COON RAPIDS

GREEN VIEW, INC.

MAINTENANCE AGREEMENT

July 1, 2015 - June 30, 2016

THIS AGREEMENT, made by and between GREEN VIEW, INC., 550 County Road D West, Suite 2, St. Paul, Minnesota, 55112 and COON RAPIDS, for work at the Public Works Department and Riverwind Recreation Center.

Green View, Inc., a non-profit organization, has a program through which needy, elderly persons are recruited, employed, and periodically supervised in the performance of maintenance, custodial, and public service duties.

Coon Rapids has determined it has need for these services.

Coon Rapids desires to acquire, and Green View, Inc. desires to supply, these services.

This agreement shall be in effect from July 1, 2015 through June 30, 2016.

It is mutually agreed that this project will be carried out under the auspices of Green View, Inc. and subject to the following terms and conditions:

I. Green View, Inc. shall:

A. Recruit and hire all personnel required.
B. Periodically supervise all Green View, Inc. employees.
C. Administrate the payroll and all fringe benefits; such as, but not limited to, payroll taxes, workers' compensation and liability insurance, etc.
D. Provide bonding for those persons administratively handling funds for Green View, Inc.
E. Furnish workers' compensation and liability insurance certificates with minimum limits of $600,000.
F. File all appropriate unemployment tax filings and notify the Coon Rapids in the event Green View's exemption status should change.
G. Provide Green View employees with AWAIR Training, Employee Right to Know Training, and Personal Protective Training.

II. Coon Rapids shall:

A. Provide the daily supervision, general training and instructions.
B. Provide the tools, supplies, and equipment necessary for the proper implementation of the work plan.

III. Payment:

A. Green View, Inc. agrees to accept, and Coon Rapids agrees to pay, full compensation for all services and expenses contemplated by this agreement.

B. The Coon Rapids upon submission of invoices shall reimburse payroll and other allowable expenses incurred by Green View, Inc., in the course of performing this agreement.

C. Under no conditions shall payments under this contract exceed the grand total hourly rate for each site, as per attached exhibits, unless mutually agreed upon by both Green View, Inc. and Coon Rapids.

IV. Schedule of Payments:

A. Green View, Inc. shall submit invoices for services rendered and the Coon Rapids shall reimburse Green View, Inc. upon receipt of said invoices.

V. Records:

A. Green View, Inc. shall keep such records that maintain an efficient and accurate cost-keeping system for records.

VI. Audits and Examinations:

A. Green View, Inc. shall afford reasonable facilities for audits and examinations of Green View, Inc.'s accounting records.

VII. Changes:

A. Green View, Inc. is managed in reliance upon experience-based operating cost projections, in other words we look at last year's costs as the basis for determining the next fiscal period's expenses. While this approach is consistent with the non-profit status and purposes of Green View, Inc., it does create a significant vulnerability for Green View should changes, particularly in mandated state or federal employee benefits/programs occur.

Therefore, in consideration of the risks described above it is understood by and between the parties hereto that in the event changes occur in the application of mandated worker/employee costs, including but not limited to unemployment insurance coverage, social security and medicare taxes, minimum wage laws, and the Affordable Care Act. The amount of the payment from the City of Coon Rapids set forth on the attachment to this agreement may be modified by the mutual agreement of the parties.

B. This agreement may be terminated by either party at any time, with or without cause, upon not less than 30 days written notice delivered by mail or in person to the other party.

COON RAPIDS:

_____

By

_____

Title

_____

Attest

Dated: _____

GREEN VIEW, INC:

_____

By Donald D. Knutson

Executive Director

Title

_____

Attest

Dated: 6/23/15

Exhibit A

COON RAPIDS
Public Works Department
1831 111th Avenue NW
Coon Rapids MN 55433
and
GREEN VIEW, INC.

July 1, 2015 – June 30, 2016

CUSTODIAL EXPENSE:

Labor: 860 hours
(Based on 28 hours per week, 30 weeks
Includes 20 hours of contingency)
Employee compensation per hour: $11.20

OTHER LABOR EXPENSES:

Employer-related costs for Payroll Taxes, Workers' Compensation Insurance and Loss Prevention, and Liability and Bonding Insurance
Total Other Labor Expenses per Hour of Labor: $ 2.06

ADMINISTRATIVE EXPENSES:

(Administrative Salaries, Employer's Payroll Taxes Expense, Fringe Benefits, Administrative Mileage, Administrative Per Diem, Administrative Workers' Compensation, Rent Expense, Postage Expense, Office Supplies, Telephone Expense, Computer Expenses and Miscellaneous Expenses)
Total Administrative Expense per Hour of Labor: $ 2.00

GRAND TOTAL HOURLY RATE: $15.26

Exhibit B

COON RAPIDS
Riverwind Recreation Center
2701 Northdale Blvd
Coon Rapids MN 55433
and
GREEN VIEW, INC.

July 1, 2015 – June 30, 2016

CUSTODIAL EXPENSE:	
Labor: 322 hours	
(Based on 6 hours per week,	
Includes 10 hours contingency)	
Employee compensation per hour:	$10.90
OTHER LABOR EXPENSES:	
Employer-related costs for Payroll Taxes, Workers' Compensation Insurance and Loss Prevention, and Liability and Bonding Insurance	
Total Other Labor Expenses per Hour of Labor:	$ 2.01
ADMINISTRATIVE EXPENSES:	
(Administrative Salaries, Employer's Payroll Taxes Expense, Fringe Benefits, Administrative Mileage, Administrative Per Diem, Administrative Workers' Compensation, Rent Expense, Postage Expense, Office Supplies, Telephone Expense, Computer Expenses and Miscellaneous Expenses)	
Total Administrative Expense per Hour of Labor:	$ 2.00
GRAND TOTAL HOURLY RATE:	**$14.91**