

**CITY OF DARDENNE PRAIRIE
2032 HANLEY ROAD
DARDENNE PRAIRIE, MO 63368**

**BOARD OF ALDERMEN
WORKSHOP AGENDA
OCTOBER 7, 2015
5:30 p.m.**

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ITEMS FOR DISCUSSION AND CONSIDERATION

1. Road Maintenance & Repair – 2015 Budget Status (Kehoe)
2. Pedestrian & Drainage Facilities Improvements Project (Kehoe)
3. BaratHaven Trail Relocation & Repair Project (Mayor)
4. City Hall Cleaning (Easley)
5. Short Term Goals (0 – 3 year projects)
6. Long Term Goals (3 – 10 year projects)
7. Review of Board of Aldermen Meeting Agenda (10-07-15)

STAFF COMMUNICATIONS

1. City Attorney
2. City Engineer
3. Staff
4. Aldermen
5. Mayor

CLOSED SESSION

Roll call vote to hold closed session pursuant to RSMo 610.021 section _____
Litigation and Privileged Communications (1)
Real Estate (2)
Personnel (3)
Labor (9)
Bid Specs (11)
Audit (17)

RETURN TO REGULAR MEETING AGENDA

ADJOURNMENT

-WS only

RBA FORM (OFFICE USE ONLY)
MEETING DATE: 10/07/2015
Regular (x) Work Session (x)
ATTACHMENT: YES (x) NO ()
Contract (x) Ordinance (x) Other ()

Request for Board Action
By: Staff

Ward All

Description: Road Maintenance and Repair
2015 Budget Status

• Recommendation: Staff – Approve (x) Disapprove ()

• Summary/Explanation:

The City has contracted with the County to perform certain repair, improvement and maintenance work on roads, streets and bridges within the City's boundaries as specified in Ordinance 1638.

The County collects the revenue from the Special Road and Bridge Tax levied pursuant to Article X, Section 12 (a) of the Missouri Constitution and Sections 137.555 to 137.580, RSMo., as amended; and by the County's Charter and previous acts of the County and the City. The County and City agreed that fifty percent (50%) of the revenue received from the Special Road and Bridge Tax levied upon properties within the City are to be expended for repair and improvement of existing roads, streets and bridges within the boundaries of the City.

Attached is a copy of the current and projected maintenance and repair costs from Work Orders submitted by the City to the St. Charles Highway Department.

From the "outstanding work orders" listing from St. Charles County's database there is an estimated \$100,000 gap in funding this year for the remaining work.

We are seeking direction in proceeding with the remaining work.

• Budget Impact: (revenue generated, estimated cost, CIP item, etc.)

\$100,000

RBA requested by: L. R. Kehoe CA: _____

Charge	Date	UOM	Units	Unit Price	Cost	Cumulative Cost	Remaining
Beginning Balance using 2013 Distribution	01/01/15						\$249,571.00
2014 Balance							\$108,251.09
DP Budgeted - Cove at Dardenne Pavement Repair	01/01/15						\$68,750.00
TOTAL 2015 Balance	01/01/15						\$426,572.09
Snow Plowing and General Services	01/01/15	Mile	58.36	\$2,000.00	\$116,720.00	\$116,720.00	\$309,852.09
Contract Crack Sealing (Bid) Narrow Concrete		LF of CL	5108	\$0.50	\$2,554.00	\$119,274.00	\$307,298.09
Contract Crack Sealing (Bid) Wide Concrete		LF of CL	7885	\$0.65	\$5,125.25	\$124,399.25	\$302,172.84
Contract Crack Sealing (Bid) Narrow Asphalt		LF of CL	3175	\$0.60	\$1,905.00	\$126,304.25	\$300,267.84
Contract Crack Sealing (Bid) Wide Asphalt		LF of CL	3815	\$0.65	\$2,479.75	\$128,784.00	\$297,788.09
Lewis & Clark - R/R Concrete 6" (bid)		SY	1717.6	\$47.50	\$81,586.00	\$210,370.00	\$216,202.09
Lewis & Clark - R/R Concrete 7" (bid)		SY	78	\$48.00	\$3,744.00	\$214,114.00	\$212,458.09
Lewis & Clark - Sidewalk		Sq. Ft.	128	\$8.00	\$1,024.00	\$215,138.00	\$211,434.09
Lewis & Clark - Domes		Sq. Ft.	30	\$20.00	\$600.00	\$215,738.00	\$210,834.09
Lewis & Clark - Saw Cuts		Ft.	878	\$1.85	\$1,624.30	\$217,362.30	\$209,209.79
Lewis & Clark - Vertical Curbs		Ft.	45	\$20.00	\$900.00	\$218,262.30	\$208,309.79
Lewis & Clark - Move In Fee		1 Move	1	\$1,000.00	\$1,000.00	\$219,262.30	\$207,309.79
Coves at Dardenne - 6"		SY	1325.2	\$47.50	\$62,947.00	\$282,209.30	\$144,362.79
Coves at Dardenne - 6"		SY	98.2	\$48.00	\$4,713.60	\$286,922.90	\$139,649.19
Coves at Dardenne - Saw Cuts		Ft.	1270	\$1.85	\$2,349.50	\$289,272.40	\$137,299.69
Coves at Dardenne - Move In Fee		1 Move	1	\$1,000.00	\$1,000.00	\$290,272.40	\$136,299.69
W.O. #935 - Peaceful Valley - 5 signs	06/17/15	SF	16.75	\$8.90	\$149.08	\$290,421.48	\$136,150.62
W.O. #935 - Peaceful Valley - 5 signs	06/17/15	SF	10.5	\$7.89	\$82.85	\$290,504.32	\$136,067.77
W.O. 282 - 28 Burgundy Pl.-Street Creep	01/16/15	Ea.	1	\$385.00	\$385.00	\$290,889.32	\$135,682.77
W.O.230 - Packard Ct.-Concrete R/R	01/16/15	SY	245.8	\$39.16	\$9,625.53	\$300,514.85	\$126,057.24
W.O.337 - 7196 Heald Dr.-Street Creep	03/11/15	Ea.	1	\$385.00	\$385.00	\$300,899.85	\$125,672.24
W.O.339 -106 Henrietta Ct. - Street Creep	03/11/15	Ea.	1	\$385.00	\$385.00	\$301,284.85	\$125,287.24
W.O.337 - 7175 Dardenne Prairie Dr. - Street Creep	03/16/15	Ea.	1	\$385.00	\$385.00	\$301,669.85	\$124,902.24
1607 Rembrandt Dr. - Concrete R/R	03/17/15	SY	27.4	\$39.16	\$1,072.98	\$302,742.83	\$123,829.26
WO463 - Langrove Dr. - Patch	03/25/15	Ton	0.5	\$450.00	\$225.00	\$302,967.83	\$123,604.26
WO465 - Nash Dr. - Patch	03/25/15	Ton	1	\$450.00	\$450.00	\$303,417.83	\$123,154.26

Charge	Date	UOM	Units	Unit Price	Cost	Cumulative Cost	Remaining
WO466 - Packard Ct - Patch	03/25/15	Ton	0.5	\$450.00	\$225.00	\$303,642.83	\$122,929.26
WO464 - Kearney Dr. - Patch	03/25/15	Ton	0.5	\$450.00	\$225.00	\$303,867.83	\$122,704.26
WO409 - Swan Lake Dr. - Sidewalk	03/27/15	SY	15.5	\$66.50	\$906.75	\$304,774.58	\$121,797.51
WO517 - 7762 Quebec Ct. - Patch	03/27/15	Ton	0.5	\$450.00	\$225.00	\$304,999.58	\$121,572.51
WO510 - Ardmore Dr. - Patch	03/27/15	Ton	0.5	\$450.00	\$225.00	\$305,224.58	\$121,347.51
WO403 - Waterford Crystal Dr. - Concrete R/R	03/27/15	SY	73.72	\$39.16	\$2,886.88	\$308,111.46	\$118,460.63
WO403 - Waterford Crystal Dr. - Curb Ramp	03/27/15	SY	3.33	\$58.50	\$194.81	\$308,306.26	\$118,265.83
WO403 - Waterford - wearing strip	03/27/15	SF	10	\$22.65	\$226.50	\$308,532.76	\$118,039.33
WO512 - Callie Ct. - Patch	03/27/15	Ton	0.5	\$450.00	\$225.00	\$308,757.76	\$117,814.33
WO484 - Merriwether Lewis Dr. - Patch	03/30/15	Ton	0.5	\$450.00	\$225.00	\$308,982.76	\$117,589.33
WO400 - Merriwether Lewis Dr. - Patch	03/30/15	Ton	0.5	\$450.00	\$225.00	\$309,207.76	\$117,364.33
WO483 William Clark Dr. - Patch	03/30/15	Ton	0.5	\$450.00	\$225.00	\$309,432.76	\$117,139.33
WO495 - 11 Tournament Tee - Street Creep	04/06/15	Ea.	1	\$385.00	\$385.00	\$309,817.76	\$116,754.33
WO400 - Merriwether Lewis Dr. - Concrete R/R	04/14/15	SY	196	\$39.16	\$7,675.36	\$317,493.12	\$109,078.97
WO336 - Nina Ct. - Concrete R/R	04/16/15	SY	2.2	\$39.16	\$86.15	\$317,579.27	\$108,992.82
WO425 - Indigo Bush Ct. - Concrete R/R	04/16/15	SY	124.2	\$39.16	\$4,863.67	\$322,442.95	\$104,129.14
WO792 - 8104 Edenbrook Dr. - Street Creep	05/07/15	Ea.	1	\$375.00	\$375.00	\$322,817.95	\$103,754.14
WO797 - Sanctuary Dr. - Street Creep	05/07/15	Ea.	2	\$375.00	\$750.00	\$323,567.95	\$103,004.14
WO408 - Spacious Sky - Concrete R/R	05/13/15	SY	260	\$39.16	\$10,181.60	\$333,749.55	\$92,822.54
WO407 - Spacious Sky - Concrete R/R	05/19/15	SY	231.1	\$39.16	\$9,049.88	\$342,799.42	\$83,772.67
WO791 - Spacious Sky - Concrete R/R	05/19/15	SY	23.1	\$39.16	\$904.60	\$343,704.02	\$82,868.07
WO394 - McGregor Cir. - Curbs R/R	06/03/15	LF	15	\$19.00	\$285.00	\$343,989.02	\$82,583.07
WO340 - Stargaze Dr. - Concrete R/R	06/03/15	SY	13.3	\$39.16	\$520.83	\$344,509.85	\$82,062.24
WO534 - Stargaze Dr. - Concrete R/R	06/02/15	SY	144.1	\$39.16	\$5,642.96	\$350,152.80	\$76,419.29
WO534 - Stargaze Dr. - Sidewalk	06/02/15	SY	11.7	\$58.50	\$684.45	\$350,837.25	\$75,734.84
WO534 - Stargaze Dr. - Curb ramp strip	06/02/15	SF	8	\$22.65	\$181.20	\$351,018.45	\$75,553.64

