

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Mary K. Lindley, Parks, Recreation & Community Services Director 

DATE: June 6, 2008 (CC Meeting of June 18, 2008)

SUBJECT: Consider Agreement with Kelly Cleaning and Supplies for Janitorial Services

DISCUSSION

The City Council is being asked to approve an agreement with Kelly Cleaning and Supplies (Kelly) for janitorial services for various City facilities. The City currently has an agreement with Kelly which expires on June 30, 2008. The City's working relationship with Kelly dates back to approximately 1994 when they first began cleaning the Arroyo Vista Recreation Center (AVRC). Over the years, the scope of services expanded to include other City facilities. See Attachment A of this Report for the proposed scope.

The following is a list of the City facilities, schedule, and compensation included under the scope of services in the proposed Agreement:

- AVRC – Monday through Saturday (\$1,155.00/monthly)
- Active Adult Center – Monday – Friday (\$732.00/monthly)
- Moorpark City Library – Monday – Saturday (\$1,356.00/monthly)
- Moorpark Public Service Facility – Monday, Wednesday, Friday (\$395.00/monthly)
- Community Center and City Hall – As Needed (\$18.00/hour)
- High Street Arts Center – As Needed (\$75.00 per cleaning or \$18.00/hour)

Janitorial services at the High Street Arts Center are on an as-needed basis to clean the building after use. City Hall (including the three annexes) and the Community Center are cleaned by the City's janitorial staff person. The City uses Kelly to clean those buildings in his absence.

The scope of services and compensation in proposed in the new agreement remain the same as in the current agreement.

FISCAL IMPACT

The cost for janitorial services for AVRC, Active Adult Center, Community Center/City Hall, and 50% of the Moorpark Public Service Facility are funded by the General Fund. The remaining 50% of the Moorpark Public Service Facility is funded by Gas Tax and the High Street Arts Center is funded by the Moorpark Redevelopment Agency. Expenditure appropriations for the above expenses have been included in the FY 2008/09 budget.

STAFF RECOMMENDATION

Approve an agreement with Kelly Cleaning and Supplies and authorize the City Manager to execute it subject to final language approval of the City Manager.

Attachment A: Scope of Services

Attachment A

SCOPE OF SERVICES

Contractor agrees to provide janitorial services at the following locations: Arroyo Vista Recreation Center and Gymnasium (4550 Tierra Rejada Road); Active Adult Center (799 Moorpark Avenue); Moorpark Public Services Facility (627 Fitch Avenue); Moorpark Library (699 Moorpark Avenue); and on an as needed basis, Moorpark City Hall, Administrative Buildings, and Community Center (799 Moorpark Avenue). Said services shall be provided on all holidays, if the holiday falls on a regular service day with the exception of New Years Day, Thanksgiving, July 4, Labor Day, Memorial Day, and Christmas. The City reserves the right to assign the hours that Contractor shall perform janitorial services under the Contract, upon mutual consent of Contractor.

Contractor shall be provided with a set of keys, which the Contractor shall sign for denoting the number and type of key provided, the alarm code for that facility, and a space to install its own lock on the Arroyo Vista Community Park (AVCP) entry gates. Contractor is responsible for the keys and agrees not to duplicate them. If additional keys are needed, Contractor shall make a request to the City. Contractor agrees to be responsible for disarming facilities upon entry and for fully locking and alarming buildings at the completion of each shift and relocking the AVCP entry gates upon entry to the Park and upon exiting. The Contractor further agrees that the facilities shall never be left unattended unless fully locked and alarmed. Contractor agrees that failure to fully secure the facilities can result in liquidated damages. The City agrees to notify Contractor in writing when the alarm code for one of the facilities covered by this agreement has been changed. Upon termination of this Agreement, Contractor shall return all keys provided by City.

Contractor agrees to provide and be responsible for the maintenance of their own tools of the trade for cleaning, equipment, materials, and solutions as is required to satisfactorily perform the Scope of Service under this Contract. This includes but is not limited to: commercial grade vacuum cleaner, carpet steam cleaner, floor scrubbing machine, floor buffing machine, broom, mop, floor buffing pads, and cleaning brushes. Contractor further agrees that all Kelly employees will be in uniform and carry appropriate identification when on duty.

