



## **PROPOSAL/AGREEMENT**

**CUSTOMER:** Anoka Police Department  
**LOCATION:** 275 Harrison Street  
Anoka, MN 55303  
**PHONE NUMBER:** (763) 576-2800  
**CONTRACTOR:** Office Pride Commercial Cleaning

**DATE:** 3/25/24

### **I. Contractor Responsibility**

- Contractor agrees to provide all services as described under the attached cleaning specifications sheet.
- Contractor agrees to provide all labor, equipment, and cleaning supplies.
- Contractor agrees to provide services for **Five Cleanings per week** according to the agreement.

### **II. Customer Responsibility**

- Customer agrees to provide adequate secured storage facilities for contractor's equipment and supplies.
- Customer agrees to provide adequate water and electrical facilities for the use of contractor.
- Customer to supply all consumables (i.e., paper products, hand soap, can liners, etc.) UNLESS AGREED OTHERWISE.
- Customer agrees to provide two sets of keys for contractor's use, *if* cleaning to be done after normal business hours. (If additional floor care is to be provided, an additional set of keys may be required.)
- Customer agrees to provide adequate trash disposal facilities.
- Customer agrees not to employ or seek to employ any Office Pride employee to service client facilities during term of this agreement and for a period of three months following termination of this agreement unless given written permission by contractor. If Customer would like to hire an Office Pride employee, there would be a Recruitment Fee of 15% of employee's first year wages.
- Customer agrees that contractor is not responsible for cleaning any blood spills unless approved BBP equipment and supplies are provided by Customer.

### **III. Insurance Coverage**

- Contractor agrees to keep in force during term of this agreement the following insurance coverage:
  1. Workers compensation (Policy limits per state statute).
  2. Comprehensive General Liability (\$1,000,000 per occurrence).
  3. \$10,000 Fidelity Bond for all employees

## Period of Agreement

- Service will commence the \_\_\_\_ day of \_\_\_\_ 2024 and continue until canceled by thirty (30) days written notice by either party.
- Email Is sufficient for 30 day written notice

## IV. Changes in Specifications or Frequencies

- Customer and contractor agree that specifications, frequencies or work assignments may be altered at any time by written notice. Contractor and customer will negotiate to determine cost of service changes.

## V. Cost of Service

- Customer agrees to pay contractor **\$2,978/month** to perform routine janitorial services for **Five Cleanings Per Week** payable on the last day of the same month in which work is performed. Invoices will be sent to client on or by the 1<sup>st</sup> of same month.
- If the cancellation is sent in the middle of a month, the final month's fee will be prorated based on how many weeks are actually cleaned and not billed for the full month.
- Unless noted, customer agrees that the following services are separate from this agreement and can be quoted upon request:

- Sanitizing Cleaning (via fogging)	<u>\$0.10/SF (min. \$350)</u>
- Carpet Cleaning:	<u>\$0.40/SF -</u>
- Strip & Wax tile floors:	<u>\$0.75/SF-</u>
- Extra tasks or special cleaning not on specifications	<u>\$40.00/Hour (min. \$50.00)</u>

Customer: **Anoka Police Department**

Locations: **275 Harrison Street  
Anoka, MN 55303**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Contractor: **Office Pride** Office (763) 333-2002 Cell (806)292-4808

By: Dustin Brownlee - 

Title: Owner \_\_\_\_\_

**\*Prices quoted for services specified will be valid for 30 days from date of presentation of unsigned agreement.**