

BILL NO. S-19-04-05

SPECIAL ORDINANCE NO. S-_____

AN ORDINANCE approving the awarding of ITB #4438-CUSTODIAL SERVICES AGREEMENT FOR CITIZENS SQUARE – (\$599,010.00) by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and JACK LAURIE GROUP, LLC for the PROPERTY MANAGEMENT DEPARTMENT.

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

SECTION 1. That ITB #4438-CUSTODIAL SERVICES AGREEMENT FOR CITIZENS SQUARE between the City of Fort Wayne, by and through its Department of Purchasing and JACK LAURIE GROUP, LLC for the PROPERTY MANAGEMENT DEPARTMENT, respectfully for:

Three (3) year Custodial Services Agreement at Citizens Square - Annual amount of \$199,670.00;

involving a total three year cost of FIVE HUNDRED NINETY-NINE THOUSAND TEN AND 00/100 DOLLARS – (\$599,010.00) all as more particularly set forth in said ITB #4438 – CUSTODIAL SERVICES AGREEMENT FOR CITIZENS SQUARE 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

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, OTHER PROJECTS

Bid/RFP#/Name of Project	ITB# 4438-Custodial Services Citizen Square
Awarded To	Jack Laurie Group LLC
Amount	\$199,760.00
Conflict of interest on file?	X Yes ☐ No
Number of Registrants	4
Number of Bidders	5
Required Attachments	ITB Tab sheet, Service agreement

EXTENSIONS

Date Last Bid Out	2011
# Extensions Granted To Date	

SPECIAL PROCUREMENT

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

BID CRITERIA (Take Buy Indiana requirements into consideration.)

Most Responsible, Responsive Lowest	X 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>	\$13, 022 Increase
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DESCRIPTION OF PROJECT / NEED

<i>Identify need for project & describe project; attach supporting documents as necessary.</i>	Custodial service for Citizen Square.

REQUEST FOR PRIOR APPROVAL

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

FUNDING SOURCE

<i>Account Information.</i>	Property Management budget line 0002BER3-5365.

ITB #4438 Custodial Services-Citizen Square						
Bid opening 3/29/19		Also sent to: Office Pride, Executive Image, Extra Clean, The Cleaning Company				
Vendor:	Cioca	DetailXperts	*Eluzai	**Mid-American	Jack Laurie	
3 year Contract						
Rate 1	\$22.00	\$30.27	non responsive	non responsive	\$21.94	
Rate 2	\$17.50	\$23.54	non responsive	non responsive	\$17.31	
5 year Contract						
Rate 1	no bid	\$33.63	non responsive	non responsive	\$22.28	
Rate 2	no bid	\$25.23	non responsive	non responsive	\$17.53	
Estimated Annual total cost						
3 year Contract	\$201,500.00	\$272,400.00	non responsive	non responsive	\$199,670.00	
5 year Contract	no bid	\$294,330.00	non responsive	non responsive	\$202,330.00	
			*Vendor not in business for at least 3 years therefore non-responsive	**Vendor did not attend mandatory pre-bid meeting therefore non-responsive		

Current Contract amount: \$187,000

SERVICE AGREEMENT: ITB #4438

SUPPLIER NAME Jack Laurie Group, LLC		CITY DEPARTMENT Property Management Suite 510	
STREET ADDRESS 2020 East Washington Blvd Suite 400		STREET ADDRESS 200 East Berry Street	
CITY, STATE, ZIP CODE Fort Wayne, IN 46808		CITY, STATE, ZIP CODE Fort Wayne, IN 46802	
ATTENTION		INVOICE ADDRESS	
TELEPHONE 260-745-2161	FAX	CITY, STATE, ZIP CODE	
REMIT-TO ADDRESS		ATTENTION Barry Marquart	
CITY, STATE, ZIP CODE		TELEPHONE 427-1457	FAX

Service Description	Rates
ITB #4438 Custodial Services Citizen Square	\$199,670.00
Aggregate Price	

The following is made a part of this Agreement:

ITB # 4438

SERVICE ADDRESS 200 East Berry Street
CITY, STATE, ZIP CODE Fort Wayne, IN 46802
AGREEMENT START DATE June 1, 2019
AGREEMENT END DATE May 31, 2022

This Agreement is entered into between Supplier and the City. 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:

By (Signature):
Printed Name: Jack Laurie Group, LLC
Title: Commercial Sales Rep.
Date: 4-3-19
FEDERAL TAX ID NUMBER: 27-156 7831

City of Fort Wayne

By (Signature):
Printed Name:
Title:
Date:



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

April 3, 2019

City Council Members
City of Fort Wayne

RE: ITB #4438 - Janitorial Services Contract at Citizens Square

Dear Council Members:

On March 29, 2019 the City of Fort Wayne received five (5) bids for the Janitorial Services Contract at Citizens Square. Jack Laurie Group had the lowest bids of \$21.94 per Supervisor hours and \$17.31 per Employee hours, and meets all specifications. This amounts to an estimated annual cost of \$199,670.00 for three (3) years beginning June 1, 2019 – May 31, 2022.

We are asking for City Council approval of this bid. 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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