

TO: Board of Commissioners

FROM: Rob Sperl, Director of Parks and Planning
Steve Hinchee, Superintendent of Planning

THROUGH: Michael Benard, Executive Director

RE: Central Athletic Complex Cleaning Bid

DATE: May 27, 2021



SUMMARY:

Prior to COVID, we had budgeted for contractual cleaning at the Central Athletic Complex. Now that programming is resuming, we have requested bids for this work.

The scheduled tasks vary based on the time of year and level of programming. Below is a summary of what the cleaning includes:

- Cleaning on Monday, Wednesday, and Friday before 3 pm.
- Cleaning Saturday nights after 10 pm.
- Individual cleaning tasks vary from daily to weekly to monthly.
- Staff also requested an **Alternate bid** for additional cleaning to be performed on Friday nights after 10 pm during heavily programmed weekends. This is in addition to the regular daily cleaning to clean up from events held *after* 3 pm.

Plans and specifications were sent out to cleaning companies on May 17, 2021 and twenty contractors received bid documents.

Bids were opened on May 27, 2021 and the results were as follows:

	<u>Crystal Maintenance</u>	<u>ECO Clean Maintenance</u>	<u>Multi System Management</u>	<u>Bravo Services</u>	<u>Tricon Group</u>
Base Bid - 3 Years Total	\$35,100	\$59,739	\$69,483	\$103,031	\$123,433.48
Base Bid Year 1	\$11,700	\$19,716	\$22,932	\$33,666	\$40,668
Base Bid Year 2	\$11,700	\$19,716	\$22,932	\$34,339	\$41,074.68
Base Bid Year 3	\$11,700	\$20,307	\$23,619	\$35,026	\$41,690.80
Alternate Bid Yr 1	\$1,462	\$2,925	\$3,458	\$4,836	*
Alternate Bid Yr 2	\$1,462	\$2,925	\$3,458	\$4,939	*
Alternate Bid Yr 3	\$1,462	\$2,925	\$3,561	\$5,251	*

*Tricon Group incorrectly added the base bid amounts in the alternate bid proposal in addition to the base bid proposal. Given their high cost, this is not a factor in the recommendation.

Our standard contract will be for one year with the option to renew for an additional two (2) one-year periods -up to a total of three years.

Crystal Maintenance’s bid was significantly lower than the other contractors. They have performed cleaning services at the community center in the past and staff has been pleased with the quality of their work.

Contractors were also asked to provide separate unit costs for extra housekeeping on days, nights and for providing emergency services. Crystal’s unit costs were competitive, as well.

PREVIOUS COMMITTEE/BOARD ACTION:

N/A

REVENUE OR FUNDING IMPLICATIONS:

Account	Budget
20-101-225-52-5212	\$40,000

STAKEHOLDER PROCESS:

The cleaning tasks and schedules were developed with input from Parks & Athletics staff.

LEGAL REVIEW:

Our legal counsel provided the front-end bid documents and sample legal agreement that will be used with the selected bidder.

ATTACHMENTS:

N/A

ALTERNATIVES:

N/A

RECOMMENDATION:

It is recommended that the Wheaton Park District Board of Commissioner’s accept the three-year total base bid of \$35,100 and the three-year total alternate bid amount of \$4,386.00 from Crystal Maintenance for a grand total amount of \$39,486.