

**Resolution 2021-209
Renewal Agreement between
Franklin Township and CleanTurn for 2022 & 2023**

The Board of Trustees of Franklin Township, Franklin County, Ohio met in person in a regular session at 6:30 p.m. on Thursday, December 2, 2021, and the following trustees were present:

Horn: YES/ NO **Fleshman:** YES/ NO **Alex:** YES/ NO

Alex made a motion for the adoption of the following resolution:

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to renew a two year contract agreement between Franklin Township and CleanTurn for 2022 & 2023. See Exhibit A.

Fleshman seconded the motion; with no discussion, the roll was called and the vote was as follows:

Horn: YES/ NO **Fleshman:** YES/ NO **Alex:** YES/ NO

Trustee Ralph Horn, 2021 Chair

Trustee John Fleshman, 2021 Vice-Chair

Trustee Aryeh Alex

Attested to on this 2nd day of December, 2021:

Fiscal Officer Nick Dunn



CleanTurn revitalizes commercial spaces by providing professional cleaning and disinfecting services.

We CARE about your Space

- **Thorough and Detailed:** Our employees go through a detailed checklist to ensure that your cleaning is completed to the highest standards. We get the job done right.
- **Quality Control and Customer Satisfaction:** Our Shift Manager and Quality Control Supervisor are on site at least quarterly to ensure that the highest quality work is being completed. We check in regularly and play a hands-on role to ensure your satisfaction.
- **Trained Employees and Excellent Products:** Our teams are made up of trained cleaning professionals. Our primary cleaning agent is an environmentally-friendly sanitizer. Our hospital-grade disinfectant is used on high-touch areas such as entry door knobs, bathroom surfaces, etc.

We CARE about our Customers

- **Partnership:** We understand that the cleanliness of your facility is of the utmost importance for creating a healthy, positive experience for your staff and visitors. We seek to establish a true partnership with each of our customers; we want to support you in what you do.
- **Locally Owned and Operated:** Our team is always close by and engaged in the Central Ohio community. Direct lines of communication allow us to be very responsive to your needs.
- **Safe and Insured:** Our employees are trained, uniformed, bonded and insured. We are a drug-free workplace with strong accountability.

We CARE about our Staff

- **Mission-driven:** By providing professional cleaning services, we are changing perceptions and shattering the myth that a person's past dictates their future. Choosing CleanTurn as your cleaning service is an investment in individuals who have overcome challenges and are moving forward.
- **Supportive Employment:** We build deep relationships with our team members and desire to see each one of them thrive. Some employee benefits include health insurance, earned PTO, 401(k), professional development, financial literacy classes and housing assistance.

We Clean with CARE

Our Satisfied Customers:

- PENZONE Salons + Spas
- The PAST Foundation
- Turner Construction Company
- Northwest Eye Surgeons
- Other commercial, office, apartment and religious buildings

We look forward to working with you!



Client Information

Customer Name	Franklin Township
Business Address	2139 Frank Rd, Columbus, OH 43223
Service Address <i>If different from business address</i>	2139 Frank Rd, Columbus, OH 43223
Contact	Robyn Watkins
Email	rwatkins@franklin-township.com
Phone Number	614-279-9411 ext. 2302

Service Information

Square footage	N/A
Frequency	1x/week
Shift	Day
Tax Exempt Status	Yes
Desired Start Date	12/1/2021
Contract Start Date	12/1/2021
Contract End Date	11/30/2023
Details about cleaning request:	

CleanTurn Preparer Information

Preparer Name	Thomas Urban
Title	Account Manager
Email	turban@cleanturn.com
Phone Number	614-233-1607
Date Prepared	November 22nd, 2021



Franklin Township

The following scope of work lists the cleaning tasks that will be completed with excellence by trained CleanTurn Cleaning Employees.

Entry Way / Reception	
Cleaning Task	Frequency
Disinfect High Touch Areas: Door Handles/Push Bars, Light Switches	Weekly
Clean Entry Glass Doors: Inside & Out	Weekly
Clean & Disinfect Reception Counter	Weekly
Vacuum Carpeted Floors & Mats	Weekly
Remove Trash & Replace Liner	Weekly
Spot Clean Trash Receptacle & Surrounding Walls	Weekly
Vacuum Floor Under Entry Mats	Weekly
Spot Clean Walls	Weekly
Clean & Sanitize Horizontal Surfaces & Sills	Weekly
High Dusting of Corners, Edges, Recessed Lights, Diffusers & Vents of Ceiling for Cobweb Removal	Monthly
Low Dusting & Baseboards	Monthly

