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|  <p style="text-align: center;">Council Communication Office of the City Manager</p> | Date: | February 24, 2014 |
| | Agenda Item No. | 39 |
| | Roll Call No. | <u>14-0306</u> |
| | Communication No. | <u>14-085</u> |
| | Submitted by: | Benjamin R. Page, Park and Recreation Director |

AGENDA HEADING:

Approving a one-year Renewal Addendum of Contract for Custodial Services in Municipal Buildings and Community Centers with ABM Janitorial Services (ABM), 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 renewal.

SYNOPSIS:

Recommend approval of a one-year Renewal Addendum of Contract for Custodial Services in Municipal Buildings and Community Centers with ABM, as well as provide authorization for the City Manager to negotiate and execute the renewal agreement.

FISCAL IMPACT:

Amount: \$250,268.76

The estimated annual savings associated with contracting for this work continues to be above \$800,000, based on budget and expense projections provided by the City's Finance Department.

Funding Source: Fiscal Year (FY) 2014 Operating Budget, Park and Recreation GE001 PKS160500 (Municipal Buildings) page 192; GE001 PKS102500 (Four Mile Community Center) page 181; GE001 PKS102800 (Pioneer-Columbus Community Center) page 182; GE001 PKS103100 (Chesterfield Community Center) page 183.

ADDITIONAL INFORMATION:

On February 9, 2009, by Roll Call No. 09-0151, the City Council awarded a contract for Custodial Services in Municipal Buildings and Community Centers to ABM. The original contract terms were for a three-year contract with three (3) one-year extensions. The conditions of the contract were amended by City Council on February 22, 2010, by Roll Call No. 10-0323. That budget-reducing amendment changed the schedule of custodial service in many municipal buildings to every-other-day.

On January 23, 2012, by Roll Call No. 12-0133, the City Council approved an amendment of the contract for Custodial Services in Municipal Buildings and Community Centers to ABM. That amendment reduced the number of hours allocated for cleaning each community center and reallocated them to the daily cleaning of the restrooms at City Hall and the Armory. The amendment did not affect

the original contract terms. The first one-year extension commenced on April 1, 2012 and expired April 1, 2013.

On February 25, 2013, by Roll Call No. 13-0319, the City Council approved a one-year Renewal Addendum. This second one-year extension commenced on April 1, 2013 and is set to expire April 1, 2014. The estimated annual savings associated with contracting for this work continues to be above \$800,000 projected by the City's Finance Department.

Over the term of the extension, Parks staff has conducted monthly building inspections with ABM representatives to determine if the scope of services and performance standards are being achieved. Parks management staff has developed an evaluation form which is completed during these inspections; the contract considers a performance level of 70 of 100 possible rating points to be acceptable. This level is currently being met but not exceeded by ABM. The custodial contractor employs a Quality Management System that allows appointed City employees in each facility to provide ongoing electronic input on service needs and areas of concern. This computer program allows Parks management staff and ABM to track compliance with the scope of services and monitor overall performance.

Staff recommends approval of the final one-year Renewal of Contract for Custodial Services in Municipal Buildings and Community Centers with ABM Janitorial Services.

PREVIOUS COUNCIL ACTION(S):

Date: February 25, 2013

Roll Call Number: [13-0319](#)

Action: [Renewal](#) of contract with ABM Janitorial Services (Brad Nelson, Branch Manager) for Municipal Buildings and Community Centers. ([Council Communication No. 13-097](#)) Moved by Hensley to adopt. Motion Carried 7-0

Date: January 23, 2012

Roll Call Number: [12-0133](#)

Action: [Renewal](#) and second amendment of contract with ABM Janitorial Services, North Central, Inc. d/b/a ABM Janitorial Services (Brad Nelson, Branch Manager) for Municipal Buildings and Community Centers and authorizing City Manager to execute amendment. ([Council Communication No. 12-037](#)) Moved by Hensley to adopt. Motion Carried 4-3. Nays: Cownie, Meyer and Moore.

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.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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