

Purchasing Department
Madison County Board of Supervisors
146 West Center Street
Canton, Mississippi 39046

601-855-5503
hardy@madison-co.com

11 September 2013

District 1 Supervisor John Bell Crosby
District 2 Supervisor Ronny Lott
District 3 Supervisor Gerald Steen
District 4 Supervisor Karl Banks
District 5 Supervisor Paul Griffin

Subject: Approve contract for janitorial services at new Tax Assessor & Tax Collector office on Cobblestone Drive in Madison and authorize president to execute same

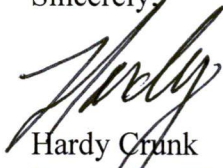
Gentlemen:

Attached is a proposed contract for janitorial services at the new Tax Assessor and Tax Collector office on Cobblestone Drive in Madison. Also attached is a copy of Performance Pro's references.

Performance Pros has cleaned and waxed floors and cleaned carpets for Madison County. Barry Parker and I have observed that the company does excellent work at a very good price. We have also found the company to be very dependable.

Barry and I recommend that the board approve the attached contract with Performance Pros and authorize the board president to execute same.

Sincerely,



Hardy Crunk
Purchasing Clerk

**JANITORIAL SERVICE CONTRACT
FOR
171 COBBLESTONE DRIVE
MADISON, MISSISSIPPI**

This Janitorial Service Contract is made and entered into on this the ____ day of September 2013 by and between MADISON COUNTY, MISSISSIPPI (hereinafter called the "County"), and PERFORMANCE PROS (hereinafter called the "Contractor").

In consideration of the following mutual agreements and covenants, the parties agree as follows:

1. The Contractor agrees to perform janitorial services at 171 Cobblestone Drive (Madison County Tax Assessor and Tax Collector South Annex), Madison, MS, 39130, as detailed on the attached sheet, a copy of which is made a part of this contract by reference.
2. The Contractor shall supply all equipment, cleaning chemicals, and labor necessary to perform the specified janitorial services.
3. The specified janitorial services shall be performed five days per week, Monday – Friday.
4. This contract shall be for a period of one year and shall automatically renew each year on the contract anniversary date unless one party provided the other party with 60-days written notice of its decision not to renew said contract.
5. This contract shall begin when the Madison County Tax Assessor and/or the Madison County Tax Collector occupy the building for public business.
6. Either party may cancel this contract, with or without cause, upon 60-days written notice to the other party.
7. The County agrees to pay the Contractor the monthly sum for \$915 for performing the janitorial services provided for under this contract, with said monthly charge to be paid within 45 days of receipt of monthly invoice.

The contracting parties through their duly authorized representatives hereby execute this contract on this the ____ day of September 2013.

MADISON COUNTY, MISSISSIPPI

PERFORMANCE PROS

BY: _____

GERALD STEEN
PRESIDENT
MADISON COUNTY BOARD OF SUPERVISORS

BY: _____

MARK PROPST
OWNER
PERFORMANCE PROS

SERVICES TO BE PERFORMED

A. OFFICES, KITCHEN/BREAK ROOM , CONFERENCE ROOM, AND COMMON AREAS.

Daily Duties

1. Empty waste containers, **clean as necessary** and insert **new** can liners.
2. Spot dust all flat surfaces. (**See weekly schedule for detail rotation**).
3. **Sweep corners**, dust mop and damp mop resilient and hard floors. Clean **under desks and inspect edges and baseboards for dust daily**
4. Clean glass entrance doors.
5. Spot clean interior glass partitions.
6. Return all chairs to proper position under desks and tables.
7. Damp wipe break room or kitchen counters, sinks, tabletops, chair seats and backs, appliances and dispensers.
8. Vacuum all carpeted floors with care. **Do not to bump walls or furniture.**
9. Clean (polish) elevator and elevator track.

Weekly Duties

9. Dust and clean furniture, dry dust computer components.

Do not use oil base furniture polish on non-wood surfaces.

Carefully dust around anything in a work space.

