

COUNCIL ACTION FORM

SUBJECT: CUSTODIAL SERVICES CONTRACT EXTENSION AT AMES PUBLIC LIBRARY

BACKGROUND:

On August 12, 2014 Council awarded a contract to PCI to provide custodial services for the Ames Public Library for the period of July 1, 2014 through June 30, 2015. This contract also included four optional renewal periods.

The first renewal was approved for the period of July 1, 2015, through June 30, 2016. In October 2015, Council cancelled the contract with PCI due to non-performance issues. **The remainder of FY 2015/16 was awarded to Nationwide Office Care of Clive, IA, which was the second lowest bidder in response to the initial Request for Proposals.**

The period from July 1, 2017, through June 30, 2018, is the third of four optional renewal periods. Nationwide Office Care indicated that there would be a price increase to \$16.38/hour for this renewal period. Library staff estimate that 4,746 hours of cleaning will be required during this period, making the contract total \$77,739.48. The approved budget for FY 2017/18 includes funding for these custodial services.

ALTERNATIVES:

1. Award the contract renewal option for the FY 2017/18 custodial services for Ames Public Library to Nationwide Office Care in the amount of \$77,739.48.
2. Reject renewal award and direct staff to re-bid custodial services.

MANAGER'S RECOMMENDATION:

Nationwide Office Care has provided custodial services at the Library since November 2015. The firm provides these services at a relatively low overall cost, and its representatives work closely with Library staff to ensure high quality results and to accommodate the timing of Library activities and public events.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.