City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager

FROM: Laura A. Schaefer, Finance Director/City Clerk

DATE: February 20, 2020

SUBJECT: Cleaning Services Contracts for City Hall and Police Department

In November 2019, the City received notification from Employment Resources, a service of New Hope, that due to recent funding and regulatory changes for New Hope, they are reconfiguring their current business model for supported employment which affects our cleaning services we receive from them.

The change is that we can no longer contract for cleaning services with Employment Resources. If we would like to continue to receive cleaning services, we will be required to hire the individuals as employees of the City of Carroll.

To aid in the transition, Employment Resources offered a 3-month extension to continue to contract with them at our current rate plus a $5.32 per hour per person surcharge to cover Employment Resource's administrative costs. The City chose this 3-month extension option to allow staff time to review what solution would be the most efficient for city operations.

Staff reviewed the options of hiring part-time staff from Employment Resources, hire a full-time employee to clean all the facilities or seek another independent contractor to clean the facilities. City staff does not believe it would be the most efficient option to hire more part-time staff and manage the cleaning of all the facilities. Staff estimates it would cost more than $70,000/year for a full-time employee (wages and full-time benefits). For the final option, staff prepared a Request for Proposal (RFP) for cleaning services. On February 4, 2020, bids were opened for the RFP for cleaning services for City Hall, Library and Police Department. Attached is a summary of the bids received.

Low bid for City Hall ($1,700/month) and the Library ($2,000/month) was from Bewitched Cleaning, Sac City, Iowa. Low bid for the Police Department ($624/month) was from Cleaning Solutions, Inc., Coon Rapids, Iowa. This expense has been incorporated into each department's budget for the remainder of FY 2020 and for the new FY 2021 budget year.

Staff reviewed the bids and checked client references. Both Bewitched Cleaning and Cleaning Solutions, Inc. had a tour of the facilities. Both appear to be the lowest responsive, responsible bidders.

A contract for cleaning services with each vendor is attached to this memorandum. The Library Board of Trustees has reviewed their options and have entered into a contract with Bewitched Cleaning to clean the new Library.

RECOMMENDATION: Council consideration and approval of the following:

- Resolution to enter into a contract for cleaning services with Bewitched Cleaning to clean City Hall.
- Resolution to enter into a contract for cleaning services with Cleaning Solutions, Inc. to clean the Police Department.

RESOLUTION NO. _____

RESOLUTION APPROVING A CLEANING SERVICES CONTRACT
WITH BEWITCHED CLEANING

WHEREAS, Chapter 17, of the Code of Ordinances of the City of Carroll, Iowa, provides that all contracts made by the City be reduced to writing and approved by the City Council by resolution; and

WHEREAS, a Cleaning Services Contract is attached as Exhibit A.

WHEREAS, it is determined that the approval of the Cleaning Services Contract with Bewitched Cleaning to clean City Hall is in the best interest of the City of Carroll, Iowa;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Cleaning Services Contract with Bewitched Cleaning to clean City Hall is approved.

Passed and approved by the Carroll City Council this 24th day of February, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

CITY OF CARROLL
CITY HALL
CLEANING CONTRACT

THIS AGREEMENT made and entered into this 19th day of Feb, 2020, by and between the City of Carroll, Iowa (the "City") and Bewtiched Cleaning ("Contractor").

The parties agree as follows:

1. Services

The contractor will provide cleaning services for City Hall, approximately 7,895 square feet. General requirements include:

a. Cleaning time: Monday through Friday before 8 a.m. and after 6:30 p.m. or as otherwise agreed upon by both parties. Cleaning is not permitted during City Council meetings which are generally the second and fourth Monday nights of each month.
b. Cleaning Products: The City will provide all cleaning products to be used on site in the cleaning process. The City will also provide the vacuum cleaner, mop and broom, toilet paper, paper towels, hand soap, and trash can liners.
c. Security Clearance: All cleaning personnel must have a background clear of any theft, fraud, drug abuse and felonies. The City reserves the right to prohibit any contractor personnel from providing services on site.
d. General Cleaning
    i. Daily
        1. Empty trash receptacles in all areas of the building, replace liners, take trash to dumpster
        2. Clean/Disinfect all restrooms
            a. All sinks, commodes, urinals, cleaned inside and out
            b. Clean Mirrors
            c. Wet mop all floor surfaces
            d. Clean mirrors with glass cleaner
            e. Replenish paper towels, toilet paper, and soap dispenser as needed
        3. Clean breakrooms
            a. Wipe down tables
            b. Do dishes
            c. Wipe down counter
            d. Wipe down chairs
            e. Sweep
            f. Mop if needed
        4. Sweep & mop all hard surface floors (Minimum of twice a week. More frequently in the winter.)

5. Vacuum all mats/rugs
6. Vacuum high traffic carpet areas
7. Clean drinking fountain

ii. Once Weekly

1. Glass surfaces - clean with glass cleaner
    a. PLEASE DO NOT CLEAN THE WINDOW BETWEEN THE DOORS TO THE COUNCIL CHAMBERS WITH THE CARROLL LOGO DECAL. CITY HALL STAFF WILL CLEAN THIS WINDOW.
2. Dust window sills, blinds, file cabinets, pictures, baseboards
3. Vacuum non high traffic areas
4. Dust – wipe down ledges and chairs
5. Wipe down conference room tables
6. Wipe down/dust areas not occupied by staff or paperwork

2. Areas to be Cleaned

    a. Lobby
    b. Offices
    c. Hallway
    d. Break Room
    e. Workroom
    f. Restrooms (2)
    g. Conference Room
    h. City Council Chambers (once per week)

3. Insurance Requirements

Contractor shall provide certificates of insurance acceptable to the City of Carroll prior to commencement of the work. In addition, the Contractor shall include the City of Carroll as an additional insured for claims caused by the Contractor. Commercial General Liability Insurance shall be provided in the following amounts:

$1,000,000.00 Each Occurrence
$2,000,000.00 General Aggregate
$1,000,000.00 Auto Liability
Workers Compensation State Statutory Limits

4. Term

The initial term of this contract shall be March 30, 2020 through June 30, 2021, with the option to renew for up to three (3) additional (1) year term, each beginning July 1st and expiring June 30th.

