

2016-2018 CLUBHOUSE CLEANING CONTRACT

The undersigned contractor agrees to furnish for the City of Gahanna, Department of Parks & Recreation, 200 S. Hamilton Road, Gahanna, Ohio 43230, all labor necessary for completion of the work specified in the service schedule for the Gahanna Municipal Golf Course Clubhouse, 220 Olde Ridenour Road, Gahanna, Ohio 43230.

The contractor shall be responsible for cleaning the inside of the Gahanna Municipal Golf Course Clubhouse and the deck and entry ways (second floor).

The inside of the second floor of the clubhouse and the associated deck and entry ways shall be maintained in a clean and orderly fashion by the Contractor. This includes general cleaning but not limited to:

Tasks to complete after each rental:

- Kitchen
 - Clean counter tops and sinks
 - Clean inside and outside of microwave
 - Throw away any items left in the refrigerator & freezer (*unless Winter Camp is in session*).
 - Empty trash
 - Sweep and mop floors
- Main room and adjacent room
 - Sweep and mop floors
- Restrooms
 - Empty trash
 - Clean mirrors
 - Clean counter tops and sink
 - Urinals and toilets: Clean inside, base, around and behind fixtures
 - Sweep and mop floors
- Coat closet
 - Keep neat and orderly
 - Sweep and mop floors
- Water fountain
 - Clean and wipe down
- Walk-through Inspection
 - Check for damage
 - Check for violations of rental agreement (i.e., thumbtacks and tape)
 - Document and clean
- Complete log at time of each cleaning/inspection

As needed, sweep off and remove debris from deck and entry ways

Tasks to complete weekly:

- Wash inside of all windows
- Wipe down exterior doors
- Wipe down permanent features (soap dispensers, toilet paper holders, etc).
- Kitchen
 - Wash off outside of trash cans
 - Wipe inside and outside of refrigerator
- Restrooms
 - Wash off outside of trash cans
- Coat closet
 - Dust shelves

Tasks to complete monthly:

- Dust baseboards
- Wipe down all walls, clean scuffs as needed
- Wax floor
- Kitchen
 - Wash fronts of cabinets
 - Wipe out inside of cabinets and drawers
- Remove air intake covers, clean both sides and replace

Additional information

- The City of Gahanna shall be responsible for the maintenance of the exterior of the building known as the Clubhouse in this contract.
- Contractor will restock the restrooms and trash cans as needed.
- Contractor will keep enough supplies in supply cabinet, (located in the room with tables and chairs) with the following materials needed for patron cleanup responsibilities, (mop, broom, dustpan, extra toilet paper, can liners, cleaning spray, paper towels). The contractor will contact the Facilities Superintendent when supplies are needed. All relevant materials will be supplied by the City of Gahanna.
- The contractor will immediately notify the Recreation Superintendent or if unavailable the Deputy Director of any damages to the clubhouse (in order to report incidents and arrange for providing documentation of the damage).
- Any items left at the clubhouse are to be turned into the Parks & Recreation office at City Hall ASAP.
- Cleaning expectations to be of the satisfaction of the Facilities and Recreation Superintendents and/or the Deputy Director.

Payment Agreement

Upon completion of each month's services, it is agreed that the purchaser will pay within ten (10) days, billing **\$625.00** per month, less Gahanna income tax February 1, 2016 through January 31, 2016; with a 2% increase the second year February 1, 2017 through January 31, 2018.

Alternate Agent due to Unavailability

It is the responsibility of the contractor to find a cleaning replacement and pay said replacement anytime contractor is unavailable to clean the clubhouse (i.e. vacation, sick, etc.). Contractor must contact, in writing and at least 14 days prior to being unavailable, the Facilities Superintendent or Deputy Director. If written notice is not received or a cleaning replacement is not provided at contractor's expense, the City will deduct \$30 each day from the monthly payment.



It is agreed and understood that this contract constitutes the entire understanding of the parties hereto and no other understanding shall be binding unless in writing by both parties.

This contract can be terminated by either party on the last day of any calendar month by either party giving the other at least thirty (30) days prior notice in writing of their intention to so terminate, with or without cause.

This agreement shall commence February 1, 2016 and shall continue in full force and effect until January 31, 2018.

In witness whereof, on this _____ day of _____, 20____,
The undersigned have hereunto subscribed their names.

BILL WALKER
222 Chapelfield Rd
Gahanna, OH 43230
(614) 471-0285

In witness whereof, on this _____ day of _____, 20____,
The undersigned have hereunto subscribed their names.

CITY OF GAHANNA:

REBECCA W. STINCHCOMB, MAYOR

APPROVED AS TO FORM BY:

SHANE EWALD, CITY ATTORNEY