

RESOLUTION NO. 2017-W

**A RESOLUTION OF THE TOWN OF EATONVILLE, WASHINGTON,
APPROVING A CONTRACT FOR JANITORIAL SERVICES WITH
NORTHWEST CLEANING SERVICE**

WHEREAS, Buildings by Guarez has performed janitorial service for the Town of Eatonville since 2008 and is no longer in business; and

WHEREAS, the Town issued a Request for Proposal for Janitorial Services, by advertising in the Town's official newspaper, The Eatonville Dispatch for two weeks; and

WHEREAS, in addition to The Dispatch, the Request for Proposal was also advertised in the Nisqually Valley News, posted on the Town's Facebook page and posted on the Town's website; and

WHEREAS, N.W. Cleaning Service has submitted a proposal to perform janitorial services for the Town of Eatonville for the sum of \$1,800.00 monthly, with call-in cleaning at a rate of \$30.00 per hour; now, therefore

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON,
HEREBY RESOLVES AS FOLLOWS:**

THAT: The Mayor is authorized to sign a one year contract with N.W. Cleaning Service, which may be continued from year to year upon mutual agreement/negotiation, a copy of which is attached as Exhibit A.

PASSED by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 24th day of July 2017.

Mike Schaub, Mayor

ATTEST:

Kathy Linnemeyer, Town Clerk

JANITORIAL CONTRACTOR AGREEMENT

THIS AGREEMENT made this 1st day of August, 2017 by and between the Town of Eatonville, herein referred to as "Town", and N.W. Cleaning Service, herein referred to as "Contractor".

Scope of Work – Performance Standard

Contractor agrees to perform, supply and finish in a thorough and workmanlike manner, to the satisfaction of Town of Eatonville and the Community Center Facilities coordinator, all and everything called for in the following scope of work, including all supervision, labor and materials incident thereto, and Contractor shall provide at his own expense all equipment, tools, machinery, licenses, permits, etc. necessary for the performance of said work and the supplying of said materials.

Scope of Work – Town Hall

Following is the scope of work to be performed at the indicated frequencies. Area to be covered includes: both main and basement floors of the building, including B.A.C. Room, all three restrooms, halls, entry/lobby areas, stairways and kitchenette. Town Hall cleaning is to be performed on Tuesday and Friday evenings after 5:00pm (or a weekend day).

Services to be completed each night that the maintenance is required:

	Times per	Week	Month	Year
1. Entrance/public areas, stairs, lobby, halls				
a. Pick up litter from exterior entrance areas, interior stairways and hallways.		2		
b. Clean entry doors: glass, sashes, handles, and thresholds.		2		
c. Vacuum clean walk-off mats.		2		
d. Vacuum all carpets wall to wall; remove spots, gum, tar, etc.		2		
e. Dust/clean all surfaces, within reach; dust and spot clean lobby furniture.		2		
f. Sweep clean lobby area and stairs.		2		
g. Empty all waste and recycle containers.		2		
h. Wet mop tile, concrete floors & stairs; remove all foreign substances from floor surfaces.		2		
i. Clean light switches, partitions, baseboards and wall marks within reach.			2	
j. Treat wood furniture, moldings, window sills, and other woodwork with lemon oil product.			1	
k. Strip and wax tile floors. Hallways, main floor and stairway				2
l. Sweep exterior entrance area		1		

