

BILL NO. S-19-01-15

SPECIAL ORDINANCE NO. S-_____

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

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

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

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

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

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

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 <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>	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
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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



CITY OF FORT WAYNE

THOMAS G. HENRY, MAYOR

November 8, 2018

Mr. Chris Clocca
Clocca 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.

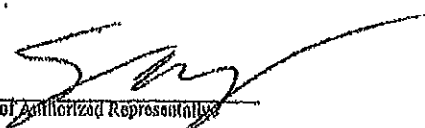
If this extension is accepted for this service, a purchase order will be issued upon Councilmanic approval.

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

Sincerely,


Gayle Cooper

Clocca Cleaning & Restoration


Signature of Authorized Representative

Date

12/11/18

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Council Agenda Item Submission Form

Staff Contact:

Division: (Select from Drop-down):

Department:

Today's Date:

Issue:

Type of Action: Ordinance ☒ Resolution ☐ Presentation ☐

Anticipated Introduction Date (2nd or 4th Tuesday):

Presenter:

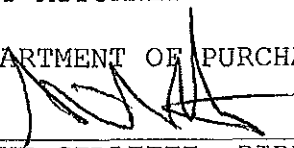
Is there a requirement for a public hearing? ☐ Yes ☒ No

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

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.