

RESOLUTION OF THE GOVERNING BODY OF
THE THREE AFFILIATED TRIBES OF THE
FORT BERTHOLD RESERVATION

WHEREAS, This Nation having accepted the Indian Reorganization Act of June 18, 1934 and authority under said Act; and

WHEREAS, The Constitution and Bylaws of the Three Affiliated Tribes authorizes and empowers the Tribal Business Council to engage in activities for the welfare and benefit of the Tribe and tribal members; and

WHEREAS, The janitorial/custodian position is now vacant at Minne-Tohe Health Center, Indian Health Service; and

WHEREAS, The Three Affiliated Tribes in the best interests of the tribal constituency desires to contract under PL 93-638 the position of janitor/custodian from the Indian Health Service, Aberdeen Area for the Minne-Tohe Health Center;

NOW THEREFORE BE IT HEREBY RESOLVED that the Three Affiliated Tribes under the authority of PL 93-638 contract for a one (1) year period beginning July 1, 1983 through June 30, 1984 the janitor/custodian position at Minne-Tohe Health Center;

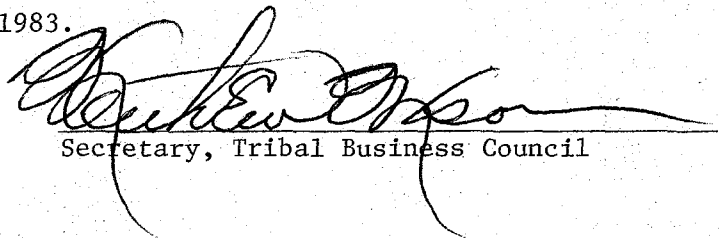
BE IT FURTHER RESOLVED that the program budget and proposal be submitted to the Indian Health Service, Aberdeen Area;

BE IT FURTHER RESOLVED that the Chairman shall be allowed to sign on behalf of the Three Affiliated Tribes Business Council the PL 93-638 contract.

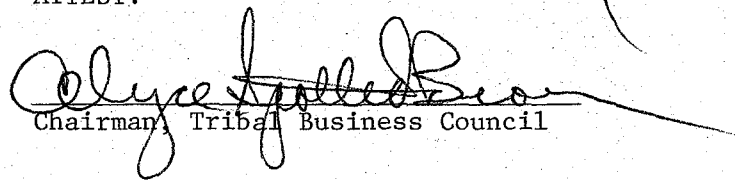
C E R T I F I C A T I O N

I, the undersigned, as Secretary of the Tribal Business Council of the Three Affiliated Tribes of the Fort Berthold Reservation, hereby certify that the Tribal Business Council is composed of 11 members who whom 11 constituting a quorum were present at a Special Meeting thereof duly called, noticed, convened and held on the ³⁰th day of June, 1983; that the foregoing Resolution was duly adopted at such meeting by the affirmative vote of 11 members, — members opposed, — members abstained, — members not voting and that the said Resolution has not been rescinded or amended in any way. Chairman (voting) (~~not voting~~).

Dated this ³⁰th day of June, 1983.


Secretary, Tribal Business Council

ATTEST:


Chairman, Tribal Business Council

PROPOSAL FOR JANITORIAL SERVICES
PL 93-638

Introduction

The Three Affiliated Tribes proposes to contract under PL 93-638 the janitor/custodian position now vacant with the Minne-Tohe Health Center, Indian Health Service, Fort Berthold Indian Reservation. The Health Center is located west of New Town, North Dakota and is the central health unit for the Fort Berthold Reservation; Indian clients and non-Indian vendors/suppliers visit this facility daily. The cleanliness and sanitation of this facility are always being scrutinized by the clientele and the general public.

Proposal & Scope of Work

The Three Affiliated Tribes desires to contract for a period of one year the janitor/custodian position for the Minne-Tohe Health Center. The proposed effective date is July 1, 1983; the proposed ending date is June 30, 1984. The health facility would be maintained in a clean and sanitary manner by the incumbent. The scope of work is as follows:

The incumbent would be required to clean all light fixtures and/or coverings; scrub walls; wash windows inside and out; remove old wax and re wax all floors; scrub all walls, fixtures, and sanitize the bathrooms; clean furniture; scrub sinks, dust x-ray heads, all floors will be swept and mopped daily; in general, the entire facility including the offices, dental unit, emergency room, etc. will be cleaned daily.

Objectives

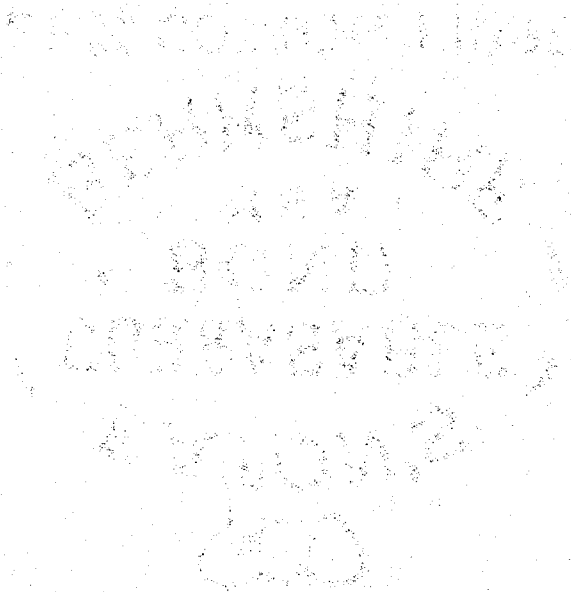
The following objectives will be met:

- 1) Provide a sanitary environment for staff and patients
- 2) Improve the image of the health facility

BUDGET NARRATIVE

The incumbent would be paid the rate previously paid the federal employee. Also, the Three Affiliated Tribes has included the fringe benefits and indirect costs. The indirect cost rate has been approved at the rate of 28.4%.

Salary, 2080 hours @ \$6.61/hr	\$13,748.80	
Fringe Benefits (21.8%)	<u>2,997.24</u>	
Total Personnel Costs		\$16,746.04
Indirect Costs (28.4)	<u>4,755.88</u>	
Total Cost of Contract		\$21,501.92



THREE AFFILIATED TRIBES

POSITION: Janitor/Custodian
LOCATION: Minne-Tohe Health Center
New Town, North Dakota
SALARY: \$6.61 per hour

GENERAL STATEMENT OF DUTIES

Performs a variety of unskilled and some semi-skilled custodial work in routine maintenance of the IHS Health Clinic.

DUTIES

Sweeps, mops, scrubs, waxes, and polishes floors by hand or machine; washes woodwork, doors, walls, ceilings, windows, sills, and screens.

Cleans and sanitizes restrooms, examination rooms, and offices; dusts and vacuums rooms; restocks dispensers and vendors; locks and unlocks doors if necessary.

Collects trash, disposes of waste, replaces light bulbs and makes other routine repairs.

Cleans and dusts all furniture; moves furniture, supplies and equipment manually or by use of a dolly as directed.

Paints and/or refinishes woodwork, walls, fixtures, and other surfaces.

Assists in routine maintenance work including mowing, raking and irrigating lawns, sweeping sidewalks and keeping exterior premises in orderly condition.

Performs related work as assigned.

QUALIFICATIONS:

GED or high school graduate with one year experience in custodial or janitorial work. Must possess working knowledge of methods, supplies, equipment and tools used in routine maintenance and janitorial work. Must be able to understand and comply with written and verbal instructions, establish and maintain effective working relationships with co-workers, employees and general public.