Offices	
Cleaning Task	Frequency
Remove Trash & Replace Liner	Weekly
Spot Clean Trash Receptacle & Surrounding Walls	Weekly
Vacuum Carpeted Floors & Mats	Weekly
Spot Clean Walls	Weekly
Clean & Sanitize Horizontal Surfaces, Sills, Telephones, Doorknobs, Light Switches and Accessible Desk Surfaces	Weekly
High Dusting of Corners, Edges, Recessed Lights, Diffusers & Vents of Ceiling for Cobweb Removal	Monthly
Low Dusting & Baseboards	Monthly

****Individual office trash will be left outside of offices if office is locked****



General Office Area & Hallways

Cleaning Task	Frequency
Clean Entry Glass Doors: Inside & Out	Weekly
Remove Trash & Replace Liner	Weekly
Clean Long Glass Table	Weekly
Vacuum Carpeted Floors & Mats	Weekly
Sweep & Mop Hard Surface Floors (Hallways)	Weekly
Spot Clean Walls & Doors	Weekly
Spot Clean Trash Receptacle & Surrounding Walls	Weekly
Clean & Sanitize Horizontal Surfaces, Sills, Doorknobs, Light Switches and Accessible Desk Surfaces	Weekly
High Dusting of Corners, Edges, Recessed Lights, Diffusers & Vents of Ceiling for Cobweb Removal	Monthly
Low Dusting & Baseboards	Monthly

Kitchen Area

Cleaning Task	Frequency
Disinfect High Touch Areas: Door Handles/Push Bars, Light Switches, Appliance Handles, Faucet	Per Visit
Clean & Disinfect Counters & Table	Per Visit
Clean & Polish Sink & Faucet	Per Visit
Clean Microwave Inside & Out	Per Visit
Clean Exterior of Appliances	Per Visit
Sweep & Mop Hard Surface Floors	Per Visit
Remove Trash & Replace Liner	Per Visit
Clean & Sanitize Horizontal Surfaces and Sills	Weekly
Spot Clean Trash Receptacle & Surrounding Walls	Weekly
Spot Clean Chairs, Cabinets & Walls	Weekly
Clean & Sanitize Horizontal Surfaces and Sills	Weekly
Clean Interior of Refrigerator	Monthly
High Dusting of Corners, Edges, Recessed Lights, Diffusers, Top of Refrigerators & Vents of Ceiling for Cobweb Removal	Monthly
Low Dusting & Baseboards	Monthly



Restrooms	
Cleaning Task	Frequency
Disinfect Door Handles/Push Bars, Light Switches, Counters, Dispensers, Fixtures & Drinking Fountains	Per Visit
Thoroughly Clean Toilets & Urinals Inside and Out	Per Visit
Clean & Polish Sinks & Faucets	Per Visit
Polish Mirror	Per Visit
Clean and Restock All Dispensers	Per Visit
Sweep & Mop Hard Surface Floors	Per Visit
Remove Trash & Replace Liner	Per Visit
Spot Clean Trash Receptacle & Surrounding Walls	Per Visit
Spot Clean Stall Partitions	Weekly
High Dusting of Corners, Edges, Lights, Diffusers & Vents of Ceiling for Cobweb Removal	Monthly
Low Dusting & Baseboards	Monthly

Closing Tasks:

Turn off all lights as instructed
Lock doors and set alarm as instructed
Keep Janitor's Closet & Supply Room Clean & Organized

Additional Services Available Upon Request:

Interior Window Cleaning (Up to 8 feet)
Exterior Window Cleaning (Up to 8 feet)
Interior of Refrigerator Cleaning
VCT Stripping and Waxing
Electrostatic Disinfecting Spraying
Carpet Cleaning

Services Excluded in Scope of Work:

Inaccessible Floors Under Cabinets, Appliances, Shelves & Furniture & Inaccessible Surfaces Under Appliances (Microwaves)
Dusting of Exposed Ducts/Pipes
High Dusting Above 10 feet
Windows Above 8 Feet
Cleaning of Electronics (i.e., computers, keyboards, TV's, etc.)



Pricing

Subtotal Monthly	\$	370.00
Tax (7.5%)	\$	-
TOTAL MONTHLY	\$	370.00

Pricing Notes:

- 1) All invoices are billed on a monthly basis. You will receive your invoice by the end of the first full week of each month following service.
- 2) Invoices are sent by email unless otherwise requested.
- 3) We operate on a Net-15 payment term.
- 4) Payment can be made via check, bank transfer or credit card. There is a 3% fee on all credit cards.
- 5) If requested, we will provide an Automatic Payment Authorization Form.

