



VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES AGENDA

MEETING DATE: MAY 10, 2022

AGENDA ITEM SECTION: DISCUSSION AND RESOLUTION ITEMS

AGENDA ITEM NO. : 11

AGENDA ITEM:

DISCUSSION: DF LIBRARY CLEANING CONTRACT

RESOLUTION: CONSIDER A RESOLUTION TO AUTHORIZE THE DF LIBRARY CLEANING CONTRACT

ITEM BACKUP DOCUMENTATION:

1. MEMORANDUM DATED APRIL 1, 2022 FROM EDWARD CANORA/INTERIM LIBRARY DIRECTOR TO MAYOR ROSSILLO AND THE BOARD OF TRUSTEES
2. PROPOSALS FROM COVERALL OF CONNECTICUT AND WESTCHESTER, ORAGNE, NY; T & A CLEANING CORP. ON NEW ROCHELLE, NY; AND S & F CLEANING CORP. OF NEW ROCHELLE, NY
3. DRAFT RESOLUTION



**VILLAGE OF DOBBS FERRY
DOBBS FERRY PUBLIC LIBRARY**

Memorandum

To: Mayor Rossillo and the Board of Trustees
From: Edward Canora, Interim Library Director
Subject: Award of Contract for Cleaning Services
Dobbs Ferry Public Library
Village of Dobbs Ferry, NY
Date: April 1, 2022

The following bids were received for cleaning services for the Dobbs Ferry Public Library:

Vanguard Cleaning Systems	\$/month
Coverall Of Connecticut and Westchester	\$1,479.00/month
Building Stars of New York	No bid
Constant Building Service	No bid
Anago Hudson Valley	No bid
T&A Cleaning	\$1,749.00 /month
S&F Cleaning	\$1,799.00 /month
YES Rubano Cleaning	No bid

July 1, 2022 – May 31, 2023

I recommend to use the lowest bidder, Coverall at \$1,479.00 /month.

6/1/2022 - 5/5/2023
\$1,479.00/month

FY 2023



March 1, 2022

Dobbs Ferry Public Library
55 Main Street
Dobbs Ferry, NY 10522

Dear Mr. Canora:

Thank you for the opportunity to present the **Coverall Health-Based Cleaning SystemSM** proposal, customized to meet the needs of your facility.

A sick employee can cost your business up to **\$500 per employee illness!**

Unlike traditional cleaning provides; the **Coverall Health-Based Cleaning SystemSM** program is scientifically proven to disinfect and remove illness-causing germs in your work place environment.

Coverall's innovative approach to cleaning, can **Save Your Business Money:**

- **Higher Employee Productivity** – A better, cleaner environment = Less sick employees, higher performance
- **Reduced Healthcare Costs** – Reducing the spread of germs = Less sick employees and trips to the Doctor
- **Improved Revenue** – Less sick employees = Lower healthcare costs
- **Lower Cleaning Costs** – Industry leading technologies and cleaning methods = A better, more efficient clean for your dollar

Using a scientific validation tool, we can prove the effectiveness of the Health-Based Cleaning System program so you feel confident that your facility is a better, cleaner environment.

Please take a few minutes to review the enclosed proposal. It will help provide a clear understanding of our unique approach to cleaning and the value we provide at a competitive cost.

Thank you for your time and I look forward to speaking with you soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Salvatore".

Salvatore Guerrera
Sales Consultant
Email: salvatoreg@coverallsne.com

Healthy Cleaning Down to a ScienceTM

Accomplishing Your Key Objectives

Our success is the result of an innovative Health-Based Cleaning SystemSM program which includes scientifically developed products, innovative technology and equipment and an industry leading approach to Franchise Owner training to ensure that cleaning methodologies are properly delivered in your business facility.

Your Objective: A Better, Cleaner Environment for your Employees and Customers

Your Challenge: Cleaner work and reception areas

Solution: The air quality in your work areas is just as important as the shine on the floors. Coverall Health-Based Cleaning System Professionals use multi-filtration vacuums to clean waiting areas. Use of multi-filtration vacuuming has been shown to improve indoor air quality by removing 99.79% of dust, dirt, bacteria, mold, yeast, and particles down to 0.3 microns. In contrast, traditional commercial vacuums return 40% of the dirt they pick up directly into the air.

