



BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: Choose an item.
BRAD MERKEL, PUBLIC WORKS DIRECTOR

SUBJECT: RESOLUTION: AUTHORIZING EXECUTION OF AN AGREEMENT WITH PF ULTRA CLEANING SERVICES, INC FOR CUSTODIAL SERVICES

AGENDA: 12/2/2025

DATE: 11/20/2025

ISSUE

Should the Village Board approve a Resolution authorizing the execution of an agreement with PF Ultra Cleaning Services, Inc for custodial services.

DISCUSSION

The last custodial services contract with Total Facility Maintenance, Inc, was approved 3 years ago. Staff reached out to a local custodial services company (PF Ultra Cleaning Services) for a proposal to compare pricing. The current monthly cost for custodial services at the 3 Village owned facilities is \$3,619.16 per month, staff received a proposal from PF Ultra Cleaning Services, Inc for \$1,087.50 per month. Staff recommend canceling our contract with Total Facility Maintenance, Inc and contracting with PF Ultra Cleaning Services, Inc for an annual savings of \$30,379.92.

COST

The monthly custodial charge is \$1,087.50.

ATTACHMENTS

PF Ultra Cleaning Services proposal.

RECOMMENDATION

That the Village Board approve resolution 20251202PW1 authorizing the execution of an agreement with PF Ultra Cleaning Services, Inc for Custodial Services.

PROPOSAL DESIGNED FOR:

**VILLAGE
OF SUGAR GROVE
Public Works Department**

**601 Heartland Drive
Sugar Grove, IL 60554**



PF ULTRA

Cleaning service, Inc.

November 12, 2025

Mr. Bryan Beach
Village of Sugar Grove.
601 Heartland Drive
Sugar Grove, 60554

Dear Bryan

We are pleased to submit the attached proposal for janitorial services to be rendered at your facilities in Sugar Grove. **The task assignments listed in detail should not be construed as all-inclusive. Our principal objective and specification is your complete satisfaction** and you may be certain that we would always make every effort, formulate every decision, and all work assignments toward that end.

PF Ultra Cleaning Services, Inc. will devote its full expertise and resources to provide the superior services you deserve and expect. We believe that our experienced work force and superior operational methods will provide an excellent framework for your success in your facilities.

Thank you for your consideration of PF Ultra Cleaning Services; please call me if you have any questions. We look forward to implementing our maintenance program at you facilities.

Sincerely,

Luis Patino
President

TABLE OF CONTENTS

AREAS OF SERVICE.....	Page 03
ITEMIZED SERVICES.....	Page 04
PRICE PAGE.....	Page 07
CONTRACT AGREEMENT.....	Page 08

AREAS OF SERVICE

Village of Sugar Grove.

At 601 Heartland Drive, 160 S. Municipal and 92 Frontage Rd. in Sugar Grove, 60554

**LOBBY
OFFICE AREAS
CONFERENCE ROOMS
CORRIDORS
KITCHENETTES/BREAK AREAS
RESTROOMS**

FOCUS AREAS OF CONCENTRATED SERVICE:

**Lobby/Entrance-
Superior Standards**

**Restrooms-
Above average standards**

SERVICES TO BE PERFORMED:

**Once (1) per week after 5:00 p.m.
Excluding of national Holidays.**

ITEMIZED SERVICE

PF Ultra Cleaning Services' first commitment is meeting the needs of our customers. The following specifications act only as a guide and do not represent the entire scope of our cleaning we will work together to achieve the service you desire.

RECEPTION AREA/ ENTRANCE

- | | |
|--|-----------|
| ➤ Empty all waste receptacles and replace liners | 1 x week |
| ➤ Damp wipe waste receptacles when necessary | As needed |
| ➤ Dust furnishings, fixtures, etc. | 1 x week |
| ➤ Clean and sanitize telephone with antiseptic cleaner | 1 x week |
| ➤ Sweep and damp mop all hard surface floors | 1 x week |
| ➤ Spot clean entrance glass | 1 x week |
| ➤ Transport waste and place in dumpster | 1 x week |
| ➤ Turn out lights and properly secure building | 1 x week |
| ➤ Wash entrance Glass doors | Monthly |

OFFICE AREAS

- | | |
|--|-----------|
| ➤ Empty and clean trash container- damp wipe as necessary | 1 x week |
| ➤ Wipe clean desk equipment and dust filing cabinets, bookcases, shelves, and all furniture or fixtures within reach | 1 x week |
| ➤ Vacuum carpeted areas and rugs, moving light furniture other than desk, file cabinets, ext. | 1 x week |
| ➤ Clean and sanitize telephone with antiseptic cleaner | 1 x week |
| ➤ Vacuum carpeted areas and rugs, moving light furniture other than desk, file cabinets, etc. | 1 x week |
| ➤ Spot clean doors, frames, switch plates, walls and glass areas | 1 x week |
| ➤ Dust window ledges | 1 x week |
| ➤ Vacuum cloth chairs | As needed |
| ➤ Wipe clean baseboards | Quarterly |

KITCHENETTES/BREAK AREAS

- | | |
|---|----------|
| ➤ Provide all services detailed for office areas with the following additions/modifications | 1 x week |
| ➤ Clean outside of appliances and keep smudge-free | 1 x week |
| ➤ Wipe clean cabinets face and maintain area in a sanitary method | 1 x week |
| ➤ Microwave oven to be clean inside and out | 1 x week |
| ➤ Wash and sanitize tops of tables | 1 x week |
| ➤ Wipe clean counter | 1 x week |
| ➤ Clean and sanitize water fountains/sinks/counters | 1 x week |

- Refill all paper towels dispenser 1 x week
- Sweep and damp mop all hard surface floors 1 x week

RESTROOMS

- Fill toilet tissue, soap, towels, sanitary-napkins dispensers with supplies 1 x week
- Sweep and wash floors with germicidal detergent solution 1 x week
- Wash and polish mirrors 1 x week
- Bright work, including flush meters, and piping seat hinges 1 x week
- Dust and wipe partitions, toilet walls, dispensers, doors and receptacles with special attention areas behind sinks and urinals 1 x week
- Wash both sides of toilet seats, basins, bowls and urinals with germicidal detergent solution 1 x week
- Empty and wash disposable receptacles 1 x week
- Remove fingerprints from doors, frames, and light switches, kick and push plates handles etc. 1 x week
- Floor drains to be flushed to prevent back up 1 x week

Description of Services/Fees

At 601 Heartland Drive, 160 S. Municipal and 92 Frontage Rd. in Sugar Grove, 60554

FULL SERVICE PROGRAM TO INCLUDE:

- Once (1) per week full-service maintenance program as specified in the proposal
- All necessary equipment: cart, vacuum, ext.

Note: Village of Sugar Grove will provide all disposable paper and can liners products.

PRICE PAGE

All services listed in this proposal on the previous pages will be rendered upon receipt of monthly charges by PF Ultra Cleaning Services, Inc.

IN CONSIDERATION FOR OUR SERVICE,
VILLAGE OF SUGAR GROVE
AGREES TO PAY A MONTHLY FEE OF:

\$1,087.50

ADDITIONAL SERVICE UPON REQUEST:

IF **Village of Sugar Grove** requests additional janitorial service, **PF Ultra Cleaning Service, Inc.** shall use its best efforts to provide such additional janitorial service as may be requested by **Village of Sugar Grove** at such rate as shall be mutually agreed upon in writing between the **Village of Sugar Grove** and **PF Ultra Cleaning Services, Inc.**

Carpet / hard floor

- Thorough deep shampoo and extracting carpet cleaning **\$0.20 per Sq. Ft.**
- For strip and wax tile floors to achieve a wet- look **\$0.34 per Sq. Ft.**

Village of Sugar Grove

PF Ultra Cleaning Service Inc.

Accepted By: _____

Date: _____

THIS AGREEMENT made this ____th., of _____, 2025, by and between VILLAGE OF SUGAR GROVE ("Owner") and PF ULTRA CLEANING SERVICES, INC. ("Contractor")

WITNESSED

WHEREAS (Owner), desires to employ PF Ultra Cleaning Services, Inc. ("Contractor") to perform general cleaning at the Job Site, as more particularly described below (the "Work"); and WHEREAS, Contractor desires to perform the work. Now, THEREFORE, in consideration of the foregoing and the mutual covenants here in after set forth, the parties agree as follows:

I. TERM

The term of this agreement shall commence on _____ and terminate on _____.

II. CANCELLATION

Owner shall have the right to terminate the agreement in part or in its entirety for any reason effective 30 days after notice in writing to Contractor. Any failure of Contractor to perform the full scope of Contractor's Work during this thirty (30) day termination period shall result in a back charge to Contractor in an amount equal to the cost incurred by owner to perform the Work to its satisfaction.

III. CONTRACTORS DUTIES

A. GENERAL

Contractor will be an independent contractor, and will not, at any time, directly or indirectly, act as an agent, servant or employee of Owner, or make any commitment or incur any liabilities on behalf of Owner without its written consent.

B. SCOPE

Contractor agrees to perform in a good workmanlike manner the professional services provided for herein, the specifications for which are set forth in detail, attached to and hereby made a part of this agreement. It is the purpose and intent of

this Agreement to clearly establish the standards, scope, and pattern of all cleaning to **601 Heartland Drive, 160 S. Municipal and 92 Frontage Rd. in Sugar Grove, 60554** as specified in proposal.

C. INSPECTIONS

Inspection to review the status of building maintenance shall be made Monthly, or as request by owner, by a Senior Supervisor or Contractor. Scheduled and unscheduled visits shall be made by Contractor's representatives. Logbooks shall be kept in a place on the premises, to be approved by Owner, in which a record shall be

made promptly of any occurrences requiring building management's attention.

D. PERSONNEL

Contractor shall furnish an adequate number of properly trained cleaning personnel together with sufficient competent supervision in order to provide the proper services defined the Cleaning Specifications. Contractor agrees that the personnel herein to be provided for all cleaning assignments shall not be restricted to cleaning of any area, but shall be scheduled throughout the public areas of the building as required. Contractor shall provide all necessary management, administrative and clerical personnel to fulfill the terms of specifications. Contractor shall maintain personnel record indicating the beginning date of employment, category, and subsequent changes and category of each employee. The categories are as follows:

Temporary - An employee scheduled who works for a limited time during a peak business period.

Permanent Part - Time - An employee permanent scheduled who regularly works 20 hours or more per week, but less than 33 hours per week.

Full - Time - An employee permanently scheduled who regularly works more than 33 hours per week.

Contractor shall give Owner prior notification of, and submit for approval, any and all supervisory and/or key personnel changes. Contractor agrees that Owner shall be the sole judge of quality of work performed, and Contractor further agrees, at the request of Owner, to dismiss or transfer any Contractor personnel that, in the opinion of Owner, are guilty of improper conduct or are not qualified to perform the work assigned to them.

All personnel furnished will be employees of Contractor. Replacement by Contractor of all personnel because of illness, vacation, or absenteeism is mandatory. Contractor agrees to pay all wages, payroll taxes, insurance, or items that may be levied against payrolls by either City, Country, State or Federal Agencies

E. EQUIPMENT AND MATERIALS

Contractor shall supply all necessary carts, tools and other equipment and supplies to properly perform its obligation hereunder including, but not limited to, power scrubbers, wet and dry vacuums, etc. all mobile cleaning equipment is to be protected with rubber guard bumpers.

Contractors shall furnish appropriate tested and approved cleaning implements and cleaning supplies for the satisfactory performance of its services. Floor finishes will not be changed without the prior written consent of the Owner's representative.

Sufficient space in the premises shall be assigned to Contractor for storage of cleaning materials, cleaning implements, and cleaning machinery.

Contractor will use storage room facilities all located to it by Owner for that purpose only and such areas shall be kept in a neat and orderly manner.

Contractor shall be responsible for the procurement and fees, if any, for licensees or permits required by Contractor to perform the duties required in this agreement.

F. PAPER PRODUCTS

It is agreed that Owner will supply Contractor with lavatory paper supplies (paper hand towels, toilet tissue, and soap, etc.)

G. DAMAGES

Contractor shall make prompt restitution either, by cash, replacement or repair, subject to Owner's approval, for any damages for which Contractor is liable.

IV. CONTRACTOR'S COMPENSATION

A. MONTHLY SERVICE CHARGE

In consideration for the services, Owner agrees to pay Contractor a monthly fee, net 30 days. In the event that this agreement shall commence on a date other than the first day of the month or terminate on a date other than the last day of the month, the monthly fee shall be protected based on the actual number of days.

V. INSURANCE

Prior to commencing the work and continuing until the work has been completed, Contractor shall, at its own sole cost and expense, carry and maintain insurance policies as follows.

A. Comprehensive General Liability insurance covering all operations performed by Contractor at the Job Site with minimum limits of One Million Dollars per occurrence for Bodily Injury and One Million Dollars (\$2,000,000) per Occurrence for Property Damage Liability. Contractor shall also maintain Automobile Liability Coverage.

B. Statutory Workman's Comprehensive Insurance including Employer's Liability Insurance with minimum limits of Five Hundred Thousand dollars (\$500,000). Certificates evidencing such coverage shall be delivered to Owner Prior to commencement of the work, which certificates shall provide that no charges will be made therein without ten (10) days prior to work written notice to Owner.

VI. INDEMNIFICATION

Except for the negligence of Owner, Contractor hereby agrees and covenants to protect, defend, indemnify and hold harmless owner, officers, employees and directors from and against any and all claims, actions, liabilities, losses, damages,

costs and expenses relating to any and all claims (including, with out limiting the foregoing, claims for injury to or death of persons or damage to property) allegedly or actually arising out of or incidental to the work, including, without limiting the foregoing, all acts and omissions of the officers, employees and agents of Contractor or any of its subcontractors.

VII. ASSIGNMENT

Contractor shall not have the right to assign or delegate the duties of this Agreement without the Owner's prior written consent, which consent may be arbitrarily withheld.

VII. NOTICES

All notices of communications required herein or which either party desires to give to the other shall be in writing and either delivered personally or sent by registered or certified mail, postage pre-paid, return receipt requested and addressed as follows:

If to Owner:

Village of Sugar Grove
601 Heartland Drive
Sugar Grove, Illinois 60504

If to Contractor:

PF Ultra Cleaning Services, Inc.
720 Heartland Drive Suite A
Sugar Grove, Illinois 60554

ATTEST

BY: _____

VILLAGE OF SUGAR GROVE

Owner

ATTEST:

BY: _____

CONTRACTOR:

 11/12/25

Luis Patino