

TAB 8

**POINT PAPER**

**CITY HALL & PUBLIC WORKS  
JANITORIAL SERVICES  
CONTRACT RENEWL ACCEPTANCE  
OCTOBER 19, 2009**

**ISSUE:**

The current agreement for the City of Palmetto's janitorial services is up for renewal. The City has decided to continue outsourcing these services and will need the approval of City Commission and Mayor to execute a new contract.

**BACKGROUND:**

Last fiscal year the Purchasing Department requested Informal Competitive Quotes for janitorial services and selected the lowest bidder Coverall Cleaning Concepts. On October 20, 2008 the Mayor and Commission approved the initial annual contract for these services with the option to extend the contract for two additional one-year periods; this request for renewal would be the second year of this option.

**ALTERNATIVE:**

1. Authorize the Mayor to execute a new 12-month contract with Coverall Cleaning Concepts, with the option to extend an annual contract for one additional year, adhering to the original terms and conditions and contingent upon approval of both the City and the vendor.
2. Waive the renewal option and seek additional quotes.

**RECOMMENDATION:**

Staff recommends Alternative #1 authorize the Mayor to execute a new 12-month contract with Coverall Cleaning Concepts, with the option to extend an annual contract, adhering to the original terms and conditions and contingent upon approval of both the City and the vendor.

**BUDGET IMPACT:**

Annual cost for City Hall of \$6,770.00 will be charged to 001 512 3116 and Public Works \$7,860.00 will be charged to Account #001 540 3116, included in approved fiscal year 2010 budget.

## COVERALL CLEANING CONCEPTS *cleaning contract*

The Undersigned <<City of Palmetto (City Hall)>> ("CUSTOMER") hereby accepts the proposal of Coverall North America, Inc. d/b/a Coverall Cleaning Concepts ("COVERALL"), and the parties agree that COVERALL will supply Janitorial Services for CUSTOMER's premises located at:

•Address: <<516 8<sup>th</sup> Ave W>>  
 •City, State, ZIP: <<Palmetto, FL 34220>>

upon the following terms:

- 1. COVERALL's service charge will be

\$564.17 plus applicable tax per month, to include a 5 times per week/month service. Initial 

\$ \_\_\_\_\_ plus applicable tax per month, to include a \_\_\_\_\_ times per week/month service. Initial \_\_\_\_\_

The Janitorial Services are to be performed in the evening, unless otherwise agreed to by the parties.

- 2. CUSTOMER acknowledges that COVERALL will delegate all Janitorial Services to be performed hereunder to a COVERALL franchisee and/or subcontractor.
- 3. Included in the service charge will be service, cleaning supplies, and any equipment which will be furnished by the COVERALL franchisee. The service charge does not include liners, paper supplies, and toiletries, which can be provided at CUSTOMER's expense, at competitive prices. The service charge also does not include any use tax, tax on sales, services or supplies, or other such tax, which taxes shall be paid by CUSTOMER. CUSTOMER agrees to reimburse COVERALL the amount of any such taxes if paid by COVERALL on CUSTOMER's behalf.
- 4. All Janitorial Services specified in the "Work schedule" attachment of this proposal will be provided to CUSTOMER in a satisfactory manner.
- 5. All COVERALL franchisees have successfully completed COVERALL's comprehensive training program and are required to carry insurance and a janitorial bond as specified on the attached certificate of insurance.
- 6. Additional services, not included in COVERALL's service charge, to be performed upon request, priced per occurrence, at CUSTOMER's expense, include:

a. Strip & Wax Floors	\$	_____	_____
b. Scrub & Recoat Floors	\$	_____	_____
c. Burnish Floors	\$	_____	_____
d. Hot Water Extract Carpets	\$	_____	_____
e. Window Washing	\$	_____	_____
f. Initial Cleaning	\$	_____	to include _____
g. Other	\$	_____	_____

Additional services accepted by: \_\_\_\_\_  
N | A  
Signature

- 7. (a) The term of this contract is for one (1) year. This one-year period shall begin on the November 1, 2009. This contract may be renewed for additional one (1) year periods upon written agreement by both parties.

\_\_\_\_\_  
initial/Initial

(b) If either party to this Service Agreement fails to perform according to its obligations, the party claiming failure of performance shall send the other party written notice by certified mail, describing the claimed failure. The notice will allow the other party fifteen (15) days from receipt to cure or correct the claimed items of failure. If the claimed items of non-performance have not been cured or corrected at the end of the 15 day cure period, the party claiming non-performance may terminate this Service Agreement by giving the other party written notice, within 30 days of the original notice of non-performance, that the termination will be effective 30 days after the date the original notice of non-performance was first given; provided the termination notice must be received by the claimed non-performing party no later than this thirtieth (30th) day.

(c) Notwithstanding the above, COVERALL may, but shall not be obligated to, terminate this Contract immediately for non-payment by CUSTOMER for cleaning charges due hereunder.

