

# MEMO

May 8, 2025

**To:** Peter Brixius and Craig City Council  
**From:** Marlin Eckhoff, Building Official *M. E*  
**Subject:** Custodial contractor change of ownership.

---

All Natural of Yampa Valley was awarded the bid for city custodial services on February 11, 2025. The contract agreement was for custodial services for City Hall, Center of Craig, and the Museum of Northwest Colorado, the contract term is three years.

Rick Harper was the owner of All Natural at that time and that is who we entered into the contract with. However, Rick has recently sold the company to Yampa Valley Property Services LLC whose owners are Conor & Justin Richardson.

The new owners intend on honoring the contract as is, with no change to the services or weekly/monthly cost per building for the remainder of the three-year contract. They also will be using the same cleaning schedule and employees that we currently have cleaning the buildings.

I have included an Assignment sheet between All Natural of Yampa Valley and Yampa Valley Property Services agreeing that they will be honoring the current contract.

This should have little to no effect on the cleaning services, as the schedule, scope of work, cost, and personnel will remain the same. Mainly just an agreement for change of ownership.

I have also included the original RFP contract from February, and an informational sheet they supplied about the transition. Yampa Valley Property Services has also supplied us with their Certificate of Insurance showing they have the necessary insurance.

**ASSIGNMENT OF JANITORIAL SERVICE AND  
COMMERCIAL CLEANING CONTRACTS  
YAMPA VALLEY PROPERTY SERVICES, LLC**

**WHEREAS**, All Natural of Yampa Valley, Inc. (“Assignor”) has entered into an agreement with \_\_\_\_\_ (the “Client”) for janitorial and commercial cleaning services (the “Contract”).

**WHEREAS**, Assignor wishes to assign their rights and obligations under the Contract to Yampa Valley Property Services, LLC (the “Assignee”) as of the Effective Date below; and

**WHEREAS**, Assignee agrees to assume all of Assignor’s rights and obligations, whether express or oral, under the Contract; and

**WHEREAS**, pursuant to the terms of the Contract, Assignor requires the consent of the Client in order to assign their rights and obligations under the Contract;

**WHEREAS**, the signatories below for the Client and Assignor warrant and represent that they have the full power and authority to enter into this Assignment on behalf of the Client and All Natural of Yampa Valley, Inc. in order to assign the Contract to Assignee.

**AS A RESULT**, \_\_\_\_\_ and All Natural of Yampa Valley, Inc. hereby assign all of its rights and obligations under the Contract, and Yampa Valley Property Services, LLC hereby accepts said assignment and assumes all of All Natural of Yampa Valley, Inc.’s rights and obligations under the Contract.

Effective Date: May 1, 2025.

☐  
**CLIENT**  
**[ Name ]**

By: \_\_\_\_\_  
Name:  
Title:

**ASSIGNOR**  
**ALL NATURAL OF YAMPA VALLEY, INC.**

By: \_\_\_\_\_  
Richard Harper  
President

**ASSIGNEE**  
**YAMPA VALLEY PROPERTY SERVICES, LLC**

By: \_\_\_\_\_  
Conor Richardson  
Manager ☐



## **REQUEST FOR PROPOSALS CUSTODIAN SERVICES**

Release Date:  
January 1, 2025

Contact Person:  
Marlin Eckhoff 970-826-2013  
Katie Carmody 970-826-2008

Deadline for Submissions:  
Wednesday, January 29, 2025 at 2pm

Submit Proposals Attention – Katie Carmody:  
City of Craig  
“Custodian Services”  
300 W. 4<sup>th</sup> Street  
Craig, CO 81625

## I. INTRODUCTION

The City of Craig, Colorado (the City) is Requesting Proposals to provide custodial services at Craig Municipal Building (City Hall) located, at 300 W. 4<sup>th</sup> St. and the Center of Craig, located at 601 Yampa Avenue, and the Museum of Northwest Colorado, located at 590 Yampa Ave. These three locations serve as an integral part for conducting community business, engagement and special events. It's imperative that these facilities are kept presentable and clean, with an attention to detail and overall service being an integral part of the service requirements.

