

145 N. Main Street
North Canton, Ohio 44720
Office Phone: (330) 499-8223
Fax: (330)305-0603
pdeorio@northcantonohio.gov



Patrick. A. DeOrio
Director of Administration
CITY OF NORTH CANTON

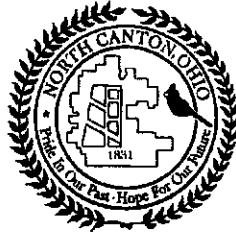
MEETING NOTICE

A meeting of the Board of Control has been called for Friday, April 20, 2018
in Council Chambers of City Hall at 8:30 A.M.

In accordance with the Sunshine Law, this meeting is open to the public.

Patrick A. DeOrio
Director of Administration
PAD/jab
cc: Mayor
 Director of Finance
 Director of Law
 Clerk of Council
 The Canton Repository
 Akron Beacon Journal

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Patrick. A. DeOrio
Director of Administration
CITY OF NORTH CANTON

AGENDA FOR
BOARD OF CONTROL MEETING

April 20, 2018 in Council Chambers in City Hall at 8:30 A.M.

1. Authorizing the Mayor of the City of North Canton, through the Board of Control, to enter into a contract(s) for cleaning/ janitorial services for City owned buildings per Ord. No. 98.-17.

North Canton City Council
Finance and Property Committee

Ordinance No. 98 - 2017

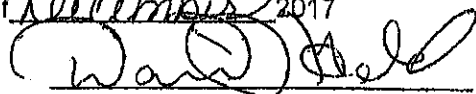
An ordinance authorizing the Director of Administration of the City of North Canton to seek quotes for cleaning/janitorial services for City owned buildings for the period April 1, 2018 through March 31, 2020, and for the Mayor, upon Board of Control approval, to enter into a contract for said cleaning services, and declaring the same to be an emergency.

WHEREAS, the City desires to seek quotes for the cleaning/janitorial services for City owned buildings.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH CANTON, COUNTY OF STARK, AND STATE OF OHIO:

- Section 1. That the Director of Administration of the City of North Canton, be, and is hereby authorized to seek quotes for cleaning/janitorial services for City owned buildings for the period April 1, 2018 through March 31, 2020 for the City of North Canton.
- Section 2. That the Mayor of the City of North Canton, through the Board of Control, be, and is hereby authorized to enter into a contract for said cleaning/janitorial services.
- Section 3. That the Director of Finance of the City of North Canton, be, and is hereby authorized to draw funds necessary for the payment of the above specified contract upon receipt of vouchers duly approved by the proper departmental authority from appropriations applicable thereto.
- Section 4. That if a provision of this ordinance is or becomes illegal, invalid or unenforceable, that shall not affect the validity or enforceability of any other provision of this ordinance.
- Section 5. That this ordinance is hereby declared to be an emergency measure necessary for the preservation of the health, safety and peace of the City of North Canton and further necessary for the timely process of requesting quotes, reviewing the bids and to ensure the smooth transition should a different company be awarded the contract, wherefore, provided it receives the affirmative vote of six or more members of Council elected thereto, this ordinance shall take effect and be in full force immediately upon its adoption by Council and approved by the Mayor. Otherwise, it shall effect and be in full force from and after the earliest period allowed by law.

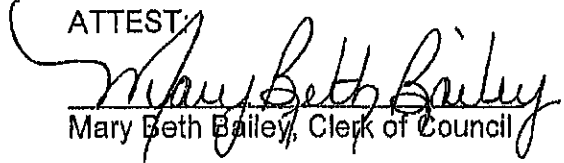
Passed in Council this 4th day of December 2017



David Held, Mayor

Signed: 12/11, 2017

ATTEST:



