



Council Report

December 19, 2016

Daniel Ainslie, City Manager

Consideration to approve debt financing package for Capital Improvement Program

Background

One of the Council's top priorities for 2016 included the adoption of a comprehensive five-year infrastructure development plan. This included improvements for the Capital Improvement, Water and Waste Water funds. The Council presented this comprehensive plan to the public last summer. This plan was eventually adopted in its entirety by the Council on July 18.

The Capital Improvements projects contained in the Capital Improvement plan include two separate debt issuances. The first debt issuance will be approximately \$2.5 million and is earmarked for design and construction of the new Public Works campus. The City staff is working to secure funding from a federal program administered through the USRDA. The Community Facilities project is a federally subsidized program which authorizes funding for new municipal community facilities. The City staff continues finalizing applications for this funding source.

The second debt issuance is for \$5,757,000. Due to the numerous number of smaller infrastructure projects identified in the "Generation Fund" it is highly challenging to complete all of the required federal requirements (i.e. archeological surveys) to receive federal financing for these projects. Therefore, the staff proceeded with obtaining proposals from private financial institutions. In addition, the Request for Proposals (RFP) included \$2,195,000 in funding to refinance the remaining debt outstanding from the construction of the Fire/Ambulance Hall, City Hall/Library and Community Center. It is possible that the refinancing of this debt can be included in the Federal Application. We should know in approximately 2 months if the refinancing is possible in the federal application. However, it is widely believed that interest rates are set to increase quite soon. Therefore, in order to obtain the most favorable possible interest rates for the residents of Sturgis, staff included the refinancing in the RFP. However, should the federal refinancing be possible, the private financing option can be left off the table.

Budget Impact

The RFP sought a loan package totaling \$5,757,000. It is important to note that the City is not required to draw the entire loan amount. Should the City be able to obtain federal refinancing of the existing debt or should the scheduled projects be able to be constructed for less than anticipated, the total loan proceeds can be reduced. The total annual costs for this funding package is \$418,635.48. This compares to previous annual payments of \$613,968 which the City has paid for several years for the Fire/Ambulance Hall, City Hall/Library and Community Center debt service. These payments will be made through the Capital Improvement Fund which is largely financed through 85% of the 2nd Penny General Sales Tax. The total anticipated revenue for this fund in 2017 is \$1,571,085. Therefore, this new debt service is anticipated to require approximately 27% of available Capital Improvement revenue. This compares to 43% of available Capital Improvement revenue dedicated to debt servicing in 2012.

After reviewing the material received by various financial institutions, Pioneer Bank and Trust provided a loan package including a 20-year, 4% fixed rate loan of \$5,757,000.

Recommendation

The staff recommends approving the attached loan terms sheet for a 4.0% fixed 20-year loan of up to \$5,757,000 and authorizing the City Manager to sign all necessary documents.

Approved:	 Daniel Ainslie, City Manager
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Pioneer Bank & Trust

Member FDIC

Local.

November 30, 2016

City of Sturgis
1040 2nd St.
Sturgis, SD 57785

To: City Manager/Finance

I want to thank you for giving Pioneer Bank & Trust an opportunity to review the request for the infrastructure projects and the refinance of existing bond indebtedness for the City. I am pleased to provide you with this proposal for your review.

Borrowing entity: City of Sturgis

Loan amount: \$5,757,000

Interest Rate: 4% fixed for 20 years. The fixed rate of 20 years will be from loan inception, not from completion of the draw down period. Proposed rate is based on interest received by Pioneer Bank & Trust being tax exempt.

Term: 20 year fully amortized loan.

Additional terms: Loan will be set up with a draw down period with loan to be fully advanced by end of 3rd quarter 2018. The City may request multiple draws as needed during that time frame.

Repayment terms: Loan will require monthly interest only payments during the draw down phase. Once loan is fully advanced it will be termed out into principal & interest payments. Payment options of principal & interest due monthly, quarterly, semi-annually or annually are acceptable to Pioneer Bank & Trust. Payment frequency can be set up based on the method the City prefers. Interest shall be collected, at a minimum, on an annual basis.

