

## **RESOLUTION AUTHORIZING ENGAGEMENT OF A CLEANING SERVICE**

**WHEREAS**, the Rensselaer County Industrial Development Agency (the Agency) is desirous of obtaining the services of a professional cleaning service for its offices and conference room located in the Quackenbush Building in Troy, NY; and

**WHEREAS**, in accord with the Agency's procurement policy for contracts in an amount below Five Thousand Dollars, two written quotations for said services were sought and received; and

**WHEREAS**, the attached proposal by the Professional Cleaning Group offered the lowest price for the desired level of service; now therefore be it

**RESOLVED**, that the Executive Director of the Agency is hereby authorized to enter into an agreement with the Professional Cleaning Group for the period from now through December 31, 2021, substantially upon the terms set forth in the attached proposal, at a cost of Two Hundred Seventy-Five Dollars per month, said agreement to be in a form approved by Agency Counsel.

**Resolution ADOPTED by the following vote:**

**Ayes: 5**

**Nays: 0**

**Abstain: 0**

**November 12, 2020**

STATE OF NEW YORK                    )  
  ) SS.:  
COUNTY OF RENSSELAER            )

I, the undersigned (Assistant) Secretary of Rensselaer County Industrial Development Agency (the "Agency"), DO HEREBY CERTIFY that I have compared the foregoing annexed extract of the minutes of the meeting of the members of the Agency, including the Resolution contained therein, held on November 12, 2020 with the original thereof on file in my office, and that the same is a true and correct copy of said original and of such Resolution contained therein and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (A) all members of the Agency had due notice of said meeting; (B) said meeting was in all respects duly held; (C) pursuant to Article 7 of the Public Officers Law (the "Open Meetings Law"), said meeting was open to the general public, and due notice of the time and place of said meeting was duly given in accordance with such Open Meetings Law; and (D) there was a quorum of the members of the Agency present throughout said meeting.

I FURTHER CERTIFY that, as of the date hereof, the attached Resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Agency this 12th day of November, 2020.

  
\_\_\_\_\_  
(Assistant) Secretary

(SEAL)



Phone 518.618.1296  
www.albanycleaninggroup.com

11/4/2020

Rensselaer County Industrial Development Agency  
333 Broadway  
Troy, NY 12180

### PROPOSAL FOR CLEANING

**Schedule:**

Cleaning will take place Monday, Wednesday & Friday in the early evening.

**Scope of Service- (each visit unless otherwise noted)**

- Vacuum all carpeted areas.
- Wipe tables & flat surfaces of common areas, move & replace small items.
- Remove all trash, wipe cans & change liners as needed.
- Wipe keyboards, phones, office equipment.
- Clean all conference rooms each visit.
- Clean interior glass partitions once per week.
- Wipe light switches & doorframes.
- Remove cobwebs from all areas as needed.
- Wipe sides of desks, cabinets, areas that collect dust.
- Vacuum air vents/diffusers once every three months.

**Background Checks:**

An outside investigation company will provide criminal background checks for all employees. Employees will be subject to random drug testing.

**Service fee:**

The monthly fee for service will be \$275.00. Price is valid for one year from the date of this proposal and does not include applicable sales tax. Proposal includes necessary cleaning supplies & equipment and does not include trash bags or paper products. An invoice will be submitted at the start of each month net 30. Invoices open past 40 days are subject to a \$20.00 late fee and possible service interruption. Either party may cancel this agreement with a 30-day written notice.

Proposal accepted by (Print name) \_\_\_\_\_  
(Signature) \_\_\_\_\_ Date \_\_\_\_\_

Service to begin \_\_\_\_\_