Your Challenge: Cleaner restrooms

Solution: In addition to generating employee and customer complaints, unclean bathrooms significantly increase the risk of illness and disease in your facility. That's why the **Coverall Health-Based Cleaning System** uses only hospital-grade, viruscide/germicide disinfectant cleaning products. The Centers for Disease Control (CDC) and numerous medical studies recommend the use of viruscide/germicide cleaners in work environments to limit the spread of infection.

Your Challenge: Preventing cross-contamination

Solution: The **Coverall Health-Based Cleaning System** mandates that color-coded microfiber cleaning cloths and mop pads are used by Health-Based Cleaning System Professionals to prevent cross-contamination, unlike traditional cleaners that often use dirty rags and string mops. Each area has a specific color microfiber cloth and mop pad designated exclusively for that area. Color-coding eliminates cross-contamination from one area to another ensuring a better, cleaner environment for employees and customers.

Your Objective: Quality of Service

Your Challenge: Quality of clean is poor; not meeting your expectations

Solution: The Coverall Health-Based Cleaning System is focused on **Cleaning for the UnseenSM** not just appearance. Our commitment is to provide a better, cleaner environment for your employees and customers.

Your Challenge: Poor response and follow up

Solution: The Customer For Life® Program provides a consistent, established framework for customer support and communication:

- Health-Based Cleaning System Professionals available 24 hours a day by cell phone or pager.
- Support from Coverall's Operations team available 24 hours a day by phone.
- Use of mobile communications technology, FranSys™, to ensure a prompt response and quick resolution to any problem or concern.
- The **Coverall Health-Based Cleaning System Log Book** is a written record of your requests, problems, and questions that is signed by the Health-Based Cleaning System Professional after every cleaning. This ensures that issues and requests are clearly communicated and addressed quickly.
- The Customer Contact Report System is a quality check up procedure that ensures that the highest level of service is being met.

Your Challenge: Risk associated with inadequate insurance coverage / worker's comp loss

Solution: With nearly 30 years' experience, you can be sure that we have the proper level of insurance coverage to protect your company.

- Workers' Compensation as required by state law
- Comprehensive General Liability of \$2,000,000
- Surety Bond \$100,000

Your Challenge: Reliability and dependability of cleaning professionals

Solution: Coverall Health-Based Cleaning System provides cleaning services to nearly 50,000 businesses. Coverall Health-Based Cleaning System Professionals have a vested interest in their business and are motivated to provide quality service, show up on time, and follow the work schedule to deliver the performance you expect.

Your Challenge: Security

Solution: Every potential Health-Based Cleaning System Professional undergoes a thorough background check before being accepted into the **Coverall Health-Based Cleaning System** family. We will also conform to your standards for background checks and drug testing of the Health-Based Cleaning System team assigned to your facility.

Your Objective: Managing Costs

Your Challenge: Maximum clean for the investment

Solution: Based on extensive research and development with our alliance partners, the **Coverall Health-Based Cleaning SystemSM** provides higher production rates than the industry standard. In fact, according to the *447 Cleaning Times* listed by the International Sanitary Supply Association (ISSA), the flat mopping system used in the **Coverall Health-Based Cleaning System** can cut mopping time in half compared with the conventional cleaning processes used by many other cleaning services.

Your Challenge: Optimize your resources

Solution: When office personnel find it necessary to take time from their core responsibilities to clean up work areas and restock bathrooms because your current cleaning provider failed to do so, you lose valuable productive time that can not be recouped. Coverall Health-Based Cleaning System Professionals are highly trained on the proper methodologies and delivery of the **Coverall Health-Based Cleaning System**. You can rest assured that your facility will receive the same quality clean day after day, week after week.

