



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by:  Date: 4-15-22  
General Manager

DATE: April 15, 2022  
TO: General Manager  
FROM: Director Finance and Administration  
SUBJECT: Award A Contract to Clean King Janitorial Service for Janitorial Services in the Amount of \$8,985 a month

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**RECOMMENDATION:** That the Board authorize the General Manager to execute a contract with Clean King Janitorial Service for the District facilities janitorial services for four days a week in the amount of \$8,985.00 (\$107,820 annually).

### BACKGROUND

Staff was informed on March 10, 2022, that Mr. Montejano, the current District janitorial service provider, wished to terminate his contract to provide services to the District effective March 31, 2022 due to family matters. Mr. Montejano provides janitorial services for the District’s campus facilities.

### DISCUSSION

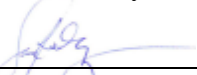
Given the short 21-day notice provided, District staff reached out to over 15 janitorial service companies/providers. District staff provided tours of the District facilities and the janitorial services requirements to four companies and, ultimately, received only two proposals. The other companies responded with not having enough staff or only providing services to residential or smaller commercial office customers and, thus, not able to fill the needs of the District. Clean King Janitorial Services was selected because of their 1) professional and timely response, 2) ability to service the District facilities for 4 days a week, and 3) cost including equipment and cleaning chemicals, 4) possibility of increasing the number of days service as their other contract commitments allow in the future, and 5) reasonableness of the contract agreement based on service cost per day.

### FINANCIAL IMPACT

Funds for janitorial services are included in the Fiscal 2021-2022 Budget and will have no additional impact to the current year budget.

### CONCLUSION

Therefore, Staff request, with the Finance Committee recommendation on April 6, 2022, that the MRWMD Board of Directors authorize the General Manager to execute a contract with Clean King Janitorial Service for janitorial services four days a week in the amount of \$8,985 (\$107,820 annually).

  
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Helen Rodriguez, CPA CFE

Attachment: Clean King Janitorial Service Proposal and Contract Agreement



# ***Proposal***

**Presented to:**

***Monterey Regional Waste  
Management District***

14201 Del Monte Blvd. Marina, CA



**Date:** March 18, 2022

**Customer:** Monterey Regional Waste Management District

**Contact:** Ida Gonzales and Ana

Thank you for giving Clean King Janitorial Service the opportunity to submit a cleaning proposal for your building. I found the ideas we exchanged very exciting, and I think you'll agree that there is the potential for a mutually beneficial relationship between your company and ours.

We believe that once you have reviewed this proposal you will find that Clean King Janitorial Service has the experience, values and skills to create a cost-effective cleaning program to suit your needs and budget. We look forward to meeting the selection committee to discuss our proposal further and answer any questions you might have.

It would be a pleasure to include your business in our family of satisfied customers. Once again thank you for taking the time out of your busy schedule to review our proposal, and please contact me if I may be of further assistance.

Your cleaning proposal is divided into the following:

1. Cleaning Specifications and Schedule
2. Contract Agreement

Respectfully submitted,

**Adrian Marquez Jr** (Owner and Operator)



## Cleaning Description

**Cleaning Schedule: 4 days per week. (Mon, Tue, Wed, Fri.)**

**Admin Office- Monthly Price: \$2685.00**

### Daily:

1. Empty all wastebaskets and trash containers, including shredders and recycling bins, and, where appropriate, insert new plastic liners in wastebaskets and containers. Empty out compost bins to outside composter and rinse out compost bins. Dispose of regular and recyclable waste (including cardboard materials) in the appropriate containers and keep recyclable waste separate from regular waste.
2. Sweep/mop restroom floors and all non-carpeted areas such as tile and stairs.
3. Vacuum all carpet areas, as needed.
4. Clean and disinfect all kitchen, break room, and bathroom sinks, countertops, fixtures, partitions, toilets mirrors, shower areas, and outside surfaces of microwaves and refrigerators.
5. Refill all soap, towel, and paper product dispensers.
6. Properly position furniture to maintain a neat appearance.
7. Close all office doors. Turn out all lights. Lock exterior doors & set alarm upon completion of janitorial service.

