

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 22-40**

**RESOLUTION TO APPROVE CONTRACT WITH FINISHING TOUCH FOR CLEANING THE
POLICE DEPARTMENT.**

WHEREAS: The current cleaning company was not meeting expectations; and

WHEREAS: Finishing Touch was recommended by CUC as this is the service they currently use;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby approves the contract with Finishing Touch attached hereto as Exhibit "A" for cleaning the Police Department 2 times weekly at a cost of \$1,175.00 per month. These services will be paid from Fund Number 2081.

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: February 8, 2022

Board of Trustees

Shannon Hartkemeyer:

Michael Berding:

Joe McAbee:

Vote of Trustees

yes
yes
yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 8th day of February, 2022.

ATTEST:

Shelly Schultz
Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L.E. Barbieri
Lawrence E. Barbieri, Township Law Director

Greater Cincinnati's

FINISHING TOUCH

Team

Commercial & Residential Detail Cleaning

PROPOSAL TO
PROVIDE JANITORIAL
SERVICES FOR:

FAIRFIELD TOWNSHIP
POLICE DEPARTMENT

JANITORIAL/MAINTENANCE/SUPPLY AGREEMENT

This agreement is made as of the scheduled start date named below by and between Greater Cincinnati's Finishing Touch Team, LLC and Fairfield Township Police Department (Client). The parties agree to as follows:

PERFORMANCE OF SERVICES

1. Services will start begin on the _____ day of _____, 2022.
2. The services will be performed at the following location:

Fairfield Township Police Department
6485 Vonnie Vale Court
Fairfield Township, OH 45011
3. Finishing Touch agrees to service the "Named Areas" at the above location five (5) times per week as outlined in the attached Cleaning Schedule.
4. Finishing Touch will provide all cleaning equipment and chemicals necessary to properly maintain the Named Areas as outlined in the attached Cleaning Schedule.

PAYMENT OF SERVICES

1. Client agrees to pay Finishing Touch the total stated in the attached Pricing Schedule on or before the last day of the month in which the services are rendered. Client also agrees to pay for any requested additional services or supplies provided.
2. Client agrees that all payments due to Finishing Touch shall be properly credited when received at the following address:

Greater Cincinnati's Finishing Touch Team, LLC
5830 Turning Leaf Way
Maineville, Ohio 45039

3. From time to time, as the parties agree, the amount to be paid by client may be increased or decreased to reflect an increase or decrease in the space serviced and the kind, amount, or frequency of service to be rendered. Such modifications shall be binding only if in writing and signed by both parties.

TERM OF AGREEMENT

1. The term of this agreement shall be for one (1) year from the service start date as stated above. This agreement will automatically renew on each anniversary date unless either party gives written notification of termination at least thirty (30) days prior to the anniversary date. In years two and after, this contract can be terminated without cause by either party by providing a sixty (60) day notice. In year one, this Agreement may only be terminated for non-performance as stated below.

2. Non-performance is defined as failure, neglect or refusal to perform any service outlined in the Cleaning Schedule. Before this agreement may be terminated for non-performance, the terminating party must give the other party written notice specifying in detail the nature of any defect or failure in performance. Upon receipt of notice of non-performance, Finishing Touch shall have thirty (30) days to resolve the non-performance issue(s) to the satisfaction of the client. In the event that the non-performance issue(s) are not satisfactory corrected at the end of the thirtieth (30th) day from the effective day, the terminating party shall provide written notification to the other party of the failure to satisfactory correct the non-performance. This Agreement shall then terminate thirty (30) days from the date of the second notice.
3. In the event that the Client terminates this Agreement for any reason other than non-performance, as stated above, Client agrees to pay, as liquidated damages, an amount equal to the total minimum sum stated in the Pricing Schedule multiplied by the number of months remaining under this Agreement.

GENERAL PROVISIONS

1. Finishing Touch employees will be properly trained and supervised in all areas of performance, safety, and security standards and procedures.
2. Finishing Touch will work closely with FTPD concerning all work performed.
3. Finishing Touch will provide all necessary insurance and bonds.
4. Finishing Touch will inform FTPD of any damaged, defective, or inoperable building equipment that might affect the security, maintenance, or effectiveness of the facility.
5. Finishing Touch will provide additional cleaning, carpet/floor care, window cleaning and maintenance services, upon request, for an additional fee.
6. Finishing Touch will keep janitor's closet, equipment, and supplies in a neat, clean, and orderly condition at all times.
7. Finishing Touch will keep MSD sheets posted in the janitor's closet(s).
8. Finishing Touch and FTPD acknowledges that they have fully reviewed, discussed, and agree to the terms of this Agreement and all attachments. Any changes or modifications to this Agreement must be in writing, signed by both parties, and attached hereto.

Initials: _____

Initials: _____

CLEANING SCHEDULE FOR Fairfield Township Police Department

Named Areas: Main Office

A.	1 st Floor: Main Entrance, Lobby/Reception Area, Offices, Conference Room, Roll Call Room, Squad Room, Interview Rooms, Record's Room, Break Room, Processing Room, Holding Cells, Elevator, Stairs, Hallways/Aisles
B.	Lower Level: Locker Rooms, Workout Area

I. Nightly Cleaning (2 x wk.):

1. All trash receptacles are to be emptied, wiped if necessary, and trash removed to a collection point.
2. Thoroughly backpack vacuum all carpeting taking care to get into corners, along edges and beneath furniture and fixtures.
3. Thoroughly backpack vacuum all hard surface floors, taking care to get into corners, along edges and beneath furniture and fixtures.
4. Thoroughly damp mop hard surface floors taking care to get into corners, along edges, and beneath furniture and fixtures.
5. Clean and disinfect counter and glass in between Lobby and Clerk's office.
6. Damp wipe all horizontal surfaces to remove coffee rings and spillage as necessary.
7. Thoroughly clean entrance/exit metal and door glass.
8. Clean and disinfect break room/coffee station counters, sinks, chairs and tables. Wipe splash mark from walls behind sinks, around trashcans, and below paper/soap dispensers. Refill paper and soap dispensers.
9. Clean, disinfect, and polish drinking fountains and/or water coolers.
10. Clean and disinfect exterior of appliances.
11. Clean interior of microwave.
12. Clean, restock, and organize janitor closet.
13. Properly secure all doors/entrances/exits.