City shall be responsible for providing routine and daily sanitary and cleaning supplies necessary for performing work (unless otherwise specified), all paper supplies associated with this Contract, liquid soap for dispensers, trash can liners, feminine sanitary supplies, and solution for cleaning the hardwood floors in the gym. City reserves the right to amend this Contract to include paper supplies, liquid soap, and trash liners at its cost.

Contractor shall report any broken, malfunctioning, or vandalized equipment or fixtures (including but not limited to heating/air conditioning units, plumbing, and

electrical), and shall report any graffiti applied to the interior or exterior of a City building, to the City's Parks and Landscape Manager immediately by telephone. In the event the Parks and Landscape Manager is not available, Contractor shall leave a voice mail message on the Manager's work phone (805-517-6283).

**ARROYO VISTA RECREATION CENTER OFFICE, MEETING ROOMS,
LOBBY, AND KITCHEN - 4550 Tierra Rejada Road
(Monthly Compensation - \$1,152.00)**

The following duties will be performed by Contractor each weekday, Monday through Saturday, no earlier than 10:00 p.m. Upon 48 hour's notice, City may require Contractor to delay cleaning until a later time to accommodate special activities.

OFFICES, MEETING ROOMS, AND LOBBY:

Daily schedule

1. Pick up litter, empty all trash containers, and replace container liners. Discard trash and recycling materials into approved trash bins.
2. Vacuum all floors and entry mats (carpeted and non-carpeted).
3. Wet mop kitchen and dance room floors as needed (minimum of three (3) days a week) using a cleaning solution.
4. Spot clean carpets by hand, where needed, using appropriate carpet cleaner solution.
5. Clean counters in kitchen and dance room with cleaning solution. Clean the sinks in kitchen with cleanser.
6. Wash walls and doors where needed with wet sponge and cleaning solution.
7. Clean door windows in the lobby with window cleaning solution.
8. With wet sponge and appropriate cleaning solution, wipe down surfaces of kitchen equipment (including refrigerator, stove, oven, microwave).
9. Clean mirrors in the dance room with window cleaning solution.
10. Clean and disinfect drinking fountains. Report any leaks to the Recreation Manager prior to the end of the day's work shift.
11. Restock all dispensers including but not limited to, paper towels and soap.

Weekly schedule

1. Clean exercise mats in dance room and multi purpose room with a wet sponge and cleaning solution.
2. After wet mopping, apply floor finish restoring solution to kitchen and dance room floors. Buff kitchen and dance room floors using commercial floor buffing machine (Mondays).
3. Wash all inside windows with window cleaning solution (Mondays).
4. Clean interior and exterior door windows with cleaning solution (Mondays).
5. Flush sink drains by running the water faucets for a minimum of 15 minutes.
6. Flush floor drains by running water down the drain, using a hose, for a minimum of 15 minutes.
7. Sanitize doorknobs.

Monthly schedule

1. Wash all exterior windows with window cleaning solution.
2. Dust window blinds with a clean dry towel.
3. Clean kitchen drain, vents, and filters if needed.

Quarterly schedule

1. At the City's request, but no more than four (4) times per year, shampoo the carpet and apply scotch guard.
2. Strip and wax floors in kitchen and dance room.
3. Clean interior windows and windowsills, and exterior windows. Apply window spot removing chemical to remove hard water stains where applicable.
4. Dust building fixtures including but not limited to, florescent lights, burglar alarm sensors, wall clocks, fire extinguishers and cases, and video security cameras.
5. Clean and scrub all door thresholds.

