



## Professional Services Contract

This contract is between the Palouse Prairie Charter School (hereinafter “school”) in Moscow, Idaho 83843 and the contractor, Linda Owsley, 208-413-4662, (hereinafter “contractor”) for cleaning services. Said contractor represents that they are duly qualified and agrees to perform all services described in the contract to the satisfaction of the school.

### 1. Term of Contract

*Effective Date:* August 26, 2020

*Expiration Date:* June 30th, 2021, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

### 2. Contractor’s Duties

The contractor, who is not a district employee will provide cleaning services up to 4 hours on Tuesdays and Fridays after the end of the school day. Extra cleaning days may be arranged outside these regular times as needed. Cleaning shall include, but is not limited to:

- Vacuuming of designated classrooms and the office
- Disinfecting of classroom desks and tabletops
- Disinfecting of building doorknobs
- Cleaning and disinfecting of classroom and main area sinks
- Sweeping, mopping and sanitizing of restrooms, including disinfecting toilets urinals and sinks, wiping down bathrooms stalls and walls
- Disinfecting of water fountains
- Sweeping, mopping of multipurpose room floor
- Disinfecting of lunchroom tables, including chair components

### 3. Consideration and Payment

Consideration. The school will pay for all services performed by the contractor under this contract as follows:

- a. **Compensation.** The Contractor will be paid at a rate of \$35.00 per hour for the first hour and \$25 per hour second and additional hours during the time frame of this contract. The Contractor will bill in 15-minute increments and submit bills on a bi-weekly basis. The Contractor is an independent contractor and will be responsible for all federal, state, and local taxes and will not receive any employee benefits.
- b. **Payment.** Payment for services rendered will be made every other week within five (5) business days receipt of a valid and approved invoice.

### 4. Conditions of Payment



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All services provided by the Contractor under this contract must be performed to the School's satisfaction, as determined at the sole discretion of the Palouse Prairie Charter School Director and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Contractor will not receive payment for work performed in violation of federal, state, or local law.

This is the entire agreement of the parties. Any additional terms and conditions other than those expressly set out in this agreement or by reference must be made between the parties in writing, signed by both parties.

IN WITNESS WHEREOF the School has caused this Agreement to be executed in its name by its proper officials and the contractor has executed the same all on the date first above written.

Palouse Prairie Charter School, Latah County, State of Idaho

By: Lynda Quisley Date: 8-26-20  
Contractor

By: [Signature] Date: 8-26-20  
Executive Director, Palouse Prairie Charter School