
E L M H U R S T P A R K D I S T R I C T
B O A R D O F P A R K C O M M I S S I O N E R S
M E M O R A N D U M

DATE: February 12, 2024

TO: Board of Park Commissioners

FROM: James W. Rogers, Executive Director
Angela Ferrentino, Director of Facilities

**RE: CUSTODIAL SERVICES AT EAST END & SMALLEY OUTDOOR POOLS,
PUBLIC RESTROOMS, AND SUGAR CREEK GOLF COURSE**

ISSUE

During the 2024 budget process, staff recommended hiring a contractor to perform certain District custodial duties as a supplement to current staffing due limited staff resources and the difficulty in recruiting and retaining second shift and weekend custodial staff. The specific objective of this contract is to hire a custodial company to clean East End and Norman P. Smalley Outdoor Pools, Public Restrooms and Sugar Creek Golf Course Clubhouse.

DISCUSSION

To solicit bid proposals, staff detailed the below specifications:

- Custodial Services nightly at East End and Norman P. Smalley Outdoor Pools. The cleaning period will consist of seven (7) days per week during the outdoor pool season. The Contractor's workday will commence at facility closing based on the facility location and will terminate at opening the following day. **Bid Additive:** Pre and post-season deep cleaning.
- Custodial Services nightly at the public restrooms from April through November twice per day during the hours of 3 pm and 11 pm. Public restrooms are open seven (7) days a week from April 1 through November 3. Restrooms are then locked after the 11 pm cleaning.
- Custodial Services daily and nightly at Sugar Creek Golf Course Clubhouse. Cleaning of the Clubhouse has two separate schedules. From April 1 through June 1, the Clubhouse is to be cleaned once nightly after closing, seven (7) days a week. From June 3 through August 30, the Clubhouse is to be cleaned twice a day. The first cleaning will be at 2pm and the second cleaning will occur at or after 9pm. From September 3 through October 31, services will return to once a day, seven (7) days a week. Additionally, the banquet area will be cleaned after rentals on an as needed basis.

A legal notice requesting bids was placed in the Suburban Life newspapers on December 29, 2023. Staff sent out six (6) invites to bid; additional bid packets were requested by three (3) other contractors. Seven (7) contractors attended the Mandatory prebid meeting on January 9, 2024. Two bids were submitted and opened on January 23, 2024 (tally attached). Eco Clean Maintenance of Elmhurst, IL was the lowest most responsible bidder.

Staff checked references and positive feedback was received for Eco Clean Maintenance from the City of Elmhurst, Waukegan Park District and Will County who have used Eco Clean Maintenance for custodial services for multiple years; all three agencies are currently using Eco Clean Maintenance. Some of the facilities Eco Clean Maintenance services are: Elmhurst City Hall, Will County Court House, and Waukegan Park Districts Field House and Fitness Facility.

In total, \$86,200 was budgeted for custodial services in the appropriate line items throughout the FY24 Budget. Staff recommends accepting the proposal for Custodial Services at East End and Smalley Pools in the amount of \$9,325, Public Restrooms in the amount of \$26,530, and Sugar Creek Golf Course Clubhouse in the amount of \$12,551 plus banquet room rental cleanups not to exceed \$6,580 (\$140 x 47 rentals). The total recommended contract amount totals \$54,986 (see chart below).

Location	Budget	Recommended expenditures
East End and Smalley Pools	\$29,000	\$ 9,325
Public Restrooms	\$38,000	\$26,530
Sugar Creek Clubhouse	\$19,200	\$12,551
Sugar Creek Clubhouse rentals (47 x \$140/rental)		\$ 6,580
Total	\$86,200	\$54,986

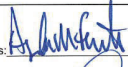
RECOMMENDATION


That the Board of Park Commissioners authorize the Executive Director to execute a one-year contract with Eco Clean Maintenance, Inc. of Elmhurst, IL for \$54,986 for Custodial Services at East End and Norman P. Smalley Pools, Public Restrooms, and Sugar Creek Golf Course Clubhouse.

Thank You.

Attachment: Bid Tally

Custodial Services at East End & Norman P. Smalley Outdoor Pools, Public Restrooms and Sugar Creek Golf Course						
BID OPENING TUESDAY, JANUARY 23, 2024 11 AM						
Contractors attended the Mandatory Prebid meeting on Tuesday, January 9, 2024 at 8 am						
No. / BIDDER	Base Bid East End and Smalley Pool	Bid Additive EE and Smalley Annual Duties	Base Bid Public Restrooms	SCGC Once a day 4/1-6/1 & 9/3-10/31	SCGC twice a day 6/3-8/30	SCGC Price per Rental Room Clean up
1 Bravo Services	\$19,950	\$5,750	15,162	13,080	\$10,335	\$149
2 Essential Touch Cleaning						
3 Helping Hands Commercial Cleaning						
4 Eco Clean Maintenance	8,625	\$700	\$26,530	\$6024	\$6,527	\$140
5 Unimax						
6 Blooming Facility Janitorial Service						
7 ECR Professional Services						
8						
9						
10						

Witness:  Date: 1/23/24

Assistant Treasurer:  Date: 01/23/2024