
**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: ALISON MURPHY, ASSISTANT TO THE VILLAGE ADMINISTRATOR/
VILLAGE CLERK
SUBJECT: RESOLUTION: AUTHORIZING EXECUTION OF AN AGREEMENT
WITH TOTAL FACILITY MAINTENANCE, INC. FOR CUSTODIAL
SERVICES - STAR
AGENDA: DECEMBER 20, 2022 REGULAR BOARD MEETING
DATE: DECEMBER 12, 2022

ISSUE

Should the Board approve a Resolution authorizing the execution of an agreement with Total Facility Maintenance, Inc. for Custodial Services.

DISCUSSION

One of the Administration Department's Village Initiatives for FY2022-2023 is to "Review Custodial Services." After this initiative was approved, the current Village custodial service provider informed staff of his decision to retire at the end of 2022. Staff reviewed current services and developed a Request for Proposals (RFP) to secure a new provider. Staff issued the RFP on October 10, 2022 with responses due on November 2, 2022. Only one firm, Total Facility Maintenance, Inc., submitted a proposal. Staff reached out to two additional firms, however, they declined to submit a proposal as they did not have the capacity at this time to add additional clients.

Monthly costs for the new contract are \$3,696.16. Currently, the Village pays \$1,425.00. The increase in cost is due to the additional space to be cleaned at 160 S. Municipal and additional cleaning requirements added to the proposal. Total Facility Maintenance, Inc. currently provides services to the City of Naperville and the Township of Lyons.

COST

The cost of the contract will be \$3,696.16 per month for all three buildings.

RECOMMENDATION

That the Board approve a Resolution authorizing the execution of an agreement with Total Facility Maintenance, Inc. for Custodial Services, subject to attorney review.



**VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

RESOLUTION NO. 20221220A

**RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH TOTAL
FACILITY MANAGEMENT, INC. FOR CUSTODIAL SERVICES**

WHEREAS, the Village of Sugar Grove Board of Trustees finds that it is in the best interest of the Village to engage the services of Total Facility Maintenance, Ins. For Custodial Services and to execute an agreement;

NOW, THEREFORE, BE IT RESOLVED, by the President and the Board of Trustees for the Village of Sugar Grove, Kane County, Illinois, as follows:

The Village President and Village Clerk are hereby authorized to execute said agreement on behalf of the Village and to take such further actions as are necessary to fulfill the terms of said agreement.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois on this 20th day of December, 2022.

Jennifer Konen
President of the Board of Trustees
of the Village of Sugar Grove, Kane
County, Illinois

ATTEST:

Alison Murphy
Clerk, Village of Sugar Grove

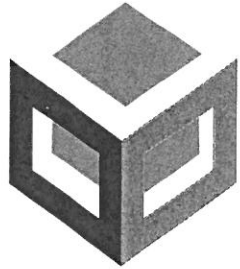
	Aye	Nay	Absent	Abstain
Trustee Matthew Bonnie	_____	_____	_____	_____
Trustee Sean Herron	_____	_____	_____	_____
Trustee Heidi Lendi	_____	_____	_____	_____
Trustee Michael Schomas	_____	_____	_____	_____
Trustee Ryan Walter	_____	_____	_____	_____
Trustee James F. White	_____	_____	_____	_____

Total Facility Maintenance, Inc.

615 Wheat Lane, Suite C
Wood Dale, IL. 60191

(630) 766-8635
Fax (630) 766-0281

October 28, 2022



Village of Sugar Grove

Attn: Mrs. Alison Murphy
Village Clerk
10 S. Municipal Drive
Sugar Grove, Illinois 60554

Dear Mrs. Murphy:

We are pleased to have the opportunity of submitting our Building Maintenance Specifications and Quotation for your facility.

Village of Sugar Grove will be provided with services one (1) day per week.

Total Facility Maintenance, Inc. will furnish all the necessary personnel, supervision, equipment, and supplies in sufficient quantity to maintain all the specific points listed.

