

1 **BILL NO. S-12-02-18**

2 **SPECIAL ORDINANCE NO. S-_____**

3 **AN ORDINANCE** approving the ADDENDUM AND
4 EXTENSION OF RFP #3334 - CUSTODIAL
5 SERVICES AND SERVICE AGREEMENT by the
6 City of Fort Wayne, Indiana, by and through its
7 Department of Purchasing and CIOCCA
CLEANING AND RESTORATION for the
PROPERTY MANAGEMENT DEPARTMENT.

8 **NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL**
9 **OF THE CITY OF FORT WAYNE, INDIANA;**

10 **SECTION 1.** That ADDENDUM AND EXTENSION OF RFP #3334 -
11 CUSTODIAL SERVICES AND SERVICE AGREEMENT between the City of
12 Fort Wayne, by and through its Department of Purchasing and CIOCCA
13 CLEANING AND RESTORATION for the PROPERTY MANAGMENT,
14 respectfully for:

15 approving the Addendum and Extension of RFP #3334 for
16 Custodial Services and Service Agreement until April 13, 2013
17 and reducing the yearly cost by \$11,763.12;

18 involving a total cost of TWO HUNDRED TWENTY-THREE THOUSAND,
19 FIIVE HUNDRED ONE AND 00/100 DOLLARS - (\$223,501.00) all as more
20 particularly set forth in said ADDENDUM TO RFP #3334 - CUSTODIAL
21 SERVICES AND SERVICE AGREEMENT which is on file in the Office of the
22 Department of Purchasing, and is by reference incorporated herein, made a
23 part hereof, and is hereby in all things ratified, confirmed and approved.
24
25
26
27
28
29
30

1
2 **SECTION 2.** That this Ordinance shall be in full force and effect
3 from and after its passage and any and all necessary approval by the Mayor.
4

5
6
7 _____
8 Council Member
9

10 APPROVED AS TO FORM AND LEGALITY
11

12
13
14 _____
15 Carol Helton, City Attorney
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

Addendum to RFP#3334 Custodial Services and Service Agreement

This notification will serve as an addendum to RFP#3334 Ciocca's Response dtd February 25, 2011 and the Service Agreement entered into on April 13, 2011 between Ciocca Cleaning and Restoration and City of Fort Wayne.

Service Adjustments pertaining to Section IV REQUIRED WORK DUTIES

Offices, Corridors, Conference Rooms, and Stairways (nightly)

Vacuum carpeted areas and spot clean nightly as stains are found shall be changed to Vacuum carpeted areas and spot clean Tuesdays and Thursdays as stains are found. Only the Common Areas and Traffic Areas on the 1st floor will be vacuumed nightly.

Main Office Cubicles will be dusted on a per request basis.

Hallways, Entry Lobbies and Foyers (nightly)

Dust Mop. Clean the corners and along base of walls to remove loose debris shall be changed to Dust Mop Wednesday only. Clean the corners and along base of walls to remove loose debris Wednesday only. Only the Common Areas and Traffic Areas on the 1st floor will be dust mopped nightly.

Day Porter hours will decrease one half hour per day.

By adjusting the vacuuming from nightly to two days per week and the dust mopping to once a week, with the exception of the Common Areas and Traffic Areas on the 1st floor, a savings of \$980.26 per month will be realized. This will result in an annualized reduction of \$11,763.12. The new monthly contract amount will be \$18,625.07.

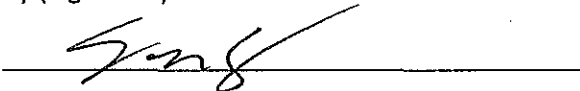
This addendum is effective October 10, 2011 and will remain in effect until April 13, 2013. By both parties signing this addendum, they acknowledge that the original service agreement end date of April 13, 2012 will be extended for one year with a new end date of April 13, 2013 and this one year extension will be granted subject to council manic approval as required. As in the original agreement, The City may extend the Contract at its option for an equivalent period by written notice to Ciocca's Cleaning and Restoration not less than thirty days prior to the expiration date.

Ciocca Cleaning and Restoration

City of Fort Wayne

By (Signature)

By (Signature)



Printed Name

Printed Name

Chris M. Ciocca

JAMES T. HOWARD

Title

Title

President

DIRECTOR OF PURCHASING

Date

Date

10/10/11

10/11/11

COUNCIL DIGEST SHEET

Enclosed with this introduction form is a tab sheet and related material from the vendor(s) who submitted bid(s). Purchasing Department is providing this information to Council as an overview of this award.

RFPs & BIDS

Bid/RFP #	3334 – ADDENDUM AND EXTENSION
Awarded To	CIOCCA CLEANING AND RESTORATION
Amount	\$223,501.00
Conflict of interest on file?	☒ Yes ☐ No
Number of Registrants	
Number of Bidders	
Required Attachments	RFPs – attach Award Matrix; Bids – attach Tab Sheet

EXTENSIONS

Date Last Bid Out	FEBRUARY 4, 2011
# Extensions Granted To Date	NONE

SPECIAL PROCUREMENT

Contract #/ID (State, Federal, Piggyback--Authority)	
Sole Source/ Compatibility Justification	

BID CRITERIA *(Take Buy Indiana requirements into consideration.)*

Most Responsible, Responsive Lowest	☒ Yes ☐ No <i>If no, explain below</i>
If not lowest, explain	

COUNCIL DIGEST SHEET

COST COMPARISON

<i>Increase/decrease amount from prior years For annual purchase (if available).</i>	DECREASE \$11,763 ANNUALLY
--	----------------------------

DESCRIPTION OF PROJECT / NEED

<i>Identify need for project & describe project; attach supporting documents as necessary.</i>	JANITORIAL SERVICES AT CITIZENS SQUARE

REQUEST FOR PRIOR APPROVAL

<i>Provide justification if prior approval is being requested.</i>	

FUNDING SOURCE

<i>Account Information.</i>	CITIZENS SQUARE BUDGET #0002BER3-5365



CITY OF FORT WAYNE

THOMAS C. HENRY, MAYOR

February 22, 2012

City Council Members
City of Fort Wayne

RE: RFP #3334 2011 Custodial Services Contract Addendum and Extension
with Ciocca Cleaning and Restoration

Dear Council Members:

On October 11, 2011, the City of Fort Wayne approved an Addendum for the above contract for an annualized reduction of \$11,763.12 from its original contract amount of \$235,264.00 and also to extend the contract for one more year until April 13, 2013.

We are asking for City Council approval of this extension. The funding for these expenditures has been appropriated and will be paid from the general fund.

If you have any questions on the above, please feel free to contact me at 427-2673.

Sincerely,

A handwritten signature in cursive script that reads "Jack Willis".

Jack W. Willis, P.E.

Property Manager

Energy Manager

ENGAGE • INNOVATE • PERFORM

One Main St. • Fort Wayne, Indiana • 46802-1804 • www.cityoffortwayne.org

An Equal Opportunity Employer