

ORDINANCE NO. 24-032

AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH PROGRESSIVE CLEANING SOLUTIONS, INC. OF SANDUSKY, OHIO, FOR CLEANING SERVICES AT THE MILLS SCHOOL FACILITY (CURRENTLY USED FOR SANDUSKY RECREATION) LOCATED AT 1918 MILLS STREET; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.

WHEREAS, a request for proposals (RFP) was issued on November 16, 2023, for cleaning services at the former Mills School facility (currently being used for Sandusky Recreation) located at 1918 Mills Street in which one (1) proposal was received and evaluated by a selection committee and based upon the proposers experience, background, qualifications, approach plan and price, it was determined the proposal of Progressive Cleaning Solutions, Inc. of Sandusky, Ohio, was the lowest and best; and

WHEREAS, Progressive Cleaning Solutions, Inc. of Sandusky, Ohio, will be providing cleaning services at Mills School facility (Sandusky Recreation) and these services are more fully described in the Proposal, which is attached to this Ordinance and marked Exhibit "A" and specifically incorporated herein; and

WHEREAS, the agreement is for thirteen (13) months, beginning March 1, 2024, and ending March 31, 2025, with an option to extend the agreement for two (2) one (1) year terms, at a monthly cost of \$1,031.00, for a total cost not to exceed \$13,403.00 for the initial thirteen (13) month term and this cost will be paid with Parks & Recreation Funds; and

WHEREAS, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to execute the agreement prior to the commencing date of March 1, 2024, and to continue services; and

WHEREAS, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Department of Parks and Recreation, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. The City Manager is authorized and directed to enter into a thirteen (13) month agreement with Progressive Cleaning Solutions, Inc. of Sandusky, Ohio, for cleaning services at the Mills School facility (currently used for Sandusky Recreation) located at 1918 Mills Street, at a cost of One Thousand Thirty-One and 00/100 Dollars (\$1,031.00) per month for a total amount **not to exceed** Thirteen Thousand Four Hundred Three and 00/100 Dollars (\$13,403.00),

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consistent with the proposal submitted, a copy of which is marked Exhibit "A" and attached to this Ordinance.

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.



RICHARD R. BRADY
PRESIDENT OF THE CITY COMMISSION



ATTEST:

CATHLEEN A. MYERS
CLERK OF THE CITY COMMISSION

Passed: February 12, 2024

Proposal Form

No alternatives, deletions or additions shall be made to this form as it may render the bid invalid. Alternative proposals can be submitted, where so designated within the bid proposal for review by the City, but of the understanding that the City of Sandusky has sole authority to consider or reject any alternative proposals.

Name of Organization: PROGRESSIVE CLEANING SOLUTIONS, INC

Business Address: 326 East Market Street Sandusky, Ohio 44870

Telephone Number: 419-216-9440

Other Phone

Other Phone

Fax: 419-775-4443

Email: sales@pcleaningsolutions.net

Name and Title of Contact Individual for Further Information:

Cindy Pinkston – Owner

Legal Status of Organization: (Check one)

For-profit corporation or joint venture corporation

For-profit partnership or sole proprietorship

Non-profit corporation Public agency Other (identify)

Non-profit corporation Private agency Other (identify) Attach your proposal with any additional information that was requested or that you feel necessary to help in the City's evaluation of your qualifications and proposed operation of the facilities.



Janitorial Cleaning
Commercial Cleaning

Progressive Cleaning Solutions
326 E Market Street
Sandusky, OH 44870
419/216-9440
sales@pcleaningsolutions.net

December 5, 2023

City of Sandusky – Recreation Center
1918 Mills Street
Sandusky, Ohio 44870
Attn: Missy Morales

Dear Ms. Morales:

Thank you for giving **Progressive Cleaning Solutions** the opportunity to submit our Janitorial/Commercial cleaning proposal for your facility.

We invite you to review the contents of our proposal, which is comprised of the following exhibits:

EXHIBIT A – Task Description

EXHIBIT B – References

EXHIBIT C – Cost of Service

If there are any further questions concerning our services, please feel free to contact us at 419-216-9440.

Sincerely,

Cindy Pinkston
Progressive Cleaning Solutions, Inc

EXHIBIT A

CONTRACT SERVICES-TASK DESCRIPTION

**City of Sandusky - Recreation Center
1918 Mills Street
Sandusky, Ohio 44870**

AREAS TO BE SERVICED ONCE PER WEEK

12 classrooms, 3 second floor restrooms

AREAS TO BE SERVICED TWICE PER WEEK

Front entrance way, lobby, main corridor, 4 first floor restrooms, recreation room, 3 offices, 1 breakroom

EXTENT OF SERVICES TO BE PERFORMED

A. Daily task:

- Empty all waste receptacles, replace liner, clean as needed.
- Dust all exposed areas of office equipment, filing cabinet, and furniture (desktop workspace).
- Clean entryway door glass.
- Sweep and mop hard surface floors, all restrooms, and kitchen/break room areas.
- Vacuum all walk off mats, and all carpet areas.
- Clean, sanitize, and polish all restrooms:
 - fixtures; toilet bowls, urinals, hand basins, and dispensers.
 - Clean all back splashes, ledges, and countertops.
 - Clean all the glass and mirrors.
- Refill all dispensers to normal limits, toilet tissue, hand towels, liners, hand soap, hand sanitizer. Dispensable items to be supplied by the City of Sandusky.
- Clean and sanitize breakrooms:
 - Sink, countertop, all furniture, cabinet fronts.
 - Clean the exterior of all kitchen appliances.
 - Clean the inside of any microwave.
 - Spot clean wall areas around waste receptacles and sink area including back splashes.

