



Date

Name  
Company  
Address 1  
Address 2

Re: Letter of Agreement for **Linen Rental and Laundry Services (Contract # DA-21-015)**

Dear Name:

This letter shall be our Agreement regarding the **Linen Rental and Laundry Services** described below (“Services”) to be provided by **Company Name** (“Contractor”) as an independent contractor to the Cosumnes Community Services District (the “District”).

The Services to be provided are more particularly described in the Scope of Services attached hereto as **Attachment “A”** and incorporated herein by reference.

Contractor shall perform all Services under this Letter of Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California, and consistent with all applicable laws. Contractor represents that it, its employees and sub-contractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses, permits, qualification and approvals shall be maintained throughout the term of this Agreement. Compensation for the above services shall be billed at the rate(s) described in **Attachment “A”**. However, unless expressly agreed in writing in advance by the District, the cost to the District for the Services shall not exceed \$\_\_\_\_\_ per year.

Contractor shall provide proof of commercial general liability and automobile insurance to the District in amounts and with policies, endorsements and conditions required by the District for the Services. If Contractor is an employer or otherwise hires one or more employees during the term of this Letter of Agreement, Contractor shall also provide proof of workers compensation coverage for such employees which meets all requirements of state law. The District shall be named as an additional insured on all insurance policies entered into on behalf or associated with this Agreement.

Invoices shall be submitted to the District monthly to the address listed above as performance of the Services progresses. The District shall review and pay the approved charges on such invoices in a timely manner.

Services shall begin **Date**. The initial term of this contract is twelve (12) months. The CSD reserves the option to extend the contract for up to two (2) additional twelve (12) month periods upon the same terms and conditions as provided in the contract.

The District may terminate this Letter of Agreement at any time with or without cause. If the District finds it necessary to terminate this Letter of Agreement without cause before completion of the Services, Contractor shall be entitled to be paid in full for those Services adequately completed prior to the notification of termination. Contractor may terminate this Letter of Agreement for cause only.

Contractor shall defend, indemnify and hold the District, its officials, officers, employees, agents and volunteers free and harmless from any and all claims, demands, causes of action, expenses, liabilities, losses, damages and injuries to property or persons, including wrongful death, in any manner arising out of or incident to any alleged acts, omissions or willful misconduct of Contractor, its officials, officers, employees, agents, contractors and sub-contractors arising out of or in connection with the performance of the Services or this Agreement, including, without limitation, the payment of all consequential damages, attorneys' fees, experts' fees and costs, and other related costs and expenses.

If you agree with the terms of this Letter of Agreement, please indicate by signing and dating where indicated below. An original, executed copy of this Letter of Agreement is enclosed for your records.

**COSUMNES COMMUNITY SERVICES DISTRICT**

**CONTRACTOR: COMPANY NAME**

*Approved by:*

*Reviewed and Accepted by Contractor:*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Joshua Green  
Name

\_\_\_\_\_  
Name

General Manager  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date