Areas to be serviced:

Entrance Doors / Glass

Stairwells

Private Offices

Conference Room

Kitchen

Elevator

Main Library Area

Adult Reference Area

Periodical Area

Community Room

Children's Room

Restrooms

COVERALL-HEALTH BASED CLEANING SYSTEMSM

WORK SCHEDULE

Healthy Cleaning Down to a ScienceTM

Main Library Areas, Private Offices, Community Room, Periodical Room, Conference Room, Stairwells and Elevator:

Performed each visit

- Dust open areas of desks, credenzas, tables, and counters.
 - Dust specific office equipment (computer screens, etc.) per client instructions.
 - Papers and folders will not be moved unless specifically requested.
- Empty waste containers and remove trash to the designated area.*
- Clean front entrance glass and any other internal glass, removing fingerprints and smudges.
- Clean and disinfect reception area, patron reading areas, tables/counters, and computer/work stations to remove smudges/fingerprints.
- Vacuum all high traffic areas.
- Damp mop resilient floor areas and/or spot clean to remove spills and stains.
- Return chairs, furniture and waste containers to proper positions.
- Ensure all library exit doors are fully closed and set alarm upon completion of cleaning, if necessary.

Performed each week

- Dust and remove debris from metal entrance thresholds.
- Vacuum low traffic areas
- Dust vertical surfaces
- Vacuum/dust baseboard moldings.

Performed each month

- Dust blinds, sills and HVAC grills.
- Clean and sanitize telephones (**Bi Monthly**)

Kitchen/Break Area:

Performed each visit:

- Damp wipe table tops and counters.
- Empty trash containers and remove trash to designated area.”
- Damp wipe exterior and interior of microwave oven.
- Vacuum carpeted areas, if any.
- Vacuum/dust mop and damp mop resilient flooring with a neutral disinfectant floor cleaner to remove spills and stains.
- Clean and sanitize sink.
- Wipe exterior of refrigerator.

Performed each week:

- Spot clean walls for marks and smudges.

Restroom Areas:

Performed each visit

- Restock toilet paper, paper towels, hand soap, and other supplies.*
- Empty trash containers and remove trash to the designated area.*
- Clean and disinfect toilets inside and outside. Clean and disinfect Both sides of toilet seats.
- Clean and disinfect all sinks and polish bright work.
Remove splash marks from walls around sinks.
- Vacuum/dust mop and damp mop ceramic tile flooring with a neutral disinfectant floor cleaner.
- Clean and polish mirrors.
- Dust tops of partitions, light fixtures, and dispensers.

Performed each month

- Dust high reach areas, including exhaust fans.

*Client is responsible for supplies (trash liners, soap, toilet paper, hand towels, etc.). Purchase of these products can be arranged through the Cleaning Company if desired/available.

*The designated area for garbage disposal is curbside next to the Community Room doors, garbage can be placed here Sunday – Saturday Evenings excluding Tuesdays (Recycling goes out Tuesday evening for pick up early Wednesday morning).

Additional Special Services

On occasion, services other than the regularly scheduled janitorial duties may be required. **Coverall Health-Based Cleaning System** will perform special services when requested and invoice separately from the general monthly cleaning contract, unless the services are specifically included in your monthly billing.

If a special service is included, 1/12 of the annual charge is included in each monthly charge.

Coverall Health-Based Cleaning System is also able to assist with many other cleaning needs and will provide quotes for any of the following special services upon request:

- Carpet cleaning
- Office furniture cleaning
- Upholstery cleaning
- Window cleaning
- Power washing
- Waste receptacle washing
- Emergency cleaning (fire, flood, etc.)
- Providing of dispenser supplies
- Replacement of burned out bulbs from customer supply
- Ceiling cleaning
- Floor stripping and refinishing
- Restroom sanitation / odor control

To arrange for any of the above services, please contact your **Coverall Health-Based Cleaning System** Support Center.



COVERALL'S *cleaning contract*

3/1/2022

The Undersigned **Dobbs Ferry Public Library** ("Customer") hereby accepts the proposal of **COVERALL** of Connecticut & Westchester ("COVERALL") to supply Janitorial Services for our premises located at:

•Address: 55 Main Street

•City: Dobbs Ferry

State: NY

Zip: 10522

upon the following terms:

- 1. **COVERALL's** service charge will be:

\$1479.00 plus applicable tax per month to include a **6 times/week** service.

Initial: _____

The Janitorial Services are to be performed in the evening.

