

MIKADO TOWNSHIP
ALCONA COUNTY, MICHIGAN
2026-2027 CIVIC CENTER CUSTODIAN CONTRACT

WHEAREAS, Mikado Township is desirous of contracting with _____ for services relating to the custodial needs of the Mikado Civic Center owned by the township commonly known as Mikado Township, County of Alcona and State of Michigan.

WHEREAS parties are desirous of reducing their agreement to writing:

NOW THEREFORE, it is agreed as follows:

1. Mikado Township shall contract with _____ for the custodial needs of the Mikado Civic Center and shall pay the sum of _____ (\$____.00) **per month** for monthly cleaning. For all rental cleaning (event/wedding), _____ (\$____.00) **each special cleaning**. Custodial agents will be notified of any events/weddings planned a minimum of thirty (30) days in advance.
2. That the above called for sum shall be paid after _____ has performed all services relating to the normal cleaning of the Civic Center which will occur after all bingo's on Monday nights between the times of those nights when the hall is cleared to 12:00 noon the following day including; washing of tables and chairs, trash disposal, dust & wet mop floors, vacuum carpet & mats, clean/disinfect toilets & pedestals, urinals & sinks in restrooms, inspect kitchen & clean, clean all entryways (paper, butts etc.) and sweep/vacuum outside mat.

General monthly cleaning which is done during the bingo cleaning and another time of the week but no later than Friday at 3:00 p.m. (please call to insure the hall is not being used), will consist of; replacing supplies (soaps, toweling, trash can liner, etc.), cleaning of mirrors in restrooms, cleaning of stove top, oven, refrigerator, microwave, sinks and counters in kitchen, the stove vents will be cleaned at least once a year, cleaning of ceiling fans, TV monitors, walls, windows, picking up of trash and cigarette butts at front doorway & all sidewalks, cleaning (shampoo/soap & water) of entryway carpet (as needed), dust all walls, as needed and replacing light bulbs when burned out and other light maintenance repairs.

The rental cleaning will consist of washing of tables & chairs, trash disposal, dust & wet mop floors, vacuum carpet & mats, clean/disinfect toilets & pedestal, urinals & sinks in restrooms. Wipe freezer, taps & grates on bar unit (the hose for kegs are cleaned professionally), wash sink area & bar pitchers. Clean stove top, oven, cooler, microwave, sinks and counters in kitchen and replace supplies (soaps, toweling, trash can liners etc.).

The short-term rentals [memorials, showers] will not require custodial services as they are self-clean and inspected by township officials.

Upon execution, a bill will be turned into the Township Clerk no later than the second Monday of the following month, by mailing to P.O. Box 60, Mikado, MI 48745 or leaving in the drop box out front of the Civic Center. Checks will be written the 3rd Tuesday of each month.

3. That _____ will provide all cleaning supplies used to perform the duties being completed.

4. That Mikado Township will provide light bulbs, paper towels, toilet tissue, hand soap and the items needed for the light maintenance upon request. **It is important to contact the Clerk prior to running out of supplies.**
5. That the parties agree that _____ shall be deemed an independent contractor, and not an employee of the township, and that they shall provide their own insurance and use their own equipment, when possible, in performing these services.
6. That _____ shall be responsible for all appropriate taxes or insurance on any employee whom they hire to assist them in performing these services and said employee shall in no way be associated or employed by the Township of Mikado.
7. That this agreement will start _____, 2026, and run for one (1) year ending on _____, 2027. That this agreement may be amended in writing by both parties, and that either party may terminate this contract by giving thirty (30) days written notice to the other party expressing their desire to terminate this contract.

Dated: _____

Craig Ostby, Mikado Township Supervisor
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