### PROPOSAL TIMELINE:

RFP Distribution: Wednesday, January 1, 2025

Deadline for Submission of Questions: Friday, January 17, 2025

Distribution of Answers to RFP Questions: Wednesday, January 22, 2025

RFP Due Date: Wednesday, January 29, 2025

Announcement of Award: Tuesday, February 11, 2025

## II. GENERAL INFORMATION

The qualification statement will be reviewed by staff. The City of Craig may deem a submittal non-responsive if a submitter fails to include all requirements listed within.

The selected contractor will be invited by the City of Craig to enter into a Professional Services Agreement. It should be noted that the firm will be selected based on, a minimum of the following:

1. Demonstrated ability and prior experience of the vendor. Provide a brief description of company.
2. Include information and a minimum of three references regarding your company's experience.
3. ALL employees must pass a Colorado Bureau Investigation (CBI) Background Check.
4. Include all necessary insurance and bonding documentation as required in Attachment "A".
5. Provide an average weekly cost estimate, including the number of estimated staff hours. Separate cost estimates for each separate facility.
6. Contractor and their employees are not permitted to bring family members (unless employees) into the facilities while cleaning the building. No one under the age of 14 will be allowed to assist in cleaning City facilities.
7. Building Official may request that contractor perform additional services not listed on work schedule. A fee for additional requested services will be negotiated prior to work commencing.
8. Contractor will invoice the City of Craig every other Monday (two -week increments) after services have been completed.
9. Contractor will submit schedule of completion dates of quarterly cleaning requirements to Building Maintenance Supervisor and Building Official.
10. Contract is valid for three years from the date of execution of an agreement with the City of Craig.

## Scope of Services - City Hall

*NOTE: Please base your proposal on the assumption that City Hall cleaning will only take place three times per week (Typically, Monday, Wednesday, and Friday). The City of Craig reserves the right to adjust this schedule at any time.*

1. Clean Monday, Wednesday and Friday (Other schedules may be negotiated)
2. Sweep tile/vinyl floors and stairs
3. Wet mop all tile/vinyl floors and stairs
4. Disinfect stairways, counters and high traffic areas
5. Vacuum ALL carpet and rugs
6. Empty waste baskets/replace liners, empty shredder bins when needed
7. Clean, polish and sanitize restrooms, toilets and light switches, check and replenish restroom supplies
8. Clean glass front doors (both sides)
9. Remove fingerprints and smudges from ALL vertical surfaces including doors, door faces, cupboard doors, light switches and refrigerator doors, replenish kitchen supplies.
10. Wipe and disinfect counter tops, clean and polish sink and wipe clean microwave in all three break areas
11. Arrange tables and chairs neatly in conference rooms, council chambers and wipe/disinfect tables
12. Remove any foreign matter (such as gum) and spot clean carpets as needed
13. Perform special cleaning requests according to notes left by employees at their respective workstations
14. Notify Building Maintenance Supervisor of any irregularities (*i.e. defective plumbing, unlocked doors, lights left on and inventory requirements, etc.*)
15. Turn off light, close windows and assure building is secured

## Quarterly Requirements – City Hall

1. Wash windowsills
2. Dust window blinds
3. Clean ALL inside windows and glass
4. Clean and wipe all baseboards
5. Dust ALL high areas
6. Clean ALL light covers inside and out
7. Clean and wipe inside refrigerator(s)
8. Clean/disinfect ALL telephones
9. Clean/wipe walls in high traffic areas

## Scope of Services – Center of Craig

*NOTE: Please base your proposal on the assumption that the Center of Craig cleaning will only take place two times per week (Tuesday and Thursday). The City of Craig reserves the right to adjust this schedule at any time.*

