



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 15-0604, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF JUNE 18, 2015

COMMITTEE ON Procurement

Mr. David St. Pierre, Executive Director

Authority to advertise Contract 15-408-11 Janitorial Services for the Main Office Building Complex for a Thirty-Six (36) Month Period, estimated cost \$1,954,800.00, Accounts 101-15000-612370, 612390, Requisition 1396186

Dear Sir:

Contract documents and specifications have been prepared to provide janitorial services at the Main Office Building Complex for a thirty-six (36) month period.

The purpose of this contract is to provide general and special cleaning services to maintain the Main Office Building Complex premises in an orderly and clean condition. The services would involve 157,700 square feet of space, including private offices, general work office areas, corridors, conference rooms, the Board Room, the Waterways Control room, washrooms, and stairwells. The contractor would provide all labor, supervision, material, equipment, and supplies, necessary for the janitorial services. The current janitorial contract expires on September 30, 2015.

The estimated cost for this contract is \$1,954,800.00. The estimated 2015, 2016, 2017, and 2018 expenditures are \$157,800.00, \$636,500.00, \$656,500.00, and \$504,000.00 respectively.

The bid deposit for this contract is \$97,700.00.

The contract specifications require that the service period commence October 1, 2015 or upon approval of the contractor's bond, whichever occurs later, and continue for thirty-six (36) months thereafter. Liquidated damages are \$275.00 for each business day that the contractor is in default of completing daily work in the time specified.

The Multi-Project Labor Agreement (MPLA) will not be included in this contract because the classification of work does not fall within the provisions of the MPLA.

The Affirmative Action Interim Ordinance Appendix D will not be included in this contract because there are a sufficient number of firms available to competitively bid on this contract.

This contract will require approximately fourteen (14) people for the service.

The tentative schedule for this contract is as follows:

Advertise July 1, 2015

Bid Opening July 28, 2015

Award September 3, 2015
Completion September 30, 2018

Funds for the current year are available in Accounts 101-15000-612370, 612390. Funds for the subsequent years 2016, 2017, and 2018 are contingent on the Board of Commissioners' approval of the District's budget for those years.

In view of the foregoing, it is recommended that the Director of Procurement and Materials Management be authorized to advertise Contract 15-408-11.

Requested, Eileen M. McElligott, Administrative Services Manager, JPN:SLK:WG:LA
Recommended, Darlene A. LoCascio, Director of Procurement and Materials Management
Respectfully Submitted, Barbara J. McGowan, Chairman Committee on Procurement
Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for June 18, 2015