BILL 2012-40

****** First Reading ******

Agenda Item

TO: Mayor and City Council

FROM: Mark S. Gaugh, City Manager

DATE: August 6, 2012

RE: Janitorial Agreement

Issues

The attached agreement is for janitorial services for the City's public safety building, public works building, city hall and the electric shop. We typically bid out services for a two-year period. We requested bids from several vendors on two occasions and Baldwin Maintenance submitted the lowest bid. The bid price also includes cleaning supplies.

Recommendation

Staff recommends that the Council approve the bid from Baldwin Maintenance for the two-year period.

Bill 2012-40

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BALDWIN MAINTENANCE FOR PROFESSIONAL SERVICES FOR THE PURPOSE OF PROVIDING JANITORIAL AND MAINTENANCE SERVICES FOR CERTAIN CITY OF CAMERON, CLINTON AND DeKALB COUNTIES, MISSOURI FACILITIES

WHEREAS, the City of Cameron has several facilities (City Hall, Public Safety Building, Public Works Building and Electric Department Building) that require janitorial and maintenance services on a routine basis; and

WHEREAS, Staff advised it is in the best interest of the City to outsource this work and bids were solicited; and

WHEREAS, following said bidding process, Baldwin Maintenance, 912 North Pine Street, Cameron, Missouri provided the lowest and best bid in the amount of $86,880 for two years of janitorial services; and

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CAMERON, CLINTON AND DeKALB COUNTIES, MISSOURI AS FOLLOWS:

Section 1. The City Manager is hereby authorized to enter into an agreement with Baldwin Maintenance for professional services for the purpose of providing janitorial and maintenance services for certain city facilities all as per the agreement attached hereto and made a part hereof.

Section 2. The City Clerk is hereby directed to attest to the Mayor's signature.

Passed and approved on first reading this 6th day of August 2012.
Passed and approved on second reading this _____ day of _____ 2012.
Passed and approved on third and final reading this ____day of _____ 2012.

_____
Mayor Dennis M. Clark

ATTEST:

_____
City Clerk/Finance Clerk

First Reading

AGREEMENT FOR JANITORIAL SERVICES

THIS AGREEMENT, made on the 20th day of August, 2012 by and between the CITY OF CAMERON, Clinton and DeKalb Counties, Missouri, a municipal corporation, hereinafter called "City", and Baldwin Maintenance, hereinafter called "Contractor."

WHEREAS, the City wishes to retain Contractor to furnish janitorial and maintenance services for City Hall, Public Works/Utility Maintenance, Electric, Public Safety Building (Police, Fire) as authorized and directed under the terms and conditions of the "Cleaning Specifications for Buildings" and "Janitorial Schedule" attached herewith; and

WHEREAS, the City of Cameron reserves the right to cancel the contract for whatever reason upon providing a thirty (30) day written notice; and

WHEREAS, the Contractor shall provide the City with a Certificate of Liability Insurance in the amount of $1,000,000; and,

WHEREAS, the contract shall be for a term of two (2) years. The starting date of this agreement is August 20, 2012.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first hereinabove written.

City of Cameron

_____
City Manager Mark Gaugh

Attest:

_____
City Clerk/Finance Clerk

_____
Company Representative

First Reading

City of Cameron

Cleaning Specifications for Buildings

Pre-Proposal Walk-Through
A pre-proposal walk-through will be held May 31, 2012, 3:00 p.m. at City Hall (and will include all City facilities), 205 N. Main St., Cameron. All prospective proposers are required to attend. The pre-proposal walk-through will provide the opportunity to review the requirements and intent of the contract documents. Tours of the facilities WILL NOT be provided before or after the pre-proposal walk-through.

INTRODUCTION
The City of Cameron is requesting proposals to furnish all necessary labor, supervision, materials, equipment, and supplies to satisfactorily perform janitorial services at various facilities located in the area of City Hall.

Materials provided by the City are:

- Paper towels
- Toilet paper
- Air Freshener
- Kleenex
- Dispenser soap

All other materials are to be provided by the contractor.

Facilities to be considered in this proposal are:

- City Hall
- Police Department
- Fire Department
- Public Works/Utility Maintenance Building
- Electric Maintenance Building – Main St.

