

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: March 17, 2022

Item description/summary: Business Office Janitorial

The Business Office has had the same janitorial service for the past 30 years. Over the last few years, the service has been less than stellar. Our existing janitorial service only charges \$325 a month. This basically entails them coming in 6 days a week and emptying the trash cans, wiping down the front office sink, wiping down the toilets and running a vacuum over the cement floors. Attached are two estimates from other janitorial companies. The price is considerably higher than what we currently pay, but they are proposing to do far more intense cleanings.

Fiscal Analysis:

Would need to watch the outside services line item until the end of this fiscal year budget. Most likely would require an increase to our outside services line item for next year's budget.

Sample Motion/Staff Recommendation:

Consider approving a new janitorial service.

Prepared by:

Cindy Van Meter/Office Manager-Human Resource Coordinator

OPUD 1962 Ninth Ave Olivehurst, CA 95961

Date: 3/14/2022

(530) 743-7117

ESTIMATE

650-918-8863
RainbowCleaners2017@
gmail.com

Megan Azevedo
1948 Coffee Creek Way
Plumas Lake, CA 95961

Description	Quantity	Unit Price	Cost				
Deep office cleaning first cleaning			\$1200- \$1350				
Office Cleaning 3 Times a week - Basic Clean			\$ 250.00	per week			
4 bathrooms							
conference room							
offices							
main entrance							
		Subtotal	\$ 250.00				
			\$ 0.00				
		Total	\$ 250.00				

Thank you for your business. It's a pleasure to work with you.

Sincerely yours,
Rainbow Cleaners

Shelton's Janitorial
883 Chandon Ave
Gridley, CA 95948 US
sheltonsjanitorial@gmail.com



Estimate

ADDRESS

Office manager Cindy Van
Meter
Olivehurst Public Utility District
1970 9th ave
olivehurst, california 95961
Yuba

ESTIMATE # 1064
DATE 02/01/2022

ACTIVITY	QTY	RATE	AMOUNT
Services	1	740.00	740.00
First Clean			
Reception area:			
Sweep, mop, and or vacuum.			
Clean glass and hard surfaces			
Dust and polish furniture.			
Disinfect frequently touched surfaces including but not limited to door handles, light switches and furniture.			
Empty waste baskets and add new liner.			
Tidey up accessories, decor and furniture.			
Conference/Break Room			
Sweep, mop and or vacuum.			
Clean and organize accessories.			
Disinfect touched areas.			
Dust and or polish furniture including but not limited to book shelves, desk, filing cabinets and decor.			
Empty trash and add new liner.			
Kitchen			
Sweep, mop and or vacuum.			
Clean and dry any dirty dishes and or run dishwasher.			
Clean, disinfect and polish all surfaces and Accessories ie microwave, toaster, refrigerator, sink.			
Empty trash and add new liner.			
Restrooms			
Sweep, mop and or vacuum.			
Check that all equipment is in proper working order.			
Clean, disinfect and polish sinks, toilets, urinals, soap dispenser,			

ACTIVITY	QTY	RATE	AMOUNT
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hand towel dispenser,
 Refill toilet paper, hand towels, soap act.
 Empty trash and add new liner.

Offices/Cubicles
 Sweet, mop and or vacuum.
 Disinfect, clean, dust and or polish desktops and other hard
 surfaces.
 Disinfect phones, keyboards and other accessories including but
 not limited to staplers and tape dispensers.
 Empty trash and add new liner.

Services Monthly service[once a week] includes maintaining everything listed in item 1[first clean]. After first clean is done monthly bid will be \$540.00	1	540.00	540.00
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	SUBTOTAL	1,280.00
	TAX	0.00
	TOTAL	\$1,280.00

Accepted By

Accepted Date