

**PUBLIC WORKS MEMORANDUM
#7-2022**

DATE: March 14, 2022
TO: Honorable Mayor Meredith Leighty and City Council Members
THROUGH: Heather Geyer, City Manager *hmg*
FROM: Kent Kisselman PE, Director of Public Works *KHK*
SUBJECT: CR-58 – 2022 Janitorial Services Addendum

PURPOSE

To consider CR-58, a resolution approving a contract addendum with Expert Contract Maintenance for 2022 janitorial services.

BACKGROUND

The 2022 Janitorial Services contract provides custodial services for the Water Treatment Facility, Wastewater Treatment Plant, Maintenance and Operations Facility, and the Northglenn Recreation Center. On Jan. 10, 2022, the City signed a contract with Expert Contract Maintenance to provide janitorial services for the 2022 calendar year. Staff wishes to amend the contract to include custodial services for the Justice Center. Expert Contract Maintenance is proposing to provide custodial services for the Justice Center at a rate of \$2,700 per month through the end of 2022 for a total of \$27,000.

BUDGET/TIME IMPLICATIONS

This contract addendum is for the 2022 calendar year only. Funding is available in the General Fund.

	Amount
Existing contract	\$153,292
Addendum #1	\$27,000
Project Total	\$180,292

Staff continues to assess the custodial needs for City facilities to determine the cost benefit analysis of centralizing custodial services and shifting our approach based on existing FTEs and contract services. This work will be integrated into the 2023 City Budget.

STAFF RECOMMENDATION

Attached is CR-58, a resolution that, if approved, would authorize the Mayor to execute a contract addendum between the City and Expert Contract Maintenance for 2022 Janitorial Services in an amount not to exceed \$27,000. Staff recommends approval of CR-58.

STAFF REFERENCE

If Council members have any questions, please contact Kent Kisselman, Director of Public Works, at kkisselman@northglenn.org or 303.450.4005.

CR-58 – 2022 Janitorial Services Addendum
2022 Janitorial Services Contract Addendum

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-58
Series of 2022

Series of 2022

A RESOLUTION APPROVING ADDENDUM NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND EXPERT CONTRACT MAINTENANCE FOR 2022 JANITORIAL SERVICES

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. Addendum No. 1 to the Professional Services Agreement between the City of Northglenn and Expert Contract Maintenance, attached hereto, in the amount of \$27,000.00 for a total project amount not to exceed \$180,292.00 for 2022 janitorial services is hereby approved and the Mayor is authorized to execute same on behalf of the City of Northglenn.

DATED, at Northglenn, Colorado, this _____ day of _____, 2022.

JENNY WILLFORD
Mayor Pro Tem

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

ADDENDUM #1 TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS FIRST ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES is made and entered into this _____ day of _____, 20____, by and between the CITY OF NORTHGLENN, State of Colorado (hereinafter referred to as the "City") and Expert Contract Maintenance (hereinafter referred to as "Contractor").

RECITALS:

A. On January 10, 2022 the City and Contractor entered into an Agreement for Professional Services for cleaning services (the "Agreement").

B. The parties desire to supplement the Agreement with this Addendum #1 to allow for an additional scope of services to include the Justice Center facility.

AGREEMENT

NOW, THEREFORE, it is hereby agreed that for the consideration hereinafter set forth, that Contractor shall provide to the City, professional cleaning services as needed in the manner provided in the Agreement.

1. The Scope of Services in the Agreement is hereby supplemented to include the scope of services for professional attached hereto as **Exhibit A**, and incorporated herein by this reference (the "Additional Scope of Services"). Contractor shall commence work on the Additional Scope of Services within ten (10) days of the issuance of a Notice to Proceed.

2. Subparagraph A. of Article IV entitled "Compensation" is hereby amended to provide as follows:

A. Compensation shall not exceed twenty-seven thousand dollars (\$27,000) for the additional work described in **Exhibit B** to this Addendum # 1.

3. The original Agreement is in full force and effect and is hereby ratified by the City and the Contractor. The original Agreement and this Addendum constitute all of the agreements between the City and the Contractor.

IN WITNESS WHEREOF, the parties hereto each herewith subscribe to the same in duplicate.

CITY OF NORTHGLENN, COLORADO

By: _____

Meredith Leighty

Print Name

Mayor

Title

_____ Date

ATTEST:

Johanna Small, CMC, City Clerk

APPROVED AS TO FORM:

Corey Y. Hoffmann, City Attorney

CONTRACTOR

By: *Mike Heber*

President 3/2/22

Title

Date

ATTEST:

Lajune Heaton

Sales Exec 3/2/22

Title

Date



EXPERT CONTRACT MAINTENANCE CLEANING SPECIFICATIONS

ACCOUNT NAME: CITY OF NORTHGLENN POLICE & COURTS

DATE: February 14, 2022

**ATTENTION: Madeline Norconk
Heidi Waltz**

**LOCATION: 50 W. Community Center Drive
Northglenn, CO 80234**

SERVICE FREQUENCY: 3 nights per week

DAYS OF SERVICE: Tuesday – Thursday and Friday

SERVICE TO BE PERFORMED: After 6:00 pm to 10:00 pm

SPECIFIC AREAS TO BE SERVICED:

- I. GENERAL OFFICE AREAS/ CONFERENCE ROOMS**
- II. RESTROOMS**
- III. PUBLIC AREAS**
- IV. KITCHEN / BREAKROOMS**
- V. ELEVATORS / STAIRS / MECHANICAL ROOMS**

CITY OF NORTHGLENN COURTS & POLICE DEPARTMENT

	3X			
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GENERAL OFFICES				
Trash containers-empty containers and replace liners as needed	X			
Horizontal furniture surfaces (reasonably clear of papers) dust	X			
Desk tops - spot clean	X			
Carpets - spot vacuum traffic lanes (no removal of staples)	X			
Small carpet stains - spot clean	X			
Hard floors - dust mop or sweep	X			
Hard Floors- wet mop - auto scrub	X			
Glass partitions and doors - spot clean to remove fingerprints and smudges	X			
Carpets - thoroughly vacuum		X		
Wall hung pictures - straighten and dust		X		
Baseboards and low vents -dust		X		
Wall surfaces around light switches - spot clean		X		
Interior partition glass - thoroughly clean both sides of glass			X	
Ceiling vents and ledges that can be reached from floor - dust			X	
Telephones - clean and sanitize			X	
Upholstered furniture - vacuum			X	
Blinds - Dust			X	
RESTROOM				
Toilets and urinals - clean with germicidal disinfectant	X			
Sinks - clean with non abrasive cleaner and disinfectant	X			
Door knob/push plates - clean with germicidal cleaner	X			
Bright metal parts of fixtures - polish	X			
Trash containers - empty containers and replace liners	X			
Hand towel and soap dispensers - clean and re-fill	X			
Walls - spot clean to remove soap splashes, finger prints and smudges	X			
Partitions tops -Dust		X		
Partition walls - Spot clean with disinfectant solution	X			
Hard floors - sweep the mop with disinfectants solution	X			
Tile walls - and partitions - clean and disinfect		X		
Ceiling vents and ledges that can be reached from floor - dust		X		
Hard floors - scrub with a detergent disinfectant solution and rinse thoroughly			X	
Floor drains - add water and enzymes			X	

PUBLIC AREAS				
Trash containers-empty containers and replace liners as needed	X			
Horizontal furniture surfaces (reasonably clear of papers) dust	X			
Desk tops - spot clean	X			
Carpets - spot vacuum traffic lanes (no removal of staples)	X			
Small carpet stains - spot clean	X			
Hard floors - dust mop or sweep	X			
Hard Floors- wet mop - auto scrub	X			
Glass partitions and doors - spot clean to remove fingerprints and smudges	X			
Entryway metal and glass - spot clean to remove fingerprints and smudges	X			
Entrance mats - vacuum (carpet) or sweep & mop (rubber/vinyl)	X			
Wall surfaces around light switches - spot clean	X			
Water fountains - clean with a disinfectant solution, then polish	X			
Carpets - thoroughly vacuum	X			
Hard floors damp mop or auto scrub with a neutral cleaner	X			
Wall hung pictures - straighten and dust		X		
Baseboards and low vents -dust		X		
Glass partitions and doors - thoroughly clean on both sides		X		
Entryway metal and glass - thoroughly clean		X		
Wall surfaces around light switches - spot clean		X		
Ceiling vents and ledges that can be reached from floor - dust		X		
Interior partition glass - thoroughly clean both sides of glass			X	
Upholstered furniture - vacuum			X	
Blinds - Dust			X	
Ledges and handrails - dust or wash			X	
KITCHENS / BREAKROOMS				
Trash containers - empty and replace liners	X			
Trash containers and adjacent wall surfaces - wipe with all purpose cleaner	X			
Countertops and cabinets - wipe with all purpose cleaner	X			
Sinks - wash with non-abrasive cleaner and disinfectant	X			
Bright metal parts of fixtures - polish	X			
Microwave ovens - clean inside and outside	X			
Tables and chairs - wipe with all purpose cleaner	X			
Hard floors - sweep and damp mop with neutral cleaner	X			
Exterior surface of refrigerator/appliances - wipe with all purpose cleaner	X			
Wall surfaces around light switches - spot clean		X		

ELEVATORS, STAIRWELLS & MECHANICAL ROOMS

Elevator floors - vacuum or damp mop	X			
Elevator walls and doors - wipe clean with treated cloth	X			
Steps, landings and floors - sweep	X			
Ledges and handrails - wipe with disinfect cleaner			X	
Steps, landings and floors - wet mop with neutral cleaner			X	

SERVICES COSTS NOT INCLUDED IN MONTHLY COSTS

HARD SURFACE FLOOR - UPON REQUEST SERVICES & COSTS

Spray buff waxable floors to remove scuff marks and restore gloss				
Scrub waxable floors with a power scrubber and apply a fresh coat of floor finish				
Scrub non-waxable floors with a power scrubber and rinse with clean water				
Strip existing floor finish, rinse, and apply four(4) coats of new floor finish				

ECM ADDED SERVICES TO MAINTAIN FACILITY



COST SHEET

Expert Contract Maintenance will provide janitorial services as previously explained **without** expendable restroom supplies for a monthly cost of **\$2,700.00**.

