

**CITY OF FRANKLIN COMMUNITY CENTER
SCOPE OF WORK
CONTRACTOR CLEANING DUTIES
December 1, 2020**

1. CLEANING DUTIES

Contractors are expected to efficiently and effectively clean the Community Center by performing the duties listed in the attached checklist.

2. WARRANTIES

Contractor would represent and warrant that it has the requisite training, skills and experience necessary to provide the services and is appropriately licensed by all applicable agencies and governmental entities.

3. COMPLIANCE

Contractors must agree to comply with all federal, state and local laws applicable to the services to be performed. Contractor would be solely and completely responsible for the safety of its employees.

4. INSURANCE REQUIREMENTS

Liability.

- Contractor would agree to maintain commercial general liability insurance and name the City as an additional insured.

Workers Compensation.

- Contractor would agree to comply with all workers compensation laws in Minnesota.

Certificate of Insurance.

- Prior to commencing services, the Contractor must deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.

5. PAYMENT AND TERMS.

- a. The contractor would be paid in the amount contained in its bid proposal unless written modifications affecting the cost have been approved by both parties in accordance with the agreement. Payment would be made on a monthly basis following city council approval.
- b. The contractor would agree to a term of one (1) year whereupon the term could be renewed annually.

6. INDEMNIFICATION.

To the fullest extent permitted by law, the Contractor must agree to defend, indemnify and hold harmless the City, and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses, including attorney fees, arising out of the Contractor's negligence or the Contractor's performance or failure to perform its obligations under this Agreement. The Contractor's indemnification obligation shall apply to the Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligation shall survive the completion or termination of this Agreement.

7. DATA PRACTICES.

The Contractor agrees that it would abide by the applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, pertaining to privacy or confidentiality. The Contractor understands that all of the data created, collected, received, stored, used, maintained or disseminated by Contractor in performing those functions that the City would perform as a government entity, is subject to the requirements of Chapter 13 and the Contractor must comply with those requirements as if it were a government entity. This does not create a duty on the part of the Contractor to provide the public with access to public data if the public data is available from the City, except as required by the terms of this Agreement.

8. ASSIGNMENT

Any agreement made, with the rights and privileges it would create, would be assignable only with the written consent of both parties.

FRANKLIN COMMUNITY CENTER CLEANING CHECKLIST

KITCHEN

PER EVENT

- _____ 1. Sweep kitchen floor
- _____ 2. Wipe kitchen countertops
- _____ 3. Wipe sink and faucets
- _____ 4. Mop kitchen floor

AS NEEDED

- _____ 1. Wipe walls and cabinets
- _____ 2. Clean windows

BATHROOMS

PER EVENT

- _____ 1. Sweep floor
- _____ 2. Clean toilets, sinks, mirrors, and stalls
- _____ 3. Check garbage cans and replace garbage bags
- _____ 4. Stock towels and soap in dispensers
- _____ 5. Replenish toilet paper. Replenish paper towels as needed.
- _____ 6. Mop floor

HALL

PER EVENT

- _____ 1. Check garbage cans and replace bags (if needed). Wipe down garbage receptacles.
- _____ 2. Sweep floor.
- _____ 3. Vacuum rugs.
- _____ 4. Mop hall floors. ***Rinse mop and mop bucket.***
- _____ 5. Wipe down window sills and doors. Clean windows and glass doors as necessary.

FALL AND SPRING CLEANING

Wipe down the kitchen cabinets, walls and baseboards. Wipe down the bathroom walls. Also, any other deep cleaning that is needed.

SPRING CLEANING

Clean all windows (inside and outside) including the blinds.