

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: September 17, 2004

SUBJECT: Janitorial Service

CATEGORY: Operations: X Policy: Information: Personnel:

INITIATED BY: Steven Sceiford Facility Manger

DESCRIPTION:

The rental of the Skill Center for the RCI classes put a need for Janitorial services at that building. We have a proposal from Sunshine Services to provide this service at a cost of \$56.81 per time. Copy of the Contract is attached.

RECOMMENDATION:

Motion to approve the proposed contract with Sunshine Services for the cleaning of the Skill Center at a cost of \$56.81 per cleaning visit effective September 23, 2004.



Professional Cleaning Service
Commercial • Industrial • Residential

1140 Langdon Road • Erie, PA 16509 • 814-825-2537 • Fax 814-825-4059

August 25, 2004

Erie County Technical School
Steven C. Sceiford, Facilities Manager
8500 Oliver Road
Erie, PA 16509-4699

Dear Steven:

RE: CLEANING PROPOSAL-JANITORIAL SERVICES

SUNSHINE SERVICES is pleased to submit the following bid for Janitorial Services to meet or exceed the "Cleaning Specifications For: Erie County Technical School, Skill Center". I have personally walked through the facility prior to developing our bid proposal.

Areas to be serviced: Operational areas, including entranceway, stairwells, classrooms, office areas, and restrooms. Approx. 7200 sq. ft.

Frequency of service: Two (2) times per week

Company History and Capabilities. Sunshine Home Services (dba "Sunshine Services") is a sole proprietorship formed in June 1992. It has consistently performed a variety of domestic and commercial services on a part-time basis in the Erie Community. Domestic business has led to commercial business and contracts. The business commenced full time residential and commercial operations in January 1994, currently providing cleaning, maintenance and snow removal services for numerous residential customers, and janitorial and snow removal services under several business and commercial contracts.

The company, Sunshine Services, is adequately staffed and capitalized for the level of its current operations. All employees are professionally trained and uniformed for their specific duties. Sunshine Services strives to reach our common goal- to produce a high quality service in a continuing effort to remain at the top of our industry.

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The company, **Sunshine Services**, has arranged a cleaning schedule suitable for the offices and operating areas. Therefore, our company will abide by all requirements mentioned and also anticipates some areas needing more attention than others

1. Each cleaning: two (2) times per week

- Empty all waste receptacles, replacing liners when necessary.
- Dust all furniture, fixtures and ledges as necessary.
- Vacuum runners and matting.
- Spot clean all walls, doors, door frames, partitions for spots, smears, smudges, etc.
- Clean and disinfect all restrooms:

Note: All sinks, and commodes will be cleaned and disinfected with USDA approved cleaner. This specific detergent has a HIV kill ingredient. Ceramic tile will be wet mopped (with disinfectant) in its entirety.

Entranceway/Lobby:

- Clean entranceway glass, both sides.
- Dust/Damp vinyl flooring in its' entirety.
- Vacuum runner mats.
- Dust all furniture, fixtures, and ledges when necessary.

Stairwells:

- Dust broom stairwell each cleaning.
- Wet mop weekly.

Classrooms:

- Dust/Wet mop vinyl flooring each cleaning.
- Clean chalk boards each cleaning.
- Clean tables and chairs weekly.

Paper towels, toilet tissue, trash liners, hand soap and any other requested supplies can be provided and billed separately.

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Extras such as exterior window cleaning and stripping and waxing of vinyl flooring can be provided and billed separately. Pricing of these jobs can and will be done at your request.

2. SUPERVISION:

Your facilities will be monitored by an Account Supervisor. He/she will be responsible for the quality of work performed by our nightly staff. Your facility will receive on-going quality inspections.

3. INSURANCE:

The company maintains Workman's Compensation Insurance, General and Automotive Liability Insurance. Proof of Insurance will be provided upon request.

4. TERM:

This contract is for a period of one (1) calendar school year from start date. Either party may terminate this agreement without cause by giving thirty (30) days written notice.

5. PAYMENT:

Payment shall be made MONTHLY IN FULL, payable to SUNSHINE SERVICES within fifteen (15) days from receipt of invoice.

6. FEE:

All labor, equipment, and cleaning supplies, to be furnished by SUNSHINE SERVICES for the amount of FIFTY-SIX DOLLARS AND EIGHTY -ONE CENTS (\$56.81) per cleaning.

Note: Contractor reserves the right to increase monthly service charge up to, but not more than five (5%) percent at the completion of the first year of service.

We hope you will accept this proposal and will be fully prepared to commence work upon notice of a bid award, or as otherwise directed.

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Thank you for the opportunity to bid on this contract. If you have any questions, please don't hesitate to call.

Sincerely,



Christopher L. Herr, Owner
Sunshine Services

Agreement to terms:



8.25.04

Erie County Technical School

Date

Sunshine Services

Date

Professional References:

Snap-Tite, Inc.

Contact person: Ms. Cindy Clark 838-5700

Case Management Support Svcs.

Contact person: Ms. Becky Hover 878-3421

Greater Erie Industrial Development

Contact person: Mr. Joe Terrill 899-6022