

Approve Bid for Cleaning

**VILLAGE OF WATERLOO  
RESOLUTION NO. 04-23-13-01**

WHEREAS, Cheryl Benke, a Waterloo resident, submitted a proposal for cleaning Village facilities; and

WHEREAS, the Village of Waterloo has entered into an agreement with Cheryl Benke for cleaning services at three Village facilities on a bi-weekly basis.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WATERLOO, NEBRASKA, AS FOLLOWS:

THAT, the terms of the agreement, named the "Village of Waterloo Facility Cleaning Agreement" between Cheryl Benke, an Independent Contractor and the Village of Waterloo, the owner, to provide facility cleaning services, are hereby accepted.

PASSED THIS 13 DAY OF April, 2013

Village of Waterloo

ATTEST:

(SEAL)

Nancy Hert  
Village Clerk  
Nancy Hert



[Signature]

## **Village of Waterloo Facility Cleaning Agreement**

**THIS AGREEMENT** is made between the Village of Waterloo, (Owner), 509 S. Front St., Waterloo, Nebraska and Cheryl Benke (Contractor), 605 Washington St., Waterloo, Nebraska.

**WHEREAS**, the Contractor contacted the Village with a proposal to provide cleaning services for the Owner; and

**WHEREAS**, Owner is in agreement that this proposal would allow Village personnel more time to spend on the duties they were hired to do; and

**WHEREAS**, Owner agrees to the services and compensation outlined in Exhibit A (EX. A.); and

**WHEREAS**, Owner and contractor agree to the following related to the cleaning services outlined in EX. A:

- Contractor will provide cleaning services on a bi-weekly basis;
- Owner will provide contractor access to the facilities to be cleaned;
- Contractor will provide all equipment, materials and supplies needed to perform the cleaning services;
- Contractor will perform services in accordance with specifications established by the Owner;
- Contractor is responsible for repairs to Owner facilities and/or personal property damaged during the performance of the duties outlined in EX. A.

**NOW THEREFORE**, in consideration of the foregoing recitals, the parties hereto agree as follows:

**SECTION 1.** Contractor will provide Owner a report of services performed on a bi-weekly basis. Village will make payment to Contractor within five (5) days of receipt of bi-weekly report.

**SECTION 2.** Contractor agrees, at its sole cost, to maintain liability insurance throughout the duration of this Agreement, and any extensions or renewals thereof for the minimum amounts of coverage defined by the State; and contractor further agrees not to utilize any Owner Workers' Compensation Coverage in the event of an accident or injury.

**EXHIBIT A  
SCOPE OF SERVICES**

**Office: 509 S. Front St., Waterloo, Nebraska**

Office Cleaning Duties:

1. Clean and vacuum the board meeting room
2. Clean and vacuum the clerks' office
3. Clean and vacuum the entrance and front door area.
4. Clean restroom
5. Clean blinds and window sills
6. Empty trash cans

**Fee: \$60.00 bi-weekly**

**Police Department: 509 S. Front St., Waterloo, Nebraska**

Police Office Duties:

1. Clean and dust office
2. Mop floors

**Fee: \$15.00 bi-weekly**

**Library Facility: 23704 Cedar Drive, Waterloo, Nebraska**

Library:

1. Clean front doors & windows in the lobby
2. Mop lobby floors
3. Clean & dust lobby area
4. Clean kitchen & floors (2 sinks)
5. Clean & vacuum the meeting room
6. Vacuum the library
7. Clean all bathrooms & mop floors
8. Empty trash cans

**Fee: \$75.00 bi-weekly**

**TOTAL FEE FOR REGULAR CLEANING: \$150.00 BI-WEEKLY**

**Special Request Jobs:** The Village may request special cleaning duties after a major event, or other special cleaning duties (i.e., shampooing carpets, cleaning off all bookcases, etc.) These Special Request Jobs will be priced individually based on the scope of the job, with the Village and the Contractor in agreement on compensation and scope of the job before the work is initiated.