



Building Maintenance - Contract

This agreement is between Cornerstone Community Action Agency (CCAA) (Agency)

And _____ (Contractor)

The Contractor will provide the selected sites below with building maintenance.

The purpose of this agreement is to establish the safety and maintenance of the Agency campuses to reflect who Cornerstone Community Action Agency is within the area that services are provided and provide a safe and beautiful facility that participants deserve.

Payment will be made every two weeks for the prior two weeks upon the Agency receiving the invoice and a copy of all closed work orders. Documentation will be submitted to the Director of Infrastructure at wayne.kauffman@cornerstonecaa.org.

Agency Center Director will be responsible for submitting work orders directly to the Contractor. Work Orders must be completed within 14 days, unless written approval is given from the Director of Infrastructure. Contractor will maintain a positive and professional communication and appearance while on Agency property. Contractor will communicate with the Agency Center Director upon leaving the campus if there is any additional needs or if the work is completed. Agency Center Director will be responsible for closing out all work orders upon inspection. If the Contractor has exceeded 14 days past the submission of the work order or violates a positive and professional appearance and communication, the following consequences will apply:

First Offense: \$20 per day until the work order is closed. A documented verbal discussion will occur between the Agency Center Director and the Contractor discussing the violation.

Second Offense: \$50 per day until the work order is closed. A written warning will be issued to the Contractor of the details of the violation and delivered by the Center Director to the Contractor.

Third Offense: \$50 per day until the work order is closed AND Contractor body of work will be reviewed and contract may be revoked.

This contract will be effective from _____ day of _____, 2023 until _____ day of _____, 2024. Upon completion of the contract, the Agency will review the Contractor's body of work and if the body of work is found to be adequate for the vision of the Agency then the contract can be extended for a year for up to 4 years.

If the Head Start or Early Head Start grant is re-awarded to a different Agency, this contract will become completed. If either party wishes to exit this contract, they may do so with a 30 day written notice to the other party.

1. ____ Weatherford Campus for \$_____ per hour
2. ____ Mineral Wells Camps for \$_____ per hour
3. ____ Jacksboro Campus for \$_____ per hour
4. ____ Decatur Campus for \$_____ per hour
5. ____ Mulberry Campus for \$_____ per hour
6. ____ Coleman Campus for \$_____ per hour

Signature of Contractor

Signature of Agency Representative and Title