

MEMO

Consent
Item #:4



Meeting Date: September 23, 2022

To: Board of Directors
From: Director of Finance and Administration, Helen Rodriguez
Approved by: General Manager, Felipe Melchor

Subject: Pro Clean Janitorial Facility Services Agreement

Recommendation

Staff request that the Board authorize the General Manager to execute the agreement with Pro Clean Janitorial Facility Services for the District facilities janitorial services.

Background

The District has terminated the current janitorial services agreement effective September 30, 2022.

Discussion

The District continues to evaluate the janitorial services needs for its facilities and after discussion and review of several providers recommend contracting with Pro Clean Janitorial Facility Services. The current janitorial services will terminate effective September 30, 2022 and the agreement with Pro Clean Janitorial Facility Services would commence on October 1, 2022, subject to Board approval. Pro Clean Janitorial Facility Services will provide four janitors six days a week for all facilities at a monthly cost of \$13,920.

Financial Impact

Funds for janitorial services are included the current approved budget for FY 2022-2023 and will have no additional impact to the current year budget.

Conclusion

Therefore, Staff request and with the recommendation by the Finance Committee that the Board authorize the General Manager to execute the agreement with Pro Clean Janitorial Facility Services for the District facilities janitorial services in the amount of \$13,920 per month (\$167,040 annually) with services to commence on October 1, 2022.

Attachments:

Pro Clean Facility Janitorial Services Agreement

Physical Address

14201 Del Monte Blvd.
Salinas, CA 93908

Mailing Address

P.O. Box 1670
Marina, CA 93933

Phone / Fax

831-384-5313 PHONE
831-384-3567 FAX

Web / Social

ReGenMonterey.org
@ReGenMonterey

Let's not waste this.

Pro Clean Janitorial Facility Services

Building Services and Management

PREPARED FOR



PREPARED BY

James Canales

Pro Clean Janitorial Facility Services

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About

Pro Clean Janitorial Facility Services offers comprehensive janitorial services for all your commercial cleaning needs. Pro Clean Janitorial Facility Services has helped businesses keep their offices and facilities clean for ten years. We are suited to clean commercial locations and are committed to the satisfaction of our clients.

Our Founding Team

Pro Clean Janitorial Facility Services was founded by two cleaning industry veterans who have over 30 years of combined experience in the janitorial management of offices and public buildings. Their combined experience helps them maintain high standards of client satisfaction.

Experience

Since day one, our knowledge and expertise in offering the best janitorial services has been the lifeline of our business. When you work with Pro Clean Janitorial Facility Services , you can rest assured that your property will be cleaned, sanitized, and disinfected by one of the industry's most experienced janitorial teams.

Integrity

Each project brings unique challenges and requires careful attention to detail. We work hand in hand with our clients to ensure that we can care for their facility as if it were our own. Our ultimate goal: to deliver a top-notch cleaning and maintenance experience that we can be proud of. Our team will provide the highest quality services at the best possible cost.

Relationships

At Pro Clean Janitorial Facility Services, our focus is on building a reputation for quality, customer-valued janitorial practices. Our past clients are the foundation for fostering a strong business in the future. Our present companies are the pride for the company, we are proud to offer referrals for our future clients.



Benefits

When you contract your cleaning services through Pro Clean Janitorial Facility Services, you will receive the following benefits:

- Dedicated Account Manager
- Customized work Schedule
- Toll free 24 – hour customer services line 365 days a year
- Fully trained professionals
- Quality assurance inspections

With over 30 years of professional experience, you can rest assured that Pro Clean Janitorial Facility Services will provide you with the outstanding customer service that you deserve, and the outstanding work that your establishment deserves. Our specialists have the utmost dedication/commitment to expediency, thoroughness and superior quality, which you will be able to see in the results. We aren't like any of the other cleaning companies out there!

WHY CHOOSE US

We Provide Experienced and Professional Service!

We Provide Reliable and Efficient Assistance!

We Have Over 30 Years of Experience!

Let Pro Clean Janitorial Facility Services improve the quality of services provided to your facility

Our Services

Overview

Pro Clean Janitorial Facility Services specializes in providing janitorial services for your building and facilities. We customize our services based on your building's floor plan, existing facilities and the number of daily users. Our specific equipment and trained workers provide special care and handling to high-usage areas such as cafeterias, restrooms and parking lots.

We provide in-depth training that ensures each worker who wears our company uniform is properly competent in maintaining high standards of hygiene and cleanliness. By placing special emphasis on training, we ensure that your satisfaction is guaranteed.

Consultation

Pro Clean Janitorial Facility Services begins all of our customer relationships with an in-person visit and walkthrough of your premises. A representative will visit your building and discuss your specific needs. They will conduct a survey of the premises in order to determine the service requirements and scale of operation. This consultation will form the basis of a Janitorial Services Plan to meet your specific needs.

