

TOWN OF GRANBY

Board of Trustees

MEETING DATE: JULY 14, 2020

Consent Agenda

Resolution or Ordinance

Citizen Requests

Public Hearing

Committee/Staff Reports:

TOWN CLERK

FINANCE DIRECTOR

BUILDINGS AND STREETS

ECONOMIC DEVELOPMENT

PUBLIC SAFETY

RECREATION

WATER DEPARTMENTS

MAYOR

TOWN MANAGER

TOWN ATTORNEY

Other

Executive Session

Workshop

TIME OF AGENDA ITEM: 8:00 PM

Agenda Request No. 9

MEETING TO BE HELD AT:

Town Hall, Zero Jasper Avenue

Granby, CO 80446

(9) DISCUSSION ITEM - TOWN BUILDING CLEANING CONTRACT
8:00 PM

MEMO



To: Mayor and Board of Trustees
From: Ted Cherry, Town Manager
Cc: Deb Hess, Town Clerk
Date: 7.14.2020
Re: Town Building Cleaning Contract

Background: The Town did not receive any bids for the cleaning contract that was released a number of weeks ago. The only comment we received was due to hours of cleaning and not matching well with their children's schedule. Multiple cleaning companies and independent contractors were contacted to make them aware of the RFP process.

There are a few options the Town could move forward with.

1. The Town could put out a new RFP with a change to the cleaning hours that better reflect hours with those who may have conflicts
2. Staff could work with different cleaners to define what would work for them, get a contract in place with the best priced business, and bring that back to the board for approval

It was unfortunate that no bids were received. A draft contract is ready to be presented to what ever cleaner may be chosen.

Financial Impact: None at this time.

Recommendation: Staff would recommend going with option two listed above to hopefully be able to get through this process faster.

Request for Proposals

Town of Granby Municipal Government Janitorial Services

NATURE OF CONTRACT WORK

Provide the Town of Granby with building cleaning services for the Town Hall, Community Center, and Train Depot. Supplies and equipment will be provided by the contractor with the exception of trash bags, lightbulbs, entry mats, hand towels, toilet paper, and liquid hand soap. Contractor will be required to provide proof of Worker's Compensation, unless sole proprietor, and Liability Insurance. Contractor shall provide references. Contractor will be required to provide drivers licenses, social security number, and any other information need to perform a full background investigation for any employee providing the services.

SCOPE OF SERVICES, ESSENTIAL DUTIES, AND RESPONSIBILITIES OF CONTRACT

Perform the following cleaning services at Town Hall, Police Department, and Recreation Department twice per week (Monday and Wednesday before or after normal business hours) unless otherwise specified

- Empty trash from all offices and restrooms and throw away in dumpster
- Vacuum all carpeted areas including stairs, elevator, and front entry way
 - Exception is Board Room which shall be vacuumed only 1 time per month
- Vacuum all upholstered furniture monthly
- Clean windows and doors in entry way
- Clean all restrooms (clean and disinfect toilets and urinals inside and outside, clean and disinfect sinks, clean mirrors, clean and disinfect stalls and walls as needed) stock paper towels, stock toilet paper, stock tissues, stock hand soap (paper towels, toilet paper, tissues, and hand soap to be provided by the Town)
- Sweep, wet mop, and disinfect all hard surface floors including restrooms and kitchen
- Dust and disinfect all hard surfaces at least once per week including desks, tables, chairs, files, telephones, computers, and other equipment (including Board of Trustees meeting room, offices, kitchen surfaces, and window sills)
- Wet mop workout room and wipe down workout equipment
- Clean showers and locker rooms space in Police Department.
- Oil wood surfaces at least once every 3 months
- Clean and sanitize water fountains
- Spot clean carpets as needed and when feasible
- Additional work to be paid separately
 - Wash inside of windows where able to stand twice per year
 - Wash glass office doors twice per year
 - Clean all carpets twice per year including stairs and elevator

Perform the following cleaning services at the Granby Train Station Depot twice per week (Monday and Wednesday)

- Sweep, wet mop, and disinfect all hard surface floors including restrooms

- Clean all restrooms (clean and disinfect toilets and urinals inside and outside, clean and disinfect sinks, clean mirrors, clean and disinfect stalls and walls as needed) stock paper towels, stock toilet paper, stock tissues, stock hand soap (paper towels, toilet paper, tissues, and hand soap to be provided by the Town)
- Empty trash and remove to dumpster at Town Hall
- Clean and sanitize water fountain
- Clean doors and windows as needed
- Dust and disinfect all hard surfaces at least once per week including desks, tables, chairs, files, telephones, computers, and other equipment (including Board of Trustees meeting room, offices, and window sills)

Perform the following service at the Granby Community Center twice per week (Monday and Wednesday before or after normal business hours)

- Empty trash into dumpster
- Vacuum all carpets
- Clean all restrooms (clean and disinfect toilets and urinals inside and outside, clean and disinfect sinks, clean mirrors, clean and disinfect stalls and walls as needed) stock paper towels, stock toilet paper, stock tissues, stock hand soap (paper towels, toilet paper, tissues, and hand soap to be provided by the Town)
- Sweep, wet mop, and disinfect all hard surface floors including restrooms
- Dust and disinfect all hard surfaces at least once per week including desks, tables, chairs, files, telephones, computers, and other equipment (including Board of Trustees meeting room, offices, and window sills)
- Wipe kitchen cabinets with appropriate cleaner at least once a week
- Clean mirrors in large room and front door once per week
- Spot clean carpet when needed and when feasible
- Additional work to be paid separately
 - Wash inside of windows where able to stand twice per year
 - Clean all carpets twice per year including stairs and elevator

All buildings will be checked for lights out, exit lights functioning, paper towel holders are filled, liquid soap containers checked and refilled.

CONTRACT RELATIONSHIP

The Assistant Finance Director shall be the Town contact for the Building Janitor Contractor. Said contractor must meet specifications and requirements on cleaning and maintenance services for the Town Hall, Community Building, and Railroad Depot. Contract shall be for 12 months with an option to extend for an additional 2 12 month periods upon agreement of terms and contract extension from Board of Trustees.

KNOWLEDGE, SKILLS, AND ABILITIES

The Janitor Contractor shall be selected by Town Staff with the consent of the Board of Trustees on the basis of his or her, or their companies, ability to meet the needs of the Town. Contractor shall be compensated for the above services under terms and conditions of a contract approved by the Board of

Trustees. Contract will be negotiated on an annual basis. Either party may cancel the Janitorial Services Contract with 30 days' notice to the other party.

ADDITIONAL INFORMATION

For the purposes of this proposal rates should be provided on a per day cleaning per department basis. There may be times where individual cleanings of certain buildings may be cancelled due to the needs of the staff and Town, and contractor shall not be paid for that day. Contractor should be aware that additional cleaning services outside this scope may be requested from time to time and costs for those services shall be negotiated with Town staff.

All proposals must be received in a sealed envelope Attn: Town Manager by 4pm on July 8th, 2020. They can either be dropped off at:

Town Hall
Zero Jasper Ave.
Granby, CO 80446

Or mailed to:

Town of Granby
PO Box 440
Granby, CO 80446

All interested parties may contact Cindy Seader at 970-887-2501 for building tours.