



# Agenda Item Executive Summary

Item Name Cleaning Contract Extension Committee or Board Village Board

## BUDGET IMPACT

Amount:	\$60,042	Budgeted	\$60,042
List what fund	Central Services		

## EXECUTIVE SUMMARY

The current agreement will end on April 30<sup>th</sup> 2022, but staff recommends extending Multisystem's contract one additional year from May 1, 2022 until April 30, 2023.

The village has an option of extending the agreement with Multisystem Management at a mutually agreed upon increase of 5% (\$2,862 for the year).

Given Multisystem does a satisfactory job of performing their duties, is prompt to fix issues and the yearly price for services (not including public works) is comparable or lower than all other proposals from the RFP from 5 years ago, staff recommends extending the agreement with Multisystem Management from May 1, 2022 to April 30, 2023.

## ATTACHMENTS (PLEASE LIST)

Memorandum, Motion, Resolution, Agreement

## ACTION REQUESTED

For Discussion Only \_\_\_\_\_

Resolution \_\_X\_\_

Ordinance \_\_\_\_\_

Motion: \_\_X\_\_

**MOTION:** I Move to Approve Resolution 2022-\_\_\_\_\_ A Resolution Approving of The Janitorial Services Agreement Between The Village of Bartlett and Multisystem Management Company.

Staff: Samuel Hughes, Senior Management Analyst Date: 02/21/2022

# Memorandum

**To:** Scott Skrycki, Assistant Village Administrator  
**From:** Samuel Hughes, Senior Management Analyst  
**Date:** 02/21/2022  
**Re:** Cleaning Contract Renewal

The Village entered into an agreement with Multisystem Management (Multisystem) on May 1, 2018. The current agreement will end on April 30<sup>th</sup> 2022, but staff recommends extending Multisystem’s contract one additional year from May 1, 2022 until April 30, 2023. Multisystem’s performance has been satisfactory throughout this last agreement. Last year, cleaning services were added to the administrative office at public works. Previously, they were not included in the contract because a part time employee cleaned their building, but during the pandemic, that employee retired, leaving their building without janitorial services. Janitorial services take place at Village Hall five days per week and seven days per week for the Police Department. The Metra Station and public works buildings receive services five days per week and the Bartlett Hills Golf Course receives service seven days per week during the golf season and three days per week during the off-season.

Staff has come to an agreement with Multisystem for an increase of 5% (\$2,862 for the year). The janitorial price would increase from \$57,180 to 60,042. Given Multisystem does a satisfactory job of performing their duties, is prompt to fix issues and the yearly price for services (not including public works) is comparable or lower than all other proposals from the RFP from 5 years ago, staff recommends extending the agreement with Multisystem Management from May 1, 2022 to April 30, 2023.

Company	May 1, 2019- April 30, 2020	May 1, 2020- April 30, 2021	May 1, 2021- April 30, 2022	May 1 2022- April 30, 2023
Multisystem Management Comp.	\$49,200	\$50,676	52200 + \$4,980 for Public Works	\$54,810 + \$5,232 for Public Works
Eco Clean Maintenance Inc.	\$55,488			
Perfect Cleaning Services Inc.	\$53,076			
Crystal Maintenance Services	\$63,720			
Total Facilities Maintenance Inc.	\$66,632			
Alpha Building Maintenance Serv.	\$112,064			

## **Motion**

I Move to Approve Resolution 2022-\_\_\_\_ A Resolution Approving of The Janitorial Services Agreement Between The Village of Bartlett and Multisystem Management Company.

RESOLUTION 2022 - \_\_\_\_\_

**A RESOLUTION APPROVING OF THE SECOND AMENDMENT  
AND EXTENSION OF JANITORIAL SERVICES  
AGREEMENT BETWEEN THE VILLAGE OF BARTLETT  
AND MULTISYSTEM MANAGEMENT COMPANY**

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**BE IT RESOLVED** by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

**SECTION ONE:** The Second Amendment and Extension of Janitorial Services Agreement dated as of March 1, 2022, between the Village of Bartlett and Multisystem Management Company (the "Second Amendment"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

**SECTION TWO:** That the Village President and the Village Clerk are hereby authorized and directed to sign and attest, respectively, the Second Amendment on behalf of the Village of Bartlett.

**SECTION THREE: SEVERABILITY.** The various provisions of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

**SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS.** All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

**SECTION FIVE: EFFECTIVE DATE.** This Resolution shall be in full force and effect upon passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

ATTEST: Kevin Wallace, Village President

Lorna Giles, Village Clerk

**CERTIFICATION**

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2022 - \_\_\_\_\_ enacted on March 1, 2022, and approved on March 1, 2022, as the same appears from the official records of the Village of Bartlett.

Lorna Giles, Village Clerk

**SECOND AMENDMENT AND EXTENSION  
OF JANITORIAL SERVICES AGREEMENT**

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This Second Amendment and Extension of Janitorial Services Agreement is made and entered as of this 1<sup>st</sup> day of March, 2022, between the Village of Bartlett (the "Village") and Multisystem Management Company ("Contractor").

**RECITALS:**

**WHEREAS**, the Village and the Contractor entered a certain Janitorial Services Agreement dated May 1, 2018 (the "Original Janitorial Services Agreement") that commenced on May 1, 2018 and ended on April 30, 2020 (the "Original Initial Term") and which provided that the term of the Original Janitorial Services Agreement could be extended for one additional year upon the mutual agreement of the Village and the Contractor (collectively, the "Parties"); and

**WHEREAS**, the same parties to the Original Services Agreement entered a new Janitorial Services Agreement dated May 1, 2020 which expanded the scope and increased the Contract Sum by 3%, and extended the Original Initial Term to April 30, 2021 (the "5/1/20 Janitorial Services Agreement"); and

**WHEREAS**, the parties entered a First Amendment and Extension of Janitorial Services Agreement dated January 5, 2021 (the "First Amendment") to increase the cost by \$127.00 per month to cover increased COVID cleaning and extend the Original Term to April 30, 2022; and

**WHEREAS**, the Parties wish to further extend the Original Janitorial Services Agreement for an additional year, but the Contractor is unwilling to extend it for said additional year at the same monthly Contract Sum for the Cleaning Services, and has requested that the Contract Sum be increased from \$4,350.00 per month to \$5,003.50 (the "New Contract Sum") per month for the one year extension of the term from May 1, 2022 through April 30, 2023 (the "Second Amended Extension Term"), to cover its increased operating expenses and increase the scope of cleaning services to include its additional cleaning costs related to the addition of the cleaning of the Public Works Administration Building; and

**WHEREAS**, the Village finds and determines that the monthly increase to the New Contract Sum for the one-year Extension Term is fair and reasonable, and the parties wish to so extend and amend the Original Janitorial Services Agreement to provide for the New Contract Sum and the Extension Term with the additional scope in work added by the 5/1/20 Janitorial Services Agreement, and the further addition of the Public Works building, but otherwise keep the same terms and conditions as set forth in the Original Janitorial Services Agreement;

**NOW, THEREFORE**, in consideration of the matters set forth in the Recitals, the covenants and conditions set forth herein and in the Original Janitorial Services Agreement, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties, IT IS HEREBY MUTUALLY AGREED as follows;

1. That paragraph 2 entitled "Terms" of the Original Janitorial Services Agreement is hereby deleted and is amended to state as follows:

"2. Terms.

- A. The Initial Term of this Agreement which commenced on May 1, 2018 will expire on April 30, 2022, unless sooner terminated as provided herein or in the Original Janitorial Services Agreement. By mutual agreement of the Parties, the Initial Term of the Original Janitorial Services Agreement is further extended for one-year as provided in subsection B. of this Section, with the expanded scope of work and at the new Contract Sum as provided in new Section 3 thereof (paragraph 2 of this Second Amendment).
- B. The Extension Term of the Agreement shall commence on May 1, 2022 and expire on April 30, 2023 (the "Amended Term") unless sooner terminated as provided herein or in the Original Janitorial Service Agreement. By mutual written agreement of the Parties, the Original Janitorial Services Agreement as amended by the 5/1/20 Janitorial Services Agreement, the First Amendment, and this Second Amendment and Extension of Janitorial Services Agreement, may be further extended for one (1) additional year until April 30, 2024 by the mutual agreement of the parties, and the Village Administrator is hereby authorized to execute such further extension without further action or approval by the corporate authorities."

(the "Extension Term").

2. That paragraph 3 entitled "Contract Sum" of the Original Janitorial Services Agreement is hereby deleted and is amended to state as follows:

"3. Contract Sum.

Beginning on the commencement of the Amended Term, unless sooner terminated as provided herein or in the Original Janitorial Services Agreement, the Contract Sum for the Cleaning Services, as amended to expand the scope thereof as provided in the 5/1/20 Cleaning Services Agreement, and further hereby amended to further expand the scope of the cleaning services to also include cleaning of the Bartlett Public Works administrative offices, shall be \$5,003.50 monthly and includes all costs of Contractor performing the expanded Cleaning Services in strict compliance with the terms and conditions in the Original Janitorial Services Agreement, including but not limited to, providing Cleaning Supplies. Payments shall be made in accordance with paragraphs 4. and 20.B. of the Original Janitorial Services Agreement."

3. Except as heretofore amended by the 5/1/20 Janitorial Services Agreement, the First Amendment and Extension of Janitorial Services Agreement, and this Second Amendment, all other terms and conditions set forth in the Original Janitorial Services Agreement shall remain in full force and effect.

VILLAGE OF BARTLETT

MULTISYSTEM MANAGEMENT  
COMPANY

By: \_\_\_\_\_  
Kevin Wallace, Village President

By: \_\_\_\_\_  
Lilla Liner, General Manager

Attest:

\_\_\_\_\_  
Lorna Giles, Village Clerk