- 2. **CUSTOMER** acknowledges that **COVERALL** will delegate all Janitorial Services to be performed hereunder to a **COVERALL** franchisee and/or subcontractor.

• 3. Included in the service charge will be service, cleaning supplies, and any equipment which will be furnished by the **COVERALL** franchisee. The service charge does not include liners, paper supplies, and toiletries, which can be provided at **CUSTOMER's** expense, at competitive prices. The service charge also does not include any use tax, tax on sales, services or supplies, or other such tax, which taxes shall be paid by **CUSTOMER**. **CUSTOMER** agrees to reimburse **COVERALL** the amount of any such taxes if paid by **COVERALL** on **CUSTOMER's** behalf.

- 4. All Janitorial Services specified in the "Work Schedule" attachment of this proposal will be provided to **CUSTOMER** in a satisfactory manner.

• 5. All **COVERALL** franchisees have successfully completed **COVERALL's** comprehensive training program and are required to carry insurance and a janitorial bond.

- 6. Additional services, not included in **COVERALL's** service charge, to be performed upon request, priced per occurrence, at **CUSTOMER's** expense, include:

- a) **Strip & Wax Floors:** _____ Quote upon request
- b) **Scrub & Recoat Floors:** _____ Quote upon request
- c) **Burnish Floors:** _____ Quote upon request
- d) **Hot Water Extract Carpets:** _____ Quote upon request
- e) **Window Washing:** _____ Quote upon request
- f) **Initial Cleaning:** _____ Quote upon request to include: a detailed cleaning

Additional services accepted by:

Signature

• 7. (a) The term of this Contract is for one (1) year. This one-year period shall begin on the date services are scheduled to begin. This Contract shall automatically extend for additional one (1) year periods, unless at least thirty (30) days prior to each anniversary of the date services are scheduled to begin, either party gives the other written notice of its intent not to renew.

(b) **Termination/Notice:** If a party to this Contract fails to perform according to its obligations (the non-performing party"), the party claiming non- performance shall send the non-performing party written notice by certified mail, specifying the manner of non-performance. This notice will provide that the non-performing party will have fifteen (15) days from receipt of the notice to cure or correct the items of non-performance. If these items have not been corrected or cured within this fifteen (15) day period, the claiming party may issue a thirty (30) day written notice of termination and/or pursue other available remedies for default.

(c) Notwithstanding the above, **COVERALL** may, but shall not be obligated to, terminate this Contract immediately for non-payment by **CUSTOMER** for cleaning charges due hereunder.

• 8. The service charge will remain in effect for one year unless there are changes in the original specifications for the premises. In the event of such changes, **CUSTOMER** will advise **COVERALL** accordingly, and an adjustment in the service charge, as agreed to by the parties, will be made.

• 9. **CUSTOMER** agrees that it will not employ or contract with any **COVERALL** employee, franchisee, or any of the franchisee's employees during the term of this contract or for one hundred and eighty (180) days after termination of this contract, without **COVERALL**'s written consent.

• 10. **COVERALL** will bill **CUSTOMER** monthly, and **CUSTOMER** agrees to pay **COVERALL** the amount that is due and owing under the terms of this contract within 10 days of billing date. Late payments will incur service and finance charges. In the event of default on payment, **CUSTOMER** agrees to pay **COVERALL**'s attorney's fees and costs for collection.

• 11. Services shall be performed as scheduled with the exception of the following six (6) legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. However, service can be provided on these holidays at an additional cost if required. Services shall be scheduled during the hours approved or directed by manager/owner.

• 12. If there is an "Additional Special Services" Addendum attached to this Contract, and if **CUSTOMER** cancels any periodic special services described therein for which a prorated monthly charge is included in **CUSTOMER**'s total monthly service charge, any amount owing by **CUSTOMER** for special services performed prior to the cancellation shall be payable in full no later than five (5) days after the cancellation.

- Prices subject to change due to minimum wage increases.

- 13. The undersigned warrant and represent that they have full authority to enter into this Contract, and that it will be binding upon the parties and their respective successors and assigns.

