

**RESOLUTION 209-19**

**RESOLUTION AUTHORIZING AWARDING OF A CONTRACT AND  
AUTHORIZING EXECUTION OF AGREEMENT BETWEEN ELLA  
CLEANING SERVICES AND THE BOROUGH OF CLAYTON  
NUNC PRO TUNC**

***WHEREAS***, there exists a need for janitorial services for the Municipal Building; and

***WHEREAS***, the Borough Administrator has reviewed the proposal and has recommended Ella Cleaning Services for the general municipal offices and public spaces; and

***WHEREAS***, the governing body has reviewed said Proposal and the recommendation of the Administrator and finds same to be appropriate and acceptable.

***WHEREAS***, Donna Nestore, CFO, for the Borough of Clayton certifies that \$3,944.00 is available through the 2019 Municipal Budget, Misc. O&E.

***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 and authorize the execution of the attached Agreement between the Borough of Clayton and Ella Cleaning Services for janitorial services from September 1, 2019 to December 31, 2019 at the rate of \$866.00 per month.
2. That the Mayor or Borough Administrator be and is hereby authorized to execute said Agreement on behalf of the Borough of Clayton.

***ADOPTED*** at a meeting of the Mayor and Council of the Borough of Clayton, County of Gloucester, and State of New Jersey held on Thursday, September 26, 2019.

BOROUGH OF CLAYTON




\_\_\_\_\_  
TOM BIANCO, Mayor

Attest:

  
CHRISTINE NEWCOMB, Municipal Clerk

**CERTIFICATION**

I, Christine Newcomb, Municipal Clerk, of the Borough of Clayton, in the County of Gloucester, 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, September 26, 2019.

  
CHRISTINE NEWCOMB  
Municipal Clerk

ELLA CLEANING SERVICES  
1410 ENDINGO AVE  
WILLIAMSTOWN ,NJ,08094  
Phone# 856-723-0182  
Fax # 856-243-2581  
Email:[stelamuscan@yahoo.com](mailto:stelamuscan@yahoo.com)

ELLA CLEANING SERVICES  
Licensed & Insured

Janitorial Service Agreement  
DATE: 8-9-19

---

Cleaning - Scope of Work

BOROUGH OF CLAYTON  
125 DELSEA DR.  
CLAYTON NJ. 08312

Clayton Municipal Building - Interior Cleaning -- Twice a Week

Areas to be cleaned are:

- Entrances/Payment Window Area /Vestibules
- Office Areas - Cubicle Area, Common Areas (copier area, etc.)
- Conference Room and Court Room/ Council Chambres.
- Break Rooms.
- Bathrooms - Municipal Office, Police, and Public Restrooms.
- Police Locker Room (include bathrooms)
- Holding Cells.
- Hallways and Common Areas.

- \*Sweep and mop tile floor.
- \*Vacuum carpet areas.
- \*Dust horizontal surfaces (clean surfaces of desks, chairs, tables, filing cabinets, furniture, air vents, unobstructed work areas) weekly.
- \*Remove cobwebs.
- \*Empty all trash containers. Damp wipe kitchen trash container 1xper week. Sanitize napkin bins.
- \*Take and recyclables to dumpsters and recycling containers.
- \*Remove smudges and fingerprints on glass doors, vestibule windows in front, light switches, counter and other surfaces.
- \*Sanitize and polish all water fountains.
- \*Restrooms: Thoroughly clean and mop with germicide. Clean mirrors (polish also),

toilets, urinals, and sinks using disinfectant/detergents. Disinfect door handles and dispensers. Refill soap and paper products (supplied by the Borough) Sweep then mop floors with disinfectant.

\*Break Rooms: Clean and sanitize sinks and wipe and sanitize eating areas (tables). Wipe microwave and front of refrigerators. (Employees are responsible for dishes)

\*Remove dirt on entrance doorframes, handles, and thresholds. Vacuum and mop entry mats.

\*Leave furniture in orderly fashion.

#### Exterior Cleaning- Same

\*Broom sweep entrances a few feet.

\*Empty exterior trash cans near building.

## PRICE QUOTATION

CLAYTON MUNICIPAL BUILDING -INTERIOR CLEANING (TWICE /WEEK) : \$ 866

CLEAN THE REC .CENTER (toilets,sinks,urinals ,partitions,wall spot,floor)

Twice per month (\$30 /visit) : \$ 60 per month

CLEAN THE SENIOR CITIZEN CENTER (vacuum carpet ,bathrooms,empty trash and take it to the dumpster,mop floors,clean and polish sinks,etc)

One time per month (\$ 60 /visit): \$ 60 per month

We do not claim perfection, but we promise pride,quality and perseverance .

You will be pleased with the difference a professional service can make in the appearance and cleanliness of your office.

I, \_\_\_\_\_, authorize ELLA CLEANING SERVICES to begin janitorial services in our offices on the following date \_\_\_\_\_.