

COUNCIL ACTION FORM

SUBJECT: LIBRARY CUSTODIAL SERVICES CONTRACT

BACKGROUND:

An Invitation to Bid for custodial services at the Ames Public Library's expanded facility was issued on June 11, 2014. A pre-bid meeting was held on June 23 to allow interested parties to walk through the unfinished facility to gain an understanding of the lay-out and areas the contract will cover.

The contract period was identified as beginning on September 8, 2014, when the collections and workplace furniture will be fully in place and staff is working at the renewed Library. The bid solicitation allows the Library the right to renew the contract for up to four additional 12-month periods at the submitted rates, subject to mutual agreement and successful performance.

Four responses were received by the July 8 deadline. The bid tabulation appears on the following page.

The lowest bid was received from PCI of Lansing, Kansas, with hourly rates as follows: \$14.95/hour in fiscal year 2014/15; \$15.31/hour in FY16; \$15.70/hour in FY17; \$16.09/hour in FY18; and \$16.50/hour in FY19. The total cost for 3,241 hours of service in the current fiscal year will be \$48,452.95.

The Library Board of Trustees received the report of bids on July 17, 2014. The Board unanimously adopted a resolution recommending that the City Council award the bid to the lowest responsive, responsible bidder in order to facilitate renewal of the contract in future years, when the annual costs will exceed \$50,000.

After checking references and working with the City's Purchasing and Legal Departments, and in compliance with the Library Board's direction, Library staff requests that City Council award the contract to PCI of Lansing, Kansas in the amount of \$48,452.95. The adopted budget for these services in 2014-15 was set at \$4,800 per month or \$57,600, which will result in a savings of \$9,147 for the Library.

ALTERNATIVES:

1. Award the contract for library custodial services to PCI of Lansing, Kansas, in the amount of \$48,452.95 for the period from September 8, 2014, through June 30, 2015, with the option to renew for four additional twelve-month periods.
2. Do not award the Library custodial contract at this time.

MANAGER'S RECOMMENDED ACTION:

Based on the tabulation of bids, action of the Library Board of Trustees, and further review by staff, it has been determined that PCI submitted the lowest responsive, responsible bid for these services.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the award of the contract for Library Custodial Services to PCI of Lansing, Kansas, in the amount of \$48,452.95 for the period from September 8, 2014, through June 30, 2015, with the option to renew for four additional years.

CITY OF AMES, IOWA												
Ph: 515-239-5125 * Fax: 515-239-5325 Mike Adair, Procurement Specialist II												
Bid No. 2014-276												
Custodial Services For Ames Public Library		Hourly Rate:	TOTAL AMOUNT (Hourly Rate x 3241 Hours):	Renewal #1, 7/1/2015 - 6/30/2016	Renewal #2, 7/1/2016 - 6/30/2017	Renewal #3, 7/1/2017 - 6/30/2018	Renewal #4, 7/1/2018 - 6/30/2019	ANNUAL COST: RENEWAL #1	ANNUAL COST: RENEWAL #2	ANNUAL COST: RENEWAL #3	ANNUAL COST: RENEWAL #4	COST OF CONTRACT: FIVE YEARS
BIDDERS												
PCI		\$14.95	\$48,452.95	\$15.32	\$15.70	\$16.09	\$16.50	\$63,869.08	\$65,484.70	\$67,159.66	\$68,640.00	\$313,606.39
Nationwide Office Care		\$15.00	\$48,615.00	\$15.45	\$15.91	\$16.38	\$16.87	\$64,411.05	\$66,360.61	\$68,370.12	\$70,179.20	\$317,935.98
Reliable Maintenance		\$16.00	\$51,856.00	\$16.50	\$17.00	\$17.00	\$18.00	\$68,788.50	\$70,907.00	\$70,958.00	\$74,880.00	\$337,389.50
FBG Service Corporation		\$23.70	\$76,811.70	\$23.70	\$24.17	\$24.17	\$24.17	\$98,805.30	\$100,813.07	\$100,885.58	\$100,547.20	\$477,862.85