6. Clean all door panic bar hardware with cleaning solution.

Annual schedule

1. Strip and wax lobby tile.

AVRC RESTROOMS

Daily schedule

1. Pick up litter, empty trash and sanitary napkin containers, and replace container liners. Discard trash into approved trash bins.
2. Wet mop floors using an approved detergent disinfectant. Dry the floor with a dry mop before opening for public use.
3. Wet wash walls and ceiling, including tile and grout, with disinfectant solution and sponge.
4. Wash restroom stall partitions with disinfectant solution and sponge.
5. Remove graffiti with approved cleaning solution. If cleaning fails, notify the City's Recreation Manager prior to the end of the day's work shift.
6. Wash and disinfect all sinks and counters with wet sponge and cleanser.
7. Clean and disinfect commodes and areas around commodes.
8. Clean and disinfect urinals and areas (including walls) around urinals.
9. Restock all dispensers including but not limited to, toilet paper, paper towels, sanitary napkins, and soap.
10. Sanitize doorknobs.

Weekly schedule

1. Flush sink drains by running the water faucets for a minimum of 15 minutes.
2. Flush floor drains by running water down the drain, using a hose, for a minimum of 15 minutes.

Monthly schedule

1. Wax floors (first Friday of each month).
2. Clean out drains if needed.

Quarterly schedule

1. Clean and scrub all door thresholds.
2. Clean building fixtures including but not limited to, florescent lights and burglar alarm sensors.

Annual schedule

1. Dust air vents.
2. Strip and wax floors.

AVRC GYMNASIUM

Daily schedule

1. Dry mop hardwood floor.
2. Wet mop non-hardwood floor.
3. Pick up trash around the gymnasium, on the bleachers, and under bleachers.
4. Clean all door windows using window-cleaning solution.
5. Clean walls, doors, and bleachers where needed, using a wet sponge and cleaning solution.
6. Vacuum entry mats.

Weekly schedule

1. After wet mopping non-hardwood floors, apply floor finish restoring solution. Buff floor using floor buffing machine (Fridays).
2. Remove shoe marks and gum from hardwood floor with hardwood floor solution supplied by City (Fridays).
3. Remove shoe marks from non-hardwood floor with solution supplied by City (Fridays).
4. Clean wall mats using a wet sponge and appropriate disinfectant.
5. Using a small nylon brush provided by City specifically for this task, clean metal track around hardwood floor to remove debris.

6. Wet mop hardwood floor every Friday with proper floor solution.
7. Clean under gym stands every Monday.

Quarterly schedule

1. Strip and wax non-hardwood floors.
2. Clean and scrub all door thresholds.
3. Clean building fixtures including but not limited to, emergency exit lights, burglar alarm sensors, fire extinguishers and cases, and video security cameras.
4. Clean and scrub all door thresholds.
5. Clean all door panic bar hardware with cleaning solution.

**MOORPARK ACTIVE ADULT CENTER (Includes kitchen) – 799
MOORPARK AVENUE (Monthly Compensation - \$732.00)**

The following duties will be performed by Contractor each weekday, Monday through Friday, no earlier than 4:30 p.m. Upon 48 hour's notice, City may require Contractor to delay cleaning until a later time to accommodate special activities.

Daily Schedule

1. Pick up litter, empty all trash and sanitary containers, and replace liners. Discard trash and recycling materials into approved trash bins.
2. Sweep and mop kitchen and senior center rooms.
3. Clean and disinfect drinking fountain.
4. Restock all dispensers including but not limited to, toilet paper, paper towels, and soap in kitchen and restrooms.
5. Clean all bathroom and meeting room sinks with cleanser and all counter tops with cleaning solution. City will clean kitchen sinks and counter tops.
6. Wash walls and doors where needed with a wet sponge and cleaning solution.
7. Flush kitchen sinks and floors drains using appropriate cleaning solution.
8. Vacuum entry mats.
9. Clean and disinfect commodes and urinals and around the base of each unit.
10. Wash restroom stall partitions with disinfectant solution.
11. Sanitize doorknobs once a week.

Monthly schedule

1. Wash windows.
2. Dust window blinds.
3. Clean out door thresholds.
4. Clean door handles and panic bar hardware with cleaning solution.

