

**Hillsdale Housing Commission**  
45 N. West Street • Hillsdale, MI 49242  
Phone: (517) 439-1210 • Fax: (517) 439-9577 • www.hillsdalehousing.org

## **Monitor Services Contract**

### **Description**

This contract establishes an agreement with an individual, corporation, partnership, or other legally established entity to provide certain monitoring services at Hilltop Apartment located at 45 N. West Street, Hillsdale, Michigan 49242. This agreement creates an independent contract relationship between the Hillsdale Housing Commission and the entity providing monitoring services. This contract specifically indicates that the entity providing monitoring services is a contractor and not an employee of the Hillsdale Housing Commission. Under no circumstances shall the entity providing monitoring services be entitled to employee benefits.

### **Term**

The term of this contract shall be for one (1) calendar year from the date of execution and shall automatically renew unless terminated as specified herein.

### **Termination**

This contract may be terminated by independent contractor prior to contract expiration by delivering thirty (30) calendar days written notice to the offices of the Hillsdale Housing Commission. The Hillsdale Housing Commission retains the right to terminate this contract without notice.

### **Independent Contractor Responsibilities**

The independent contractor shall perform the following services:

1. To monitor the Hillsdale Housing Commission's emergency systems at Hilltop Apartments, including the emergency cell phone, when the office is closed and/or maintenance staff are not present on-site. Typical on-call hours shall include, but not be limited to:
  - a. After the close of business weekdays;
  - b. Weekends, from 04:00 p.m. Friday until 07:00 a.m. Monday;
  - c. Holidays;
  - d. Any other time not otherwise specified where Housing Commission staff are not present.
  
2. To personally respond within one (1) hour to emergencies which occur at Hilltop Apartments during the time monitoring services are being provided. (*Note: This responsibility does not require being present on site while providing monitoring services.*) An emergency is defined as:

- a. A plumbing leak or sewer stoppage that may damage personal or Commission property;
  - b. Any condition which may cause a fire;
  - c. No heat during heating season;
  - d. No electricity;
  - e. Any other conditions which may endanger life or person or Commission property.
3. To answer emergency calls made during the time monitoring services are being provided, determine if an emergency as herein defined exists and to take the action necessary to abate the necessary, including performance of the following:
    - a. Contact 911, police or other appropriate rescue personnel and provide entry to the building to the police or rescue responders;
    - b. Contact repair contractors from a list to be maintained and provided to the independent contractor by the Commission and to provide entry to the building and the area to be repaired to the responding service personnel. The independent contractor shall assure that service personnel abate the emergency and that all areas are secure upon completion of the necessary repairs. The independent contractor shall clean up its debris from overflowing plumbing or other emergency as might be necessary;
    - c. Contact Commission personnel when unsure as to how to respond to any emergency call or if unable to abate that emergency;
  4. To reasonably salt the front entrance sidewalk to the building and patio sidewalk area adjacent to the patio door during periods of freezing rain, ice or snow which occur during the time monitoring services are being provided;
  5. To submit a detailed report of all emergencies and the responses thereto to the Commission's maintenance personnel and assist the Commission's personnel in completing work orders or other follow up documents for such emergencies;
  6. To provide entry to the building to tenants who are locked out during the time the monitoring services are being provided.

## **Master Key Agreement**

The Hillsdale Housing Commission has adopted a Monitor Master Key Agreement and is hereby incorporated into this contract by reference.

## **Compensation**

For and in consideration of the performance of the responsibilities listed herein for a twelve (12) month period, the Commission shall pay to the independent contractor the total sum of One Thousand Two Hundred and 00/100 (\$1,200.00) Dollars which shall be paid in equal bi-weekly payments.

I agree to the terms and conditions herein.

\_\_\_\_\_  
Independent Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management

\_\_\_\_\_  
Date