1. Sweep and wet mop (warm water only) chapel floor. Utilize floor cleaner for auditorium laminate flooring, vinyl kitchen floors and stairs
2. Vacuum auditorium carpet (upstairs) and ALL stairway carpet, rugs and elevator
3. Empty waste baskets/replace liners when needed
4. Sweep and mop restrooms and hallways
5. Inspect basement bathrooms for cleaning

6. Clean, sanitize and polish restrooms, toilets, and fixtures
7. Check and replenish restroom and kitchen supplies
8. Clean both sides of front door glass and large entry window
9. Remove fingerprints and smudges from all vertical surfaces including doors, door faces, cupboard doors, light switches and exterior of fridge, stove, microwave and exterior elevator
10. Clean, sanitize and wipe all counter tops and polish sink and wipe microwave
11. Remove any foreign matter (such as gum) and spot clean carpet as needed
12. Notify building contact person of any irregularities (i.e. defective plumbing, unlocked doors, lights left on and inventory requirements, etc.)
13. Turn off light, close windows and assure building is secured

#### Quarterly Requirements – Center of Craig

1. Wash windowsills
2. Clean all inside windows and glass
3. Clean and wipe all baseboards
4. Dust all high areas
5. Clean all light covers inside and out in hallway
6. Clean and wipe inside of refrigerator, microwave and stove
7. Wash down walls in high traffic areas
8. Wipe down and polish interior elevator doors
9. Vacuum ALL stairway carpet and basement including classrooms (excludes Connections 4 Kids Room)

#### Scope of Services – Museum

*Note: Please base your proposal on the assumption that the Museum cleaning will only take place once a week during normal hours of operation. (Typically, Monday through Friday 9:00 am to 12:00 pm and 1:00 pm to 5:00 pm, Saturday 10:00 am to 12:00 pm and 12:30 pm to 4:00 pm.)*

1. Sweep wood floors and vacuum carpet and rugs
2. Empty waste baskets/replace liners when needed
3. Clean, sanitize and polish restrooms, toilets, and fixtures
4. Check and replenish restroom and kitchen supplies
5. Remove fingerprints and smudges from display cases per Museum staffs' direction.
6. Clean, sanitize, and wipe all counter tops and polish sink and wipe microwave, stove, and fridge.
7. Notify building contact person of any irregularities (i.e. defective plumbing, unlocked doors/windows, and inventory requirements, etc.)
8. Notify Museum staff when you are done cleaning for the day and will be leaving.

#### Quarterly Requirements – Museum

1. Wash windowsills
2. Clean inside of front entry door glass and all glass around and above the door
3. Clean and wipe all baseboards, doors and trim
4. Dust all high areas, per Museum staff's directions
5. Clean and wipe inside of refrigerator, microwave and stove
6. Sweep elevator

**Note: Due to sensitive and historic items and building components, please confirm with Museum staff on what type of cleaners that may be used, and the process for cleaning certain areas.**



## Supplies and Equipment

The City of Craig shall provide all supplies and equipment for custodial services. Supplies and equipment not approved or provided by the City of Craig shall not be used for custodial purposes unless pre-authorization has been granted by the City.

## Schedule

Most custodial services will be scheduled after the facility is closed (Except for the Museum). The cleaning at the Center of Craig can be more flexible and will be set after contract award. Craig Municipal Building (City Hall) is open Monday – Thursday from 7:30am - 5:30pm, and Friday from 7:30am – 11:30am. The Parks and Recreation Department (located downstairs) opens at 7:00am. City Hall will not require cleaning in observation of the following holidays: New Year's Day, Memorial Day, July 4<sup>th</sup>, Colorado Day, Labor Day, Thanksgiving Day and day after and Christmas Eve, Christmas Day.

## Site Visit

To schedule a site visit of city facilities, contact a city representative below.

