



# Council Communication

Office of the City Manager

**Date** February 9, 2009

**Agenda Item No.** I-A  
**Roll Call No.** 09-  
**Communication No.** 09-071  
**Submitted by:** Donald M. Tripp  
Park and Recreation Director

## AGENDA HEADING:

Accepting proposals from various service providers for the provision of Custodial Services for Municipal Buildings and Des Moines Municipal Housing (MHA) and authorizing the City Manager to negotiate and execute appropriate agreements.

## SYNOPSIS:

Recommend approval of the Custodial Services Evaluation and Selection Committee's recommendations to authorize the City Manager to negotiate and execute contracts with the following:

ABM Janitorial Services, (Brad Nelson, Branch Manager) 1509 Michigan St, Des Moines, Iowa 50314 for Custodial Services for Municipal Buildings, \$196,512.12 annual cost and Community Centers, \$73,007.04 annual cost, effective no later than April 1, 2009. Staff recommends a three year contract.

Bojo's Carpet and Tile Care, John Alessio, (Owner) 3734 Des Moines, Iowa, 50315 for Park Shelters and Restrooms, \$51,000 annual cost, and Des Moines Municipal Housing Facility at 1101 Crocker St (Royal View Manor) only, \$10,530 annual cost, effective no later than April 1, 2009. Staff recommends a three year contract.

Marsden Bldg Maintenance, L.L.C.(Chris Norgren, President) 2801 Bell Avenue Des Moines, Iowa, 50324 for custodial services for Fleet Services, \$5,676 annual cost, effective December 15, 2009 (WRA) and no later than April 1, 2009 (Fleet Services). Staff recommends a three year contract.

The Evaluation and Selection Committee recommended that the proposal of ABM Janitorial Services for the Airport at an annual cost of \$606,537.96 be accepted. Following the Council's action to accept the above described proposals for municipal buildings and to recognize a City staffing reorganization, including the Airport employees, an action to consider acceptance of the ABM Janitorial Services proposal will come before the Des Moines International Airport Board. The estimated savings for the Airport will be approximately \$650,000 annually if the ABM Janitorial Services proposal is accepted.

The Evaluation and Selection Committee recommended that the proposal Marsden Bldg Maintenance, L.L.C. be selected for the Wastewater Reclamation Facility. Following the Council's action to accept the above described proposals for municipal buildings, the City, as Operating Contractor for the WRA, will be assessing the greatest value option, with any changes approved by the Des Moines Metropolitan Wastewater Reclamation Authority (WRA). The estimated savings for the WRA will be approximately \$10,000 annually if the Marsden Building Maintenance proposal is accepted.

## FISCAL IMPACT:

Amount: \$730,000 resulting from City Council action. Compared to the current adopted budget, an estimated savings in Park and Recreation for Municipal Buildings and Community Centers is approximately \$650,000 annually. Des Moines Municipal Housing estimates an annual savings of approximately \$80,000. An additional \$650,000 will be saved at the Airport with approval of a contract by the Airport Board, and an additional \$10,000 will be saved with the approval of the WRA.

Funding Sources: (from FY2009 Adopted Budget)

Aviation: EN002 AIR040400 - Building Maintenance-page 64  
Housing: SP350 HSG021100 - Royal View Manor-page 170  
Fleet: ISO10 CMO010401- Equipment Maintenance Center Fund-page 85  
Parks: GE001 PKS160400 - Custodial / GE001 PKS160500 - Municipal Buildings-page 247  
GE001 PKS102500 - Four Mile Community Center-page 236  
GE001 PKS102800 - Archie Brooks Community Center-page 237  
GE001 PKS103100 - Chesterfield Community Center.-238

**Combined Fiscal Impact of Privatization Proposals:**

	<u>Initial Estimate</u>	<u>Revised Estimate</u>
Mowing and Trimming	\$ 200,000	\$ 400,000
<b>Custodial – Airport</b>	<b>350,000</b>	<b>650,000</b>
<b>Custodial – Municipal Buildings</b>	<b>350,000</b>	<b>650,000</b>
<b>Custodial – Municipal Housing</b>	-	<b>80,000</b>
Animal Control	75,000	63,000
Sports Turf Maintenance	<u>26,000</u>	<u>50,000</u>
Subtotal of current proposals	\$ 1,001,000	\$ 1,893,000
Golf (approved Dec. 22, 2008)	<u>150,000</u>	<u>175,000</u>
Total Privatization Savings	\$ 1,151,000	\$ 2,068,000

**ADDITIONAL INFORMATION:**

The Park and Recreation Department, along with other departments, was requested to provide funding reduction ideas which could reduce funding costs of the departments. In an effort to meet this budget objective, staff identified the potential of outsourcing the custodial care of public buildings under the management of the Park and Recreation Department and other City departments.

A Custodial Services RFP was developed in cooperation with other City departments to provide custodial services for Municipal Buildings (City Hall, Armory, Police buildings, Public Works compound buildings, Park Development building), Des Moines International Airport, Des Moines Metropolitan Wastewater Reclamation Authority (WRA) Facilities, Municipal Housing Agency (MHA) Facilities and Fleet Services.

On December 8, 2008, the City Council approved the issuance of a Request for Proposals for custodial services. RFP responses were received by the Procurement Administrator on January 20, 2009 and forwarded to the Evaluation and Selection Committee comprised of City staff including Park and Recreation, Des Moines International Airport, Wastewater Reclamation Facilities (WRF), M.H.A. Fleet services and Finance Department staff. The Procurement Administer solicited 20 vendors and received 9 proposals.

The Committee met on January 22, 26 and 28, 2009 to review the proposals. The committee evaluated and scored the responses using the criteria established in the RFP, including compliance with the scope

of services, qualifications, experience, references, environmental practices and expense to the City. Cost to the City accounted for fifty percent of the points possible under the RFP criteria.

As a result of those evaluations, the committee makes the following recommendations, which if accepted, will result in the lay-off of 16 employees in Park and Recreation, 19 employees in Aviation and one employee in Municipal Housing.

ABM Janitorial Services provided the best overall proposal for Municipal Buildings, Des Moines International Airport, and Community Centers. In addition it should be noted that ABM indicated in their proposal the following; ...”ABM will be more than happy to arrange introductions to the current custodial staff of the City to discuss possible employment with our company.”

Marsden Building and Maintenance L.L.C. provided the best overall proposal for WRF and Fleet Services.

BoJo’s Carpet and Tile Care provided the best overall proposal for Des Moines Municipal Housing Facilities and Park shelters and restrooms.

Staff recommends that the City Manager or his designee be authorized and directed to negotiate appropriate contract agreements to provide custodial services in accordance with the RFP documents. The Performance standards outlined within the RFP will be incorporated into the final negotiated agreement and shall address the notice of default, cure period and resulting action should the awarded proposer fail to cure an identified default.

#### **PREVIOUS COUNCIL ACTION(S):**

Date: December 8, 2008

Roll Call Number: 08-2157

Action: Issuance of Request for Proposal (RFP) for the following: (Council Communication No. 08-731)

(A) Custodial services for Municipal Buildings, Des Moines International Airport Facilities, Des Moines Metropolitan Wastewater Reclamation Authority (WRA) facilities, and Des Moines Municipal Housing Agency (MHA) facilities. RFP Moved by Vlassis to adopt. Motion Carried 7-0.

#### **BOARD/COMMISSION ACTION(S): NONE**

#### **ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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