

ORANGE COUNTY  
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: July 15, 2013

AGENDA ITEM No. 13-07-11

ACTION ITEM: (Y/N) Y

SUBJECT: Contract Approval: Saffelle, Inc.

INFO. CONTACT: Pam Jones, Interim Exec. Dir. – Auxiliary Services PHONE: (919) 732-8126

ATTACHMENTS:

- Contract

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**PURPOSE:** To consider renewing a contract July 1, 2013 through June 30, 2014 with Saffelle, Inc. for services and commodities related to custodial services in District facilities, in an amount not to exceed \$156,960.

**BACKGROUND:** Several years ago Orange County Schools entered into a contract with Saffelle to provide a slate of services and products that would help offset the adverse impacts of reduced staffing and insufficient space for warehousing custodial services supplies. Saffelle warehouses all materials and ships to each location monthly (or more frequently if required), based on the need for replenishment as identified by each location. Saffelle, Inc. is a local business.

Saffelle provides a variety of services as cited in the attached agreement, including, but not limited to: staffing analysis and recommendations, training, warehousing and facility inspections. Three times per year, Saffelle inspects all District facilities and issues a cleanliness rating that will assist both staff and cleaning contractors in identifying areas of needed improvement. An ongoing training program conducted by Saffelle ensures the District's staff is current on the latest cleaning/sanitizing methods, as well as assures the District's compliance with mandatory annual training in such areas as Bloodborne Pathogens and other OSHA standards.

The contract provides all consumable supplies at or below State contract pricing for Cameron Park Elementary, Efland Cheeks Elementary, Grady Brown Elementary, New Hope Elementary, Partnership Academy, and administrative locations. Consumable supplies include: cleaning chemicals, brushes, brooms, dusters, plastic can liners, toilet tissue, hand towels, hand soap, restroom cleaning products, wet mops, dust mops, floor pads, floor care and carpet care products.

In addition, the contract provides plastic liners, toilet tissue, hand towels and hand soap to schools cleaned by the contracted cleaning service, including: A.L. Stanback Middle School, C.W. Stanford Middle School, Central Elementary, Gravelly Hill Middle School, Hillsborough Elementary, Orange High School, Cedar Ridge High School and Pathways Elementary.

**FINANCIAL IMPACT:** The District may expect to pay approximately \$13,080 per month (\$156,960 per year) for this agreement. Funds are budgeted in the Maintenance Department to support the cost. The District may expect to experience indirect cost savings by utilizing this type of agreement through opportunity costs for staff previously designated to process orders and deliver supplies, in addition to the cost of warehousing, which is not required through this arrangement.

**RECOMMENDATION:** The Superintendent recommends the Board approve a contract with Saffelle, Inc. for services and commodities related to custodial services of District facilities, in an amount not to exceed \$156,960; and authorize the Chair to sign on behalf of the Board.



*"Partnering with a Passion"*

**Partnership Agreement (Service Contract)  
Maximizing Facility's Management**

Saffelle, Inc. agrees to form a partnership service contract with Orange County Schools by providing professional service, personnel training, prompt delivery, inspections and problem solving in all facilities for a clean and safe environment. This contract is for the following schools of the Orange County School System: Cameron Park Elementary, Efland Cheeks Elementary, Grady Brown Elementary, and New Hope Elementary, with the addition of the following support facilities: Annex Building, Transportation, Maintenance, School Community Relations, Central Office and Alternative School.

Saffelle, Inc. will provide for the above to Orange County Schools all consumable supplies including cleaning chemicals, brushes, brooms, dusters, plastic liners, toilet tissue, hand towels, hand soap, restroom cleaning products, wet mops, dust mops, floor pads, floor care and carpet care products under this contract.

This contract also includes non-consumable items such as mop buckets, wringers, and janitor carts.

This contract does not include floor matting and waste receptacles.

