

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	December 6, 2010
	Agenda Item No.	26
	Roll Call No.	[_____]
	Communication No.	10-718
	Submitted by:	Douglas C. Romig Housing Services Director

AGENDA HEADING:

Approving the termination of the Custodial Services Contract with Bojo's Carpet and Tile Care and authorizing the Director of the Des Moines Municipal Housing Agency (DMMHA) to execute a new contract to include all five Public Housing manors.

SYNOPSIS:

Recommended approval to request the Des Moines City Manager to terminate the existing contract with Bojo’s Carpet and Tile Care, (John Alessio, Owner) 3734 SE 10 Street, Des Moines, Iowa and authorize the director of The Des Moines Municipal Housing Agency to negotiate and execute a new contract for Des Moines Municipal Housing’s five manor apartment buildings custodial services at a monthly cost of \$877.50 for Royal View, 1101 Crocker; \$530.09 for South View, 2417 SW 9th Street; \$758.13 for East View, 3700 East 31st Street; \$570.39 for Oak Park, 3400-8th Street; and \$613.59 for Highland Park, 3717-6th Avenue, for an estimated annual cost of \$40,200. Staff recommends executing a new contract with the original termination date of December 31, 2011, with one three year option to renew.

FISCAL IMPACT:

Amount: \$40,200.00 total contract cost, an increase of \$29,670.00 over the original contract cost of \$10,530.00 (Royal View Manor only)

Funding Source: 2010-11 Operating Budget: Housing Services – HSG021100, Page 134. HSG021200, Page 135. HSG021300, Page 136. HSG021400, Page 137.

ADDITIONAL INFORMATION:

On December 8, 2008, by Roll Call No. 08-0000, the City Council approved issuance of a Request for Proposals for contracted custodial services for the City’s municipal buildings and DMMHA’s five manor apartment buildings. Twenty (20) proposals were mailed and nine (9) companies submitted responses to this RFP. The RFP responses were submitted to the Procurement Administrator on January 20, 2009, and forwarded to the Evaluation and Selection Committee comprised of City staff including Parks and Recreation, Municipal Housing and Finance Departments. The Evaluation and Selection Committee reviewed and scored the responses using the criteria established in the RFP and recommended awarding contract to Bojo’s Carpet and Tile Care.

On March 2, 2009 a contract between Bojo’s Carpet and Tile Care and The Municipal Housing Agency was executed by the City Manager for contracted custodial services for Royal View Manor 1101 Crocker Street only. The DMMHA determined at that time that custodial services of the other four (4) manor apartment buildings could be done in-house with the staffing levels available at that time. Due to staffing

issues and the need to better utilize maintenance staff for preventative maintenance and unit turn over of the DMMHA public housing units, DMMHA is recommending that the existing agreement with Bojo's Carpet and Tile Care be terminated and a new agreement (on file with the City Clerk) between the parties be executed to include the five (5) manor apartment buildings for the remaining term of the original contract plus one (1) three year renewal term.

The proposed cost for Des Moines Municipal Housing's five manor apartment buildings custodial services are; \$877.50 for Royal View(\$877.50 original Bid), 1101 Crocker; \$530.09 for South View(\$270.00 original Bid), 2417 SW 9th Street; \$758.13 for East View(\$317.00 original Bid), 3700 East 31st Street; \$570.39 for Oak Park(\$277.00 original Bid), 3400-8th Street; and \$613.59 for Highland Par(\$297.00 original Bid), 3717-6th Avenue, for an estimated annual increased cost of \$29,670. While the proposed cost are higher than the original quoted cost, the total monthly cost for the five (5) buildings is \$3,350.00 per month, less than the next low bid from Midwest Janitorial at a monthly cost of \$4,306.00.

On November 17, 2010, the Des Moines Public Housing Board by Roll Call No. 10-49 recommended approval to terminate the current agreement with Bojo's Tile and Carpet Care and authorized the Des Moines Municipal Housing Director to execute said contract subject to review and approval as to form by the City of Des Moines Legal Department.

PREVIOUS COUNCIL ACTION(S):

Date: February 9, 2009

Roll Call Number: 09-151

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

BOARD/COMMISSION ACTION(S):

Board: Public Housing Board

Date: November 17, 2010

Resolution Number: 10-49

Action: Approved recommendation to authorize the City Manager to terminate the current agreement with Bojo's Carpet and Tile Care, and the Des Moines Municipal Housing Agency Director to execute a new contract for custodial services for the DMMHA's five manor apartment buildings.

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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