

**MEMORANDUM NO. M17-097**

**TO: Administration and Finance Committee**  
**FROM: Dean R. Bostrom, Executive Director**  
**Craig Talsma, Deputy Director/Director of Finance**  
**Michael R. Kies, Director of Recreation and Facilities**  
**Katie Basile, Superintendent of Facilities**  
**RE: Prairie Stone Sports & Wellness Center Contractual Custodial Bid**  
**DATE: August 16, 2017**

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**Background:**

PSS&WC custodial services include 2 full time employees and contractual custodial services that provide both day and night time porters and overnight cleaning. These services maintain our high level of customer service and cleanliness. Currently PSS&WC utilizes Perfect Cleaning Services, with their contract and services ending August 31, 2017.

**Implications:**

A one year bid with two one-year renewal options was solicited for this service; two organizations responded, these bids were opened and publicly read. The results are as follows:

<b>COMPANY</b>	<b>Monthly; Annual Base Bid, Year 1</b>
EcoClean Maintenance	<b>\$10,767; \$129,204</b>
Perfect Cleaning Solutions	<b>\$10,480; \$125,760</b>

The lowest qualified bidder was Perfect Cleaning Solutions at the annual amount of \$125,760.00. PSS&WC has been satisfied with the quality of work performed by the company over the last 3 years. Therefore, Perfect Cleaning Solutions was the selected vendor to meet and discuss options.

Upon meeting with the representatives from Perfect Cleaning Solutions, staff was able to reduce the proposed monthly/annual fee from \$10,480/\$125,760 to \$9,720/\$116,640. Staff was able to achieve this objective by negotiating a reduced the hourly fee from \$15.15/hr. to \$13.50/hr., while continuing to support the number of hours necessary to maintain the quality of cleaning from a contractual custodial standpoint. As part of the negotiated reduced fee, PSS&WC will be incurring the cost of the cleaning chemicals and the annual floor stripping/waxing initiative. Staff believes that the costs will be minimal for these two changes and will be able to be absorbed within the the 2017 and 2018 custodial cleaning supply budget.

Though the annual amount of \$116,640 is below our 2016 budget/actual of \$135,450 and this year's 2017 budget of \$125,448, the new monthly fee of \$9,720 will be \$933 above the allotted final proposed four month budget for 2017 of \$8,787 per month. This monthly expense will put the annual cost to this budget line item over by \$3,732. Staff believes this additional cost will be important to maintain current levels of service.

**Recommendation:**

Staff recommends entering into an annual contractual custodial services agreement not to exceed \$116,640 with Perfect Cleaning Solutions for the period September 1, 2017 thru August 31, 2018, with the option of two one year renewable terms. The price in the second year would not exceed \$116,640 and the price in the third year would not exceed \$116,640 pending Park District approval.