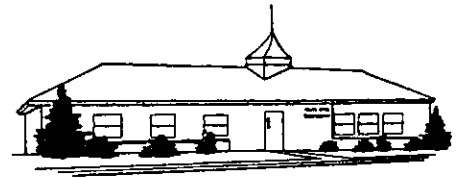


RUTLAND CHARTER TOWNSHIP BARRY COUNTY



Larry Watson **Supervisor**
Robin Hawthorne **Clerk**
Sandy Greenfield **Treasurer**
Stacey Graham **Zoning Administrator**

TRUSTEES
Brenda Bellmore
Gene Hall
Sandra James
Doug Lectka

Township Hall Maintenance/Janitorial Agreement

This agreement entered into this _____, by and between the Rutland Charter Township Board and _____ hereinafter referred to as the Janitorial Staff for Janitorial Services for the Rutland Charter Township Hall located at 2461 Heath Road, Hastings, MI 49058.

- This Agreement shall remain in effect for three years commencing January 1, 2024 until December 31, 2026.
- This list of duties and the frequency of their performance that will be done for a rate of _____ per month.
 1. Areas to be cleaned include bathrooms, board room, conference room, offices and kitchen.
 2. Cleaning duties include dusting, vacuuming, sweeping, mopping, and emptying of all trash cans
 3. Wash all windows in the spring and fall.
- These duties will be performed after regular office hours a minimum of 1 day per week.
- All cleaning and maintenance supplies (trash bags, paper towels, etc) will be supplied by Rutland Township. The Janitorial Staff keep the Township informed when supplies are running low.
- The janitorial staff is to provide their own cleaning equipment (mops, vacuums, and dusting clothes etc.)
- Any duties other than those listed will be charged on a time and material basis after prior approval from the Township Executive Board made up of the Supervisor, Clerk, and Treasurer, and will be paid for at the end of that billing period.
- Must carry their own Workman's Comp and Liability Insurance and have it on file with the Township.
- The Township requests a 30-day written notice before this Agreement can be terminated by either party.

Signed:

Robin J Hawthorne
Rutland Charter Township Clerk

ADDENDUM TO THE TOWNSHIP HALL MAINTENANCE/JANITORIAL CONTRACT

HOLD HARMLESS AGREEMENT

This agreement entered into between Rutland Charter Township and _____ is for the purpose of holding the Township harmless for any liability or property damage that could occur from the cleaning and maintenance of the Township Hall.

The Janitorial Staff assumes complete responsibility and guarantees replacement of any damaged property on the Township Hall property.

CONTRACTOR: _____

DATED: _____

SIGNED: _____

Robin Hawthorne, Township Clerk