

**COUNCIL ACTION FORM**

**SUBJECT: FACILITIES MAINTENANCE PROGRAM - AWARD OF CONTRACT  
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, carpet shampooing, vinyl and Terrazo floor maintenance, ceramic tile cleaning, plumbing fixture cleaning and sanitation, spot cleaning as needed, emptying trash receptacles, glass cleaning, window washing, litter collection around the outside of the building, litter collection in parking lots M, MM, N, and the Veterans Memorial, and an occasional emergency unplanned clean-up. The current contract expires on June 30, 2018. Based on past experience a group of employees was used to modify and create the new contract to better meet the needs of the users of City Hall.

On April 17, 2018, six bids were received as follows:

BIDDER – Base Bid	TOTAL ANNUAL COST	ADDITIONAL SERVICES
		COST PER HOUR
Reliable Maintenance Co., Des Moines, IA	\$52,028.64	\$16.00
Magic Matt's Cleaning, Ames IA	\$59,990.00	\$20.00
Klean Rite, Ames, IA	\$71,175.00	\$22.50
ABM Industry Groups, LLC, Des Moines, IA	\$90,895.00	\$22.50
Jones Cleaning & Remodeling, Ames, IA	\$98,150.00	\$25.00
Nationwide Office Care, Clive, IA	\$174,664.00	\$19.00

In addition to the first year costs, bidders also provided proposed annual rate increases:

BIDDER – Annual % Rate Increase by FY	19/20	20/21	21/22	22/23
Reliable Maintenance Co., Des Moines, IA	0.0%	0.0%	0.1%	0.1%
Magic Matt's Cleaning, Ames IA	0.0%	0.0%	0.1%	0.1%
Klean Rite, Ames, IA	1.0%	1.0%	1.5%	2.0%
ABM Industry Groups, LLC, Des Moines, IA	3.0%	2.0%	3.0%	2.0%
Jones Cleaning & Remodeling, Ames, IA	0.0%	2.0%	2.0%	3.0%
Nationwide Office Care, Clive, IA	4.0%	4.0%	4.0%	4.0%

The lowest responsive, responsible bidder for City Hall custodial services is Reliable Maintenance Company, Des Moines, IA., in the amount of \$52,028.64 per year. City staff estimates that additional emergency and special event clean-up services at the \$16.00 per hour rate specified in the bid will result in an additional \$1,000 per year of expenses. City Council authorization of this increased amount is requested at this time, although the actual emergency clean-up services will be billed to City programs on an as-needed basis.

This bid is for the period of July 1, 2018, through June 30, 2019 with four twelve-month optional renewal periods through June 30, 2023. Each renewal period is subject to successful past performance and approval by City Council. The bid also provides for a percentage increase on base fees for each renewal period.

The base fee of \$52,028.64 is allocated to specific areas as follows:

City Hall and Police Dept.	\$39,021
Gym & Community Center	6,764
Auditorium	3,122
<u>Wellness/ Aerobics room</u>	<u>3,122</u>
TOTAL	\$52,029

The FY 2018/19 City budget provides funding in the amount of \$89,592 for these services.

### **ALTERNATIVES:**

1. Award this contract for FY 2018/19 custodial services at Ames City Hall to Reliable Maintenance Company, Des Moines, IA, in the amount of \$53,028.64 per year plus \$16.00 per hour for emergency callback and additional work as authorized. The contract is renewable for up to four, twelve-month periods subject to successful performance and Council approval, with the increases reflected in the bid.
2. Award the contract for custodial services for the Ames City Hall to one of the other bidders.
3. Reject all bids and direct staff to re-bid custodial services

### **MANAGER'S RECOMMENDATION:**

Reliable Maintenance Company has the lowest overall cost to the City over the five-year contract. The Director of Fleet & Facilities has checked references for Reliable Maintenance Company's performance in other locations and finds this firm to be acceptable. It appears that Reliable Maintenance Company is committed to meeting the expectations of users of City Hall and is capable of providing these services.

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