Signed by • _____
Signature

• _____
Print Name and Title

On behalf of • Dobbs Ferry Public Library
Customer

Date • _____

Service Start Date • _____

Signed  _____
Salvatore Guerra, Sales Consultant

Coverall of Connecticut & Westchester
378 Boston Post Road
Orange, CT 06477
Phone • 203-795-5516 • Fax • 203-795-5518
Email: salvatoreg@coverallsne.com

Please fax signed
contract to: 203-795-5518

Healthy Cleaning Down to a Science™

FY 2023

\$1,749/month

Cleaning Proposal

T & A CLEANING CORPORATION

104 Remington Place

New Rochelle, NY 10801

Cell: (914)-912-2046

For: Dobbs Ferry Public Library

Location: 55 main street Dobbs Ferry, NY 10522

PH: (914)-693-6614 Fax: (914)-693-4671

Email: dobref@wlsmail.org

SERVICES REQUIRED		FREQUENCY				SERVICES REQUIRED		FREQUENCY			
AREA / ITEM	WORK DESCRIPTION					AREA / ITEM	WORK DESCRIPTION				
RESTROOMS		Daily	weekly	monthly	other	DOORS • WALLS • PARTITIONS		Daily	Weekly	Monthly	other
TOILETS, SINK URINALS	CLEAN, SANITIZE, POLISH	*				ENTRANCE GLASS DOORS	CLEAN	*			
TRASH CONTAINERS	EMPTY, LINE,	*				INTERIOR GLASS	CLEAN	*			
DISPENSERS: SOAP, TOWEL, TISSUE	FILL, CLEAN, SANITIZE	*				LEDGES • WINDOW SILLS	DUST			*	
GLASS, MIRRORS, CHROME HARDWARE	CLEAN	*				DOORS • FRAMES • WALLS	SPOT CLEAN				
FLOORS	SWEEP, DAMP MOP, SANITIZE	*				BASEBOARDS	DUST, VACUUM		*		
PARTITIONS, DOORS	DUST, DAM. MOP, SPOT CLEAN	*									
WALLS BY SINKS / URINALS	DAMP WIPE	*									
LIGHT FIXTURES, DISPENSERS	DUST	*				MISCELLANEOUS					
						Vertical Surfaces	DUST		*		
FLOORS						PHONES	CLEAN, DISINFECT			BI	
RESILIENT	SWEEP	*				LIGHTS	REPLACE • DUST				
RESILIENT	DAMP MOP	*				Tables, Desks, counters	Wipe, SANITIZE	*			
RESILIENT	WAX					BLINDS, HVAC GRILLS, HIGH REACH AREA	DUST, CLEAN			*	
RESILIENT	BUFF					FURNITURE, CHAIRS	RETURN TO CORRECT PLACE	*			
Metal Entrance Thresholds	Remove Debris, Dust		*			KITCHEN WALLS	SPOT CLEAN		*		
RUGS, CARPETS	VACUUM	*				KITCHEN: TABLE TOP, REFRIGERATOR, SINK, TRASH, MICROWAVE	VACUUM, WIPE CLEAN, SANITIZE, DUST, MOP	*			
EXTERIOR						KICKPLATES, THRESHOLDS	CLEAN • POLISH				
ENTRANCE	SWEEP					OPEN AREAS, READING AREAS, RECEPTION AREA, COMPUTERS	CLEAN, DUST, DISINFECT	*			
PAPER • DEBRIS	PICK UP										
SIDEWALKS	SWEEP					SECURE LIBRARY DOORS, SET ALARMS		*			
PARKING LOTS	SWEEP										

Special services to be bid separately:

- De-wax and wax all non-carpeted floors
- Steam clean all carpeted floors
- Wash all windows inside and outside

Terms and Conditions

1. Cleaning supplies to perform this service will be supplied by T&A Cleaning Corp.
2. The total cost of services will be \$ 1749.00/ Monthly
3. Date services begins 6/1/22 , services end 5/31/23

