

# INCOR

Sheltered Work Activity Program

P.O. Box 622 Muskogee, OK 74402  
Providing services to individuals with developmental disabilities  
mail: 918-683-8162 toll free: 1-888-462-6765

## CONTRACT for SERVICES

This agreement between INCOR, hereinafter called the Contractor and Muskogee County District 2 (Muskogee Office) hereinafter called the Owner will start on 09/08/25

The Contractor shall furnish all labor and perform the work as agreed upon.

The Contractor shall perform the following tasks, unless otherwise stated.

1. Empty all trash receptacles and take to the outside dumpster.
2. Clean and disinfect all restrooms.
3. Clean and disinfect office.
4. Clean and disinfect the kitchen area.
5. Clean and disinfect the elevator and lobby area.
6. Vacuum all carpeted area.
7. Dust mop all non-carpeted areas.
8. Mop all non-carpeted areas.

The Contractor shall be courteous and cheerful while on the premises.

The Contractor will be off on federally recognized holidays.

The Owner shall furnish all cleaning supplies and equipment.

The Owner will receive an invoice monthly at a rate of \$10.00 an hour for 2 hours 1 time per every other week for services rendered. Should the state minimum wage change the contract will be renegotiated.

This contract will be reviewed in one year of contract date.

This contract can be voided by either party with a 30-day notification.

Keith Hupke  
Owner/Date

MBAKER JR 8/28/25  
Contractor/Date



2nd day of Sept 20 25  
Chairman \_\_\_\_\_  
Member Keith Hupke  
Member Samuel R. Baker  
Attest Ruby Shrago County Clerk

**E-MAILED**

9/2 10:23a

Keith / Rada