

**Windsor Town Board
RESOLUTION 2014-10**

**A RESOLUTION REGARDING THE EXECUTION
OF WINDSOR TOWN HALL CLEANING CONTRACT**

WHEREAS, the Town Board finds that the Town of Windsor has a need to acquire cleaning services for the Windsor Town Hall;

NOW THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Windsor that it hereby authorizes the execution of an agreement, by the Town Chairperson, with PRIMAVERA CLEANING SERVICE to perform such cleaning services in accordance with the agreement attached hereto as Exhibit A.

The above and foregoing resolution was duly adopted by the Town Board of the Town of Windsor, Dane County, Wisconsin at a meeting held on the 6th day of March, 2014 by a vote of 5 ayes and 0 nays.

Town of Windsor

Robert E. Wipperfurth
Robert E. Wipperfurth, Town Chairperson

Donald G. Madelung
Donald G. Madelung, Town Supervisor

Bruce Stravinski
Bruce Stravinski, Town Supervisor

Alan Buchner
Alan Buchner, Town Supervisor

Monica M. Smith
Monica M. Smith, Town Supervisor

Attest:

Christine Capstran
Christine Capstran
Clerk

CLEANING SERVICE BID PROPOSAL

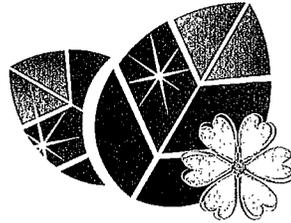
FOR

Town of Windsor

PREPARED ON:

February 14, 2014

BY



Primavera Cleaning
Service

Primavera Cleaning Service

P.O. Box 446

DeForest, Wisconsin 53532

Phone: (608)333-6321

www.PrimaveraCleaning.com

[Email:Contact@primaveracleaning.com](mailto:Contact@primaveracleaning.com)

February 14, 2014
Tina Butteris
Town of Windsor
4084 Mueller Rd
DeForest, Wisconsin 53532
Phone: (608) 846-3854

Dear Tina Butteris:

I would like to personally thank you for the opportunity to provide Town of Windsor with a proposal for cleaning services. I believe the proposal you have before you will exceed your high expectations and Primavera Cleaning Service is excited about forming a successful and lasting partnership with Town of Windsor. We offer personalized attention and honor specific cleaning requests on a daily basis. Our focus is on the quality of your professional cleaning, not the quantity of cleanings we perform. Our goal is to provide you, our client, with the customized cleaning services that you deserve. In order to meet and exceed your expectations, Primavera Cleaning Service has developed a comprehensive and systematic approach to accomplishing specific cleaning tasks in your facility. Our experience in the cleaning industry and our ability to provide ongoing customer satisfaction are the reasons our customers continue to select us to maintain their facilities.

I will be your contact for the duration of your relationship with Primavera Cleaning Service. I am confident that after reviewing this proposal you will find we can satisfy all your cleaning needs at your facility.

If I can be of any assistance now or in the future, please do not hesitate to call me at (608)333-6321.

Sincerely,
Jhon LeBaron
Primavera Cleaning Service

Cost & Service Requirements

Cost - \$225 per month

Service Requirements

Services will be provided to **Town of Windsor**. The following areas will be provided in accordance with the frequencies.

Office Areas & Meeting Rooms

Frequency	Task to be performed
Each Visit	<ol style="list-style-type: none">1. Coffee table books and magazines straightened2. Damp wipe, clean, and disinfect all tables3. Dust all tops of furniture, telephones, partitions, file cabinets and other horizontal surfaces.4. Dusting of individual desks, including items located on desks. Miscellaneous papers on desks will not be touched.5. Empty all waste containers. Replace soiled basket liners as required.6. Glass tables cleaned streak free.7. Overall appearance of the room left clean and neat.8. Power Vacuum all carpets and mop all tile and hard surfaces including under furniture if accessible.9. Remove fingerprints from around doors and light switches.10. Secure all suite doors and light.11. Thoroughly clean glass doors (both sides), spot clean frame and handles.
As Needed	<ol style="list-style-type: none">1. Clean all baseboards and doorjamb2. Clean Windowsills3. Cobwebs removed from walls and windows4. Dust all lower areas of chairs, file cabinets, desk, etc.5. Dust tops of picture frames and high ledges.6. Power vacuum upholstered furniture and straighten cushions.7. Vacuum heating and air conditioning vents.

