

RESOLUTION NO. 1556

A RESOLUTION APPROVING A CLEANING SERVICES AGREEMENT
WITH GALAXY CLEANING SERVICES

WHEREAS, the City is interested in contracting with Galaxy Cleaning Service for cleaning services; and

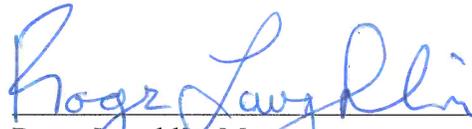
WHEREAS, the City publicly advertised and examined multiple proposals and chose Galaxy Cleaning Services as the preferred provided; and

WHEREAS, Galaxy Cleaning Services has prepared a service agreement for the City of West Branch; and

WHEREAS, it is now necessary for the City Council to approve said agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves a cleaning services agreement with Galaxy Cleaning Services.

Passed and approved this 17th day of January, 2017.


Roger Laughlin, Mayor

ATTEST:


Matt Muckler, City Administrator/Clerk

Galaxy Cleaning Services

Service Agreement: City of West Branch, Iowa

Insurance and Bond:

1. Galaxy Cleaning Services ("Galaxy") shall carry complete and adequate worker's compensation insurance for any employee who performs services for the City of West Branch and its Municipalities under this Agreement. Galaxy Cleaning Services shall also carry liability insurance in the amount of \$1,000,000 and property damage insurance in the amount of \$1,000,000 and \$10,000 bond. Both of which will cover all personal injury of property damage claims arising out of the activities of the Janitorial Services in performing services under this Agreement. Galaxy Certificate of Insurance shall name the City of West Branch as an Additional Insured and shall provide a waiver of subrogation.

Compensation:

2. The City of West Branch shall pay Galaxy Cleaning Services \$1121.33 per month plus applicable taxes, and overhead of 8% and a 6% profit (\$1278.32). Galaxy will send a bill at the end of each month with a Net 15 days of the billing date. See Exhibit A for the list of monthly cost per building.

Terms of Services:

3. The term of service will commence on February 1, 2017. Times of services will be as followed. Sunday- Library. Tuesday-Town Hall. Wednesday- Library. Thursday-Town Hall, and Police Station. Saturday-Town Hall-City Hall.

Terms of Agreement:

4. The term of this Agreement will be on a month-to- month basis until terminated by either party upon a 30-day written notice to the other party. Galaxy Cleaning Services represents that it is fully licensed, certified, and trained to perform all tasks required by this contract, or that it employs individuals who are fully licensed, certified, and trained.

Supplies and Equipment:

- 5. Galaxy Cleaning Services will provide competent labor, Broom, Vacuum cleaners, Toilet bowl cleaner, Towels, Feather Dusters, Glass Cleaner etc. for the following buildings, Town Hall, Police Station, and City Hall. City of West Branch and its' municipalities shall supply paper products, hand towels, hand soap, toilet paper, and garbage liners.

Supervision:

- 6. Sufficient personnel will be provided with systematic inspections that will be conducted by Galaxy Cleaning Services to ensure that all services are properly performed, as specified. To ensure that any problems that may arise will be taken care of promptly. Galaxy will maintain a 24-hour answering service seven days a week for the receipt of any complaints.

Uniform Policy:

- 7. Galaxy Cleaning Services at its sole expense shall furnish its employees with an identifying garment and or ID badge. All of Galaxy Cleaning Services employees shall be required to wear garment and or ID badge at all time when providing services in the buildings.

Acceptance of Proposal:

The Above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Name: Roger Layton

Name: _____

Title: MAYOR

Title: _____

Date: 1-17-17

Date: _____

**West Branch Public Library
Cleaning Bid:**

2x Weekly:	Sunday, Wednesday:	\$476.33
Overhead 8%:		\$38.11
Profit 6%:		\$28.58
Grand Total:		\$540.02

West Branch City Hall

Cleaning Bid

1x Weekly:	Saturday:	\$210.00
Overhead 8%		\$16.80
Profit 6%		\$12.60
Grand Total:		\$239.40

West Branch Police Station:

Cleaning Bid:

1x Weekly	Thursday	\$110.00
Overhead 8%:		\$8.80
Profit 6%		\$6.60
Grand Total:		\$125.40

West Branch Town Hall:

3x Weekly:	Tuesday, Thursday, Saturday:	\$325.00
Overhead 8%:		\$26.00
Profit 6%:		\$19.50
Grand Total:		\$370.50