

SULTAN CITY COUNCIL

AGENDA ITEM COVER SHEET

ITEM NO: C - 4
DATE: January 29, 2010
SUBJECT: Janitorial Contract
CONTACT PERSON: Connie Dunn, Public Works Director
Julie Addington, Administrative Secretary

ISSUE:

The issue before the City Council is to approve the Contract from American Maid Cleaning/Janitorial Services for cleaning City Hall.

STAFF RECOMMENDATION:

Staff recommends approving the contract from American Maid Cleaning/Janitorial Services.

SUMMARY:

The City has been contracting with Jani King Services to clean twice a week the public area of City Hall including the two bathrooms, since March 2008. The cost for this service is \$261.00 per month.

The City currently does not have a custodian employee so City staff discussed getting bids from companies to clean all of Suite 200 at City Hall. The following companies submitted a bid:

Company Name	Mo. Amt	Total for 2010 (11 months)
Jani King (Attachment A)	\$408.00	\$4,488.00
White Lightning Janitorial (Attachment B)	\$380.00	\$4,180.00
American Maid (Attachment C) Includes \$150.00 for initial cleaning	\$100.00	\$1,250.00

FISCAL IMPACT:

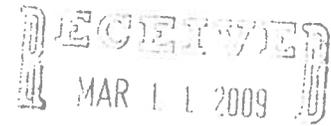
For 2010 (11 months), the City would save a minimum of \$2,930.00 and a maximum of \$3,238.00 approving the contract with American Maid for \$1,250.00 for the year.

RECOMMENDED ACTION:

Staff recommends approving the contract (Attachment D) from American Maid Cleaning/Janitorial Services, services beginning January 30, 2010

ATTACHMENTS:

- A – Jani King Bid
- B – White Lightning Bid
- C – American Maid Bid
- D – American Maid Scope of Work/Contract



BY:.....

FACSIMILE TRANSMITTAL

TO: Julie

COMPANY: City of Sultan

Phone: 360-793-3344

DATE: 03/09/09

PAGES: 2 Including Cover

SUBJECT: Amendment to Maintenance Agreement

Dear Julie

Please see the following quote for an increase in cleaning of the additional space you requested. If this meets with your approval please sign and fax back. Jani-king would like you to know that we appreciate your business. Some additional services Jani-king provides are carpet extractions, strip and wax of tile floors. If you are ever in need of these kinds of services please do not hesitate to give me a call.

Thank You

Donna Shannon
 Donna Shannon
 Operations Manager
 Office: 425-485-5567
 Cell: 425-754-3800
 Fax: 425-487-6447

Julie

I tried to fax for two days but your fax was down so I mailed instead.

Jani-King appreciates the opportunity to meet your janitorial needs.

Thanks
Donna



AMENDMENT TO MAINTENANCE AGREEMENT

Contact: Julie

Telephone: 360-793-2231

Company: City of Sultan

Fax #: 360-793-3344

Address: 319 Main Street
Sultan, WA 98294

Franchisee: 083
Account #: 083017

Original Agreement Date: 03/14/08

New Price	<u>\$408.00</u>
Old Price	<u>\$261.00</u>
Amount <u>Increased</u> / Decreased	<u>\$147.00</u>

Reason for **Increase** / Decrease: Add additional 2166sqft of office space to cleaning at One (1x) per week

All Other Terms and Conditions to Remain the Same

Effective Date: _____, 2009

Client:

Jani-King: Operations Manager
Donna Shannon



(Authorized Signature)

(Authorized Signature)

Date: _____ 2009

Date: 03/09/09

*Job received
8-24-09*

White Lightning Janitorial

15186 175th Ave SE
Monroe WA 98272
(425) 345-3839

We appreciate the opportunity to place a bid for Sultan City Hall in the amount of 380.00 per month. This bid will include the following services one day per week at partial clean and one day on the weekends at a full cleaning.

Main Entry (both cleanings)

- Clean entry glass and doors
- Mop tile floor
- Dust window ledges
- Vacuum carpets and elevator
- Clean and sanitize hand rails

Lobby and Receptionist Area (both cleanings)

- Remove all garbage
- Properly arrange all furniture and magazines
- Vacuum all carpets and area rugs
- Brush off all couch and chair cushions
- Clean counters and receptionist station
- Clean and sanitize phones
- Dust window ledges
- Dust all baseboards

Stairwells (both cleanings)

- Wipe down stairway handrails and railings
- Dust all ledges and surfaces
- Vacuum stairs and landing

Office Areas and Hallways (weekends)

- Remove all garbage
- Properly arrange all furniture
- Dust file cabinets and counters
- Clean and disinfect drinking fountains
- Vacuum all carpets and area rugs

- Wipe down desks where available
- Dust all partition ledges and moldings
- Dust chair bases and other low ledges
- Edge carpets where vacuum will not reach
- Dust picture frames
- Spot clean carpets as needed

Conference Rooms (weekends)

- Remove all garbage
- Properly arrange all furniture and magazines
- Dust tops of tables, chairs and other furniture
- Vacuum all carpets and area rugs
- Dust wall corners to remove bugs and cobwebs
- Spot clean entry doors and partition glass
- Clean and sanitize phone
- Dust chair bases and other low ledges
- Spot clean all walls and light switches
- Edge carpets where vacuum will not reach
- Spot clean carpets

