



LAKE COUNTY FOREST PRESERVES  
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Preservation, Restoration, Education and Recreation

**DATE:** October 1, 2018

**MEMO TO:** Craig Taylor, Chair  
Operations Committee

S. Michael Rummel, Chair  
Finance Committee

**Agenda Item#** 9.10

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

**RECOMMENDATION:** Recommend approval of a Resolution awarding a one-year Contract (with two optional one-year renewal periods) to Total Facility Maintenance, Inc., Wood Dale, Illinois, for janitorial services in an amount not to exceed \$53,935.00 per year.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** Funding for District-wide janitorial services was approved in the Fiscal Year 2018-2019 General Fund Budget on an annual basis in an amount \$66,380.00.

**BACKGROUND:** The current janitorial services contract will expire October 31, 2018. Prospective bidders were asked to supply a Base Bid for daily and weekly services and the following seven bids were received:

Crystal Management & Maintenance Services, Corp., Mt. Prospect, Illinois	\$51,600.00
Total Facility Maintenance, Inc., Wood Dale, Illinois	\$53,935.00
A Plus Quality Service, Inc., Arlington Heights, Illinois	\$57,245.00
Eco Clean Maintenance, Inc., Elmhurst, Illinois	\$65,117.00
Perfect Cleaning Service, Inc., Chicago, Illinois	\$65,310.00
Best Quality Cleaning, Inc., Franklin Park, Illinois	\$96,870.00
All Pro Cleaning Solutions LLC, Northbrook, Illinois	\$123,483.42

However, staff recommends that Crystal Management & Maintenance Services, Corp. be found not qualified as a responsible bidder for the services. The District has a current contract with Crystal for District-wide janitorial services. Crystal has failed to fulfill its obligations under that existing contract. The recommendation that Crystal is not responsible is limited only to the specific requirements applicable to the required services and is not necessarily intended to apply to or reflect Crystal's general abilities or qualifications or its specific abilities or qualifications for other projects or services. Therefore, staff recommends that the bid submitted by Crystal be rejected.

After reviewing the bids and relevant information, including references, staff recommends that Total Facility Maintenance, Inc., be awarded the contract as the lowest responsible bidder for the services.

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

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF LAKE )

**BOARD OF COMMISSIONERS  
LAKE COUNTY FOREST PRESERVE DISTRICT  
REGULAR OCTOBER MEETING  
OCTOBER 9, 2018**

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

Your **OPERATIONS COMMITTEE** and **FINANCE COMMITTEE** present herewith "A Resolution Awarding a Contract for District-wide Janitorial Services to Total Facility Maintenance, Inc.," and request its approval.

**OPERATIONS COMMITTEE:**

Date: 10/1/18  Roll Call Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_  
 Voice Vote Majority Ayes; Nays: 0

**FINANCE COMMITTEE:**

Date: 10/4/18  Roll Call Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_  
 Voice Vote Majority Ayes; Nays: 0

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

**A RESOLUTION AWARDING A CONTRACT FOR DISTRICT-WIDE JANITORIAL  
SERVICES TO TOTAL FACILITY MAINTENANCE, INC.**

**WHEREAS**, the Lake County Forest Preserve District (the "District") has advertised in The Lake County 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 16, 2018 at 10:00 a.m.; and

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

	<u><b>TOTAL BID</b></u>
Crystal Management & Maintenance Services, Corp., Mt. Prospect, Illinois	\$51,600.00
Total Facility Maintenance, Inc., Wood Dale, Illinois	\$53,935.00
A Plus Quality Service, Inc., Arlington Heights, Illinois	\$57,245.00
Eco Clean Maintenance, Inc., Elmhurst, Illinois	\$65,117.00
Perfect Cleaning Service, Inc., Chicago, Illinois	\$65,310.00
Best Quality Cleaning, Inc., Franklin Park, Illinois	\$96,870.00
All Pro Cleaning Solutions LLC, Northbrook, Illinois	\$123,483.42

and

**WHEREAS**, the Board of Commissioners hereby finds that Crystal Management & Maintenance Services, Corp. is not a responsible bidder for the Services; and

**WHEREAS**, the District's staff, the Purchasing Manager, the Director of Facilities, and the Operations and Finance Committees have reviewed the bids and recommend that the Board of Commissioners find Total Facility Maintenance, Inc., to be the lowest responsible bidder and award a contract for the Services to Total Facility Maintenance, Inc. (the "Contract"); and

**WHEREAS**, the Board of Commissioners hereby finds that Total Facility Maintenance, Inc. is the lowest responsible bidder for the Services;

**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: Rejection of Low Bid. The bid submitted by Crystal Management & Maintenance Services, Corp. is hereby rejected.

Section 3: Award of Contract. The bid submitted by Total Facility Maintenance, Inc. in the amount of \$53,935.00 (the "Contract Price") is hereby accepted and a Contract for the Services is hereby awarded to Total Facility Maintenance, Inc.

Section 4: 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 5: Payments. The Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

Section 6: 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 \_\_\_\_\_, 2018.

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Ann B. Maine, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gragnani, Secretary  
Lake County Forest Preserve District

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