

ITEM #: 29
 DATE: 06-09-26
 DEPT: FLEET

COUNCIL ACTION FORM

SUBJECT: CONTRACT FOR FY 2026/27 CUSTODIAL SERVICES AT CITY HALL

BACKGROUND:

All cleaning and custodial services for City Hall are managed by a third-party professional cleaning service. This includes daily routine cleaning tasks and periodic tasks such as carpet shampooing, vinyl and terrazzo floor maintenance, ceramic tile cleaning, plumbing fixture sanitation, spot cleaning, glass cleaning, and window washing. Additionally, the service is expected to handle unplanned emergency cleanups.

Effective July 1, the implementation of single-stream recycling will change waste handling practices under this contract. Trash and recycling collection will shift from individual office and room servicing to centrally located garbage and recycling receptacles within each work area. This streamlined approach reduces service requirements and results in a lower overall contract cost compared to previous years.

The current cleaning services contract expires on June 30, 2026. An Invitation to Bid was issued for a new contract for the period between July 1, 2026 and June 30, 2027. This contract is eligible for renewal for up to four additional one-year periods.

On May 18, 2026, an Invitation to Bid was posted to AmesBids. On May 5, 2026, six bids were received as follows:

Bidder	Total Annual Cost	Additional Services (Cost Per Hour)
Reliable Maintenance Company*	\$71,400.00*	\$30.00*
Cleanly	\$81,800.00	\$45.00
FBG Facility Services	\$101,049.44	\$35.00
Top Job Services, Inc.	\$119,440.00	\$45.00
UBM Enterprise, Inc.	\$128,502.95	\$32.94
Klean Rite (Wiese Enterprises, Inc.)	\$180,340.00	\$35.00

*After receiving bids, it was discovered that the apparent low bidder, Reliable Maintenance Company, entered outdated pricing details. Reliable Maintenance Company therefore withdrew its bid.

The expiring contract amount with the incumbent provider is \$84,962. The bid from Cleanly, of Ames, IA, submitted a bid of \$81,800 for FY 2026/27. This total reflects a change in how trash and recycling are collected, as stated above.

The base bid for cleaning tasks alone is \$64,500. The total cost for FY 2026/27 will be split by area for budget purposes:

LOCATION	AMOUNT
City Hall & Police Department	\$46,000.00
Community Center, Gym, & Wellness Auditorium	\$14,000.00
Auditorium	\$4,500.00
Base Bid Sub Total	\$64,500.00
Additional Services as Requested by the City (Estimated)	\$17,300.00
Base Bid + Additional Services	\$81,800.00

Each annual renewal period is subject to successful past performance and approval by Council. The bid also provides for an annual increase of up to 3% for each renewal period.

The total budget allocated for custodial services in City Hall for FY 2026/27 is \$91,622:

- **\$64,000 in the Facilities budget**
- **\$12,407 in the Gym & Community Center budget**
- **\$12,554 in the Wellness budget**
- **\$2,661 in the Auditorium budget**

The base bid amounts include all routine services provided daily, plus other services provided periodically or less frequently. A per-hour rate is bid separately 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.

ALTERNATIVES:

1. Award the Ames City Hall custodial services contract to Cleanly of Ames, IA, for Custodial Services at City Hall in the amount not to exceed \$81,800 for July 1, 2026 - June 30, 2027.
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:

Cleanly of Ames, IA has the lowest overall cost to the City. The Director of Fleet & Facilities has checked references for Cleanly's performance in other locations and finds them to be acceptable. Cleanly 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.