2. Office areas			
a. Vacuum all carpets wall to wall including under desks; remove spots, gum, tar, etc.	2		
b. Dust/clean all surfaces (excluding desktops) within reach; vacuum/dust & spot clean furniture/chairs.	2		
c. Empty all waste and recycle containers.	2		
d. Wet mop tile & concrete floors; remove all foreign substances from floor surfaces.	2		
e. Clean light switches, partitions, baseboards and wall marks within reach.		1	
f. Treat wood furniture, moldings windowsills, and other woodwork with lemon oil product.		1	
g. Strip and wax tile floors.			2
3. Restrooms			
a. Spot wash soiled wall surfaces around sinks, doors, towel dispensers, partitions and waste receptacles.	2		
b. Wash walls, doors and partitions.		1	
c. Empty all waste containers, clean & sanitize, replace liners.	2		
d. Wet mop tile & concrete floors.	2		
e. Strip & wax tile & concrete floors			2
f. Sweep & remove all foreign substances from floor surfaces.	2		
g. Check & refill towel, tissue, hand soap, napkin & seat cover dispensers from stock furnished by owners.	2		
h. Treat wood moldings & other woodwork with lemon oil product.		1	
i. Clean & sanitize all toilet seats, bowls, urinals, hand basins & counter tops.	2		
j. Clean & polish all glass, mirrors and all fixtures and fittings.	2		
4. Other			
a. Dust and/or clean all light fixtures.			1
b. Dust and/or clean all window blinds.			1
c. Carpet shampooing.			1
d. Clean Glacier Park restrooms as requested (Per hour rate \$30.00)			
e. Call-in cleaning as requested (Per hour rate \$30.00)			

Scope of Work – Community Center

Following is the scope of work to be performed at the indicated frequencies. Area to be covered includes: small and large multipurpose rooms, craft room, kitchen, bathrooms and showers, halls, entry/lobby areas, outside entry and window cleaning.

Services to be completed each night that maintenance is required:

	Times per	Week	Month	Year
1. Entrance/public areas, Lobby, Halls, Multi-purpose rooms, and craft rooms				
a. Pick up litter from exterior entrance areas/interior hallways		2		
b. Clean entry doors: glass, sashes, handles and thresholds.		2		
c. Vacuum clean walk-off mats.		2		
d. Vacuum all carpets wall to wall; remove spots, gum, tar, etc.		2		
e. Dust/clean all surfaces, within reach; dust & spot clean lobby furniture.		2		
f. Sweep clean lobby area.		2		
g. Empty all waste containers, replace liners.		2		
h. Wet mop tile, concrete floors, remove all foreign substances from floor surfaces.		2		
i. Clean light switches, partitions, baseboards and wall marks within reach.		2		
j. Strip and wax floors in craft room & large multi-purpose room.				2
k. Sweep exterior entrance area, scrub as needed.		1		
2. Kitchen				
a. Sweep & remove all foreign substances from floor.		2		
b. Wet mop, remove all foreign substances from floors and clean mop boards.		2		
c. Empty all waste containers.		2		
d. Clean light switches		2		
e. Vacuum clean walk-off mat.		2		
3. Restrooms				
a. Spot wash soiled wall surfaces around sinks, doors, towel dispensers, partitions and waste receptacles.		2		
b. Wash walls, doors, and partitions.		2		
c. Empty all waste containers, clean & sanitize as necessary, replace liners.		2		
d. Wet mop floors.		2		
e. Strip & wax floors.				2
f. Check & refill towel, tissue, hand soap, napkin & seat cover dispensers from stock furnished by Town.		2		
g. Clean & sanitize all toilet seats, bowls, urinals, hand basins & counter tops.		2		
h. Clean & polish all glass, mirrors and all fixtures and fittings.		2		
4. Other				
a. Dust and/or clean all light fixtures.				2
b. Dust and/or clean all window blinds.				2
c. Carpet shampooing.				2
d. Call-in cleaning, as requested (Per hour rate \$30.00)				
e. Spot clean carpet in halls and offices as necessary.		2		

Scope of Work – Light Shop

Following is the scope of work to be performed at the indicated frequencies during the summer and twice as many times during the winter months (except those duties designated as yearly).

Area to be covered includes: main room and two restrooms.