Building Maintenance Supervisor

[lfagan@cityofcraig.org](mailto:lfagan@cityofcraig.org)

(970) 756-6605

Building Official

[meckhoff@cityofcraig.org](mailto:meckhoff@cityofcraig.org)

970-826-2013

## III. PROPOSAL FORMAT

To facilitate the review of qualifications, all proposals are required to adhere to the following requirements. The City of Craig strongly encourages proposers to ensure that qualification submissions are succinct and clearly organized. The response must be written and organized in the order defined below. The submission should be complete so as not to be considered nonresponsive.

- A. **Cover Letter.** Provide a letter of introduction or cover page from an authorized representative.
- B. **Name, Title, and Contact Information.** Include the name of the person or persons who will be authorized to make representations on behalf of the Respondent, with all contact information.
- C. **Company History.** Provide business background/overview of products and services offered by your company.
- D. **Qualifications and Experience.** Provide the qualifications of the Respondent and its specialized experience and technical competence that qualify it to provide the services required. Provide the names and qualifications of outside Respondents and associates that will be employed to assist on the work to be performed under your proposal.
- E. **References.** Provide a list of names, addresses and telephone numbers of at least three (public sector preferred) clients for which the Respondent has successfully completed similar projects to that required by this RFP within the past five years.
- F. **Selected respondent** shall comply with all municipal and state code requirements.
- G. **Selected respondent** shall ensure that all proposed plans will meet the highest industry standards for a project of this type.

## IV. SUBMITTAL

- Bid/Proposal selection shall be based on, not only competitive pricing, but meeting the minimum response requirements as outlined in this RFP.



- Proposal may be delivered electronically or in hard copy via mail, courier, or in person in a sealed envelope by Wednesday, January 29, 2025, at 2pm. clearly marked with “**Request for Proposals – Custodian Services**”, on the outside of the envelope.

*Attention: Katie Carmody - City Clerk*  
*City of Craig*  
*300 W. 4th Street*  
*Craig, CO 81625*  
[kcarmody@ci.craig.co.us](mailto:kcarmody@ci.craig.co.us)

- Questions and Inquiries: The City will not give verbal answers to inquiries regarding information in this RFP, or verbal instructions prior to the submission deadline. A verbal statement regarding same by any person shall be non-binding. The City is not liable for any increased costs resulting from the Respondent accepting verbal directions. ***Any explanation desired by a Respondent must be requested of the City representative in writing not later than Friday, January 17, 2025,*** and if explanation is necessary, a reply shall be made in the form of an addendum, a copy of which shall be forwarded by Marlin Eckhoff by email to the Respondent.

## V. SELECTION CRITERIA

Based upon the responses to the RFP, the City may interview any or all the Respondents and/or award the contract without conducting interviews. The successful Respondent will be required to enter into a contract with the City, including insurance/indemnity requirements.

Please see the Standard Insurance as set forth in **Attachment A**.

The selection process, including the interview, will focus on:

1. Adequate staffing to perform work as specified.
2. Ability to provide responsive client services.
3. Clarity of proposal, completeness and inclusion of requested information.
4. Respondent capabilities & experience.
5. Reference checks.
6. Professional nature of contractor.
7. Demonstrated municipal/county government experience.
9. Cost effectiveness.

All interested parties are encouraged to submit proposals as the award is not based solely on lowest cost proposal submitted. Total cost will be taken into consideration, but the solution and the Respondent’s capabilities, competence and capacity will be considered as well. The City reserves the right to choose the Respondent whose proposal best meets the needs of the City. The City of Craig, and its designated representatives, shall be the sole judge of its own best interest, and the proposal most advantageous to the City. The City’s decisions will be final.

## VI.

### GENERAL TERMS AND CONDITIONS

Public Record: Proposer's attention is drawn to the fact that all proposal documents submitted are subject to disclosure under the Colorado Public Records Act. Information contained in the proposals may be made public after the review process has been completed, negotiations have concluded and a recommendation for award has been officially placed on the City Council agenda for consideration, and/or following award of contract, if any, by the City Council.

Additional Information: The City reserves the right to request additional information and/or clarification from any or all Proposers.

