



LAKE COUNTY FOREST PRESERVES
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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

Agenda Item# 8.3

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

**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.

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____