

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: March 9, 2015
	Agenda Item No. 50A Roll Call No. <u>15-0407</u> Communication No. <u>15-117</u> Submitted by: Benjamin R. Page, Park and Recreation Director

AGENDA HEADING:

Approving contracts for Custodial Services in Municipal Buildings, Fleet Services and Public Works Buildings, and Park Buildings, with Reliable Maintenance Company (Keith McKay, Owner, 2525 Douglas, Des Moines, Iowa 50301), and for Custodial Services in Police Buildings with ABM Onsite Services, (Brad Nelson, Branch Manager, 1509 Michigan Street, Des Moines, Iowa 50304), and authorizing the City Manager to negotiate and execute the appropriate agreements.

SYNOPSIS:

On April 1, 2015 the current custodial contract for municipal buildings with ABM Onsite Services will expire. A Request for Proposals and bid packet were sent out on January 20, 2015, with a mandatory pre-bid meeting and building tour being held on January 28, 2015. The following six (6) companies were present for the meeting and tour:

- Marsden Building Maintenance
- Reliable Maintenance Company
- M-Core Janitorial Services
- Extreme Cleaning
- ABM Janitorial
- Nationwide Office Care

Four (4) companies—Marsden, Reliable, Nationwide, and ABM—submitted bids on all municipal building packages, while Extreme and M-Core bid only municipal buildings and public works/fleet.

The low bid for custodial services in municipal buildings, fleet services and public works buildings, and park buildings, was submitted by Reliable Maintenance Company in the aggregate amount of \$197,231.24. The low bid for police building custodial services was submitted by ABM Onsite Services in the amount of \$57,367.92.

The new contract runs for a term of two (2) years, commencing April 1, 2015 through March 31, 2017. The contract may be extended through renewal for up to three (3) additional 12 month periods, by mutual agreement of both the City and company.

FISCAL IMPACT:

Amount: Budgeted annual appropriation of \$280,000.

Funding Source: FY2015 (pg. 183), FY2016 (pg. 164), FY2017 (TBD) Operating Budget, Park and Recreation G001, PK200228.

The 2015 custodial services contracts, combined, total \$254,599.16. However, incidents may occur that would be cause for “extra work”; extra work can include clean-up of construction debris, moving of offices or personnel, water infiltration clean-up or bio-hazards. Staff recommends the contract allow for these needed services, however, the cost shall not exceed the budgeted amount.

ADDITIONAL INFORMATION:

The new Custodial Services Contract was developed so that it includes several changes from the current contract. The major changes are—moving cleaning days from every other day to every Monday, Wednesday, and Friday; separating the buildings into four (4) bid packages, and; a 24-hour response time to satisfactorily respond to an unsatisfactory performance. At that time the City has the right to hire another reasonable priced service provider and may deduct the amount of the City’s cost to hire a third party to perform such service.

Performance standards incorporated into the final agreements address the notice of default, cure period, and resulting action should the contractor fail to cure and identified default.

Bids were solicited through the Procurement Administrator, with four (4) separate packages being sent out. The bid packages included the following:

- Bid Package 1 – Municipal Buildings
 - City Hall
 - Armory
 - Municipal Service Center
- Bid Package 2 – Fleet Services and Public Works Facilities
 - Public Works Compound(Solid Waste, Vactor Shed, Forestry, Fuel Island, Public Works Administration)
 - Public Works South
 - Fleet Services
- Bid Package 3 – Police Buildings
 - Police Building
 - Police Academy
 - Police Radio
 - Police 106 (gym)
 - Police Meter
 - Police Metro Star

- Bid Package 4 – Park Buildings
 - 3226 University Avenue
 - Glendale Administration/Maintenance
 - Laurel Hill Administration
 - MLK Shelter/Meal Site
 - Pioneer Columbus Community Center
 - Chesterfield Community Center
 - Four Mile Community Center

PREVIOUS COUNCIL ACTION(S):

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.

Date: February 9, 2009

Roll Call Number: [09-151](#)

Action: Items regarding City's budget reductions:

- (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): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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