Restrooms (Dressing Rooms Included)

Frequency	Task to be performed
Each Visit	<ol style="list-style-type: none">1. Clean and disinfect restroom partitions.2. Clean and disinfect shower stalls, ledges and curtains.3. Clean and sanitize fixtures.4. Clean and sanitize water drinking fountain,

	<p>remove all encrustations.</p> <ol style="list-style-type: none"> 5. Clean mirrors and counter tops. 6. Clean sinks, faucets and adjacent surfaces from sink area. 7. Clean top, bottom and side surfaces, inside and out of all stools and urinals using a disinfectant cleaner. 8. Clean wash basins inside and out. 9. Dust all ledges, dispensers and partitions. 10. Empty all waste containers. Replace soiled basket liners as required. 11. Mop all floors using a disinfectant cleaner. 12. Overall appearance of the room left clean and neat. 13. Secure all doors and lights. 14. Thoroughly clean glass doors (both sides), spot clean frame and handles.
As Needed	<ol style="list-style-type: none"> 1. Clean all baseboards and doorjambs. 2. Clean both sides of doors to restrooms. 3. Clean Windowsills 4. Cobwebs removed from walls and windows. 5. Remove fingerprints from around doors and light switches. 6. Replenish all paper towel, tissue, and hand soap dispensers. 7. Vacuum heating and air conditioning vents. 8. Wipe spillage from trash can tops.

Common Areas:

Includes Entrance Way, Corridors, Break Rooms, Meeting Rooms, Stairwells and Elevators

Frequency	Task to be performed
Each Visit	<ol style="list-style-type: none"> 1. Clean and sanitize fixtures. 2. Clean and sanitize water drinking fountain, remove all encrustations. 3. Clean mirrors and counter tops. 4. Clean sinks, faucets and adjacent surfaces from sink area. 5. Clean washbasins inside and out. 6. Dust all ledges, dispensers and partitions. 7. Empty all waste containers. Replace soiled basket liners as required. 8. Sweep all floors 9. Vacuum carpets 10. Mop all floors using a disinfectant cleaner. 11. Overall appearance of the room left clean and

	<p>neat.</p> <p>12. Secure all doors and lights.</p> <p>13. Thoroughly clean glass doors (both sides), spot clean frame and handles.</p>
As Needed	<ol style="list-style-type: none"> 1. Clean all baseboards and doorjamb. 2. Clean Windowsills 3. Cobwebs removed from walls and windows. 4. Dust tops of picture frames and high ledges. 5. Dust window ledges and bookshelves. 6. Power vacuum upholstered furniture and straighten cushions. 7. Vacuum heating and air conditioning vents. 8. Wipe clean phones, ledges and side panels from public (pay) telephones. 9. Wipe down all door handles, light switches and other surfaces touched daily. 10. Wipe down cabinets and appliances (outside) 11. Wipe spillage from trash can top.

Service Terms

- I. As Required Primavera Cleaning Service is to furnish high-quality cleaning services at the Town of Windsor building, located at 4084 Mueller Road DeForest, WI 53532 as outlined in the Service Requirements in a professional and consistent manner.
- II. The building shall be cleaned Every Other Week on Wednesday between the hours of 5:00 PM and 8:00 PM.
- III. Primavera Cleaning Service shall comply with all applicable laws and rules of federal, state and local governments.
- IV. Parking will be provided to Primavera Cleaning Service at no charge.
- V. This agreement shall become effective and shall continue in full force and effect as of the date on which the Primavera Cleaning Service commences its duties hereunder for a period of 1 Years. Either party may cancel this agreement by giving 30 Days written notice to the other. In addition, Primavera Cleaning Service reserves the right to terminate immediately due to the following situations:
 - A. Upon notification that Town of Windsor has filed a petition in bankruptcy or is seeking similar relief in another forum or if Primavera Cleaning Service has reasonable grounds to believe that Town of Windsor is insolvent and has committed an act of bankruptcy.
 - B. Should any actions by Town of Windsor or Town of Windsor's personnel disrupt in any manner Primavera Cleaning Service's ability to conduct business or interfere with the normal operations.
- VI. Primavera Cleaning Service will invoice Town of Windsor on a Monthly basis. The invoice will provide for payment to Primavera Cleaning Service within 30 Days. There will be a 10.00 % service charge on any outstanding balance.

VII. This agreement may not be modified in any manner unless it is presented in writing and signed by both parties. This document constitutes an agreement between Town of Windsor and Primavera Cleaning Service. By signing below, both parties agree to the terms of this agreement.

Robert E. Wipperfueth
Town of Windsor - Robert E. Wipperfueth
3-6-14
Date

Jhon A. Libanon
Primavera Cleaning Service
3/12/14
Date