Charge	Date	UOM	Units	Unit Price	Cost	Cumulative Cost	Remaining
WO857 - Hampton Meadows Dr. - Street Creep	06/08/15	Ea.	1	\$385.00	\$385.00	\$351,403.45	\$75,168.64
WO538 - Green Heron Ct. - Concrete R/R	06/10/15	SY	198.5	\$39.16	\$7,773.26	\$359,176.71	\$67,395.38
WO532 - Green Heron Ct. - Concrete R/R	06/23/15	SY	193.1	\$39.16	\$7,561.80	\$366,738.51	\$59,833.58
WO952 - Golden Aster Ct. - Street Creep	06/22/15	Ea.	1	\$385.00	\$385.00	\$367,123.51	\$59,448.58
WO1059 - Brockwell Dr. - Street Creep	07/08/15	Ea.	1	\$385.00	\$385.00	\$367,508.51	\$59,063.58
WO393 - Trailhead Way - Sidewalk R/R	06/24/15	SY	115.7	\$88.50	\$6,768.45	\$374,276.96	\$52,295.13
WO830 - Thayer Ct. - Street Creep	07/06/15	Ea.	1	\$385.00	\$385.00	\$374,661.96	\$51,910.13
WO1002 - Samual Dr. - Street Creep	07/22/15	Ea.	1	\$375.00	\$375.00	\$375,036.96	\$51,535.13
WO1137 - Tysons Pkwy. - Street Creep	07/22/15	Ea.	1	\$375.00	\$375.00	\$375,411.96	\$51,160.13
WO1058 - Dunheath Ln. - Street Creep	08/18/15	Ea.	1	\$385.00	\$385.00	\$375,796.96	\$50,775.13
WO1134 - Dardenne Prairie Dr. - street creep	08/26/15	Ea.	1	\$385.00	\$385.00	\$376,181.96	\$50,390.13
WO1223 - Benton Ct. - Street Creep	08/26/15	Ea.	1	\$385.00	\$385.00	\$376,566.96	\$50,005.13
WO1229 - Peaceful Valley Dr. - Street Creep	09/17/15	Ea.	1	\$375.00	\$375.00	\$376,941.96	\$49,630.13
WO459 - 1827 Packard Ct. - Concrete R/R	09/11/15	SY	143	\$39.16	\$5,599.88	\$382,541.84	\$44,030.25
WO460 - 1821 Packard Ct. - Concrete R/R	09/11/15	SY	138.7	\$39.16	\$5,431.49	\$387,973.33	\$38,598.76
WO461 - 1832 Packard Ct. - Concrete R/R	09/11/15	SY	187.8	\$39.16	\$7,354.25	\$395,327.58	\$31,244.51
WO593 - Kearney Dr. - Concrete R/R	09/11/15	SY	231.1	\$39.16	\$9,049.88	\$404,377.45	\$22,194.64

Outstanding Work Orders		UOM	Units	Est. Unit Price	Est. Cost	Est. Cumulative Cost	Projected Remaining
WO1387 Broken Curb or Pavement	9/29/2015 8:05	Ea.	93.3	\$39.16	\$3,654.93	\$408,032.39	\$18,539.70
WO1381 Street Creep	9/21/2015 14:42	Ea.	1	\$385.00	\$385.00	\$408,417.39	\$18,154.70
WO1360 Sidewalk repair	9/15/2015 7:55	SY	58.5	\$58.50	\$3,422.25	\$411,839.64	\$14,732.45
WO1348 Sidewalk repair	9/9/2015 14:09	SY	58.5	\$58.50	\$3,422.25	\$415,261.89	\$11,310.20
WO1346 Pathole	9/9/2015 10:28	Ea.	1	\$0.00	\$0.00	\$415,261.89	\$11,310.20
WO1345 Broken Curb or Pavement	9/9/2015 10:27	Ea.	233.3	\$39.16	\$9,137.33	\$424,399.22	\$2,172.87
WO1341 Street Creep	9/10/2015 9:50	Ea.	1	\$385.00	\$385.00	\$424,784.22	\$1,787.87
WO1325 Street Creep	9/2/2015 8:31	Ea.	1	\$385.00	\$385.00	\$425,169.22	\$1,402.87
WO1318 Street Creep	9/2/2015 8:36	Ea.	1	\$385.00	\$385.00	\$425,554.22	\$1,017.87
WO1316 Street Creep	9/2/2015 8:36	Ea.	1	\$385.00	\$385.00	\$425,939.22	\$632.87
WO1307 Broken Curb or Pavement	8/31/2015 8:02	Ea.	70.0	\$39.16	\$2,741.20	\$428,680.42	-\$2,108.33
WO1306 Street Creep	9/10/2015 10:21	Ea.	1	\$385.00	\$385.00	\$429,065.42	-\$2,493.33
WO1305 Storm Sewer	8/31/2015 8:08	HR	0	\$0.00	\$0.00	\$429,065.42	-\$2,493.33
WO1304 Sidewalk repair	8/31/2015 8:07	SY	5.6	\$58.50	\$325.00	\$429,390.42	-\$2,818.33
WO1303 Street Creep	9/10/2015 10:24	Ea.	1	\$385.00	\$385.00	\$429,775.42	-\$3,203.33
WO1302 Pathole	8/31/2015 8:04	Ea.	1	\$0.00	\$0.00	\$429,775.42	-\$3,203.33
WO1290 Street Creep	9/29/2015 17:41	Ea.	1	\$385.00	\$385.00	\$430,160.42	-\$3,588.33
WO1188 Broken Curb or Pavement	8/3/2015 8:55	Ea.	70.0	\$39.16	\$2,741.20	\$432,901.62	-\$6,329.53
WO1154 Street Creep	9/10/2015 10:31	Ea.	1	\$385.00	\$385.00	\$433,286.62	-\$6,714.53
WO1100 Storm Sewer	7/9/2015 8:25	GS	1	\$3,000.00	\$3,000.00	\$436,286.62	-\$9,714.53
WO1081 Storm Sewer	7/7/2015 10:49	GS	0	\$0.00	\$0.00	\$436,286.62	-\$9,714.53
WO1080 Broken Curb or Pavement	7/7/2015 10:41	Ea.	23.3	\$39.16	\$913.73	\$437,200.35	-\$10,628.26
WO1079 Broken Curb or Pavement	7/7/2015 10:42	Ea.	280.0	\$39.16	\$10,954.80	\$448,155.15	-\$21,593.06
WO1078 Storm Sewer	7/7/2015 10:50	GS	1	\$500.00	\$500.00	\$448,655.15	-\$22,093.06
WO1060 Storm Sewer	9/10/2015 14:13	GS	1	\$2,000.00	\$2,000.00	\$450,655.15	-\$24,093.06
WO982 Broken Curb or Pavement	6/18/2015 7:16	Ea.	373.3	\$39.16	\$14,619.73	\$465,284.89	-\$38,712.80
WO969 Broken Curb or Pavement	6/16/2015 10:14	SY	4.4	\$58.50	\$259.00	\$465,544.89	-\$38,972.80
WO922 Broken Curb or Pavement	6/5/2015 15:18	Ea.	46.7	\$39.16	\$1,827.47	\$467,372.35	-\$40,800.26
WO887 Broken Curb or Pavement	6/1/2015 7:52	LF	2.0	\$19.00	\$38.00	\$467,410.35	-\$40,838.26
WO882 Broken Curb or Pavement	7/13/2015 7:57	SY	4.4	\$58.50	\$260.00	\$467,670.35	-\$41,098.26

