



Stanley H. Kellerhouse Municipal Building
One Van Wyck Street
Croton-on-Hudson, NY 10520-2501

Mayor
Brian Pugh

Trustees
Ann Gallelli
Sherry Horowitz
Richard Olver
Andy Simmons

Village Manager
Janine M. King

Treasurer
Sandra Bullock

Village Clerk
Pauline DiSanto

To: Janine King, Village Manager
From: Frank Balbi, P.E., Superintendent of Public Works
CC:
Date: May 14, 2019
Re: Office and Building Cleaning Services
Bid # 03-2018 – contract extension

Annually, the Village of Croton contracts with a cleaning service to properly clean and maintain Village owned Buildings. This service is important to daily operation, and aids in proper building maintenance. On May 17, 2018, seven bids were received for the *Office and Building Cleaning Services* contract. On June 4, 2018, the Village Board approved the *Office and Building Cleaning Services* proposal submitted by NSI Worldwide Inc.

The terms of the contract state that services shall be provided for a period of one year, with an option to extend for one additional year, if agreed upon by both parties. NSI has requested a one-year extension to the current contract, and will honor the pricing submitted during last year's bid process.

NSI has provided the Village with excellent service over the past year, and has been responsive to any issues that have occurred. I recommend the extension of the *Office and Building Cleaning Services* contract between the Village and NSI Clean Worldwide. Funding for this contract is accounted for in the 2019-2020 operating budget.