- 8. The service charge will remain in effect for one year unless there are changes in the original specifications for the premises. In the event of such changes, CUSTOMER will advise COVERALL accordingly.
- 9. CUSTOMER agrees that it will not employ or contract with any COVERALL employee, franchisee, or any of the franchisee's employees during the term of this contract or for one hundred and eighty (180) days after termination of this contract, without COVERALL's written consent.
- 10. COVERALL will bill CUSTOMER monthly, and CUSTOMER agrees to pay COVERALL the amount that is due and owing under the terms of this contract within 10 days of billing date. Late payments will incur service and finance charges. In the event of default on payment, CUSTOMER agrees to pay COVERALL's attorney's fees and costs for collection.
- 11. Services shall be performed as scheduled with the exception of the following six (6) legal holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. However, service can be provided on these holidays at an additional cost if required. Services shall be scheduled during the hours approved or directed by manager/owner.  

Monday - Friday  
(Days of the week on which service is to be provided)
- 12. If there is an "Additional Special Services" Addendum attached to this Service Agreement, and if CUSTOMER cancels any periodic special services described therein for which a prorated monthly charge is included in CUSTOMER's total monthly service charge, any amount owing by CUSTOMER for special services performed prior to the cancellation shall be payable in full no later than five (5) days after the cancellation.
- 13. The undersigned warrant and represent that they have full authority to enter into this Contract, and that it will be binding upon the parties and their respective successors and assigns.

**CUSTOMER**

\_\_\_\_\_  
Signature \*

\_\_\_\_\_  
Print Name and Title \*

\_\_\_\_\_  
<<Customer>> \*

\_\_\_\_\_  
Date \*

\_\_\_\_\_  
Service Start Date \*

**COVERALL CLEANING CONCEPTS**

Brian Otero  
\_\_\_\_\_  
Brian Otero \*

\_\_\_\_\_  
Fort Myers Support Center \*

10-9-09  
\_\_\_\_\_  
Date \*

# COVERALL CLEANING CONCEPTS' work schedule:

<u>Category/Service</u>	<u>How often?</u>
<b>GENERAL CLEANING (Public Works) OFFICES, ENTRANCES, RECEPTION AREAS, HALLWAYS, CONFERENCE ROOMS</b>	
Dust and clean using disinfecting all purpose spray and glass cleaner on all fixtures and office furniture including file cabinets, desks, credenzas, counter tops, display units and window ledges.	<u>5</u> times week
Spot clean doors, frames, walls and switches with disinfecting all purpose spray and glass cleaner.	<u>5</u> times week
Empty all waste paper receptacles and take trash to a designated area in the building for storage or removal.	<u>5</u> times week
Wipe all internal partition glass free of smudges and fingerprints, using disinfecting all purpose spray cleaner.	<u>5</u> times week
Clean and sanitize drinking fountains / water coolers using disinfecting all purpose spray and glass cleaner.	<u>5</u> times week
Clean and sanitize all telephones using disinfecting all purpose spray and glass cleaner.	<u>1</u> times week
Wipe down or vacuum baseboards.	<u>1</u> times month
Vacuum fabric covered furnishings. Wipe other furniture using disinfecting all purpose spray and glass cleaner.	<u>1</u> times month
Clean and polish all chrome chairs and tables using disinfecting all purpose spray and glass cleaner.	<u>1</u> times month
Dust all high and low vertical and horizontal surfaces and corners not cleaned in the course of normal dusting with electrostatic dusting cloths.	<u>1</u> times month
Dust blinds, sills, jams, light fixtures and ceiling vents with electrostatic dusting cloths.	<u>1</u> times month
Dust/vacuum ceiling vents, light fixtures and picture frames.	<u>1</u> times month

  
\_\_\_\_\_  
initial

## FLOOR MAINTENANCE

Vacuum with approved back pack units and remove fresh spots from all carpeted areas using approved disinfectants and encapsulating carpet spotting tools.

5 times week

Dust mop ceramic and resilient floor areas.

5 times week

Mop all hard surface floor areas using disinfecting finished floor cleaner.

5 times week

## KITCHEN/LUNCH EATING AREA

All kitchen counters, cabinet fronts, tables and sinks cleaned with disinfecting all purpose spray and glass cleaner.

5 times week

Clean and disinfect exterior of appliances using disinfecting all purpose spray and glass cleaner.

5 times week

Restock kitchen paper and soap products.

5 times week

Clean microwaves inside and outside using disinfecting all purpose spray and glass cleaner and wipe inside with clean cloth and water to remove any disinfectant residue.

5 times week

## RESTROOMS

Clean and polish all dispensers and fixtures. Clean and disinfect wash basins, toilet bowls, urinals, and counter tops using disinfecting restroom cleaner.

5 times week

Spot clean walls and toilet partitions with disinfecting all purpose spray and glass cleaner.

5 times week

Mop all hard surface floor areas using disinfecting finished floor cleaner.

