

1 **BILL NO. S-14-12-04**

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

3 **AN ORDINANCE** approving the awarding of
4 **EXTENSION OF RFP #3334 - 2015-2016**
5 **EXTENSION - JANITORIAL SERVICES**
6 **CONTRACT AT CITIZENS SQUARE - 200 E**
7 **BERRY STREET** by the City of Fort Wayne,
8 Indiana, by and through its Department of
Purchasing and CIOCCA CLEANING AND
RESTORATION for the CITY OF FORT WAYNE
PROPERTY MANAGEMENT DEPARTMENT.

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

11 **SECTION 1.** That **EXTENSION OF RFP #3334 - 2015-2016**
12 **EXTENSION - JANITORIAL SERVICES CONTRACT AT CITIZENS SQUARE**
13 **- 200 E BERRY STREET** between the City of Fort Wayne, by and through its
14 Department of Purchasing and CIOCCA CLEANING AND RESTORATION for
15 the PROPERTY MANAGEMENT DEPARTMENT, respectfully for:
16

17 extension of RFP #3334 - 2015-2016 Extension for Janitorial
18 Services Contract at Citizens Square;

19 involving a total cost of ONE HUNDRED EIGHTY-SIX THOUSAND, SIX
20 HUNDRED FORTY-EIGHT AND 00/100 DOLLARS - (\$186,648.00) all as
21 more particularly set forth in said **EXTENSION OF RFP #3334 - 2015-2016**
22 **EXTENSION - JANITORIAL SERVICES CONTRACT AT CITIZENS SQUARE**
23 **- 200 E BERRY STREET** which is on file in the Office of the Department of
24 Purchasing, and is by reference incorporated herein, made a part hereof, and
25 is hereby in all things ratified, confirmed and approved.
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SECTION 2. That this Ordinance shall be in full force and effect
from and after its passage and any and all necessary approval by the Mayor.

Council Member

APPROVED AS TO FORM AND LEGALITY

Carol Helton, City Attorney



CITY OF FORT WAYNE

THOMAS C. HENRY, MAYOR

Property Management Department
200 E. Berry St., Suite 490
Fort Wayne, IN 46802
(260) 427-1457
Fax: (260) 427-1393

November 12, 2014

City Council Members
City of Fort Wayne

RE: RFP #3334 – 2015-2016 Extension
Janitorial Services Contract at Citizens Square
Ciocca Cleaning and Restoration

Dear Council Members:

Ciocca Cleaning and Restoration approved an extension for the above contract with a reduction of \$9,828.00 from last year's costs. This extension is a two-year contract effective January 1, 2015 through December 31, 2016, with an annual amount of \$186,648.00.

We are asking for City Council approval of this 2015-2016 extension. The funds for these expenditures will be appropriated each year out of Fund 0002BER3-5365.

If you have any questions on the above, please feel free to contact me at 427-1457.

Sincerely,

A handwritten signature in black ink, appearing to read "Barry C. Marquart", is written over a horizontal line.

Barry C. Marquart
Property Manager – 200 E. Berry St.

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CITIZENS SQUARE

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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 - EXTENSION
Awarded To	CIOCCA CLEANING AND RESTORATION
Amount	\$186,648.00
Conflict of interest on file?	☒ Yes ☐ No
Number of Registrants	
Number of Bidders	
Required Attachments	

EXTENSIONS

Date Last Bid Out	FEBRUARY 4, 2011
# Extensions Granted To Date	TWO - 4/13/2013 - 4/12/2014, 4/13/2014 - 12/31/2014

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 \$9,828.00
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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

REF. NO.:	3334
DEPT:	Property Management Department
DATE:	3/9/11
ITEM/SERVICE:	Custodial Service for 200 E Berry
ADVERTISED BID:	Yes
DATES ADVERTISED:	2/7/11 & 2/14/11
DATE OPENED:	2/25/11
SINGLE SOURCE:	No
NO. OF VENDORS NOTIFIED:	5
NO. OF VENDORS RECEIVING BID:	5
NO. OF VENDORS RETURNING BID:	4
NO. OF VENDORS DISQUALIFIED:	0
DATE SENT TO DEPT FOR RECOMM:	2/25/11
DATE RECOMM RECEIVED BACK:	3/7/11
DATE SENT TO LAW DEPT:	11/14/14
INTRODUCTION DATE:	12/9/14
DISCUSSION DATE:	12/16/14
PASSAGE DATE:	12/23/14