

COUNCIL ACTION FORM

SUBJECT: CONTRACT RENEWAL FOR CUSTODIAL SERVICES AT AMES PUBLIC LIBRARY

BACKGROUND:

All cleaning and custodial services for Ames Public Library are provided by a third-party professional cleaning service. The service includes all routine daily cleaning tasks. On May 28, 2019, the City Council awarded a contract to ABM to provide custodial services for Ames Public Library for the period of July 1, 2019 through June 30, 2020. ABM indicated that the hourly rate would be \$16.65/hour for the original contract period. The contract also includes four optional renewal periods.

The period from July 1, 2021, through June 30, 2022, is the second of four optional renewal periods. ABM indicated that the hourly rate would be \$16.75/hour for this renewal period. Library staff estimates 5,484 hours of cleaning services for this renewal period, making the contract total \$91,857. This amount matches what is budgeted for this service in FY 2021/22. These hours are an estimate for budgeting purposes. Payment will be on an hourly basis for actual hours worked.

On April 30, 2019, two bids were received as follows:

	Hourly Rates				
	Year 1	Year 2	Year 3	Year 4	Year 5
Bidder	5498 Hrs.	5436 Hrs.	5484 Hrs.	5498 Hrs.	5498 Hrs.
ABM, Des Moines IA	\$16.65	\$16.65	\$16.75	\$16.85	\$17.00
Nationwide Office Care, Clive IA	\$16.92	\$17.59	\$18.30	\$19.03	\$19.79

ALTERNATIVES:

1. Award the contract renewal option for the FY 2021/22 Custodial Services for the Ames Public Library to ABM, Des Moines, IA in the amount of \$91,857.
2. Reject the renewal award and direct staff to re-bid custodial services.

CITY MANAGER'S RECOMMENDATION:

ABM is providing relatively low-cost custodial services for the Ames Public Library and ABM's representatives will work closely with Library staff to ensure high quality results and accommodate the timing of library activities and public events.

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