5 times week

Polish all metal and mirrors using disinfecting all purpose spray and glass cleaner.

5 times week

Restock expendable products such as paper towels, toilet tissue, hand soap, liners and deodorant products.

5 times week

  
Initial/initial

**Areas to be serviced:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Entrance           | <input type="checkbox"/> Kitchenette/Coffee Area         |
| <input type="checkbox"/> Foyer                         | <input type="checkbox"/> Lockers                         |
| <input checked="" type="checkbox"/> Waiting Area       | <input checked="" type="checkbox"/> Hallways             |
| <input type="checkbox"/> Lobby/Reception Area          | <input type="checkbox"/> Landings                        |
| <input checked="" type="checkbox"/> General Office     | <input type="checkbox"/> Stairwells                      |
| <input checked="" type="checkbox"/> Private Offices    | <input type="checkbox"/> Stairways                       |
| <input checked="" type="checkbox"/> Executive Offices  | <input type="checkbox"/> Elevator Cabs                   |
| <input checked="" type="checkbox"/> Conference Room    | <input type="checkbox"/> Lounges                         |
| <input checked="" type="checkbox"/> Copy Room/Area     | <input type="checkbox"/> Offices in Plant/Shop/Warehouse |
| <input checked="" type="checkbox"/> File Room/Area     | <input type="checkbox"/> Laboratory                      |
| <input type="checkbox"/> Computer Room                 | <input type="checkbox"/> Showroom Areas                  |
| <input checked="" type="checkbox"/> Restrooms          | <input type="checkbox"/> Supply/Storage Areas            |
| <input checked="" type="checkbox"/> Lunch Room/Kitchen |  |

**Other areas not listed above:**

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**Exclude:**

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<hr/>	<hr/>
<hr/>	<hr/>

**Total Cleanable Sq Ft**

  
\_\_\_\_\_  
Initial/initial

**SPECIAL FLOOR CARE SERVICES**

Spray buff floors

NA times wk/month/year

Machine scrub floors

NA times wk/month/year

Burnish floors

NA times wk/month/year

Scrub & Recoat floors

NA times wk/month/year

Strip & Wax floors

NA times wk/month/year

Hot water extract carpets

NA times wk/month/year

**ADDITIONAL DUTIES**

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\_\_\_\_\_ times month

\_\_\_\_\_ times week/month

\_\_\_\_\_ times week/month

\_\_\_\_\_ times week/month

\_\_\_\_\_ times week/month

**CLOSING INSTRUCTIONS**

Clean and organize janitor closet

5 times week

Turn off lights as instructed

5 times week

Lock doors and windows as instructed

5 times week

Set alarms as instructed

5 times week




## COVERALL CLEANING CONCEPTS *cleaning contract*

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•Address: <<600 17<sup>th</sup> St W>>  
 •City, State, ZIP: <<Palmetto, FL 34221>>

upon the following terms:

- 1. COVERALL's service charge will be

\$654.94 plus applicable tax per month, to include a 5 times per week/month service. Initial 

\$ \_\_\_\_\_ plus applicable tax per month, to include a \_\_\_\_\_ times per week/month service. Initial \_\_\_\_\_

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- 2. CUSTOMER acknowledges that COVERALL will delegate all Janitorial Services to be performed hereunder to a COVERALL franchisee and/or subcontractor.
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g. Other	\$	_____

Additional services accepted by:   
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- 7. (a) The term of this contract is for one (1) year. This one-year period shall begin on the November 1, 2009. This contract may be renewed for additional one (1) year periods upon written agreement by both parties.

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**CUSTOMER**

**COVERALL CLEANING CONCEPTS**

\_\_\_\_\_  
Signature •

Brian Otero  
\_\_\_\_\_  
Brian Otero •

\_\_\_\_\_  
Print Name and Title •

\_\_\_\_\_  
Fort Myers Support Center •

\_\_\_\_\_  
<<Customer>> •

10-9-09  
\_\_\_\_\_  
Date •

\_\_\_\_\_  
Date •

\_\_\_\_\_  
Service Start Date •

# COVERALL CLEANING CONCEPTS' work schedule:

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\_\_\_\_\_  
initial

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Initial/initial

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- |  |  |
|--|--|
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| <input checked="" type="checkbox"/> File Room/Area     | <input type="checkbox"/> Laboratory                      |
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**Total Cleanable Sq Ft**

  
\_\_\_\_\_  
Signature/initial

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NA times wk/month/year

Hot water extract carpets

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**ADDITIONAL DUTIES**

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\_\_\_\_\_ times month

\_\_\_\_\_ times week/month

\_\_\_\_\_ times week/month

\_\_\_\_\_ times week/month

\_\_\_\_\_ times week/month

**CLOSING INSTRUCTIONS**

Clean and organize janitor closet

5 times week

Turn off lights as instructed

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Lock doors and windows as instructed

5 times week

Set alarms as instructed

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