



City of Green River  
City Council Meeting  
Agenda Documentation

Preparation Date: June 10, 2020	Department: Parks and Recreation
Meeting Date: June 16, 2020	Department Head: Brad Raney
	Presenter: Katie Blood

**Subject:**

*Approval of a Contract for Custodial Services with Castle Cleaning for the Recreation Center*

**Background/Alternatives:**

*To enter into a contract with Castle Cleaning Company for custodial services for July 1, 2020 through June 30, 2021 at the Recreation Center. In an effort to ensure the maximum benefit to the City of Green River, service contracts are issued for one year, with the ability to negotiate for renewal for up to three years. Castle Cleaning Company is the current service provider and in negotiating a contract renewal amount, Castle Cleaning has proposed \$60,000.00 for the renewal amount. This amount represents no increase in the contract. Cleaning Company has been efficient and responsive in meeting the needs for custodial services at the Recreation Center.*

**Attachments:**

*Attachment A            Exhibit A Contractual Custodial Specifications (nine pages)  
Attachment B            Proposal for Custodial Services (one page)  
Attachment C            Custodial Service Contract (two pages)*

**Fiscal Impact:**

*\$60,000.00 for the FY 2020-2021 contract*

**Staff Impact:**

*Contract administration*

**Legal Review:**

*The City Attorney will be reviewing this item and is pending approval.*

**Suggested Motion:**

*I move to approve the Contract for Custodial Services with Castle Cleaning for the Recreation Center pending legal approval.*

EXHIBIT A  
GREEN RIVER RECREATION CENTER

CONTRACTUAL CUSTODIAL SPECIFICATIONS

These custodial specifications and contract system are based on 1) attempting to dictate custodial cleaning results rather than cleaning frequencies; and 2) monitoring the custodial service on a daily basis and then calculating monthly payments to be awarded to the contractor. The following information includes a general description of the system and cleaning specifications.

INSTRUCTIONS

For the purpose of administering the cleaning contract the Green River Recreation Center has been subdivided into eight sections with each section having its own separate set of specifications.

The value of the point has been assigned to each specific duty (i.e. dusting furniture = 1 point). The total number of points for each duty or task are influenced and affected by the frequency of that specific duty or task. The following is a breakdown of point totals.

Daily tasks:	1 point each X 30 (days/month) = 30 points per month
Weekly tasks:	1 point each X 7 (days/week) X 4 = 28 points per month
Monthly tasks:	1 point each X 30 (days/month) = 30 points per month
Quarterly tasks:	1 point each X 90 (days/quarter) = 90 points per quarter
Bi-annual tasks:	1 point each X 180 (days) = 180 points

The Recreation Center must be cleaned daily, seven days a week between the hours of 9:00 p.m. and 4:30 a.m. When special events/rentals are conducted notification will be provided to contractor with adjusted cleaning time.

An employee of the Recreation Center will inspect the custodial service thirty minutes prior to the opening of the facility for daily operation. During this inspection they will determine whether the services meet or exceed the specifications or whether they fall below the specifications. Again, we must stress the fact that to meet or exceed the specifications, will require the contractor to have successfully cleaned, wiped, dusted, etc. the specific areas or items. Points will be awarded or not awarded depending on the acceptability of the service. To "clean the counters" without successfully removing all the smudges, fingerprints, etc. would not be considered acceptable. To vacuum the carpet and leave debris would not be acceptable. At the end of the month, points will be tabulated with the total amount of points directly affecting the amount the Recreation Center staff will approve for payment. The Recreation Center will conduct a fair inspection of the custodial service, and base the evaluations on results not frequencies or effort.

Based on this cleaning formula the maximum amount of points a contractor may earn during the year is 55,488. The contractor's proposal amount will be divided by 55,488 to derive a monetary value for each point. For instance, if the proposal equals \$50,000 per year, each point would then be worth \$0.90 (\$50,000 divided by 55,488 = \$0.90). The Recreation Center is allowing a 2 percent cushion per month before subtracting any dollar amount from the monthly billing. Using the previous example of a \$50,000

contract, the billing would be approximately \$4,166.67 per month, and if the total amount of possible earned points for that month equals 4,624, then the contractor would have a 2 percent cushion of 92 points before the Recreation Center would begin subtracting points at \$0.90 each.

EXAMPLE NO. 1:

Total points for January = 4,624

2 % cushion = 92 points

Amount of points not awarded after one month of inspections = 75 points

RESULT: No points at \$0.90 per point subtracted from the contractor's bill, since the 75 points is within the 2 percent cushion.

