

BILL NO. S-22-04-20

ORDINANCE NO. _____

AN ORDINANCE approving the EXTENSION 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:

The extension of the 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

Malak Heiny, City Attorney



CITY OF FORT WAYNE

THOMAS C. HENRY, MAYOR

April 7, 2022

Mr. Mark Lapp
Jack Laurie Floors, LLC
2020 E. Washington Blvd., STE 400
Fort Wayne, IN 46808

Dear Mr. Lapp:

Subject: ITB# 4438 – Annual Custodial Services Citizens Square

The City of Fort Wayne's Purchasing Department would like to extend the above subject contract from June 1, 2022 through May 31, 2025 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 tara.schilt@cityoffortwayne.org by April 20, 2022.

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

Should you have any questions, please do not hesitate to contact our office at 427-6972.

Sincerely,

Jack Laurie Floors, LLC

Tara Schilt

Signature of Authorized Representative

4/11/2022

Date

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CITY OF FORT WAYNE

THOMAS C. HENRY, MAYOR

Property Management Department
200 E. Berry St., Suite 510
Fort Wayne, IN 46802
(260) 427-1457
Fax: (260) 427-1393

April 18, 2022

City Council Members
City of Fort Wayne

RE: ITB #4438 – Custodial Services Contract at Citizens Square

Dear Council Members:

We are asking for City Council approval for the extension of Jack Laurie Group's Custodial Services Contract under ITB #4438 for an estimated annual cost of \$199,670.00 for the next three (3) years beginning June 1, 2022 – May 31, 2025.

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", with a large, stylized flourish extending to the right.

Barry C. Marquart
Director – Buildings & Grounds

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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 #	ITB #4438
Awarded To	JACK LAURIE GROUP
Amount	\$199,670.00
Conflict of interest on file?	☒ Yes ☐ No
Number of Registrants	N/A
Number of Bidders	N/A
Required Attachments	RFPs – attach Award Matrix; Bids – attach Tab Sheet

EXTENSIONS

Date Last Bid Out	03/29/2019
# 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>	
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DESCRIPTION OF PROJECT / NEED

<i>Identify need for project & describe project; attach supporting documents as necessary.</i>	Custodial services at Citizens Square and Public Safety Academy.

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