Mary Beth Bailey, Clerk of Council



DUST&-1

OP ID: KA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/03/2018

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 have ADDITIONAL INSURED provisions or 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 AssuredPartners Of Ohio LLC 2000 Polaris Parkway Columbus, OH 43240 AssuredPartners of Ohio LLC	800-236-3884	CONTACT NAME: AssuredPartners of Ohio LLC PHONE (A/C, No, Ext): 800-236-3884 E-MAIL ADDRESS:	FAX (A/C, No): 614-796-7855
INSURED Joe & Veronica Singleton DBA Dust & Clean Full Janitor Svc; Singleton Family Ltd Partnership 1791 Rockbridge Court SE North Canton, OH 44709		INSURER(S) AFFORDING COVERAGE INSURER A: Westfield Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 24112	

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X	X	CWP5321605	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CWP5321605	07/01/2017	07/01/2018	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 type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	<input 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		N/A	CWP5321605 EMPLOYERS LIAB ONLY	07/01/2017	07/01/2018	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-RR E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

City of North Canton is named as an additional insured with respect to ongoing operations of the named insured for the certificate holder when required by written contract or agreement. General Liability coverage includes a waiver of subrogation. All policy terms, conditions & exclusions apply.

REC'D OFFICE OF ADMINIS
TU, 3 APR 18

CERTIFICATE HOLDER City of North Canton 145 North Main St North Canton, OH 44720	CITNO-8	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 <i>Rain Astor</i>
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TU 3 APR '18
REC'D OFFICE OF ADMINIS



WESTFIELD
INSURANCE

Sharing Knowledge. Building Trust.®

April 3, 2018

Joe & Veronica Singleton DBA Dust & Clean Full Janitor Svc;
Singleton Family Ltd Partnership
1791 Rockbridge Court SE
North Canton, OH 44709

Re: Westfield Insurance Company
CWP5321605
07/01/17 to 07/01/18

Dear Mr. & Mrs. Singleton:

This letter will confirm your request to add Singleton Family Ltd Partnership as Named Insured, increase the General Liability Limits to \$1,000,000 per occurrence with \$2,000,000 aggregate, increase the Care, Custody or Control Coverage to \$50,000, add Signature Series Contractors Form and add \$1,000,000 Hired & Non-Owned Auto Coverage effective 04/01/2018. We have requested the appropriate endorsement to your policy.

The change to your policy is being processed and you will receive the endorsement in a few weeks. ** The endorsement will indicate any premium adjustments resulting from this change.

If you would like to participate in a quick three question survey regarding your service experience, please click on the link below. We appreciate the feedback!

[Click Here To Complete Your Survey](#)

Should you have any questions, please feel free to contact our office at 800-236-3884.

Along with AssuredPartners Of Ohio LLC, we thank you for this opportunity to serve your insurance needs. We appreciate your business!

Sincerely,

Kim Arter, CPIA

Kim Arter, CPIA
Account Representative

*** Please note: change requests are subject to underwriting approval. Additionally, if the policy is in cancellation mode, due to non-payment of past-due premium, the change will not be processed until payment is received and accepted by the carrier.*

CONTRACT
THE CITY OF NORTH CANTON
AND
SINGLETON FAMILY LTD PARTNERSHIP

This contract is made by and between Singleton Family LTD Partnership, First Party, and The City of North Canton, Ohio, Second Party.

WHEREAS, The City of North Canton, Ohio, pursuant to the action of the North Canton City Council, on XXXXXXXXXXXXXXXXXXXX under Ordinance No XX-XXXX, gave authority to the Director of Administration to seek quotes for Cleaning Services and gave authority to the Mayor, through the North Canton Board of Control to enter into a contract for such Cleaning Services for the period April 1, 2018 through March 31, 2020.

WHEREAS, the North Canton Board of Control met in a meeting on XXXXXXXXXXXXXXXXXXXX, and determined that Singleton Family LTD Partnership was the lowest and best quote for cleaning services to be performed for the City of North Canton, Ohio, and the same shall be awarded to said Singleton Family LTD Partnership under the conditions of their accepted proposal and this contract.

WITNESSETH:

FIRST: Singleton Family LTD Partnership agrees to furnish the City of North Canton, Ohio with Cleaning Services when and where needed as requested by the City of North Canton, Ohio in accordance with this contract, their proposal, and the bid/quote packet as if fully written herein; for a period of 2 years, said period being from April 1, 2018 to March 31, 2020.

