

**BUSINESS OF THE CITY COUNCIL
WINDSOR HEIGHTS, IOWA
AGENDA STATEMENT**

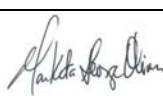
Item No. 12
For Meeting of 09/07/10

ITEM TITLE: Consideration of a resolution approving with Commercial Building Services as the cleaning service contractor for City Hall and the Windsor Heights Community Center

CONTACT PERSON: Josh Heggen, Director of Community Services
Marketa George Oliver, City Administrator

SUMMARY EXPLANATION

With the opening of the new Community Center, a contract is needed for weekly and yearly cleaning of the building. Currently city hall cleaning is also contracted out. The City made a request for proposals and received a number of bids. The lowest bidder was Commercial Building Services, who also cleans City Hall. The attached resolution approves that proposal.

<input checked="" type="checkbox"/> Resolution _____ Ordinance _____ Contract _____ Other (Specify) _____
Funding Source _____
APPROVED FOR SUBMITTAL _____ <div style="text-align: right; margin-top: -10px;"> City Administrator</div>

STAFF RECOMMENDATION:

COUNCIL ACTION:

RESOLUTION NO. 10-0907/

Consideration of a resolution approving with Commercial Building Services as the cleaning service contractor for City Hall and the Windsor Heights Community Center

WHEREAS, the City strives to provide high quality and aesthetically environment and well-built infrastructure and amenities for its residents and visitors; and,

WHEREAS, the City recently constructed a Community and Events Center; and,

WHEREAS, the City recently solicited proposals for cleaning services for the Community and Events Center and the City Hall; and

WHEREAS, Commercial Building Services was the low bidder.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the City Council accepts the low bidder and authorizes the Mayor to enter into a contract with Commercial Building Services in amount not to exceed \$10,000 annually.

PASSED AND APPROVED THIS 7th DAY OF SEPTEMBER, 2010.

Diana Willits, Mayor Pro Tem

ATTEST:

Marketa George Oliver, City Administrator/Clerk

PROPOSAL

For

Janitorial Service At:

Windsor Heights City Hall

And

Community Center

Submitted By:

Commercial Building Services Co., Inc

1404 Oak Park Ave.

Des Moines, IA 50313-3018

COMMERCIAL BUILDING SERVICES

P.O. BOX 964 - DES MOINES, IA 50302 - 515-282-8502

CLEANING PROPOSAL FOR WINDSOR HEIGHTS CITY HALL & COMMUNITY CENTER

Services to be performed at City Hall twice a week (Monday & Thursday) unless noted otherwise

Entry area:

- Spot clean glass
- Clean entire entry glass weekly
- Vacuum hallway

Office area:

- Pick up trash from receptacles, replace liners as needed (liners to be furnished by client)
- Trash not in receptacles must be marked as trash
- Dust exposed surfaces on desks, counters, shelves, etc. (clients papers not to be disturbed)
- Vacuum all open areas
- Carpets cleaned at extra charge (recommend semi-annually)

Kitchen area:

- Clean sink when clear
- Clean counter tops
- Dry mop floor
- Wet mop floor as needed

Restroom area:

- Pick up trash from receptacles, replace liners as needed (liners to be furnished by client)
- Clean and sanitize sink
- Clean mirror
- Clean and sanitize stool
- Refill supplies as needed (supplies to be furnished by client)
- Dry mop floor
- Wet mop as needed
- Stripping and waxing of floor available at extra charge (recommend annually)

Tile floor areas:

- Dry mop
- Wet mop
- Stripping and waxing is available at extra charge (recommend annually)

Services to be performed at the Community Center twice a week (Monday & Thursday) unless noted otherwise

Entry area:

- Spot clean entry glass
- Clean entire entry glass weekly

Kitchen area:

Clean sink & counter tops
Common Area:
Dust mop
Wet mop
Strip and wax concrete floor at extra charge (recommend annually)
Restrooms: Inside and outside building
Pick up trash from receptacles, replace liners (liners to be furnished by client)
Clean and sanitize sinks
Clean mirrors
Clean and sanitize stools & urinals
Refill supplies as needed (supplies to be furnished by client)
Sweep floors
Wet mop floors
General services:
Trash collected to be taken to outside container
Any irregularities to be reported either by a note or a phone call

Price for the above services (performed twice a week) a month: \$ 650.00 (\$7800.00 annually)

Price for stripping and waxing floors at City Hall annually: \$ 270.00

Price for stripping and waxing concrete floor at Community Center annually: time & materials

Price for carpet cleaning semi-annually: \$640.00 (\$1280.00 annually)

Statements are mailed the end of each month and are due within 30 days.



Submitted by Rick Petithory, July 30, 2010
COMMERCIAL BUILDING SERVICES CO., INC