

**COUNCIL ACTION FORM**

**SUBJECT: CUSTODIAL SERVICES CONTRACT EXTENSION AT  
AMES PUBLIC LIBRARY**

**BACKGROUND:**

On August 12, 2014, the City Council awarded a contract to PCI to provide custodial services for the Ames Public Library for the period from 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, the City Council cancelled the contract with PCI due to non-performance issues. The remainder of the custodial services for FY 2015/16 was awarded to Nationwide Office Care of Clive, IA.

The period from July 1, 2016, through June 30, 2017, is the second of four optional renewal periods. Nationwide Office Care indicated there would be a price increase for this renewal period from \$15.45/hour to \$15.91/hour. The Library estimates that 4,171 hours of cleaning will be required during this period, bringing the contract total to \$66,360.61. The approved budget for FY 2016/17 includes sufficient funding for custodial services.

**ALTERNATIVES:**

1. Award the contract renewal option for the FY 2016/17 custodial services for the Ames Public Library to Nationwide Office Care in the amount of \$66,360.61.
2. Reject renewal award and direct staff to re-bid custodial services for the Library.

**MANAGER'S RECOMMENDATION:**

Nationwide Office Care is the current provider of custodial services at the Ames Public Library and has provided services for one year. Nationwide Office Care provides these services at a relatively low overall cost. It has also worked closely with Library staff to continually improve the quality of services received.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby awarding the contract renewal option for the FY 2016/17 custodial services for the Ames Public Library to Nationwide Office Care in the amount of \$66,360.61.