

RESOLUTION 175-20

**RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT BETWEEN
THE BOROUGH OF CLAYTON AND MAC'S JANITORIAL SERVICES
NUNC PRO TUNC**

WHEREAS, the Borough of Clayton has agreed to enter into an Agreement for Cleaning Services with Mac's Janitorial Services; and

WHEREAS, Donna Nestore, CFO, for the Borough of Clayton certifies the above referenced dollar amount is available through the Buildings and Grounds O&E line item in the 2020 municipal budget. The maximum dollar value is based on a reasonable estimate of the goods or services required over the contract term, and the Borough of Clayton is not obligated to spend that amount.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Clayton, County of Gloucester, and State of New Jersey as follows:

1. That the governing body does hereby approve the attached Agreement between the Borough of Clayton and Mac's Janitorial Services.
2. That the Administrator be and is hereby authorized to execute said contract on behalf of the Borough of Clayton.

ADOPTED, at a regular meeting of the Mayor and Council of the Borough of Clayton held on October 8, 2020.

BOROUGH OF CLAYTON



THOMAS BIANCO, Mayor

Attest:


CHRISTINE NEWCOMB, Borough Clerk

CERTIFICATION

I, Christine Newcomb, Borough Clerk, of the Borough of Clayton, do hereby certify that the foregoing Resolution was presented and duly adopted by the Borough Council at a meeting of the Borough of Clayton, held on Thursday, October 8, 2020.


CHRISTINE NEWCOMB, Borough Clerk

mac's
 JANITORIAL SERVICES
 858 North Lenola Road, Unit 1A
 Moorestown, NJ 08057
 Phone 856-231-9009
 Fax 856-778-7381

September 22, 2020

Clayton Township
 125 N Delsea Drive
 Clayton, NJ 08312
 Attn: Susan Miller

Email: smiller@claytonnj.com
 Phone: 856-881-2882

Dear Susan:

We are pleased to provide you with an **Agreement for Cleaning Services**. Please review then sign and return the last page to begin! Verify the details discussed are included and meet your needs:

WORK LOCATION:
 125 N Delsea Drive
 Clayton, NJ 08312
 Municipal Building-Administrative Section and Police Department

SCOPE OF WORK: Twice Weekly Cleaning (Tuesday & Friday)

Only service at this time *SM*

Our Cleaning Services to include the following:

Work Item	Description	Price
Twice Weekly Cleaning	<u>Municipal Building Administrative Section:</u> <ul style="list-style-type: none"> Sweep, mop and disinfect restroom floors: 2 lobby restrooms and 2 employee restrooms. Clean and disinfect all toilets, sinks and urinals Clean and disinfect all countertops. Clean and refill all hand soap and paper product dispensers. (if supplied) Clean and disinfect all mirrors, chrome, and light fixtures. Wipe down bathroom stalls. Empty all trash receptacles and replace liners. High dusting will be performed to remove any dust or cobwebs in bathrooms, offices. Touch points (doorknobs, door jams and light 	<i>GM</i>



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	<p>switches) will be cleaned and disinfected.</p> <ul style="list-style-type: none">• Vacuum carpets and mats• Sweep & Mop hard surface floors• Clean Kitchen/Breakroom: sweep & mop floors, wipe outside refrigerator and counterspace, empty trash receptacles and replace liners• Clean entryway glass doors <p><u>Municipal Building Police Dept Section:</u></p> <ul style="list-style-type: none">• Sweep, mop and disinfect restroom floors and locker room• Clean and disinfect all toilets, sinks and urinals• Clean and disinfect all countertops.• Clean and refill all hand soap and paper product dispensers. (if supplied)• Clean and disinfect all mirrors, chrome, and light fixtures.• Wipe down bathroom stalls.• Empty all trash receptacles and replace liners.• High dusting will be performed to remove any dust or cobwebs in bathrooms, holding cell, processing room, Officer's/Patrol room, Detectives and Chief of Police Offices, Conference/Interview Room.• Touch points (doorknobs, door jams and light switches) will be cleaned and disinfected.• Vacuum carpets and mats• Sweep & Mop hard surface floors• Clean entryway glass doors	
	TOTAL Monthly Service Fee: \$1,170.00+tax	

Work Item	Description	Price
<p>Cleaning Service: Recreation Center</p> <p>Not needed as yet. <i>SM</i></p>	<ul style="list-style-type: none">• Sweep, mop and disinfect restroom floors: 2 bathrooms• Clean and disinfect all toilets, sinks and urinals• Clean and disinfect all countertops.• Clean and refill all hand soap and paper product dispensers. (if supplied)	



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	<ul style="list-style-type: none"> • Clean and disinfect all mirrors, chrome, and light fixtures. • Wipe down bathroom stalls. • Clean lobby to include high and low dusting • Vacuum carpets and entryway mats • Sweep & Mop hard surface floors • Disinfect water fountain area • Empty all trash receptacles and replace liners. • 	
TOTAL Service Fee(Per Scheduled Service)		\$50.00+tax