Proposal Acceptance and Rejection: The City reserves the right to reject any and all proposals and to waive any minor informalities or irregularities contained in any proposal. Acceptance of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract. The City reserves the right to call for new proposals, and to award the contract to other than the lowest cost proposal if deemed to be in the best interest of the City.

Right to Cancel and Amend: The City reserves the right to cancel, for any or no reason, in part or in its entirety, this RFP, including but not limited to: selection schedule, submittal date, and submittal requirements. If the City cancels or revises the RFP, all Proposers will be notified in writing.

Early Termination: Respondent shall be entitled to terminate contract providing a 30-day written notice to the City of Craig. The City of Craig reserves the right to terminate contract without cause upon 30 days written notice; in the event of early termination by the City of Craig, the City agrees to compensate the Respondent for work that was completed in a manner that is deemed to be satisfactory by the City.

Debarment: By submitting a proposal, the Proposer certifies that the company is not currently debarred from submitting proposals and/or bids for contracts issued by any City or political subdivision or agency of the State of Colorado, and that it is not an agent of a person or entity that is currently debarred from submitting proposals and/or bids for contracts issued by any City or political subdivision or agency of the State of Colorado.

Limitation: The Request for Proposals (RFP) does not commit the City of Craig to award a contract, to pay any cost incurred in the preparation of the contractors RFP response or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with all qualified sources or to cancel all or part of this RFP. The City will not reimburse the respondents to this RFP for costs incurred in the preparation of their proposal or in any other aspect of their consideration of this engagement. A respondent may withdraw and resubmit a proposal prior to the submission deadline. No re-submissions will be allowed after the submission deadline.

Modification of Scope: The City reserves the right to modify the contents of this document up to 7 days prior to the opening of proposals.

Award: The firm/entity selected may be required to participate in negotiations and to submit such revisions of their proposals as may result from negotiations. The City reserves the right to award a contract/select a service provider without discussion based upon the initial proposals.

Insurance: The Respondent shall maintain in full force and effect the insurance as outlined in **Attachment A**. The City reserves the right to waive or modify such insurance coverage. However, Respondent and/or Respondent's meeting the insurance requirements will receive greater consideration during the selection procedure. All insurance shall be evidenced by a Certificate of Insurance and endorsement acceptable to the City Attorney, prior to execution of a contract. The Respondent and/or Respondent's shall state their ability to meet the City's insurance requirements within their submittal.

Signature: The Respondent and/or Respondent's RFP response shall provide the following information: name, title, address and telephone number of individuals with authority to bind the service provider and who may be contacted during the period of proposal evaluation.

Contract Requirements: Agreement by the City and Proposer will be in effect upon the City's execution of this proposal along with any agreed upon changes.

Coordination of Work: All work schedules, actual work and payment request shall be coordinated through, inspected by and approved by City Administration prior to scheduling of project so that any interruption to the normal business operation is kept to a minimum.

Inspection: All material and reports shall be subject to inspection, examination and acceptance by the City and its Partners. The City shall have the right to reject defective information, analysis and workmanship or require its correction.

## ATTACHMENT A

### STANDARD INSURANCE REQUIREMENTS

In order to comply with the bonding and insurance requirements contained in your contract with the City of Craig there are several things that we require. It is our intent to facilitate consideration of every project, so we are including here a **summary** checklist for your convenience.

All bonds and insurance requirements need to be complete and submitted prior to your contract being approved.

#### **I. GENERAL**

**A. Send these requirement sheets to your insurance broker for immediate compliance.**

**B. NO CONTRACTS WILL BE APPROVED UNTIL ALL BONDS AND CERTIFICATES ARE IN ORDER.**

**C. New and renewal Certificates and endorsements must reference a specific job. "All Operations" certificates are not acceptable.**

**D. All contractors and subcontractors working on a project or jobsite must meet the same insurance requirements you do, prior to starting work on the project or site.**

**E. All insurance companies must have an AM Best rating of A: VII or better.**

**F. All insurance coverage, with the exception of Professional Liability coverage must be written on a full "per occurrence" basis.**

G. A 30-day cancellation notice is required and written or modified to a form that binds the insurer to provide it. For non-payment of premium, a 10-day notice is acceptable.