B. RESTROOMS/LOCKER ROOMS

II. Nightly Cleaning (2 x wk.):

1. Stock towels, toilet tissue, and hand soap.
2. Empty trash receptacles and wipe if necessary. Wipe wall around trash can.
3. Empty sanitary napkin receptacles, replace bag and wipe with a disinfectant. Polish with stainless steel cleaner.
4. Clean and polish mirrors.
5. Clean, disinfect and polish towel cabinets, hand dryers, soap dispensers, and all manner of furnishings.
6. Clean and sanitize showers, toilets and urinals inside and out, top to bottom. Polish all bright work.
7. Dust tops and spot clean walls all toilet and urinal partitions and surrounding walls.
8. Scour and sanitize all sinks. Polish all bright work.
9. Remove splash marks from walls around sinks and towel dispensers/dryers.
10. Spot clean exterior of lockers. Dust tops of lockers.
11. Backpack vacuum, mop, and rinse restroom floors thoroughly with a disinfectant.

III. WEEKLY CLEANING

1. Dust and/or wipe all high and low shelves, frames, nameplates, and other surfaces.
2. Damp wipe telephones using a disinfectant.
3. Thoroughly dust all horizontal surfaces, including desktops, file cabinets, window ledges, pictures and all manner of furnishings. Do not move any items on desks, tables, or file cabinets.
4. Spot clean partition glass, doors, frames, walls and light switches.

IV. MONTHLY CLEANING

1. Accomplish all high dusting of surfaces six feet and above including ceiling vents, fans, doorframes, and light fixtures.

ADDITIONAL SERVICES:

Carpet Cleaning
Ceramic Tile Cleaning
VCT Scrub/Clean/Recoat
Window Cleaning
Ceiling Light Cleaning

PRICING SCHEDULE

**Fairfield Township Police Department
6485 Vonnie Vale Court
Fairfield Township, Ohio 45011**

The Named Areas will be serviced according to the Cleaning Schedule (2 days a week) for the monthly charge of:

**One Thousand One Hundred Seventy-Five Dollars
(\$1175.00)
(Tax Not Included)**

**IN WITNESS WHEREOF, the Parties hereto have set there hands this _____ day
of _____, 2022.**

***Greater Cincinnati's
Department
FINISHING TOUCH
Team
45011***

***Fairfield Township Police
6485 Vonnie Vale Court
Fairfield Township, Ohio***

Signature

Signature

Print Name

Print Name

Title

Title



GREAT-5

OP ID: AC

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/02/2021

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
CMS Insurance Agency, Inc.
2756 Erie Avenue
Cincinnati, OH 45208
David J. Thaman

513-321-2000

CONTACT NAME: Amy Cissell

PHONE (A/C, No, Ext): 513-321-2000

FAX (A/C, No): 513-321-1210

E-MAIL ADDRESS: acissell@cmsinsurance.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Liberty Mutual Insurance

LIB

INSURER B: Westfield Insurance Company

24112

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
Greater Cincinnati's Finishing
Touch Team, LLC
6830 Turnpike Lane Way
Maineville, OH 45039

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 LTA	TYPE OF INSURANCE	ADDL INSR	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			BKS58860318	08/25/2021	08/25/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						
A	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			BKS58860318	08/25/2021	08/25/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			USO58860318	08/25/2021	08/25/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in OH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	BKS58860318 OHIO STOP GAP	08/25/2021	08/25/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	CONTRACTOR TOOLS			BKS58860318	08/25/2021	08/25/2022	OWNED 25,000 RENTED 25,000

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

CERTIFICATE HOLDER

CANCELLATION

INSURED

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

David J. Thaman



**Bureau of Workers'
Compensation**

30 W. Spring St.
Columbus, OH 43215

Certificate of Ohio Workers' Compensation

This certifies that the employer listed below participates in the Ohio State Insurance Fund as required by law. Therefore, the employer is entitled to the rights and benefits of the fund for the period specified. This certificate is only valid if premiums and assessments, including installments, are paid by the applicable due date. To verify coverage, visit www.bwc.ohio.gov, or call 1-800-644-6292.

This certificate must be conspicuously posted.

Policy number and employer
01529035

Period Specified Below
07/01/2021 to 07/01/2022

GREATER CINCINNATI'S FINISHING TOUCH TEA
5830 TURNING LEAF WAY
MAINEVILLE, OH 45039-7305



www.bwc.ohio.gov

Issued by: BWC

Interim Administrator/CEO

You can reproduce this certificate as needed.

Ohio Bureau of Workers' Compensation

Required Posting

Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means an employee may dispute or prove untrue the presumption (or belief) that alcohol, marijuana or a controlled substance not prescribed by the employee's physician is the proximate cause (main reason) of the work-related injury.

The burden of proof is on the employee to prove the presence of alcohol, marijuana or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act.



**Bureau of Workers'
Compensation**

You must post this language with the Certificate of Ohio Workers' Compensation.

