

**TOWNSHIP OF ARCADIA  
CONTRACT OF JANITORIAL SERVICES**

The job description and contract made between the Township of Arcadia, a Michigan Municipal Corporation (herein referred to as "Township") and \_\_\_\_\_ (herein referred to as "Contractor")

It is hereby agreed and understood between the Township and the Contractor that:

1. The term of this contract shall be two years beginning \_\_\_\_\_ and ending March 31, 2024.
2. Contractor agrees to perform certain duties relating to the maintenance of Arcadia Township buildings, including the Township Hall, Township Offices, Fire Hall and offices as follows:
  - (A) Weekly cleaning will be done on the same day per week as agreed upon between the contractor and township.
  - (B) Be familiar with the electrical panel.
  - (C) Clean heat ducts, cold air returns and light fixtures annually.
  - (D) Clean office counter windows inside and out weekly. Including entrance doors to the township offices and township hall.
  - (E) Dust and vacuum the township hall, township offices, fire hall and offices weekly.
  - (F) Clean all bathrooms weekly maintaining proper supplies.
  - (G) Clean floors (sweep and mop) weekly.
  - (H) Take garbage out weekly from offices, baseball fields and pavilion. Put garbage and trash out in the provided dumpster.
  - (I) Floors will be waxed and buffed once a year. The Contractor can bid with or without this option. (*Bid with* \_\_\_\_\_ *Bid Without* \_\_\_\_\_ *Initial* \_\_\_\_\_)
3. Contractor agrees to perform certain duties cleaning after each individual Hall Rental as follows: (Contractor will be paid an additional amount of \$50.00 per rental.)
  - (A) Clean tables, chairs, countertops, and sinks.
  - (B) Clean and remove all food from the refrigerator.
  - (C) Remove garbage to dumpster.
  - (D) Clean bathrooms, restocking supplies.
  - (E) Properly maintain extra supplies including toilet paper, paper towel, soap, and garbage bags.
  - (F) Sweep and mop floors.
4. Township agrees to provide all necessary equipment and supplies for the work required by this contract. The contractor will be responsible to keep the appropriate township officials informed of any needed supplies of equipment.

5. Contractor agrees not to allow anyone under the age of 18 years to perform any of the services required by this contract.
6. Contractor agrees to provide evidence of Workman's Compensation insurance covering any persons employed by him/her to perform services required by this contract.
7. The Township and the Contractor each have the right to terminate this contract by delivering written notice to the other party at least 60days in advance of termination.
8. The Contractor shall maintain in effect throughout the term of this Contract a policy or policies of liability insurance in an amount not less than \$200,000 and shall ensure that the Township be listed as an additional insured party on all such policies of insurance.
9. Township agrees to pay the sum of \$ \_\_\_\_\_ per year for the above specified contract services. Said amount will be paid to the contractor at the rate of \$ \_\_\_\_\_ per month.

Any questions that arise as to building operations and cleaning of the Township Hall are to be coordinated with the Township office personnel.

\_\_\_\_\_  
John Howell, Supervisor

\_\_\_\_\_  
Sharna L. Smith, Clerk

\_\_\_\_\_  
Contractor