



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0830, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF SEPTEMBER 6, 2018

COMMITTEE ON PROCUREMENT

Mr. John P. Murray, Acting Executive Director

Authority to advertise Contract 18-408-11, Janitorial Services for the Main Office Building Complex for a Thirty-Six (36) Month Period, estimated cost \$1,975,000.00, Accounts 101-15000-612370/612390, Requisition 1497732

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, 2018.

The estimated cost for this contract is \$1,975,000.00. The estimated 2018, 2019, 2020, and 2021 expenditures are \$53,200.00, \$639,100.00, \$659,900.00, and \$622,800.00 respectively.

The bid deposit for this contract is \$50,000.00.

The contract specifications require that the service period commence December 1, 2018 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 Ordinance, Revised Appendix D will be included in this contract. The type of work performed under the contract is within the "Miscellaneous Building Construction" category for establishing Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), and Small Business Enterprises (SBE) utilization goals. The MBE, WBE, and SBE utilization goals for this contract are: 20% MBE, 9% WBE, and 10% SBE.

The tentative schedule for this contract is as follows:

| | |
|-------------|--------------------|
| Advertise | September 19, 2018 |
| Bid Opening | October 9, 2018 |
| Award | November 1, 2018 |

Completion November 30, 2021

Funds for the current year are available in Accounts 101-15000-612370/612390. Funds for the subsequent years 2019, 2020, and 2021 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 18-408-11.

Requested, Eileen M. McElligott, Administrative Services Officer, JRM:TG

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 September 6, 2018