



## Agenda Item Summary

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### **Submitted By**

Rob Sproule, Public Works Director

### **Reviewed By**

A.M. Zayyad

### **Agenda Item Title**

**A Resolution Approving a Three-Year Independent Contractor Agreement with ECO-Clean Maintenance, Inc. for Custodial Services for Village-Owned Buildings in an Amount Not to Exceed \$126,000.00 in 2023 and Authorizing its Execution**

### **Overview**

The current custodial services contract expires on December 31st, 2022. Staff solicited proposals from custodial contractors and recommends approval of a three-year contract with ECO-Clean Maintenance, Inc. for custodial services at Village Hall, Police Dept., Public Works Center, Central Pump Station, and the Metra Station.

### **Recommendation**

Approve the Resolution.

### **Fiscal Impact**

The draft Fiscal Year 2023 Public Works Department, Building Maintenance Operating Fund Budget proposes a combined total of \$759,000.00 in the General Contractuals account #1001-43790-101-530660, \$192,000 is allocated for custodial services.

If approved, the Independent Contractor Agreement with ECO Clean Maintenance for custodial services would not exceed \$126,000.00 in Fiscal Year 2023 - \$119,928.00 for custodial services plus 5% contingency (\$6,072) for additional services as needed. Years two and three of the contract would be tied to a CPI increase capped at 5%.

### **Background**

The current custodial services contract expires at the end of 2022. Staff issued a Request for Proposals (RFP) for custodial services on October 5th, 2022. The RFP was advertised in the Wednesday Journal and on the Village web page. A pre-bid and site walk-through meeting was held on October 12th, 2022. Nine custodial companies attended the pre-bid meeting. A total of five proposals were received on October 25th, 2022. After a careful review of the three lowest bidders, and based on the information provided by the references submitted, staff recommends awarding the contract to ECO Clean Maintenance, Inc.

Although Crystal Maintenance provided the lowest proposal, staff does not recommend that the Village

approve an agreement with Crystal Maintenance as they were the custodial services contractor for the Village several years ago and they did not perform well. Their contract was terminated by the Village for poor performance.

ECO Clean is a certified “Green” cleaning company and is committed to ensuring the use of environmentally-friendly cleaning and maintenance products and equipment (battery-powered back-pack vacuum cleaners for example).

### **Alternatives**

The Board could delay action to gain additional information.

### **Previous Board Action**

The Board has been approving Independent Contractor Agreements for custodial services for many years, most recently, in December of 2021.

### **Citizen Advisory Commission Action**

N/A.

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

It is anticipated that staff would bring this item to the Village Board for approval before the end of 2025 to renew the Agreement with ECO Clean for a one-year period, and again before the end of 2026 for a final one-year renewal period. Staff would seek competitive pricing for these services again in the summer of 2027.

### **Intergovernmental Cooperation Opportunities**

N/A.