



VILLAGE OF ORLAND PARK

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Master

File Number: 2021-0860

File ID: 2021-0860

Type: MOTION

Status: PASSED

Version: 0

Reference:

Controlling Body: Board of Trustees

File Created Date : 11/23/2021

Agenda Entry: RFP 21-061 - Custodial Services

Final Action: 12/06/2021

Title: RFP 21-061 - Custodial Services

Notes:

Sponsors:

Res/Ord Date:

Attachments: Village facilities from Scope of Work, Exhibit A - RFP Tabulation and Audit Report, Exhibit B - Bid Results, Proposal - Alpha Building Maintenance Services, Proposal - Blooming Facility, Unit Price Sheet_Blooming.pdf, Proposal - Blue Fox Cleaning, Proposal - Eco Clean Maintenance, Proposal - Total Building Service, SAMPLE Contract, Optional Monthly Proposal_Total Building Services, Signed Contract, Blooming Facility

Res/Ord Number:

Drafter:

Hearing Date:

Department

Effective Date:

Contact:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	Public Works	11/23/2021	INTRODUCED TO BOARD	Board of Trustees			
0	Board of Trustees	12/06/2021	APPROVED				Pass

Text of Legislative File 2021-0860

Title/Name/Summary

RFP 21-061 - Custodial Services

History

On November 2, 2021, RFP 21-061 "Custodial Services" was issued requesting proposals for custodial, cleaning, and janitorial services at eighteen (18) Village facilities. The Village's current custodial contract with Total Building Services Inc. (TBS), who has provided custodial services to the Village since 2003, expires at the end of 2021.

The approximate combined area of the eighteen (18) facilities, which includes Village Hall, Police Department, and Sportsplex, is three hundred twenty thousand (320,000) square feet. A full list of the Village facilities included in the Scope of Work is provided as an attachment.

To ensure all interested parties had a chance to visit each of these eighteen (18) locations, a mandatory pre-proposal meeting was scheduled on November 9, 2021. Seven (7) custodial companies attended the meeting, which included a four (4) hour walking tour of all facilities.

The "Custodial Services" RFP closed on November 17, 2021, at which time a total of twenty-eight (28) vendors had either completely or partially downloaded the RFP documents. Ultimately, five (5) proposals were submitted. All five (5) vendors who submitted proposals also attended the mandatory pre-proposal meeting.

The RFP requested a proposed monthly fee to maintain the eighteen (18) facilities for a period of three (3) years, with an option for an additional two (2) years of service. The RFP proposal tabulation/summary is attached as Exhibit A for reference. Exhibit B shows the proposal totals.

The RFP also requested proposal costs for "Additional Custodial Work", including Village events, emergency cleaning, or other unforeseen sanitizing services. Furthermore, a per square foot cost was requested in the case that additional Village facility space was added to the scope of work. Each of the five (5) proposals included a comparable fee for Additional Custodial Work and Facility Additions, which can be reviewed on Exhibit B.

RFP Review and Selection

Proposals were evaluated based on price, vendor qualifications, and each firm's ability to fulfill the Scope of Work outlined in the RFP. A summary of the proposal prices and qualifications of three (3) lowest priced proposals (Blooming Facility, LLC; Blue Fox Cleaning Services LLC, and Eco Clean Maintenance, Inc.) is provided below. It should be noted that in 2021 TBS provided regular custodial services for \$408,277.80.

Proposal Price

Blooming Facility, LLC proposed \$344,960.00 for the first year, followed by a 1.6% increase in 2023 and a 9% increase in 2024, for a total of \$1,079,541.84 over three (3) years. The proposal price would then increase by 18% and 2% in the optional fourth and fifth years, respectively, for a total of \$2,000,809.32 over five (5) years. Additional Cleaning Services would be charged at \$26, \$28, \$29.50, \$31 and \$32 per hour between 2022 and 2026, respectively. Facility Additions would be charged at \$0.10, 0.10, 0.13, 0.15 and 0.19 per square foot between 2022 and 2026, respectively.

