



Janitorial Service Agreement

This agreement for cleaning services between Village of Romeoville (CLIENT) and Integrated Service Solutions LLC (CONTRACTOR) is made and entered upon the following date, May 02, 2018 for 1 year (12 months)

The property, Edward Hospital Athletic and Events Center stated in this agreement may be found at 55 Phelps Ave, Romeoville, IL 60446.

The above-mentioned parties hereby agree to the following terms:

- 1. CLIENT agrees to give the CONTRACTOR access to inside the property during regular business hours and mutually agreed upon times. CLIENT will provide the CONTRACTOR keys to facility for afterhours access when needed and cleared by CLIENT.
2. CLIENT will provide needed cleaning materials and consumable paper products for services as needed.
3. CLIENT will pay CONTRACTOR \$2000.00 monthly for services to be performed. CONTRACTOR will submit an invoice on the 1st of each month for services to be rendered that month. CLIENT will pay CONTRACTOR by the 5th of the following month (35 days) after invoice has been submitted for said services that were completed. Any adjustments made or needed will be reflected on the following months invoice. CONTRACTOR will credit the CLIENT 3% of total invoice for any invoices paid prior to the 35-day terms. There will be a \$25.00 service charge for invoices not paid according to terms.
4. Janitorial Services to be performed by CONTRACTOR include the following services 5 days per week including Tuesday, Wednesday, Thursday, Saturday and Sunday. Times and days to be determined and may vary per CLIENT needs. The following items to be included in the service agreement are; SEE ATTACHED SCOPE OF WORK
5. CONTRACTOR will begin performing Janitorial Services as per scope on May 7, 2018. Thereafter, Janitorial Services shall be performed on the mutually agreed upon schedule as stated above. This agreement will terminate on May 2, 2019.
6. Either party may terminate this Agreement or any Statement of Work for any reason by providing the other party with thirty (30) days prior written notice. The parties may mutually consent, in writing, to terminate this Agreement or any Statement of Work at any time.

In witness to their agreement to these terms, the CLIENT and CONTRACTOR sign their signatures below:

Noel Maldonado
Signature of CLIENT- Noel Maldonado, Village of Romeoville

5/11/18
Date

Brian Brniak
Signature of CONTRACTOR- Brian Brniak, Integrated Service Solutions LLC

May 2, 2018
Date

Scope of Work:

Edwards Hospital Athletics and Events Center, Village of Romeoville

Integrated Service Solutions agrees to keep your building clean! To accomplish this, we agree to perform all services listed herein to provide complete and proper maintenance for your premises. We pay special attention to your restrooms, and entry area because we understand how critical it is to maintain consistency.

Main Entrance and Front Desk Area

Services to be performed 3 times per week.

- Fingerprints will be removed from movable glass (reachable only) in entryway and fieldhouse entrance
- Sweep and mop front staircase
- Wipe down elevator
- Wipe down vending machines, and open surfaces of middle counter at entrance and front desk reception area

Main Entrance and Front Desk Area

Services to be performed once monthly.

- Clean top pane of interior windows above double set of entry doors and entrance to fieldhouse

Restrooms

Services to be performed 5 times per week..

- Mirrors will be cleaned.
- Containers for waste materials will be emptied and refuse taken to disposal.
- Sinks will be cleaned and disinfected.
- Countertops will be cleaned and disinfected.
- Surfaces of toilets and urinals will be thoroughly cleaned and disinfected.
- Bright work will be cleaned and polished.
- Tile floors will be swept and will be damp mopped and disinfected.
- Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
- Dispensers will be cleaned.
- Clean and disinfect all water fountains

Restrooms

Services to be performed monthly.

- High dust above hand height including: sills, moldings, ledges, shelves, frames, ducts and heating outlets.
- Tile walls will be damp wiped.
- Partitions will be cleaned and disinfected
- Corners and edges will be detailed.
- Dust ceiling vents

Communication Log Book

A communication logbook may be placed at every account location. This book will be checked daily by the janitorial staff to see if client has any concerns. The janitorial staff will also use the communication logbook to note any discrepancies in the building, such as maintenance problems of which the customer needs to be made aware.

General

Care will be taken to conserve water and power beyond that which is required for the performance of our duties. Every effort will be made to observe and report any unusual occurrences during our time in the building. Any problem that may arise during our work schedule will be reported. A message will be left for our contact.

Additional Services Offered by Integrated Service Solutions

- Tile scrubbing
- Strip and wax vct
- Carpet cleaning
- Window washing
- Exterior cleanup
- Interior and Exterior Painting
- New Floor installations and repairs
- High dusting and cleaning (hi-lift required on site by customer)
- General handyman repair services
- Landscaping
- Snow Removal
- Merchant Services
- IT support
- VOIP phone services
- And more.....just ask



Holidays

Unless a request is made for service at an additional charge, the following holidays will be observed and no services shall be provided: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.