

**COUNCIL ACTION FORM**

**SUBJECT: FACILITIES MAINTENANCE PROGRAM – OPTIONAL RENEWAL 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, carpet shampooing, vinyl and Terrazzo floor maintenance, ceramic tile cleaning, plumbing fixture cleaning and sanitation, spot cleaning as needed, empty all trash receptacles, glass cleaning, window washing, litter collection around the outside of the building. Litter collection in parking lots M, MM, N, and the Veterans Memorial, and an occasional emergency unplanned clean-up.

Council awarded a contract to Reliable Maintenance Co. for Fiscal Year 2018/19 with four optional renewals. This would be the second optional renewal period starting July 1, 2020 through June 30, 2021.

On April 17, 2018, six bids were received as follows:

<b>BIDDER – Base Bid</b>	<b>TOTAL ANNUAL COST</b>	<b>ADDITIONAL SERVICES COST PER HOUR</b>
Reliable Maintenance Co., Des Moines, IA	\$52,028.44	\$16.00
Magic Matt’s Cleaning, Ames IA	\$59,990.00	\$20.00
Klean Rite, Ames, IA	\$71,175.00	\$22.50
ABM Industry Groups, LLC, Des Moines, IA	\$90,895.00	\$22.50
Jones Cleaning & Remodeling, Ames, IA	\$98,150.00	\$25.00
Nationwide Office Care, Clive, IA	\$174,664.00	\$19.00

<b>BIDDER – Annual % Rate Increase by FY</b>	<b>19/20</b>	<b>20/21</b>	<b>21/22</b>	<b>22/23</b>
Reliable Maintenance Co., Des Moines, IA	0.0%	0.0%	0.1%	0.1%
Magic Matt’s Cleaning, Ames IA	0.0%	0.0%	0.1%	0.1%
Klean Rite, Ames, IA	1.0%	1.0%	1.5%	2.0%
ABM Industry Groups, LLC, Des Moines, IA	3.0%	2.0%	3.0%	2.0%
Jones Cleaning & Remodeling, Ames, IA	0.0%	2.0%	2.0%	3.0%
Nationwide Office Care, Clive, IA	4.0%	4.0%	4.0%	4.0%

Reliable Maintenance Company submitted the low acceptable bid of \$52,028.44 for FY 2018/19. In addition, \$1,000 was added for emergency callback. The total for FY 2020/21 of \$53,028.44 is split for budget purposes for specific areas as follows:

City Hall and Police Dept: \$39,963.44  
 Gym & Community Center: \$ 5,332.50  
 Wellness/ Aerobics Room: \$ 5,332.50  
 Auditorium: \$ 2,400.00  
 \$53,028.44

**The approved operating budget for FY 2021 is \$76,704. This optional renewal is for the period of July 1, 2020, through June 30, 2021. Two (2) optional renewals remain through June 30, 2023. 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 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.

The bid award recommendation is based on the lowest overall cost to the City over the 5-year period.

**ALTERNATIVES:**

1. Renew contract for FY2020/21 custodial services at Ames City Hall to Reliable Maintenance Company, Des Moines, Ames, IA., in the amount of \$53,028.44. The action will approve the Base Bid in the amount \$52,028.44, \$1,000 for emergency callback, and additional work as authorized at \$16.00/hour.
2. Award the contract for custodial services for the Ames City Hall to one of the other bidders.
3. Reject all bids and direct staff to re-bid custodial services.

**CITY MANAGER'S RECOMMENDATION:**

Reliable Maintenance Company has the lowest overall cost to the City over the five-year contract. The Director of Fleet & Facilities has indicated that the services being provided by the Reliable Maintenance Company currently are meeting performance expectations.

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