

Board Meeting Agenda

**TOWN SHORES OF GULFPORT #216, INC
NOTTINGHAM**

**January 27, 2025, 10:30 AM
Town Shores Clubhouse Conference Room
3210 59th St S, Gulfport, FL 33707**

Call to Order

Roll Call

David Goldman, Terry Libich, Pip Quillin, Ron Gregory, Don Cameron, Cheryl Heal, Mike Rich

Minutes Approval

Approve minutes from the 01/20/2024 meeting as written.

Reports

Presidents Report –

Treasurers Report -

Old Business

None

New Business

- Discuss and vote on retaining Kustodial Kleen LLC for our new cleaning company.

Open Forum

Adjournment



Kustodial Kleen LLC
3110 1st Street So. Suite 2M-#1009, St. Petersburg, FL 33713
Email: kustodialkleen@gmail.com
Phone: 727.563.6540

Nottingham Building 216
6075 Shore Blvd S.
Gulfport, FL 33707

Proposal for Cleaning Services

Kustodial Kleen LLC is pleased to provide the following proposal for cleaning services based on the requested tasks and scope of work.

Scope of Work

Hallways

- Detail Dust - High And Low Areas: 5 days/week
- Scrub Walkways: 2 Floors per week
- Dust Mop Hard Surface Floors: 5 days/week
- Damp Mop Hard Surface Floors: 5 days/week
- Dust Balcony Handrails: 5 days/week
- Wipe Down All Window Ledges Using Appropriate Cleaner: 5 days/week

- Dust And Clean All Fire Extinguishers: 5 days/week

Lobbies

- Dust All Horizontal Surfaces Within Normal Reach: 5 days/week
- Detail Dust - High And Low Areas: 5 days/week
- Spot Clean All Walls, Light Switches: 5 days/week
- Damp Wipe Horizontal Surfaces: 5 day/week
- Vacuum Or Brush Upholstered Furniture: weekly
- Arrange Furniture: 5 days/week
- Dust Mop Hard Surface Floors: 5 days/week
- Spot Mop Stains And Spills Using Appropriate Cleaner: 5 days/week
- Damp Mop Hard Surface Floors: 5 days/week

Trash Room

- Rotate Trash Cans
- Clean Trash Cans Weekly
- Sweep And Mop Trash Room
- Weekend Trash Rotation (Saturday/Sunday)

Restrooms

- Clean Lobby Bathroom): 5 days/week
- Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions, And Chrome, Sweep And Mop Floor Using Appropriate Cleaner: 5 days/week

Storage Areas

- Detail Dust - High And Low Areas: Monthly
- Spot Clean All Walls, Light Switches, And Doors: 1 day/week
- Sweep Hard Surface Floors: As Needed
- Spot Mop Stains And Spills Using Appropriate Cleaner: As Needed
- Damp Mop Hard Surface Floors: 3 days/week

Laundry Room

- Dust All Horizontal Surfaces Within Normal Reach: 5 days/week
- Detail Dust - High And Low Areas: 5 days/week
- Spot Clean All Walls, Light Switches, And Doors: 5 day/week
- Damp Wipe Horizontal Surfaces: 5 days/week
- Sweep Hard Surface Floors: 5 days/week
- Clean Lint Filters: 5 days/week

- Empty Outdoor Trash Receptacles And Replace Liners: 5 days/week

Stairwells

- Dust Stair Railings, Ledges, And Spot Clean: 5 day/week
- Vacuum Hard Surface Stairs: 5 days/week
- Spot Mop Hard Surface Stairs Using Appropriate Cleaner: 5 days/week
- Damp Mop Hard Surface Stairs Using Appropriate Cleaner: 5 day/week

Other Requirements

- Site Supervision: 5 days/week
 - Gather Supplies And Equipment For Shift: 5 days/week
 - Clean And Arrange Janitor Closet: 5 days/week
 - Prepare For The Next Day: 5 days/week
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Pricing

- Total Proposal Amount: **\$2,500/monthly**
 - **6 hours a day (Monday-Friday)**
 - This amount reflects the cost of labor, materials, and equipment necessary to complete the specified services.
-

Payment Terms

- **Net 30 Payment Terms:** Payment is due on the first of the month within 30 days of the invoice date.
 - Payments not received within the agreed 30-day timeframe will incur a late fee of 5%.
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Holiday Schedule

Kustodial Kleen LLC will not provide cleaning services on the following federal holidays:

1. Thanksgiving Day
2. Christmas Day
3. New Year's Day
4. Martin Luther King Jr. Day

5. Memorial Day
6. Independence Day (Fourth of July)
7. Labor Day
8. Veterans Day

If services are required on any of these holidays, arrangements can be made in advance and may incur additional charges.

Terms and Conditions

1. **Duration:** Services will be provided from [TBD]. 60 days prior to the end of this agreement, its continuation will be subject to review and discuss renewal options. [Non-Auto Renewal].
2. **Termination:** Either party may terminate this agreement with a 30-day written notice, provided the termination is reasonable and justified.
3. **Force Majeure:** Kustodial Kleen LLC will not be held liable for delays or non-performance resulting from circumstances beyond our control, including natural disasters, government actions, or other unforeseen events.
4. **Arbitration Clause:** Any disputes arising out of this contract or resulting contract shall be resolved through binding arbitration in accordance with the rules of the American Arbitration Association. Arbitration will be conducted in Pinellas County, Florida.

Acceptance of proposal

To accept this proposal and authorize Kustodial Kleen LLC to proceed, please sign below:

Accepted by:

Nottingham

By: _____

Name: _____

Title: _____

Date: _____

Prepared by:

Kustodial Kleen LLC *Fuller*

By: _____

Name: _____

Title: _____

Date: _____



Completed Document Audit Report

Completed with SignWell.com

Title: Jan 25 Bid Proposal- Kustodial Kleen LLC_updated

Document ID: 77b0f371-2e0f-4779-8096-59a17848df3e







Time Zone: (GMT+00:00) Coordinated Universal Time

Files

Jan 25 Bid Proposal- Kustodial Kleen LLC_updated.doc - 5 pages

Jan 20, 2025 17:53:38 UTC

Activity

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