

## The Town of Upper Marlboro

RESOLUTION: 2022-28  
SESSION: Regular Town Meeting  
DATED: November 22, 2022

A RESOLUTION OF THE TOWN BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO APPROVING AGREEMENT WITH TO PROVIDE CLEANING SERVICES TO THE TOWN OF UPPER MARLBORO.

**WHEREAS**, the Board of Commissioners for the Town of Upper Marlboro has authority pursuant to §82-56 of the Town Charter, and Ordinance 2011-02 to enter into professional services contracts; and

**WHEREAS**, pursuant to Town's Charter, Section 82-56 (Purchasing and Contracts), all expenditures for contracts and purchases with an anticipated cost of more than ten thousand dollars (\$10,000) shall be subject to competitive sealed bidding unless the Board, by unanimous vote of the full Board, finds another method of procurement to be more advantageous; and

**WHEREAS**, the Board of Town Commissioners waived the formal request for bids process and alternatively released RFP #UM 2022-01 soliciting proposals, and thereby published said request for proposals for at least 15 days to seek interested applicants during the period of September 28, 2022 through October 31, 2022; and

**WHEREAS**, the Town Board of Commissioners hereby finds that sufficient funds have been appropriated and that Acclaim is a responsible offeror or interested business whose proposal is the most advantageous to the Town taking into consideration price and the evaluation factors set forth in the request for proposals.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 22<sup>nd</sup> day of November 2022, that the Town Board of Commissioners hereby approves and further authorizes the President to sign, on behalf of the Town, the contract, as an 18-month duration contract beginning January 1, 2023 and ending on June 30, 2024.

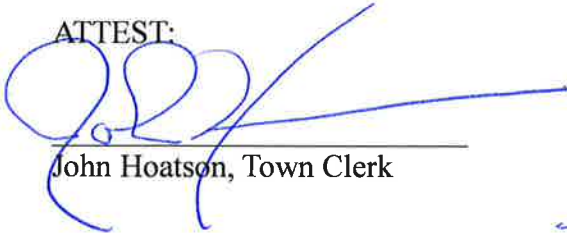
**AND BE IT FURTHER RESOLVED**, that prior to the President's/Mayor's execution of said proposal/contract, the Town Administrator shall ensure that the vendor is in good standing with the State and supplies adequate proof of insurance and executes a reasonable waiver of liability agreement or release form with the Town to protect it from mishaps, accidents and injuries arising from the vendor's potential negligence while working on Town property.

**AND BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage and that the President/Mayor is authorized to execute the subject contract or proposal totaling

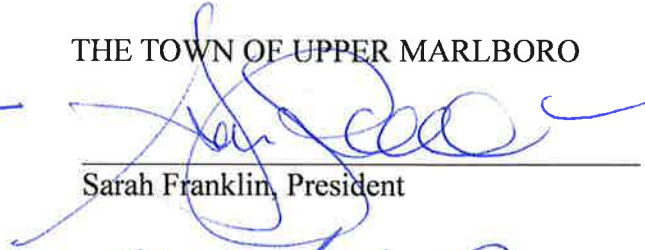
Resolution 2022-28 Cleaning Contract

\$ 1,350.00 with the subject cleaning company trading as or having the legal name of Acclaim US, Inc., and any related indemnification forms, addenda, schedules, exhibits or change orders thereto pertaining not exceeding the authority of said official pursuant to Town law and this Resolution.

ATTEST:

  
\_\_\_\_\_  
John Hoatson, Town Clerk

THE TOWN OF UPPER MARLBORO

  
\_\_\_\_\_  
Sarah Franklin, President

Date: 11.22.22

  
\_\_\_\_\_  
Charles Colbert, Commissioner

  
\_\_\_\_\_  
Janice Duckett, Commissioner

  
\_\_\_\_\_  
Thomas Hanchett, Commissioner

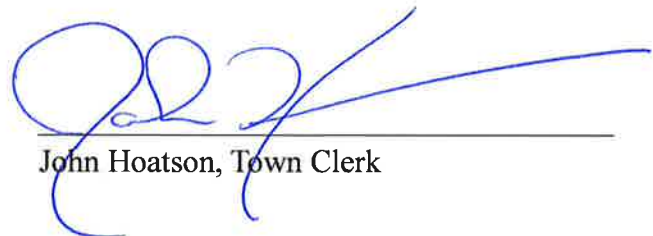
  
\_\_\_\_\_  
Karen Lott, Commissioner



CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Ordinance, and that said Ordinance is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 22nd day of November 2022.

