

1. Agenda 03 24 2021

Documents:

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2. Council Packet 03 24 2021

Documents:

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AGENDA

CITY OF WESTMINSTER
Special Mayor and Common Council Meeting
Wednesday, March 24, 2021 at 8:30 am
<https://www.facebook.com/westminstermd/>

1. CALL TO ORDER

2. BIDS

A) Approval – Cleaning Services Contract for 45 West Main Building – Ms. Colston

3. ADJOURNMENT

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Special Mayor and Common Council Meeting
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A) Approval – Cleaning Services Contract for 45 West Main Building – Ms. Colston

3. ADJOURNMENT



To: Mayor and Common Council

From: Lydia Colston, CPA, Director of Finance

Date: March 19, 2020

Re: Approval – Cleaning Services Contract for 45 West Main Building

Background

In the near future, the City will relocate its administrative offices from leased space at 56 West Main to the newly renovated 45 West Main building. The transition will necessitate execution of a new cleaning service contract.

City staff solicited proposals from three companies to provide cleaning services for the 45 West Main building. The requested scope of services mirrors that currently in place for 56 West Main (cleaning services five days per week) as well as option work to be performed periodically at the City's discretion (such as carpet cleaning). Price quotations for weekly services ranged from \$27,300 to \$40,500.

Multicorp, Inc. currently provides cleaning services for the City's administrative offices at 56 West Main, as well as other locations. The proposal submitted by Multicorp, Inc. has an associated cost of \$28,800 – or \$1,500 higher than the lowest price quotation. The City has been pleased with the services provided to date by Multicorp, Inc. and recommends that the City continue its contractual relationship with the company.

Recommendation

Staff recommends that the Common Council accept the proposal of Multicorp, Inc. for cleaning services for the 45 West Main building, and authorize the Mayor's execution of the associated contract.

Attachment

- Proposal of Multicorp, Inc.

cc: Barbara B. Matthews, City Administrator



PROPOSAL



SUBSCRIBER FULL NAME: _____
ADDRESS: _____

DATE: _____

COMMERCIAL CLEANING SYSTEMS

MULTICORP offers Commercial Contract cleaning and janitorial services to Facility and Property Managers in Maryland, Washington, Virginia, Pennsylvania and Delaware areas.

As a trusted leader and expert in the Building Service industry we have a commitment, loyalty and dedication to our customers.

Our customers have trusted us with their facilities and have confidence in our ability to perform. Customers know we have the expertise in the commercial cleaning services industry to manage their facilities safely with professionalism and integrity. We build long lasting relationships with our customers and become part of their team. Our experienced team of cleaning professionals is fully insured and bonded.

Our quality assurance system monitors a number of items from performance, quality and safety to technical requirements, procured materials and customer

relationships, and everything in between. Our QA system ensures accountability on our side, and satisfaction on your side.

Our Mission is to provide our customers with environmentally friendly, green cleaning services and to deliver consistent, quality services designed to meet the customer's needs and expectations.

We can customize a commercial cleaning services program to suit your individual needs and your budget. Whether you require daily office cleaning, weekly or monthly service, or just one-time only janitorial service, you can count on MULTICORP to provide top of the line cleaning services at competitive prices.

Thank you for the opportunity to provide you with this proposal for services.

Please be advised that we MUST receive your signed proposal before we can schedule your services.

MULTICORP RECOMMENDS

MISCELLANEOUS SERVICES

The price for this service is:

POWER WASHING

Pressure wash surfaces with 2500 to 3000 psi water pressure at an optimum flow of 4 gallons per minute. Turbo nozzles shall be utilized to cut through heavily soiled areas. Prior to pressure washing we will scrape away gum and other substances.