Blue Fox Cleaning Service, LLC proposed a flat rate of \$432,000.00 for next five (5) years, for a three (3) year total of \$1,296,000.00 and five (5) year total of

\$2,160,000.00. Additional Cleaning Services would be charged at \$19.25 per hour for all five (5) years. Facility Additions would be charged at \$0.15 per square foot for all five (5) years.

Eco Clean Maintenance Inc. proposed \$508,308.00 for the first three (3) years, for a total of \$1,524,924.00. The proposal price would then increase annually by 2.9% in the optional fourth and fifth years for a total of \$2,587,440.00 over five (5) years. Additional Cleaning Services would be charged at \$22.50 per hour between 2022 and 2024, respectively, and then increase to \$23.50 and \$24 per hour in 2023 and 2024. Facility Additions would be charged at \$0.10 per square foot for all five (5) years.

Qualifications

Blooming Facility, LLC has been in business since 2013, and their clients include Signode Industrial Facility in Bridgeview and Saint John's Lutheran School in LaGrange. They also provided custodial services for the Village of Justice in 2018 and 2020. While not Green Clean Certified, Blooming Facility did provide "Green Cleaning Procedures", which outline their approach to green cleaning. References had positive things to say about their services, although two of the three references expressed concern with their relatively small staff and scale of their operations.

Blue Fox Cleaning Service, LLC has been in business since 2013, and their clients include The University of Illinois at Chicago (UIC), Palatine Park District, Sutton Ford, and The Country Malt Group in Monee. Blue Fox is a State of Illinois Central Management Services Certified Woman/Minority Owned Business Enterprise (CMS WMBE), Cleaning Management Institute Certified and Green Clean Certified. The references for Blue Fox Cleaning Services had the most consistently positive comments of the three vendors and praised their management's professionalism, staff's abilities, and overall responsiveness.

Eco Clean Maintenance, Inc. has been in business since 2010, and their clients include the Will County Office of the County Executive, Waukegan Park District and Mokena Community Park District. They are an "Eco-Clean" Certified company. References all provided positive responses regarding their services and mentioned that the company staffing levels were likely large enough to accommodate new clients.

Staff also spoke directly to representatives from Blooming Facility and Blue Fox Cleaning Services to confirm they had the staff and equipment necessary to ensure an efficient transition from the Village's current custodian at the beginning of 2022. The representative from Eco Clean did not respond to the Village's request for a discussion. Both Blooming Facility and Blue Fox were confident that they could provide adequate staff to begin providing custodial services within 30 days of finalizing a contract with the Village.

Upon conclusion of the evaluation of proposals, Blooming Facility, LLC was determined to be the company able to best perform the work in conformity with the Scope of Work and Contract documents at the most reasonable price.

Lapse of Service

To avoid any lapse in custodial services for the Village due the amount of time needed for preparation by Blooming Facility (who is required to have all staff background checked by the Village's Police Department) and contracting, a proposal for continued custodial services was requested from the Village's current custodian, Total Building Services, Inc (TBS). TBS subsequently provided a month to month custodial services proposal at the 2021 custodial services rate of \$40,864.43 per month.

As such, an approval from the Village Board to amend the current custodial services contract with Total Building Services, Inc. is also requested to prevent a lapse in custodial services on a month to month basis for \$40,864.43 per month.

Financial Impact

Funding for Custodial Services is included in the annual budget process and is proposed in FY2022 in accounts 021-1800-442930 (Civic Center), 026-000-442930 (Metra Stations), 283-4007-442930 (SportsPlex) and 010-1700-442930 (all other facilities).

In addition to the costs detailed in the Unit Price Sheet, the annual budgeted amounts for custodial services will include costs for "Additional Custodial Work" in an amount of 5% of the annual contract amount. Any facility additions resulting in added facility square footage would increase the contract amount by the amounts listed on the Unit Price Sheet.

Recommended Action/Motion

I move to approve awarding RFP 21-061 to Blooming Facility, LLC of Justice, IL for 2022 - 2024 with the Village's option to extend for an additional two (2) years for an amount not to exceed the annual Board approved budgeted amounts;

And,

To amend the current custodial services contract with Total Building Services, Inc., if needed, on a month to month basis to prevent a lapse in custodial services for \$40,864.43 per month;

And,

To authorize the Village Manager to execute all related contracts, subject to Village Attorney review.