

ITEM #: 39
DATE: 05-14-24
DEPT: Library

COUNCIL ACTION FORM

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

BACKGROUND:

All cleaning and custodial services for Ames Public Library are provided by a third-party professional cleaning service. The services include all routine daily cleaning tasks. Library staff estimates 4,992 hours of cleaning services are required for the first year of the contract. The hours of service required in later years is similar, but varies slightly depending on the Library's holiday schedule. These hours are an estimate for budgeting purposes; payment will be on an hourly basis for actual hours worked.

The current cleaning services contract expires on June 30, 2024. An Invitation to Bid was issued for a new contract, beginning July 1, 2024. This annual contract is eligible for renewal annually for up to four additional years, a total maximum of five annual contracts. The first year of this contract will be from July 1, 2024 through June 30, 2025.

On April 18, 2024, eight bids were received as follows:

BIDDER	YEAR 1 HOURLY RATE	YEAR 2 HOURLY RATE	YEAR 3 HOURLY RATE	YEAR 4 HOURLY RATE	YEAR 5 HOURLY RATE	YEAR 1 ESTIMATED TOTAL COST @ 4,992 HRs
ABM, Des Moines, IA	\$18.93	\$19.67	\$20.36	\$21.05	\$21.74	\$94,498.56
Reliable Maintenance Company, Des Moines, IA	\$21.00	\$21.42	\$21.85	\$22.29	\$22.73	\$104,832.00
Nationwide Office Care, Clive, IA	\$21.40	\$26.12	\$32.05	\$39.54	\$49.03	\$106,828.80
Cleaning Connection, Des Moines, IA	\$25.00	\$27.50	\$30.25	\$33.28	\$36.60	\$124,800.00
Servpro of Ames, Ames, IA	\$30.50	\$30.50	\$30.50	\$31.11	\$31.11	\$152,256.00
MetroClean Solutions, Clive, IA	\$31.65	\$31.81	\$31.97	\$32.16	\$35.38	\$157,966.80
phClean, Ames, IA	\$52.00	\$54.08	\$56.24	\$58.49	\$60.83	\$259,584.00
Peacefully Clean, Ames, IA	\$60.00	\$61.80	\$63.65	\$65.56	\$67.53	\$299,520.00

ABM, Des Moines, IA, is the lowest bidder in the initial and later years of the contract. The estimated cost in the initial year of the contract is within the amount the Library has budgeted for cleaning services for FY 2024/25.

The Library budgeted \$83,466 for custodial services in FY 2024/25. Since payment is based on actual hours worked, based on historical experience, staff anticipates not exceeding the budgeted amount. If

actual expenditures do exceed the budgeted amount, Library will use any savings from other operational items. The Board of Trustees, Ames Public Library, issued Resolution No. 2024-L011 on April 18, 2024, recommending the contract award to ABM.

ALTERNATIVES:

1. Award a contract to ABM Industry Groups, LLC, of Des Moines, IA for Custodial Services at Ames Public Library in the amount of \$94,498.56.
2. Determine that a different bid is in the best interest of the City and award a contract to that bidder.
3. Reject all bids and direct staff to re-bid custodial services.

CITY MANAGER'S RECOMMENDED ACTION:

ABM is providing relatively low-cost custodial services for the Ames Public Library. ABM's representatives will work closely with Library staff to ensure there are high-quality results and the cleaning schedule accommodates the timing of library activities and public events. ABM is the lowest bidder for this cleaning and custodial work in the next fiscal year, as well as the potential life of the contract. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.