

COUNCIL ACTION FORM

SUBJECT: CONTRACT EXTENSION FOR CUSTODIAL SERVICES AT THE AMES PUBLIC LIBRARY

BACKGROUND:

On August 12, 2014, Council awarded a contract to PCI to provide custodial services for Ames Public Library for the period of July 1, 2014 through June 30, 2015. The 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 Fiscal Year 2016 was awarded to Nationwide Office Care of Clive, IA.

The period from July 1, 2018, through June 30, 2019, is the fourth and final optional renewal period with Nationwide. The 2017/18 hourly cost for cleaning services is \$16.38/hour. In accordance with the original bid in 2014, this hourly price will increase to \$16.87/hour for this final renewal period. The Library estimates that 5,578 hours of cleaning will be required during this period, making the contract total \$94,100.86. The approved budget for FY 2018/19 includes funding for these custodial services.

ALTERNATIVES:

1. Award the contract renewal option for custodial services for the Ames Public Library to Nationwide Office Care in the amount of \$94,100.86 during FY 2018/19.
2. Reject renewal award and direct staff to re-bid custodial services.

MANAGER'S RECOMMENDATION:

Nationwide Office Care has been providing custodial services at Ames Public 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 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.