

AGENDA ITEM SUMMARY

Meeting Date:	FEBRUARY 5, 2020
Agenda Category:	NEW BUSINESS
Agenda Item Number:	11 A
Subject:	EXTENSION OF JANITORIAL SERVICES AGREEMENT FOR CITY FACILITIES, ANIMA CHRISTI (CITY MANAGER)

Attachments:	Memorandum; Janitorial Services Agreement
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Staff Contact:	City Manager Fettrow
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Background:	<p>The City Manager is recommending a three-year extension of the Janitorial Services Agreement with Anima Christi for the cleaning of City facilities. The City has been utilizing Anima Christi since 2015, and there have been no issues or concerns with the company or its service. In addition to cleaning City facilities, the company will now begin taking care of the restrooms in the new Civic Hub. The City Attorney has reviewed the agreement for legal form and content and no issues were discovered.</p>
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Reference:	Janitorial Services Agreement
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Suggested Action:	Approve the three-year extension of the Janitorial Services Agreement with Anima Christi for the cleaning of City facilities and the Civic Hub restrooms
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memo

City of Rockledge

To: Dr. Brenda Fettrow

From: Ashley Golding 

Date: January 27, 2020

Re: Extension of Anima Christi Cleaning agreement/ Civic Hub restroom cleaning proposal

*approved
to go to Council
Dr. Fettrow
1/29/2020*

Comments: I respectfully request that we remain with Anima Christi Cleaning Company for the cleaning services of the City's facilities. The moderate increase also includes the cleaning of the restrooms in our Civic Hub. Additionally, the rates have not been increased since 2015, so this moderate increase seems reasonable. Lastly, this company does an excellent job keeping our facilities clean. We have not had any problems with this company.

**AGREEMENT BETWEEN
ANIMA CHRISTI CLEANING SERVICES, LLC
AND THE
CITY OF ROCKLEDGE, BREVARD COUNTY, FLORIDA
FOR JANITORIAL SERVICES**

THIS AGREEMENT, made this ____ day of _____, 2020, by and between **ANIMA CHRISTI CLEANING SERVICES, LLC**, with its principal place of business at 1501 Cypress Woods Circle, St. Cloud, Florida 34772, (hereinafter called the Contractor) and the **CITY OF ROCKLEDGE, BREVARD COUNTY, FLORIDA**, (hereinafter called the Owner), agree as follows:

W I T N E S S E T H:

ARTICLE 1. SCOPE OF WORK: The Contractor shall provide all of the materials and perform all of the work described in Attachment I for Owner at the locations set out in Attachment II, and commencing the ____ day of _____, 2020, and each month thereafter during the term of this Agreement on a schedule as set out in Attachment III, all of which are attached hereto and made a part of this Agreement.

Owner may, from time to time, request additional services at some or all of its facilities which schedule is set out on Attachment III.

ARTICLE 2. TERM/TERMINATION. This Agreement shall commence on the ____ day of _____, 2020, and continue thereafter for a three (3) year period ending the ____ day of 2023. This Agreement may be renewed by mutual agreement of the parties. Any modifications must be in writing and signed by both parties. Either party may terminate this Agreement with thirty (30) days written notice, without cause.

ARTICLE 3. OPTIONS. The Contractor shall have two (2) one year options to renew the Agreement, by exercising such by written notification to Owner thirty (30) days prior to the expiration of the Agreement or any Subsequent option.

ARTICLE 4. THE CONTRACT SUM: The Owner shall pay the Contractor for the performance of the Agreement, subject to additions provided herein, in current funds, \$1,949.20 per month, in arrears.

ARTICLE 5. ACCEPTANCE AND PAYMENTS: On and after the ____ day of _____, 2020, and each month during this

Agreement the amount due per month shall be paid within ten (10) days of the 1st day of each month to Contractor by Owner. If Owner certified in writing to Contractor that all or some of the services required under this Agreement have not been performed, then Owner may withhold payment in an amount equal to those costs set out in Attachment III, Part 2. Upon completion of the services the subject of Owner's withholding payment, acceptable to Owner, the withheld payment shall be made to Contractor within ten (10) day of Owner's acceptance.

ARTICLE 6. INSURANCE: This Agreement shall become effective and in full force upon the execution of this Agreement, concurrently with the delivery of an insurance policy in the amount of \$1,000,000.00 licensed to do business in the State of Florida, naming the Owner as an additional insured Contractor and shall keep such policy in full force and effect during the life of this Agreement and shall provide Owner with a copy of the insurance policy annually.