Do not touch or re-arrange papers on anyone's desk or work table.

Detail dust by zone (in rotation.)

10. Clean glass partitions (**inspect entire surface**)
10. Remove dust and cobwebs from ceiling areas in floor/wall corners, behind curtains and blinds and main entrances and exits (**inside and outside**).

Monthly Duties

11. Low/high **detail** dust/wipe surfaces including door facings, switch plates, ledges, shelves, doors, picture frames, door hinges, etc. (**in rotation by zone**).
12. Dust louvers, air vents and blinds.

B. RESTROOMS

Daily Duties

1. Clean, **sanitize** and polish all fixtures including mirrors, sinks, chrome, urinals and toilet bowls (interior, exterior underneath and behind).
2. Empty all waste containers, **clean interior/exterior as necessary (sanitize)** and insert **new** can liners.
3. Refill **all** dispensers, soap, tissue, towels, auto-deodorizer, etc.
4. **Sweep corners**, dust mop/damp mop (**sanitize**) resilient and hard floors.
5. Spot clean (**sanitize**) doors and partitions, kick plates and push plates.

Weekly Duties

6. Remove cobwebs from floor/ceiling areas and corners.
7. Clean partitions from top to bottom.

Monthly Duties

9. Low dust/high dust **all surfaces (in rotation by zone)** including louvers and air vents, sills, moldings, ledges, shelves, frames, door hinges, etc.

C. MISCELLANEOUS

1. All paper products, soap and can liners are to be supplied by the customer (unless other arrangements are made).
2. All PPC personnel are subject to criminal background screening.
3. *Carpet cleaning may be performed (upon request) at \$.10 per square ft.
4. **Scrubbing tile or grout cleaning of ceramic tile flooring may be performed (upon request).
5. ***Stripping/waxing of vinyl tile floors may be performed (upon request) at \$.15 per square ft. (\$50.00 minimum charge).

*Carpet is pre-treated for stains (if needed) and hot water extracted (deep cleaning) with deodorizer and enzyme treatment or bonnet cleaned (surface cleaned) as necessary. There may be a nominal fee (which will be discussed prior to initiation) for maintenance spot cleaning thereafter.

**Ceramic tile/grout lines are scrubbed using an auto scrubber or steam cleaner as required.

*** Vinyl tile is stripped as many times as necessary to remove old wax/ build-up of dirt and all excess stripper wet-vacced and mopped clean. A coat of sealer is applied followed by two coats of commercial high-grade wax allowing to dry between coats.

Security – these are the measures that we take to insure that our customers tenant space is secure

1. Each person hired by Performance Pros undergoes a criminal background check. **A history of theft disqualifies a person from hire.**
2. Each staff member may be indentified by company logo badge or smock on while on the premises.
3. All crew members **will not be allowed** to carry any type of bag, pocket book, purse or any other item into the building that could hide items.
4. All garbage is gathered and housed in one area until a designated time that garbage can be taken out while being monitored for content.
5. If the staff discovers anything within the building or personal tenant space that is broken, looks out of place, water leakage or any other maintenance item; it is reported to the crew supervisor and subsequently to Facility Manager who will then contact the customer the next day or immediately if the issue constitutes an emergency. Water damage from unsanitary restroom facilities will be cleaned and sanitized **immediately** to prevent further damage to the facility and to limit exposure of unsanitary conditions to the tenants.
6. After each suite is cleaned, the space is checked for lights, people in suites and the required locking of doors. If there are people left working in the suite when the crew is finished, it is reported to and duly noted by the shift supervisor.
7. If the crew observes suspicious cars or individuals in parking lot, it is reported to the Facility Manager.

3. A "roaming" manager/staff mentor will also be utilized at each site. This individual's primary responsibility is to offer mentoring and counsel to crew staff members suffering from domestic family issues that invariably affect job performance.

Additional duties include troubleshooting and pro-active problem prevention, inspection of work sites to insure detailed, consistent, high-quality cleaning results, promotion of teamwork skills, work ethic and attitude counsel, reporting and communication skills training, observation training, and basic tenant response skills.



