

ITEM #: 32  
 DATE: 06-25-24  
 DEPT: FLEET

**COUNCIL ACTION FORM**

**SUBJECT:**        **CONTRACT RENEWAL 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 daily routine cleaning tasks and additional tasks periodically performed, 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 current contract amount with Stratus Building Solutions, West Des Moines, IA, is \$84,962 for FY 2023/24. The renewal terms offered by this vendor remain flat for FY 2024/25. The base bid for cleaning tasks is \$68,588. The total cost for FY 2024/25 will be split for budget-tracking purposes by location areas for the base bid, as illustrated in the table below. The base bid amounts include all routine services provided daily plus other services provided periodically or less frequently, such as carpet cleaning and waxing of the floors. Quoted separately is a per-hour rate for additional services requested, including emergency clean up, and special events clean-up in the auditorium. These services are used on an as-needed basis and will be billed at the hourly rate of \$26.00 per hour, in addition to the planned services.

<b>LOCATION</b>	<b>AMOUNT</b>
City Hall, Police Department	\$43,647.00
Gymnasium & Community Center	\$11,223.50
Public Wellness	\$11,223.50
Auditorium	\$ 2,494.00
<b>Base Bid Sub Total</b>	<b>\$68,588.00</b>
Additional Services as Requested by the City (Estimated)	\$16,374.00
<b>Base Bid + Additional Services</b>	<b>\$84,962.00</b>

This renewal is for the period of July 1, 2024, through June 30, 2025, with no additional renewal periods available. The total funding budgeted for custodial services in City Hall for FY 2024/25 is the amount of \$89,689.

**ALTERNATIVES:**

1. Award the Ames City Hall custodial services contract to Stratus Building Solutions, West Des Moines, IA, in the amount not-to-exceed \$84,962.00 for July 1, 2024 - June 30, 2025
2. Do not renew and direct staff to re-bid custodial services

**CITY MANAGER'S RECOMMENDED ACTION:**

Stratus Building Solutions, West Des Moines, IA, has the lowest overall cost to the City over the three-year contract period. 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.