



Chicago Park District

Legislation Details (With Text)

File #: 18-3027-0509 **Name:** Janitorial Services
Type: Action Item **Status:** Passed
File created: 4/30/2018 **In control:** Board of Commissioners
On agenda: 5/9/2018 **Final action:** 5/18/2018
Title: AUTHORIZATION TO ENTER INTO A CONTRACT WITH SMITH MAINTENANCE CO. AND DUST 'EM CLEAN MAINTENANCE COMPANY, INC. FOR JANITORIAL SERVICES FOR CENTRAL REGION LAKEFRONT COMFORT STATIONS, SPECIAL USE FACILITIES, AND BEACH HOUSES
SPECIFICATION NO. P-18003
Sponsors: Facility Management
Indexes:
Code sections:
Attachments: 1. P-18003 Janitorial Services Schedules A & B - Dust Em Clean, 2. P-18003 Janitorial Services Schedules A & B - Smith Maintenance Co.

Date	Ver.	Action By	Action	Result
5/18/2018	1	Board of Commissioners	adopted	Pass
5/9/2018	1	Board of Commissioners	approved	Pass

AUTHORIZATION TO ENTER INTO A CONTRACT WITH SMITH MAINTENANCE CO. AND DUST 'EM CLEAN MAINTENANCE COMPANY, INC. FOR JANITORIAL SERVICES FOR CENTRAL REGION LAKEFRONT COMFORT STATIONS, SPECIAL USE FACILITIES, AND BEACH HOUSES

SPECIFICATION NO. P-18003

To: The Honorable Board of Commissioners of the Chicago Park District

It is recommended that an order be entered authorizing the General Superintendent or his designee to enter into a contract with Smith Maintenance Co. and Dust Em Clean Maintenance Company, Inc. for Janitorial Services at Central Region Comfort Stations, Special Use Facilities, and Beach Houses. These contractors were selected pursuant to a publicly advertised target market Invitation for Bids. No work may commence and no payment shall be made to the contractors prior to the execution of written agreements.

II. Award Information

Contractor: Smith Maintenance Co.
2221 W. Walnut Street, Suite #2
Chicago, IL 60612

Company Type: Illinois Business Corporation

Majority Interest: Mrs. Kathleen Smith 50%
Michael Smith 50%

Contractor: Dust Em Clean Maintenance Company, Inc.
548 East 61st Street
Chicago, IL 60637

Company Type: Illinois Business Corporation

Majority Interest: Cheryl Gill 100%

Contract Period: One (1) year initial term with four (4) additional one (1) year extension options. If the extension options are exercised, funding shall be based upon annual appropriations.

Contract Amounts: Smith Maintenance - \$166,827.55 for the initial contract term.
- Category A, Central Region Comfort Stations \$108,036.15
- Category B, Special Use Facilities-Seasonal \$53,791.40
- Category D, Special Use Facilities-On Demand \$5,000.00

Dust Em Clean - \$144,932.00 for the initial contract term
- Category C, Special Use Facilities-Year Round \$144,932.00

Expenditures for services under each extension term will be authorized by annual appropriation and subject to each year's budget.

Affirmative Action Goals: This is a target market contract where bidding was restricted to local certified minority and woman owned business enterprises, and joint ventures consisting exclusively of MBE's, WBE's, or both.

Scope of Services: Janitorial Services for Central Region Comfort Stations, Special Use Facilities, and Beach Houses

Authorization: Authorize the General Counsel to include other relevant terms and conditions in the written Agreement. Authorize the General Superintendent to execute the Agreement and the Secretary to attest as to the signing of the Agreement and keep an original copy of the Agreement on file.

III. Budget and Financial Information

Budget Classification: Operating and Capital
Fiscal Year: 2018
Source of Funds: 001.8485.8485.623130.00001.01.01.00001

IV. Procurement Information

Specification Number: P-18003
Date Advertised: March 22, 2018
Date Bids Due: April 23, 2018
Number of Bids Received: Five (5)
Bid Evaluation Detail: Lowest responsible and responsive bidder

This contract was publicly advertised as a target market Invitation for Bids ("IFB"). Five (5) bids were received on the due date and time, and were publicly opened and read aloud. One of the bids

was found by the Department of Purchasing ("Purchasing") to be non-responsive in all categories and one of the bids found to be non-responsive in a single category, and they were removed from consideration. Purchasing determined that the four (4) remaining bids were all compliant and responsive. The Department of Facility Management reviewed the bids of the apparent lowest responsive bidders and found them to be responsible. Accordingly, Smith Maintenance Co. is the lowest responsible and responsive bidder for Categories A, B, and D and Dust Em Clean is the lowest responsible and responsive bidder for Category C.

V. Explanation

The Department of Facility Management is responsible for the oversight of 12 comfort stations and three (3) beach houses for a total of 15 locations in the Central Lakefront Region and five (5) Special Use Facilities that require janitorial services. Each comfort station and special use facility has heavy use and requires prompt, constant, and consistent high quality service on a daily and monthly basis

for cleanliness and sanitation for patron use. In addition, the Department of Facility Management is in charge of maintaining the north and south region lakefront comfort stations. Having these contracts in place will allow Facility Management to expeditiously obtain both routine and emergency janitorial services for central region comfort stations, special use facilities, and beach houses, at a fair and reasonable price. Additionally, both Smith Maintenance Co. and Dust Em Clean Maintenance Company have the experience, capacity, and ability to provide the services required in this contract. Therefore, it is in the best interest of the Chicago Park District to award Smith Maintenance Co. and Dust Em Clean Maintenance Company, Inc. the contract for Janitorial Services at Central Region Comfort Stations, Special Use Facilities, and Beach Houses.

VI. General Conditions

1) *Conflicts*: The Agreement shall not be legally binding on the Chicago Park District if entered into in violation of the provisions of 50 ILCS 105, the Public Officer Prohibited Activities Act.

2) *Ethics*: The Chicago Park District's Ethics Code, Chapter III of the Code of the Chicago Park District, shall be incorporated into and made part of the agreement.

3) *Contingent Liability*: Any agreement lawfully entered into for a period of more than one year shall be executory only for the amounts for which the Park District may become liable in succeeding fiscal years pursuant to 70 ILCS 1505/17(i).

4) *Economic Disclosure Statement ("EDS")*. Contractor has submitted full and complete EDS.