



# Council Communication

Office of the City Manager

**Date** February 22, 2010

**Agenda Item No.** 58  
**Roll Call No.** 10-  
**Communication No.** 10-092  
**Submitted by:** Donald M. Tripp  
Park and Recreation Director

## AGENDA HEADING:

Approving Amendment of Contract with ABM Janitorial Services, North Central, Inc. D/B/A ABM Janitorial Services for Municipal Buildings and Community Centers to decrease the frequency and cost of custodial services for Municipal Buildings and authorizing the City Manager to sign amendment.

## SYNOPSIS:

Recommend approval of an Amendment to the Custodial Services Contract with ABM Janitorial Services (Brad Nelson, Branch Manager) 1509 Michigan St, Des Moines, Iowa 50314 to reduce the frequency and cost for daily cleaning at most Municipal Buildings.

## FISCAL IMPACT:

Amount: Annual Savings of \$51,015.36

Funding Sources: FY 2010 Recommended Operating Budget-Municipal Buildings-GE001  
PKS160500, page 216

## ADDITIONAL INFORMATION:

ABM Janitorial Services has been performing custodial services for the Municipal Buildings and Community Centers since April of 2009 under the terms and conditions of the contract approved on, February 9, 2009, by Roll Call No. 09-151, by the Des Moines City Council. After review by City staff of the performance of the services and level of service needed for each building or area within each facility, it has been determined that a reduced cleaning schedule would not adversely affect the quality of custodial maintenance for the facilities included in our Municipal Buildings.

City staff and representatives from ABM Janitorial Services met on several occasions to discuss the scope of services being provided for city facilities in comparison with current practices and industry standards. During those discussions it was noted that many companies had recently requested reduced cleaning schedules in an effort to reduce costs. ABM's experience has shown that the most effective method to reduce the costs and still provide a high quality of service has been to initiate an alternating schedule such as the every other day schedule as proposed. This allows for some consistency in the service so that the same staff, that are familiar with the buildings and the cleaning needs for the facility can continue to perform the services. As most city facilities are cleaned after normal business hours, the impact to the office employees is minimal. The daily needs such as overflowing toilets, spill cleanup and emergency needs during normal business hours will continue to be addressed by the Building Equipment Operator as is the current practice. ABM Janitorial will continue to be available for any "on spot" or cleanup duties that may arise throughout the buildings without the City incurring any additional charges.

In an effort to further reduce costs associated with the maintenance needs at most Municipal Buildings, staff has recommended the Contract be amended to reflect a decreased cleaning schedule from five days a week to a schedule of three days one week, followed by two days the next week for most facilities. The following Municipal Buildings will have the reduced cleaning schedule: City Hall, Armory, Police Academy, Police Radio, Police Metro Star, Narcotics 106 SE 1<sup>st</sup>, Police Meter Attendants, Public Works Compound, Park Service Center, Glendale/West Park Maintenance and the MLK Park Shelter Building.

Due to need, the Municipal Police Building will continue to have cleaning performed on a seven day a week schedule for the Information Desk, Dispatch, Locker rooms, Roll Call and Watch Commanders office. All other offices will be cleaned on the reduced schedule.

The Community Centers will continue to have custodial services provided five days a week, eight hours a day at Pioneer Columbus and Four Mile and five days a week, five hours a day at S.E. Community in accordance with the existing contract. No change in the cleaning schedule for the Community Centers is anticipated at this time.

City staff has negotiated with ABM Janitorial Services an amendment to the Custodial Services Contract for Municipal Buildings, effective March 1, 2010, that reflects a reduction in the annual cost from \$196,512.12 to \$145,496.76 a savings of \$51,015.36 annually.

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

Date: February 9, 2009

Roll Call Number: 09-151

Action: Proposals for provision of custodial services. (Council Communication No. 09-071) Moved by Coleman to adopt. Motion Carried 7-0

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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