Services to be completed each night that maintenance is required:

	Times per	Week	Month	Year
1. Main Room				
a. Sweep clean and wet mop all floors.		1		
b. Empty all waste containers, clean & sanitize, and replace liners.		1		
c. Clean light switches, door knobs/handles.		1		
2. Restrooms				
a. Wash walls, doors, and partitions as necessary.		1		
b. Empty all waste containers, clean & sanitize, and replace liners.		1		
c. Sweep clean and wet mop floors.		1		
d. Check and refill towel, tissue, hand soap, napkin & seat cover dispensers from stock furnished by owners.		1		
e. Clean and sanitize all toilet seats, bowls, urinals, hand basins & counter tops.		1		
f. Clean and polish all glass, mirrors, and all fixtures and fittings.		1		
3. Other				
a. Dust and/or clean all light fixtures				1
b. Dust and/or clean all window coverings.				1
c. Call-in cleaning, as requested (Per hour rate <u>\$30.00</u>)				

Other Responsibilities

Report all burned out lights, etc.; potential safety problems, fire hazards, etc. low paper products stock, etc. to facilities coordinator or Town Clerk.

Close and lock all doors when leaving. Lock all doors when inside so other people cannot enter without keys, when working after normal work hours.

Turn off all lights except as designated for security lights.

All employees shall be screened and security checked and cleared by Contractor. All employees shall have identification as deemed necessary to insure Town they are authorized employees of the Contractor.

All employees shall be fingerprinted, pass a background check and complete online security training as assigned by the Eatonville Police Department.

Contractor to furnish all cleaning equipment, soap, window cleaners, lemon oil products, sanitizers, disinfectants, polishing cloths, etc. for cleaning. Town will furnish all paper products and plastic bags.

Contractor to be responsible for any loss or broken or damaged objects, walls, windows and the like damaged or taken by him or his employees.

The key is given to Contractor in trust and contractor agrees not to have any copies made and to give the key back immediately upon request of Town of Eatonville official.

Contractor agrees to carry a third party bond on each employee for an amount of up to \$50,000 liability insurance per general provisions attached; and lost key coverage, providing coverage to have building totally re-keyed if key is lost or misplaced.

Payment

The Town will pay to the janitorial service the sum of **\$1,800.00** per month, payable by the 15th of the following month, provided the invoice is received by the Town from the company by the 5th day of each month, during each month that this contract is in full force and effect.

Duration and Termination

The parties hereto agree that this contract will run from **August 1, 2017** to **August 1, 2018** with the understanding that it may be continued from year to year upon mutual agreement/negotiation. Services shall commence immediately and shall be performed each and every Tuesday and Friday evenings after 5:00pm (or a weekend day), and such other times as necessary to fulfill the services as specified in the scope of work. This agreement may be amended or terminated by either party without cause upon thirty (30) days notice to the other.

Status of Contractor

This contract calls for the performance of services as an independent contractor and contractor's employees will not be considered employees of the Town for any purpose, and contractor shall hold harmless the Town from any liability in reference to any taxes that may be required as a result of the contract herein.

Employment with the Town of Eatonville is subject to a background check on all contracted employees.

Contractor Information

Contractor Name: **N.W. Cleaning Service**

Mailing Address: **PO Box 594 East Olympia, WA 98540**

Telephone Number: **360-789-6669**

Attests to the completeness and accuracy of the following information:

- a. Liability – property damage insurance company:

Agent (if applicable): Nicholson & Associates- Mallori 360-352-8444 ext. 106

- b. State Contractors License # 603442474
- c. State Tax Identification # 603 442 474
- d. Federal Tax Identification # 517 28 6775
- e. Town Business License #
- f. Names of individuals authorized to sign for alterations or extras and to inspect work for contractor and to accept service of notices provided for hereunder:
 - 1. Heather Laginess
 - 2.
- g. Bank reference:
- h. Dept. of Labor & Industries #

Contractor does hereby certify that the following are the names of all persons or firms that will supply labor and/or materials directly to the job site for the work required by contractor, and further agrees to first secure the approval, in writing, of the Town of Eatonville prior to securing any materials or labor from any person or firm not listed below:

1. Heather Laginess

2. Sylvia Weber/Johnson

3.

4.

IN WITNESS WHEREOF the parties have executed this agreement as of the day and year first above written.

TOWN OF EATONVILLE

CONTRACTOR

Mike Schaub, Mayor

Patty Hamilton, N.W. Cleaning Service