



MEMORANDUM

To: Scott Niehaus, Village Manager

Through: Carl S. Goldsmith, Director of Public Works *CG*

From: Tom Ellis, Operations Superintendent, Public Works *TE*

Date: December 19, 2017

Subject: Facility Cleaning Service, Village Hall, Police and Public Works

The Village of Lombard has participated in the Municipal Purchasing Initiative (MPI) contracts bid by the Village of Glenview for contract cleaning services.

The low bidder for the contract, Advanced Cleaning Systems has agreed to provide a proposal to the Village of Lombard for the cleaning of the Village Hall, Police Department and Public Works facility. Using the MPI contract has provided a savings over the current contract cleaning service. Proposals for the cleaning service had been sought from three other cleaning firms. Advanced Cleaning Systems provided a proposal for the lowest cost.

The current contract is expiring December 31, 2017. Advanced cleaning has indicated they would like to extend the contract for an additional year and have agreed to a reduction of services from the original contract. Under the new scope of services, the cleaning service will only attend to restrooms, garbage cans and kitchen areas on week nights, Monday through Friday. The common area - horizontal surfaces (excludes desks), floors and stairwells will be on a once a week schedule.

Staff has requested the reduction in service as part of the level of service cost reduction plan. The proposed contract represents a reduction of \$21,776.76 from the original 2016 cleaning contract.

Staff recommends approving the proposal from Advanced Cleaning Systems for an amount not to exceed \$39,291.24. If approved, Advanced Cleaning Systems will provide cleaning services beginning January 1, 2018 through December 31, 2018. Please present this item to the Board of Trustees at the January 4, 2018 meeting for their approval.

Encl: Advanced Cleaning System proposal



December 19, 2017

Ken Brauer
Advanced Cleaning Systems, Inc.
10 McGlashen Dr.
South Barrington, IL 60010

RE: Lombard Facility Cleaning Contract

Dear Mr. Brauer,

The Village of Lombard's current facility cleaning contract is set to expire December 31, 2017. We have valued the level of service and commitment Advanced Cleaning Systems has provided to the Village of Lombard over the past year. The Village would like to exercise the option of extending the contract for an additional year under the current contract terms and conditions. The contract would be in effect from 12:01 a.m. January 1, 2018 until 12:00 midnight, December 31, 2018.

Should you agree with this request, please sign and seal your acceptance of the above conditions and return three (3) original documents for our records.

Accepted this 19 day of December, 2017
Individual or partnership Corporation .

Kenneth H. Brauer President
By Position/Title
Advanced Cleaning Systems, Inc.

Keith Giagnorio, Village President Date