Again, Pioneer Bank & Trust appreciates the opportunity to participate in this very important project for the City of Sturgis and the community. Please take some time to review this proposal and feel to contact me with any questions.

www.pioneerbankandtrust.com

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700 State Street
Belle Fourche SD 57717
Phone (605) 892-2536

PO Box 307
102 Main Street
Buffalo SD 57720
Phone (605) 375-3221

PO Box 9189
2001 W Omaha Street
Rapid City SD 57702
Phone (605) 341-2265

2018 Mt Rushmore Rd
Rapid City SD 57701
Phone (605) 399-1510

PO Box 10
140 E Jackson Blvd
Spearfish SD 57783
Phone (605) 642-2725

2611 Lazelle St
Sturgis SD 57785
Phone (605) 720-2265



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Respectfully submitted,

Brice Rock

Manager, Pioneer Bank & Trust

605-720-2265

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RESOLUTION NO. 2016-70

RESOLUTION AUTHORIZING AN APPLICATION FOR FINANCIAL ASSISTANCE,
AUTHORIZING THE EXECUTION AND SUBMITTAL OF THE APPLICATION, AND
DESIGNATING AN AUTHORIZED REPRESENTATIVE TO CERTIFY AND SIGN PAYMENT
REQUESTS.

WHEREAS, the City of Sturgis (the "City") has determined it is necessary to proceed with improvements to its Sanitary Sewer System, including but not limited to the construction of a Membrane Bioreactor wastewater treatment facility. The project will also include relining approximately 31,500 feet of sewer main, replacement of the current influent line to the treatment facility, and removal of biosolids that have accumulated in an existing wastewater pond. (the "Project");

WHEREAS, the City has determined that financial assistance will be necessary to undertake the Project and an application for financial assistance to the South Dakota Board of Water and Natural Resources (the "Board") will be prepared; and

WHEREAS, it is necessary to designate an authorized representative to execute and submit the Application on behalf of the City and to certify and sign payment requests in the event financial assistance is awarded for the Project.

NOW THEREFORE BE IT RESOLVED by the City as follows:

1. The City hereby approves the submission of an Application for financial assistance in an amount not to exceed \$16,647,000 to the South Dakota Board of Water and Natural Resources for the Project.
2. The City Manager is hereby authorized to execute the Application and submit it to the South Dakota Board of Water and Natural Resources, and to execute and deliver such other documents and perform all acts necessary to effectuate the Application for financial assistance.
3. The City Manager is hereby designated as the authorized representative of the City to do all things on its behalf to certify and sign payment requests in the event financial assistance is awarded for the Project.

Adopted at Sturgis, South Dakota, this 19th day of December 2016.

APPROVED:

Mayor
City of Sturgis

(Seal)

Attest: _____
City Finance Officer

The following items shall be addressed at the public hearing:

• **THE NEED FOR THE PROJECT**

Infiltration and Inflow

The sanitary sewer collection network is taking on much more water than the City is pumping into its water supply. That means outside sources such as rainwater and/or groundwater are getting into the system through leaky or broken pipes.

Treatment Capacity

The current treatment system does not have adequate capacity to meet the needs of today's population. Emergency discharges have been necessary each of the past two years.

Infrastructure Decline

The City's irrigation equipment is beginning to wear out and needs to be replaced. One of the reasons the City commissioned this study now is to determine if irrigation is a viable long-term solution. If not, today's investment in new irrigation equipment could prove to be a waste of money.

Regulatory Changes

The City's discharge permit is in the process of being updated. The new permit will contain more stringent discharge limits for ammonia. Future permits are also expected to contain even lower limits on total nitrogen and phosphorus. The current treatment scheme does not have the capacity to meet the expected new limits.