Quarterly schedule

1. Clean refrigerator vents.
2. Clean window sills.
3. Clean A/C vents.
4. Dust fixtures, including but not limited to, office partitions, computers, fire hydrants, florescent lights, etc.

Bi-Annual schedule

1. Strip and wax floors. On alternating six-month basis, buff floors.

MOORPARK PUBLIC SERVICES FACILITY (MPSF) – 627 FITCH AVENUE
(Monthly Compensation - \$395.00)

The following duties will be performed by Contractor each Monday, Wednesday, and Friday, no earlier than 5:45 p.m. Upon 48 hour's notice, City may require Contractor to delay cleaning until a later time to accommodate special activities.

MPSF OFFICES AND CONFERENCE ROOM

Daily schedule (Monday, Wednesday, and Friday)

1. Vacuum all carpets and mats.
2. Spot clean carpets and mats.
3. Dry and wet mop floors.
4. Dust all desks, tables, counters, horizontal surfaces, window sills, etc.
5. Clean and sanitize drinking fountain.
6. Spot clean glass, windows, and wall panels.
7. Empty trash cans and recycle containers.
8. Sanitize doorknobs once a week.

Monthly schedule

1. Clean blinds.
2. Vacuum edging.
3. Dust chairs and sofas twice a month.
4. Dust high and low areas and vents.
5. Clean light fixtures.
6. Wash telephone handset.
7. Dust overhead exposed pipes and skylights.

Quarterly schedule

1. Strip and wax floors.

2. Wash exterior and interior windows.

Bi-Annual schedule

1. Thoroughly clean carpets and mats.
2. Wash high windows (ladder necessary).

MPSF KITCHEN / BREAKROOM

Daily Schedule (Monday, Wednesday, and Friday)

1. Spot clean cabinet drawers and front.
2. Vacuum mats.
3. Wipe clean chairs and sofas.
4. Clean counters and tables.
5. Spot clean doors.
6. Clean and refill dispensers.
7. Sanitize doorknobs once a week.
8. Dust and wet mop floors.
9. Dust all horizontal surfaces.
10. Clean microwave inside and outside.
11. Clean exterior of refrigerator.
12. Clean sinks.
13. Empty trash cans.
14. Spot clean walls and panels.

Monthly schedule

1. Dust light fixtures.
2. Dust vents.

Quarterly schedule

1. Strip and wax floors.
2. Wash exterior and interior windows.

MPSF RESTROOMS

Daily Schedule (Monday, Wednesday, and Friday)

1. Vacuum mats.
2. Spot clean baseboards once a week.
3. Clean counters.
4. Clean and refill dispensers.
5. Spot clean doors.
6. Sanitize doorknobs once a week.
7. Dust and wet mop floors once a week.
8. Dust horizontal surfaces.
9. Clean mirrors, showers, sinks, toilets, urinals.
10. Polish stainless steel.
11. Empty trash cans.
12. Spot clean walls and panels.
13. Dust top of lockers.

Monthly schedule

1. Dust light fixtures
2. Dust vents.

Quarterly schedule

1. Machine scrub floors.
2. Wash exterior windows.

Contractor shall provide all cleaning chemicals and equipment, to be included in the cost of the monthly service. City shall provide paper products and hand soap.

CITY OF MOORPARK PUBLIC LIBRARY – 699 MOORPARK AVENUE
(Monthly Compensation - \$1,356.00)

The following duties will be performed by Contractor each weekday, Monday through Saturday, no earlier than 10:00 p.m. Upon 48 hour's notice, City may require Contractor to delay cleaning until a later time to accommodate special activities.

Daily schedule

1. Pick up litter, empty all trash containers, and replace container liners. Discard trash and recycling materials into approved trash bins.
2. Vacuum all floors and entry mats (carpeted and non-carpeted).
3. Wet mop kitchen floor as needed (minimum of three (3) days a week) using an appropriate cleaning solution.
4. Spot clean carpets by hand, where needed, using appropriate carpet cleaning solution.
5. Clean counters in kitchen with cleaning solution. Scrub the sink in kitchen with cleanser.
6. Wash walls and doors where needed with wet sponge and cleaning solution.
7. Clean door windows in the lobby with window cleaning solution.
8. With wet sponge and appropriate cleaning solution, wipe down surfaces of kitchen equipment (including refrigerator, stove, oven, microwave).
9. Clean mirrors in the dance room with window cleaning solution.
10. Clean and disinfect drinking fountains. Report any leaks to the Recreation Manager prior to the end of the day's work shift.
11. Restock all dispensers including but not limited to, paper towels and soap.