Outstanding Work Orders			UOM	Units	Est. Unit Price	Est. Cost	Est. Cumulative Cost	Projected Remaining
WO860 Broken Curb or Pavement	5/26/2015 12:30	GS		1.0	\$0.00	\$0.00	\$467,670.35	-\$41,098.26
WO858 Broken Curb or Pavement	6/5/2015 14:58	SY		6.7	\$58.50	\$390.00	\$468,060.35	-\$41,488.26
WO772 Broken Curb or Pavement	5/5/2015 7:18	LF		2.0	\$19.00	\$38.00	\$468,098.35	-\$41,526.26
WO593 Other Highway Street/Road Concerns	4/2/2015 14:13	SY		93.3	\$39.16	\$3,654.93	\$471,753.29	-\$45,181.20
WO546 Broken Curb or Pavement	9/9/2015 9:45	SY		116.7	\$39.16	\$4,568.67	\$476,321.95	-\$49,749.86
WO545 Broken Curb or Pavement	9/9/2015 9:44	SY		93.3	\$39.16	\$3,654.93	\$479,976.89	-\$53,404.80
WO544 Broken Curb or Pavement	3/27/2015 8:02	SY		43.3	\$39.16	\$1,696.93	\$481,673.82	-\$55,101.73
WO530 Broken Curb or Pavement	3/25/2015 8:48	SY		65.0	\$39.16	\$2,545.40	\$484,219.22	-\$57,647.13
WO519 Broken Curb or Pavement	3/25/2015 8:31	SY		541.7	\$39.16	\$21,211.67	\$505,430.89	-\$78,858.80
WO518 Broken Curb or Pavement	3/25/2015 8:31	SY		65.0	\$39.16	\$2,545.40	\$507,976.29	-\$81,404.20
WO516 Broken Curb or Pavement	3/25/2015 8:26	SY		86.7	\$39.16	\$3,393.87	\$511,370.15	-\$84,798.06
WO515 Broken Curb or Pavement	3/25/2015 8:31	SY		93.3	\$39.16	\$3,654.93	\$515,025.09	-\$88,453.00
WO514 Broken Curb or Pavement	3/25/2015 8:32	SY		100.0	\$39.16	\$3,916.00	\$518,941.09	-\$92,369.00
WO511 Broken Curb or Pavement	3/25/2015 8:33	SY		75.0	\$39.16	\$2,937.00	\$521,878.09	-\$95,306.00
WO497 Broken Curb or Pavement	3/25/2015 8:34	LF		10.0	\$19.00	\$190.00	\$522,068.09	-\$95,496.00
WO455 Broken Curb or Pavement	4/6/2015 8:56	Ea.		1	\$385.00	\$385.00	\$522,453.09	-\$95,881.00
WO429 Broken Curb or Pavement	9/9/2015 9:43	SY		43.3	\$39.16	\$1,696.93	\$524,150.02	-\$97,577.93
WO414 Broken Curb or Pavement	3/10/2015 11:45	SY		86.7	\$39.16	\$3,393.87	\$527,543.89	-\$100,971.80
WO267 Broken Curb or Pavement	3/10/2015 8:05	LF		25.0	\$19.00	\$475.00	\$528,018.89	-\$101,446.80
WO689 Other Highway Street/Road Concerns	9/29/2015 7:57	GS		0	\$0.00	\$0.00	\$528,018.89	-\$101,446.80
WO33 Storm Sewer	9/23/2015 2:13	HR		0	\$0.00	\$0.00	\$528,018.89	-\$101,446.80

RBA FORM (OFFICE USE ONLY)

MEETING DATE: 10/07/2015

Regular (x) Work Session (x)

ATTACHMENT: YES (x) NO ()

Contract (x) Ordinance (x) Other ()

Request for Board Action
By: Staff

Ward All

Description: Pedestrian and Drainage Facilities Improvements Project
Project No. 970810
Award of Bid & Execution of Contract

• **Recommendation: Staff – Approve (x) Disapprove ()**

• **Summary/Explanation:**

The City posted a request for bid for the construction of this project in the St. Louis Post-Dispatch in September 2015. Sealed bid proposals will be received and opened publicly by the City on October 6, 2015.

This project includes work consisting of the installation of sidewalks and crosswalks on Hanley Road (north of Feise Road), the installation of a sidewalk on Feise Road with a pedestrian actuated warning signal system/crosswalk north of Prairie View Elementary School, the installation of sidewalks and crosswalks at the intersection of Bates Road and McCluer Road, the installation of sidewalks on Highway N east and west of Post Road and the installation of a storm sewer inlet on Lot 1 of Kings Mill Estates along Bates Road. A copy of the plans and bid form are attached for your reference.

The apparent low bidder will be presented to the Board of Aldermen along with a recommendation to the Board of Alderman to accept a bid proposal as the lowest and best bid and to award the contract.

A City-Contractor agreement is also attached for your consideration of approving the Mayor the ability to negotiating/executing a contract with the contractor to whom the contact is awarded.

• **Budget Impact:** (revenue generated, estimated cost, CIP item, etc.)

A tabulation of the bid proposals will be prepared and provided prior to Board of Aldermen meeting.

RBA requested by: L. R. Kehoe CA: _____

RBA FORM (OFFICE USE)

MEETING DATE: **October 7, 2015**

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract () Ordinance () Other (X)

Request for Board Action

By: Mayor ZUCKER

Ward: 3

• Description: Update RE: Barathaven Trail Relocation & Repair Project.

Recommendation: Staff – Approve () Disapprove ()

- **Summary/Explanation: In July 2015 City proposed to GRG that City handle relocation and repair of Barathaven Trail along Dardenne Creek and Barathaven Lake. We proposed that approx. \$86,000 “owed” to GRG under a 2010 cost sharing agreement, but never disbursed, be applied to the cost of the project.**
- **City solicited bids for trail relocation and repair, etc. Bids received.**
- **GRG met with City on 10/2 to respond to July proposal. GRG proposes to apply \$86,000 to trail relocation provided we move new trail farthest from Dardenne Creek (“south side”). See attached. Other work is deemed to be maintenance which City is obligated to perform at City’s expense.**
- **See project spreadsheet, attached. Total outlay by DP would be \$158,345, compared to an outlay (paid to GRG) of \$86,000 if we rejected all bids and did no work at all.**
- **Final approval by GRG Board of Directors not expected until Nov. 10 meeting.**
- **Need guidance from BOA for three issues: Do you support relocation of trail to south side? Do you support proceeding with relocation and maintenance as shown on attached spreadsheet?**
- **Do you wish to wait until after GRG Board approves before accepting bid from successful low bidder? Risk: May be too late in November to lay asphalt; we must then wait until Spring. Bids expire and we have to rebid the job. If we proceed in October work can get done this fall as bid, but we risk a disagreement with GRG if its board rejects staff proposal as outlined above.**
- **Mayor proposes present ordinance to proceed with contract award at next BOA meeting, giving Board 2 weeks to consider risks and benefits of proceeding or waiting.**

• Budget Impact: See attached spreadsheet

RBA requested by: Mayor Zucker

BARATHAVEN TRAIL PROJECT

LINE ITEM	APPARENT LOW BID	GRG "SHARE"	DP "SHARE"	DP OUTLAY 4 PROJECT	OWED TO GRG	TOTAL DP OUTLAY
Trail relocation						
Sheet 1 North side	52,690	0	52,690	52,690	86,000	138,690
Sheet 2 South side	104,000	86,000	18,000	104,000	0	104,000
Trail Maintenance						
Sheet 2	28,125	0	28,125	28,125	0	28,125
Sheet 2A	26,220	0	26,220	26,220	0	26,220
TOTAL						
North side	107,035	0	107,035	107,035	86,000	193,035
South side	158,345	86,000	72,345	158,345	0	158,345
REJECT ALL BIDS	0	0	0	0	86,000	86,000
NET OUTLAY FOR PROJECT						72,345



For a clean, green, connected St. Louis region.
www.GreatRiversGreenway.org

October 2, 2015

Honorable David C. Zucker
Mayor, City of Dardenne Prairie MO
2032 Hanely Rd
O'Fallon, MO 63368

RE: Dardenne Greenway Rerouting and Maintenance

Dear Mayor Zucker,

Thank you for soliciting bids related to the rerouting of the Dardenne Prairie Greenway trail near the Lindenwood fields and the crack filling/sealing of the lake loop. As discussed by Luke Kehoe and Ben Grossman, Great Rivers Greenway commissioned an engineering report to examine the differential settlement occurring at the Dardenne Greenway main entrance. After reviewing all the expenses associated with these projects, we offer the following cost sharing breakdown for your consideration.

Trail Reroute:

Cost: \$104,000

Great Rivers Greenway Contribution: \$104,000

\$86,000 in previously contributed funds and an additional contribution of \$18,000

Our preferred reroute is to the south of the Lindenwood soccer fields. This route puts the trail in the best position to avoid future damage from creek flooding. This solution will result in a longer surface life.

