

MUNICIPAL AND PUBLIC WORKS BUILDINGS CUSTODIAL CLEANING CONTRACT

THIS AGREEMENT, entered into by and between the City of Adams (herein called the "City") and _____, (herein called the "Contractor") for Municipal and Public Works Buildings Custodial Services contains the following provision, to-wit:

1. **Term:** The term of this contract shall be for three (3) years commencing on the 1st day of January, 2021 and terminating on the anniversary date in 2024. The term of the agreement may be shortened in accordance with the provisions of Paragraph 4- Termination.
2. **Compensation:** For and in consideration of the Contractor performing the duties outlined herein, the City agrees to pay the Contractor an annual sum of _____ Dollars (\$_____). This sum shall be the full consideration due and owing the Contractor under this Agreement, and shall be paid monthly by the City.
3. **Contractor's Duties:** For and in consideration of the amounts paid the Contractor by the City as specified above, the Contractor agrees to perform the following cleaning services for the City. The services shall be performed in and to:

City's Municipal Building located at 101 N. Main Street, Adams, Wisconsin;
Public Works Building located at 101 N. Juneau Street, Adams, Wisconsin

A) Rooms/areas to be cleaned – Municipal Building

- 1) All rooms occupied by the Police Department, but excluding the Police Department storage bay
- 2) All offices occupied by the City Clerk
- 3) The City Council Chambers & Offices
- 4) The kitchen
- 5) The bathrooms
- 6) All hallways, foyers, doors and handles (inside and outside) and stairways

B) Rooms/areas to be cleaned – Public Works Building

- 1) All offices occupied by the Public Works Department
- 2) The bathroom
- 3) Hallways, foyer, doors and handles (inside and outside)

C) Frequency of Cleaning Services to be Provided.

1) Regular services to be performed:

- a) All windows, door windows, door handles, stairways, Council Chambers, kitchen, base boards, vents and corners will be washed or dusted at least once each month.
- b) All bathrooms will be cleaned, all offices and furniture will be dusted, all floors will be vacuumed (carpet) or mopped (tile & chair mats), recycling and garbage will be collected and set out for collection at least once each calendar week.

Performing the services and duties as described above, it shall be the duty of the Contractor to supply all necessary supplies and materials to perform this work utilizing products bearing EPA-approved emerging viral pathogens claims labels are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

The City shall provide a vacuum cleaner and supplies as follows: hand towels, toilet paper, hand soap, urinal blocks, garbage bags, drain opener and air fresheners.

- 4. Termination-modification: The City or the Contractor will have the right to terminate this Agreement provided ten (10) days' notice is given prior to termination.
- 5. General Provisions: The following general provisions shall also be in effect with regard to this Agreement:
 - A) City reserves the right to contract with other providers to perform or provide other maintenance or service functions not specified in this Agreement.
 - B) The Contractor may not assign its rights under this Agreement without the written consent of the City.
 - C) The Contractor is to provide the City a detailed list of all employees allowed on the premises to perform work provided for herein (Addendum A).
 - 1. Fingerprinting and a background check will be completed by an Officer of the City Police Department on each employee provided in Addendum A. Under no circumstances should anyone not listed in Addendum A be allowed on the premises. The City holds the right to accept or reject any person listed in Addendum A.
 - D) The Contractor is to provide cleaning services between the hours of 4:00 p.m. and 8:00 p.m.

E) The Contractor agrees to the condition to maintain and keep in full force and effect the policy(s) of insurance during the term of the contract as follows:

A) \$5,000.00 fidelity bond

B) \$100,000.00 personal injury/property liability

The Contractor shall, upon reaffirmation with City, provide the City with certificates verifying the above coverage.

DATED this ____ day of _____, 2020.

CONTRACTOR

CITY OF ADAMS

BY: _____

BY: _____
Roberta Pantaleo, Mayor

ATTEST:

BY: _____
Janet L. Winters, CMTW, CMC, WCMC
Clerk/Treasurer