### Weekly:

1. Dust/clean counters, desk tops, workstation surfaces, file cabinets, book shelves, and chairs.
2. Thoroughly vacuum all carpeted areas.
3. Clean and polish metal on elevator inside and out.
4. Clean and disinfect all tables in lunchroom, board room, and conference room.
5. Clean insides of microwaves.
6. Clean glass doors in front lobby area.
7. Clean and disinfect all door handles and bannisters.
8. Wet mop all non-carpeted areas, tile, including stairs.
9. Sweep all outside entrances and exits including stairwells.

## Monthly:

1. Board room clean-up and set up for Board meeting (on third Thursday of the month).
2. Clean insides of refrigerators.
3. Clean vents in all bathrooms.
4. Dust all décor, including wall mounted objects in public areas.
5. Spot clean doors and walls.
6. Dust/clean window sills and ledges.

**Quarterly, Semi -Annual Services and Annual services such as: window cleaning, carpet cleaning, floor strip and wax, will be performed at additional rate.**

## **MRF Building- Monthly Price: \$2825.00**

### Daily:

1. Empty out all trash, garbage, recycling and compost bins.
2. Sweep and wet mop all floors.
3. Clean and disinfect all kitchen, break room, and bathroom sinks, countertops, fixtures, partitions, toilets mirrors, shower areas, and outside surfaces of microwaves and refrigerators, lunch tables, chairs upper level only.
4. Interior Microwave
5. Stock all restrooms with supplies.

### Weekly:

1. Wipe down exterior lockers, refrigerator interior

### Quarterly:

1. Set up chairs for General meeting

**Quarterly, Semi -Annual Services and Annual services such as: window cleaning, carpet cleaning, floor strip and wax, will be performed at additional rate.**

## **Shop Building- Monthly Price: \$1900.00**

Daily:

1. Empty out all trash, garbage, recycling, and compost bins.
2. Wipe down all lunch tables and kitchen counter area.
3. Clean microwave interior.
4. Clean hand wash basin
5. Wipe down lockers exterior
6. Clean all restrooms and stock supplies as needed.
7. Sweep and wet mop floors and vacuum carpeted areas.

Weekly:

1. Clean interior refrigerator.

## **Scale House (first floor only)- Monthly Price: \$990.00**

Daily:

1. Empty out all trash, garbage, recycling and compost bins.
2. Wipe down enclosed customer service area, countertops, desks etc.
3. Wipe down exterior window customer counter top.
4. Sweep and wet mop floors.
5. Clean main door window and customer receiving window.

## **LFG-Monthly Price: \$585.00**

2 days per week

1. Clean restrooms
2. Sweep and mop office and switch gear room.

**Quarterly, Semi -Annual Services and Annual services such as: window cleaning, carpet cleaning, floor strip and wax, will be performed at additional rate**



## **Contract Agreement**

This is a contract agreement entered this: March 19, 2022, by and between **Clean King Janitorial Service**, here and after called CKJS and **Monterey Regional Waste Management District**, here and after called customer, located at: 2511 Garden Rd, Suite B-100. Monterey CA. CKJS will provide janitorial services to customer on the following terms:

### ***Frequency of Service***

CKJS will provide cleaning service the following days: 4 days per week. (Mon-Wed and Fri.) CKJS observes all (6) major holidays and any other holiday observed by customer.

### ***Supplies and Equipment***

CKJS shall furnish all labor, equipment and cleaning chemicals to perform proposed cleaning services. Customer shall furnish trash liners and all restroom sanitary supplies. Or any other chemicals not used by CKJS

### ***Additional Costs***

There will be an additional charge for any service not listed on the proposal, any service requested on a holiday, any accumulation of dirt or dust resulting from construction, renovation or catastrophic event that leads to additional labor.

### ***Payment and Late Fees***

Customer shall receive an invoice toward the end of each month. Payments are due the first of each month. A late fee of \$25.00 may apply depending on customer's payment history.

### ***Termination***

This contract may be terminated by either party, giving no less than a 30 day written notice.

### ***Service Charge***

CKJS will perform all cleaning duties listed on proposal for the sum of:

**Total Monthly Price for all 5 facilities: \$8985.00**

***We agree to the terms of this cleaning contract.***

Date effective:

Adrian Marquez Jr

Monterey Regional Waste Management District