



City of Wheaton, Illinois

# Regular Agenda

## New Business #2

City of Wheaton  
303 W. Wesley Street  
Wheaton, IL 60187-0727  
630-260-2000

[www.wheaton.il.us](http://www.wheaton.il.us)

**TO:** Mike Dzugan City Manager

**FROM:** Joan M. Schouten, MBA CPIM CPPB Procurement Officer

**DATE:** June 1, 2016

**RE:** [Recommendation to Award](#)

### *Contracted Services: Janitorial Services for City Facilities*

**Solicitation Process:** competitive solicitation

**Recommended Dealer:** Alpha Building Maintenance

The adopted FY 2017 City budget includes a total of \$152,115 for cleaning services:

- \$73,715 General Fund
- \$78,400 Library Fund

**Available Budget:** \$152,115

**Request for Purchase:** \$136,265 inclusive of routine cleaning and annual: carpet, window, upholstery cleaning

**Remaining Budget** \$ 15,850

**Background:** The city's decision to purchase the above services is based on the following:

- The City has twelve (12) facilities that require routine cleaning.
- This service has historically been contracted out.
- The current contractor serviced the city since 2008.
- A public solicitation was posted on
  - Demandstar and Public Purchase. These are broadcast services targeting contractors who service government entities.
  - City website. Vendors who have contacted the city requesting to be notified of bid opportunities have been advised to register for the RSS feed for bid documents and select Facilities. Once registered, they automatically receive an e-mail notifying them of bidding activity.
- Notices were sent directly to three bidders who in previous years submitted bids.
- A mandatory pre-bid meeting was scheduled and eight (8) firms were represented.
- A total of four bidders responded. The lowest bidder is Alpha Building Maintenance. References were provided and contacted. The Facilities Manager pursued additional references and finds them acceptable.

**Attachments:** bid tab



### *Bid Tabulation*

## **Contracted Services: Janitorial Services for City Facilities**

*Bid Opening: May 20, 2016*

### **Department: Facilities**

Intent to Award pending reference checks

The City Council is scheduled to make a ruling on this recommendation on: June 6, 2016

The City wishes to thank all bidders for participating in this solicitation. The City recognizes and appreciates the time and effort your firm put into preparing and submitting your proposal. The city invites you to bid on future solicitations which are posted on the city's website at [www.wheaton.il.us/bids](http://www.wheaton.il.us/bids).

*The City of Wheaton is looking for ways to reduce costs and create better returns for our investments. Please advise the City if you have any suggestions that can provide: cost savings, quality improvements, improved resource utilization; versatility; standardization; modifications in delivery, inventory or consignment practices; value analysis; or other.*