



LAKE COUNTY FOREST PRESERVES  
www.LCFPD.org

Preservation, Restoration, Education and Recreation

**DATE:** October 6, 2016

**MEMO TO:** S. Michael Rummel, Chair  
Finance and Administrative Committee

**FROM:** James E. Ballowe  
Director of Facilities

**RECOMMENDATION:** Recommend approval of a Resolution awarding a 1-year Contract (with 2 optional 1-year renewal periods) to Crystal Management and Maintenance Services Corporation, Mount Prospect, Illinois, for janitorial services in an amount not to exceed \$75,880.00 per year.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** Funding for district-wide janitorial services was approved in the Fiscal Year 2016-2017 General Fund Budget in an amount \$84,090.00.

**BACKGROUND:** The current janitorial services contract will expire October 31, 2016. Prospective bidders were asked to supply a Base Bid for daily and weekly services as well as pricing for additional services that the bidders may be requested to perform on an as-needed basis.

Seventeen bid packages were downloaded. Three bids were received:

	Base Bid	Additional Services Fees	Total Bid
Crystal Management and Maintenance Services Corp. Mount Prospect, Illinois	\$43,620.00	\$32,260.00	\$ 75,880.00
Alpha Building Maintenance Services Homer Glen, Illinois	\$53,340.00	\$52,410.00	\$105,750.00
Emeric Facility Services Waukegan, Illinois	\$64,768.04	\$53,550.00	\$118,318.04

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Purchasing Manager, Corporate Counsel.

**PRESENTER:** James E. Ballowe

**STATE OF ILLINOIS )**  
**) SS**  
**COUNTY OF LAKE   )**

**BOARD OF COMMISSIONERS**  
**LAKE COUNTY FOREST PRESERVE DISTRICT**  
**REGULAR OCTOBER MEETING**  
**OCTOBER 11, 2016**

**MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:**

Your **FINANCE AND ADMINISTRATIVE COMMITTEE** presents herewith “A Resolution awarding a Contract for District-wide Janitorial Services to Crystal Management and Maintenance Services Corporation.” and requests its adoption.

**FINANCE AND ADMINISTRATIVE COMMITTEE:**

Date: \_\_\_\_\_  Roll Call Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_  
 Voice Vote Majority Ayes; Nays: \_\_\_\_\_

**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**A RESOLUTION AWARDING A CONTRACT FOR DISTRICT-WIDE JANITORIAL  
SERVICES TO CRYSTAL MANAGEMENT AND MAINTENANCE SERVICES  
CORPORATION**

**WHEREAS**, the Lake County Forest Preserve District (the “District”) has advertised in The News Sun for sealed bids for a one-year contract with two optional one-year renewal periods for janitorial services at multiple District locations (the “Services”); and

**WHEREAS**, all sealed bids were received and opened by the District at its General Offices, 1899 West Winchester Road, Libertyville, Illinois on August 31, 2016 at 10:00 a.m.; and

**WHEREAS**, three bids were received in the following amounts from the following bidders:

	<u>Base Bid</u>	<u>Additional Services Fees</u>	<u>Total Bid</u>
Crystal Management and Maintenance Services Corp., Mount Prospect, Illinois	\$43,620.00	\$32,260.00	\$ 75,880.00
Alpha Building Maintenance Services, Homer Glen, Illinois	\$53,340.00	\$52,410.00	\$105,750.00
Emeric Facility Services Waukegan, Illinois	\$64,768.04	\$53,550.00	\$118,318.04

and

**WHEREAS**, the District’s staff, the Purchasing Manager, the Director of Facilities and the Finance and Administrative Committee have reviewed the bids and recommend that the Board of Commissioners find Crystal Management and Maintenance Services Corp. to be the lowest responsible bidder and award a contract for the Service to Crystal Management and Maintenance Services Corp. (the “Contract”); and

**WHEREAS**, the Board of Commissioners hereby finds that Crystal Management and Maintenance Services Corp. is the lowest responsible bidder for the Service;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

Section 1: Recitals. The recitals set forth above are incorporated as a part of this Resolution by this reference.

Section 2: Award of Contract. The bid submitted by Crystal Management and Maintenance Services Corp. in the amount of \$75,880.00 (the “Contract Price”) is hereby accepted and a Contract for the Services is hereby awarded to Crystal Management and Maintenance Services Corp.

Section 3: Execution of Contract. The Executive Director of the District is hereby authorized and directed to execute the Contract for the Services in the amount of the Contract Price.

Section 4: Payments. The Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

Section 5: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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Ann B. Maine, President  
Lake County Forest Preserve District

ATTEST:

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Julie Gragnani, Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_