Janitorial Services Offered

Office cleaning including floors, carpets, furniture, cleaning and dusting , Floor waxing, Carpet Steam cleaning , Cafeteria/kitchen cleaning , Restroom cleaning , Trash/garbage removal and recycling, Parking lot cleaning, Building exterior cleaning and maintenance, Emergency cleaning, Covid 19 - Cleaning

COVID-19 Cleaning and Disinfecting Guidance If needed at facility

Guidance for cleaning and disinfecting

Routine cleaning and disinfecting

- Clean and disinfect daily
- frequently touched surfaces and objects such as: Door knobs and handles
- Stair rails
- desks and chairs
- Lunchroom tables and chairs
- Countertops
- Handrails
- Light switches
- Dispensers
- telephones
- All desktops
- All computer keyboards and mice
- Restrooms
- Counter top toilets, sinks and faucet fixtures
- Kitchens

If needed we can provided **ulv disinfectant fogger** and billed separately

Facility Services

Light bulb replacement, Painting, Hauling , office supplies, Facility Services and more.

Overview

The following Janitorial Services Plan is designed to provide you with safety and peace of mind. We used the results of our initial consultation to come up with a plan that addresses your needs in a way that is affordable and reliable.

Pricing

Here is our **Nightly/Daytime pricing estimate** for the services that suits your needs. We pride ourselves on providing pricing that is extremely fair and affordable.

Location for Services :

ReGen Monterey

14201 Del Monte Blvd, Salinas, CA 93908

Janitor staff on site : 4 Janitors

Hours : 5hrs each Janitor

Schedule time to start work : 5pm

Schedule for Services 6 days a week (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday)

Building For Services : **ADMIN OFFICE, SHOP, LFG, Materials Recovery, SCALE HOUSE**

Six days a week Professional Cleaning Service Program Monthly Cost : \$ 13,920.00

SPECIALIZED CLEANING SERVICES PRICING

Floor Services Scrubbing : 00.75 cent

Carpet Steam Cleaning : 00.65 cents

Window Cleaning Services: One Time Services when requested or quarterly :
\$ 1200.00

Floor Strip and Waxing areas needed : 00.95 cents

Pressure washing admin entrance and balcony : \$ 450.00

Deep Cleaning (Daily Services and Weekly Services in Scope of work Services) : 1,500.00

Scope of work for



ADMIN OFFICE Services

Daily Service	Done	Notes
1. Empty all waste baskets, trash containers, recycling bins (Including cardboard materials) and Food Scrap bins. Where appropriate, insert new liners and bags. NOTE: Recycling bins and Food Scrap bins do not require a liner or bag. Food Scrap bins need to be rinsed out.		
2. Sweep/Mop all floors including stairs		
3. Vacuum all carpeted areas as needed.		

4. Clean and disinfect kitchen sink and stove top.		
5. Clean and disinfect all countertops, fixtures, partitions, outside surfaces of microwaves and refrigerator.		
6. Clean all bathrooms. Scrub toilets, clean sinks, disinfect handles, wipe mirrors and sweep/mop floors.		
7. Refill all soap, towel, and paper product dispensers. NOTE: Always replace if low.		
8. Properly position furniture to maintain a neat appearance.		
9. Wash any dishes in sink.		
10. Wipe all desks and counter spaces.		
11. Turn off all lights, lock all exterior doors and set up alarm upon completion of janitorial service		

SHOP Services

Daily Service	Done	Notes
1. Empty all waste baskets, trash containers, recycling bins (Including cardboard materials) and Food Scrap bins. Where appropriate, insert new liners and bags. NOTE: Recycling bins and Food Scrap bins do not require a liner or bag. Food Scrap bins need to be rinsed out.		
2. Sweep/Mop all floors including stairs		
3. Wipe and Disinfect all desktops.		

4. Clean and disinfect kitchen sink and stove top.		
5. Clean and disinfect all countertops, fixtures, partitions, outside surfaces of microwaves and refrigerator.		
6. Clean all bathrooms. Scrub toilets, clean sinks, disinfect handles, wipe mirrors and sweep/mop floors.		
7. Refill all soap, towel, and paper product dispensers. NOTE: Always replace if low.		
8. Properly position furniture to maintain a neat appearance.		
9. Wash any dishes left in the sink.		
10. Clean all showers and locker areas.		
11. Clean and disinfect all tables in lunchroom		
12. Turn off all lights, lock all exterior doors and set up alarm upon completion of janitorial service		

LFG Services

Weekly Services	Done	Notes
1. Empty all waste baskets, trash containers, recycling bins (Including cardboard materials) and Food Scrap bins. Where appropriate, insert new liners and bags. NOTE: Recycling bins and Food Scrap bins do not require a liner or bag. Food Scrap bins need to be rinsed out.		
2. Sweep/Mop all floors		
3. Clean and disinfect all door handles.		

