

1 **BILL NO. S-14-12-04**

2 **SPECIAL ORDINANCE NO. S-141-14**

3 **AN ORDINANCE** approving the awarding of  
4 **EXTENSION OF RFP #3334 - 2015-2016**  
5 **EXTENSION - JANITORIAL SERVICES**  
6 **CONTRACT AT CITIZENS SQUARE - 200 E**  
7 **BERRY STREET** by the City of Fort Wayne,  
8 Indiana, by and through its Department of  
9 Purchasing and CIOCCA CLEANING AND  
10 RESTORATION for the CITY OF FORT WAYNE  
11 PROPERTY MANAGEMENT DEPARTMENT.

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

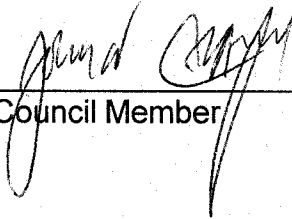
14 **SECTION 1.** That **EXTENSION OF RFP #3334 - 2015-2016**  
15 **EXTENSION - JANITORIAL SERVICES CONTRACT AT CITIZENS SQUARE**  
16 **- 200 E BERRY STREET** between the City of Fort Wayne, by and through its  
17 Department of Purchasing and CIOCCA CLEANING AND RESTORATION for  
18 the PROPERTY MANAGEMENT DEPARTMENT, respectfully for:

19 extension of RFP #3334 - 2015-2016 Extension for Janitorial  
20 Services Contract at Citizens Square;

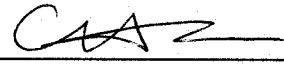
21 involving a total annual cost of ONE HUNDRED EIGHTY-SIX THOUSAND,  
22 SIX HUNDRED FORTY-EIGHT AND 00/100 DOLLARS - (\$186,648.00) all as  
23 more particularly set forth in said **EXTENSION OF RFP #3334 - 2015-2016**  
24 **EXTENSION - JANITORIAL SERVICES CONTRACT AT CITIZENS SQUARE**  
25 **- 200 E BERRY STREET** which is on file in the Office of the Department of  
26 Purchasing, and is by reference incorporated herein, made a part hereof, and  
27 is hereby in all things ratified, confirmed and approved.

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**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

THOMAS C. HENRY, MAYOR

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

November 12, 2014

City Council Members  
City of Fort Wayne

RE: RFP #3334 – 2015-2016 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 a reduction of \$9,828.00 from last year's costs. This extension is a two-year contract effective January 1, 2015 through December 31, 2016, with an annual amount of \$186,648.00.

We are asking for City Council approval of this 2015-2016 extension. 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,

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](http://www.cityoffortwayne.org)  
An Equal Opportunity Employer

# 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	\$186,648.00
Conflict of interest on file?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Number of Registrants	
Number of Bidders	
Required Attachments	

## EXTENSIONS

Date Last Bid Out	FEBRUARY 4, 2011
# Extensions Granted To Date	TWO - 4/13/2013 – 4/12/2014, 4/13/2014 – 12/31/2014

## SPECIAL PROCUREMENT

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

## BID CRITERIA *(Take Buy Indiana requirements into consideration.)*

Most Responsible, Responsive Lowest	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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>	DECREASE \$9,828.00
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## DESCRIPTION OF PROJECT / NEED

<i>Identify need for project &amp; describe project; attach supporting documents as necessary.</i>	JANITORIAL SERVICES AT CITIZENS SQUARE

## 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

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:	11/14/14
INTRODUCTION DATE:	12/9/14
DISCUSSION DATE:	12/16/14
PASSAGE DATE:	12/23/14

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. Read the third time in full and on motion by Councilman  
John Crawford, placed on passage by the following vote:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
<u>TOTAL VOTES</u>	<u>8</u>	_____	_____	<u>1</u>
BENDER	<u>✓</u>	_____	_____	_____
CRAWFORD	<u>✓</u>	_____	_____	_____
DIDIER	<u>✓</u>	_____	_____	_____
HARPER	<u>✓</u>	_____	_____	_____
HINES	_____	_____	_____	<u>✓</u>
JEHL	<u>✓</u>	_____	_____	_____
PADDOCK	<u>✓</u>	_____	_____	_____
SHOAFF	<u>✓</u>	_____	_____	_____
SMITH	<u>✓</u>	_____	_____	_____

DATED: 12-16-14 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-141-14 on the 16<sup>th</sup> day of  
December, 2014

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

Walter A. Bender  
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 16<sup>th</sup> day  
of December, 2014, at the hour of 10:00 o'clock AM. E.S.T.

Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 19<sup>th</sup> day of December  
2014, at the hour of 9:00 o'clock AM. E.S.T.

Thomas C. Henry  
THOMAS C. HENRY, MAYOR

BILL NO. S-14-12-04

## REPORT OF COMMITTEE ON FINANCE

### DECEMBER 16, 2014

*JOHN CRAWFORD – CHAIR  
RUSS JEHL – CO-CHAIR  
ALL COUNCIL MEMBERS*

**AN ORDINANCE** approving the awarding of Extension of RFP #3334 - 2015-2016 Extension - Janitorial Services Contract at Citizens Square - 200 E. Berry Street by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and CIOCCA Cleaning and Restoration for the City of Fort Wayne Property Management Department. **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**

*John Crawford*  
*Martin A. Bond*  
*John D. Wolf*  
*Russ Jehl*  
*Tommy L. ...*  
*James H. ...*  
*...*

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**SANDRA E. KENNEDY  
CITY CLERK**