

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: January 23, 2012
	Agenda Item No. 44 Roll Call No. [_____] Communication No. <u>12-031</u> Submitted by: Donald M. Tripp, Director of Park and Recreation

AGENDA HEADING:

Approving renewal addendum and amendment of contract for Custodial Services of Park Shelters and Restrooms with Bojo’s Carpet Care, L.L.C. (John Alessio, Owner), 1023 19th Street, West Des Moines, IA 50265 and authorizing the City Manager to negotiate and execute appropriate agreements.

SYNOPSIS:

Recommend approval of renewal addendum and amendment of contract for Custodial Services of Park Shelters and Restrooms with Bojo’s Carpet Care, L.L.C., initially awarded on February 9, 2009 and set to expire on April 1, 2012, as well as authorization for the City Manager to negotiate and execute appropriate agreements.

FISCAL IMPACT:

Amount: \$63,000

Funding Source: FY2012 Operating Budget, Park and Recreation GE001 PKS0704xx (Horticultural Maintenance) pages 190 – 193, GE001 PKS100104 (Gray’s Lake) page 197.

ADDITIONAL INFORMATION:

On February 9, 2009, by Roll Call No. 09-151, the City Council awarded a contract for Custodial Services of Park Shelters and Restrooms to Bojo’s Carpet Care; it is set to expire on April 1, 2012. The contract includes the City’s right to extend the term of the contract for three additional one-year periods. Performance standards incorporated into that contract required the custodial services standard of care to be equal to or better than that of other public/government park shelters and restrooms in the Des Moines metropolitan area.

Over the time of the current contract, City staff and Bojo’s Carpet Care representatives have met regarding the scope of services and performance standards to be provided and achieved. Bojo’s Carpet Care 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 regarding the cleanliness of the park facilities. These positive results have led to staff’s recommendation to extend the contract for one additional year, as allowed in the contract.

At this time, the Park and Recreation Department is also requesting consideration of proposed changes to the contract, to assure it is finalized by spring, thereby allowing for continuous custodial service. City

staff and Bojo's Carpet Care representatives have negotiated an amendment to the contract for Custodial Services of Park Shelters and Restrooms that includes:

- Extension of the term to April 1, 2013;
- An annual contract cost of \$63,000, which reflects an increase of \$12,000, with payments of \$6,750 to be made for the seven months of April through October 2012 and \$3,150 for the five months of November 2012 through March 2013;
- Provision of and payment for consumables, toilet paper, and trash liners by the contractor (estimated average cost for the City to purchase these items is approximately \$10,000 a year);
- Cleaning of open-air shelters three days a week, which is an increase of one weekly cleaning day from the original contract;
- Removal of the service of cleaning seven enclosed shelters following rentals, which will in the future be handled by parks staff who already unlock/lock these shelters while providing customer service to rental patrons;
- The contractor's emptying of all trash cans while providing cleaning services at various park sites;
- The contractor's emptying of trash cans at sixteen additional park or open space locations that were not included in the original contract, to lend litter assistance necessitated by recommended FY13 budget staff reductions.

The current contract and proposed amendment both provide for performance standards which have been and will be reviewed on an ongoing basis through staff input and public feedback. The scope of work outlined in these documents states the following with regard to performance standards:

- Requirement to maintain annual performance standards and City's right to review and approve such standards, which must cover, but are not limited to:
 - Custodial care including maintenance and cleanliness of the fixtures, furnishings, signs and equipment.
 - All cleaning supplies must be non-toxic or recycled products that minimize environmental impacts.

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:

Consideration of future renewal addendums and amendments of the contract for Custodial Services of Park Shelters and Restrooms, per the contract.

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