Lake Loop Maintenance:

Cost: \$54,000

Great Rivers Greenway Contribution: 0

The prescribed work is considered a City performed maintenance task as outlined in Exhibit B of the Operating Agreement and Lease.

Making the St. Louis region a better place to live.

Great Rivers Greenway | 6174A Delmar Boulevard St. Louis, MO 63112 | Phone 314.436.7009 | Fax 314.436.8004



Bluebird Meadow Trail Pooling:

Cost: \$20,000 (Estimate)

Great Rivers Greenway Contribution: \$20,000

The trail has two 10 to 20 foot stretches that sit low resulting in pooling. Great Rivers Greenway recommends addressing the issue by raising the sections of trail.

Entrance Retaining Wall:

Cost: \$2,000 (Estimate)

Great Rivers Greenway Contribution: \$0

The inner and outer courses of the retaining wall have settled differently resulting in gaps. It is our recommendation to fill the gap with caulk and regularly monitor the wall for further movement. The prescribed work is considered a City performed maintenance task as outlined in Exhibit B of the Operating Agreement and Lease.

Thank you for your attention to the outlined projects. Please let me know if you have any question or concerns.

Sincerely,



Susan Trautman



DARDENNE
PARKS
 TRAIL AND DRAINAGE IMPROVEMENTS & ASPHALT
 REPAIR REPLACEMENT AND SEALING AT
 DARDENNE GREENWAY PARKS
 Project No.: 970155 Date: 9/12/015
 Bid Tabulation

#	Bid Item	Unit	Quantity	PLM		Tramar Contracting Inc.		JLT Landscaping		Apparent Low Bidder		Emgr's Est #
				Unit Bid Price	Total Bid Price	Unit Bid Price	Total Bid Price	Unit Bid Price	Total Bid Price	Unit Bid Price	Total Bid Price	
Base Bid												
1	Trail Relocation - Barathaven (Sheet 1)	LS	1	\$ 110,650.00	\$ 110,650.00	\$ 98,200.00	\$ 98,200.00	\$ 72,725.00	\$ 72,725.00	\$ 52,690.00	\$ 52,690.00	\$ 44,540.00
	Trail Maintenance - Barathaven											
2	Multi-Use Trail Repair (Sheet 2)	LS	1	\$ 15,800.00	\$ 15,800.00	\$ 18,900.00	\$ 18,900.00	\$ 12,500.00	\$ 12,500.00	\$ 15,750.00	\$ 15,750.00	\$ 25,000.00
3	Multi-Use Trail Crack Sealing (Sheet 2)	LS	1	\$ 9,400.00	\$ 9,400.00	\$ 3,200.00	\$ 3,200.00	\$ 21,500.00	\$ 21,500.00	\$ 2,025.00	\$ 2,025.00	\$ 2,250.00
4	Multi-Use Trail Sealing (Sheet 2)	LS	1	\$ 17,200.00	\$ 17,200.00	\$ 13,200.00	\$ 13,200.00	\$ 15,500.00	\$ 15,500.00	\$ 10,350.00	\$ 10,350.00	\$ 6,750.00
5	Underdrain Repair - Bluebird Meadow (Sheet 3)	LS	1	\$ 42,000.00	\$ 42,000.00	\$ 34,500.00	\$ 34,500.00	\$ 18,250.00	\$ 18,250.00	\$ -	\$ -	\$ 15,000.00
Bid Alternates												
A	Trail Relocation - Barathaven (Sheet 1)	LS	-1	\$ 110,650.00	\$ (110,650.00)	\$ 98,200.00	\$ (98,200.00)	\$ 72,725.00	\$ (72,725.00)	\$ 52,690.00	\$ (52,690.00)	\$ (44,540.00)
B	Trail Relocation - Barathaven (Sheet 1A)	LS	1	\$ 140,400.00	\$ 140,400.00	\$ 119,000.00	\$ 119,000.00	\$ 142,125.00	\$ 142,125.00	\$ 104,000.00	\$ 104,000.00	\$ 90,000.00
C	Trail Maintenance - Barathaven (Sheet 2A)	LS	1	\$ 15,200.00	\$ 15,200.00	\$ 17,500.00	\$ 17,500.00	\$ 15,500.00	\$ 15,500.00	\$ 14,750.00	\$ 14,750.00	\$ 30,000.00
	Multi-Use Trail Crack Sealing (Sheet 2A)	LS	1	\$ 6,400.00	\$ 6,400.00	\$ 1,900.00	\$ 1,900.00	\$ 19,250.00	\$ 19,250.00	\$ 1,230.00	\$ 1,230.00	\$ 2,250.00
	Multi-Use Trail Sealing (Sheet 2A)	LS	1	\$ 13,800.00	\$ 13,800.00	\$ 12,200.00	\$ 12,200.00	\$ 14,925.00	\$ 14,925.00	\$ 10,240.00	\$ 10,240.00	\$ 6,750.00
PLM												
	Base Bid			\$ 195,050.00		Base Bid	\$ 168,000.00	Base Bid	\$ 140,475.00	Base Bid	\$ 80,815.00	\$ 93,540.00
	Base Bid+A+B			\$ 224,800.00		Base Bid+A+B	\$ 188,900.00	Base Bid+A+B	\$ 209,875.00	Base Bid+A+B	\$ 132,125.00	\$ 139,000.00
	Base Bid+A+B+C			\$ 290,200.00		Base Bid+A+B+C	\$ 220,400.00	Base Bid+A+B+C	\$ 259,950.00	Base Bid+A+B+C	\$ 158,345.00	\$ 178,000.00
JLT Landscaping												
	Base Bid					Base Bid	\$ 122,225.00	Base Bid	\$ 191,625.00	Base Bid	\$ 80,815.00	\$ 78,540.00
	Base Bid+A+B					Base Bid+A+B	\$ 154,300.00	Base Bid+A+B	\$ 191,625.00	Base Bid+A+B	\$ 132,125.00	\$ 124,000.00
	Base Bid+A+B+C					Base Bid+A+B+C	\$ 185,900.00	Base Bid+A+B+C	\$ 241,300.00	Base Bid+A+B+C	\$ 158,345.00	\$ 163,000.00
Tramar Contracting Inc.												
	Base Bid					Base Bid	\$ 133,600.00	Base Bid	\$ 122,225.00	Base Bid	\$ 80,815.00	\$ 78,540.00
	Base Bid+A+B					Base Bid+A+B	\$ 154,300.00	Base Bid+A+B	\$ 191,625.00	Base Bid+A+B	\$ 132,125.00	\$ 124,000.00
	Base Bid+A+B+C					Base Bid+A+B+C	\$ 185,900.00	Base Bid+A+B+C	\$ 241,300.00	Base Bid+A+B+C	\$ 158,345.00	\$ 163,000.00
Byrne & Jones Construction												
	Base Bid					Base Bid	\$ 80,815.00	Base Bid	\$ 132,125.00	Base Bid	\$ 80,815.00	\$ 78,540.00
	Base Bid+A+B					Base Bid+A+B	\$ 132,125.00	Base Bid+A+B	\$ 191,625.00	Base Bid+A+B	\$ 132,125.00	\$ 124,000.00
	Base Bid+A+B+C					Base Bid+A+B+C	\$ 158,345.00	Base Bid+A+B+C	\$ 241,300.00	Base Bid+A+B+C	\$ 158,345.00	\$ 163,000.00

*excluding underdrain repair (Sheet 3)

RBA FORM (OFFICE USE ONLY)

MEETING DATE: 10/07/2015

Regular () Work Session (X)

ATTACHMENT: YES (X) NO ()

Contract (X) Ordinance () Other ()

Request for Board Action
By: Staff

- **Description:** Cleaning company for City Hall Building, once/week. 4 Bids attached.

- **Recommendation:** Staff – Approve () Disapprove ()

- **Summary/Explanation:**

*Four companies submitted quotes for an overall improvement in cleaning the facility 1 X/week.

*The 4 companies: Coverall, Bell Janitorial Service, Gateway Janitorial Service and Diamond Again Cleaning Services.

* Coverall is lowest bid @ \$398/month.

- **Budget Impact:** (revenue generated, estimated cost, CIP item, etc.)

*\$4,776/year

RBA requested by: Bob Easley

Mayor: _____



Customized Service Plan and Proposal

Prepared for:

City of Dardenne Prairie
2032 Hanley Rd.
Dardenne Prairie, MO 63368

By:

Amanda Fanning
Sales Manager
Coverall of St. Louis

Date:

September 30, 2015

www.coverall.com

September 30, 2015

City of Dardenne Prairie
Attn: Bob Easley
2032 Hanley Rd.
Dardenne Prairie

Dear Mr. Easley,

Thank you for the opportunity to present this proposal, which we have customized to your needs and requests.

The Coverall Health-Based Cleaning System® Program is the first choice for offices, schools, daycares, retail businesses, restaurants, gyms, outpatient and ambulatory surgery centers, and Fortune 500 companies across the country. With the Coverall® Program your facility will look clean and smell clean – and actually be a cleaner, healthier place for everyone.

