

CITY OF WILLIAMSPORT, PA RESOLUTION

RESOLUTION # 9257

DATE 2-17-22

TITLE

RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN RIVER VALLEY TRANSIT AND CHOICE CARPET CLEANERS, INC

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Williamsport authorizes River Valley Transit to enter into a contract agreement with Choice Carpet Cleaners Inc., 1613 Heather Lane, Williamsport, PA 17701 for janitorial services at RVT main office facility (1500 W. Third Street) and Trade & Transit Centre, TTC II (144 W. Third Street) starting on March 1, 2022 until June 30, 2023, not to exceed \$60,365 for janitorial services at all locations.

HEREBY, the appropriate City Officials are hereby authorized to execute an agreement between River Valley Transit and Choice Carpet Cleaners, Inc. and any documents necessary to accept the attached agreement.

Approved

James M. Franco
City Clerk

[Signature]
President

Vendor Status Information

Instructions: Please fill in the appropriate section below completing all blanks within the section(s). This information is necessary to insure that the contract and bonds are in the correct form.

Section 1

If the vendor is a sole proprietor, fill out the section below. If not skip to the next section.

Business Name or d.b.a: _____
Owner Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Email: _____

Section 2

If the vendor is a partnership, fill in this section. If not skip to the next section.

Business Name or d.b.a: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Email: _____

Partner A Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Email: _____

Partner B Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Email: _____

Section 3

If the vendor is a corporation, fill in this section. If not skip to the next section.

Name of corporation: Choice Carpet Cleaners Inc. _____
State of corporation: PA _____
Location of principal office: 1613 Heather Ln. Williamsport, PA 17701

Representative executing on behalf of corporation: *Please Print*

Name: Tim E. Montgomery _____
Title: President _____
Address: 1613 Heather Ln. Williamsport, PA 17701 _____

Proposal/Schedule of Prices

2022-2023 Cleaning Services
Effective March 1, 2022 to June 30, 2023

County: Lycoming
Municipality: Williamsport

Proposal of: **Choice Carpet Cleaners Inc.**

To River Valley Transit:

In compliance with the advertisement and the Invitation to Bid, the bidder hereby proposes to supply all equipment, supplies and services as per the bid specifications and at the prices stated below:

This is a ~~one (1) year~~ ^{16 month} contract for cleaning services as outlined below:

1500 West Third Street – River Valley Transit Main Office Facility

\$31410 for 16 months

Price includes both Administrative Offices & Mechanics area

Administrative Offices

This includes the following areas: entrance/lobby area, conference room, kitchen, dispatchers' office, drivers' lounge/breakroom and all locker rooms

- A. Steam cleaning of all carpets is to be done twice (2 times) a year. Once in the spring and once in the fall.
- B. Once a year, all tile, wood, ceramic/tile floors are to be stripped, waxed and buffed.
- C. Cleaning Supplier is to provide all mops, buckets, vacuums, ~~garbage can liners,~~ cleaning/chemicals supplies etc. to be used to complete the above listed items.

Office Areas

- Clean all office areas, dispatchers' room and break room
- Dust all horizontal surfaces
- Wipe clean all windows once (1 time) per week
- Wipe clean any exposed surfaces areas including, but not limited to, desks, filing cabinets and window sills etc.
- Wipe and disinfect all water coolers/water fountains
- Daily vacuum of all carpeted areas
- Dry mop and wet mop all other exposed floor surfaces
- Empty all trash cans

All rest rooms are to be cleaned and disinfected including the following:

- Clean sinks and counter tops
- Replenish all toilet paper/ hand drying products as needed
- Daily cleaning of all toilets, inside and out
- Clean mirrors
- Empty trash
- Dry mop and wet mop all floors

Mechanics Area (Break room & Restroom facilities)

Break room

- Clean all surface areas
- Dust all horizontal surfaces
- Wipe clean any exposed surfaces areas including, but not limited to, tables and chairs, clean inside microwave (*as needed*) etc.
- Dry mop and wet mop all other exposed floor surfaces
- Empty all trash cans

All rest rooms are to be cleaned and disinfected including the following:

- Clean sinks and counter tops
- Replenish all toilet paper/ hand drying products as needed
- Daily cleaning of all toilets, inside and out
- Clean mirrors
- Empty trash
- Dry mop and wet mop all floors

Cleaning company may be asked to clean specific items not listed above and shall not be considered above and beyond the general cleaning scope of work.

