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 MPW

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

DATE: February 22, 2017

SUBJECT: New Hope Employment Resources Service Contract

For many years, the City of Carroll has been contracting custodial/cleaning services from New Hope Employment Resources to clean the City Hall/Library/PD building. City staff is pleased with the services being provided by Employment Resources and am working with them to continue the same level of services.

Attached is a contract to increase the weekly fee from $194.00 to $244.60. The new contract rate will go into effect on March 1, 2017. The fee includes additional hours to complete additional duties that were not part of the original contract. The fee has not been increased for over nine years. This increase averages out to 2.90% increase each year.

RECOMMENDATION: Council review and approval of the attached resolution approving a custodial/cleaning service contract with New Hope Employment Resources effective March 1, 2017.

RESOLUTION NO._____

A RESOLUTION APPROVING A CUSTODIAL SERVICE CONTRACT WITH NEW HOPE EMPLOYMENT RESOURCES

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

WHEREAS, the custodial service contract with New Hope Employment Resources is attached hereto as Exhibit "A"; and

WHEREAS, it is determined that the approval of the attached Agreement is in the best interest of the City of Carroll, Iowa;

NOW, THEREFORE, BE IT RESOLVED that the custodial service contract with New Hope Employment Resources attached as Exhibit "A" is authorized and approved, and that the Mayor is authorized to execute the agreement on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 27th day of February, 2017.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

_____
Eric P. Jensen, Mayor

Attest:

_____
Laura A. Schaefer, City Clerk

newHope
Employment
Resources

Employment Resources
400 N. Clark St. Carroll, Iowa 51401 Telephone 712-792-6111 Fax 712-792-6078

Service contract: City of Carroll

Services:
To perform custodial / cleaning tasks necessary to meet the appropriate quality standards set by the City of Carroll. Please review attached list of cleaning duties.

Personnel:
Employment Resources will provide cleaning personnel to complete the agreed upon tasks. Wages, benefits, training and supervision will be the responsibility of Employment Resources.

Supplies & Equipment:
City of Carroll will furnish all cleaning products & supplies necessary for the job. Employment Resources will notify a City of Carroll employee when supplies need to be replenished.

Work Schedule:
Employment Resources will clean at City of Carroll on Monday through Friday between the hours of 7:00am-11:00am. We will not be available on weekends or the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas. If a holiday falls on a scheduled cleaning day, prior arrangements can be made to reschedule for another day.

Payment:
City of Carroll will be billed monthly for services. The service fee is $244.60 per week. This agreement will stay in effect unless canceled by either party with a 30 day notice.

Employment Resources	Business Representative
Date	Date