



CITY OF LODI

PUBLIC WORKS DEPARTMENT

COUNCIL COMMUNICATION

TO: City Council
FROM: City Manager
MEETING DATE: June 3, 1987
AGENDA TITLE: Approve Renewal of Janitorial Maintenance Contract and Authorize the City Manager and City Clerk to Execute the Renewal of the Contract

RECOMMENDED ACTION: That the City Council approve and authorize the City Manager and City Clerk to execute the renewal of the Janitorial Maintenance contract for the 1987-88 fiscal year to Korean Building Maintenance Co., Stockton, California.

BACKGROUND INFORMATION: Korean Building Maintenance has maintained the City Hall complex, Municipal Service Center, Animal Control, and Henning complex since July 1, 1984. We have experienced very satisfactory service from this firm. They agreed to maintain the areas covered by contract, for the period of July 1, 1987 through June 30, 1988, at a 7.5% increase.

The total increase is due to actual cost increases in insurance coverage, cost of supplies and salary benefits, and adding maintenance of Utility's mobile trailer office and the additional office space at the warehouse. The total annual cost under the new contract would be \$40,222.56 which is an increase of \$3,922.56 over last year.

Funds to finance the contract are included in the 1987-88 Operating Budget.


Jack L. Ronsko
Public Works Director

JLR/DW/cag

Attachment

APPROVED:


THOMAS A. PETERSON, City Manager

FILE NO.

CCJANMTC/TXTW.01C

May 27, 1987

CONTRACT FOR JANITORIAL SERVICES

THIS AGREEMENT made this 23rd day of May, 1987 by and between the CITY OF LODI, a municipal corporation, hereinafter called "City" and KOREAN PROFESSIONAL BUILDING MAINTENANCE, hereinafter called "Contractor."

This contract shall be for the period July 1, 1987, until June 30, 1988, to and according to the provisions of the Janitorial Services Specifications, attached hereto, marked Exhibit "1", and incorporated herein by reference.

The City reserves the right to withhold from the monthly payment \$10 per person per day for each day that I.D. badges are not worn by all janitorial employees.

Contractor agrees to perform janitorial services in the Buildings listed in the Bid Proposal which is made part of Exhibit "1" and the City agrees to compensate Contractor therefor, the sum of \$40,222.56, payable at the rate of \$3,351.88 per month as outlined in the Bid Proposal.

This agreement may be terminated by either party by giving notice in writing at least 30 days prior to the effective date.

Both parties agree that services performed hereunder by Contractor shall be as an independent contractor and not otherwise.

The services to be performed and other obligations are and shall be as described in Exhibit "1".

The agreement may not be assigned nor any portions sublet by Contractor without the written consent of the City.

IN WITNESS THEREOF, the parties hereto have hereunder set their hands the date and year first written.

CITY OF LODI, a municipal corporation

KOREAN PROFESSIONAL BUILDING
MAINTENANCE

By: _____
Thomas A. Peterson, City Manager

By: _____
Chong Son Lee

Title: _____
Owner

Attest: _____
Alice M. Reimche, City Clerk

Approved as to Form:

Ronald M. Stein, City Attorney

PROPOSAL

To the Purchasing Officer
City Hall
Call Box 3006
21 West Pine Street
Lodi, CA 95241-1910

The undersigned declares that the specifications have been carefully examined for "JANITORIAL SERVICES FOR MISCELLANEOUS CITY BUILDINGS" and submits this schedule of prices and the attached list of references for his/her bid.