• **ALL ALTERNATIVES THAT WERE EVALUATED, INCLUDING THE COST OF EACH (BOTH PHASES)**

Submerged Attached Growth Reactor (SAGR) - \$13,121,000

Lowest Cost

Not as flexible

Treatment for new standards – High risk not able to meet the new standards

Membrane Bioreactor (MBR) – \$14,305,000

Operational Flexibility

Highest removal efficiency

Very Capable of meeting future permits needs

Easy to expand

Activated Sludge - \$20,858,000

Highest Capital Cost

Large footprint

Moderate operational flexibility

• **A DESCRIPTION OF THE PROPOSED PROJECT**

- Sliplining the clay tile collection system (reduction of I&I)
- Trunk line upgrade (21")
- Biosolids Removal
- MBR Treatment Facility
- Aerated Holding Pond

- **THE PROPOSED FINANCING FOR THE PROJECT**
Loan through the SD Department of Environment and Natural Resources
- **THE AMOUNT OF SRF LOAN EXPECTED TO BE BORROWED**
Phase 1 - \$16,647,000
- **THE REVENUE SOURCE PLEDGED FOR REPAYMENT**
Surcharge based a number of units
- **THE INTEREST RATE AND TERM OF THE LOAN**
2.3% for 30-year loan
- **THE EFFECT OF THE PROPOSED FINANCING ON USER RATES**
\$20.69 Surcharge 30-year loan
\$27.12 Surcharge 20-year loan

2016		Surcharge SRF(20Yr)/ Unit/ Month*		Surcharge SRF(30Yr)/ Unit/ Month*		User		Units	
		# of Account	Unit/ Month*	# of Account	Unit/ Month*	Res	Com	Res	Com
Jan		3,400	\$30.72	3,400	\$23.44	2,413	3070	294	486
		3,450	\$30.28	3,450	\$23.10	2,707	3556		
		3,500	\$29.84	3,500	\$22.77				
		3,550	\$29.42	3,550	\$22.45				
		3,600	\$29.02	3,600	\$22.14				
July		3,620	\$28.86	3,620	\$22.02	2,493	3155	324	542
		3,650	\$28.62	3,650	\$21.84	2,817	3697		
		3,700	\$28.23	3,700	\$21.54				
		3,750	\$27.85	3,750	\$21.25	2,463	3120		
Nov		3,800	\$27.49	3,800	\$20.97	2,90	487		
		3,850	\$27.13	3,850	\$20.70	2,753	3607		
		3,900	\$26.78	3,900	\$20.44				
		3,950	\$26.44	3,950	\$20.18	2,456	3115		
Average		4,000	\$26.11	4,000	\$19.92	303	505	2,759	3,620

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		3,850	\$27.13	3,850	\$20.70	2,753	3607		
		3,900	\$26.78	3,900	\$20.44				
		3,950	\$26.44	3,950	\$20.18	2,456	3115		
Average		4,000	\$26.11	4,000	\$19.92	303	505	2,759	3,620

Project Cost	\$16,647,000	Project Cost	\$16,647,000
20 YR SRF		30 YR SRF	
Local Contribution	\$0	Local Contribution	\$0
Grants	\$0	Grants	\$0
Consolidated/SRF	\$0	Consolidated/SRF	\$0
CDBG	\$0	CDBG	\$0
RD	\$0	RD	\$0
20 Yr SRF	\$16,647,000	30 YR SRF	\$16,647,000
Loan	\$16,647,000	Loan	\$16,647,000
Rate	2.250%	Rate	2.500%
Rate/Payment	0.56%	Rate/Payment	0.63%
Number of PMT	80	Number of PMT	120
Quarter Payment	\$258,981.83	Quarter Payment	\$197,602.84
Annual Payment	\$1,035,927.31	Annual Payment	\$790,411.34
Coverage (110%)*	\$1,139,520.04	Coverage (110%)*	\$869,452.47