The prices are subject to terms and conditions as spelled out in the Maintenance Service Agreement.



SPECIAL SERVICES AND PROJECTS

Upon occasion, the services other than the regularly scheduled duties may be required. Expert Contract Maintenance is able and willing to provide any of the following special services. If requested to do any of these, ECM will provide the work and bill the services separately from the General Maintenance Agreement. Prices for these services will be quoted upon request.

- Carpet Cleaning
- Upholstery Cleaning
- VCT floor stripping and waxing
- Window Cleaning
- Office Furniture Cleaning
- Power Washing
- Light Bulb Replacement
- Fluorescent Light Fixture Cleaning
- Venetian Blind Cleaning
- Emergency Cleanup (Fire, Flood, Etc.)
- Paper Supply
- Lawn Maintenance
- Sprinkler Maintenance

NO EMPLOYEE AFFIDAVIT

1. Check and complete one:

I, _____, am a sole proprietor doing business as _____; I do not currently employ any individuals. Should I employ any individuals during the term of my Agreement with the City, I certify that I will comply with the lawful presence verification requirements outlined in that Agreement.

OR

I, Mike Hester, am an owner/member/shareholder of ECM, a Ohio Corporation [specify type of entity-i.e, corporation, limited liability company], that does not currently employ any individuals. Should I employ any individuals during the term of my Agreement with the City, I certify that I will comply with the lawful presence verification requirements outlined in that Agreement.

2. Check one.

I, _____, am a United States citizen or legal permanent resident.

The City must verify this statement by reviewing one of the following items:

- o A valid Colorado Driver's license or a Colorado identification card
- o A United States military card or a military dependent's identification card
- o A United States Coast Guard Merchant Mariner card
- o A Native American tribal document or
- o In the case of a resident of another state, the driver's license or state-issued identification card from the state of residence, if that state requires the applicant to prove lawful presence prior to the issuance of the identification card
- o Any other documents or combination of documents listed in the City's "Acceptable Documents for Lawful Presence Verification" chart that prove both the contractor's citizenship/lawful presence and identity.

OR

I am otherwise lawfully present in the United States pursuant to federal law.

Contractor must verify this statement through the federal systematic alien verification of entitlement program, the "SAVE" program, and provide such verification to the City.



Signature

3/22/22

Date

To be completed if the contractor is sole person performing services, with no employees.

PROSPECTIVE CONTRACTOR'S CERTIFICATE REGARDING EMPLOYING OR CONTRACTING WITH A WORKER WITHOUT AUTHORIZATION

FROM: Expert Contract Maintenance
(Prospective Contractor)

TO: City of Northglenn
11701 Community Center Drive
Northglenn, Colorado 80233-8061

Project Name Courts: PD Janitorial

Bid Number _____ Project No. 2021-109A

As a prospective Contractor for the above-identified bid, I (we) do hereby certify that, as of the date of this certification, I (we) do not knowingly employ or contract with a worker without authorization who will perform work under the Agreement and that I (we) will confirm the employment eligibility of all employees who are newly hired for employment to perform work under the Agreement through participation in either the E-Verify Program administered by the United States Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment.

Executed this 2nd day of March, 2021

Prospective Contractor Expert Contract Maintenance

By: [Signature]

Title: President

To be completed if contractor is providing services and has employees.

DEPARTMENT PROGRAM AFFIDAVIT

(To be completed if Contractor participates in the Department of Labor Lawful Presence Verification Program)

I, Mike Heaton, as a public contractor under contract with the City of Northglenn (the "City"), hereby affirm that:

1. I have examined or will examine the legal work status of all employees who are newly hired for employment to perform work under this public contract for services ("Contract") with the City within twenty (20) days after such hiring date;

2. I have retained or will retain file copies of all documents required by 8 U.S.C. § 1324a, which verify the employment eligibility and identity of newly hired employees who perform work under this Contract; and

3. I have not and will not alter or falsify the identification documents for my newly hired employees who perform work under this Contract.

Mike Heaton
Contractor Signature

3/2/22
Date

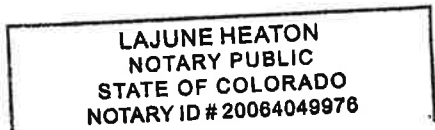
STATE OF COLORADO)
COUNTY OF Broomfield) ss.)

The foregoing instrument was subscribed, sworn to and acknowledged before me this 2 day of March, 2022, by Mike Heaton as President of Expert Contract Maintenance

My commission expires:

(S E A L)

Lajune Heaton
Notary Public



To be completed if contractor is providing services and has employees.