IN WITNESS WHEREOF, the Contractor has caused these presents to be executed in its name by its President, attested by its Secretary, and its corporate seal to be affixed hereto, and the Owner has caused these presents to be executed in its name by its Chairman, attested by its Clerk, and its seal to be affixed hereto, in duplicate, the day and year first above written.

Signed, Sealed and Delivered
in the presence of:

**ANIMA CHRISTI CLEANING
SERVICES, LLC**

Witnesses as to Contractor:

By: _____
PRESIDENT

SECRETARY

Witnesses (As to Owner)

CITY OF ROCKLEDGE

By: _____
CHAIRMAN

ATTEST:

CLERK

ATTACHMENT I

Requested Cleaning Schedule

Services will be provided according to the schedule below during normal business hours. The normal business day ends at 5:00PM, Monday through Friday excluding all on calls for each location.

Cleaning services listed below for all locations as shown in Attachment II.

Offices, Entrances, Reception area, Hallways, Conference Rooms, etc.

Task	Frequency	Comments
Dust and spot clean all fixtures and office furniture including file cabinets, desks, credenzas, counter tops, display units, and window ledges and properly position furniture in offices.	Daily	
All ash cans emptied and washed. Replace trash can liner as needed.	Daily	
All wastepaper receptacles emptied and trash taken to assigned area for removal.	Daily	Plastic bags supplied by customer.
All interior glass partitions and entry doors cleaned, frames dusted and fingerprints removed.	Daily	steel kick plates on doors.
Clean and sanitize drinking fountains and water coolers	Daily	Polish Stainless.
Damp wipe all high and low shelves, surfaces and corners beyond the reach of normal dusting.	Weekly	
Dust all corridor and open area pictures and frames.	Twice Monthly	
All fabric surface furniture vacuumed. Wipe down artificial plants and leather furniture.	Quarterly	
All chairs and table legs cleaned and polished.	Quarterly	
Dust all vertical blinds.	Monthly	
Dust all ceiling fans.	Monthly	

Floors, Carpet, Tile, Concrete

TASK	FREQUENCY	COMMENTS
Vacuum and remove spots from all carpeted areas.	Daily	Small spots.
All ceramic and resilient floor areas dust mopped.	Daily	
Clean elevator thresholds (all floors).	Daily	Debris in tracks.
All concrete floor areas swept.	Daily	
Spot clean carpet.	Monthly	Call for quote.
Deep clean carpet.	Semi-Annual	Call for quote.
Deep floor cleaning - Ceramic tile to include scrubbing of ceramic tile.	Semi-Annual	Call for quote.
Deep floor cleaning - VCT tile to include stripping, waxing and sealing.	Semi-Annual	Call for quote.

Kitchens, Cafeterias, Lunchrooms, Coffee Areas

TASK	FREQUENCY	COMMENTS
All kitchen counters, tables, and sinks cleaned with an approved disinfectant.	Daily	
Clean outside of microwave, refrigerator, coffee pots and toaster ovens.	Daily	
Clean upper and lower cabinets including handles.	Daily	

Restrooms, Locker Rooms and Showers

TASK	FREQUENCY	COMMENTS
Clean and polish all dispensers and fixtures. Clean and disinfect wash basins, toilet bowls and urinals.	Daily	
Spot clean tile walls and toilet partitions. Wash all restroom floors with a germicidal solution.	Daily	
Wipe clean all door handles.	Daily	
Clean all mirrors and metal.	Daily	
Restock all paper products and hand soap.	Daily	Paper and soap supplied by customer.
Clean and disinfect all countertops and baby changers.	Daily	
Polish all stainless steel.	Weekly	
All restroom partitions washed and cleaned with a germicidal solution.	Twice Monthly	

Window Cleaning

Task	Frequency	Comments
Entrance Glass and door glass.	Daily	
Inside partition windows.	Twice Monthly	
Inside windows.	Twice Yearly	
Outside windows (first floor only).	Twice Yearly	Call for quote.

