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: Jack Wardell, Director of Parks and Recreation JW

DATE: November 3, 2020

SUBJECT: Cleaning Services Contract for Carroll Recreation Center

Cleaning at the 60,000 square foot Carroll Recreation Center is a very time-consuming process. Areas like the four locker rooms and weight room need to be deep cleaned daily and should be done when the areas have low traffic or when they are closed. Over the last few years, the City has been challenged to keep and maintain a clean look to the Recreation Center. Another concern is finding staff that are willing to work the late hours needed for the locker rooms and weight room.

Attached is a proposal from Cleaning Solutions Inc., who currently cleans city hall, police station and library. All departments are satisfied with Cleaning Solutions work so far. Their duties would be:

SCOPE OF SERVICES

1. Locker Rooms Daily
   A. All sinks, commodes, urinals, cleaned inside and out
   B. Clean Mirrors
   C. Disinfect and Wipe Down Counters
   D. Replenish paper towels, toilet paper, and soap dispenser as needed
   E. Empty Trash
2. Locker Room Floors
   A. Daily Disinfect and Debris Removal
      I. Sweep/Dustmop Floors
      II. Mop with Disinfect-Corners, Edges, Under benches, Stalls, Woman's Shower Stalls
   B. Twice Per Week: Foam flooring and showers (Wednesday, Sunday)
   C. Twice per Week: Auto-scrub (Monday, Thursday)
3. Weight Room
   A. Wipe Down all Machines
   B. Clean Mirrors
   C. Empty Trash
   D. Vacuum and Mop Flooring
   E. Weekly: Auto-scrub

The remaining of the cleaning of hallways, four restrooms, two family change rooms, three other rooms and office area will be performed by the full time Municipal Service Worker at the Recreation Center. Their fee proposal is based on a per day rate of $84.00 for six days per week. This comes out to be approximately $26,208.00 per year.

The Part-time and Seasonal line item has a budget of $30,240 per year for night time cleaning staff. The current duties for the part-time staff is everything included with Cleaning Solutions and also empty all trash cans in commons area, clean commons areas, auto-scrub hallways and pick up trash in gym and sweep gym floor. These extra duties will be absorbed by other staff members.

RECOMMENDATION: For the Mayor and City Council to consider and approve the attached resolution to enter into a contract for cleaning services with Cleaning Solutions, Inc. to clean locker rooms and the weight room as outlined in the contract for the Carroll Recreation Center.

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 Carroll Recreation Center 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 Carroll Recreation Center is approved.

Passed and approved by the Carroll City Council this 9TH day of November, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

Statement of Work

Cleaning Solutions Inc.

32472 310th St.
Coon Rapids, IA 50058

CLEANING solutions

Carroll Recreation Center

Date	Services Performed By:	Services Performed For:
10/27/2020	Cleaning Solutions Inc 32472 310th St. Coon Rapids, IA 50058	Carroll Rec Center 716 N. Grant Rd Carroll, IA 51401

We, at Cleaning Solutions are very excited about the opportunity to work with the people of Carroll Recreation Center. Our hope is to develop a long-term positive relationship for many years to come.

About Us...

Cleaning Solutions has been in business for over 13 years. In that time, we have cleaned a wide variety of facilities ranging from small offices and banks to much larger facilities such as the Fort Des Moines Navy Base, the Greene County Recreation Center, and factories like Pella Windows and American Athletic. Some of the services we specialize in are Commercial Janitorial Cleaning, Floor Restoration, and Carpet Cleaning. Many of our clients have been with us from the beginning; and we have established a good rapport with them and a pleasant work environment.

Contractor Responsibilities...

Cleaning Solutions shall provide all labor for the specified cleaning services detailed on the General Duties and Requirements page below.

Client Responsibilities...

Carroll Rec Center will provide all cleaning products to be used on site in the cleaning process. Also the Rec Center Shall provide all vacuum cleaners, mops and brooms, toilet paper, paper towels, hand soap, trash can liners etc.

Fee Schedule...

The following chart breaks down the frequency of cleaning with the Daily Rate. Cleaning Solutions only charges for days that we work.

Item Description	Frequency	Daily Rate
. Daily Cleaning Rate	6x's per Week	$84.00 .

Insurance/Invoicing Procedures...

Currently, all of our Insurance and Workmans Comp information is already on file with Carroll City Hall.

We send our invoices out every month via email on the 25th.

Attachments:

General Duties and Requirements Page

CLEANING solutions Inc.

General Duties and Requirements...

SCOPE OF SERVICES

General Cleaning

1. Locker Rooms Daily
   A. All sinks, commodes, urinals, cleaned inside and out
   B. Clean Mirrors
   C. Disinfect and Wipe Down Counters
   D. Replenish paper towels, toilet paper, and soap dispenser as needed
   E. Empty Trash
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   A. Daily Disinfect and Debris Removal
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