EXAMPLE NO. 2:

Total points for January = 4,624

2 % cushion = 92 points

Amount of points not awarded after one month of inspections = 200 points

200 – 92 (2% cushion) = 108 points

RESULT: \$97.20 subtracted from the contractor's bill (108 points at \$0.90 per point)

**GREEN RIVER RECREATION CENTER**  
**CONTRACTUAL CLEANING SPECIFICATIONS**

**AREA 1: VESTIBULE, LOBBY, POOL VIEWING AREA 8160**

A. DAILY  $\{(30 \times 12) \times 12\} = 4320$

1. Dust furniture, planters and picture frames
2. Empty waste baskets and replace dirty liners
3. Empty/wipe ash tray outside
4. Sweep and Damp Mop Lobby
5. Damp mop tile floors
6. Spot clean chairs
7. Wipe down vending machines
8. Clean/disinfect telephones
9. Wipe down tables and chairs
10. Vacuum rugs
11. Clean exposed glass on display cases
12. Spot clean walls

B. WEEKLY  $\{(7 \times 4) \times 12\} \times 5 = 1680$

1. Dust window ledges
2. Spot clean doors and door jams
3. Spot clean under all furniture
4. Vacuum air conditioning and heater vents
5. Clean/disinfect trash receptacles

C. MONTHLY  $\{(30 \times 12) \times 3\} = 1080$

1. Strip/wax tile floors
2. High dusting over six feet
3. Clean light fixtures

D. QUARTERLY  $\{(90 \times 4) \times 2\} = 720$

1. Clean interior sky windows
2. Clean facility windows inside and outside, except gymnasium

E. BI-ANNUALLY  $(180 \times 2) = 360$

1. Clean exterior sky windows

**AREA 2: CONTROL DESK AND OFFICES 7080**

A. DAILY  $\{(30 \times 12) \times 13\} = 4680$

1. Dust furniture, clean desk tops, counter tops, table tops and picture frames
2. Empty waste baskets and replace dirty liners
3. Dust window ledges
4. Vacuum carpets
5. Spot clean walls
6. Spot clean chairs
7. Wipe down lockers in staff lounge
8. Clean/disinfect telephones
9. Wipe down tables and chairs
10. Wipe down cabinets
11. Clean/disinfect sink
12. Spot clean carpets
13. Dust window blinds

B. WEEKLY  $\{(7 \times 4) \times 12\} \times 5 = 1680$

1. High dusting over six feet
2. Spot clean doors and door jams
3. Shampoo carpets behind desk
4. Vacuum air conditioning and heater vents
5. Clean light fixtures

C. MONTHLY  $\{(30 \times 12) \times 2\} = 720$

1. Shampoo carpets in staff lounge and offices
2. Clean ceiling windows

**AREA 3: EAST HALLWAY OVERLOOKING OUTDOOR RECREATION DECK, LOBBY AND NURSERY RESTROOMS, NURSERY AREA, MULTI-PURPOSE ROOM 9552**

A. DAILY  $\{(30 \times 12) \times 18\} = 6480$

1. Dust furniture, planters and picture frames
2. Empty waste baskets and replace dirty liners
3. Vacuum carpets
4. Clean/disinfect all tile flooring
5. Clean/disinfect urinals, toilets, sinks and mirrors
6. Clean/disinfect/stock sanitary napkin dispensers
7. Wipe down counter tops
8. Wipe down tables and chairs
9. Spot clean carpets
10. Clean/disinfect telephones
11. Spot clean walls
12. Fill paper towel, toilet paper and soap dispensers

13. Polish all chrome fixtures
14. Clean exterior of stove and hood
15. Clean/disinfect drinking fountains
16. Clean cabinets and counters
17. Treat wood coat racks
18. Dust window blinds

B. WEEKLY  $\{(7 \times 4) \times 12\} \times 7 = 2352$

1. Dust window ledges
2. Spot clean doors and door jams
3. Shampoo carpets
4. Vacuum air conditioning and heater vents
5. Clean/disinfect trash receptacles
6. High dusting over six feet
7. Clean/polish fire extinguisher cabinets

C. MONTHLY  $\{(30 \times 12) \times 2 = 720$

1. Strip/wax tile floors
2. Clean light fixtures

**AREA 4: WEST HALLWAY, LOCKER ROOMS, SHOWER AREAS, SAUNA, STEAM ROOM, AND WHIRLPOOL AREA 9936**

A. DAILY  $\{(30 \times 12) \times 19\} = 6840$

1. Clean/disinfect urinals, toilets, sinks, mirrors and partitions
2. Clean/disinfect tile floors and walls
3. Clean/disinfect showers and benches
4. Clean/disinfect sauna
5. Clean/disinfect steam room
6. Clean/disinfect counter tops
7. Spot clean walls in wet room
8. Spot clean doors and door jams
9. Empty waste baskets and replace dirty liners
10. Vacuum carpets
11. Spot clean carpets
12. Wipe down lockers
13. Clean/dust window ledges and picture frames
14. Clean/disinfect sanitary napkin receptacles
15. Clean/disinfect drinking fountains
16. Fill toilet paper and soap dispensers
17. Polish all chrome fixtures
18. Clean/polish hand dryers
19. Dust/treat wood hand rails

