their original bid in 2014.

If awarded, the contract renewal with ABC Commercial Maintenance, Inc. would not exceed \$52,800.00 through December 31, 2017.

### 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 5th, 2017.

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 6th, 2014, staff issued a Request for Proposals 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 Tuesday, February 25th, 2014.

ABC Commercial Maintenance, Inc. submitted the lowest price. ABC has provide these services since 2008 and is already trained and experienced in handling the day-to-day operations and tasks. Awarding the one year contract renewal to ABC would ensure a seamless transition.

The Request for Proposal provided for a three year contract with two possible one year extensions. If approved, this renewal period would be the first of two optional one year extensions.

### **Alternatives**

The Board can delay action in order to gain additional information.

### **Previous Board Action**

The Village Board approved a contract with ABC Commercial Maintenance Services, Inc. in 2014 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**

In 2014, 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 already has a custodial contract in place 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 established for Department of Public Works for Maintenance and Service Programs.