

CITY OF GRAND RAPIDS

JANITORIAL SERVICES AGREEMENT

Between the City of Grand Rapids and Willow Leaf Cleaning Company

This Janitorial Services Agreement ("Agreement") is entered into this ____ day of _____, 2026, by and between the **City of Grand Rapids, Minnesota**, ("City"), and Willow Leaf Company ("Contractor").

1. PURPOSE

The City desires to retain Contractor to provide janitorial services for designated City facilities. Contractor agrees to furnish all labor, supervision, equipment, and cleaning supplies necessary to perform such services in accordance with the terms of this Agreement.

2. TERM

The term of this Agreement shall commence on **August 1, 2026**, and shall remain in effect through **December 31, 2028**, unless terminated earlier as provided herein.

The contract term shall consist of:

- Initial Term: August 1, 2026 through December 31, 2026
- First Renewal Term: January 1, 2027 through December 31, 2027
- Second Renewal Term: January 1, 2028 through December 31, 2028

Compensation for each calendar year shall be established in Exhibit A.

3. FACILITIES COVERED

Contractor shall provide janitorial services for the following facilities:

- City Hall
- Old Central School
- Grand Rapids Area Library

The City may add or remove facilities by written amendment approved by both parties.

4. SCOPE OF SERVICES

City Hall and Old Central School

Cleaning services shall be performed **five (5) days per week**, Monday through Friday, excluding City-recognized holidays unless otherwise authorized.

Grand Rapids Area Library

Cleaning services shall be performed **three (3) days per week** on a schedule approved by the City and Library Director.

Services to Include

Contractor shall provide the following services as required:

Restrooms

- Clean and sanitize toilets, urinals, sinks, and fixtures.
- Clean mirrors and partitions.
- Refill soap, paper towels, and toilet tissue supplied by the City.
- Sweep and mop floors.

Offices and Common Areas

- Empty trash and recycling containers.
- Replace liners as necessary.
- Dust accessible surfaces.
- Vacuum carpeted areas.
- Sweep and mop hard-surface floors.
- Clean interior glass in entry doors and common areas as needed.

Break Rooms and Kitchens

- Clean sinks and countertops.
- Wipe exterior surfaces of appliances.
- Sweep and mop floors.

Entryways

- Vacuum or sweep entry mats.
- Remove debris and maintain clean entrances.

Periodic Cleaning

- High dusting.
- Interior window cleaning as requested.
- Additional cleaning tasks mutually agreed upon by the parties.

5. COMPENSATION

The City shall compensate Contractor according to the rates established in Exhibit A.

Contractor shall submit monthly invoices to the City.

Invoices shall be payable within thirty (30) days following approval by the City.

Additional services outside the scope of this Agreement must be approved in advance by the City Administrator or their designee.

6. INDEPENDENT CONTRACTOR

Contractor shall act as an independent contractor and not as an employee of the City. Contractor shall be responsible for all wages, payroll taxes, insurance, and employee benefits.

7. INSURANCE

Contractor shall maintain the following minimum insurance coverage throughout the term of this Agreement:

Commercial General Liability

- \$1,000,000 per occurrence
- \$2,000,000 aggregate

Workers' Compensation

As required by Minnesota law.

Automobile Liability

If vehicles are used in connection with services:

- \$1,000,000 combined single limit

Proof of insurance shall be provided prior to commencement of services.

8. ACCESS TO CITY FACILITIES

The City may provide keys, access cards, alarm codes, or other security credentials.

Contractor shall:

- Maintain all security credentials in a secure manner.
- Not duplicate keys without written authorization.
- Immediately report lost or stolen keys.
- Return all City property upon termination of the Agreement.

9. PERFORMANCE STANDARDS

Contractor shall perform services in a professional and workmanlike manner consistent with industry standards.

The City reserves the right to inspect the quality of services performed and notify Contractor of deficiencies requiring correction.

Contractor shall remedy identified deficiencies within a reasonable time after notification.

10. COMPLIANCE WITH LAWS

Contractor shall comply with all applicable federal, state, and local laws, regulations, and ordinances.

11. INDEMNIFICATION

Contractor shall defend, indemnify, and hold harmless the City, its elected officials, officers, employees, and agents from claims, damages, losses, and expenses arising from Contractor's performance under this Agreement, except to the extent caused by the City's negligence.

12. TERMINATION

Termination for Convenience

Either party may terminate this Agreement upon thirty (30) days' written notice to the other party.

Termination for Cause

The City may immediately terminate this Agreement for:

- Failure to perform required services;

- Material breach of contract;
- Failure to maintain required insurance;
- Security violations;
- Violation of applicable laws.

13. GOVERNMENT DATA PRACTICES

Contractor agrees to comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as applicable.

14. EQUAL EMPLOYMENT OPPORTUNITY

Contractor agrees not to discriminate against any employee or applicant because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance, and shall comply with all applicable state and federal laws regarding equal employment opportunity.

15. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Minnesota.

Venue for any legal action arising under this Agreement shall be in Itasca County, Minnesota.

16. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and may only be amended by a written instrument approved by the City Council and signed by both parties.

CITY OF GRAND RAPIDS

Approved by the Grand Rapids City Council on _____, 2026.

CITY OF GRAND RAPIDS

By: _____

Tasha Connelly, Mayor

Date: _____

Kimberly Gibeau, City Clerk

Date: _____

Approved as to Form:

City Attorney, Chad B. Sterle

Date: _____

Willow Leaf Commercial Cleaning Company

By: _____

Name: _____

Title: _____

Date: _____