

1 **BILL NO. S-19-01-15**

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

3 **AN ORDINANCE** approving the EXTENSION OF RFP #3334 -
4 CUSTODIAL SERVICE AT 200 E. BERRY (\$186,648.00 per year)
5 by the City of Fort Wayne, Indiana, by and through its Department
6 of Purchasing and CIOCCA CLEANING AND RESTORATION for
7 the DEPARTMENT OF PROPERTY MANAGEMENT.

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

10 **SECTION 1.** That EXTENSION OF RFP #3334 - CUSTODIAL SERVICE AT 200 E.
11 BERRY between the City of Fort Wayne, by and through its Department of Purchasing and CIOCCA
12 CLEANING AND RESTORATION for the DEPARTMENT OF PROPERTY MANAGEMENT,
13 respectfully for:

14 2019 - 2020 Custodial Services at 200 E. Berry Street, Fort Wayne, Indiana
15 (Citizens Square);

16 involving a total annual cost of ONE HUNDRED EIGHTY-SIX THOUSAND SIX HUNDRED FORTY-
17 EIGHT AND 00/100 DOLLARS - (\$186,648.00 per year) all as more particularly set forth in said
18 EXTENSION OF RFP #3334 - CUSTODIAL SERVICE AT 200 E. BERRY which is on file in the Office
19 of the Department of Purchasing, and is by reference incorporated herein, made a part hereof, and
20 is hereby in all things ratified, confirmed and approved.

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

23 _____
24 Council Member

25 APPROVED AS TO FORM AND LEGALITY.

26
27 
28 _____
29 Carol Helton, City Attorney
30



CITY OF FORT WAYNE

THOMAS G. HENRY, MAYOR

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

January 4, 2019

City Council Members
City of Fort Wayne

RE: RFP #3334 – 2019-2020 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. This extension is a two-year contract effective January 1, 2019 through December 31, 2020, with an annual amount of \$186,648.00.

We are asking for City Council approval of this 2019-2020 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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1734

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	RFPs – attach Award Matrix; Bids – attach Tab Sheet

EXTENSIONS

Date Last Bid Out	FEBRUARY 4, 2011
# Extensions Granted	FOUR
To Date	4/13/13 – 4/12/14 4/13/14 – 12/31/14 1/1/15 – 12/31/16 1/1/17 – 12/31/18

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 If no, explain below
If not lowest, explain	

COUNCIL DIGEST SHEET

COST COMPARISON

<i>Increase/decrease amount from prior years For annual purchase (if available).</i>	TOTAL REDUCTION OF \$48,616.00 SINCE ORIGINAL 2011 CONTRACT:
	10/11/2011 – REDUCED \$11,763.12
	8/14/2013 – REDUCED \$17,880.12
	1/1/2014 – REDUCED \$17,004.72
	1/1/2015 – REDUCED \$9,828.00

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 G. HENRY, MAYOR

November 8, 2018

Mr. Chris Ciooca
Ciooca Cleaning & Restoration
4440 Secretary Drive
Fort Wayne, IN 46808

Dear Chris:

Subject: RFP# 3334- Custodial Services 200 E Berry

The City of Fort Wayne's Purchasing Department would like to extend the above subject contract from January 1, 2019 to December 31, 2020 at the existing pricing and specifications.

Please indicate your concurrence by signing below and faxing this letter to my attention at 427-1393 or email gayle.cooper@cityoffortwayne.org no later than Friday, December 28, 2018.

If this extension is accepted for this service, a purchase order will be issued upon Councilmanic approval.

Should you have any questions, please do not hesitate to contact our office at 427-1376.

Sincerely,

Ciooca Cleaning & Restoration

Gayle Cooper

Signature of Authorized Representative

Date 12/11/18

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Council Agenda Item Submission Form

Staff Contact: Barry Marquart

Division: (Select from Drop-down): Finance and Administration

Department: Property Management

Today's Date: 01/04/2019

Issue: CIOCCA EXECUTIVE CLEANING 2019 CONTRACT EXTENSION

Type of Action: Ordinance ☒ Resolution ☐ Presentation ☐

Anticipated Introduction Date (2nd or 4th Tuesday): 01/22/2019

Presenter: Barry Marquart

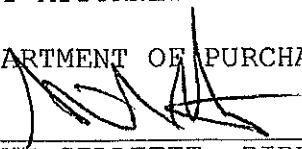
Is there a requirement for a public hearing? ☐ Yes ☒ No

Is there a deadline for your final action? ☐ Yes ☒ No If yes, deadline date: 7/7

Do you need to meet with the Mayor and Deputy Mayor regarding this issue? ☐ Yes ☒ No

Do you plan to meet with Councilmembers to educate on issue? ☐ Yes ☒ No

Foss, Claudia

TO: CITY ATTORNEY
FROM: DEPARTMENT OF PURCHASES
APPROVED BY: 
STEVE GILLETTE, DIRECTOR OF PURCHASING
DATE: January 8, 2019
SUBJECT: EXTENSION OF RFP #3334- CUSTODIAL SERVICE AT
200 E BERRY

FILE # ASSIGNED BY RECORDS LIBRARIAN

ACTION REQUESTED:

Please prepare an ordinance to be introduced in City Council on January 22, 2019 approving the above extension for Custodial Service at 200 E Berry in the amount of \$186,648.00 for the City of Fort Wayne's Property Management Department. This will be awarded to Ciocca Cleaning and Restoration upon Councilmanic approval.