The price for this service is:

ADDITIONAL AGREEMENTS AND NOTES:

SUBSCRIBER ACCEPTS THE FOLLOWING RECOMMENDATIONS:

- GENERAL CLEANING \$ _____
- EXTERIOR COMMON AREAS \$ _____
- CARPET / FLOORS \$ _____
- WINDOWS \$ _____
- MISCELLANEOUS SERVICE \$ _____
- POWER WASHING \$ _____

Submitted by:

Name: _____

Date: _____

The above Recommendations / Services and Terms and Conditions have been accepted by:

Company _____

Signature _____

Print Name _____

Title _____

Date _____

Address _____

County _____

State _____ Zip _____

Email _____

Office No. _____

Cell No. _____

Fax No. _____



Multicorp, Inc.
9693 Gerwig Lane, Suite O
Columbia, Maryland 21046

1-800-876-2063 Toll Free
410-876-5000 Corporate Office
410-876-5003 Fax
www.multicorpcleaning.com

TERMS & CONDITIONS

SERVICES: The Owner hereby agrees to engage the services of the Contractor to furnish the janitorial and related services herein and set forth and the Contractor agrees to perform such services to acceptable professional standards and for the compensation herein set forth. The Contractor may perform the services by any reasonable means and shall not be responsible for delays in performance caused by strike, lockout, act of God, accident, or any other circumstances beyond the Contractor's control.

EQUIPMENT AND SUPPLIES: The Contractor shall furnish all cleaning supplies and equipment necessary to perform the herein specified work. This does not include trash liners, light bulbs and restroom supplies such as paper towels, hand soap, toilet paper, toilet seat cover, deodorants, etc. These supplies can be furnished on a bill- back basis.

PAYMENT: Payment shall be due on the last day of each month in which services are preformed. A late charge of one half and one half (1 ½) percent per month (18% annual percentage rate) shall be paid by the Owner to the Contractor on any past due payments not received within ten (10) days after the last day of the month in which services are preformed. If the account is referred to an agency or attorney for collections, all costs shall be at the expense of the Owner.

SALES TAX: State Sales Tax will be added to all invoices when billed and was not included in estimate or proposal.

TERM OF CONTRACT: The term of this agreement shall commence on the date set forth on the agreement. Yearly terms will automatically renew unless either party terminates this Agreement with a sixty (60) days written notice by registered letter to the other party's representative at its respective address.

RIGHT TO TERMINATE: Notwithstanding any other section or provision of this Agreement, either party may terminate this Agreement upon sixty (60) days' written notice by registered letter to the other party's representative at its respective address.

CHANGE IN WORK PREFORMED: The above price is based upon the areas to be serviced and the frequency of service outlined in the specifications. If there are changes in area or services, the Owner agrees to negotiate a reasonable price adjustment with the Contractor.

MODIFICATION: The parties may from time to time request changes in this agreement. Such changes, including any increase or decrease in the amount of the Contractor's compensation which are mutually agreed upon by and between the Owner and the Contractor, shall be effective only when incorporated in written amendments to this agreement.

INSURANCE: The Contractor shall maintain workmen's compensation insurance, liability and property damage insurance in form acceptable to the Owner, in full force and effect, throughout the term of this Agreement. The Contractor shall furnish to the Owner upon request a Certificate of Insurance evidencing such coverage.

INDEPENDENT CONTRACTORS: The parties intend that the Contractor in performing services herein specified shall act as an independent contractor and shall have control of the work and the manner in which it is preformed. The Contractor shall select its own employees, agents or affiliates and such employees, agents or affiliates shall be responsible to the Contractor.

CONTRACTOR'S EMPLOYEES: It shall be understood and agreed that during the term of this agreement and for a period of three (3) months thereafter the Owner will not directly or indirectly hire any employee of the Contractor.

HOLIDAYS: The Contractor is not obligated to perform services on the following statutory holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. Services on holidays when requested by the Owner shall be performed at twice the normal daily rate.

APPLICABLE LAW: The laws of the State in which services are preformed shall govern this agreement. If any provision in this contract is held by any court to be invalid, void or unenforceable, the remaining provisions shall never the less continue in full force.

ENTIRE AGREEMENT: This agreement contains the entire agreement between the parties. All prior negotiations between the parties are merged in this agreement, and there are no understandings or agreements other than those incorporated herein. This agreement may not be modified except by written instrument signed by both parties.

AUTHORIZATION: The person executing this Agreement on behalf of the Owner or Subscriber expressly warrants and covenants that he/ she is the authorized representative of the Owner of the premises and is authorized to enter into this Agreement for and on behalf of the Owner.