FY 2023

\$1,799/month

Cleaning Proposal

S & F CLEANING CORPORATION

104 Remington Place

New Rochelle, NY 10801

Cell: (914)-912-2046

For: Dobbs Ferry Public Library

Location: 55 main street Dobbs Ferry, NY 10522

PH: (914)-693-6614 Fax: (914)-693-4671

Email: dobref@wlsmail.org

SERVICES REQUIRED		FREQUENCY				SERVICES REQUIRED		FREQUENCY			
AREA / ITEM	WORK DESCRIPTION	Daily	weekly	monthly	other	AREA / ITEM	WORK DESCRIPTION	Daily	Weekly	Monthly	other
RESTROOMS						DOORS • WALLS • PARTITIONS					
TOILETS, SINK URINALS	CLEAN, SANITIZE, POLISH	*				ENTRANCE GLASS DOORS	CLEAN	*			
TRASH CONTAINERS	EMPTY, LINE,	*				INTERIOR GLASS	CLEAN	*			
DISPENSERS: SOAP, TOWEL, TISSUE	FILL, CLEAN, SANITIZE	*				LEDGES • WINDOW SILLS	DUST			*	
GLASS, MIRRORS, CHROME HARDWARE	CLEAN	*				DOORS • FRAMES • WALLS	SPOT CLEAN				
FLOORS	SWEEP, DAMP MOP, SANITIZE	*				BASEBOARDS	DUST, VACUUM		*		
PARTITIONS, DOORS	DUST, DAM. MOP, SPOT CLEAN	*									
WALLS BY SINKS / URINALS	DAMP WIPE	*									
LIGHT FIXTURES, DISPENSERS	DUST	*				MISCELLANEOUS					
						Vertical Surfaces	Dust		*		
FLOORS						PHONES	CLEAN, DISINFECT			BI	
RESILIENT	SWEEP	*				LIGHTS	REPLACE • DUST				
RESILIENT	DAMP MOP	*				Tables, Desks, counters	Wipe, SANITIZE	*			
RESILIENT	WAX					BLINDS, HVAC GRILLS, HIGH REACH AREA	DUST, CLEAN			*	
RESILIENT	BUFF					FURNITURE, CHAIRS	RETURN TO CORRECT PLACE	*			
Metal Entrance Thresholds	Remove Debris, Dust		*			KITCHEN WALLS	SPOT CLEAN		*		
RUGS, CARPETS	VACUUM	*				KITCHEN: TABLE TOP, REFRIGERATOR, SINK, TRASH, MICROWAVE	VACUUM, WIPE CLEAN, SANITIZE, DUST, MOP	*			
EXTERIOR						KICKPLATES, THRESHOLDS	CLEAN • POLISH				
ENTRANCE	SWEEP					OPEN AREAS, READING AREAS, RECEPTION AREA, COMPUTERS	CLEAN, DUST, DISINFECT	*			
PAPER • DEBRIS	PICK UP					SECURE LIBRARY DOORS, SET ALARMS		*			
SIDEWALKS	SWEEP										
PARKING LOTS	SWEEP										

Special services to be bid separately:

- De-wax and wax all non-carpeted floors
- Steam clean all carpeted floors
- Wash all windows inside and outside

Terms and Conditions

1. Cleaning supplies to perform this service will be supplied by S&F Cleaning Corp.
2. The total cost of services will be \$ 1799.00/ Monthly
3. Date services begins 6/1/22 , services end 5/31/23

**RESOLUTION OF THE VILLAGE OF DOBBS FERRY BOARD OF TRUSTEES
APPROVING THE AWARD OF THE DOBBS FERRY PUBLIC LIBRARY'S
ANNUAL CLEANING CONTRACT
TO COVERALL OF CONNECTICUT AND WESTCHESTER**

Whereas, the Dobbs Ferry Public Library duly solicited bids for the Annual Cleaning Contract for the period of June 1, 2022 through May 31, 2023; and

Whereas, three bids were received for this contract; and

Whereas, the lowest responsible bidder was Coverall of Connecticut and Westchester of Orange, CT, with a bid amount of \$1,479.00 per month; and

Whereas, the contract is funded in the library's annual budget under Contractual Expenses, L7410.452, Building Maintenance.

Now, Therefore, Be It

Resolved, the Board of Trustees of the Village of Dobbs Ferry awards the bid for the Annual Cleaning Contract to Coverall of Connecticut and Westchester of Orange, CT, with a bid amount of \$1,479.00 per month for the period of June 1, 2022 through May 31, 2023.