

**COUNCIL ACTION FORM**

**SUBJECT:** CONTRACT AWARD FOR CUSTODIAL SERVICES AT THE AMES PUBLIC LIBRARY

**BACKGROUND:**

All cleaning and custodial services for Ames Public Library are provided by a third party professional cleaning service. The service includes all routine daily cleaning tasks. The Library has \$94,826 budgeted for this service in FY 2019/20. Library staff estimates 5,498 hours of cleaning services are required for the first year of the contract. The hours of service required in later years is similar, but varies slightly depending on the Library's holiday schedule. These hours are an estimate for budgeting purposes; payment will be on an hourly basis for actual hours worked.

The current cleaning services contract expires on June 30, 2019. An invitation to bid was issued for a new contract, beginning July 1, 2019. This annual contract is renewable, with a potential for five total years. The first year of this contract would be from July 1, 2019 through June 30, 2020.

On April 30, 2019, two bids were received as follows:

Bidder	Hourly Rates					1 <sup>st</sup> Year Est. Total Cost
	Year 1	Year 2	Year 3	Year 4	Year 5	
ABM, Des Moines IA	\$16.65	\$16.65	\$16.75	\$16.85	\$17.00	<b>\$91,541.70</b>
Nationwide Office Care, Clive IA	\$16.92	\$17.59	\$18.30	\$19.03	\$19.79	<b>\$93,026.16</b>

ABM, Des Moines, IA, is the lowest bidder in the initial and later years of the contract. The estimated cost in the initial year of the contract is within the amount the Library has budgeted for cleaning services for FY 2019/20.

**ALTERNATIVES:**

1. Award the contract for FY 2019/20 Custodial Services for the Ames Public Library to ABM, Des Moines, IA in the amount of \$91,541.70.
2. Award the Custodial Service contract to the other bidder.
3. Reject the award and direct staff to re-bid custodial services.

**MANAGER'S RECOMMENDATION:**

ABM is providing relatively low cost custodial services for the Ames Public Library and ABM's representatives will work closely with Library staff to ensure high quality results and accommodate the timing of library activities and public events. ABM is the lowest bidder for this cleaning and custodial work in the next fiscal year, as well as the potential life of the contract.

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