

## Motion No.

| BOARD MEETING<br>AGENDA ITEM - HISTORY/COMMENTARY  |   |
|--|---|
| <b>ITEM TITLE:</b> Motion to Award the Janitorial Services Contract Bid #2017-04 to Uni-Max Management Corp for the Period of August 1, 2017 to July 31, 2018. | <b>AGENDA DATE:</b><br>07/20/2017               |
| <b>ITEM REVIEW</b>   |   |
| <b>TO:</b>   | <b>Mayor &amp; Village Board</b>                |
| <b>THROUGH:</b>  | <b>Al Stonitsch, Village Administrator</b>      |
| <b>FROM:</b>   | <b>Chris Bethel, Director of Public Works</b>   |
| <b>INITIATOR:</b>  | <b>Jeff Moline, Asst. Director Public Works</b> |

### ITEM HISTORY

On July 11, 2013 the Village Board approved an agreement with Klean-Ko, Inc. for the Janitorial Services and cleaning supplies for the Village Hall, Police and Public Works Building, and the Community Resource Center. This agreement was extended for one (1) year renewals each year thereafter and will expire on July 31, 2017. In 2016, the Village terminated the lease for the CRC so this facility was removed from the contract scope of work. In May of 2017, the Village released Bid 2017-04, Janitorial Services and supplies for the Village Hall and Police and Public Works Building.

### DISCUSSION

The bid proposals for Bid 2017-04 were opened and read aloud on June 15, 2017; six (6) separate bid proposals were received. The range in bid proposals for the annual cleaning plus the optional supply cost (consistent to the current contract) ranges in price from \$36,600 to \$81,455. The low proposal at 36,600.00 is from Uni-Max Management Corp., Chicago IL. The attached tabulation shows regular monthly and annual service costs for the Village Hall and the Police/Public Works facility and the annual supplies cost. This work is currently budgeted at \$37,000 in Facilities Maintenance – Professional Services with an additional appropriation of \$3,000 for carpet cleaning.

The bid from Uni-Max is responsive and meets the project specifications. Additionally, staff called the references included in the bid. The references included the Village of Western Springs, the Will County Forest Preserve, Hektoen Institute, and Ryan Companies. The references reported Uni-Max to be professional and thorough, relatively few complaints and each of which they respond to very quickly. Will County Forest Preserve specifically noted that the supervision is very good and the transition between their past contract to Uni-max went very well.

Staff is recommending the Village Board award Bid 2017-04 Janitorial Services and Supplies to Uni-Max Management Corp. in the amount of \$36,600 for the period of August 1, 2017 to July 31, 2018.

### ACTION PROPOSED:

**Motion No.**

Approval of the Motion

**ATTACHMENTS:**

BID2017-04 Janitorial Services Bid Tally (PDF)  
Uni Max Bid Proposal\_2017 Contract (PDF)

**Motion No.**

Motion to Award the Janitorial Services Contract Bid #2017-04 to Uni-Max Management Corp for the Period of August 1, 2017 to July 31, 2018.

PASSED this 20th day of July, 2017.

**RESULT: ADOPTED BY CONSENT VOTE [5 TO 0]**

**MOVER:** Mike Krucek, Trustee

**SECONDER:** Mike Martinez, Trustee

**AYES:** Abbott, Blair, Martinez, Krucek, Page

**ABSENT:** Cameron Hendricks

APPROVED this 20th day of July, 2017.

ATTEST:

Filed in the Office of the Village Clerk and published in pamphlet form by authority of the Mayor and Board of Trustees of the Village of Woodridge, DuPage, Will, and Cook Counties, Illinois, this 20th day of July, 2017.