



**PROSPECT HEIGHTS DISTRICT 23  
BOARD OF EDUCATION  
ACTION ITEM**

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**Date:** March 11, 2020  
**Title:** 2020-23 Custodial Services – Bid  
**Contact:** Amy McPartlin, Chief School Business Official

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**BACKGROUND INFORMATION:**

Bids were solicited for the District's Custodial Services for the four schools and the Grodsky Administration Center for the 2020-21, 2021-22 and 2022-23 school years.

**ADMINISTRATIVE CONSIDERATIONS:**

The formal bid process was initiated and the solicitation was developed with required legal notice published in the Daily Herald. A mandatory pre-bid meeting was held on January 17, 2020 and a public bid opening was held on January 27, 2020. Five proposals were received in accordance with the specification, publicly opened, and evaluated utilizing a rubric based on the requested services. The formal bid tabulation document has been shared with the Board.

A more detailed evaluation of each submission took place, leading to the disqualification of three companies for failure to comply with the bid specifications. The remaining two companies were invited to participate in an interview with the committee consisting of three members of Administration and two members of the Board of Education.

Following vendor interviews, a thorough review of the associated costs, discussions with other districts, and an assessment of the potential risks and rewards, Administration does not believe that transitioning to an outsourced vendor for custodial services is currently in the District's best interest. Administration will continue its negotiations with the SEIU membership in an effort to reach a financially sustainable contract that best meets the District's needs.

**RECOMMENDED ACTION:**

That the Board of Education rejects all bids for District Custodial Services.