J. Walter Michel Agency, Inc.

COMMERCIAL REAL ESTATE/PROPERTY MANAGEMENT

2660 Ridgewood Road, JACKSON, MISSISSIPPI 39216 / 601-352-0757

January 18, 2013

Mr. Russell Wilcox
800 Woodlands Parkway
Ridgeland, Ms 39157

Dear Russell,
Hope you had a happy new year!

Wanted to drop you a reference letter for Performance Pros Commercial Cleaning (PPCC) owned by Mark Propst.

I've used PPCC for exterior cleaning of windows at River Hill Tower for several years. They do excellent work and at a good price.

I've used PPCC on several carpet cleaning jobs, after tenant improvements have been made in suites, and they did excellent work there also. His workers are very responsible and I've never heard a negative comment from any tenant about their work.

PPCC began cleaning a 2,200 square foot suite for a tenant I leased space to next door to my personal office on Ridgewood Road back in September 2012. The tenant has been extremely pleased with their service.

They have been excellent at getting things done in a timely manner also.

His workers are very friendly, stay on top of things and very good at following up during and after the job.

I'd highly recommend PPCC for any of your janitorial needs.
Feel free to contact me with any questions.

Sincerely,

Hugh Johnson

Broker

M A T T I A C E

January 12, 2013

Memo

To : Mark Propst
Performance Pros

From: Jack Lowery

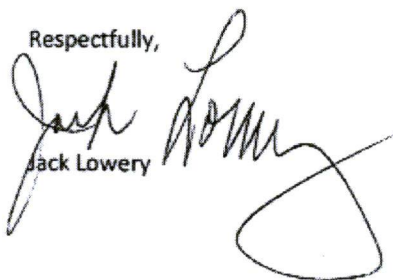
We have received several compliments regarding the work that your company has done to restore the exterior of our Highland Bluff North building. I would like to thank you for a job well done.

Additionally, since Kelly left to pursue other opportunities, I have also received compliments concerning the excellent work of your janitorial staff in Bluff North and Plaza properties. I remember the inordinate amount of negativity from tenants toward the last cleaning crew before your company began to provide the cleaning service, and quite frankly, the change in essence prevented tenant vacancy.

Any time I have contacted you regarding carpet cleaning at entranceways, broken soap dispensers, after hours emergency issues (when we were experiencing water leaks during heavy rain), and even issues not included in our janitorial agreement, you have always been eager to serve our needs and assist our maintenance staff with solutions that continue to be viable.

Lastly, I continue to be amazed at your ability to find and train acceptable local labor sources and I commend your staff for providing a safe, clean and pleasant atmosphere which has now become attractive to our tenants.

Respectfully,


Jack Lowery

The Matriace Company
125 South Congress Street, Suite 1800
Jackson, MS 39201

[p] 601.352.1818 [f] 601.352.1820
www.matriace.com

PETERS REAL ESTATE

MANAGEMENT & INVESTMENT

To whom it may concern:

I have been acquainted with Mark Propst since childhood and have always been aware of his desire to achieve excellence in the workplace.

Since he began Performance Pros Commercial Cleaning in 2006, I have utilized their wide range of services in several of my properties both owned and leased. Mark has managed to create a virtual "smorgasbord" of valuable and needed services which have made my job easier on many occasions.

I am confident and comfortable with the knowledge that I can contact Mark or his capable operations staff, and expect expedient results and quality performance regardless of the task, which is difficult to find in today's business environment.

The price of service is very competitive and their janitorial staff has always been courteous to my tenants, as well as professional and honest in my experience with them. I truly cannot remember a tenant call concerning janitorial issues where I employ Performance Pros cleaning staff.

In closing, I would highly recommend Performance Pros to anyone that owns or manages commercial real estate.

Sincerely,



Mike Peters
Peters Real Estate
601.977.8000-phone
601.977.9766-fax
mpeters@petersre.com