5. Clean all bathrooms. Scrub toilets, clean sinks, disinfect handles, wipe mirrors and sweep/mop floors.		
6. Refill all soap, towel, and paper product dispensers. NOTE: Always replace if low.		
7. Turn off all lights, lock all exterior doors and set up alarm upon completion of janitorial service.		

Materials Recovery Facility Services

Daily Service	Done	Notes
1. Empty all waste baskets, trash containers, recycling bins (Including cardboard materials) and Food Scrap bins. Where appropriate, insert new liners and bags. NOTE: Recycling bins and Food Scrap bins do not require a liner or bag. Food Scrap bins need to be rinsed out.		
2. Sweep/Mop all floors including stairs		
3. Vacuum all carpeted areas as needed.		
4. Clean and disinfect kitchen sink and stove top.		
5. Clean and disinfect all countertops, fixtures, partitions, outside surfaces of microwaves and refrigerator.		
6. Clean all bathrooms. Scrub toilets, clean sinks, disinfect handles, wipe mirrors and sweep/mop floors.		
7. Refill all soap, towel, and paper product dispensers. NOTE: Always replace if low.		

8. Properly position furniture to maintain a neat appearance.		
9. Wash any dishes left in the sink.		
10. Clean all showers and locker areas.		
11. Clean and disinfect all tables in lunchroom		
12. Turn off all lights, lock all exterior doors and set up alarm upon completion of janitorial service		

SCALE HOUSE Services

Daily Service	Done	Notes
1. Empty all waste baskets, trash containers, recycling bins (Including cardboard materials) and Food Scrap bins. Where appropriate, insert new liners and bags. NOTE: Recycling bins and Food Scrap bins do not require a liner or bag. Food Scrap bins need to be rinsed out.		
2. Sweep/Mop all floors		
3. Vacuum all carpeted areas as needed.		
4. Clean and disinfect all door handles.		
5. Thoroughly wet wipe clean and disinfect all countertops/ workstations. It will include moving items on desks to remove all dust and dirt.		
6. Clean bathroom. Scrub toilet, clean sink, disinfect handle, wipe mirrors and sweep/mop floors.		
7. Wipe stairs, to remove all dirt.		
8. Wipe down enclosed customer service area including main window, customer receiving window, outside and inside windowsills.		

9. Refill all soap, towel, and paper product dispensers. NOTE: Always replace if low.		
10. Turn off all lights, lock all exterior doors and set up alarm upon completion of janitorial service.		

Agreement Of Service

Service Schedule

Cleaning service operations described in this comprehensive program will be performed six (6) days per week at ReGen Monterey . The cleaning crew will observe holidays observed by the customer. Pro Clean Janitorial Facility Services is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

Invoicing

All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of each month. Payment policy is net 30 days.

Supervision

Adequate personnel and supervision will be furnished to ensure quality service.

Supplies

The customer will furnish all consumable products inclusive but not limited to: toilet tissue, towels, trash liners and hand soap. If desired, Pro Clean Janitorial Facility Services will provide products and invoice them separately. Pro Clean Janitorial Facility Services will furnish all cleaning supplies.

Equipment

Pro Clean Janitorial Facility Services will furnish and maintain all necessary cleaning equipment inclusive but not limited to: floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary. Pro Clean Janitorial Facility Services will comply with

current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

Insurance

Pro Clean Janitorial Facility Services will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation

Employee Status

Personnel supplied by Pro Clean Janitorial Facility Services are deemed employees of Pro Clean Janitorial Facility Services and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer

Pro Clean Janitorial Facility Services is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

Pro Clean Janitorial Facility Services is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

Term

The term of this contract shall be from: _____ through _____
both dates inclusive, but subject to the following:

- The term of this agreement shall be for a period of one (1) year.
- **Cancellation**

This agreement may be terminated or canceled in a 30 day notice.

Agreement

This Agreement ("this Agreement") is made and entered into as of _____, 20____, by and between, Pro Clean Janitorial Facility Services, with its principal place of business located at, 13 pelican dr. Watsonville, CA 95076 and ReGen Monterey, located in 14201 Del Monte Blvd, Salinas, CA 93908 . THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this agreement. IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

CONTRACT SIGNING

Pro Clean Janitorial Facility Services

- Sign _____

Name:

Titel :

Date:

ReGen Monterey

- Sign _____

Name:

Titel :

Date:

Accounts Receivable Information

Address:

ReGen Monterey

Name: _____

Phone: _____ Email: _____

Team

Contract Authorized to negotiate proposal :

Name : James Canales

Company Title : Owner

Email: james@procleanfacilityservices.com

Phone : (831) 840 -5931

Name: Jovan Canales

Company Title : Accounts Manger

Email: info@procleanfacilityservices.com

Janitorial Team / Night Supervisor :

To be announce