  
\_\_\_\_\_  
John Hoatson, Town Clerk

ATTACHMENT A- Cleaning Proposal



## GENERAL CLEANING SCOPE-OF-WORK

- ✓ **Wastepaper Removal:** Remove all waste paper and replace liners and wipe clean inside/outside daily. Empty all recycle containers and paper shredders daily. All trash and items marked trash will be removed to external dumpsters.
- ✓ **Dusting:** All horizontal surfaces daily and vertical surfaces weekly; including, but not limited to furnishings, desks, conference tables, office equipment, etc. Do not disturb paper, work materials, and personal items; such as photos and trinkets on surfaces to be dusted. No items are to be moved for any reason.
- ✓ **Spot Cleaning:** Handprints and spots on walls, door switches, counters and walls will be removed during weekly spot cleaning procedures. A non-abrasive cleaning solution and microfiber cloth will be used for this purpose. This includes vertical and horizontal surface areas.
- ✓ **Entrance Areas:** All entrance areas including vestibules, doors, etc. will be detail cleaned inside/outside, including sills, jambs, corners, edges, etc with an appropriate non-abrasive cleaning agent. Clean all glass inside/outside with non- ammoniated glass cleaner and left in a polished streak free condition. Lobby walls will be dusted and kept free from finger marks, smudges. etc. Lobby floor and entranceways will be dust-mopped and damp mopped with neutral cleaner and spray buffed on Monday, Thursday and upon request (weather conditions).
- ✓ **High Dusting and Cleaning:** Window blinds, pipes, ledges, ceilings, moldings, picture frames, etc., will be dusted quarterly, or upon request if necessary to remove smudges, fingerprints and ink/pencil markings. All picture frames will be dusted monthly and wiped off if needed.
- ✓ **Drinking Fountain Water Cooler:** All drinking fountains & water coolers will be cleaned and wiped off daily with a germicidal disinfectant and will left free of fingerprints and watermarks. The surface will be left in a polished, streak-free condition.
- ✓ **Restrooms:** All expendable items such as trash and sanitary liners, hand soap, paper products, etc will be removed and replaced. Receptacles will be thoroughly cleaned and sanitized inside/outside with an approved germicidal disinfectant cleaner. **Urinals and toilets** will the thoroughly cleaned inside/outside with an approved non-abrasive germicidal disinfecting solution. Toilets & urinals will be scrubbed with a toilet bowl brush using a disinfectant cleaner. Care will be given to clean flush holes under rim of bowls and passage traps.

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**Restrooms (con't):**

- **Partitions**, walls and ventilation louvers will be damp wiped clean.
  - **Walls** and partitions will be free of handprints and dust.
  - All **mirrors**, hand basins and bright work will be cleaned, sanitized and disinfected with an approved non-abrasive cleanser.
  - Restroom **floors** will be swept and mopped with a disinfectant floor cleaner. The restroom will be cleaned and disinfected to have a clean and odor-free condition.
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- ✓ **Wastepaper Removal:** All wastepaper baskets will be emptied daily; paper shredders will be emptied twice monthly (or as prescribed). Wastepaper baskets will be damp wiped monthly. All trash and items marked trash will be removed to external dumpsters.
  - ✓ **Hard Surface Flooring:** All non-carpeted hard surface floor areas will be swept and wet mopped daily with a neutral floor cleaner to protect hard surface floor compositions.
  - ✓ **Vacuuming:** All carpeted areas will be vacuumed twice weekly, including but not limited to office areas, hallways, mats, etc. Care will be taken to avoid damage to the walls and furniture.
  - ✓ **Carpet spot** cleaning will be performed as weekly and upon request.
  - ✓ **Drinking Fountain Water Coolers:** All drinking fountains & water coolers will be cleaned and wiped off daily with a germicidal disinfectant and will left free of fingerprints and watermarks. The surface will be left in a streak-free condition.
  - ✓ **Air Conditioning Grills:** All air grills and areas around each grill will be dusted weekly and cleaned monthly.
  - ✓ **Light Fixtures:** Internal light fixtures will be dusted weekly and cleaned as defined by periodic schedule.
  - ✓ **Floors:** All restroom floors will be **machine scrubbed monthly**.
  - ✓ All hard-surface floors will be reconditioned **semi-annually**.
  - ✓ All carpeted floors will be shampooed using the extraction method **semi-annually**.
- AVAILABLE ADDITIONAL SERVICES**
- ✓ All ceramic floors will be machine scrubbed (including grout) with natural stone acidic grout cleaner and clean rinsed monthly.
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**Acclaim USA Budget Sheet**  
October 1, 2022

Job Name: Upper Marlboro Town Hall  
 Total Square Footage

Number of Employees	Position	Daily Hours	Annual Days	Hourly Rate	Total Hours	Total Cost
1	Maintenance Specialist	3.5	16	\$15.00	56	\$840.00
					0	\$0.00
					0	\$0.00
	<b>Total Hours</b>				<b>56</b>	
	<b>Total Labor Cost</b>					<b>\$840.00</b>
	Labor Burden					\$193.20
	<b>Other Direct Cost</b>					<b>\$136.18</b>
	Materials and Supplies					
	Motorized Equipment					
	<b>Subtotal</b>					<b>\$1,169.38</b>
	G & A					\$116.34
	<b>Contract Cost</b>					<b>\$1,285.71</b>
	Profit					\$64.29
	<b>Total Contract Cost</b>					<b>\$1,350.00</b>
	<b>Total Monthly Contract Cost</b>					<b>\$675.00</b>

*Jay*  
10/1/22

Approved on October 3, 2022  
  
 SARAH FRANKLIN, MAYOR  
 TOWN OF UPPER MARLBORO