Work Item	Description	Price
Cleaning Service: Senior Center <i>Not Needed As Yet SW</i>	<ul style="list-style-type: none"> • Sweep, mop and disinfect restroom floors: 2 bathrooms • Clean and disinfect all toilets, sinks and urinals • Clean and disinfect all countertops. • Clean and refill all hand soap and paper product dispensers. (if supplied) • Clean and disinfect all mirrors, chrome, and light fixtures. • Wipe down bathroom stalls. • High and low dusting of common areas • Vacuum carpets and entryway mats • Sweep & Mop hard surface floors • Empty all trash receptacles and replace liners. • Clean Kitchen/Breakroom: sweep& mop floors, wipe outside refrigerator and counterspace, empty trash receptacles and replace liners • Spot wipe tables and chairs as needed • 	
TOTAL Service Fee(Per Scheduled Service)		\$70.00+tax

Work Item	Description	Price
Floor Care Service <i>Not Needed as Yet SW</i>	<ul style="list-style-type: none"> • Strip and wax all VCT flooring in Municipal Building 	
TOTAL Service Fee		\$4,500.00+tax



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Work Item	Description	Price
Floor Care Service	<ul style="list-style-type: none">• Scrub and Wax all VCT flooring in Municipal Building	
TOTAL Service Fee		\$2,800.00+tax

TERMS AND CONDITIONS:

LABOR: Mac's Janitorial Service will provide for the staff's payroll, payroll taxes, workmen's compensation, general liability insurance, and fringe benefit costs.

All work is supervised and all employees that would work at your location will have significant cleaning experience. Also, all employees pass a criminal background check. Our employees working at your location will be easily recognized by matching company shirts.

NONSOLICITATION: The Customer and Dave's Cleaning Service, aka Mac's Janitorial, Inc. or any other entity owned and/or administrated by David M. McDonough, mutually agree to not directly or indirectly during the course of the active service period or for a period of twenty-four (24) months thereafter solicit any employee or consultant of, to leave their employment with Dave's Cleaning Service, Inc., or any other entity owned and/or administrated by David M. McDonough, or the Customer to accept employment of any kind with either party and not limited to any partnership or corporation of the Customer.

PAYMENT TERMS: Payment is expected within 15 Days of work completion unless otherwise agreed. All accounts with a balance greater than 60 days are subject to suspension of service. If account is not paid by the 91st day the account will be terminated and customer will be responsible for any or all fees associated with collecting the debt up to and including attorney's fees and 1.5% finance fee per month. \$50 will be charged for returned checks.

Payments can be made via check, credit card or ACH.

EXCLUSIONS:

1. Areas not specifically listed in the Work Location or Scope of Work are not included and will be charged at an additional rate. Ad hoc worked requested at the time of service will need to be authorized in writing or via email to authorize additional work to be completed.
2. We make every effort during site inspections and conversations with the customer to include all items specific to the service request when creating this agreement. We shall be entitled to an equitable



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adjustment of the price for any unforeseen or concealed conditions encountered on the project. Unforeseen or concealed conditions shall mean those conditions that are not reasonably visible and evident during a walkthrough or not discussed.

3. Initial cleaning is recommended prior to this service. Unless stated otherwise the customer is responsible for preparing the area to be serviced.

The pricing herein is valid for 30 Days from the date of the proposal. Amendments may be made in writing and agree upon by both parties. Additionally, we reserve the right to withdraw at any time prior to acceptance.

Once the agreement is signed and work commences either party may cancel ongoing services (if applicable) at any time, with 5 days written notice. Customer will pay for all work completed prior to the termination date and return any equipment or supplies left onsite for our Labor Team's use.

Customer is responsible for making sure we have access to the work site and for training our staff on the appropriate uses of entrances, security devices, key access, and janitorial supply areas that we need to access. Additionally, the customer will make sure areas are ready, accessible and prepared appropriately for work to be done.

If you are ready to proceed please sign below and return ar@macsjanitorial.com. Thank you for considering Mac's Janitorial Service for your servicing needs. If you have any questions, please contact Mac's Janitorial Service at 856-231-9009. Once approved we will contact you to arrange a schedule.

Sincerely,

David McDonough

David McDonough
President & CEO

Agreed & Authorization

I, Susan B. Miller, of Clayton Township, agree that I am granting authorization for Mac's Janitorial Service, to complete Services as described in this agreement at the rate listed in the Service Fee. Work will be done upon a mutually agreed schedule.

* See note

Susan B. Miller

Signature

9-25-2020

Date

- * We will only need the municipal building cleaned at this time as we have not opened our Senior Center and Rec Center.
- * Also, we are not agreeing to move forward with the Floor Care Service at this time but have filed for possible use in the future.