

ITEM # 30
DATE: 06-27-23
DEPT: Fleet/Fac.

COUNCIL ACTION FORM

SUBJECT: CONTRACT RENEWAL FOR CUSTODIAL SERVICES AT CITY HALL

BACKGROUND:

All cleaning and custodial services for City Hall are provided by a third-party professional cleaning service. The tasks included in this service are all the routine daily cleaning tasks, and additional tasks performed periodically such as carpet shampooing, vinyl and Terrazzo floor maintenance, ceramic tile cleaning, plumbing fixture cleaning and sanitation, spot cleaning, glass cleaning, and window washing. There is also the expectation to provide unplanned emergency clean-up services.

The current contract for these services is with Stratus Building Solutions, West Des Moines, IA, in an amount not to exceed \$84,962 for FY 2022/23. Pricing remains unchanged for FY 2023/24. The base bid for daily and weekly cleaning tasks is \$68,588. The additional \$16,374 is for additional cleaning tasks that are at the discretion of the City. These tasks include things like carpet cleaning and waxing. The total cost for FY 2023/24 will be split for budget purposes for specific areas for the base bid is as follows:

City Hall and Police Dept	\$43,647
Gym, Community Center, & Wellness	\$22,447
Auditorium	\$ 2,494

This bid is for the period of July 1, 2023 through June 30, 2024 with one (1) twelve (12) month optional renewal period available through June 30, 2025. Each renewal period is subject to successful past performance and approval by Council.

The approved operating budget for FY 2023/24 includes \$85,691 for this work, divided across the following budgets:

- \$ 60,000 is in the Facilities budget
- \$ 11,561 is in the Gym & Community Center budget
- \$ 2,569 is in the Auditorium budget, and
- \$ 11,561 is in the Wellness budget.

The base bid amounts include all routine services provided daily plus other services provided periodically or less frequently. Also bid separately is a per-hour rate for additional services requested, emergency clean up, and special events clean-up in the Auditorium. These services will be billed at the hourly rate bid in addition to the planned services.

ALTERNATIVES:

1. Award a contract for FY 2023/24 custodial services at Ames City Hall to Stratus Building Solutions, West Des Moines, IA, in the amount of \$68,588 per year for base bid cleaning, an additional \$16,374 of additional cleaning at the discretion of the City for a to not exceed amount \$84,962, and \$26 per hour cost for emergency clean-up and additional work as authorized not specifically stated in the contract.
2. Do not renew and direct staff to re-bid custodial services

CITY MANAGER'S RECOMMENDATION:

Stratus Building Solutions, West Des Moines, IA, was the selected bidder in the previous invitation to bid and has provided acceptable services over the past year. The renewal of this contract for the next fiscal year includes no changes to the prices for the work, and sufficient funding has been allocated in the appropriate program budgets to pay for the contract costs. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as noted above.