

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b> January 23, 2012
	<b>Agenda Item No.</b> 45 <b>Roll Call No.</b> [ _____ ] <b>Communication No.</b> <u>12-037</u> <b>Submitted by:</b> Donald M. Tripp, <b>Director of Park and Recreation</b>

**AGENDA HEADING:**

Approving renewal addendum and amendment of contract for Custodial Services in Municipal Buildings and Community Centers with ABM Janitorial Services, North Central, Inc. d/b/a ABM Janitorial Services (Brad Nelson, Branch Manager), 1509 Michigan Street, Des Moines, IA 50314 and authorizing the City Manager to negotiate and execute the appropriate agreements.

**SYNOPSIS:**

Recommend approval of renewal addendum and amendment of contract for Custodial Services in Municipal Buildings and Community Centers with ABM Janitorial Services, that includes the addition of three buildings, a decrease in the amount of hours and cost of custodial services for each of the community centers, and an increase in the amount of hours and cost for the municipal buildings, as well as authorization for the City Manager to negotiate and execute the appropriate agreements.

**FISCAL IMPACT:**

Amount: \$250,268.76

Funding Source: FY2012 Operating Budget, Park and Recreation GE001 PKS160500 (Municipal Buildings) page 213; GE001 PKS102500 (Four Mile Community Center) page 202; GE001 PKS102800 (Pioneer-Columbus Community Center) page 203; GE001 PKS103100 (Chesterfield Community Center) page 204; GE001 PKS103400 (Logan Community Center) page 205.

**ADDITIONAL INFORMATION:**

On February 9, 2009, by Roll Call No. 09-151, the City Council awarded a contract for Custodial Services in Municipal Buildings and Community Centers to ABM Janitorial Services (ABM).. The terms and conditions of the contract were amended by City Council on February 22, 2010, by Roll Call No. 10-323. That budget-reducing amendment changed the schedule of custodial service in many municipal buildings to every-other-day.

City staff and ABM representatives have met in recent weeks regarding possible changes in the scope of services and performance standards to be provided and achieved for each facility and also for specific areas within various buildings now included in the Contract for Custodial Services in Municipal Buildings and Community Centers. As a result of these meetings it has been determined that a reduction in the number of hours allocated for cleaning each community center would not

adversely affect the level of custodial maintenance for those facilities and that the hours saved could be better used for daily cleaning of the restrooms at City Hall and the Armory. Custodial services at Pioneer Columbus and Four Mile Community Centers would continue to be provided five days a week but would decrease from eight hours a day to six, while at Chesterfield Community Center (Chesterfield), services would be decreased from five days a week to three and from six hours those days to two. The reduction at Chesterfield is possible due to Polk County's consolidation of its congregate meal sites and resulting discontinuation of this location in the program. Staff and functions that continue to operate out of this building include greenhouse staff, volunteer activities and departmental meetings.

City staff has negotiated an Amendment of Contract that, if approved by City Council, would take effect February 1, 2012. It reflects the following:

- an annual cost reduction of \$19,915.20 (from \$73,006.92 to \$53,091.72) for custodial care in community centers;
- an annual cost increase of \$19,915.20 (from \$145,496.76 to \$165,409.56) for municipal buildings;
- an addition of three locations ((Public Works Supply Yard, Logan Community Center, Parks and Recreation Administration) for an additional annual cost of \$31,765.08.

The service level changes and addition of the three locations through the Amendment of Contract would result in an increase to the overall Contract for Custodial Services in Municipal Buildings and Community Centers of \$31,765.08, for a total annual cost of \$250,268.76.

The original contract terms were for a three-year contract with three one-year extensions; the contract is set to expire April 1, 2012. Over the time of the current contract, City staff and ABM Custodial representatives have met regarding the scope of services and performance standards to be provided and achieved. ABM Custodial has provided professional services which have attained the standards set in the contract; a minimal number of comments or complaints have been received from the public and staff regarding the cleanliness of the municipal buildings. These positive results have led to staff's recommendation to extend the contract for one additional year, as allowed in the contract; the first one-year extension would commence on April 2, 2012.

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

Date: February 22, 2010

Roll Call Number: 10-323

Action: [Amendment](#) to contract with ABM Janitorial Services, North Central, Inc. d/b/a ABM Janitorial Services to decrease the frequency of custodial services for Municipal Buildings providing for \$51,015.36 annual savings. ([Council Communication No. 10-092](#)) Moved by Hensley to adopt. Motion Carried 6-1. Nays: Moore

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:**

Consideration of future renewal addendums and amendments of the contract

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