

ITEM # 14
DATE: 09-13-22

COUNCIL ACTION FORM

SUBJECT: 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, 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 City of Ames received notice from the current vendor, ServPro of Ames, that they can no longer meet the criteria of the contract due to the inability to find staff that can meet the needs of City Hall.

On August 17, 2022, two bids were received as follows:

BIDDER – Base Bid	TOTAL ANNUAL COST	ADDITIONAL SERVICES COST PER HOUR
Stratus Building Solutions, West Des Moines, IA	\$84,962.00	\$26.00
Reliable Maintenance Co., Des Moines, IA	\$86,200.00	\$25.00

BIDDER – Annual % Rate Increase by FY	23/24	24/25
Stratus Building Solutions, West Des Moines, IA	0%	0%
Reliable Maintenance Co., Des Moines, IA	2.5%	2.5%

The current contract amount with the incumbent provider is \$57,655.50 for FY 2022/23. Stratus Building Solutions, West Des Moines, IA, submitted the low acceptable bid of \$84,962.00 for FY 2022/23. This total does include additional services such as carpet cleaning and waxing. The base bid for just cleaning tasks is \$68,588. The total cost for FY 2022/23 will be split for budget purposes for specific areas for the base bid is as follows:

City Hall and Police Dept	\$43,647.00
Gym, Community Center, & Wellness	\$22,447.00
Auditorium	\$ 2,494.00

This bid is for the period of date of award through June 30, 2023 with two (2) twelve (12) month optional renewal periods available through June 30, 2025. Each renewal period is subject to successful past performance and approval by Council. The bid also provides for a percentage increase on base fees for each renewal period.

The approved operating budget for FY 2022/23 was set at \$73,218;

\$60,000 is in the Facilities budget
\$ 5,887 is in the Gym & Community Center budget
\$ 3,281 is in the Auditorium budget, and
\$ 4,050 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.

City staff reviewed the bid and had a meeting with Stratus regarding the number of hours they listed to do the work. Staff felt that number was not feasible based on experience. After reviewing the work, Stratus affirmed that the number was good, and they would meet the criteria set forth in the bid. The hours listed was an estimate and they agreed they would work the hours needed to meet the contract. Staff reached out to references listed and received favorable feedback.

ALTERNATIVES:

1. Award this contract for FY2022/23 custodial services at Ames City Hall to Stratus Building Solutions, West Des Moines, IA, in the amount of \$84,962.00 per year plus \$26 per hour for emergency clean-up and additional work as authorized. The contract is renewable for up to two, 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 Reliable Maintenance Company.
3. Reject all bids and direct staff to re-bid custodial services

CITY MANAGER'S RECOMMENDATION:

Stratus Building Solutions, West Des Moines, IA, has the lowest overall cost to the City over the three-year contract period. The Director of Fleet & Facilities has checked references for Stratus Building Solutions performance in other locations and finds them to be acceptable. Stratus Building Solutions is committed to meeting the expected results and is ready to provide these services.

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