GENERAL SCOPE OF WORK
The following information is provided to assist the proposer in understanding the scope of services needed by the City for all facility groupings.

1. Staffing
The Contractor shall provide adequate personnel, trained in proper cleaning and janitorial methods and techniques to properly and satisfactorily maintain the facilities on a day-to-day basis during the scheduled times indicated.

First Reading

The Contractor must demonstrate the ability to provide trustworthy, reliable employees and shall make a good faith effort to retain the same employees on the same schedule in the same area for as long as possible. Employees of the successful contractor must be finger-printed and be subject to a background investigation. Cost of said procedures will be paid by the contractor (forms are available at the Cameron Police Department). If a change of staff is to occur, the Contract Administrator shall be notified prior to the change when possible or as quickly as possible thereafter. In addition, staff shall have the ability to:

- Have the necessary public relations skills to deal with employees and customers in a professional, courteous, businesslike manner.
- Understand written and oral rules and regulations.

2. Contractor Responsibility

The successful Contractor shall be responsible for all coordination, and supervision of personnel associated with the janitorial service at the City facilities. These activities include, but may not be limited to, the following:

- Obtain an Occupation License from the City of Cameron.
- Provide a Project Manager who shall be responsible for the performance of the contract and remain the Contractor's contact person for the duration of the contract. The Project Manager shall establish a routine for communications with the City's Contract Administrator to provide a prompt and timely response to any concerns or problems that may arise. Time and frequency of direct meetings may vary as determined by the Contract Administrator. The Project Manager shall contact the Contract Administrator to review overall performance, receive special instructions regarding cleaning items, or discuss other pertinent items regarding the contract and the Contractor's performance. Furnish all supplies, materials, and equipment necessary for the proper performance of the janitorial service (except for those provided by City listed above). Supplies and materials include but are not limited to brooms, brushes, dust cloths, wet and dry mops, sponges, squeegees, porcelain ware cleaner, liquid and powder detergents, disinfectants, glass cleaner, floor polish, waxes, stripper, metal and furniture polish, and any other compounds necessary to properly maintain the premises. Where necessary, the Contractor shall supply plastic bags and liners including sanitary disposal receptacles and wastebaskets. The Contractor shall not use any material or supplies which the Contract Administrator determines would be unsuitable for the purpose, or offensive or harmful to any part of the facility, its contents, equipment, employees, or patrons.
- Provide all necessary cleaning equipment including, but not limited to, buffing machines, industrial type vacuum cleaners, carpet extractors, etc., needed for the performance of the work of this contract. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the Contract Administrator, which shall not be unreasonably with held. Equipment deemed by the Contract Administrator to be of improper type or design or inadequate for the purpose intended shall be replaced by the Contractor.

First Reading

- Provide to the Contract Administrator and post in janitorial closets Material Safety Data Sheets (MSDS) for all chemicals used or stored in the buildings.
- Inform Contractor's employees that City of Cameron equipment including office equipment, shall not be used by the Contractor or the Contractor's employees.
- Provide a Certificate of General Liability Insurance in the amount of $1,000,000.

3. Security
Keys to various areas of the facilities will be made accessible to the Contractor, but shall not be duplicated or transferred. All costs accrued by the City in reinstating facility security occasioned by loss of facility keys due to the Contractor's and/or its employees' negligence will be billed to the Contractor.

The Contractor shall ensure that only their properly identified employees listed with the Contract Administrator are permitted on the premises during the performance of daily duties. The Contractor will be held strictly accountable for damages or breaches of security caused by its employees.

4. Optional Specialty Crews
Proposers may include optional services available in addition to the janitorial contract for occasional needs of specialty crews to provide vacuuming window blinds; or other tasks outside of the Scope of Work. Include information on method, supplies, materials, equipment, and labor as well as frequency and pricing.

Term Of Contract
The contract shall be for a term of two years. The City of Cameron reserves the right to cancel the contract for whatever reason upon providing a thirty (30) day written notice.

First Reading

JANITORIAL SCHEDULE

CITY HALL

Upper Level:

Hallways: vacuum two times per week
Hallway windows every month and dust/clean window sills.

