

MEMO

To: Honorable Mayor and City Council
From: Maria D'Andrea, Director of Public Works
Subject: Recommendation to Approve a Master Service Agreement with ABM Industry Groups, LLC for Citywide Custodial Services
Date: March 10, 2017

Item:	Award of Master Service Agreement
Contractor:	ABM Industry Groups, LLC
Contract Amount:	\$234,773.52 per year

Project Description

Currently, Custodial Services are managed by both Public Works and Parks & Recreation. Also, two custodial companies held contracts to perform custodial services for City facilities.

This Master Service Agreement will bring all Custodial Services for the entire City under the management of Public Works. It will also have all Custodial Services provided by a single vendor. This will allow for more effective control of those services as there will be a single point of contract both with the vendor and with the City and there will be a single scope of work for the vendor to meet.

Public Works met with a representative from all departments to determine the individual needs of their department. The vendor will be required to meet security requirements to ensure Criminal Justice Information Services (CJIS) compliance.

A formal procurement process was undertaken to select the new Custodial Services vendor. Fourteen companies responded to the Request for Proposal. The factors on which the companies were evaluated include experience and qualifications, hiring and documentation policies, training, scope of work, and price. Based upon these factors, ABM Industry Groups, LLC was the company selected by representatives from Public Works and Parks & Recreation.

A summary of the prices that were provided by ABM are shown below:

Building	Rate (per month)
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MEMO CONTINUED

Civic Center	\$8,995.00
Recreation Center	\$5,255.78
Municipal Services Center	\$2,812.99
Heritage and Cultural Center	\$229.30
Derby Resource Center	\$666.52
Buffalo Run Golf Course	\$1,029.44
Police Sub-Station	\$575.43
Additional Services	
Carpet Cleaning	\$0.14 / Square Foot
Clean Fabric Chairs	\$2.00 / Chair
Special Weekend Service in Police Department	\$45.00 / Hour
Special Holiday Service in Police Department	\$55.00 / Hour

These additional services will be used as needed but are not regular in scheduling.

Schedule

ABM will need 30 days to transition from the current vendor to full operations. This will allow for hiring, training, and other related activities.

Financial Impact

Funding for this Master Service Agreement will come from the Facilities budget, Outside Services by location.

The Master Services Agreement is for an initial 3-year period with two, one-year options for renewal. The prices shown above are guaranteed for the first year, with a 3% increase in years 2 and 3.

Staff Recommendation:

Staff recommends acceptance of the selection and award of a Master Service Agreement to ABM in the amount of \$234,773.52 for base services each year.

