

Janitorial Contract

The Janitorial Contract for Service is made effective February 3, 2020 between Charlestown City Hall of Charlestown Indiana and I will Do It LLC of Jeffersonville Indiana.

Description of Services: Beginning on February 3, 2020 I will do it LLC will provide to Charlestown City Hall the following custodial services;

Scope of Work:

Empty all trash (desk, conference rooms, break rooms, restrooms, outdoor trash, and ashtray's. Take to designated area.

Restock all paper products (furnished by CCH).

Clean Restrooms (6) toilets, basins, urinals, spills on walls and countertops.

Clean all offices, counsel rooms and conferences. **NOTE:** No desk will be touched by cleaning company unless cleans off desk and leaves a note.

Polish all metal and mirrors. Sweep and mop all floors. Vacuum all carpets and entry rugs. Clean and polish all conferences and counsel room's furniture as needed.

Wipe out microwaves (refrigerators will be responsibility by employees).

Spot clean walls as needed. Vacuum stair wells weekly depending on weather.

Dust picture frames and wall hangings as needed. Clean Main door entry glass (office window as needed). Glass throughout the building will be cleaned in April and October. As discussed with Mayor.

Carpets will be cleaned twice a year as discussed with Mayor Hodges but on hold at this time because of replacing carpet. Price will be discussed after old carpet in replaced.

Clean up spills while in building, if I have to come back before or after I leave to clean up spills will be charged accordingly.

Cleaning supplies will be furnished by I Will Do It LLC.

Paper Products will be supplied by Charlestown city Hall but I will monitor when it needs to be ordered for the building. If I need something I will buy it and turn receipt into Charlestown City Hall as approved by Mayor Hodges.

I Will Do It LLC will notify proper authority of any problems found in building.

Detail Cleaning of the Building:

First initial detail cleaning of Charlestown City hall will consist of vents, all lightning, walls, floors, desk, steps, window blinds, etc., charge will be \$800 1 time charge for first initial cleaning as discussed with Mayor Hodges. Any other detail cleaning, or construction cleaning will be another charge discussed with Mayor Hodges.

Windows all through the building will be cleaned twice a year \$800 twice a year equals \$1600.

Carpets cleaned all through building twice a year negotiating because of replace carpet throughout the building.

Cleaning building starting 3 times a week (Mayor Hodges) if more is needed it can be added at a later time with agreement from both parties.

Charges for Daily Cleaning \$60 per day at 3x a week equals \$180 x 4 weeks equals \$720 monthly (months with 5 weeks will be \$180 per week times 5 equals \$900.)

If a regular workday falls on a Holiday and Charlestown City Hall is closed we can come the day before or after to clean.

Lists of charges

1 time the initial Cleaning fee (Per Mayor Hodges) as negotiated by I will Do It LLC and Mayor Hodges. \$800.00.

Regular charge per day \$60 times 3 per week equals \$180 x 4 weeks equals \$720 and calendar months with 5 weeks equals \$900.

Window cleaning 2x a year \$800 per cleaning equals \$1600.00

Carpets 2 x a year negating a later time.

All payment will be made out to I will Do It LLC.

TERM: This contract is for (1) year and will automatically renewed unless a letter of cancelation is received 30 days before the automatic renewal date by either parties.

COMPLIANCE WITH APPLICABLE STATUS, ORDINANCES AND REGULATIONS. In performing the Services required under this Contract with I will Do It LLC shall comply with all applicable federal, state, county and city statutes ordinances and regulations.

INSURANCE; I WILL Do It LLC, at its own cost and expense, shall procure and maintain throughout the term of this contract workers' compensation and general liability policy for the protection of its employees engaged in work under this contract.

CONFIDENTIALITY: I Will Do It LLC and its employees, agents or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of I Will do It LLC , or divulge, disclose or communicate in any manner, any information that is property to Charlestown City Hall . I Will Do It LLC and employees, agents, and representatives will protect information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Contract.

REMEDIES: In additions to any and all other a party may have an available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract (including without limitations to failure to make a monetary payment when due), the other party can terminate the contact by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have ten days from the effective date of such notice to cure the default (s). Unless waived by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this contract.

DISPUTE RESOLUTION: The parties will attempt to resolve any disputes arising out of or relating to this contract through friendly negotiations amongst the parties. If the matter is not resolved by negotiations, the parties will resolve the dispute using the below Alternative Dispute Resolution Procedure. (ADR)

Any controversies or disputes arising out of or relating to this contract will be submitted to mediation in accordance with any statutory rules of mediation. If mediation does not successful does not resolve the dispute, the party may provide to seek an alternative form of resolution in accordance any other rights and remedies afforded to them by law.

ENTIRE AGREEMENT; this contract contains the entire agreement of the parties, and there are no other promises or conditions in any of their agreement whether oral or written considering the subject matter of this contract. This contract supersedes any prior written or oral agreements between the parties.

SEVERABILITY: If any provision of this contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision is invalid or unenforceable, but that by limiting such provision it would be valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

AMENDMENT: This contract may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

GOVERNING LAW: This Contract shall be construed in accordance with the laws of the State of Indiana.

NOTICE: Any notice or communication required or permitted under this contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

WAVIER OF CONTRACTUAL RIGHT: The failure of either party to enforce any provision of the contract shall not be construed as a wavier or limitations of that party's righto subsequently enforce and compel strict compliance with every provision of this contract.

SIGNATORIES: This contract shall be signed on behalf of Charlestown City Hall by Treva Hodges, Mayor of Charlestown Indiana and on behalf of I Will Do It LLC by Mary Downey and effective as of the date first above written.

Service Recipient:

Charlestown City Hall

By: _____

Treva Hodges

Mayor of Charlestown Indiana.

I will Do It LLC

By: _____

Mary Downey

Jeffersonville Indiana

(DBA) I Will Do It LLC