Offices: vacuum and dust weekly, furniture, file cabinets, etc.
Trash – daily

Sinks: clean and disinfect three times per week

Water Fountains: clean and disinfect daily

Map Room and File Room: dust cabinets weekly
Floors: sweep and mop one time per week

Copy and Fax room: sweep and mop two times per week

Copy and Stuffer room: sweep and mop two times per week
Empty shredder as needed

All Restrooms: clean and disinfect all fixtures daily and mop floor daily

Front Office counter: dust three (3) times per week, including all equipment.
Office workspace dust weekly (desks and monitors), carpet vacuum three times per week, Windows inside and outside (Outside that can be reached from the ground) once every two weeks

Front Lobby: Sweep daily and mop weekly
Foyer: four entry/exit doors and two-chamber doors clean daily. Entry windows clean weekly

Cigarette containers: one time per month
Outside trash: once every two weeks

Outside Restrooms: clean and disinfect all fixtures daily and mop floor two times per week

Fish Tank: Clean glass one time per week

First Reading

Elevator: Clean floor and walls one time per week

Chamber: after each meeting, sweep and mop floor and clean icon, clean windows every month, wash glasses and decanter and put away

Large Conference room: Check daily, dust and sweep weekly, clean microwave weekly. Clean refrigerator every two months.

Court exit: Sweep daily, mop weekly

Ante Room: Dust and mop every second and fourth Wednesday, empty trash if outside of office

Small Conference room: dust daily, sweep weekly, clean window every month

South entrance and stairs: Sweep and mop daily

Maintenance on door locks every three months

Lower Level:

Offices: dust and mop weekly empty trash

Hall and lobby, dust daily, mop three times per week, clean door and windows inside and outside weekly

Patio: Clean as needed

Buff Floors

Lower meeting room: sweep and mop after each use

Lower Kitchen: clean counter tops, stove and table daily, sweep and mop floor once per week, clean refrigerator one time per month, clean cabinets every six months

Stairs: vacuum two times per week

First Reading

POLICE DEPARTMENT

The police department building is to be cleaned three times a week (Mon-Wed-Friday). The preferred method is for the Monday cleaning to occur in the morning and the Friday cleaning to occur during the evening to accommodate pre and post weekend activities.

The following work should be completed: floors mopped, cleaned, all areas dusted, trash emptied, vacuumed, windows cleaned (interior / exterior), wipe down wooden doors, wipe down ceiling fans and sanitize blades once a month, floor kick plates wiped down, refill all soap dispensers, refill towel dispensers, refill bathroom deodorizers, replace sanitizing sprays in bathrooms, replace toilet paper, and clean fluorescent lights of bugs/debris.

Lobby (windows cleaned 3 X a week)
All Hallways
Squad room-- floors stripped and waxed every six months.
Supervisors office
Detectives office
All bathrooms (cleansed and sanitized) floors stripped and waxed every six months.
Interview rooms
Highway Patrol Zone office
Jail cells (cleansed and sanitized)
Records Office
Dispatch
Break room
Officers quarters
Sally port
Chief's Office
EOC room

In addition, the vents/air returns should be dusted and sanitized at least once a month throughout the building. Clean windows on exterior of building two times a year.

Shampoo carpets every six months.

FIRE DEPARTMENT

Office: Once/week – vacuum, dust and empty trash
Kitchen and Training Room: Once/week – Clean counters, sweep and mop floor
Once/month – Clean windows
Restroom in bay area: Once/week - clean and disinfect all fixtures, replace paper, clean floor, drinking fountain in bay area.

PUBLIC WORKS/UTILITY MAINTENANCE BUILDING
ELECTRIC MAINTENANCE BUILDING

Water Fountains: Clean and disinfect daily

Restrooms: clean and disinfect all fixtures daily and mop restroom floors daily, and replace paper items as needed.

First Reading

Offices: Sweep floors daily and mop floors and dust weekly

MISCELLANEOUS INFORMATION

Ceiling lights: clean bugs out as needed

Minor plumbing, (i.e. stopped up toilets and sinks, etc.)

Before leaving check all exit doors and vault doors to make sure they are locked.

Coordinate ordering those supplies (listed above) provided by City with City Clerk

City Hall: Duties performed after 5:00 p.m. or on weekends.

Facilitate and coordinate annual stripping and waxing of vinyl tile floors.

First Reading