

MEMORANDUM

DATE: January 29, 2019

TO: ****ORIGINAL****
CITY CLERK

FROM: Shelby Dolan
Procurement Management Department

SUBJECT: Record Retention

CONTRACT: #20010017 Amendment #25
CONTRACT TITLE: Janitorial Services- Add Services for Animal
Control

VENDOR NAME: Service King, Inc.
VENDOR ADDRESS: 5907 SW Cherokee St.
CITY & STATE: Palm City, FL. 34990

ORIGINALLY APPROVED BY COUNCIL: 09/27/2001

CONTRACT TERM: 09/30/2019 through 09/30/2021, with no renewals
remaining.

Please see the attached for one original for your files.

Thank you.

Contract # 20010017 Amendment # 25

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Amendment # 25

Date: 1/30/19

Contract Title: Janitorial Services

Contractor's Name: Service King, Inc.

Current Expiration: 09/30/2021

Current Contract Amount: \$287,500.08 per year

Revised Contract Amount: \$292,925.88 per year

The following modifications to the Terms and Conditions contained in Contract # 20010017 between SERVICE KING INC., dated 10/01/2001 and the City of Port St. Lucie are hereby incorporated and made a part of that Contract effective February 1, 2019.

1. New Location: Animal Control and the following scope will be added in the Contract as Appendix "G".

THE FOLLOWING SERVICES SHALL BE DONE DAILY:

- All debris, trash, cigarette butts, etc. in the area outside of the entrance door shall be removed.
- Remove all trash and plastic liners that have been placed outside the office areas and put in the dumpster. Leave clean liners hanging on the door handle or other conspicuous location.
- Remove handprints, smudges and other noticeable marks from doors, partitions, walls, equipment, fixtures, and furniture.
- Clean and sanitize restroom including sink, counter top, mirror, toilet, urinals, towel dispenser, partitions, doors, walls and floors. Do not use acid type cleaners. Do not use a polish product that will leave a greasy film on the countertops. Disinfect toilet bowls and urinals. Replace toilet paper, hand towels, hand soap as required. Sweep and wet mop floors using anti-bacterial ingredient. **NOTE: CHLORINE BLEACH OR EQUAL IS NOT AN ACCEPTABLE PRODUCT. CARE SHALL BE TAKEN TO NOT USE "DIRTY" MOP HEADS TO AVOID UNWANTED ODORS.**
- Vacuum carpets in the common areas, the main corridors, and hall walkways. Do not vacuum inside the office areas unless asked to perform a special service. Utilize spot cleaner or other suitable method to remove grease, soil, and other obvious stains and marks. Commercial grade vacuum is required. Hand held type is not acceptable.
- Clean microwave, sink, countertops, front of cabinets and table in employee lounge. Replace hand towels and hand soap as required.
- Clean glass entrance doors, interior glass partitions, and glass panes in interior doors to remove smudges, handprints and marks.

- Clean and disinfect water fountains and coolers. Do not use acid type cleansers.
 - Mop all vinyl floors with a chemically treated mop, removing all obvious stains and marks.
 - Sweep and mop ceramic tile floors with appropriate cleanser.
 - Clean reception desk countertop. Do not use a polish that will leave a greasy film.

THE FOLLOWING SERVICES SHALL BE DONE WEEKLY:

- Empty and wash trash containers and wastebaskets and sanitize. Replace plastic liner, leaving a spare in the bottom of the container. **DO NOT EMPTY PAPER RECYCLE CONTAINERS.**
- Vacuum all offices, break rooms, meeting rooms, conference rooms, and waiting rooms.
- Dust all windowsills, ledges, pictures, plaques, desks, furniture, fixtures and equipment. NOTE: If desks have various files and other paper materials left on them, it is not expected that the Contractor should move these materials. However, the desks should be feather dusted to remove loose dust. If the occupant of the desk requests a thorough dusting and cleaning the City employee will remove items and leave the desk empty and place a note on the desk on Friday evenings. The desk shall be cleaned prior to Monday morning.
- Clean interior and exterior of refrigerators on Friday evening and remove all items not in containers, or items in containers that are obviously spoiled.
 - Clean, wax and polish floors in the break/vending room.
 - Clean and disinfect all water fountains and water coolers. Do not use acid type cleansers.

THE FOLLOWING SERVICES SHALL BE DONE MONTHLY:

- Dust ceilings, walls and paddle fans. Remove any cobwebs noticed in interim period as they are seen.
- Utilize vacuum crevice tool and vacuum along walls, corners, behind doors, and in narrow recesses.
- Clean baseboards.
- Machine scrub all tile floors using appropriate cleanser for tile flooring.

THE FOLLOWING SERVICES SHALL BE DONE PERIODICALLY:

- Clean ceiling air vents, and adjacent surfaces two (2) times per calendar year (January, July). Vents must be vacuumed then wiped clean with a solvent containing a disinfectant.
- Strip (power scrub) seal, wax, and spray buff all vinyl floors two (2) times per calendar year (January, July).

- Polish metal surfaces (i.e. flag stands, door push and kick plates, etc.) are to be polished, dusted or otherwise maintained as necessary to convey a well-kept appearance. Metal chair bases, and/or legs and frames are to be polished at least once per calendar year (July).
 - Clean venetian blinds one (1) time during the calendar year, (July).
2. The net increase for the additional service is \$452.15 per month, with a total increase to the Contract amount of \$5,425.80.
 3. All other terms and conditions of the original contract and/or Addenda apply.

(Balance of page intentionally left blank.)

IN WITNESS WHEREOF, the parties have executed this contract the day and year first above written.

CITY OF PORT ST. LUCIE FLORIDA

SERVICE KING INC.

By: [Signature]
City Purchasing Agent

By: Angela Striker
Authorized Representative

State of: FL

County of: St. Lucie

Before me personally appeared: Angela Striker
(please print)

Personally known ✓
or Produced Identification: _____
(type of identification)

known to me to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that she executed said instrument for the purposes therein expressed.
(s/he)

WITNESS my hand and official seal, this 29th day of January, 2019.

B. Slutsky
Notary Signature

Notary Public-State of FL at Large

My Commission Expires 2/9/22.



(seal)