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VILLAGE BOARD

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September 15, 2016

Ms. Olivia Beckman
1165 North Clark Street
Chicago, Illinois 60610

Re: September 13, 2016 Commercial FOIA Request

Dear Ms. Beckman:

I am pleased to help you with your September 13, 2016 Commercial Freedom of Information Act ("FOIA"). Your request was received by the Village of Bensenville on September 14, 2016. You requested copies of the items indicated below:

"All requests are for the following properties: 545 John St, 717 E. Jefferson St, 12 S Center St, 345 E. Green St, 9 S Center St, 13 S Center St, 302 W Green St. Please provide the following information for these properties: current cleaning contracts, 2016 cleaning budgets, any bids submitted in 2015/2016 for cleaning services, current cleaning provider. Please provide the current payroll and hourly rate for any person employed by the village with the title "cleaner" or "Maintenance" staff, please also include their specific title."

After a search of Village files, the following documents are enclosed to fulfill your request:

- 1) Village of Bensenville Cleaning Expenses for Village Facilities. (1 pg.)
- 2) Village of Bensenville 2015/2016 Bid Results for Cleaning Services at 345 E. Green Street. (1 pg)

These are all of the documents that can be discovered responsive to your request.

Do not hesitate to contact me if you have any questions or concerns in connection with this response.

Very truly yours,


Corey Williamsen
Freedom of Information Officer
Village of Bensenville

Village of Bensenville
Cleaning Expenses for Village Facilities

	<u>2016 Budget</u>	<u>2016 YTD Actual</u>
<u>Personnel (With Benefits)</u>		
Village Hall	22,208.78	14,785.78
Manager Edge	49,759.46	34,219.00
Recreation Part-time	109,000.00	67,828.00
PW Part time	34,000.00	16,010.00
Teen Center	5,275.00	147.00
Total Personnel	<u>214,968.24</u>	<u>132,842.78</u>
<u>Supplies</u>		
Village Hall	7,000.00	6,353.00
Police Station	4,800.00	2,024.00
Theatre	4,000.00	2,313.00
Edge	34,520.00	17,051.00
Total Supplies	<u>50,320.00</u>	<u>27,741.00</u>
<u>Contractor</u>		
PD Janitorial Service (2145 per month)	25,750.00	17,160.00
	<u>25,750.00</u>	<u>17,160.00</u>
Grand Total	291,038.24	177,743.78

TYPE:

Resolution

SUBMITTED BY:

Joe Caracci

DEPARTMENT:

Public Works

DATE:

June 23, 2015

DESCRIPTION:

Resolution Authorizing the Execution of a Contract to Crystal Maintenance Services, Corp. for the Janitorial Services at the Police and Emergency Management Headquarters in the Not-to-Exceed Amount of \$37,530.00

SUPPORTS THE FOLLOWING APPLICABLE VILLAGE GOALS:

<input checked="" type="checkbox"/>	Financially Sound Village	<input type="checkbox"/>	Enrich the lives of Residents
<input type="checkbox"/>	Quality Customer Oriented Services	<input type="checkbox"/>	Major Business/Corporate Center
<input type="checkbox"/>	Safe and Beautiful Village	<input type="checkbox"/>	Vibrant Major Corridors

COMMITTEE ACTION:

I & E (unanimously approved 7-0)

DATE:

June 16, 2015

BACKGROUND:

The Village historically contracts out the janitorial services for the Police Facility. The Facility operates 24/7 and therefore frequent cleaning is necessary.

The new Police and Emergency Management Headquarters at 345 E. Green is a United States Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) gold rated building. The Village prepared a bid document requiring the contractor to clean the facility accordingly. This includes the Contractor holding a Green Cleaning Certification or equivalent and a green cleaning policy; all cleaning products will be Green Seal certified.

The total bid amount was for the six months remaining in 2015 and all of 2016. A contract extension is included for two additional years with an economic adjustment subject to annual CPI index increases.

KEY ISSUES:

Eleven companies bid on this contract. The low bidder is Crystal Maintenance Services, Corporation of Mt Prospect Illinois. Crystal Maintenance has provided janitorial services at the current Police Station for several years now.

Bidder Name	Location	2015	2016	Total Bid
Crystal Maintenance Services Corp.	Mt Prospect	\$ 11,790.00	\$ 25,740.00	\$ 37,530.00
ABC Commercial Inc	Niles	\$ 14,700.00	\$ 29,400.00	\$ 44,100.00
Uni-Max Management Corp	Chicago	\$ 14,700.00	\$ 29,400.00	\$ 44,100.00
Perfect Cleaning Service Corp	Chicago	\$ 15,510.00	\$ 31,020.00	\$ 46,530.00
Total Facility Maintenance	Wood Dale	\$ 16,744.98	\$ 37,089.96	\$ 53,834.94
Bright Sky Cleaning Group of Services	Bensenville	\$ 20,760.00	\$ 41,520.00	\$ 62,280.00
All Cleaners, Inc.	Willowbrook	\$ 23,028.00	\$ 46,056.00	\$ 69,084.00
Executive Building Maintenance	Elk Grove Village	\$ 23,542.10	\$ 47,084.20	\$ 70,626.30
Best Quality Cleaning Inc	Franklin Park	\$ 29,880.00	\$ 59,760.00	\$ 89,640.00
Image One Facility Solutions Inc	Wood Dale	\$ 34,560.00	\$ 69,120.00	\$ 103,680.00
Smith Maintenance Company	Chicago	\$ 63,972.26	\$ 135,756.96	\$ 199,729.22

ALTERNATIVES:

Discretion of the Village Board

RECOMMENDATION:

At the Infrastructure and Environment Committee Meeting, the Committee recommended approval of the Resolution.

BUDGET IMPACT:

Account 11050440-549990 has \$16,000 budget for six months of cleaning in 2015. Funds will be reserved in the CY16 budget for the 2016 cleaning.

ACTION REQUIRED:

Motion to approve Resolution Authorizing the Approval of a Contract to Crystal Maintenance Services, Corp. for the Janitorial Services at the Police and Emergency Management Headquarters in the Not-to-Exceed Amount of \$37,530.00