



Legislation Text

File #: 2018-0783, **Version:** 1

Title/Name/Summary

Custodial Services RFP - Award

History

Currently the village has 15 facilities that require custodial services. A Request For Proposals (RFP) was published on BidNet Direct from October 19th through November 2nd, 2018. The details of the request are as follows: a potential three (3) year contract for custodial services in village-owned facilities. This included a mandatory facility walk through of the facilities that was held on October 24th, 2018 for vendors to familiarize themselves with the requirements and needs of the individual facilities in the RFP.

103 vendors were notified (96 through BidNet, 7 directly emailed) and 9 downloaded the documents. Two (2) vendors attended the mandatory walk through meeting; additionally, only one sealed bid was submitted and opened by the Village Clerk's office on November 2nd, 2018. The results of the RFP are attached.

Village staff has reviewed the one bid submittal totaling \$31,524.32 per month (\$378,291.84 total) for FY2019, \$32,154.80 per month (\$385,857.60 total) for FY2020 and \$32,797.90 per month (\$393,574.80 total) for FY2021 from Total Building Service, Inc. of Elk Grove Village, IL (summary and responsiveness check are attached). Total Building Service, Inc. (TBS) has been the village's custodial service contractor for many years. This is a three-year agreement with costs increasing approximately 2% each year over the three years.

On November 19, 2018 this item was reviewed by the Public Works Committee and recommended for approval and referred to the Village Board of Trustees for consideration.

Financial Impact

Funding for General Cleaning is included in the annual budget process and is proposed in FY19 in account 010-1700-442930.

Recommended Action/Motion

I move to approve accepting a three (3) year contract beginning in FY2019 for custodial services of the village facilities with Total Building Service of Elk Grove Village, Illinois in an amount not to exceed the approved annual budget amount.