B. WEEKLY  $\{(7 \times 4) \times 12\} \times 6 = 2016$

1. Shampoo carpets
2. Vacuum air conditioning and heater vents

3. Clean/disinfect trash receptacles
4. Clean interior and exterior panel glass in the I-shaped portion of pool
5. Buff all tile floors
6. Clean/polish fire extinguisher cabinet

C. MONTHLY  $\{(30 \times 12) \times 2\} = 720$

1. High dusting over six feet
2. Clean light fixtures

D. BI-ANNUALLY  $(180 \times 2) = 360$

1. Clean exterior sky windows (pool area)

**AREA 5: NORTH LOBBY HALLWAY, RACQUETBALL OBSERVATION AREA, ELEVATOR AND WEIGHT ROOM 9168**

A. DAILY  $\{(30 \times 12) \times 13 = 4680$

1. Clean mirrors in weight room
2. Vacuum carpets
3. Clean/disinfect drinking fountains
4. Spot clean carpets
5. Spot clean walls
6. Spot clean chairs
7. Clean/disinfect upholstery on weight equipment
8. Clean all chrome on weight equipment
9. Dust/treat wood hand rails
10. Wipe down machines
11. Wipe down tables and chairs
12. Dust window ledges and picture frames
13. Vacuum elevator

B. WEEKLY  $\{(7 \times 4) \times 12\} \times 8 = 2688$

1. Dust window ledges
2. Vacuum air conditioning and heater vents
3. Spot clean doors and door jams
4. Shampoo carpets
5. Dust partitions
6. Clean/polish fire extinguisher cabinets
7. Dust/treat wood tables and chairs
8. Wipe down elevator

C. MONTHLY  $\{(30 \times 12) \times 3\} = 1080$

1. High dusting over six feet
2. Clean light fixtures
3. Polish all chrome on weight equipment

E. QUARTERLY  $(90 \times 4) = 360$

1. Clean interior sky windows

F. BI-ANNUALLY  $(180 \times 2) = 360$

1. Clean exterior sky windows

**AREA 6: STAIRCASES 2832**

A. DAILY  $\{(30 \times 12) \times 6\} = 2160$

1. Vacuum carpets

2. Spot clean carpets

3. Dust/treat wood hand rails, front and back

4. Spot clean walls

5. Clean stair ledges

6. Clean rubber runners

B. WEEKLY  $\{(7 \times 4) \times 12\} \times 2 = 672$

1. Shampoo carpets

2. Clean metal siding

**AREA 7: LOWER LEVEL HALLWAY, RACQUETBALL COURTS,  
WARMING ROOM 6696**

A. DAILY  $\{(30 \times 12) \times 11\} = 3960$

1. Vacuum carpets
2. Wipe down lockers
3. Clean/treat wood benches
4. Clean/disinfect drinking fountains
5. Spot clean carpets
6. Spot clean floors and walls
7. Sweep, dust mop and treat racquetball court floors
8. Wipe down pop machine area
9. Empty waste baskets and replace dirty liners
10. Damp mop and disinfect rubber flooring
11. Dust/polish signs and picture frames

B. WEEKLY  $\{(7 \times 4) \times 12\} \times 6 = 2016$

1. Spot clean doors and door jams
2. Shampoo carpets
3. Vacuum air conditioning and heating vents
4. Clean/disinfect trash receptacles
5. Clean/polish fire extinguisher cabinets
6. Wipe down bleachers and furniture

C. MONTHLY  $\{(30 \times 12) \times 2\} = 720$

1. High dusting over six feet
2. Clean light fixtures

**AREA 8: GYMNASIUM 2064**

A. DAILY  $\{(30 \times 12) \times 2\} = 720$

1. Sweep, dust mop and treat wood floor
2. Spot clean floors and walls

B. WEEKLY  $\{(7 \times 4) \times 12\} \times 4 = 1344$

1. Spot clean doors and door jams
2. Clean/polish fire extinguisher cabinets
3. Damp mop base trim around the perimeter of gym
4. Wipe down bleachers

The City of Green River will provide the following cleaning supplies:

