



# Chicago Park District

## Legislation Text

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**File #:** 15-2264-0408, **Version:** 1

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### **AUTHORIZATION TO ENTER INTO A CONTRACT WITH DUST EM CLEAN MAINTENANCE COMPANY, INC. FOR JANITORIAL SERVICES AT CENTRAL REGION COMFORT STATIONS AND SPECIAL USE FACILITIES SPECIFICATION P-15003**

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 contracts with Dust Em Clean Maintenance Company, Inc. for Janitorial Services at Central Region Comfort Stations and Special Use Facilities. The contractors were selected pursuant to a publicly advertised target market Invitation for Bids. No work may commence and no payment shall be made prior to the execution of a written agreement.

#### **II. Award Information**

Contractor: Dust Em Clean Maintenance Company, Inc.  
548 East 61<sup>st</sup> Street  
Chicago, Illinois 60637

Company Type: Illinois Business Corporation

Majority Interest: Cheryl Gill 100%

Contract Period: One (1) year initial contract term with three (3) additional one (1) year extension options.

Contract Amount: \$302,266.01 for the initial contract term.  
- Central Region Comfort Stations \$118,249.93  
- Special Use Facilities \$184,016.08

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

Scope of Services: To clean 15 Central Region Comfort Stations and 4 Special Use Facilities on a daily and monthly basis (See Exhibit A for the list of comfort stations and Special Use Facilities).

Affirmative Action Goals:

This is a target market contract where bidding is restricted to local certified minority and woman owned business enterprises, and joint ventures consisting exclusively of MBEs, WBEs, or both.

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  
Fiscal Year: 2015

Source of Funds: 001.8460.8460.623100.00001.01.01.00001

#### **IV. Procurement Information**

Specification Number: P-15003  
Date Advertised: February 15, 2015  
Date of Pre-bid Meeting: None  
Bid Due Date: March 2, 2015  
Number of Bids Received: Eight (8)  
Bid Award Detail: Lowest responsible and responsive bidder

This contract was publicly advertised as a target market Invitation for Bids (“IFB”), and there were two categories for bid and bidders could bid on one or both. Eight (8) bids were received, opened, and read aloud on the bids due date. The Department of Purchasing (“Purchasing”) reviewed all bids received and found one of them to be non-responsive and non-compliant. Accordingly, seven (7) bids remained. Seven (7) bids were submitted for the Central Region Comfort Stations category and seven (7) bids were submitted for Special Use Facilities category. Dust Em Clean Maintenance Company submitted the lowest bid for both categories and the Department of Facility Management (“DFM”) reviewed their bid for each category and interviewed them as well. DFM found Dust Em Clean Maintenance Company to be a responsible bidder. Accordingly, Dust Em Clean Maintenance Company, Inc. is the lowest responsive and responsible bidder for the Central Region Comfort Stations category and the Special Use Facilities category.

#### **V. Explanation**

The Department of Facility Management requires the services of companies that will provide janitorial services at 15 Central Region Comfort Stations and four (4) Special Use Facilities. Generally, service is required on a daily and monthly basis at the comfort stations from April 1<sup>st</sup> through October 31<sup>st</sup> and year round at the Special Use Facilities. At the comfort stations, services the company will provide includes: (i) opening and closing them daily at the direction of the Chicago Park District; (ii) inspecting, cleaning, dusting, and sanitizing them every 2.5 to 3 hours daily; (iii) collecting and disposing trash inside and outside within a 25 foot perimeter; and (iv) refilling all dispensers, providing paper products, and replacing or repairing damaged dispensers and paper product holders. At the Special Use Facilities, services the company will provide similar services.

Dust Em Clean Maintenance Company has the experience, capacity, and ability to provide all of the services required to clean the Central Region Comfort Stations and Special Use Facilities respectively. They have many years’ experience providing janitorial services including with the Chicago Park District. Further, they have the capacity regarding personnel and equipment to provide janitorial services at the Central Region Comfort Stations and Special Use Facilities to the standards of the Chicago Park District.

Therefore, it is in the best of the Chicago Park District to award Dust Em Clean Maintenance Company the contract to provide janitorial services at the Central Region Comfort Stations and the contract to provide janitorial services at Special Use Facilities.

#### **VI. General Conditions**

1. *Conflicts*: No agreement authorized herein shall be legally binding on the Chicago Park District if entered into in violation of the provisions of the Public Officer Prohibited Activities Act, 50 ILCS 105/0.01 *et seq.*

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 all agreements authorized herein.

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 Section 17(i) of the Chicago Park District Act, 70 ILCS 1505/17(i). All agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year budget.

4. *Economic Disclosure Statement (“EDS”)*: Contractor has submitted a full and complete EDS prior to execution of the contract.