

MEMO 24-21

TO: Frank Schulte, City Administrator
FROM: James Kowalski, Director of Public Services *J.K.*
DATE: May 15, 2024
SUBJECT: Recommendation – Department of Public Works Janitorial Services

The Department of Public Works had a part time janitorial employee that worked for the City for 21 years. After his unexpected passing, we were unable to find anyone willing to take the vacant position.

In February of 2024, The DPW contacted a few companies to provide a quote to start cleaning the DPW. Zeppelin Cleaning Services submitted the lowest quote in the amount of \$258 per week for biweekly cleaning. They have been cleaning the DPW since February and their services are satisfactory.

We reached out for an updated quote to continue services for the 24/25 fiscal year, and their pricing has remained the same. The total amount for 52 weeks of biweekly cleaning is \$13,416. The DPW budgeted \$14,695 for wages for the part time janitorial employee in FY 22/23, the last time the position was filled. This new service will be a savings of \$1,279.00.

Therefore, I am requesting Council approval of the Department of Public Works Janitorial Services to Zeppelin Cleaning Services, 21210 Harper Ave., St. Clair Shores, MI 48080 in the amount of \$13,416.00.

This is a budgeted item that will be included in 2024/2025 fiscal year budget in the DPW Contractual Services account no. 101-441-818.000.

Please contact me if you have any questions concerning this matter.

Recommend approval of the above stated and do not believe any benefit will accrue to the City by seeking further competitive bids. Approved for Council consideration.

Frank Schulte
Frank Schulte, City Administrator

5-15-24
Date

Fund Certification: Account numbers and amounts have been verified as presented.

Steven Schmidt
Steven Schmidt, Treasurer/Comptroller

5-15-24
Date

RECEIVED

MAY 15 2024

CITY OF GROSSE POINTE WOODS
CLERK'S DEPARTMENT



Zeppelein Cleaning Services

21210 Harper Ave
St Clair Shores, MI, 48080
chriscooper034@gmail.com
www.zepservices.com
313-731-0025

Estimate

Estimate No: 913
Date: 05/15/2024

For: City of Grosse Pointe Woods
jduffy@gpwmi.us
1200 Parkway Dr
Grosse Pointe, MI, 48236-1234
313-343-2460

Description	Quantity	Rate	Amount
Routine Cleanings for GPW DPW - July 1, 2024 - June 30, 2025 Frequency 2x/week - W/F - Services to be performed after 4PM Customer to supply all consumables (paper towel, toilet paper, hand soap & garbage bags) ZCS to restock as needed out of customer supply. ZCS to supply chemicals and additional equipment required. *Rate shown is PER CLEAN*	1	\$129.00	\$129.00
Main Entry / 2 Private Offices / 2 Work Stations / Conference Room - Waste containers emptied, and trash removed - All open surfaces of furniture will be damp wiped clean - All open surfaces of window ledges, cabinets and counters will be dusted and wiped clean - Hard surface floors will be swept and mopped clean - Carpeting and walk off mats will be vacuumed - All glass doors and partitions spot cleaned of fingerprints or smudges	1	\$0.00	\$0.00
Kitchen & Lunch Room - Waste containers emptied, and trash removed - Sinks will be cleaned and disinfected - Appliances to be wiped on the outside only (inside microwave) - Counters will be cleaned and disinfected - Hard surface floors will be swept and mopped clean - Carpeting and walk off mats will be vacuumed	1	\$0.00	\$0.00

Zeppelin Cleaning Services - Estimate 913 - 05/15/2024

Description	Quantity	Rate	Amount
Locker Room with Restroom / (2) Single Shop restrooms - Waste containers emptied and trash removed - Mirrors will be cleaned - Sinks will be cleaned and disinfected - Countertops cleaned and disinfected - Toilets and urinals will be cleaned and disinfected - Floors will be swept and mopped clean - Dispensing units, such as towels, toilet paper, and soap containers will be refilled from client stock - Dispensers will be cleaned - Dust all horizontal surfaces, including, sills, moldings, ledges, shelves, frames, ducts, and heating outlets - Wipe all doors, frames, light switches, kick/push plates, handles	1	\$0.00	\$0.00
Hallways / Corridors - Hard surface floor will be swept and mopped clean - Carpeting and walk off mats will be vacuumed	1	\$0.00	\$0.00
		Subtotal	\$129.00
		Total	\$129.00
		Total	\$129.00