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 MSP-W

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

DATE: May 19, 2020

SUBJECT: Cleaning Services Contracts for City Hall

At the end of February 2020, the City entered into a contract with Bewitched Cleaning to clean City Hall. The contract began the middle of March 2020. As of May 14, 2020, the contract was terminated due to non-performance.

City staff reviewed cleaning options available. The recommended option is to enter into a contract with the second low bidder when bids were received in February 2020 from Cleaning Solutions, Inc. (Coon Rapids, IA) in the amount of $2,080/month. Cleaning Solutions, Inc. has agreed to honor their bid price. Cleaning Solutions, Inc. currently cleans the Police Department. The Police Department is satisfied with the cleaning services being provided.

A contract for cleaning services with Cleaning Solutions, Inc. is attached to this memorandum.

RECOMMENDATION: Council consideration to cancel the contract with Bewitched Cleaning effective May 14, 2020 and approve the attached resolution to enter into a contract for cleaning services with Cleaning Solutions, Inc. to clean City Hall.

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 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 Cleaning Solutions, Inc. to clean City Hall is approved.

Passed and approved by the Carroll City Council this 26th day of May, 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 _____ day of _____, 2020, by and between the City of Carroll, Iowa (the "City") and Cleaning Solutions, Inc. ("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. 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 June 1, 2020 (or as agreed upon by both parties) 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 $2,080/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	Cleaning Solutions, Inc.
_____	Christopher Brown
Eric P. Jensen, Mayor	Chris or Brooke Brown
_____	
Laura A. Schaefer, City Clerk	