<u>LOCATION</u>	<u>For: 1/7/87 to 6/30/88</u> <u>NET PRICE PER MONTH</u> <u>FOR CITY HALL COMPLEX</u>
City Hall, 221 W. Pine Street	\$ 1,087.90 per month
Police Complex, 230 W. Elm Street	\$ 1,212.06 per month
Court Complex, 230 W. Elm Street	\$ 354.75 per month
Municipal Service Center, 1331 S. Ham Lane	\$ 254.24 per month
Henning Substation, Warehouse and Trailer Office 1331 S. Ham Lane	\$ 354.24 per month
Animal Control Office	\$ 88.69 per month
TOTAL	\$ 3,351.88 per month

Name of Company: Korean Professional Building Maintenance
Address: 8338 Encino Avenue
Stockton, CA 95209
Phone number: (209)952-4950
Bid Submitted by: Chong Son Lee
Title: Owner
Date: January 14, 1987

JANITORIAL SERVICES SPECIFICATIONS

1. The Contractor will furnish the necessary personnel, with the requisite skill, and labor for the purpose of furnishing janitor services to the City Hall complex, Municipal Service Center and Henning Substation.

I.D. badges will be worn by all personnel while in the buildings.

The square footage is as listed below:

City Hall, 221 W. Pine Street	15,170 SF
Public Safety Building, 230 W. Elm Street	
Police Section	18,600 SF
Court Section	4,040 SF
Municipal Service Center	3,000 SF
Henning Substation, Warehouse and Trailer Office	3,800 SF
Animal Control Office	300 SF
TOTAL	44,910 SF

2. Only the highest possible standards of cleanliness are acceptable and shall be maintained. The detailed services are not to be construed as complete, and all items not included but found necessary to clean the building properly shall be included as though set forth.
3. It is the intent of these specifications to provide all services and materials necessary to clean and keep clean all interior portions of the building.
4. Contractor shall furnish an adequate number of properly trained cleaning personnel together with sufficient, competent supervision in order to provide services at all times.
5. Contractor shall submit the names and addresses of all employees working in the City Hall complex so that a background and security check, similar to the check made on City employees working in the Police Department, can be made. The Police Chief will have final approval of the acceptability of all employees. Only those parties working and approved to work within the buildings shall be allowed in the buildings (i.e., no friends, relatives, etc.).

Clearances will be provided for the number of personnel working in the City buildings, plus 2 or 3 backup personnel. Additional clearance requirements will be at the cost of the Contractor.

6. Contractor shall furnish, at Contractor's expense, all cleaning supplies, including waxes, floor finishes and necessary janitorial equipment. All of these must be approved by the Equipment and Building Maintenance Superintendent.

7. All janitorial storage areas will be kept clean and in order. Storage of flammable items shall be in accordance with local fire codes.
8. Contractor shall provide all necessary containers to convey trash properly to trash receptacle.
9. Contractor shall have supervisor make daily inspections and report to the Equipment and Building Maintenance Superintendent anything out of the ordinary, such as doors unlocked, stopped toilets or drains, broken fixtures, lights out of order, etc.
10. Only those lights necessary for cleaning in the immediate areas where Contractor's employees are working will be lighted. All lights shall be turned out before leaving offices that have been cleaned.
11. Contractor agrees that the services performed hereunder shall be as an independent contractor. This contract may not be assigned nor any services performed under it sublet to others without the written consent of the City.
12. Contractor shall be responsible for all keys issued to him. Keys shall not be left in doors. Damaged or broken keys shall be returned to Building Maintenance for replacement. Contractor shall not reproduce keys.
13. Employees of Contractor shall not disturb papers on desks, open drawers or cabinets, use telephones or tamper with personal property.
14. Contractor shall be responsible for reporting to the City any unsafe conditions found during his inspection of the premises.
15. Contractor agrees to hold City, its officers, agents and employees, harmless for and defend against any and all claims and liabilities arising from the performance of the services required herein. Contractor further agrees to indemnify City against loss of City property resulting from the dishonesty of the employees of Contractor.
16. Contractor shall at all times maintain and keep in force during the term of this agreement, general liability insurance in the amount of \$1,000,000 bodily injury for each occurrence/aggregate and \$1,000,000 for property damage for each occurrence/aggregate or \$1,000,000 combined single limits. Contractor will be required to use the City of Lodi insurance form which includes the form of Additional Insured Endorsement. One copy of this form shall be signed by the insurance agent and returned to the City Clerk.
17. Contractor shall also carry a policy of Worker's Compensation Insurance covering any and all of his/her employees. Copy of this policy shall be filed with the City Clerk.
18. City shall pay for all services rendered pursuant to this agreement monthly in arrears.