Project Cost	\$16,647,000	Project Cost	\$16,647,000
20 YR SRF		30 YR SRF	
Local Contribution	\$0	Local Contribution	\$0
Grants	\$0	Grants	\$0
Consolidated/SRF	\$0	Consolidated/SRF	\$1,000,000
CDBG	\$0	CDBG	\$0
RD	\$0	RD	\$0
20 Yr SRF	\$16,647,000	30 YR SRF	\$15,647,000
Loan	\$15,647,000	Loan	\$15,647,000
Rate	2.250%	Rate	2.500%
Rate/Payment	0.56%	Rate/Payment	0.63%
Number of PMT	80	Number of PMT	120
Quarter Payment	\$243,424.56	Quarter Payment	\$185,732.66
Annual Payment	\$973,698.24	Annual Payment	\$742,930.63
Coverage (110%)*	\$1,071,068.07	Coverage (110%)*	\$817,223.70

2016		Surcharge SRF(20Yr)/ Account/ Month*		Surcharge SRF(30Yr)/ Account/ Month*		User		Units	
		# of Account	Account/ Month*	# of Account	Account/ Month*	Res	Com	Res	Com
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		3,500	\$28.05	3,500	\$21.40				
		3,550	\$27.66	3,550	\$21.10				
		3,600	\$27.27	3,600	\$20.81				
July		3,620	\$27.12	3,620	\$20.69	2,493	3155	324	542
		3,650	\$26.90	3,650	\$20.52	2,817	3697		
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		3,750	\$26.18	3,750	\$19.98	2,463	3120		
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		3,850	\$25.50	3,850	\$19.46	2,753	3607		
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20 YR SRF		30 YR SRF	
Local Contribution	\$0	Local Contribution	\$0
Grants	\$0	Grants	\$0
Consolidated/SRF	\$0	Consolidated/SRF	\$1,000,000
CDBG	\$0	CDBG	\$0
RD	\$0	RD	\$0
20 Yr SRF	\$16,647,000	30 YR SRF	\$15,647,000
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Annual Payment	\$973,698.24	Annual Payment	\$742,930.63
Coverage (110%)*	\$1,071,068.07	Coverage (110%)*	\$817,223.70



Council Report

Meeting Date: Monday, December 19, 2016
Agenda Item: **Award 2017-2020 Cleaning Service Contract and authorize City Manager to sign contract**
Prepared By: Administrative Services Department *dst*

Background Information:

Bid opening was held on December 13, 2016, in which the City received three (3) sealed bids for cleaning services prior to the deadline. *(Please see the attached Bid Tab for specific details regarding the bidders).*

In accordance with SDCL 5-18A-14, any purchasing agency that intends to enter into a contract for the purchase of supplies or services, other than professional services (cleaning services are not considered professional services by definition), that involves the expenditure of \$25,000.00 or more, the purchasing agency shall advertise for bids or proposals and except the lowest responsible bid as authorized in accordance with SDCL 5-18A.

The notice was published on November 16th and 23rd in the Meade County Times Tribune, as required by law. It was also published on the City's website.

Minor changes in the contract's deliverables were changed from the 2013-2016 contract. For example, sweeping & mopping the stairs was formally added as well as the frequency on some other tasks was increased (i.e. vacuuming in the Library). Substantial changes were not made.

This contract does require the provider to purchase and supply chemicals, supplies, equipment, etc.

Cost, Benefit or Risks:

Under the current contract for professional cleaning services held by S&C Cleaners, the City spends \$3,100.00 per month (or \$37,200.00 annually) for cleaning services for the Library/Municipal Building, Public Works Office & Shop and Water Department South Side Shop.

The low bidder for the 2017-2020 contract was \$144,000 for a contracted monthly cost of \$3,000. Received bids ranged from \$3,000 a month to \$8,159.96 a month.

Administrative Services

1040 Harley-Davidson Way, Sturgis, SD 57785 • (605) 347-4422 • Fax: (605) 347-4861
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www.sturgis-sd.gov www.facebook.com/cityofsturgis

*"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.
(Not all prohibited bases apply to all programs.)"*

The low bidder currently holds the cleaning contract for these City buildings and there have been no concerns under the current contract.

Budget Impact:

The total budget for this line item was \$37,200 for 2017. This bid of \$36,000 per year is below the 2017 budgeted amount. This will result in a \$1,200 savings to the City's General Fund (Buildings).

Department Head Recommendation:

Staff recommends to Award the 2017-2020 Cleaning Services Contract to S and C Cleaners.