Your Coverall Service Plan and Service Agreement are attached. Please review them to learn exactly how the Coverall® Program will meet and exceed your expectations.

Thank you again. We look forward to working with you!

Sincerely,



Amanda Fanning
Sales Manager
Coverall of St. Louis
314.569.5870 Office
636.373.0831 Cell



Your top priorities for cleaning

In our conversations, you told me that the following are your biggest areas of concern regarding the cleaning of your facility:

- Attention to detail throughout facility.

- Pay special consideration to detail.

- Cleanliness and sanitization of restrooms.

- Overall appearance of facility.

Coverall Health-Based Cleaning System uses scientifically proven cleaning supplies, tools and techniques to ensure that these important priorities will be handled properly.

The Coverall Core 4SM

Is Your Office CORE 4SM Clean?

The technology behind cleaning has changed dramatically over the last decade. It's not enough for your janitor to just make things look nice. The Coverall® Program goes much deeper to create a healthy work environment that helps reduce the risk of infection and illness.

1

Hospital-grade Disinfectants

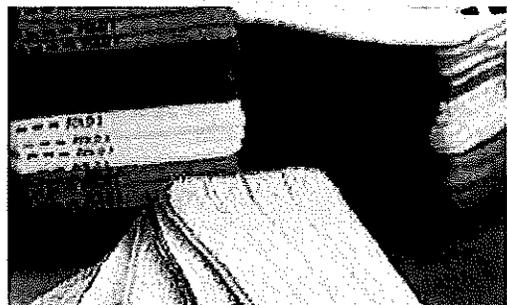
- ✓ Proven to kill germs
- ✓ Helps prevent the spread of infection and illness
- ✓ EPA-registered



2

Color-coded Microfiber

- ✓ Helps prevent cross-contamination
- ✓ Picks up 99% of dirt and germs
- ✓ Can be washed hundreds of times



3

No-Dip Flat Mopping System

- ✓ 80% better cleaning than a string mop
- ✓ Easier to clean corners and hard-to-reach places
- ✓ Always mop with clean solution, never dirty water



4

HEPA Backpack Vacuum

- ✓ Removes 99.97% of particles down to .3 microns
- ✓ Helps improve indoor air quality
- ✓ Quieter than most vacuums (62db)



To learn more call 314.569.5870 or
visit www.coverallstlouis.com



Coverall

Color-Coded for Health

MICROFIBER SYSTEM

CLEANING CLOTHS

 To be used for any cleaning function done in an area with a high probability of potential biohazards.

 To be used exclusively with Spic and Span 3-1 in any area not designated as a restroom.

 To be used exclusively with Comet Restroom Cleaner in restroom areas only.

 To be used exclusively with Spic and Span 3-1 in restroom areas only.

WET MOPS

 To be used for any cleaning function done in an area with a high probability of potential biohazards.

 To be used in any area not presenting a potential biohazard presence.

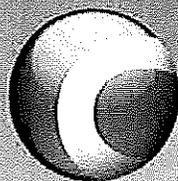
 To be used in exclusively in restroom areas only.

DRY MOPS

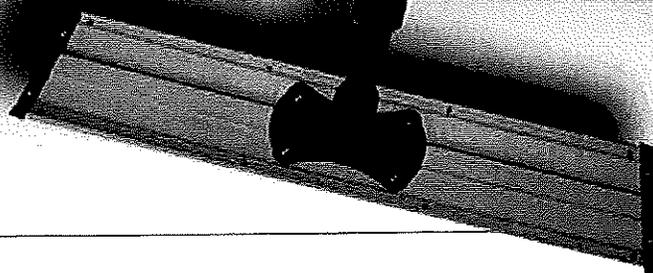
 To be used for any cleaning function done in an area with a high probability of potential biohazards.

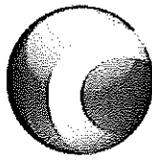
 To be used in any area not presenting a potential biohazard presence.

 To be used in exclusively in restroom areas only.



COVERALL
HEALTH-BASED CLEANING SYSTEM™





COVERALL
HEALTH-BASED CLEANING SYSTEM™

**Partner together for
Environmental Sustainability**

Environmentally Conscious Cleaning Approach

Let's start with paper towels.

Aside from massive deforestation the manufacturing process of paper towels usually involves chlorine, a toxic chemical that releases carcinogenic dioxins and furans. According to the Natural Resources Defense Council, the paper industry is the third-largest industrial contributor to global warming.

The Coverall approach uses environmentally compatible Micro-fiber cleaning clothes and flat mop pads which can be washed and reused up to 500 times.

Next up: Traditional Vacuum Cleaners

The U.S. Environmental Protection Agency (EPA) estimates that indoor air can be two to five times worse than the air outside and most Americans spend up to 90% of their time indoors. Conventional commercial vacuum are an indoor air quality nightmare as they return 40% of the dirt they pick up.

The Coverall approach offers environmentally responsible multi-filtration back pack vacuuming with HEPA to improve indoor air quality by removing 99.7% of germs and allergens (down to 0.3 microns).

Old Strings Mops vs Flat Mop Technology

Water conservation is critical for sustainability, energy conservation and habitat conservation.

Conventional commercial cleaning strings mops and open buckets waste water; it's a tried and true tradition that slops gobs of dirty water in excess onto surfaces in a less than systematic fashion. The traditional string mop and bucket also wastes large quantities of water because it is an open system where the water becomes contaminated and needs to be dumped and refilled depending on how quickly the water becomes soiled.

The Coverall approach uses a flat mopping technology with a controlled dispensing system. The cleaning professional releases just enough clean water plus solution onto the surface to properly disinfect and remove dirt. Flat mop technology is a no dip system where the water and solution is never contaminated, so the entire bucket of water plus disinfectant solution is used in full.

Disinfectant Cleaning Products

Coverall Health-Based Cleaning System has been recognized by the United States Environmental Protection Agency (EPA) as a "Champion" under the agency's Safer Detergents Stewardship Initiative (SDSI). Champion is the highest level of recognition under this initiative.

The SDSI is part of the EPA's Design for the Environment program which works in partnership with a broad range of stakeholders to reduce risk to people and the environment by preventing pollution. The program focuses on industries that combine the potential for chemical risk reduction and improvements in energy efficiency with a strong motivation to make lasting, positive changes. The SDSI was designed to recognize environmental leaders who voluntarily commit to the use of safer surfactants. Safer surfactants break down quickly to non-polluting compounds.

www.coverall.com



How the Coverall® Program will help you meet your goals:

☐ You want: To get the best value for your cleaning budget

A lot has changed in the way that cleaning is done today. The work can be much faster than in the past. Coverall leads the industry in finding and using the best tools, techniques and training to give you a cleaning schedule that delivers more value within your budget.

☐ You want: Cleaner work and reception areas, better air quality

Coverall Franchise Owners use multi-filtration vacuums to improve indoor air quality by removing 99.97% 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.

☐ You want: Restrooms that look, smell, and actually ARE clean

Coverall uses hospital-grade, virucide/germicide disinfectant cleaning products, which are recommended by the Centers for Disease Control (CDC) and many medical studies to limit the spread of germs, especially in bathrooms.

☐ You want: Consistent cleaning and good communication with the cleaners

Your Coverall Franchise Owner was trained and certified to use Coverall Health-Based Cleaning System so that you get consistent, high-quality results. The cleaning team will use a log book to communicate notes or questions to you, and you will have direct access to them, to your local Coverall office, and to phone support 24 hours a day.

☐ You want: A healthier workplace without cross-contamination

The Coverall Color-Coding for Health® Program uses color-coded microfiber cleaning cloths and mop pads to prevent cross-contamination. In contrast, traditional cleaners use dirty rags and smelly string mops that merely transfer dirt and bacteria from one area to the next.



Coverall Service Plan

Areas to be cleaned:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Entrance | <input type="checkbox"/> Kitchenette/Coffee Area |
| <input checked="" type="checkbox"/> Foyer | <input type="checkbox"/> Lockers |
| <input checked="" type="checkbox"/> Waiting Area | <input checked="" type="checkbox"/> Hallways |
| <input checked="" type="checkbox"/> Lobby/Reception Area | <input checked="" type="checkbox"/> Landings |
| <input checked="" type="checkbox"/> General Office | <input checked="" type="checkbox"/> Stairwells |
| <input checked="" type="checkbox"/> Private Offices | <input checked="" type="checkbox"/> Stairways |
| <input checked="" type="checkbox"/> Executive Offices | <input type="checkbox"/> Elevator Cabs |
| <input checked="" type="checkbox"/> Conference Room | <input type="checkbox"/> Lounges |
| <input type="checkbox"/> Copy Room/Area | <input type="checkbox"/> Offices in Plant/Shop/Warehouse |
| <input type="checkbox"/> File Room/Area | <input type="checkbox"/> Laboratory |
| <input type="checkbox"/> Computer Room | <input type="checkbox"/> Showroom Areas |
| <input checked="" type="checkbox"/> Restrooms | <input type="checkbox"/> Supply/Storage Areas |
| <input checked="" type="checkbox"/> Lunch Room/Kitchen | |

Other areas not listed above:

_____	_____
_____	_____
_____	_____
_____	_____

Exclude:

Tenant offices	_____
_____	_____
_____	_____
_____	_____

Total Cleanable Sq Ft 10,719

Initials



Regular Services included in your Service Plan:

The following tasks will be included in your Service Plan and delivered by a trained and certified Coverall Franchised Business using the Coverall® Program.

