PENNINGTON COUNTY

THIEF RIVER FALLS

GREEN VIEW, INC.

MAINTENANCE AGREEMENT

July 1, 2012 - June 30, 2013

THIS AGREEMENT, made by and between Green View Inc., 550 County Road D West, Suite 2, St. Paul, Minnesota, 55112 and Pennington County, 250 125th Avenue NE, Thief River Falls, Minnesota, 56701, for work at the Pennington County/MnDOT Joint Use Facility in Thief River Falls, Minnesota.

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.

Pennington County has determined it has need for the services of these needy, elderly custodial services.

Pennington County desires to acquire, and Green View, Inc. desires to supply, these services.

This agreement shall be in effect from July 1, 2012 through June 30, 2013.

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 Pennington County in the event Green View's exemption status should change.

II. Pennington County 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 Pennington County agrees to pay, full compensation for all services and expenses contemplated by this agreement.

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

IV. Schedule of Payments:

A. Green View, Inc. shall submit invoices for services rendered and the Pennington County 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 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, and minimum wage laws, the amount of the payment from the Pennington County 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.

PENNINGTON COUNTY:	GREEN VIEW, INC:
_____	_____
By	By
_____	Executive Director _____
Title	Title
_____	_____
Attest	Attest
Dated: _____	Dated: _____

PENNINGTON COUNTY
THIEF RIVER FALLS

GREEN VIEW, INC.

July 1, 2012 – June 30, 2013

CUSTODIAL EXPENSE:

Labor: 1908 hours (52 weeks)
(Based on 36 hours per week,
Includes 36 hours contingency)

Employee compensation per hour:	$9.35

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:	$1.47

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 Expense, and Miscellaneous Expenses)

Total Administrative Expense per Hour of Labor:	$1.65

GRAND TOTAL HOURLY RATE:	**$12.47**