Total Facility Maintenance, Inc. employees will be instructed to remain in their designated work areas and at no time are they to disturb papers on desks, open desk drawers or use any telephones connected to the switchboard of Village of Sugar Grove. Total Facility Maintenance, Inc., shall be held responsible to see that all employees assigned to your building will conduct themselves in a manner that will reflect the dignity, security and the best interest of Village of Sugar Grove and Total Facility Maintenance, Inc.

Total Facility Maintenance, Inc. shall supply workmen's compensation, bonding, and public insurance covering all its operations. Certifications of which will be forwarded upon commencement of this contract.

Total Facility Maintenance, Inc. shall make reasonable and prompt restitution by cash, replacement, or repairs, subject to the approval of Village of Sugar Grove, covering any damage for which Total Facility Maintenance, Inc. is liable.



Total Facility Maintenance, Inc.

Page Two
Village of Sugar Grove
Re: Building Maintenance

Total Facility Maintenance guarantees to pay all payroll taxes, states taxes, health insurance and any other taxes or items that may be levied against payroll either by city, state, or federal agencies.

Based on the following specifications, we would like to submit the following proposal:

One (1) day per week

TOTAL MONTHLY QUOTATION: Three thousand six hundred ninety-six dollars and sixteen cents (\$3,696.16) per month.

Attached please find our Reference Sheet and Communications-Supervision Sheet.

We hope that the enclosed information is sufficient at this time and if there are any changes required, let's discuss them and arrive at mutually beneficial answers.

Kindest regards,

TOTAL FACILITY MAINTENANCE, INC.

Jimmie Daniels
President
Total Facility Maintenance, Inc.



Total Facility Maintenance, Inc.

REFERENCES

City of Aurora
44 E Downer Place
Aurora, IL
Attn : Jim Birchall
630-256-3490

City of Naperville
180 Fort Hill Drive
Naperville, IL
Attn: Dave Laurinaitis
630-305-5989

Prudential
701 San Marco Blvd
Jacksonville, FL 32207
Attn: Roy Adair
904-313-5048

ADDITIONAL REFERENCES WILL BE SENT UPON REQUEST.



Total Facility Maintenance, inc.

COMMUNICATIONS AND SUPERVISION

For the program to be workable it is essential to have an open communications system between the Client's management and the supervisors and management personnel of this company. All too often the inability to communicate results in poor performance and the dissatisfaction of you, the Client.

We would like to establish both a verbal and written communications method to handle all requests, complaints, and problems. Monthly Inspection Reports, Complaint Forms and Additional Work Requests are placed in the individual Client's file for reference and future review.

All supervisors are required to keep a log of events and personnel problems. This log would cover special requests, complaints or problems that occur during the shift as well as be available to relay information to the relief crew. Duplicate information on all personnel problems will be kept in the individual employee's personnel folder for review purposes.

Better communications will result in more efficient and better cleaning; which in turn will create a level of health preserving sanitation.

Should you at any time have questions about our service, you are encouraged to contact our management.



SERVICE AGREEMENT:

October 28, 2022

This Agreement made between TOTAL FACILITY MAINTENANCE, INC. (hereinafter referred to as "Total Facility" and Village of Sugar Grove (hereinafter referred to as "CLIENT").

WHEREAS, CLIENT wishes to use the services of "TOTAL FACILITY" and "TOTAL FACILITY" wishes to provide services for CLIENT;

Now, therefore, it is mutually agreed as follows:

SERVICE: "TOTAL FACILITY" will furnish all the necessary personnel, supervision, equipment, and supplies in sufficient quantity to clean and maintain Client's facility located at 10 S. Municipal Drive, Sugar Grove, Illinois 60554 in accord with the specification sheet which is attached hereto and made a part hereof as Exhibit "A".

INSURANCE: "TOTAL FACILITY" will supply evidence of worker's compensation, bonding, and public liability insurance upon request of CLIENT.