Terms

Cleaning company accepts are terms as outlined above and any services agreements agreed to which is guaranteed for time starting **March 1, 2022 to June 30, 2023.**

Any contract/agreement may be terminated by either party for anything other than non-performance with sixty (60) days' notice. This may be terminated by either party for non-performance with notice and cure procedures in thirty (30) days' notice. The terminating party must give the non-performing party written notice specifying the detailed nature of performance defect. The non-performing party will have five (5) days to cure the defect to the reasonable satisfaction of the notifying party. If satisfaction is not achieved at the end of five (5) days, the notifying party shall notify the non-performing party, in writing, of failure. The agreement shall terminate thirty (30) days from the original date of the complaint.

144 West Third Street – Trade and Transit Centre II Facility

Please provide a price specifically for each location as outlined below

\$28955 for 16 months. Price breakdown provided in each section.

Main Bus Transit Center (HUB) – 1st floor

This includes the following areas: entrance/lobby area, waiting room, restrooms and dispatchers' office

- A. Once a year, all tile, wood, ceramic/tile floors are to be stripped, waxed and buffed.
- B. Cleaning Supplier is to provide all mops, buckets, vacuums, ~~garbage can liners,~~ cleaning/chemicals supplies etc. to be used to complete the above listed items.

Common Areas

- Clean general/public waiting area and dispatchers' room
- Dust all horizontal surfaces
- Wipe clean all windows once (1 time) per week
- Wipe clean any exposed surfaces areas including, but not limited to, desks, filing cabinets and window sills etc.
- Wipe and disinfect all water coolers/water fountains
- Daily vacuum of all carpeted areas
- Dry mop and wet mop all other exposed floor surfaces
- Empty all trash cans

All rest rooms are to be cleaned and disinfected including the following:

- Clean sinks and counter tops
- Replenish all toilet paper/ hand drying products as needed
- Daily cleaning of all toilets, inside and out
- Clean mirrors
- Empty trash
- Dry mop and wet mop all floors

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\$12215 for 16 months

HUB

Main Bus Transit Center (Drivers Lounge Area) – 1st floor

This includes the following areas: entrance/lobby area, waiting room and restrooms

- C. Once a year, all tile, wood, ceramic/tile floors are to be stripped, waxed and buffed.
- D. Cleaning Supplier is to provide all mops, buckets, vacuums, ~~garbage can liners,~~ cleaning/chemicals supplies etc. to be used to complete the above listed items.

Common Areas

- Clean drivers' waiting area
- Dust all horizontal surfaces
- Wipe clean all windows once (1 time) per week
- Wipe clean any exposed surfaces areas including, but not limited to, tables and chairs, kitchen appliances, counter tops and window sills etc.
- Wipe and disinfect all water coolers/water fountains
- Daily vacuum of all carpeted areas
- Dry mop and wet mop all other exposed floor surfaces
- Empty all trash cans

All rest rooms are to be cleaned and disinfected including the following:

- Clean sinks and counter tops
- Replenish all toilet paper/ hand drying products as needed
- Daily cleaning of all toilets, inside and out
- Clean mirrors
- Empty trash
- Dry mop and wet mop all floors

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\$10470 for 16 months

Drivers Lounge

Trade and Transit Centre II - 3rd floor

This is to be performed on Monday/Wednesday and Friday of each week.

This includes the following areas: main entrance/lobby area, main stairwell, main vestibule area(s) on 3rd floor, conference room/area, restrooms, elevator(s) and kitchen area.

- E. Once a year, all tile, wood, ceramic/tile floors are to be stripped, waxed and buffed.
- F. Cleaning Supplier is to provide all mops, buckets, vacuums, ~~garbage can liners~~, cleaning/chemicals supplies etc. to be used to complete the above listed items.

Common Areas

- Clean general/public areas
- Dust all horizontal surfaces
- Wipe clean all windows once (1 time) per week
- Wipe clean any exposed surfaces areas including, but not limited to, desks, filing cabinets and window sills etc.
- Wipe and disinfect all water coolers/water fountains
- Vacuum of all carpeted areas
- Dry mop and wet mop all other exposed floor surfaces
- Empty all trash cans

All rest room/kitchen area are to be cleaned and disinfected including the following:

- Clean sinks and counter tops
- Replenish all toilet paper/ hand drying products as needed
- Daily cleaning of all toilets, inside and out
- Clean mirrors
- Empty trash
- Dry mop and wet mop all floors

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\$6240 for 16 months

Third Floor

Official Use Only

Donk Slagter

Mayor

02/17/2022
Date

Margaret J. Goodney

Controller

2/18/22
Date

Janice M. Frank

City Clerk

2-18-22
Date