H. Expiration dates are required on all certificates.

I. All Bonds and Certificates must have an original signature.

## **II. SPECIFIC COVERAGE (As Applicable)**

### **A. BONDING**

(Contracts over \$50,000) Faithful Performance (Completion) Bond – (CONTRACT AMOUNT)

(Contracts over \$50,000) Payment, Labor and Materials Bond – (CONTRACT AMOUNT)

### **B. GENERAL LIABILITY/AUTOMOBILE LIABILITY**

GENERAL LIABILITY

(\$1,000,000) per occurrence (\$2,000,000) general aggregate

AUTOMOBILE LIABILITY

(\$500,000) per accident

### **C. WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY**

Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000).

## **ATTACHMENT B**

### **GENERAL CONTRACT TERMS AND CONDITIONS**

1. **Performance of Services/No Assignment.** Time is of the essence in performance of the Services. Respondent represents to City that Respondent possesses, or will arrange to secure from others, all the necessary professional capabilities, experience, resources and facilities necessary to provide to City the services contemplated under this Agreement. Except as specifically authorized under this Agreement, the services to be provided under this Agreement shall not be assigned, transferred contracted or subcontracted out without the prior written approval of City.

2. **Hold Harmless and Indemnification.** To the fullest extent permitted by law, Respondent shall indemnify, defend and hold harmless City, its City Council, boards and commissions, officers, agents and employees (collectively, the "Indemnified Parties") from and against any and all claims (including, without limitation, claims for bodily injury, death or damage to property), demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs and expenses (including, without limitation, attorney's fees, disbursements and court costs) of every kind and nature whatsoever, which may arise from or in any manner relate (directly or indirectly) to any work performed or services provided under this Agreement (including the negligent and/or willful acts, errors and/or omissions of Respondent, its principals, officers, agents, employees, Respondents, suppliers, Respondents, subcontractors, anyone employed directly or indirectly by any of them or for whose acts they may be liable or any or all of them).

Notwithstanding the foregoing, nothing herein shall be construed to require Respondent to indemnify the Indemnified Parties from any Claim arising from the active negligence or willful misconduct of the Indemnified Parties. Nothing in this indemnity shall be construed as authorizing any award of attorney's fees in any action on or to enforce the terms of this Agreement. This indemnity shall apply to all claims and liability regardless of

whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by the Respondent.

In the event the City indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Respondent's performance of this agreement, the Respondent shall provide a defense to the City indemnitees, or at the City's option, reimburse the City indemnitees their costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims.

3. **Independent Contractor.** It is understood that City retains Respondent on an independent contractor basis and Respondent is not an agent or employee of City. The manner and means of conducting the work are under the control of Respondent, except to the extent they are limited by statute, rule or regulation and the expressed terms of this Agreement. Nothing in this Agreement shall be deemed to constitute approval for Respondent or any of Respondent's employees or agents, to be the agents or employees of City. Respondent shall have the responsibility for and control over the means of performing the work, provided that Respondent is in compliance with the terms of this Agreement. Anything in this Agreement that may appear to give City the right to direct Respondent as to the details of performance or to exercise a measure of control over Respondent shall mean only that Respondent shall follow the desires of City with respect to the results of the services.

3.1 The Respondent shall at all times remain an independent contractor with respect to the services to be performed under this Agreement and shall be responsible for the payment of Federal and State Employer Withholding Taxes, Unemployment Insurance Taxes, FICA Taxes, Retirement, Life and/or Medical Insurance, and Worker's Compensation Insurance for the employees of the Respondent or any other person performing services under this Agreement. Respondent and its employees are not entitled to the rights or benefits afforded to City's employees, including disability or unemployment insurance, workers' compensation, medical insurance, sick leave, or any other employment benefit. Respondent agrees to indemnify and hold City harmless from any claims, costs, losses, fees, penalties, interest, or damages suffered by City as a result of any claim by any person or entity contrary to the provisions of this Section.