- Hand soap
- Toilet paper
- Plastic liners for trash cans
- Supplies for sanitary napkin dispensers

The following conditions must be agreed upon by the contractor:

1. This contract may be extended by CITY for two additional one-year periods under the terms and conditions of the original contract. Such written notice shall be given at least 45 calendar days prior to the expiration date of each contract period. If CITY elects to exercise this option to extend the contract for an additional one-year period, the contract price(s) for the additional year shall be the contract prices of the original contract.
2. Contractor must give owner 30 days notice before termination of the contract.
3. Owner must give contractor 30 days notice before termination of the contract.
4. Perform a bi-monthly meeting/walk thru with owner to review performance and address any concerns.
5. Work must be performed after business hours (between 9 p.m. and 4:30 a.m.) seven days a week and other times as specified in writing by owner. Successful contractor must work out cleaning schedules compatible with city's work schedule and activities.
6. Wall washing will be done on an on-call basis (a dollar amount per square foot should be submitted on proposal).
7. Janitor's closet must be clean and kept in an orderly manner.
8. Contractor will supply all cleaning materials except those provide by the owner.
9. Pine-sol will not be allowed as a cleaning or disinfecting product.
10. Ammonia product will not be allowed in the pool, wet room or locker room areas.
11. The contractor must keep a legible copy of the cleaning specifications posted inside the janitor's closet.
12. The contractor must submit to the owner, or the owner's representative, during the bi-monthly meeting a copy of the daily check lists. The list should include the custodian's initials and be signed by the contractor.
13. The contractor must respond within 12 hours of any emergency requests by owner.

14. Quarterly cleaning items must be performed in March, June, September and December.
15. Bi-annual cleaning must be performed in April and October.
16. Contractor must provide a schedule to the owner in writing of the weekly, monthly, quarterly, bi-annual cleaning items at time of contract issuance.
17. All custodians must pass a security check performed by the Green River Police Department. Contractor will provide the name, birthday and social security number of the prospective employee to the owner. Owner will have one week to complete approval check on prospective employee, no employee will work on the premises prior to receiving approval.
18. The custodians will leave all doors and lights as found unless otherwise instructed.
19. Contractor will provide proof of sufficient liability and workman's compensation coverage as well as a City of Green River Business License.
20. Only active employees of the contractor are allowed in the Recreation Center.
21. Contractor and/or their employee's usage of the Recreation Center facilities during times when the facility is closed to the public are adequate grounds to terminate the cleaning contract.
22. The contractor must list five references; include name, type of business and square footage cleaned.

## CUSTODIAL SERVICE CONTRACT

THIS AGREEMENT made and entered into this 30<sup>th</sup> day of June, 2020, by and between the CITY OF GREEN RIVER, WYOMING, a Wyoming municipal corporation, whose address for the purposes of this contract is 50 East 2<sup>nd</sup> North, Green River, Sweetwater County, Wyoming, (hereinafter referred to as "City"); and Castle Cleaning, Inc., a Wyoming corporation (hereinafter referred to as "Castle Cleaning").

IN CONSIDERATION OF THE MUTUAL COVENANTS HEREINAFTER CONTAINED, THE PARTIES AGREE AS FOLLOWS:

1. The City hereby retains and Castle Cleaning hereby engages to perform service maintenance, janitorial and custodial services for the Green River Recreation Center at the times and places specified in the "Exhibit A", appended hereto and by this reference incorporated herein.
2. The City agrees to pay to Castle Cleaning for such services the sum of Sixty thousand dollars, (\$60,000.00).
3. The term of this agreement shall be from **July 1, 2020 until June 30, 2021** and shall be terminable by either party upon the giving of thirty (30) days written notice.
4. Billings by Castle Cleaning to the City shall be done on a monthly basis on the 1<sup>st</sup> day of each month during the term of the agreement. The City will review and approve each monthly billing at its first regularly scheduled meeting of the month following the date of the monthly bill.
5. All wall washing shall be begun within forty-eight (48) hours of the time that Castle Cleaning is notified by duly authorized representatives of the City of the time and place where such wall washing is required.
6. This agreement shall be binding upon the heirs, successors, and assigns of the parties.
7. The agreement set forth herein in writing shall constitute the full and complete agreement between the parties hereto. The "Contractual Custodial Specifications" appended hereto are incorporated herein and are hereby made a part of this contract as if otherwise fully set forth herein.

THE CITY OF GREEN RIVER  
A Wyoming municipal corporation

By: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Title: \_\_\_\_\_

CASTLE CLEANING, INC.

By: \_\_\_\_\_

Title: \_\_\_\_\_