5. Payment

   The City will pay the Contractor $1,700/month upon receipt of an invoice for services provided.

6. Cancellation

   Either party may cancel this contract with a 30-day notice to the other party with or without cause.

Executed this 19th day of Feb, 2020.

City of Carroll	Bewitched Cleaning
_____	Samantha Thomas
Eric P. Jensen, Mayor	Samantha Thomas
_____	
Laura A. Schaefer, City Clerk	

RESOLUTION NO. _____

RESOLUTION APPROVING A CLEANING SERVICES CONTRACT
WITH CLEANING SOLUTIONS, INC.

WHEREAS, Chapter 17, of the Code of Ordinances of the City of Carroll, Iowa, provides that all contracts made by the City be reduced to writing and approved by the City Council by resolution; and

WHEREAS, a Cleaning Services Contract is attached as Exhibit A.

WHEREAS, it is determined that the approval of the Cleaning Services Contract with Cleaning Solutions, Inc. to clean the Police Department is in the best interest of the City of Carroll, Iowa;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Cleaning Services Contract with Cleaning Solutions, Inc. to clean the Police Department is approved.

Passed and approved by the Carroll City Council this 24th day of February, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

CITY OF CARROLL
POLICE DEPARTMENT
CLEANING CONTRACT

THIS AGREEMENT made and entered into this 18th day of February, 2020, by and between the Carroll Police Department ("PD") and Cleaning Solutions, Inc. ("Contractor").

The parties agree as follows:

1. Services

The contractor will provide cleaning services for the PD, approximately 5,445 square feet. General requirements include:

a. Cleaning time: Monday through Friday 8:15 a.m. to 5:00 p.m. or as otherwise agreed upon by both parties.
b. Cleaning Products: The PD will provide all cleaning products to be used on site in the cleaning process. The PD will also provide the vacuum cleaner, mop and broom, toilet paper, paper towels, hand soap, and trash can liners.
c. Security Clearance: All cleaning personnel must have a background clear of any theft, fraud, drug abuse and felonies. The PD reserves the right to prohibit any contractor personnel from providing services on site.
d. General Cleaning
    i. Daily (3 times per week)
        1. Empty trash receptacles in all areas of the building, replace liners, take trash to dumpster
        2. Clean/Disinfect all restrooms
            a. All sinks, commodes, urinals, cleaned inside and out
            b. Clean Mirrors
            c. Wet mop all floor surfaces
            d. Clean mirrors with glass cleaner
            e. Replenish paper towels, toilet paper, and soap dispenser as needed
        3. Clean breakrooms/Training Room
            a. Wipe down tables
            b. Do dishes
            c. Wipe down counter
            d. Wipe down chairs
            e. Sweep
            f. Vacuum if needed
        4. Sweep & mop all hard surface floors (Minimum of twice a week. More frequently in the winter.)
        5. Vacuum all mats/rugs
        6. Vacuum high traffic carpet areas

7. Clean drinking fountain

ii. Once Weekly

1. Glass surfaces - clean with glass cleaner
   a. PLEASE DO NOT CLEAN THE BULLETPROOF GLASS IN THE FRONT ENTRYWAY OF THE POLICE DEPARTMENT. POLICE DEPARTMENT PERSONNEL WILL CLEAN THE BULLETPROOF GLASS
2. Dust window sills, blinds, file cabinets, pictures, baseboards
3. Sweep stairs
4. Vacuum non high traffic areas
5. Dust – wipe down ledges and chairs
6. Wipe down all tables
7. Wipe down/dust areas not occupied by staff or paperwork

2. Areas to be Cleaned

   a. Lobby
   b. Offices
   c. Hallways including stairs to bay and mezzanine
   d. Break room/squad room
   e. Restrooms (2 public, 2 staff and 1 shower)

3. Insurance Requirements

   Contractor shall provide certificates of insurance acceptable to the City of Carroll prior to commencement of the work. In addition, the Contractor shall include the City of Carroll as an additional insured for claims caused by the Contractor. Commercial General Liability Insurance shall be provided in the following amounts:

   $1,000,000.00 Each Occurrence
   $2,000,000.00 General Aggregate
   $1,000,000.00 Auto Liability
   Workers Compensation State Statutory Limits

4. Term

   The initial term of this contract shall be March ____, 2020 through June 30, 2021, with the option to renew for up to three (3) additional (1) year term, each beginning July 1st and expiring June 30th.

5. Payment

   The PD will pay the Contractor $624/month upon receipt of an invoice for services provided.

6. Cancellation

   Either party may cancel this contract with a 30-day notice to the other party with or without cause.

Executed this _____ day of _____, 2020.

City of Carroll

_____

Eric P. Jensen, Mayor

_____

Laura A. Schaefer, City Clerk

Cleaning Solutions, Inc.

Christopher Brown

Brooke or Chris Brown

Brooke F. Brown