4. **Insurance.** Unless otherwise agreed, without limiting Respondent's indemnification of City, and prior to commencement of work, Respondent shall obtain, provide and maintain at its own expense during the term of this Agreement, a policy or policies of liability insurance of the type and amounts described below and in a form satisfactory to City.

A. **Certificates of Insurance.** Respondent shall provide certificates of insurance with original endorsements to City as evidence of the insurance coverage required herein. Current certification of insurance shall be kept on file with City at all times during the term of this Agreement.

B. **Acceptable Insurers.** All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of Colorado, with an assigned policyholders' Rating of A (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved.



employees of City. Respondent shall have the responsibility for and control over the means of performing the work, provided that Respondent is in compliance with the terms of this Agreement. Anything in this Agreement that may appear to give City the right to direct Respondent as to the details of performance or to exercise a measure of control over Respondent shall mean only that Respondent shall follow the desires of City with respect to the results of the services.

3.1 The Respondent shall at all times remain an independent contractor with respect to the services to be performed under this Agreement and shall be responsible for the payment of Federal and State Employer Withholding Taxes, Unemployment Insurance Taxes, FICA Taxes, Retirement, Life and/or Medical Insurance, and Worker's Compensation Insurance for the employees of the Respondent or any other person performing services under this Agreement. Respondent and its employees are not entitled to the rights or benefits afforded to City's employees, including disability or unemployment insurance, workers' compensation, medical insurance, sick leave, or any other employment benefit. Respondent agrees to indemnify and hold City harmless from any claims, costs, losses, fees, penalties, interest, or damages suffered by City as a result of any claim by any person or entity contrary to the provisions of this Section.

4. **Insurance.** Unless otherwise agreed, without limiting Respondent's indemnification of City, and prior to commencement of work, Respondent shall obtain, provide and maintain at its own expense during the term of this Agreement, a policy or policies of liability insurance of the type and amounts described below and in a form satisfactory to City.

A. Certificates of Insurance. Respondent shall provide certificates of insurance with original endorsements to City as evidence of the insurance coverage required herein. Current certification of insurance shall be kept on file with City at all times during the term of this Agreement.

B. Acceptable Insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of Colorado, with an assigned policyholders' Rating of A (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved.

## CONTRACT AGREEMENT

### SIGNATURES

Richard Harper  
Respondent Signature

2-12-2025  
Date

K. Canmody  
City of Craig / City Clerk Signature

2/17/25  
Date

[Signature]  
City of Craig / City Manager Signature


2/18/25  
Date





## 01132029

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed if **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
*State Farm*  


Justin Stokes  
530 Pershing St Suite 400  
Craig, Co 81625

CONTACT NAME:	Samantha Verburg	
PHONE (A/C, No. 1st)	970/824/3258	FAX (A/C, No. 2nd)
E-MAIL ADDRESS:		

**INSURERS AFFORDING COVERAGE**  
INSURER A: State Farm Mutual Automobile Insurance Company

NAME:   
 25176

## INDEX

Alt Natural Of Yampa Valley, INC  
Po Box 339  
Hayden, Co 81639

**RESULTS:**

INSURER D:

INSURER E

RESERVE 01.