Dusting and Disinfecting

Over the years we've learned that there's more to cleaning than just appearance. The Coverall® System leads the industry in cleaning at a deeper level to help reduce the spread of illness-causing germs.

INCLUDED TASKS	Frequency
Detail Dust and Clean Thoroughly dust and clean accessible fixtures and office furniture including file cabinets, desks, credenzas, counter tops, display units, window sills.	1 Time per Week
Spot Dust and Clean Spot dust and clean accessible fixtures and office furniture including file cabinets, desks, credenzas, counter tops, display units, window sills.	N/A
High Touch Points Clean and disinfect high touch points such as light switches and door knobs. Clean both sides of main entrance glass doors.	1 Time per Week
Spot Clean Internal Glass Spot clean internal partition glass to remove smudges and fingerprints.	As Needed
High and Low Dusting Dust high and low vertical and horizontal surfaces and corners not cleaned in the course of normal dusting (not to exceed 12 feet).	1 Times per Month
Detail Blinds, Jams, Lights Dust blinds, jams, light fixtures and ceiling vents accessible from the floor.	1 Times per Month
Vacuum Furnishings or Wet Wipe Vacuum fabric-covered furnishings and or wet wipe other furniture to remove visible dust or soil.	1 Times per Month

Initials



Carpet and Floor Care

Extra attention for your carpets and hard floors using multi-filtration vacuums to improve air quality by removing 99.97% of dust, dirt, bacteria, mold, yeast, and particles down to 0.3 microns.

INCLUDED TASKS	Frequency
Wall-to-Wall Vacuum Detail vacuum accessible carpeted areas with approved HEPA backpack units.	1 Time per Week
Spot Vacuum High Traffic Areas Spot vacuum high-traffic areas on days when wall-to-wall vacuuming is not needed.	N/A
Dust Mop Hard Surface Floors Dust mop hard surface floors using a no-dip protocol and changing pad often to ensure removal of dirt.	1 Time per Week
Damp Mop Hard Surface Floors Damp mop hard surface floors using a no-dip protocol and changing pad often to ensure removal of dirt.	1 Time per Week
Spot Mop High Traffic Areas Spot mop high traffic areas and visible soils on hard surface floors.	N/A

Initials

Trash and Miscellaneous

INCLUDED TASKS	Frequency
Clean and Disinfect Telephones Clean and sanitize telephones.	1 Time per Week
Sanitize Drinking Fountains Clean and sanitize drinking fountains and/or water coolers	1 Time per Week
Empty Cans and Remove Trash Empty trash that is contained in trash cans, in an area designated specifically for trash, or clearly labeled as trash and transport to customer's trash removal or storage area. Replace liners, spot clean receptacles as needed and take trash to designated trash area, or clearly labeled as trash will be considered trash regardless of the content, and its loss will not be the responsibility of the Coverall Franchised Business Owner or Coverall.	1 Time per Week

Initials



Kitchen Areas

The Color Coding for Health® Program uses microfiber towels and mop pads to clean, disinfect, remove germs and prevent cross-contamination in your kitchen areas.

INCLUDED TASKS	Frequency
Kitchen Counters, Tables, and Sinks Clean and disinfect kitchen counters, tables, and sinks.	1 Time per Week
Spot Clean Refrigerator Exterior Use all-purpose disinfectant cleaner to wipe smudges and fingerprints from the outside (exterior) of the refrigerator.	1 Time per Week
Clean and disinfect Microwave(s) Thoroughly clean inside and outside of microwave with all-purpose disinfectant cleaner ensuring to rinse food contact surfaces	1 Time per Week
Empty Cans and Remove Trash Empty trash that is contained in trash cans, in an area designated specifically for trash, or clearly labeled as trash and transport to customer's trash removal or storage area. Replace liners, spot clean receptacles as needed and take trash to designated trash area, or clearly labeled as trash will be considered trash regardless of the content, and its loss will not be the responsibility of the Coverall Franchised Business Owner or Coverall.	1 Time per Week

Initials

Restroom Service

Coverall Franchised Businesses use EPA-registered, hospital-grade disinfectant products recommended by the Centers for Disease Control and Prevention (CDC) to limit the spread of germs, especially in restrooms.

INCLUDED TASKS	Frequency
Clean and Disinfect Restrooms <ul style="list-style-type: none"> ▪ Restroom Fixtures: Clean and polish dispensers and fixtures. Clean and disinfect wash basins, toilet bowls, urinals, and counter tops. ▪ Restroom Walls: Clean accessible walls and toilet partitions to remove visible soil. ▪ Restroom Floors: Mop all floors using coded microfiber flat mopping system and disinfecting finished floor cleaner. ▪ Restroom Mirrors: Polish all chrome and mirrors. ▪ Restroom Supplies: Restock expendable products such as paper towels, toilet tissue, hand soap, liners and deodorant products from customer inventory. ▪ Restroom Trash Removal: Empty trash cans, replace liners, spot clean receptacles as needed and take trash to designated area. 	1 Time per Week

Initials



Initials

Special Floor Care Services

INCLUDED TASKS	Frequency
<input type="checkbox"/> Machine Scrub Floors: _____	_____
<input type="checkbox"/> Burnish Floors: _____	_____
<input type="checkbox"/> Scrub and Recoat Floors: _____	_____
<input type="checkbox"/> Strip and Wax Floors: _____	_____
<input type="checkbox"/> Hot Water Extraction for Restoration of Carpeting: _____	_____
<input type="checkbox"/> Whitaker Encapsulating Carpet System: _____	_____
<input type="checkbox"/> Kaivac No-Touch Cleaning System: _____	_____

_____/_____
Initials

Additional Duties or Special Requests

INCLUDED TASKS	Frequency
<input type="checkbox"/> _____	_____

_____/_____
Initials



Closing Tasks

INCLUDED TASKS	Frequency
Clean and organize the janitorial closet	1 Time per Week
Turn off lights as instructed	1 Time per Week
Lock doors and windows as instructed	1 Time per Week
Set alarm as instructed	1 Time per Week
Notify customer of any observed irregularities, burnt out lights	1 Time per Week

Initials



Additional Special Services:

Occasionally every business needs some special cleaning services to maintain a high level of cleanliness and improve the appearance of their facility. Coverall Franchise Owners are trained and certified to provide a variety of special services at your request.

Hard Floor Care:

- Machine Scrubbing
- Scrub and Recoating
- Strip and Refinishing

Carpet Care:

- Spot Removal
- Hot Water Extraction
- Encapsulation Cleaning

Other:

- 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
- Restroom sanitation / odor control

Coverall Franchise Owners 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.

To arrange additional services, please contact your local Coverall Health-Based Cleaning System Support Center.



Service Agreement

The Undersigned City of Dardenne Prairie ("CUSTOMER") hereby accepts the proposal of **Coverall of St. Louis, d/b/a Coverall Health-Based Cleaning SystemSM ("COVERALL")**, and the parties agree that COVERALL will supply Health-Based Cleaning System Services for Customer's premises located at:

•Address: 2032 Hanley Rd.
•City, State, ZIP: Dardenne Prairie, MO 63368

Upon the following terms:

1. COVERALL's service charge will be

\$398.00 Plus applicable tax per month, to include **1** time per week service. *Initial ~~Setup~~*

The Health-Based Cleaning System Services are to be performed in the evening, unless otherwise agreed to by the parties.

2. CUSTOMER acknowledges that the Coverall Health-Based Cleaning SystemSM will delegate all Health-Based Cleaning System 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 Health-Based Cleaning System 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:

		Area and Square Footage
a. Strip & Wax Floors	\$	
b. Scrub & Recoat Floors	\$	
c. Burnish Floors	\$	
d. Hot Water Extract Carpets	\$	
e. Window Washing	\$	
f. Initial Cleaning	\$	to include
g. Other	\$	

Additional services accepted by: _____

Signature

7. (a) The term of this service agreement is for one (1) year. This one-year period shall begin on the date services are scheduled to begin. This service agreement 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 by certified mail of its intent not to renew.

(b) **Termination/Notice:** If a party to this service agreement 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 by certified mail of termination and/or pursue other available remedies for default.

(c) *Notwithstanding the above, COVERALL may, but shall not be obligated to, terminate this service agreement 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 service agreement or for one hundred and eighty (180) days after termination of this service agreement, without COVERALL's written consent.

Initials



10. COVERALL will bill CUSTOMER monthly, and CUSTOMER agrees to pay COVERALL the amount that is due and owing under the terms of this service agreement 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 Years 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.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

(Days of the week on which service is to be provided)

12. If there is an "Additional Special Services" Addendum attached to this Service Agreement, 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.

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

14. This Service Agreement and attached exhibits constitute the complete agreement of the parties concerning the provision of cleaning services to the CUSTOMER, and supersedes all other prior or contemporaneous agreements between the parties, whether written or oral, on the same subject. No waiver or modification of this service agreement shall be valid unless in writing and executed by COVERALL and CUSTOMER. Additionally, in no event shall the terms and conditions of any purchase order or other form subsequently submitted by CUSTOMER to COVERALL becomes a part of this Service Agreement, and COVERALL shall not be bound by any such terms and conditions.

