

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	May 22, 2017
	Agenda Item No.	41
	Roll Call No.	<u>17-0884</u>
	Communication No.	<u>17-455</u>
	Submitted by:	Jim M. Hoff, Facilities Manager

AGENDA HEADING:

Approval for good cause shown as previously approved by the City Manager for the additional custodial services procured from Marsden Building Maintenance, LLC (MBM) for work at Municipal Buildings, Fleet Services and Public Works facilities.

SYNOPSIS:

Approval for good cause shown as previously approved by the City Manager for additional services procured from MBM (Chad Cordaro, Vice President/General Manager-Mid States, 2801 Bell Avenue, Des Moines, IA 50321) due to the non-renewal of the contract with Reliable Maintenance (Reliable) in Municipal Buildings, Fleet Services and Public Works facilities.

Custodial contracts were awarded previously to MBM and Reliable. MBM was the successful bidder for Police buildings (RFP BP-3) custodial services. MBM hourly costs were the second lowest after Reliable in the bid process for municipal buildings including, City Hall, Armory, and Municipal Service Center (RFP BP-1) and Fleet Services and Public Works (RFP BP-2). MBM custodians make approximately \$10.50 per hour.

When the custodial contract with Reliable was terminated in March 2017, MBM was contracted to provide limited cleaning services on an interim basis, until council approved a full-service custodial contract with MBM. The scope of custodial services proposed includes twice-yearly deep cleaning of all carpet and hard floor surfaces.

Council has discussed the cost of contracting out custodial services versus hiring staff to provide these services in-house. It is recommended Council add this topic to the upcoming August 2017 Strategic Planning Work Shop and prioritize this work. This analysis will need to involve other departments and will entail a good amount of work to prepare a final report comparing the two (2) options. Given the amount of time this will take, current staffing, and the fact that custodial work needs to continue in the meantime, staff recommends approving MBM on a year-to-year contract.

FISCAL IMPACT:

Amount: \$117,024 (2017-2018)

Funding Source: CM030000, 52135, Contracted Services Janitorial

ADDITIONAL INFORMATION:

- For the following good cause previously approved by the City Manager custodial services for Municipal Buildings, Fleet Services and Public Works facilities procured from MBM for the remaining one (1) year of the original contract and two (2) 1-year optional extensions.
- - MBM is currently providing quality custodial service at the Police buildings. Facilities staff expects that there will be the same level of service if expanded to other Municipal Buildings.
 - There are staff efficiencies by consolidating custodial contracts to fewer contractors.
 - MBM was the second lowest bid on Bid Package 1—City Hall, Armory and Municipal Service Center, and Bid Package 2 – Public Works/Fleet Services. The low-bid contractor for this work (Reliable) was not renewed because of the inability to perform up to the standards within the contract. MBM is completing this work in the interim period.
 - Facilities staff has calculated hourly costs for extra work that may be required based on the City’s need. MBM’s hourly costs were the second lowest bid after Reliable.
 - There is substantial time required to get a contractor trained in each of the facilities. MBM is completing this work in the interim period; therefore, additional training of a new contractor will not be required.
 - MBM maintains quality staff by paying wages above the current minimum wage.

Scope and Frequency of Services:

Monday thru Friday: clean all restrooms; dump trash and recycling; spot vacuuming.

Monday/Wednesday/Friday: clean office and common areas such as break rooms, corridors and stairwells; dust and damp mop, sanitize touch points. The office cleaning on these days will be spot vacuuming; dusting open areas of desks and other furniture in need; spot treating any stains; dumping trash and recycling; cleaning glass.

Once a week: full vacuuming and dusting.

Square Footage and Cost

Location	Square Footage	Annual
City Administration Building	23,089	\$ 35,264
Fleet Services	5,000	\$ 9,938
Municipal Services Center	30,000	\$ 33,355
Armory Building	60,000	\$ 55,208
Public Works Facilities	23,770	\$ 27,401
Public Works South	12,000	\$ 13,294
City Hall	55,000	\$ 53,246

Note: The estimated amount shown for increased custodial services in the FISCAL IMPACT section of this Communication is the difference in cost between the Reliable bid amount and the MBM proposal, using the City Hall square footage, but not the City Administration Building. The actual expenses for 2017-18 will be based on the number of months of cleaning performed at one (1) site or the other. The sum of annual costs listed above do not add up to the 2017-18 annual amount proposed.

PREVIOUS COUNCIL ACTION(S):

Date: May 8, 2017

Roll Call Number: 17-796

Action: [Exception](#) to the procurement ordinance competitive bidding requirements for good cause and approving a contract amendment with Marsden Building Maintenance for services for Municipal Buildings, Fleet Services and Public Works Facilities, for an additional annual amount, \$117,024. ([Council Communication No. 17-420](#)) Moved by Hensley to refer to the City Manager to schedule a Work Session to discuss this contract and the scope of services. Motion Carried 6-1. Nays: Moore. Previous motion by Moore to deny failed. Yeas: Gatto and Moore. Nays: Coleman, Hensley, Cownie, Westergaard and Gray.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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