PAYMENT: CLIENT shall pay TOTAL FACILITY the sum of Three Thousand Six Hundred Ninety-Six dollars and Sixteen cents (\$3,696.16) per month for a period of twelve months. Invoices are to be mailed before the first day of each month service is rendered, payable on the first day of each month for the rendition of the immediately preceding month's service during the term hereof. After 15 days, unpaid amounts shall accrue interest at the rate of 1.5 percent per month. If client is referred to an agency or attorney for collection, attorneys' fees and costs of collection shall be recovered by Total Facility. Nationally recognized holidays were predetermined and those assessed amounts are given as part of the monthly charge. No credits or adjustments shall be issued for said holidays.

TOTAL FACILITY" WARRANTY: "TOTAL FACILITY" warrants and represents to Client as follows:

"TOTAL FACILITY" shall make reasonable and prompt, restitution by cash, replacement, or repairs, subject to the approval of Client, covering any damage for which TOTAL FACILITY is responsible.

"TOTAL FACILITY" shall pay all payroll taxes, state taxes, and any other taxes or items that may be levied against its payroll either by city, state, or federal agencies.

"TOTAL FACILITY" will furnish all necessary personnel, supervision, equipment and supplies to conform to the specifications detailed on Exhibit "A"

EMPLOYMENT PROHIBITION: It is agreed that during the term of this contract and for one year thereafter, the client will not hire or employ for cleaning or cleaning related services any person employed or contracted by Total Facility Maintenance, Inc. to provide services for or on behalf of client pursuant to this agreement without the written consent of Total Facility Maintenance, Inc.



Total Facility Maintenance, inc.

SERVICE AGREEMENT:

Part 2

TERMINATION: This agreement shall continue from year to year until otherwise terminated by either party giving thirty (30) days notice of cancellation by certified mail.

ENFORCEMENT: CLIENT will pay all reasonable costs, attorneys' fees and expenses incurred by "TOTAL FACILITY MAINTENANCE" in the enforcement of this agreement.

ENTIRE AGREEMENT: This agreement constitutes the entire agreement between the parties.

NOTICES: All notices shall be in writing and such notices and any payments required shall be sent to "TOTAL FACILITY" and CLIENT at the addresses detailed below:

TO "TOTAL FACILITY":
Total Facility Maintenance, Inc.
P.O Box 726
Wood Dale, IL 60191
Office: 630-766-8635
Cell: 630-936-7449 Jimmie Daniels

TO CLIENT:
Village of Sugar Grove
10 S. Municipal Drive
Sugar Grove, Illinois 60554

In witness whereof, the parties hereto have set their hands and seals on the date first written above.

TOTAL FACILITY MAINTENANCE, INC.

CLIENT

BY: _____

BY: _____

COMMENCEMENT DATE:



Total Facility Maintenance, Inc.

SERVICE AGREEMENT:

October 28, 2022

This Agreement made between TOTAL FACILITY MAINTENANCE, INC. (hereinafter referred to as "Total Facility" and Village of Sugar Grove (hereinafter referred to as "CLIENT").

WHEREAS, CLIENT wishes to use the services of "TOTAL FACILITY" and "TOTAL FACILITY" wishes to provide services for CLIENT;

Now, therefore, it is mutually agreed as follows:

1. SERVICE: "TOTAL FACILITY" will furnish all the necessary personnel, supervision, equipment, and supplies in sufficient quantity to clean and maintain Client's facility located at 10 S. Municipal Drive, Sugar Grove, Illinois 60554 in accord with the specification sheet which is attached hereto and made a part hereof as Exhibit "A".
2. INSURANCE: "TOTAL FACILITY" will supply evidence of worker's compensation, bonding, and public liability insurance upon request of CLIENT.
3. PAYMENT: CLIENT shall pay TOTAL FACILITY the sum of Three Thousand Six Hundred Ninety-Six dollars and Sixteen cents (\$3,696.16) per month for a period of twelve months. Invoices are to be mailed before the first day of each month service is rendered, payable on the first day of each month for the rendition of the immediately preceding month's service during the term hereof. After 15 days, unpaid amounts shall accrue interest at the rate of 1.5 percent per month. If client is referred to an agency or attorney for collection, attorneys' fees and costs of collection shall be recovered by Total Facility. Nationally recognized holidays were predetermined and those assessed amounts are given as part of the monthly charge. No credits or adjustments shall be issued for said holidays.
4. TOTAL FACILITY" WARRANTY: "TOTAL FACILITY" warrants and represents to Client as follows:
"TOTAL FACILITY" shall make reasonable and prompt, restitution by cash, replacement, or repairs, subject to the approval of Client, covering any damage for which TOTAL FACILITY is responsible.