This contract does not include floor, carpet and restroom maintenance equipment. New equipment purchases will be made with separate purchasing agreements.

This contract does not include equipment repairs. Equipment repairs made by Saffelle, Inc. will be invoiced separately from this contract at existing service rates. Much of the down time of equipment will be eliminated by our staff noticing things on their regular visits before major breakdowns occur.

Upon implementation of this contract, Saffelle, Inc. will:

- 1) Continue to analyze each school's staffing requirements, equipment needs and overall condition and then make appropriate recommendations.
- 2) Provide a continuing training program throughout this agreement by installing proper cleaning procedures for a more efficient operation. Much of our training will be the hands-on variety. Each school's principal will also be made aware of the custodians' duties and the level of cleanliness to expect. We will keep all Orange County staff members informed and trained on any new products or issues with special resolutions to any cleaning concerns.
- 3) Provide custodial workshops (as a group) on floor care, restroom sanitation, carpet care, educational facility disinfection, OSHA standards, Bloodborne pathogens and MSDS on an agreed upon schedule. All of these sessions are included in this agreement.
- 4) Provide tissue, towel, and soap dispensers upon signed agreement.

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Web Site: [www.saffelle.com](http://www.saffelle.com) • E-Mail: [info@saffelle.com](mailto:info@saffelle.com)



*"Partnering with a Passion"*

**Partnership Agreement (Service Contract)  
Maximizing Facility's Management(Continued)**

- 5) Conduct inspections three times per year during the regular school schedule at the above schools making recommendations for improvements and/or compliments on exceptional performance written in each report. These inspections will be graded on a scale of 0 – 100. Appropriate recommendations of any changes or corrections necessary will be addressed during these inspections. This report will be provided and discussed with each principal and the maintenance director. An award program and recognition for a job well done will be discussed.
- 6) Order forms will be provided to each facility and delivery of all products will be made to each facility once monthly on an agreed upon schedule. If a situation occurs outside of the delivery time, those circumstances will be met.

Saffelle, Inc. will provide for A.L. Stanback Middle School, C.W. Stanford Middle School, Central Elementary, Gravelly Hill Middle School, Hillsborough Elementary, Orange High School, Cedar Ridge High School and Pathways Elementary the following consumable supplies only: plastic liners, toilet tissue, paper towels and hand soap. A separate order form with these items will be provided for the eight schools named above. Delivery of products for these schools will be made to each school once per month on an agreed upon schedule.

Saffelle, Inc. will provide this service to Orange County Schools for a monthly fee of \$ 13,080.00 effective from July 1, 2013 through June 30, 2014. This amount will be billed on the 1<sup>st</sup> and due by the 25<sup>th</sup> of that month. If for any reason there is an increase or decrease in square footage or enrollment, this monthly fee will be adjusted by mutual agreement.

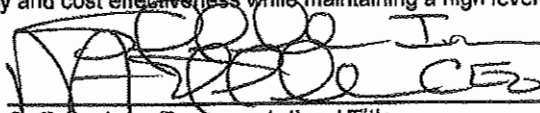
This contract is renewable at the end of its term upon agreement of both parties.

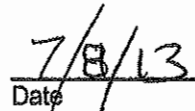
If for any reason there is a cost savings at the end of this contract, Orange County Schools will be issued a credit which may be applied towards the purchase of items of its choosing from Saffelle, Inc.

Termination provision: Either party can terminate this contract, with or without cause, by providing 90 days written notice. Orange County Public Schools shall be relieved of any obligations set forth in this contract at the end of the 90 days.

Our goal is to provide the best possible service by continually expanding our resources with new technologies, systems and methods in meeting the needs of your facilities.

Our vision is to help you improve all aspects of your facility maintenance: quality, productivity, operational efficiency and cost effectiveness while maintaining a high level of cleanliness.

  
Saffelle, Inc. Representative / Title

  
Date

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Orange County Schools Representative / Title

\_\_\_\_\_  
Date

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