



# City Council

## Agenda Item

**Subject:** Approval of Service Agreement with ServiceMaster of Watertown for the cleaning of City Hall Basement Records and Disposal of remaining Miscellaneous Surplused Items in the amount of \$28,840 and Authorization to Pay 50% down via Special Check.

**Meeting:** City Council - May 19 2025

**From:** Kristen Bobzien, Interim City Manager/Chief Financial Officer

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### **BACKGROUND INFORMATION:**

With the move to the new City Hall underway, the existing records in the City Hall basement must be properly cleaned due to mold exposure. ServiceMaster of Watertown will retrieve, decontaminate, store and deliver records back to the new City Hall, located at 20 North Maple. In addition, ServiceMaster will dispose of existing Hazardous & E Waste items currently located in the basement in addition to miscellaneous surplused items. Items were surplused during the April 7th City Council Meeting.

The City of Watertown must make a 50% deposit of the estimate total prior to project start date. If approved, this will be paid by special check. All items will be removed from the basement by August 1st. ServiceMaster anticipates that the cleaning of the records will take up to 6 months.

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### **FINANCIAL CONSIDERATIONS:**

The cost of this project is \$28,840.

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### **STAFF RECOMMENDATION / SUGGESTED MOTION:**

I move to approve the Service Agreement ServiceMaster of Watertown for the cleaning of City Hall Basement Records and Disposal of remaining Miscellaneous Surplused Items in the amount of \$28,840 and Authorization to Pay 50% down via Special Check.

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### **ATTACHMENT(S):**

[ServiceMaster Agreement](#)

**SERVICE PROVIDER:** ServiceMaster of Watertown

**ADDRESS:** PO BOX 331, Watertown SD 57201

**PHONE NO:** 605-886-6006

**EMAIL:** [april@smwatertown.com](mailto:april@smwatertown.com)

**CUSTOMER NAME:** City of Watertown

**ADDRESS:** 23 2<sup>nd</sup> Street NE Watertown SD 57201

**PHONE NO:** 605-753-3545

**EMAIL:** [jcollins@watertownsd.us](mailto:jcollins@watertownsd.us)

**JOB DESCRIPTION:** CLEANING OF CITY HALL BASEMENT RECORDS

ServiceMaster of Watertown agrees to provide the below services at a total cost of **\$28,840**.

1. 199 boxes of City Documents. ServiceMaster of Watertown will retrieve, decontaminate, store and deliver boxes. Books will be cleaned page by page and tested with ATP Meter.
2. 178 books of City Records. ServiceMaster of Watertown will retrieve, decontaminate, store and deliver books. Boxes will be unpacked, content cleaned through a combination of hand wiping and hepa filtration and reboxed. Random pages will be tested with ATP Meter to ensure cleaning results.
3. Disposal of Hazardous Waste
4. Disposal of E Waste Items
5. Dispose of Miscellaneous Items declared surplus and junked
6. Shredding of confidential boxes
7. Clean Computer Server Equipment *with 24 hour turnaround time*

All documents will be stored in an accessed controlled room. Any of ServiceMaster Technicians handling the documents will be subjected to sign nondisclosure agreements.

All content must be removed from 23 2<sup>nd</sup> Street NE before August 1, 2025. ServiceMaster will be allowed up to 6 months to complete all cleaning and return items to the new City Hall, located at 20 North Maple in Watertown. If priority is placed on certain items, this will be communicated with ServiceMaster at the start of the project.



City of Watertown agrees to make a 50% deposit of Estimate Total prior to project start date. Additional payments will be made with payment terms of net 45 days. If ServiceMaster of Watertown wishes for payment within 30 days, service provider shall submit Application for Payment on or about the tenth (10<sup>th</sup>) of the month following completion of the work as provided to guarantee payment within 30 days.

CITY OF WATERTOWN:

ServiceMaster of Watertown

BY:

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Kristen Bobzien, Interim City Manager

Date: \_\_\_\_\_

Attest:

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Jennifer Collins, Records & Licensing Mgr