Police Department

Task	Frequency	Comments
Clean community room after each event, but check periodically.	Monday, Wednesday, Friday	
Sweep, mop, clean railings, dust window sills and spot check windows.	Daily	East and West Stairwells.
Sanitize/sterilize bathrooms, sweep and mop flooring, clean and disinfect sinks. Restock paper products and hand soap.	Daily	
Clean, sanitize and disinfect toilets and urinals. Clean showers, clean and disinfect counter tops.	Daily	
Empty trash in all accessible areas including outside front and back door and sally port door. Empty ashtray containers at front and back door and balcony.	Daily	All trash taken to dumpster.
Clean and disinfect all counters, table tops and sinks in kitchen area. Sweep and mop floors and spot check windows.	Daily	Chiefs area, patrol break room, and main kitchen on 2nd
Community Room. Vacuum, spot check windows and window sills.	After each event and as needed	
Clean and disinfect all counters, table tops, clean white board. Spot check windows and window sills in Squad Room.	Daily	
All heavy traffic areas (Squad room, entry floor mats) to be vacuumed each cleaning.	Daily	
Wipe down all counters, tables and chairs. Clean windows and doors inside and outside in Front Lobby.	Daily	
Clean and disinfect all conference tables.	Daily	
Clean elevator doors inside and out, wipe down and polish inside of elevator. Sweep and mop flooring.	Daily	

Police Department

Task	Frequency	Notes
Booking area and sally port: spot clean all windows and window sills, sanitize all bathrooms and facilities in the holding cells, sweep and mop the floors with sterilization chemicals. Wipe down desks and counters.	Daily	
Vacuum carpets as needed	Weekly	
Inside window sills and chair rails dusted and wiped down.	Monthly	
Dust CID and Communication Center cubicle areas.	Monthly	
Clean and dust AC vents and return air vents in each accessible room.	Monthly	
Deep clean carpet.	Semi-Annual	Call for quote.
Deep floor cleaning - Ceramic tile to include scrubbing of ceramic tile.	Semi-Annual	Call for quote.
Deep floor cleaning - VCT tile to include stripping, waxing and sealing.	Semi-Annual	Call for quote.

PLAN B: Provide lawnmower, bower edger and weed eater to perform lawn care and minor building maintenance. Separate bid will be provided upon request.

ATTACHMENT II

SERVICE LOCATIONS AND CLEANING SCHEDULE

CITY HALL 1600 Huntington Lane Rockledge, FL 32955		X		X		X
POLICE FACILITY 1776 Jack Oates Blvd. Rockledge, FL 32955	X	X	X	X	X	
WASTEWATER TREATMENT 1700 Jack Oates Blvd. Rockledge, FL 32955					X	
MUNICIPAL BUILDING 11 Orange Avenue Rockledge, FL 32955					XX	
COMMUNITY RESOURCE CENTER 123 Barton Avenue Rockledge, FL 32955			X			
Thompson House 1220 Barton Avenue Rockledge, FL 32955					XX	
St. Mary's Church 1136 Seminole Drive Rockledge, FL 32955					XX	

X City Hall Council Chambers on Tuesdays
 XX Twice per month/on call

Anima Christi Cleaning

Quotation

1501 Cypress Woods Circle
Saint Cloud, FL 34772
407-630-6315

DATE January 24, 2020

The City of Rockledge

1600 Huntington Lane
Rockledge, FL 32955
321-221-7540

Quotation valid

until: February 24, 2020
Christina

Prepared by: Dorschner

Comments or special instructions: Contract Renewal

Description	AMOUNT
Janitorial Service for City Hall 3 Times Per Week	
Restroom Cleaning 3 Times Per Week for City Hub	
Janitorial Service for Police Department 5 Times Per Week	
Janitorial Service for Wastewater Management Once A Week	
Janitorial Service for Thompson House 2 Times Per Month	
Janitorial Service for St. Mary's Church 2 Times Per Month	
Janitorial Service for Municipal Building 2 Times Per Month	
Janitorial Service for Community Resource Center Once A Week	
TOTAL	\$1,949.20

If you have any questions concerning this quotation, please feel free to call me.

THANK YOU FOR YOUR BUSINESS!

*Please note Anima Christi Cleaning is on call for St. Marys Church, Municipal Building and Thompson House whenever the buildings need an extra clean at no additional charge.

ATTACHMENT III

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						City Hall Thompson House St. Mary's Church
Wastewater Treatment Municipal Building Community Reso	Police Department	City Hall Police Department	Police Department	City Hall Police Department	Police Department	City Hall
Wastewater Treatment Community Resource	Police Department	City Hall Police Department	Police Department	City Hall Police Department	Police Department	City Hall Thompson House
Wastewater Treatment Municipal Building Community Reso	Police Department	City Hall Police Department	Police Department	City Hall Police Department	Police Department	City Hall Saint Mary's Church
Wastewater Treatment Community Resource	Police Department	City Hall Police Department	Police Department	City Hall Police Department	Police Department	City Hall
Wastewater Treatment Community Resource						