AREAS TO BE SERVICED ONCE PER MONTH
Gymnasium floor (Machine Provided by the City)

• **MONTHLY:**

- High dust all horizontal surfaces within reach including molding, wall hangings, shelves, ledges, light fixtures, and ceiling vents.
- Low dust all sills, ledges, molding, shelves, heat registers.
- Spot clean finger traffic areas of walls, doors, and doorknobs.

C. GENERAL SERVICES:

- Notify the PCS office or the building contact if they are on-site of any irregularities – defective plumbing, unlocked doors, lights left on, inventory requirements, etc.
- Replace all chairs and tables in proper locations.
- When exiting the building, close all windows, turn off all lights except those to be left on, set alarm (where applicable) and lock all doors.
- On-going cleaning of the janitor closet or supply areas.
- PCS to provide a minimum of monthly inspections.

EXHIBIT B

REFERENCES

Karen Russell
Firelands Mental Health and Recovery Center
2020 Hayes Avenue Sandusky, Ohio 44870
T: 419-557-5177

Joe Garza
Premier Banks (Sandusky, Willard, Bellevue
T: 419-438-4560

Savana Chechak
Marous Management Services
38119 Stevens Blvd. Willoughby, Ohio 44094
T: 440-667-3303

EXHIBIT "A"

EXHIBIT C

A.

COST OF SERVICES

The incremental costs of housekeeping, sanitation service and on the job training and supervision are as follows:

ITEM	MONTHLY BILLING	ANNUAL BILLING
Thorough contract cleaning Per attached EXHIBIT A Task Schedule	\$1,031.00	\$12,372.00

NOTE:

1. Billing is based upon **2** day per week Service.
2. All cleaning equipment, supplies, and expendable items such as hand soap, toilet tissue, hand towels, garbage bags, etc., to be provided by City of Sandusky.
3. The initial billing for services will occur within 15 days after services commence and will be payable within 15 days. All subsequent billing will occur on the first day of each month and will be payable within 30 days.

ADDITIONAL SERVICES:

Additional services such as wall washing, window cleaning, carpet cleaning, and/or hard surface floor care may be scheduled upon request at a predetermined additional cost.

Organization History

Has Respondent, or any officer or partner of respondent, failed to complete a contract?
Yes ___ No X_. If yes, give details on separate sheet.
Is any litigation pending against Respondent or any officer or partner of Respondent's organization? Yes ___ No X_. If yes, give details on separate sheet.

Experience History

List three similar contracts which the Respondent Organization has provided service under. Indicate current or recent, along with a contact person and phone number. If no, so state. Attach extra page(s) if necessary.

Municipality	Current or Recent	Contact Person/Phone No.
Sandusky City Hall	Current	Scott (Scooter) 419-656-9346
Firelands Counseling & Recovery	Current	Karen Russell 419-627-5210
Premier Banks (Sandusky, Willard & Bellevue)	Current	Joe Garza 419-438-4560
MAROUS MANAGEMENT	Current	Ora Williams 419-503-9292
Branson Lariscy - Airbnb	Recent	Branson Lariscy 419-606-0850

STAFFING PLAN:

Upon award of the contract, we are prepared to continue servicing Sandusky Recreation Center 2 days per week. One crew member will be on site Wednesday morning and Saturday morning to service Recreation Department. Excluding any government holidays.

Our management staff has 25 + years of commercial cleaning experience in the Sandusky area. We currently service several accounts in the Sandusky/Norwalk area including government, health care, offices, financial and educational buildings. Our staff come with extensive backgrounds in janitorial and/or housekeeping experience. All new hires undergo local and federal background checks as part of their onboarding with Progressive Cleaning Solutions. (Supervisor resumes can be furnished upon award)

Staff will clock in and out via a telephone call in system to ensure building is properly covered each service day. All staff are required to wear a yellow Progressive Cleaning Solutions shirt with appropriate pants or shorts.

Quality Assurance/Quality Control:

All staff have a minimum of three days on the job training. A member of management will do random quality inspections a minimum of once per month. Staff will be notified of all concerns and a plan of action will be implemented to correct any issues. A follow-up inspection will be performed to ensure any concerns have been addressed.

Customer Service Plan:

Management can be reached via e-mail or office telephone Monday – Friday 9am to 3p or via on call cell phone 24 hours per day to discuss questions or concerns. Field manager is in place to address concerns with our staff prior to the next scheduled service date.

Waiver and Release Form

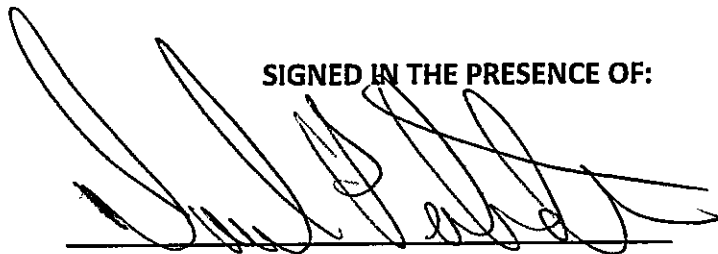
In consideration of the review by the City of Sandusky, Ohio, of a contract proposal and bid submitted by the undersigned, and as a condition precedent thereto, the undersigned does hereby authorize and direct the release to administrative officers of the City of any and all information related to the current obligations of the undersigned to the City, including, but not by way of limitation, obligations under the City's income tax, hereby waiving any privilege, statutory or otherwise, as to the same, and releasing the City of Sandusky, Ohio, its officers, agents, and employees from any liability in relation thereto.

Progressive Cleaning Solutions, Inc

BY: Cindy Pinkston - Cindy Pinkston

DATE: 12-5-2023

SIGNED IN THE PRESENCE OF:



Kathy Stanfield