

RESOLUTION NO. 2034

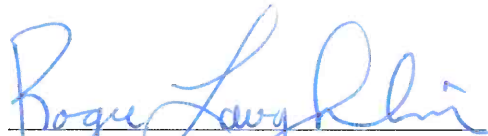
A RESOLUTION APPROVING A CLEANING SERVICES AGREEMENT  
WITH JAYME CILEK

WHEREAS, the City is interested in contracting with Jayme Cilek for cleaning services for the City Office and Town Hall; and

WHEREAS, the City has a desire to enter into an agreement to engage Jayme Cilek as an independent contractor to perform cleaning services according to the city's cleaning specifications; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves an agreement with Jayme Cilek for cleaning services.

Passed and approved this 7th day of September, 2021.

  
\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

  
\_\_\_\_\_  
Leslie Brick, Deputy Clerk



THIS INDEPENDENT CONTRACTOR AGREEMENT (the "Agreement") is dated this 1st day of August, 2021.

The City of West Branch (Client) agrees to engage Jayme Cilek (Contractor) to provide cleaning services per the attached specifications. The Contractor will charge the Client a fee of \$18 per hour for the services specified. Additional services may be requested at the same hourly rate.

Invoices submitted by the Contractor to the Client are due within 30 days of receipt.

In providing services under this Agreement, it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium or any other employee benefit for the Contractor during the Term. The Contractor is responsible for paying, and complying with reporting requirements for, all local, state, and federal taxes related to payments made to the Contractor under this Agreement.

This Agreement may be terminated by a 30 day written notice by either party.

Attachment: Cleaning Specifications

Client: The City of West Branch: Heidi Van Auken Date 8-27-2021  
Heidi Van Auken, Finance Officer

Contractor: Jayme Cilek Date 8-27-21  
Jayme Cilek

# Cleaning Specifications 8-1-2021

## West Branch City Office Cleaning Specifications

Frequency - once per week

2.0 Hours per cleaning

Clean front entrance glass doors, wipe front counter and remove smudge marks. Sweep and mop waiting area, moving chairs and recycle bins and clean underneath.

Vacuum entry mats.

Vacuum carpet.

Kitchenette - Wipe outside of refrigerator, wipe counters and clean inside microwave and outside of appliances. Wipe outside of cupboards (as needed) remove water stains from sink.

Remove trash.

Restrooms - Clean and disinfect toilet, clean sinks, and mirrors. Replenish toilet paper, soap and paper towels. Damp mop floor.

Administrator & Finance Offices - (Once per month, if door is unlocked) vacuum floor, and remove trash. Dust computer screens, wipe desks but do not disturb papers.

Clean table tops (counter, postage machine)

Janitor's closet - clean and maintain in orderly fashion.

Dust furniture and equipment (desk, chairs, phones, files, etc.)

Dust high building surfaces within reach.

Dust high partitions, moldings, doors and jambs

### Council Chambers

Vacuum carpet

Wipe down tables and chair bases

Clean entry door glass (inside and out)

## **West Branch Town Hall Cleaning Specifications 8-1-2021**

Frequency - twice per week. Additional services to be rendered per request between cleanings.  
1 hour per cleaning

Floors - Dust mop floors in main area

Vacuum hall mat/carpet.

Remove trash.

Doors - Clean glass at front entrance and side entrance.

Restrooms - Clean and disinfect toilet, clean mirror and wipe dust from paper towel and toilet paper dispenser. Replenish toilet paper, soap and paper towels. Sweep and mop floor.

Kitchen - Sweep and mop floor, wipe down stove and refrigerator. Clean and disinfect sinks and countertops.