


COUNCIL COMMUNICATION

	Number:	20-377	Meeting:	September 14, 2020
	Agenda Item:	56	Roll Call:	20-1464
	Submitted by:	James M. Hoff, Facilities Manager		

AGENDA HEADING:

Accepting proposal for the provision of Custodial Services for the City's Municipal Buildings and authorizing the City Manager to negotiate and execute said agreement for the provision of the same and authorizing the City Manager to execute a future three (3) year renewal.

SYNOPSIS:

Recommend approval of the proposal from FBG Services Corporation, (Ms. Terri Gogetap, President, FBG Service Corp., 407 South 27th Avenue, Omaha, NE 68131) and authorizing a 3-year agreement for provision of the same to provide custodial services for the City's Municipal Buildings with the option for said parties to mutually agree to a 3-year renewal.

FISCAL IMPACT:

Amount: Not to exceed \$558,216.

The annual contract cost plus \$20,000 allowance for incidentals is \$458,216. Staff is also requesting authorization for an additional \$100,000 of custodial services that may be required due to the COVID-19 pandemic.

Funding Source: As listed below:

- \$475,438 Fiscal Year (FY)2021 Operating Budget, City Manager, Facilities Maintenance, CM030000, page 34
- \$5,847 FY2021 Operating Budget, Park and Recreation Department, Cemetery, PK200220, page 157
- \$9,210 FY2021 Operating Budget, Park and Recreation Department, Horticulture Maintenance, PK200226, page 161
- \$32,248 FY2021 Operating Budget, Park and Recreation Department, Fourmile Community Recreation Center, PK201267, page 170
- \$32,248 FY2021 Operating Budget, Park and Recreation Department, Pioneer Columbus Community Recreation Center, PK201268, page 171
- \$3,225 FY2021 Operating Budget, Park and Recreation Department, Chesterfield Community Center, PK201269, page 172

ADDITIONAL INFORMATION:

- On June 25, 2020 the City of Des Moines Procurement Division issued a Request for Proposal (RFP) for Custodial Services. The RFP was advertised and emailed to 18 potential proposers, with six (6) Proposers responding to the solicitation. An Evaluation and Selection Committee made up of five (5) staff from Facilities, Parks and Recreation, and the Police Department evaluated the proposals, interviewed the selected Proposer, and contacted references. Based on a thorough evaluation of the proposals, the Evaluation and Selection Committee unanimously recommend FBG Services Corporation to receive the award for the Custodial Services Contract.

PREVIOUS COUNCIL ACTION(S):

Date: May 22, 2017

Roll Call Number: [17-0884](#)

Action: [Exception](#) to the procurement ordinance competitive bidding requirements for good cause and approving a contract amendment with Marsden Building Maintenance, LLC (MBM) for services for Municipal Buildings, Fleet Services and Public Works Facilities, additional amount of \$117,024, continued from the May 8th City Council Meeting. ([Council Communication No. 17-455](#)) Moved by Gatto to adopt. Motion Carried 6-1. Nays: Moore.

BOARD/COMMISSION ACTION(S): NONE**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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