Weekly schedule

1. After wet mopping, apply floor finish restoring solution to kitchen floor. Buff kitchen floor using commercial floor buffing machine (Mondays).
2. Wash all inside windows with window cleaning solution (Mondays).

3. Clean interior and exterior door windows with cleaning solution (Mondays).
4. Flush sink drains by running the water faucets for a minimum of 15 minutes.
5. Flush floor drains by running water down the drain, using a hose, for a minimum of 15 minutes.
6. Sanitize doorknobs.

Monthly schedule

1. Wash all exterior windows with window cleaning solution.
2. Dust window blinds with a clean dry towel.
3. Clean kitchen drain, vents, and filters if needed.

Quarterly schedule

1. At the City's request, but no more than four (4) times per year, shampoo the carpet and apply scotch guard.
2. Strip and wax floors in kitchen area.
3. Clean interior windows and windowsills, and exterior windows. Apply window spot removing chemical to remove hard water stains where applicable.
4. Dust building fixtures including but not limited to, florescent lights, burglar alarm sensors, wall clocks, fire extinguishers and cases, and video security cameras.
5. Clean and scrub all door thresholds.
6. Clean all door panic bar hardware with cleaning solution.

Annual schedule

1. Strip and wax lobby tile.

RESTROOMS

Daily schedule

1. Pick up litter, empty trash and sanitary napkin containers, and replace container liners. Discard trash into approved trash bins.

2. Wet mop floors using an approved detergent disinfectant. Dry the floor with a dry mop before opening for public use.
3. Wet wash walls and ceiling, including tile and grout, with disinfectant solution and sponge.
4. Wash restroom stall partitions with disinfectant solution and sponge.
5. Remove graffiti with approved cleaning solution. If cleaning fails, notify the City's Recreation Manager prior to the end of the day's work shift.
6. Wash and disinfect all sinks and counters with wet sponge and cleanser.
7. Clean and disinfect commodes and areas around commodes.
8. Clean and disinfect urinals and areas (including walls) around urinals.
9. Restock all dispensers including but not limited to, toilet paper, paper towels, sanitary napkins, and soap.

Weekly schedule

1. Flush sink drains by running the water faucets for a minimum of 15 minutes.
2. Flush floor drains by running water down the drain, using a hose, for a minimum of 15 minutes.
3. Sanitize doorknobs.

Monthly schedule

1. Wax floors (first Friday of each month).
2. Clean out drains if needed.

Quarterly schedule

1. Clean and scrub all door thresholds.
2. Clean building fixtures including but not limited to, florescent lights and burglar alarm sensors.

Annual schedule

1. Dust air vents.
2. Strip and wax floors.

**CITY HALL, ADMINISTRATIVE BUILDINGS, COMMUNITY CENTER
RESTROOMS, KITCHEN AND LOBBY (on an as needed basis) – 799
MOORPARK AVENUE (Compensation \$18.00 per hour)**

Daily

1. Clean bathroom sinks with cleanser.
2. Clean counter tops with cleaning solution.
3. Clean and disinfect commodes and urinals and the base of each unit.
4. Sweep and wet mop restroom and lobby floors.
5. Empty all trash and sanitary containers – replace liners. Dispose of trash material in appropriate trash dumpster.
6. Wash partition walls with cleaning solution.
7. Wash restroom walls where needed.
8. Stock all dispensers, including toilet paper, paper towels, soap, and sanitary napkins.
9. Clean and disinfect lobby drinking fountain.
10. Vacuum once a week.
11. Sanitize doorknobs once a week.