Approved:

Daniel Ainslie, City Manager

Administrative Services

1040 Harley-Davidson Way, Sturgis, SD 57785 • (605) 347-4422 • Fax: (605) 347-4861
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Bid Opening

2017-2020 Professional Cleaning Services

Date & Time: December 13, 2016 at 4:00 PM

Location: Sturgis Finance Office, 1040 Harley-Davidson Way (*Front Counter*)

Bidder Number	Name of Bidder	Monthly Rate	Total Bid Price
1	S and C Cleaning	\$3,000	\$144,000
2	Candy Morrell	\$4,500 (2017-2018) \$4,600 (2019-2020)	\$218,400
3	D & D Cleaning	\$8,159.96	\$391,678.08

Apparent Low Bidder: S and C Cleaning

Bids Opened By: Fay Bueno, Finance Officer

Present: Fay Bueno, Finance Officer
Representative from D & D Cleaning

2017-2020 PROFESSIONAL CLEANING SERVICES CONTRACT

The parties to this agreement are **S and C Cleaning (1111 S. 35th Street, Spearfish, SD 57783)**, referred to hereafter as the **Provider**, and the **City of Sturgis**, South Dakota, referred to hereafter as the **Property Owner**, having entered into a cleaning service agreement to be effective January 1, 2017 thru December 31, 2020. The purpose of this contract is to put into writing all of the terms of the agreement of the parties, and thereby reduce the chance of a misunderstanding of the respective obligations of the parties that are established by this contract. Those obligations are as follows:

1. TERM. This Agreement shall be for a four year term to commence January 1, 2017 and conclude at midnight on December 31, 2020. Termination of the lease by CITY before December 31, 2020 for cause shall not constitute default or breach of this contract.

2. PROVIDER RESPONSIBILITIES. The Provider shall be responsible for conducting all cleaning and building maintenance services, supplying all equipment, chemicals, garbage sacks and paper products necessary to fulfill the services as set forth in the pages of Exhibit A attached hereto.

The Provider shall submit written confirmation in a format acceptable to the Administrative Services Director by the 5th of each month that all terms of the Agreement required to be completed in the preceding month have been accomplished.

The Provider shall identify any and all of its employees which the Provider may utilize at any time to perform the services required by this agreement, and do so by providing the name, address, and background information satisfactory to the Administrative Services Director on all employees and providing confirmation that the required insurance coverage(s) are in place for the proposed employee, just as for Provider. This information shall be provided upon any employment change affecting this agreement.

3. SCHEDULING OF CONTRACTED SERVICES. The provider shall conduct those stated maintenance services after office hours at the (5) Five identified municipal facility locations. With prior approval of the City Manager or the Administrative Services Director, Provider may perform services at such other times as will allow the purposes of the agreement to be fulfilled yet not otherwise result in any disruptions to the various municipal activities conducted at or supported from any of these municipal facilities.

To allow adequate notification, by the 20th of each month the Provider shall provide to the Administrative Services Director a tentative monthly schedule for the times and dates of all maintenance activities required by this Agreement to be provided at the respective City facilities in the following month. In addition, any activities required of the City staff to enable Provider to perform the upcoming services should be listed with this schedule.

Any problems encountered by the Provider in performing required contract services, shall be immediately reported to the Administrative Services Director in a format acceptable to the Administrative Services Director.

4. PAYMENT. Payment to provider shall be at the approved bid amount of **three-thousand dollars (\$3,000.00) per month** for those services and activities set out in Exhibit A.

Upon receipt of the approved written confirmation described in paragraph 1 from the Provider, the City shall promptly process the contract payment so that it can be approved by the City Council at its next regularly scheduled Council meeting.

5. INSURANCE. Provider shall carry Liability insurance coverage of One Million dollars minimum coverage per occurrence, as well as any required Workers Compensation coverage. Such coverage shall be in place for each calendar year for the duration of the contract. Such coverage shall name the City of Sturgis as co-insured.