Lunchroom (weekends)

- Remove all garbage
- Clean and disinfect tables, chairs, sinks, counter area
- Spot clean all wall, partitions, doors and light switches
- Dust ledges and all flat surfaces within reach
- Properly arrange all furniture
- Mop all resilient floor surfaces
- Dust bases or chairs, tables and window ledges

Restrooms (both cleanings)

- Remove all garbage
- Clean fixtures and chrome fittings
- Sanitize toilets, toilet seats and urinals
- Clean and refill restroom dispensers from stock
- Clean restroom mirrors and mirror frames
- Clean and polish all sinks
- Spot wash partitions, walls and doors
- Sweep and mop with disinfectant
- Dust vents in doors and ceilings
- Dust all ledges and flat surfaces within reach

Window Cleaning

- Clean interior and exterior windows. \$3.00 per pane for both in and out.

If there are any additional questions, please feel free to call me at 425 345 3839.

Thank You,

White Lightning Janitorial

Bawnie Yates
White Lightning
Bawnie Yates
Janitorial

PROPOSAL

AMERICAN MAID
PO BOX 1431
MONROE WA 98272

DATE

PROPOSAL SUBMITTED TO:

NAME: SULTAN CITY HALL
ADDRESS: ATT - JULIE
PHONE NO: 360 793 1010

WORK TO BE PERFORMED AT:

ADDRESS: SULTAN CITY HALL
DATE OF PLANS:
ARCHITECT:

We hereby propose to furnish the materials and perform the labor necessary for the completion of

1ST TIME THOROUGH CLEANING:

- BATHROOMS -
- ELEVATOR -
- DUSTING -
- VACUUMING -

RECEIVED
AUG 13 2009

SCOPE OF WORK

150⁰⁰ + TAX
MONTHLY 100⁰⁰
"TWICE WEEKLY"

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work, and completed in a substantial workmanlike manner for the sum of _____ Dollars (\$ _____)

with payments to be made as follows:

Respectfully submitted

[Signature]
Per *[Signature]* American Maid

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Note - This proposal may be withdrawn by us if not accepted within _____ days.

American Maid
Cleaning / Janitorial Services
Licensed, Bonded & Insured

Jeannette
Owner

- windows - linens - laundry
- move in & move outs

(206) 271-0378

Residential and Commercial
22 Years Experience
Drug and Alcohol Free

ACCEPTANCE OF PROPOSAL

I, _____, on this _____ day of _____, 2009, accept the above proposal and are hereby accepted. You are authorized to do the work.

Signature _____

Signature _____



[Handwritten initials]



City of Sultan

Public Works Department

November 30, 2009

American Maid
 Attn: Jeannette, Owner
 PO Box 1431
 Monroe WA 98272

RE: Scope of Work
 City of Sultan

Dear Jeannette:

The City of Sultan has agreed to have American Maid do cleaning service at City Hall, 319 Main Street, Sultan Washington. The following is the scope of work:

ONCE EACH WEEK ON FRIDAY NIGHT, SATURDAY OR SUNDAY:

ENTRANCEWAY AND FRONT DESK

- Spot clean interior windows
- Spot clean window sills
- Clean or dust trim walls
- Mop and vacuum floors
- Clean/sanitize all door knobs, light switches and countertops
- Vacuum and wipe down elevator glass
- Sweep and mop stairs

RESTROOMS

- Clean sinks and countertops
- Clean mirrors
- Sweep floors and mop
- Clean toilets top to bottom
- Clean paper dispenser and restock

RESTROOMS (CONTINUED)

- Clean trash can tops and empty trash
- Refill toilet paper and soap
- Dust all air vents
- Dust or clean light fixtures
- Dust ledges and corners

OFFICES

- Dust window sills
- Vacuum floor
- Dust air vents and light fixtures when needed

KITCHEN/LUNCHROOM

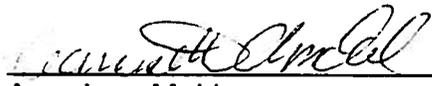
- Clean sink and counter tops
- Clean table, cabinet doors and refrigerator door
- Sweep and mop floor

EACH WEDNESDAY EVENING:

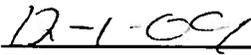
- Vacuum entranceway and reception area
- Sweep stairs and spot clean
- Clean elevator interior
- Clean restrooms

The recycling bin(s) and garbage will all be left in the reception area on Friday evening for you to take down and leave the recycle bins inside our dumpster fence and to empty the garbage into the City dumpster and return the can back upstairs.

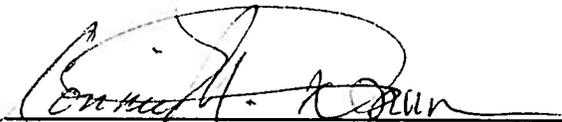
American Maid has agreed to do the above service for \$100.00 per month with an initial cleaning to be done for \$150.00 plus tax.



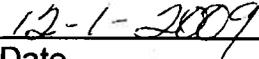
American Maid



Date



Connie Dunn, Public Works Director



Date