CUSTOMER

Coverall of St. Louis

Signature and Date

Amanda Fanning, Sales Manager

Print Name and Title

Print Name

E-mail Address

Service Start Date

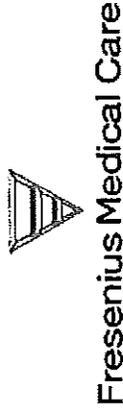
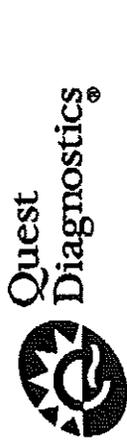
Please fax or email signed contract to (314) 569-3172 or afanning@coverallpacific.com



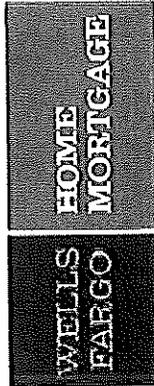
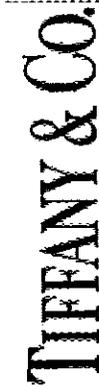
Coverall References

Company	Address	City	St	Zip	Contact	Phone
Bill Gianino's	4571 Chestnut Park Plaza	St. Louis	MO	63129	Julie Lang	(314) 892-6326
Knights of Columbus	402 E US 50	O'Fallon	IL	62269	Walt Haeffner	(618) 632-6229
Stevens Institute	1521 Washington Ave.	St. Louis	MO	63103	Becky Simmons	(314) 421-0949
Planet Fitness	13924 Manchester Rd.	Ballwin	MO	63021	Todd Norris	(636) 527-7277
Endoscopy and Colonoscopy Center	100 Village Square Shop Ctr	Hazelwood	MO	63042	Rita Carmody	(314) 373-8931
Cheddar's	6600 N. Illinois St.	Fairview Heights	IL	62208	Steven Lininger	(618) 622-8475
Wildwood Christian Church	16717 Manchester Rd.	Wildwood	MO	63040	Jan Foss	(636) 458-2989
Tivoli Theatre	6350 Delmar Blvd	St. Louis	MO	63130	Tom Anson	(314) 651-6052
Lennox Parts Plus	2055 Hiltzert Ct	Fenton	MO	63026	Richard O'Mara	(636) 203-9930
Gateway Endoscopy Center	12855 N Outer 40 Rd	St. Louis	MO	63141	Linda Beaver	(314) 336-1130
ITW Building Components Group	13389 Lakefront Dr.	Earth City	MO	63045	Joe Patterson	(314) 344-9121
TRG Group	13890 Corporate Woods Trail	Bridgeton	MO	63044	Mike Smith	(314) 264-9325
American Kennel Club	1721 S. Mason Rd.	St. Louis	MO	63131	Barb McNabb	(314) 821-3647
Lord of Life Lutheran Church	15750 Baxter Rd.	Chesterfield	MO	63017	Sharon Cook	(636) 532-0400

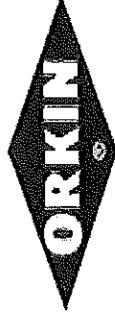
Coverall National Preferred Vendors



APRIA HEALTHCARE



ETHAN ALLEN





PACIF-2 OP ID: SK

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/24/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Exchange Underwriters, Inc. 121 West Pike Street Canonsburg, PA 16317 Exchange Underwriters Inc.	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED Pacific Commercial Services, LLC dba Coverall of St. Louis 680 Craig Rd., S#260 Creve Coeur, MO 63141	INSURER A: Peerless Insurance Co.	NAIC # 24198
	INSURER B: Liberty Mutual Ins. Company	23043
	INSURER C: Technology Insurance Company	42376
	INSURER D: Travelers	31194
	INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	X	CBP9883138	08/01/2015	08/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
A	<input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS			CBP9883138	08/01/2015	08/01/2016	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000						
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TWC3476198	05/01/2015	05/01/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	<input type="checkbox"/> Third Party Bond						
B	Third Party Bond			5021692	06/01/2016	06/01/2016	Limit 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

See attached

CERTIFICATE HOLDER**EVIDENC****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) Pacific Commercial Services, LLC	
	Business name/disregarded entity name, if different from above Coverall of St. Louis	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ C <input type="checkbox"/> Other (see instructions) ▶	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.) 1901 LBJ Freeway, Ste 700 City, state, and ZIP code Dallas, TX 75243 List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number												
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Employer identification number												
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2	0	-	1	2	9	2	9	1	1			

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Amanda Jannings Date ▶ 9/28/15

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on irs.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Professional Janitorial Service Proposal

Prepared for:

Dardenne Prairie City Hall

Job Site:

Dardenne Prairie City Hall

2032 Hanley Rd
Dardeene Prairie, MO 63368

Submitted By:

Gateway Janitorial Services

1001 Boardwalk Springs Place, Suite 111

O'Fallon, MO 63368

Shayne Singleton

President

636 856 0392

Fax: 636 856 0640

shayne@gatewayjanitorial.com

www.gatewayjanitorial.com



September 24, 2015

Gateway Janitorial Services
1001 Boardwalk Springs Place, Suite 111
O'Fallon, MO 63368



September 24, 2015

Bob Easley
Dardenne Prairie City Hall
2032 Hanley Rd.
Dardenne Prairie, MO 63368

Dear Bob,

Subject: Janitorial Service Proposal - Dardenne Prairie City Hall, 2032 Hanley Rd, Dardeene Prairie, MO 63368

Thank you for allowing Gateway Janitorial Services to prepare a professional cleaning service proposal for your consideration. We know it takes considerable time and effort to show any potential contractor your facility, and to provide them with the necessary information. *So again, thanks!*

Here are a few important highlights:

Before we start... All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

During the start... We know a seamless, no-hassle start-up is important to every customer. So at Gateway Janitorial Services, we combine up-front preparation and training with strong management and direction to ensure a smooth, successful startup.

After the start... A systematic approach to keep your building looking good! At Gateway Janitorial Services, we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

We look forward to the opportunity of becoming a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.

Sincerely,

Shayne Singleton
President
Gateway Janitorial Services

Dardenne Prairie City Hall
Professional Janitorial Service Proposal

General

Gateway Janitorial Services agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached. Gateway Janitorial Services agrees to furnish such cleaning service for a period of one year, the dates yet to be agreed upon.

Compensation

1 day per week Professional Cleaning Service Program: **\$772.66/mo.**

Special Services

Clean Tile and Grout
Carpet Cleaning
Construction Cleanup
Floor Maintenance

Initial Cleaning

Detail cleaning of offices, restrooms, lunchroom and hallways including:

- High and low dusting of horizontal surfaces including desks, sills, cabinets etc.
 - Detail vacuum carpeted areas including edges, under desks and behind doors
 - Wiping of sides of desks, files, trash cans, doors and cabinets
 - Cleaning and sanitizing of telephones including cradle and receivers
 - Brushing and or crevice vacuuming of all upholstered chairs
 - Wipe clean legs and bases of chairs and tables in offices areas etc.
 - Clean all ceiling and HVAC vents in offices
 - Wipe clean all restroom partitions, fixtures etc.
 - Thorough wiping of all clear areas of office desktops and horizontal surfaces
-
-

Service Schedule

Cleaning service operations described in this comprehensive program will be performed 1 day per week.

The cleaning crew will observe holidays observed by the customer. Gateway Janitorial Services is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

Invoicing

All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of each month. Payment policy is net 30 days.

Supplies

The customer will furnish all consumable products inclusive of but not limited to: toilet tissue, towels, trash liners and hand soap. If desired, Gateway Janitorial Services can provide these products and invoice them separately.

Gateway Janitorial Services will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc.

Equipment

Gateway Janitorial Services will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary.

Gateway Janitorial Services will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

Insurance

Gateway Janitorial Services will furnish all forms of insurance required by law and shall maintain the same in force.

Employee Status

Personnel supplied by Gateway Janitorial Services are deemed employees of Gateway Janitorial Services and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer

Gateway Janitorial Services is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

Gateway Janitorial Services is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction.

Term

The term of this agreement shall be for a period of one (1) year and shall automatically renew for additional one (1) year periods on the anniversary date of this agreement.

Cancellation

This agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.

Agreement

This Agreement ("this Agreement") is made and entered into as of _____, 20____, by and between Gateway Janitorial Services, with its principal place of business located at 1001 Boardwalk Springs Place, Suite 111 , O'Fallon, MO 63368 and Dardenne Prairie City Hall with its principal place of business located at Dardenne Prairie, MO 63368.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Gateway Janitorial Services

Dardenne Prairie City Hall

By: _____

By: _____

Name: _____

Name: _____

Date: _____

Date: _____

Title: _____

Title: _____

Dardenne Prairie City Hall

Job Specifications

Entrances

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	1 day/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Clean Both Sides Of Door Glass And Wipe Frames	1 day/wk.
Vacuum Walk-Off Mats	1 day/wk.