19. Any changes in the square footage serviced will be computed by the Purchasing Agent and the monthly payment will be adjusted to reflect said change.
20. This agreement shall continue on a month to month basis and may be terminated or amended at any time at the convenience of either party by giving notice in writing at least thirty (30) days prior to the effective date. If within the discretion of the City it is determined that Contractor fails to perform the work or is in violation of any of the services specified, City may immediately terminate its agreement by notice in writing.
21. Days and Hours of Operation: City Hall, the Court Section, and the Police Department second floor, first floor and basement shall be serviced five days a week. The jail and dispatch section shall be serviced 6 days a week (Saturday or Sunday is acceptable). The jail section of the Police Station shall be cleaned at hours approved by the Police Chief.

No powered machinery is to be operated during scheduled public meetings or activities.

22. The services to be performed under this contract shall consist of those listed on Exhibit A - Detailed Services.

A. DAILY SERVICE

1. Gather all waste paper and place for disposal in receptacle area, including shredder in Police Station (separate recyclable paper in City Hall and place in container provided in basement).
2. Empty and wipe all ash trays.
3. Dust all chairs and horizontal surfaces of desks, tables and file cabinet tops.
4. Clean and dust all ledges and other flat surfaces within reach.
5. Sweep and/or dust mop all floor surfaces, including stairways and offices and lobbies.
6. Clean drinking fountains.
7. Spot wipe glass doors.
8. Vacuum carpets.
9. Spot clean carpeted areas as necessary.
10. Wash sinks in service closets.
11. Damp mop restroom floors.
12. Damp wipe kitchen equipment in coffee room and clean kitchen floors.
13. Sanitize toilets, toilet seats, urinals, sinks and clean tables.
14. Remove fingerprints from woodwork, walls, partitions and blinds and interior glass partitions.
15. Fill towel, soap and tissue dispenser as necessary.
16. Clean restroom mirrors.
17. Clean entrance ways and entrance mats.
18. Lock all doors prior to leaving and turn out lights.

EXHIBIT A
DETAILED SERVICES

19. Clean jail cells:

- a. Remove blankets from unoccupied cells, fold and store or retain for cleaning as necessary.
- b. Remove trash and sweep, followed by damp mopping.
- c. Arrange with Police Dispatcher to empty occupied cells for cleaning, unless the Watch Commander determines otherwise.

20. Empty outside trash containers, fill paper towel dispensers at Public Safety Building gas pump.

B. WEEKLY SERVICE

1. Dust vertical surfaces of tables, desks and filing cabinets.
2. Buff all floors.
3. Damp wipe waste baskets.
4. Spot clean all railings and venetian blinds.
5. Clean and dust all ledges and other flat surfaces within reach.
6. Remove fingerprints from woodwork, walls, partitions and blinds and interior glass partitions.
7. Vacuum fabric covered furniture.
8. Clean all doors (City Hall south and west brass outer doors require polishing).
9. Remove cob webs.
10. Clean elevator and vacuum elevator door tracks.
11. Dust fluorescent light fixtures and air conditioning/heating vents.
12. Sweep outside stairways and entry ways.

C. MONTHLY SERVICE

1. Dust walls; remove cob webs.
2. Wash window sills and clean blinds on interior.
3. Clean toilet bowls and urinals with acid.

D. BI-MONTHLY

1. Shampoo carpets in City Hall lobby, coffee shop, stairways, elevator and Police Dispatch every two months (work to be done Friday nights or Saturday morning).

EXHIBIT A
DETAILED SERVICES

E. THREE TIMES A YEAR

1. Strip and wax tile floors in Police Section and Court entrance, corridor and waiting area.
2. Vacuum draperies.
3. Wash light fixtures.
4. Clean and vacuum all air grills.
5. Shampoo carpets.
6. Clean and buff terrazzo floors (nowax).
7. Wash windows.
8. Scrub floors in jail.