5-19-01-15



SERVICE AGREEMENT: _____

SUPPLIER NAME CIOCCA CLEANING AND RESTORATION		CITY DEPARTMENT PROPERTY MANAGEMENT c/o Jack Wilson	
STREET ADDRESS 4440 Secretary Drive		STREET ADDRESS One Main Street, Rm 980	
CITY, STATE, ZIP CODE Fort Wayne, Indiana 46808		CITY, STATE, ZIP CODE Fort Wayne, Indiana 46802	
ATTENTION Nick Ciocca		INVOICE ADDRESS Property Management	
TELEPHONE 260/483-2112	FAX	CITY, STATE, ZIP CODE Fort Wayne Indiana 46802	
REMIT-TO ADDRESS 4440 Secretary Drive		ATTENTION Jack Wilson	
CITY, STATE, ZIP CODE Fort Wayne, Indiana 46808		TELEPHONE 260-427-2673	FAX 260-427-1446

Service Description	Rates
Attached RFP #3334 and Ciocca's Response	See attached
Aggregate Price	NTE \$235,264

The following Attachments are part of this Agreement:
RFP #3334
Ciocca's Response dtd February 25, 2011

SERVICE ADDRESS 200 East Wayne Street
CITY, STATE, ZIP CODE Fort Wayne, Indiana 46802
AGREEMENT START DATE April 13, 2011
AGREEMENT END DATE April 13, 2012

This Agreement is entered into between Supplier and the City as of _____, 200 . The additional terms and conditions on the reverse side hereof are part of this Agreement. Capitalized terms on this page are used as defined terms when the context so requires. The City may extend the Contract at its option, for an equivalent period, by written notice to the Supplier not less than thirty days prior to the expiration date.

SUPPLIER:	City of Fort Wayne
By (Signature): 	By (Signature):
Printed Name: Chris M. Ciocca	Printed Name: James T. Howard
Title: President	Title: Director of Purchasing
Date: 4-13-11	Date: 4/13/11
FEDERAL TAX ID NUMBER: 35-2022032	

CE 3/23/2011



SERVICE AGREEMENT: _____

SUPPLIER NAME CIOCCA CLEANING AND RESTORATION		CITY DEPARTMENT PROPERTY MANAGEMENT c/o Jack Wilson	
STREET ADDRESS 4440 Secretary Drive		STREET ADDRESS One Main Street, Rm 980	
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SUPPLIER:

By (Signature): 	City of Fort Wayne By (Signature):
Printed Name: Chris M. Ciocca	Printed Name: James T. Howard
Title: President	Title: Director of Purchasing
Date: 4-13-11	Date: 4/13/11
FEDERAL TAX ID NUMBER: 35-2022032	

