

# Dashir Management Services, Inc.

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E8723A County Road H – Wisconsin Dells WI 53965

## Management Agreement

May 31, 2023

Dashir Management Services, Inc. proposes to provide the facility management program for the Lewiston – Altura District Schools for the purpose of providing a clean, well maintained, and safe environment for the staff, visitors, and students in all district facilities.

The terms proposed are as follows:

1. The program will require 4 full-time equivalent positions (FTE's) or 160 (paid) weekly hours.
  - o 1 - Facility Manager
  - o 3 – Cleaners
2. Dashir will fill future positions as they become available in the facilities department based on the hourly wage plus the same percentage markup used for all other positions in this agreement.
3. The District and Dashir may review and discuss adjustments to staffing levels annually based on the changing needs of the District. This contract price would be adjusted accordingly based on the hourly wage of any employee affected.
4. The District will provide all cleaning supplies, custodial equipment, PPE, and maintenance tools.
5. The District will provide a vehicle for the use of the facility manager and maintenance staff or pay mileage for personal vehicle use for district assigned work. District vehicle are to be kept in the district assigned parking areas.
6. The District will provide the office and computer as required for the facility manager to perform their job.
7. The District will provide a cell phone or pay a monthly allowance for the facility manager.
8. Dashir, with input from the District Administration, will be responsible for the assignment of schedules and supervision of all employees in the maintenance and custodial department.
9. Dashir will provide access to its purchasing agreements and assist the District to assure the greatest savings possible on any other purchases.
10. Dashir will monitor the success of the program through inspections conducted by the on-site facility manager.
11. Dashir and District Administration will meet regularly to review progress and resolve any problems that may occur.
12. Dashir will provide the District with a current certificate of workers compensation insurance from an insurance provider licensed in the State.

13. Dashir will comply with all labor laws of the State and Federal standards that may apply.
14. Dashir employees will comply with all policies of the District.
15. Dashir agrees to provide any information related to actual labor cost, as may be requested by the District Administration.
16. The District agrees to provide budget information, including monthly year-to-date reports as they relate to the Custodial and Maintenance Department.
17. This agreement will remain in force for 3 years beginning July 1, 2023, through June 30, 2026. The agreement will be automatically renewed unless either party requests a change 90 days prior to the contract date in writing. The agreement may be terminated by either party, with a 90-day written notice for failure to perform.
18. Dashir will meet with the district annually to review performance. This agreement can be terminated by either party with a ninety-day written notice following this annual review for failure to perform, or if either party decides it is no longer in their best interest to continue the agreement.
19. The contract amount will be adjusted only when a change in service responsibility occurs or in the event of an increase in the wage and benefit package offered to the District's non-licensed support staff. The adjustment shall be effective with the commencement of the change in service responsibilities or the effective date of the increase in wage and benefit package.
20. The annual contract amounts will increase in a percentage equal to the increase offered to the districts non licensed support staff as indicated above in item 18.
21. This contract could be opened for renegotiation if local, state or federal minimum wage laws are changed.
22. The District agrees not to offer employment in the same position to any Dashir supervisory employees during the term of this agreement and for one year following termination of this agreement, either directly, or indirectly, without the expressed written permission of Dashir Management Services, Inc...
23. Dashir Management Services, Inc. hereby agrees to indemnify and hold the district harmless from all claims relating to its work performed pursuant to this Agreement. The district agrees to indemnify and hold harmless Dashir Management Services, Inc. from all claims relating to the acts or omissions of District employees, agents or representatives, and from claims relating to defects or fault relating to property owned by the district.

If you agree with the contract as indicated above, please sign below.

X

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

X

\_\_\_\_\_  
Dashir President

\_\_\_\_\_  
Date

**Addendum "A" 4 FTE**

Dashir Management Services, Inc. will provide the program and all employees as indicated on page one of the agreement.

Dashir will begin invoicing as positions are filled, with the cleaner (s) expected to be hired in April, and the facility manager's position expected to be filled on July 1, 2023.

**The cost for this option:**

**FY- 2023 – 2024**

**\$262,256.36 annually or \$10,086.78 bi-weekly**

1. The cost of this service will be adjusted by a percentage equal to any adjustment awarded to District employees as indicated previously on line 18 of this agreement.
2. Any extra hours worked over and above the contracted amount would be with authorization of School District Administration and would be charged to the district at a rate of the actual paid wages plus 30%.