

COUNCIL ACTION FORM

SUBJECT: AWARD OF CONTRACT FOR CYRIDE CUSTODIAL SERVICES

BACKGROUND:

CyRide has contracted with a third party to provide custodial services for the CyRide administrative facility since its construction in 2008. The custodial services contract was last awarded in 2015 to Nationwide Office Care of Clive, Iowa. CyRide originally planned to rebid the custodial services contract before the five-year contract expired on June 30, 2020. To avoid rebidding the contract during the height of the pandemic, the contract was extended on a temporary basis until a more stable bidding environment was present.

On April 19, 2021, in cooperation with the Purchasing Division, CyRide issued a Request for Proposals (RFP) number 2021-128 soliciting bids for custodial services. Three organizations submitted responses to this RFP. The calculated scores for each bidder are shown in the following table.

Criteria	Weight	Nationwide Office Care	Stratus Building Solutions	Reliable Maintenance Co.
Management / Work Approach	25%	2.00	1.58	1.58
Past Performance / Service Quality	25%	1.83	1.67	0.67
References	20%	1.53	1.67	1.13
Cost	20%	1.80	1.22	2.00
Qualifications	10%	0.80	0.62	0.67
Total Score		7.96	6.76	6.05
Bid Price		\$2,330.50/month	\$3,430/month	\$2,100/month

Staff evaluated these proposals and determined that Nationwide Office Care of Clive, Iowa was the best value for CyRide.

If approved by Council, this contract would begin on July 1, 2021 and extend through June 30, 2022 at an initial cost of \$2,330.50 per month and have the potential of four (4) additional annual renewal options subject to successful performance.

The Transit Board approved award of contract to Nationwide Office Care of Clive, Iowa at their May 21, 2021 meeting.

ALTERNATIVES:

1. Approve award of contract to Nationwide Office Care of Clive, Iowa, for the initial contract period beginning July 1, 2021 through June 30, 2022 with the possibility of four (4) additional 12-month contract periods.
2. Reject all proposals and direct staff to proceed according to City Council priorities.

CITY MANAGER'S RECOMMENDED ACTION:

Utilizing a third-party custodial contractor has proven to be a cost-effective way to keep CyRide's administrative facility in good condition. Awarding the contract to Nationwide Office Care will provide a needed service at the best value to CyRide.

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