Lobbies

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	1 day/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Vacuum Or Brush Upholstered Furniture	Monthly
Clean And Sanitize Telephones	1 day/wk.
Arrange Furniture	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	1 day/wk.
Dust Mop Hard Surface Floors	1 day/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.
Vacuum Walk-Off Mats	1 day/wk.

Conference Rooms

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	1 day/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Vacuum Or Brush Upholstered Furniture	Monthly
Clean And Sanitize Telephones	1 day/wk.
Arrange Furniture	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	1 day/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly

Offices

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	1 day/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Vacuum Or Brush Upholstered Furniture	Monthly
Clean And Sanitize Telephones	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	1 day/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly

Hallways

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	1 day/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Clean And Polish Drinking Fountains	1 day/wk.

Restrooms

<u>Task Description</u>	<u>Service Days</u>
Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions And Chrome, Sweep And Mop Floor Using Appropriate Cleaner	1 day/wk.

Lunchrooms

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean Vending Machines, Walls And Light Switches	1 day/wk.
Arrange Furniture	1 day/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Dust Mop Hard Surface Floors	1 day/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.
Damp Wipe All Lunchroom Tables	1 day/wk.
Damp Wipe Eating Area Chairs	1 day/wk.
Damp Wipe Counter Tops Using Appropriate Cleaner	1 day/wk.
Clean Sinks Using Appropriate Cleaner	1 day/wk.
Clean Coffee Machine/Station	1 day/wk.
Vacuum Walk-Off Mats	1 day/wk.
Damp Clean Interior And Exterior Of Microwave	1 day/wk.
Empty And Remove Trash	1 day/wk.
Clean Refrigerator, Empty Contents If Requested	Monthly

Utility Rooms

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	1 day/wk.
Sweep Hard Surface Floors	1 day/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	1 day/wk.

Other Requirements

<u>Task Description</u>	<u>Service Days</u>
Site Supervision	1 day/wk.
Gather Supplies And Equipment For Shift	1 day/wk.

Clean And Arrange Janitor Closet

1 day/wk.

Prepare For The Next Day

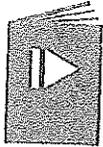
1 day/wk.

Turn Off Lights - Per Instructions

1 day/wk.

Shut And Lock Doors, Set Alarm - Per Instructions

1 day/wk.



St. Charles City-County
Library District

Your Answer Place

Jim Brown *Director*

77 Boone Hills Drive
P.O. Box 529
St. Peters, MO 63376-2410

636.441.2300
Fax 636.441.3132
www.youranswerplace.org

October 5, 2012

To Whom It May Concern:

The St. Charles City-County Library District has worked with Gateway Janitorial for over 15 years. In that time I have found the Gateway staff and management to be conscientious and responsive to all of our cleaning needs.

In addition to regularly scheduled service, Gateway staff has been available to help on short notice. They have been able to assist in emergency clean up situations and to provide porter service during the District's many special events. I have also contracted with them for construction clean up services.

I value the Gateway staff for their attention to detail, rapid response to any issues and their suggestions for alternative ideas for solving janitorial problems.

You are welcome to contact me for any other information about Gateway Janitorial.

Cordially,

Karen Golab
Purchasing and Building Project Manager

ext. 1564

WARREN COUNTY COMMISSION



Presiding Commissioner
Arden Engelage

Southern District Commissioner
Hubert Kluesner

Northern District Commissioner
Daniel Hampson

Warren County Administration Building
101 Mockingbird Ln., Ste. 300
Warrenton, MO 63383
Phone: 636-456-3045
Fax: 636-456-1801

September 24, 2012

To Whom It May Concern:

Shayne Singleton, operating as Gateway Janitorial Service, has been responsible for the cleaning of the County buildings for the last two years. He has dispatched these duties timely, efficiently and dependably and his employees have shown integrity in the interaction with the County records. We intend to keep him employed and recommend his services.

Sincerely,

The Warren County Commission

Arden Engelage
Presiding Commissioner

Hubert Kluesner
Associate Commissioner

Daniel Hampson
Associate Commissioner

Bell Janitorial Service

31 Carson Court
 St. Peters, MO 63376
 Phone 636.219.0939

DATE: 9/15/2015
 QUOTE # DPCH915R1
 FOR: Office Cleaning

Quote For:

City of Dardenne Prairie
 2032 Hanley Rd
 Dardenne Prairie, MO 63368
 Bob Easley
 Parks and Facilities Superintendent

Page Two

DESCRIPTION	AMOUNT
City Hall Dardenne Prairie	
Dusting: Lobby, Conference Rooms, Board Rooms, Break Rooms and Office Space	Weekly
Dusting: Door Jambs, baseboards, vents, etc...	Monthly
Trash Pickup: All offices, city and leased	Weekly
Vacuuming: All carpeted areas	Weekly
Mopping: All hard floor areas	Weekly
Restrooms: Mop, Clean Fixtures and Facilities, replace consumables	Weekly
Elevator: Clean flooring, hand rails and panels	Weekly
Smudges: clean all table surfaces and desks surfaces (without moving personal items)	Weekly
Glass: Clean interior glass as needed to remove smudges	Weekly/Monthly
Other as determined necessary by us or by the City	Weekly/Monthly
Agreement to Provide Services:	
Agreement to be ongoing for the term of one year, with the option to cancel by either BJS or City of DP with 30 days written notice. Invoices to be submitted monthly to the City of DP with monthly payments made to BJS monthly. Additions or modifications to the agreement are possible with mutual consent.	
Quote is valid for 90 days	
TOTAL	\$825.00 Monthly

Quote provided by Bell Janitorial Service
 If you have any questions concerning this quote,
 please contact Terry Bell 636.219.0939 terrybell2010@sbcglobal.net

THANK YOU FOR YOUR FUTURE BUSINESS!

Bell Janitorial Service

31 Carson Court
 St. Peters, MO 63376
 Phone 636.219.0939

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Page One

DESCRIPTION	AMOUNT
<p>City Hall Dardenne Prairie Description: Two story building, with partial basement level Flooring: Carpet and Tile Stairs: Main Lobby entrance stair case and elevator, left wing entrance stair case Restrooms (6): Two downstairs plus single in Judge's Chambers, Two upstairs plus single in breakroom Break Rooms: Two with full kitchen set up on one Offices: City offices main level lobby, center back of bldg., and right wing, upstairs center and right wing. Leased office space: Upper level left wing Conference rooms: One on each level Board Room (BOA meeting): Main level left wing</p>	
<p>Bell Janitorial Service Family owned and operated small business located in St. Peters, Mo. Member of the Western St. Charles Chamber of Commerce Insured and Bonded</p>	
TOTAL	

Quote provided by Bell Janitorial Service
 If you have any questions concerning this quote,
 please contact Terry Bell 636.219.0939 terrybell2010@sbcglobal.net

THANK YOU FOR YOUR FUTURE BUSINESS!

Diamond Again Cleaning Services

What's included in your service (Bid price at bottom)

All areas receive:

- ❖ Vacuum all floors (hard or carpet)
- ❖ Vacuum stairs
- ❖ Vacuum couches and chairs
- ❖ Mop floors
- ❖ Empty trash
- ❖ Rugs vacuumed or shaken
- ❖ Doors and door frames dusted and cleaned
- ❖ Glass doors cleaned inside and out
- ❖ Mirrors cleaned
- ❖ Glass tables cleaned
- ❖ Picture frames dusted
- ❖ Knick knacks dusted
- ❖ Staircase dusted or polished with wood cleaner
- ❖ Chair rails dusted
- ❖ Lamps and lamp shades dusted
- ❖ Windowsills dusted
- ❖ Wooden furniture polished
- ❖ Furniture dusted
- ❖ Blinds dusted

Bathrooms receive:

- ❖ Sink tops and faucets cleaned
- ❖ Toilets cleaned and disinfected
- ❖ Tile wiped
- ❖ Cabinets polished
- ❖ Mirrors cleaned
- ❖ Towel bar and toilet paper holders wiped
- ❖ Soap dishes cleaned
- ❖ Trash emptied
- ❖ Baseboards wiped
- ❖ Bathroom floor mopped
- ❖ Paper towels refilled
- ❖ Toilet paper refilled
- ❖ Water fountains cleaned

Kitchen receives:

- ❖ Microwave cleaned inside and out
- ❖ Oven vent cleaned
- ❖ Oven scrubbed around burners

Chemicals used:

- ❖ Fabulous all-purpose cleaner used on toilets and sinks
- ❖ Windex on glass and mirrors
- ❖ Pledge on wood furniture and railings
- ❖ Pinesol on floors
- ❖ Lysol kitchen in the kitchen
- ❖ Soft scrub on sinks
- ❖ Lysol toilet bowl cleaner

Benefits:

Equipment and supplies provided
All name brand chemicals
Very powerful Shark vacuum
Same person every time
Cleaning customizable
Reliable and flexible service
Satisfaction Guaranteed!

**Current Bid Price: \$209.42/week
\$837.67/month**

References available upon request
CASH, CREDIT, CHECK, or MONEY ORDER accepted

Jennifer Hickman
(636)293-4711
Jeh228@yahoo.com