At the time this contract is executed, a signed copy of the insurance certificate of Provider for the coverage required herein shall be attached as Exhibit B. Thereafter, by the 26th of December of each year, Provider shall deliver to the Administrative Services Director a Certificate of Insurance. A copy of the current insurance certificate will be kept with the City Finance Office at all times.

Upon written request of CITY at any subsequent time during duration of this contract Provider shall provide written confirmation of its coverage within 3 business days.

6. INDEPENDENT CONTRACTOR. The relationship between the parties is such that of independent contractors. City shall neither have no direct control over the means or methods by which employees of Provider perform their activities in performing this contract, and nothing in this Agreement shall be construed as creating an employer-employee relationship between Provider and City. Neither party shall have the authority or right legally to bind the other in Agreement, debt or otherwise, and neither party shall be liable for any obligation acquired or incurred by the other. Nothing contained in this contract shall create a partnership or joint venture between the City and Provider. No agent of City shall be the agent of Provider, nor shall any employee, officer or agent of Provider hold itself out as an employee, agent or representative of City, nor shall Provider take any action in the name of, or by holding itself out as the agent, of City.

7. NON-DISCRIMINATION: Provider and its employees shall not provide these services in any manner that discriminates with regard to race, color, sex, creed, religion, ancestry, national origin, or disability.

8. NOTIFICATION. Notification required pursuant to this Agreement shall be made in writing and mailed by regular U.S. mail, postage prepaid, to the following addresses. Such notification shall be deemed complete upon mailing to the receiving party at the following address:

IF SENT TO PROVIDER:

S and C Cleaning
1111 S. 35th Street
Spearfish, SD 57783

IF SENT TO CITY:

City of Sturgis
Attn: Administrative Services Director
1040 Harley-Davidson Way, # 103
Sturgis, SD 57785

9. NONASSIGNMENT. This Agreement is in the nature of a personal services contract, and the parties acknowledge and agree that has been entered into only after specific consideration of the bid documents submitted by the Provider. As such the Provider shall not assign any element of its performance duties under this contract unless the written contract modification provisions of Paragraph 15 (Entire Agreement) have been fulfilled.

10. MUTUAL WARRANTIES. Each Party (as the "Warranting Party") warrants and represents to the other Party that:

- a) Authorization. The Warranting Party duly and validly executed and delivered this Agreement.
- b) Enforceability. This Agreement constitutes the valid and binding obligation of the Warranting Party and is enforceable against the Warranting Party in accordance with its terms.
- c) No Conflict. The Warranting Party's performance under this Agreement in a timely and complete manner will not violate, or be materially or adversely impaired by, any of the following: (i) any other contract or agreement binding on the Warranting Party; (ii) any law, regulation, or order of any court or government or governmental agency or instrumentality binding on or affecting the Warranting Party; or (iii) any pending or threatened litigation or administrative proceeding.

11. TERMINATION. This agreement may be terminated for Cause and either Party may terminate this Agreement, by giving written notice of termination to the other, upon the occurrence of any of the following events:

- a) A party breaches any of its material obligations under this Agreement and does not cure the breach within fifteen (15) calendar days after the non-breaching Party gives written notice describing the breach in reasonable detail;
- b) A party dissolves or liquidates or otherwise discontinues substantially all of its business operations;
- c) Should any of the representations or warranties made by the Provider in this Agreement prove to be inaccurate or untrue in any material respect; and/or

12. JURISDICTION. The validity, performance, and enforcement of this Agreement are governed by the laws of the State of South Dakota. Jurisdiction and venue of any legal proceeding involving the parties in connection with this Agreement will lie exclusively with the state court located in Sturgis, South Dakota.

13. LIMITATION OF DAMAGES. The Parties agree that in the event that there is a termination of the contract, the Provider shall have no claim for damages for any amount beyond that owed for its performance under the terms of this contract.

