

City of Dunnellon
Agenda Summary Form

Meeting Date: February 3, 2021

1. Responsible Department: Building Repair & Maintenance
2. Presenter: Mike McQuaig
3. Recommended Action: Authorize the Mayor to execute the agreement #AGR2021-02 with Service Master in the amount of \$7,560

Subject: Service Master cleaning services contract for City Hall and City public restrooms

Request for Approval Summary Explanation & Background:

The City currently has an agreement with Service Master for the Police Department. This company is FDLE certified and is used by the Florida Highway Patrol. This agreement will provide cleaning services for City Hall and the City's public restrooms.

Funding for this service will come from the elimination of a part-time position in public works for cleaning services budgeted at \$10,667. The City will realize an annual savings of \$3,107 by entering into an agreement with Service Master.

Procurement Method: Piggyback Highway Patrol- This is in compliance with Purchasing Ordinance 2015-08 Sec. 2-382(3)

Fiscal Information: Funds budgeted in FY2021

Department Head Approval: Mike McQuaig

City Administrator Approval:

Attorney Review:

AGR2021-02



CITY OF DUNNELLON

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 Hwy Crystal River, FL
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Main Building City Hall

Conference Room	<ol style="list-style-type: none"> 1. Sweep, dust mop, or vacuum all floors 2. Wet mop all floors 3. Entry door mats vacuumed 4. Empty all waste baskets, and place in dumpster 5. Spot clean all tables, chairs, ledges, and entrys 6. Clean and sanitize drinking fountain, remove mineral deposits. 7. Clean all glass entry doors and two side glass patitions 8. Remove hand prints on switch covers and door frames. 	<p>2 Per/Week Tuesdays & Thursday</p>
Bathrooms	<ol style="list-style-type: none"> 1. Clean and disinfect inside and outside of all toilets and urinals 2. Clean sinks and couter tops including chore fixture 3. Polish all glass mirrors 4. Mop tile floors 5. Replenish paper and soap supplies (servicemaster) 	<p>2 Per/Week Tuesdays & Thursday</p>
Offices	<ol style="list-style-type: none"> 1. When opened clean/ when closed don't clean 2. Clean desk avoid moving paperwork 3. Dust the desks, computers, printers, monitors 4. Spot clean the floors 	<p>2 Per/Week Tuesdays & Thursday</p>
Kitchen	<ol style="list-style-type: none"> 1. Wipe counters and tables 2. Clean sinks (no dishes) 3. Wipe coffee machine and outside microwave 4. Spot clean outside of cabinets and appliances 5. Clean inside windows and dust blinds 6. Replenish paper supplies (ServiceMaster) 	<p>2 Per/Week Tuesdays & Thursday</p>
Outside Windows	<ol style="list-style-type: none"> 1. All the windows in the club house need to be cleaned in the outside 2 times per year 	<p>2 Per/Year</p>

Clause: We do not clean the whole window (only spot clean unless specified by contract). We do not clean the grout between tiles. We do not remove stains from floors, walls, furniture, fixtures, equipment, ceilings. We do not clean ceilings, or inside ceiling lights. We do not clean outside the building unless specified on the contract (exact location).



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City Hall Bathrooms (Boat Ramp)

Bathrooms	<ol style="list-style-type: none"> 1. Clean and disinfect inside and outside of all toilets and urinals. 2. Clean sinks and couter tops including chore fixture 3. Polish all glass mirrors 4. Mop tile floors 5. Replenish paper and soap supplies 	7 Days/Week
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Chaplin A. Dinkins, III Memorial Park Bathrooms

Bathrooms	<ol style="list-style-type: none"> 1. Clean and disinfect inside and outside of all toilets and urinals. 2. Clean sinks and couter tops including chore fixture 3. Polish all glass mirrors 4. Mop tile floors 5. Replenish paper and soap supplies 	1 Day/Week Mondays
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Ernie Mills Park

Bathrooms	<ol style="list-style-type: none"> 1. Clean and disinfect inside and outside of all toilets and urinals. 2. Clean sinks and couter tops including chore fixture 3. Polish all glass mirrors 4. Mop tile floors 5. Replenish paper and soap supplies 	1 Day/Week Mondays
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Janitorial Prices

Main Building City Hall	2 times per week Tuesdays & Thursday	\$540.00 + Tax Monthly
Main Building City Hall	1 time per week Tuesdays	\$270.00 + Tax Monthly
City Hall Boat Ramp Bathrooms	7 Times per week	\$315.00 + Tax Monthly
Chaplin A. Dinkins Bathrooms	1 Time per week Mondays	\$45.00 + Tax Monthly
Ernie Mills Park Bathrooms	1 Time per week Mondays	\$45.00 + Tax Monthly

Floor Care

Main Building City Hall	Tile and Grout Strip and wax	\$577.36 + Tax 1 Time per year
Main Building City Hall	Carpet Clean	\$679.20 + Tax 1 Time per year

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