

## Memorandum

**Date:** February 19, 2018  
**To:** Ankeny City Council  
**Subject:** Notification of Custodial Services Award Recommendation

On December 6, 2017, the Finance Department issued a request for proposal to fourteen vendors for custodial services at seven municipal buildings. Bids were received back from four of the fourteen vendors, with the following criteria used by the evaluating committee to grade the bids:

- A. Qualifications and Experience (25%)
- B. Plan of Approach (25%)
- C. Fee Schedule (50%)

Based on results, which are shown in following table, it is being recommended that the contract be awarded to FBG Service Corporation.

<u>Company</u>	<u>Total Points Earned</u>
FBG Service Corporation	91.66
Mary's Cleaning Care	81.66
Des Moines Professional Maintenance	74.99
Marsden Building Maintenance LLC	58.33

The Custodial Services agreement will be for one year, March 1, 2018 through February 28, 2019, with the option to extend the agreement for up to three additional one year time periods. A savings of \$2,800 will result in the first year when compared with current pricing, along with a savings of \$4,400 over the remaining three years of the contract.

<u>Year 1 Contract Price Schedule</u>	
	Monthly
City Hall	\$500
Fire Station No. 1	\$325
Kirkendall Library	\$2,000
Police Headquarters	\$2,333
Public Services Building	\$472
	On-Call
Lakeside Center	\$125
Outdoor Education Center	\$75