



MEMO TO: IHL S Board of Directors  
FROM: Leslie M. Bednar  
DATE: October 21, 2018  
RE: Cleaning Contract for Champaign

The Champaign facility is currently cleaned by our full-time ILDS staff member at the location. As the operations position has evolved this last year less time is available for cleaning. We maintain our commitment to staff health and well-being by providing a clean workplace and rest areas.

The Champaign building requires additional assistance for proper attention to cleaning. We received bids from two companies to provide weekly cleaning plus windows at \$150/week. This cost was not detailed in our FY2019 budget and is over \$2,500.00 so must be brought to the board for approval. The total estimated cost for November 2018 – June 2019 is \$5,400.00.

In Edwardsville the bi-weekly cleaning is provided by an outside company at a comparable rate. Our Carbondale offices are cleaned by a part-time operations staff member, and the common areas (bathrooms, hallway) are cleaned by SIUC.

**Recommendation**

We recommend IHL S board accept contract for the remainder of FY2019 not to exceed \$5,400.00.

Please let me know if you have any questions, and thank you for your consideration.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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