



Freeport Police Department

Chief Todd Barkalow

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Freeport City Council

Dear City Council Members,

Recently the police department let out for bids for a two year contract to provide custodial and cleaning services at the public safety building located at 320 W Exchange Street. Our current contract with Bush Janitorial Services expires on April 30, 2017. In accordance with the purchasing policy, we advertised to prospective bidders and set a deadline for submission of 9:00 A.M. on April 24, 2017. Four bids were received before the deadline at the office of the City Clerk, and they were opened by Deputy Chief Matthew Summers in the City Hall Conference Room on April 24, 2017 at 11:00 A.M. Also present for the bid opening were Meg Zuravel-Clerk, Michelle Richter-Finance, and Tom Mirshank-Peterson Cleaning.

The following bids were submitted:

	<u>Annual Costs</u>	<u>Monthly Costs</u>
Bush Janitorial Services	\$9,600	\$800
Crystal Image Cleaning	\$9,960	\$830
Clean As A Whistle	\$16,800	\$1,400
Peterson Cleaning	\$27,120	\$2,260

I found all the bids submitted to be complete and accurate containing the all the appropriate references, customer list, former clients, and key staff and employees.

After reviewing all the bids submitted, I recommend the City accept the bid from Bush Janitorial. Bush Janitorial is trusted and competent in their duties. They have always been responsive and helpful during special situations. They have also included the certificate of insurance listing the City of Freeport as additional insured. Bush Janitorial Service has provided cleaning services for several years and have done a quality job providing those services at the Police Department.

Respectfully Submitted,

Todd Barkalow

Chief of police