In no event shall the City be liable to Provider for any Special, Direct, Indirect or Consequential damages, including but not limited to lost profits, lost revenue, economic loss however measure, nor for any damage or injury to any property of the Provider, nor any of its officers, employees, agent or contractors, however claimed to be attributable to or related to accident, theft, fire, or any other cause whatsoever, regardless of whether the parties have knowledge of the possibility of such claimed loss or damages and regardless whether the claim is made as a Breach of Contract, Breach of Warranty, in Tort or otherwise. The only warranties by the City are those specifically set forth in this agreement and such limited warranties are in place of any and all other warranties, express or implied.

14. VOLUNTARY AGREEMENT. The parties acknowledge that they are entering into this agreement freely and voluntarily, that they have the opportunity to be represented and advised by counsel in the negotiations resulting in this Contract, that they have given due consideration to the provisions contained herein, and that they thoroughly understand and consent to all provisions herein.

15. ENTIRE AGREEMENT. This Agreement sets forth the entire understanding between the parties and both parties acknowledge that they have had an opportunity consult with an attorney about this contract, and signify that they have read, understand and agree to the terms and conditions of this entire Agreement by signing the appropriate spaces below. Both parties further agree that the foregoing terms, conditions and language shall supersede any and all prior negotiations, discussions or agreements, regardless of whether oral or written, relating to the entire subject matter of this Agreement. This contract may not be enlarged, modified, or altered except in writing signed by the parties and endorsed hereon. This Agreement also includes the attached Exhibits A and B.

16. EFFECTIVE DATE. The "Effective Date" shall be the latest date that this Agreement is signed by the City as evidenced by the dates set forth below on the respective signature area and pages.

IN WITNESS WHEREOF, the parties have executed this Contract, dated this _____ day of December, 2016.

AUTHORIZED SIGNEE

S and C Cleaning

Date: _____

Daniel Ainslie, City Manager

City of Sturgis

Date: _____

Exhibit A

CITY HALL COMPLEX & FRONT LOBBY (Both Floors):

Cleaning of Front Lobby Public Bathrooms (by elevator) – Six days a week
Take out the trash (offices, breakrooms and bathrooms) – Five days per week
Cleaning of Employee Bathrooms (7) – Twice a week
Vacuuming – Twice a week
Sweep Floors – Twice a week
Dusting – Once a week
Wash Floors – Once a week
Mop Front Lobby (entryway by elevator) – Once a week
Sweep and Mop stairs – Once a week (Twice a week in the winter)
Clean sink in kitchen/break area- Once a week
Wax Floors – Every six months
Strip Floors – Every six months
Carpet Cleaning – Every six months
Washing Walls and Baseboard – Every six months
Washing Windows – Once a month
Clean and sanitize microwave and refrigerator – Every six months

LIBRARY (Both Floors, including Lushbough Room):

Cleaning all bathrooms (including employee bathroom) – Six days a week
Take Out the Trash – Six days a week
Vacuuming - Six days a week
Wash Floors Public Restrooms - Six days a week
Sweeping and mopping the stairs – Once a week
Dusting – Once a week
Washing Windows – Every month
Dust baseboards – Once a month
Wax Floors – Every six months
Strip Floors – Every six months
Carpet Cleaning – Every six months

PUBLIC WORKS DEPARTMENT NEW OFFICE BUILDING:

Dusting – Once a week
Take out the Trash – Twice a week
Cleaning Bathrooms – Twice a week
Wash Floors – Twice a week
Washing Windows – Once a month
Washing walls – Every six months
Wax Floors - Every six months
Strip Floors – Every six months

PUBLIC WORKS MAINTENANCE SHOP BREAKROOM AND OFFICE AREA:

Dusting – Twice a Week
Cleaning Bathrooms – Twice a week

Take out the Trash – Twice a week
Wash Floors – Quarterly
Washing Windows – Every six months
Washing walls – Annually
Wax Floors – Annually
Strip Floors – Annually

WATER DEPARTMENT SOUTHSIDE SHOP:

Dusting – Once a week
Cleaning Bathrooms – Once a week
Take out the Trash – Once a Week
Wash Floors – Once a week
Washing Windows – Once a month
Wax Floors – Every six months (*Office Area Only*)
Washing Walls – Annually
Strip Floors – Annually (*Office Area Only*)