SECOND: In consideration for services performed, the City of North Canton, Ohio agrees to pay Singleton Family LTD Partnership at the rate of:

- A. See addendum "A" for days of specific service per week
- B. See addendum "B" for days of specific events.

THIRD: Upon a complete itemized statement from Singleton Family LTD Partnership, the City of North Canton, Ohio agrees to pay as follows:
Net 30 days. All costs plus 0.00% sales tax.

FOURTH: Services are to begin on April 1, 2018.

FIFTH: All cleaning services performed in any and all departments or buildings shall be fully completed by 6:00 A.M. on the following day.

SIXTH: In performing the services provided for in this Agreement, Singleton Family LTD Partnership agrees to comply with all applicable federal, state and local laws, regulations, and ordinances.

SEVENTH: Singleton Family LTD Partnership shall at all times be considered an independent contractor. Nothing in this Agreement shall be construed to cause Singleton Family LTD Partnership or any of its employees to be considered the agents or employees of the City of North Canton, Ohio or have the right to incur any liabilities on behalf of the City of North Canton, Ohio. All personnel performing services shall be employees of Singleton Family LTD Partnership or certified sub-contractors registered with the City of North Canton Building and Permits Department. Singleton Family LTD Partnership agrees to pay all salaries and payroll taxes for its employees.

EIGHTH: Singleton Family LTD Partnership agrees to indemnify the City of North Canton, Ohio and hold the City of North Canton, Ohio harmless from any liability arising from actions or inactions by Singleton Family LTD Partnership and its employees and subcontractors. The City of North Canton, Ohio agrees, to the extent permitted under Ohio law, to indemnify and hold Singleton Family LTD Partnership from any liability arising from actions or inactions by the City of North Canton, Ohio.

NINTH: At all times during the term of this Agreement, Singleton Family LTD Partnership agrees to have the City of North Canton named as an Additional Insured on its commercial general liability policy and agrees to maintain insurance coverage as follows:

- A. Property Damage Liability in the sum of: \$2,000,000.00.
- B. Comprehensive General Liability in the sum of: \$2,000,000.00 Aggregate.
- C. Comprehensive General Liability in the sum of: \$1,000,000.00 Occurrence.
- D. Janitorial Liability/E&O insurance in the sum of: \$1,000,000.00 Occurrence, extending to all of Singleton Family LTD Partnership' subcontractors.
- E. Workmen's Compensation and Unemployment Insurance as required by law.
- F. Care, Custody and Control coverage in the sum of: \$50,000.00.
- G. Commercial Automobile insurance in the amount of \$300,000.00 per accident for bodily injury and \$100,000 for property damage with a Hired and Non-Owned Automobile endorsement.
- H. Surety bond for \$50,000.00

Singleton Family LTD Partnership agrees to provide the City of North Canton, Ohio with Certificates of Insurance for the coverage as outlined hereinabove with the Additional Insured endorsement. Singleton Family LTD Partnership agrees to provide the City of North Canton, Ohio with Certificates of Insurance for any of their subcontractors as outlined hereinabove.

TENTH: Singleton Family LTD Partnership agrees to supervise its employees and subcontractors in performing the services described in the Service Schedule to the satisfaction of the City of North Canton, Ohio in accordance with standards as agreed upon between the City of North Canton, Ohio and Singleton Family LTD Partnership. In the event that services are not performed to the City of North Canton Ohio's satisfaction, the City of North Canton, Ohio agrees to specify all deficiencies to Singleton Family LTD Partnership and Singleton Family LTD Partnership agrees to take all steps necessary to remedy the deficiencies. Singleton Family LTD

Partnership agrees that all services performed shall be performed by qualified employees and qualified subcontractors trained to perform services in accordance with industry standards.

ELEVENTH: In the event that any employee or subcontractor does not perform services to the City of North Canton, Ohio's satisfaction, Singleton Family LTD Partnership agrees to remove such employee or subcontractor from performance of services.