CleanTurn

Contractor Agreement

THIS AGREEMENT is made and entered into this 23 day of November 2021 by and between Franklin Township located at 2139 Frank Rd, Columbus, OH 43223 hereinafter referred to as the Contractor, and CleanTurn International, LLC, located at 1059 Cable Ave, Columbus, OH 43222, hereinafter referred to as the Subcontractor.

The Subcontractor is engaged in the business of janitorial services and therefore agrees to the following:

- 1) Services: The Subcontractor will provide to the Contractor janitorial services at the following locations, according to the scope of work attached:

2139 Frank Rd, Columbus, OH 43223
- 2) Supplies / Staff: The Contractor shall provide trash bags, restroom supplies (soap, toilet paper, paper towel) for the Subcontractor.
- 3) The Subcontractor will provide all janitorial staff, training, coaching, quality control, cleaning supplies, etc. for the Contractor.
- 4) Term: The term of this agreement shall commence on the 1 day of December 2021 and expire on the 30 day of November 2023. The contract will automatically renew, unless written notice is given 30 days prior to end date.
- 5) The Subcontractor observes National Bank Holidays, including the following: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. The Contractor understands that cleaning services will not be provided on these days.
- 6) Compensation: The Contract total for cleaning services at locations previously designated shall be billed monthly at the following costs:

\$370.00
- 7) Termination: The Contractor and Subcontractor agree this contract may be terminated for any cause with a written 30 day notice delivered via mail or in person.
- 8) Non-Discrimination: Subcontractor shall not discriminate against any employee, worker, or applicant for employment on the basis of age, sex, religion, color, race, national origin, ancestry, marital status, physical or mental disability unrelated to ability, or an unfavorable discharge from the military service, nor otherwise commit an unfair employment practice.
- 9) The Contractor agrees that, during and for a period of 12 months after the end of this Agreement, it will not recruit the services of any employees of CleanTurn, or hire any such employees to provide cleaning services for the Contractor. Except with prior written consent of CleanTurn, due to the mission of CleanTurn to provide supportive employment, the Contractor shall not directly or indirectly seek to employ, entice away, or in any other manner persuade any person employed by CleanTurn to leave CleanTurn.
- 10) Cancellation of a normally schedule cleaning must be received 24 hours before the scheduled cleaning. If notification is not given within this timing, a \$50 cancellation fee will be charged.
- 11) Prohibited Conduct: The Subcontractor's personnel shall not disturb papers on office desks, or open drawers, bookcases, files, or cabinets. The Subcontractor's employees shall not use the Contractor telephones, electronics, computers, or medical equipment, nor be allowed to bring visitors into the building.
- 12) At all times during which this Agreement is in effect, the subcontractor shall maintain at least the level of insurance included in the Certificate of Liability Insurance attached hereto and incorporated herein by this reference. If at any point during this Agreement, Subcontractor is at its option, may immediately terminate this Agreement.

Contractor

Subcontractor



Signature

Signature

STEVE HAZER

Print

Print

ADMINISTRATOR

Title

Title

11-24-2021

Date

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/24/2021

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 American Heritage Insurance Group 9675 Montgomery Road, Suite 101 Cincinnati, OH 45242	CONTACT NAME: Renata Ross	FAX (A/C, No): 513-984-5339	
	PHONE (A/C, No, Ext): 513-984-5255	E-MAIL ADDRESS: rross@americanheritageins.com	
INSURED CleanTurn International LLC 1059 Cable Avenue Ste A Columbus, OH 43222	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Benchmark Insurance Company	13072	
	INSURER B: Hiscox		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES CERTIFICATE NUMBER: 00019377-2951408 REVISION NUMBER: 251

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 checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CP5006646	02/01/2021	02/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 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
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA5003049	02/01/2021	02/01/2022	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 checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0.00			UM5001660	02/01/2021	02/01/2022	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			CP5006646	02/01/2021	02/01/2022	PER STATUTE <input checked="" type="checkbox"/> OTH-ER <input type="checkbox"/> Emp Liab E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	<input type="checkbox"/> Prof Liability			ANE405104821	02/01/2021	02/01/2022	Contractors E&O 1,000,000

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

CERTIFICATE HOLDER Frankling Township 2193 Frank RD Columbus, OH 43223	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 (RJR)

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