



Avondale

Aspiring. Achieving. Accelerating.

**CONTRACT AWARD
TO COMMERCIAL
CUSTODIAL
SERVICES, LLC.**

PARKS, RECREATION, LIBRARY DEPARTMENT

CITY COUNCIL MEETING

OCTOBER 16, 2017

BACKGROUND

- **Current Janitorial and Office cleaning contract is scheduled to expire November 27, 2017.**
- **Evaluated current level of service**
- **Asked for input from stakeholders and revised the scope**
- **Advertisement for new service providers**

DAILY SERVICE

- **Empty recycling cans**
- **Sweep patios and building entry's**
- **Spot clean spills**
- **Remove higher than 8' cobwebs**
- **Detail all hard surfaces**
- **Refrigerators will be cleaned out each Thursday**

ADDITIONAL CLEANING SERVICE

DEEP CLEANING SERVICES

- **Dust and damp clean all interior wall surfaces**
- **Dust all windowsills, ledges, moldings, picture frames, etc., above 8 feet**
- **Vacuum dust from all blinds**
- **Vacuum all curtains and draperies**
- **Clean lighting fixtures of dust and insects**
- **Clean all upholstery**

MISCELLANEOUS

- **Two full time day porters trained in Blood Born Pathogen remediation**
- **On call response**
- **Weekly inspection and reporting on 19 buildings, 300,000 sq ft**
- **Onsite supervisor**

CONTRACT START-UP

- **Dust and damp clean all interior wall surfaces**
- **Dust all windowsills, ledges, moldings, picture frames, etc., above 8 feet.**
- **Vacuum dust from all heat and air vents.**
- **Vacuum dust from all blinds.**
- **Wax floor areas requiring additional coats of wax.**
- **All hard surface floors shall be stripped and waxed with a wax approved by the City Representative.**
- **All carpet shall be shampooed with a system approved by the City Representative.**
- **Wash all first floor exterior windows at all locations.**
- **Wash all upper level exterior windows at all locations**
- **Wash interior office windows at all locations**
- **Vacuum all curtains and draperies.**
- **Clean lighting fixtures of dust and insects.**
- **Clean all upholstery**

PERFORMANCE METRICS

- **Communication with employees – fast facts about cleaning, 4 times annually**
- **Expedite the communication process and be quickly addressed by the contractor**
- **Better and quicker responsiveness by the contractor**
- **Joint monthly inspections by the CCS supervisor, Facilities Manager, and building representatives**
- **Follow up employee satisfaction survey**

CITY COUNCIL ACTION

- **Approve a contract with Commercial Custodial Services, LLC. for janitorial and office cleaning services at all City of Avondale public facilities, in an amount of \$456,140.50 for the first year, and \$423,964 for each subsequent term, and an aggregate amount not to exceed \$2,151,996.50 over the term of the agreement**
- **One time transfer from the General Fund Contingency appropriation in the amount of \$112,900 to be transferred to the Parks, Recreation and Library Department, Facilities Division account for expenses to be incurred during the current fiscal year**