## COVERAGES

**CERTIFICATE NUMBER:**

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURANCE TYPE	TYPE OF INSURANCE	ADD'L SUB INFO	POLICY NUMBER	POLICY EFF DATE	POLICY EXP DATE	LIMITS	
A	COMMERCIAL GENERAL LIABILITY		95 ED 0702 0	08/29/2024	08/29/2025	1 AGG REG REFERENCE	
	CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>	DAMAGE TO BODILY INJURY				\$ 1000000	
		PROPERTY (Excludes auto)				\$ 100000	
		PERSONAL & ADVERTISING				\$ 0200	
	GEN'L AGGREGATE LIMIT AMOUNT PER POLICY					PERSONAL & ADVERTISING	\$
	PROPERTY <input type="checkbox"/> BODILY INJURY <input type="checkbox"/>					GEN'L AGGREGATE	\$ 2000000
	OTHER					PRODUCTS - COMB OF AGG	\$ 2000000
							\$
A	AUTOMOBILE LIABILITY		560-5779-C22-05B	08/22/2023	03/22/2024	OWNED & NON-OWNED (Excludes)	\$ 1,000,000
	ANY AUTO OWNED AUTOS ONLY (THIRD AUTOS ONLY) <input checked="" type="checkbox"/> SCHEDULED AUTOS NOT OWNED AUTOS ONLY	BODILY INJURY (Excludes)				\$	
		BODILY INJURY (Excludes)				\$	
		PROPERTY DAMAGE (Excludes)				\$	
							\$
A	UMBRELLA LIAB					1 AGG REG REFERENCE	\$
	EXCESS LIAB	OCCUR CLAIMS MADE				AGGREGATE	\$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY					PER STATUTE OR OTHER	\$
	ANY EMPLOYEES (PARTIAL FULL TIME) OFFICERS/DIRECTORS (MANDATORY IN NJ) IF YOU HAVE TO UNEMPLOYED OPERATIONS ONLY	Y/N <input type="checkbox"/> N/A				1 1 AGG AGGREGATE	\$
						1 1 DISEASE - EX-EMPLOYEE	\$
						1 1 DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS (LOCATIONS, VEHICLES (ACCIO 101, ASSURON, Bombardier, Schindler, may be added to if more space is required))

**CERTIFICATE HOLDER**

City of Craig  
300 W 4th st  
Craig, Co 81625

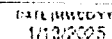
## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**

Completed by an authorized State Farm representative. If signature is required, please contact a State Farm agent.





INSUREPOLY AFFORDING COVERAGE		NAIC
POLICY A	PROPERTY LOSS	6110
POLICY B		
POLICY C		
POLICY D		
POLICY E		
POLICY F		

## REVISION NUMBER:

Unsub. operates third in his party protection, campaign & election only. Excluded from coverage. Send a letter. Highly rated.

## Davidde Hendrix





# All Natural of Yampa Valley

Proudly offering Professional Cleaning Services to Routt, Moffat, & Grand Counties of Colorado

- Commercial
- Residential
- Janitorial
- Carpets
- Windows
- Tile/Grout

Info@AllNaturalYampaValley.com | 970-276-3677 | www.AllNaturalYampaValley.com

*After May 1*

## Meet Conor & Justin Richardson

With over 30 years of combined experience across diverse business platforms, we're committed to fill the big shoes that Rick & Sandy have worn so well for decades, and to uphold the strong foundation they've built. Our core values remain rooted in integrity, quality, and fostering enduring relationships with clients & employees alike.

**We sincerely thank you for entrusting us with your cleaning needs!**

## What you can expect from us

- **Smooth Transition:** Continued dedication from familiar staff & ongoing consultation from Rick & Sandy.
- **Efficiency:** Streamlined communication & billing for a smooth experience.
- **Proactive Approach:** Anticipating & meeting your needs effectively.
- **Lasting Partnerships:** Built on integrity & a commitment to quality

## Moving Forward Together

Building Rapport	Future Billing
We will be actively interacting with you & your staff to build relationship & communication practices that best suit your current & future needs.	By the time of your first invoice, we will clearly advise your office of our new payment information.
New Contact Info	
<u>Service &amp; General Contact:</u> <i>970-291-6209</i> <b>Justin</b> (970) 276-3677 <i>After May 1</i> Justin@AllNaturalYampaValley.com	<u>Billing &amp; Contracts:</u> <b>Conor</b> → (970) 276-3677 Conor@AllNaturalYampaValley.com