



## Agenda Item Summary

---

**File #:** RES 17-693, **Version:** 1

---

### **Submitted By**

John P. Wielebnicki, Director of Public Works

### **Reviewed By**

LKS

### **Agenda Item Title**

**A Resolution Approving an Independent Contractor Agreement with Rozalado & Co. for Custodial Services in an Amount not to Exceed \$101,000.00 Annually for a Three Year Period and Authorizing its Execution**

### **Overview**

The current custodial services contract expires on December 31, 2017. Staff solicited proposals from custodial contractors and is recommending a three-year contract with Rozalado & Co., an MBE, for custodial services at Village Hall, Public Works Center, Dole Center and the Metra station.

### **Staff Recommendation**

Approve the Resolution.

### **Fiscal Impact**

The cost for these services would not exceed \$101,000.00 annually for a three year period and would be funded through the proposed FY 2018 and subsequent Fiscal Years in the Public Works Department, Building Maintenance, Operating Budget, account numbers 1001-43790-711, 712, 713 and 717-530660 which provides \$103,000.00 for Custodial Services. The proposed agreement allows for additional services that may be required in addition to the proposal amount. Services such as emergency clean up work on weekends may be needed from time to time.

As part of the Request for Proposals, contractors were advised they would be responsible to adhere to the current Village and County Ordinances regarding minimum wage.

### **Background**

The current custodial services contract expires at the end of 2017. Staff issued a Request for Proposals (RFP) for custodial services on August 9, 2017. A pre-bid and site walk-through meeting was held on August 16, 2017. Thirteen contractors attended the pre-bid meeting. A total of five proposals were received on August 25, 2017. After careful review of the top three bidders, and based on the information provided by the references submitted, staff recommends awarding the contract to Rozalado & Co.

Although Crystal Maintenance provided the low proposal, staff does not recommend that the Village approve an agreement with Crystal Maintenance as they were the custodial services contractor for the Village prior to the current contractor and they did not perform well. Their contract was terminated in 2008 by the Village for

poor performance.

The second lowest proposal, ECO Clean Maintenance, submitted references that were mostly non-responsive and staff was unable to compile a useful or positive profile of their performance. One of the ECO Clean references who did reply stated that the workers require frequent follow up and often miss many of the required work items.

Rozalado & Co. showed the most interest in this contract as they visited the sites multiple times to meet and discuss the scope of work with staff and to assure the Village that their performance would be worth the cost for their services. Also, Rozalado & Co. is also the only MBE among the five bidders who submitted proposals.

### **Alternatives**

The Board can delay action to gain additional information.

### **Previous Board Action**

The Village Board previously approved a three year contract with ABC Maintenance for these services in 2014.

### **Citizen Advisory Commission Action**

N/A.

### **Anticipated Future Actions/Commitments**

Staff anticipates that this work will continue to be completed by contract services thus future agreements will be brought to the Board for consideration.

### **Intergovernmental Cooperation Opportunities**

None 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.