CE 3/23/2011



**PureConnect Support
EXHIBIT "A"
ConvergeOne Standard 24x7x365 Maintenance with Genesys Care**

Name: City of Fort Wayne
East Main Street Suite B16
Fort Wayne IN

REF: 13755217

Quantity	Item	Term of Coverage		Software Cost		Support Cost
		Start Date	End Date	Unit	Extended	
Server Licenses						
1	Advanced Server	7/9/2019	7/8/2020	\$22,000.00	\$22,000.00	\$4,985.20
1	Switchover Clone for PureConnect On Premise Server	7/9/2019	7/8/2020	\$3,750.00	\$3,750.00	\$849.75
1	Interaction Dialer Server	7/9/2019	7/8/2020	\$3,750.00	\$3,750.00	\$849.75
1	Interaction Conference Server License	7/9/2019	7/8/2020	\$15,000.00	\$15,000.00	\$3,399.00
1	PureConnect On Premise Development System - Included w/Server	7/9/2019	7/8/2020	\$0.00	\$0.00	\$0.00
User Access Licenses						
870	Basic Station	7/9/2019	7/8/2020	\$65.00	\$56,550.00	\$12,814.23
1705	Business Client - Named	7/9/2019	7/8/2020	\$95.00	\$161,975.00	\$36,703.54
364	Contact Center Level 1 - Named	7/9/2019	7/8/2020	\$810.00	\$294,840.00	\$66,810.74
27	Contact Center Level 2 - Named	7/9/2019	7/8/2020	\$1,185.00	\$31,995.00	\$7,250.07
13	Contact Center Level 3 - Named	7/9/2019	7/8/2020	\$1,535.00	\$19,955.00	\$4,521.80
Access Add-on Licenses						
3000	Voice Mail Only	7/9/2019	7/8/2020	\$15.00	\$45,000.00	\$10,197.00
255	Unified Messaging Add-on - Named	7/9/2019	7/8/2020	\$35.00	\$8,925.00	\$2,022.41
255	Desktop Fax Add-On - Named	7/9/2019	7/8/2020	\$10.00	\$2,550.00	\$577.83
27	Interaction Supervisor Add-On - Named	7/9/2019	7/8/2020	\$625.00	\$16,875.00	\$3,823.88
27	Interaction Report Assistant - Named	7/9/2019	7/8/2020	\$0.00	\$0.00	\$0.00
305	Interaction Recorder Add-on - Named	7/9/2019	7/8/2020	\$380.00	\$115,900.00	\$26,262.94
55	Screen Recorder Session	7/9/2019	7/8/2020	\$250.00	\$13,750.00	\$3,115.75
5	Interaction Tracker Add-on	7/9/2019	7/8/2020	\$95.00	\$475.00	\$107.64
50	PureConnect Client Operator Console	7/9/2019	7/8/2020	\$700.00	\$35,000.00	\$7,931.00
Session Licenses						
423	Basic Session	7/9/2019	7/8/2020	\$150.00	\$63,450.00	\$14,377.77
187	Advanced Session	7/9/2019	7/8/2020	\$375.00	\$70,125.00	\$15,890.33
228	Conference Sessions	7/9/2019	7/8/2020	\$60.00	\$13,680.00	\$3,099.89
30	Fax Sessions	7/9/2019	7/8/2020	\$100.00	\$3,000.00	\$679.80
7	Interaction Dialer Sessions	7/9/2019	7/8/2020	\$50.00	\$350.00	\$79.31
681	Media Sessions	7/9/2019	7/8/2020	\$85.00	\$57,885.00	\$13,116.74
Additional Standalone Server Licenses						
1	Base Language- US English	7/9/2019	7/8/2020	\$0.00	\$0.00	\$0.00
1	Additional Language - Spanish Latin American	7/9/2019	7/8/2020	\$1,050.00	\$1,050.00	\$237.93
1	Host Access Tools 10 Sessions	7/9/2019	7/8/2020	\$2,350.00	\$2,350.00	\$532.51
1	IceLib / ICWS SDK	7/9/2019	7/8/2020	\$5,000.00	\$5,000.00	\$1,133.00
1	Scheduled Reports	7/9/2019	7/8/2020	\$3,500.00	\$3,500.00	\$793.10
1	Oracle Service Cloud (Right Now)	7/9/2019	7/8/2020	\$16,900.00	\$16,900.00	\$3,829.54
1	Speech Recognition Services	7/9/2019	7/8/2020	\$999.00	\$999.00	\$226.37
1	MRCP ASR Feature License	7/9/2019	7/8/2020	\$1,250.00	\$1,250.00	\$283.25
Media Server & SIP Proxy Licenses						
40	Interaction SIP Proxy R2 Server	7/9/2019	7/8/2020	\$0.00	\$0.00	\$0.00
40	Interaction SIP Proxy R2 Registration Bundle 25	7/9/2019	7/8/2020	\$200.00	\$8,000.00	\$1,812.80
1	Interaction SIP Proxy BCM	7/9/2019	7/8/2020	\$750.00	\$750.00	\$169.95
3rd Party Licenses						
46	Nuance Recognizer 10 Tier 2 Addl port for 2nd Language	7/9/2019	7/8/2020	\$220.00	\$10,120.00	\$2,293.19
46	Nuance Recognizer 10 Tier 2 port for Base Language	7/9/2019	7/8/2020	\$1,100.00	\$50,600.00	\$11,465.96
12	Vocalizer 6 Base Language TTS	7/9/2019	7/8/2020	\$850.00	\$10,200.00	\$2,311.32

Addendum to RFP#3334 Custodial Services and Service Agreement

This notification will serve as an addendum to RFP#3334 Clocca's Response dtd February 25, 2011 and the Service Agreement entered into on April 13, 2011 between Clocca 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.

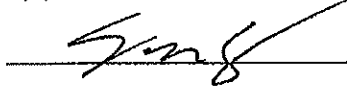
Day Porter hours will decrease one half hour per day.

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 man's 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 Clocca's Cleaning and Restoration not less than thirty days prior to the expiration date.

Clocca Cleaning and Restoration

By (Signature)



Printed Name

Chris M. Clocca

Title

President

Date

10/10/11

City of Fort Wayne

By (Signature)



Printed Name

JAMES T. HOWARD

Title

DIRECTOR OF PURCHASING

Date

10/11/11