TWELFTH: Singleton Family LTD Partnership agrees to furnish all labor, materials and equipment necessary to perform the services listed in the Service Schedule with the exception of any materials and equipment listed on the Service Schedule, which shall be supplied by the City of North Canton, Ohio. Singleton Family LTD Partnership agrees to provide the City of North Canton with a list of all cleaning agents to be used in the performance of any services upon commencement of this Agreement and to notify the City of North Canton Director of Administration of any changes to the cleaning agents used by Singleton Family LTD Partnership during the course of this Agreement. All cleaning agents used are subject to the approval of the Director of Administration.

THIRTEENTH: Singleton Family LTD Partnership agrees to provide copies of valid Driver's Licenses or State I.D. and Social Security Numbers of all employees or subcontractors who will be on any City property working for Singleton Family LTD Partnership 2 weeks prior to the commencement of services. The same information needs to be provided on an ongoing basis for any new or additional employees of subcontractors that will be on City property.

This Agreement shall remain in effect for a period of two years from the date that services commence. However, either party may terminate this Agreement by giving the other party 15 days written notice of termination by registered or certified mail, return receipt requested.

Agreed to by the Parties and IN WITNESS WHEREOF, the parties have set their hands this ____ day of _____, 2018.

FOR CITY OF NORTH CANTON, OHIO

Witnessed By:

By:

David J. Held, Mayor

FOR SINGLETON FAMILY LTD PARTNERSHIP

Witnessed By:

By:

Printed Name_____

Title:_____

Approved as to form and content:

Tim Fox,
Director of Law

FISCAL OFFICER'S NOTIFICATION

Prior to the issuance of any order, a certificate will be issued indicating that monies are available or in the process of collection to meet the obligation, payment, and/or expenditure for each purchase to the credit of each fund applicable.

Date:-----

Laura Brown
Director of Finance

Purchase order No.-----
Amount Encumbered-----

City of North Canton Professional Cleaning Services
 Bid Opening
 February 6, 2018
 11:00 AM

Bid	Month	2-Year	Month	2-Year	Month	2-Year	Month	2-Year	Month	2-Year	Month	2-Year	Month	2-Year
Company														
City Hall	\$2,050.00	\$49,212.00	\$585.00	\$13,560.00	\$725.00	\$17,400.00	\$1,124.00	\$28,980.00	\$1,589.45	\$38,143.68	\$600.00	\$14,400.00	\$1,325.00	\$31,800.00
Police Dept.	\$896.78	\$21,622.96	\$310.00	\$7,440.00	\$325.00	\$7,800.00	\$504.00	\$12,096.00	\$808.78	\$19,892.20	\$300.00	\$7,200.00	\$400.00	\$9,600.00
Engineering	\$630.50	\$15,134.16	\$350.00	\$8,400.00	\$275.00	\$6,600.00	\$517.00	\$12,408.00	\$796.32	\$19,097.64	\$250.00	\$6,000.00	\$755.00	\$18,120.00
Service Center Bldg. 1 x per month	\$185.00	\$4,440.00	\$80.00	\$2,160.00	\$100.00	\$2,400.00	\$395.00	\$9,480.00	\$204.21	\$4,901.00	\$100.00	\$2,400.00	\$140.00	\$3,360.00
TOTAL	\$3,762.88	\$90,309.12	\$1,315.00	\$31,560.00	\$1,425.00	\$34,200.00	\$2,840.00	\$60,964.00	\$3,995.74	\$81,497.52	\$1,250.00	\$30,000.00	\$2,620.00	\$62,880.00
Per Event Cleaning														
Per Event Cleaning and Set up	\$204.00		\$105.00		\$118.00		\$138.00		\$130.00		\$110.00		\$125.00	
Event Hall	\$74.00		\$45.00		\$58.00		\$40.00		\$45.00		\$35.00		\$35.00	
Dogwood Shelter 1/2	\$105.00		\$35.00		\$49.00		\$57.00		\$55.00		\$45.00		\$45.00	

\$19,262.24
 \$19,087.68
 \$4,801.04
 \$81,497.64

\$26,975.00
 \$60,960.00

Please note: Error in adding: