

1 **BILL NO. S-13-04-19**

2 **SPECIAL ORDINANCE NO. S- 41-13**

3 **AN ORDINANCE** approving the awarding for
4 **EXTENSION OF RFP #3334 - CUSTODIAL**
5 **SERVICE AT 200 E. BERRY** by the City of Fort
6 **Wayne, Indiana, by and through its Department of**
Purchasing and CIOCCA CLEANING AND
RESTORATION.

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

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

13
14 custodial service at Citizens Square through April 13, 2014;
15 involving a total cost of **TWO HUNDRED FIVE THOUSAND, SIX HUNDRED**
16 **TWENTY AND 88/100 DOLLARS - (\$205,620.88)** all as more particularly set
17 forth in said **EXTENSION OF RFP #3334 - CUSTODIAL SERVICE AT 200 E.**
18 **BERRY** which is on file in the Office of the Department of Purchasing, and is
19 by reference incorporated herein, made a part hereof, and is hereby in all
20 things ratified, confirmed and approved.
21
22
23
24
25
26
27

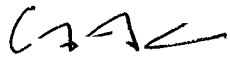
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

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

OFFICE OF THE CITY CLERK

March 11, 2013

Mr. Chris Ciocca
Ciocca Cleaning & Restoration
4440 Secretary Drive
Fort Wayne, IN 46808

Dear Chris:

Subject: RFQ# 3334- Custodial Services 200 E Berry

The City of Fort Wayne's Purchasing Department would like to extend the above subject contract from April 14, 2013 to April 13, 2014. Pricing is reduced from a monthly fee of \$18,625.07 to \$17,135.06. Cleaning specifications will remain the same. This amendment per Addendum #2 submitted by Ciocca marked as exhibit #1.

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, March 15, 2013.

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 427-3176.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Gillette".

Steve Gillette
Director of Purchasing

Ciocca

A handwritten signature in black ink, appearing to be a stylized name.

Signature of Authorized Representative

Date

3/14/13

ENGAGE • INNOVATE • PERFORM

One Main St. • Fort Wayne, Indiana • 46802-1804 • www.cityoffortwayne.org

An Equal Opportunity Employer

Addendum #2 to RFP#3334 Custodial Services and Service Agreement

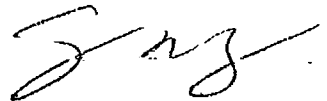
This notification will serve as an addendum to RFP#3334 Ciocca's Response dated February 25, 2011 and the Service Agreement entered into on April 13, 2011 and the Addendum dated October 11, 2011 between Ciocca Cleaning and Restoration and City of Fort Wayne.

The new monthly contract amount will be \$17,135.06.

This addendum is effective April 14, 2013 and will remain in effect until April 13, 2014. By both parties signing this addendum, they acknowledge that the original service agreement end date of April 13, 2012 and Addendum dated October 11, 2011 with service agreement end date of April 13, 2013, will be extended for one year with a new end date of April 13, 2014 and this one year extension will be granted subject to council manic approval as required. As in the original agreement, The City may extend the Contract at its option for an equivalent period by written notice to Ciocca's Cleaning and Restoration not less than thirty days prior to the expiration date.

Ciocca Cleaning and Restoration

By (Signature)



Printed Name

Chris M. Crockett

Title

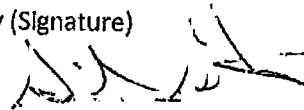
President

Date

3-14-2013

City of Fort Wayne

By (Signature)



Printed Name

STEVE GILLETTE

Title

PURCHASING DIRECTOR

Date

3/11/2013



Vendor	PRICE (25%)	RELEVANT EXPERIENCE (25%)	STABILITY/RETENTION (20%)	REFERENCES (10%)	COMPLIANCE (5%)	FINAL SATISFACTORY (5%)	BUY INDIANA (5%)	TOTAL
AETNA BUILDINGS MAINT.	3.70	3	4	3	5	2	5	3.7
RELIABLE	4.50	5	4	3	5	2	5	4.2
CIOCCA	5.00	5	5	5	5	5	5	5
TRI-STATE MAINT.	4.00	3	4	4	5	4	5	4

COMPOSITE RATINGS MATRIX (EVALUATION TEAM)

- RATINGS 1-5
- 5-EXCELLENT
- 4-GOOD
- 3-AVERAGE
- 2-BELOW AVERAGE
- 1-POOR/LITTLE RESPONSE

JANITOR SERVICES PRICE SHEET COMPARISON (PER YEAR)

	DAYPOR	PERYR.	GENERAL CLEANING	TOTAL
CIOCCAS		\$26,520	\$210,000.00	\$236,520
RFI IABLE		\$34,320	\$204,000.00	\$238,320
TRI-STATE		\$32,760	\$216,000.00	\$248,760
ALINA		\$28,808	\$219,000.00	\$247,808

REF. NO.:	3334
DEPT:	Property Management Department
DATE:	3/9/11
ITEM/SERVICE:	Custodial Service for 200 E Berry
ADVERTISED BID:	Yes
DATES ADVERTISED:	2/7/11 & 2/14/11
DATE OPENED:	2/25/11
SINGLE SOURCE:	No
NO. OF VENDORS NOTIFIED:	5
NO. OF VENDORS RECEIVING BID:	5
NO. OF VENDORS RETURNING BID:	4
NO. OF VENDORS DISQUALIFIED:	0
DATE SENT TO DEPT FOR RECOMM:	2/25/11
DATE RECOMM RECEIVED BACK:	3/7/11
DATE SENT TO LAW DEPT:	4/9/13
INTRODUCTION DATE:	4/23/13
DISCUSSION DATE:	5/7/13
PASSAGE DATE:	5/14/13

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 \$205,620.88
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 FEBRUAY 4, 2011
Extensions Granted NONE
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 Yes No *If no, explain below*

If not lowest, explain

COUNCIL DIGEST SHEET

COST COMPARISON

*Increase/decrease amount
from prior years
For annual purchase
(if available).* DECREASE \$17,880.12 ANNUALLY

DESCRIPTION OF PROJECT / NEED

*Identify need for project &
describe project; attach
supporting documents as
necessary.* JANITORIAL SERVICES AT CITIZENS SQUARE

REQUEST FOR PRIOR APPROVAL

*Provide justification if
prior approval is being
requested.*

FUNDING SOURCE

Account Information. CITIZENS SQUARE BUDGET #0002BER3-5365



CITY OF FORT WAYNE

~~CITY OF FORT WAYNE~~

Property Management Department
200 E. Berry St., Suite 490
Fort Wayne, IN 46802
(260) 427-1457
Fax: (260) 427-1393

April 4, 2013

City Council Members
City of Fort Wayne

RE: ITB #3334 – 2013 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 with an annualized reduction of \$17,880.12 from last year's contracted amount of \$223,501.00 from April 14, 2013 through April 13, 2014.

We are asking for City Council approval of this 2013 extension. The funds for these expenditures will be appropriated out of Fund 0002BER3-5365.

If you have any questions on the above, please feel free to contact me at 427-1457.

Sincerely,

Barry C. Marquart
Property Manager – 200 E. Berry St.

ENGAGE • INNOVATE • PERFORM

CITIZENS SQUARE

200 E. Berry St. • Fort Wayne, Indiana • 46802 • www.cityoffortwayne.org

An Equal Opportunity Employer

Public Hearing Date, if applicable

Read the first time in full and on motion by Councilman John Crawford
Read the second time by title and referred to the Finance Committee
Committee. Read the third time in full and on motion by Councilman
Crawford, placed on passage by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	9			
BENDER	✓			
CRAWFORD	✓			
DIDIER	✓			
HARPER	✓			
HINES	✓			
JEHL	✓			
PADDOCK	✓			
SHOAFF	✓			
SMITH	✓			

DATED: 5-14-13 Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as
(ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING) ORDINANCE
(RESOLUTION) NO. S-41-13 on the 14th day of
May, 2013

ATTEST:
Sandra E. Kennedy
SANDRA E. KENNEDY,
CITY CLERK

T. Thomas Didier
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 15th day
of May, 2013, at the hour of 1:00 o'clock P.M. .E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 15th day of MAY
2013, at the hour of 4:00 o'clock P.M. .E.S.T.

Thomas C. Henry
THOMAS C. HENRY, MAYOR

BILL NO. S-13-04-19

REPORT OF THE COMMITTEE ON FINANCE
MAY 7, 2013

JOHN CRAWFORD – CHAIR
TOM SMITH – CO-CHAIR
ALL COUNCIL MEMBERS

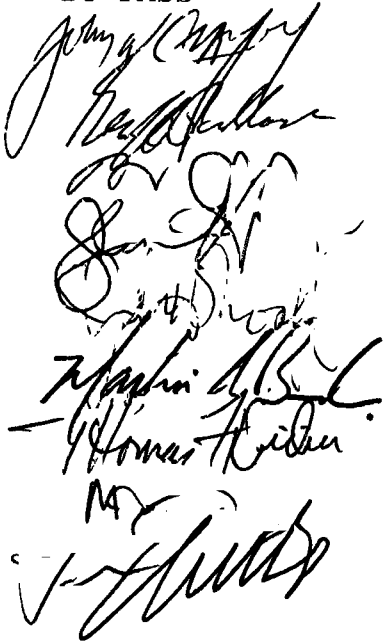
WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS REFERRED AN ORDINANCE approving the awarding for Extension of RFP #3334 - Custodial Service at 200 E. Berry by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and CIOCCA Cleaning and Restoration. COMMITTEE OF FINANCE HAVE HAD SAID ORDINANCE UNDER CONSIDERATION AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID ORDINANCE

DO PASS

DO NOT PASS

ABSTAIN

NO REC



A collection of handwritten signatures in black ink, mostly clustered under the 'DO PASS' column. The signatures are cursive and difficult to read, but some appear to include names like 'John Crawford' and 'Tom Smith'.

SANDRA E. KENNEDY
CITY CLERK