"TOTAL FACILITY" shall pay all payroll taxes, state taxes, and any other taxes or items that may be levied against its payroll either by city, state, or federal agencies.

"TOTAL FACILITY" will furnish all necessary personnel, supervision, equipment and supplies to conform with the specifications detailed on Exhibit "A"
5. EMPLOYMENT PROHIBITION: It is agreed that during the term of this contract and for one year thereafter, the client will not hire or employ for cleaning or cleaning related services any person employed or contracted by Total Facility Maintenance, Inc. to provide services for or on behalf of client pursuant to this agreement without the written consent of Total Facility Maintenance, Inc.



Total Facility Maintenance, Inc.

SERVICE AGREEMENT:

Part 2

6. TERMINATION: This agreement shall continue from year to year until otherwise terminated by either party giving thirty (30) days notice of cancellation by certified mail.
7. ENFORCEMENT: CLIENT will pay all reasonable costs, attorneys' fees and expenses incurred by "TOTAL FACILITY MAINTENANCE" in the enforcement of this agreement.
8. ENTIRE AGREEMENT: This agreement constitutes the entire agreement between the parties.
9. NOTICES: All notices shall be in writing and such notices and any payments required shall be sent to "TOTAL FACILITY" and CLIENT at the addresses detailed below:

TO "TOTAL FACILITY":
Total Facility Maintenance, Inc.
P.O Box 726
Wood Dale, IL 60191

TO CLIENT:
Village of Sugar Grove
10 S. Municipal Drive
Sugar Grove, Illinois 60554

In witness whereof, the parties hereto have set their hands and seals on the date first written above.

TOTAL FACILITY MAINTENANCE, INC.

CLIENT

BY: _____

BY: _____

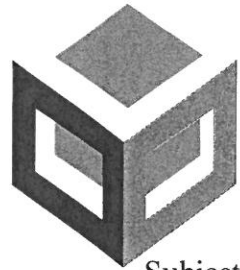
COMMENCEMENT DATE:

Total Facility Maintenance, inc.

615 Wheat Lane, Suite C
Wood Dale, IL. 60191

(630)766-8635
Fax (630)766-0281

October 28, 2022



Village of Sugar Grove
Attention: Alison Murphy
10 S. Municipal Drive
Sugar Grove, IL 60554

Subject: **Additional Services**

Per your request we are pleased to submit the following proposal for additional services of Village of Sugar Grove locations. Listed below you will find the cost associated for each location.

1. Police Department – Window washing 2x year - \$250.00 per occurrence
2. Public Works – Window washing 2x year - \$250.00 per occurrence
3. Administration/Finance Offices – Window washing 2x year - \$150.00 per occurrence
4. Buffing/scrubbing the bathroom floors in P.D. - \$.40 per SF
5. Buffing/scrubbing the bathroom floors in P.W. - \$.40 per SF
6. Buffing/scrubbing the bathroom floors in Admin/Finance - \$.40 per SF
7. Carpet cleaning in Police Department - \$.18 per SF
8. Carpet cleaning at Administration/Finance - \$.18 per SF
9. A second day each week for garbage and bathroom clean up at the Police Department - \$175.00

Regards,

Jimmie Daniels
Total Facility Maintenance, Inc.
President

Submitted by _____ Accepted by _____

Date _____ Date _____