

**GENERAL SERVICES CONTRACT  
CONTRACT NO. 0118-2390**

**THE PARTIES TO THIS CONTRACT** are the CITY of Daytona Beach, a Florida municipal corporation (the "CITY"), and Master's Cleaning Service, Inc., a Florida Profit Corporation ("CONTRACTOR").

In consideration of the mutual covenants herein contained, the Parties agree as follows:

**Section 1. Scope of Services.** CONTRACTOR will provide custodial services to the CITY as further described in Exhibit A, attached hereto and incorporated herein by reference.

**Section 2. Reserved.**

**Section 3. Fees and Payments; Limitations.**

(a) Unless the Exhibits specifically provides for reimbursement of expenses, the Fees described herein will be CONTRACTOR's sole compensation for the services to be provided.

(b) Fees will be paid based on the number of hours worked (approved in advance by the City), at the hourly rates set forth in Exhibit B, and will not exceed **\$50,000** annually without prior approval from the City Manager.

(c) Except for any expenses specifically provided for in Exhibit B, CONTRACTOR will be solely responsible for all of costs CONTRACTOR incurs in meeting its obligations herein.

**Section 4. Billing; Manner of Payment.** In addition to requirements for payment established by applicable federal, state, or local law including the CITY Code, payment terms are as follows:

(a) No payment will be due for services performed until CONTRACTOR submits a proper invoice. CONTRACTOR must separately invoice the CITY for each event. CONTRACTOR will invoice the CITY at least twice per month by the 15<sup>th</sup> and the last day of each month.

(b) The CITY will pay based on the hours billed and the hourly rate schedule (see **Exhibit B**), provided, that CONTRACTOR is completing the work at a reasonable rate consistent with **Exhibits**; and provided, that the not-to-exceed maximum set forth in Section 3 above will not be exceeded unless approved by the CITY.

(c) In order to be considered proper, the invoice must include all information and documentation that the CITY may need to verify the accuracy of the invoice and the amount of payment due based on the specific requirements of this Contract. Where payment is for the cost incurred for certain reimbursables (such as for subcontractors or air travel), the invoice must include proof that CONTRACTOR has paid such costs.

(d) The CITY will within 30 days after receipt of an invoice notify the CONTRACTOR that the invoice is improper, or pay CONTRACTOR the amount due.

**Section 5. Standard of Performance.** CONTRACTOR's services will at a minimum meet the level of care and skill ordinarily used by members of CONTRACTOR's profession performing the type of services provided herein within the State of Florida. CONTRACTOR acknowledges that many of the facilities to be serviced under this Contract are open to the public; and that the level of care as to public facilities is higher than the level of care required for private facilities.

**Section 6. Relationship between Parties.** This Contract does not create an employee-employer relationship between the CITY and CONTRACTOR. CONTRACTOR is an independent CONTRACTOR of the CITY and will be in control of the means and the method in which the requested work is performed. As

an independent CONTRACTOR, CONTRACTOR will be solely responsible for payment of all federal, state and local income tax, and self-employment taxes, arising from this Contract; and CONTRACTOR agrees to indemnify and hold harmless the CITY from any obligations relating to such taxes. The CITY will not make deductions from payments due, for such taxes, or for social security, unemployment insurance, worker's compensation, or other employment or payroll taxes. CONTRACTOR will also responsible for the performance of CONTRACTOR's subcontractors.

**Section 7. Documents.** All reports, estimates, logs, original drawings, and other materials furnished, prepared or executed by CONTRACTOR during the term of and in accordance with the provisions of this Contract will be the property of the CITY and delivered to the CITY upon demand or, if no demand has previously been made, upon completion of the particular task for which such materials were prepared, executed, or otherwise required.

**Section 8. Public Records.**

(a) To the extent applicable, CONTRACTOR will comply with the requirements of Florida Statutes Section 119.07, which include the following:

(1) Keeping and maintaining public records that the CITY requires for performance of the service provided herein.

(2) Upon the request of the CITY Clerk of the CITY, (i) providing the CITY Clerk with a copy of requested public records or (ii) allowing inspection or copying of the records, within a reasonable time after receipt of the CITY Clerk's request, at a cost that does not exceed the cost provided in Ch. 119, Florida Statutes, or as otherwise provided by law.

(3) Ensuring that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law until completion of this Contract, and following such completion if CONTRACTOR fails to transfer such records to the CITY.

(4) Upon completion of this Contract, keep and maintain public records required by the CITY to perform the service. CONTRACTOR will meet all applicable requirements for retaining public records. All records stored electronically must be provide to the CITY upon request from the CITY Clerk, in a format that is compatible with the CITY's information technology systems.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTRACTOR MUST CONTACT THE CITY CLERK, WHOSE CONTACT INFORMATION IS AS FOLLOWS:**

(Phone)	386 671-8023
(Email)	clerk@codb.us
(Address)	301 S. Ridgewood Avenue Daytona Beach, FL 32114

(b) Nothing herein will be deemed to waive CONTRACTOR's obligation to comply with Section 119.0701(3)(a), Florida Statutes.

**Section 9. Effective Date and Term.**

The Effective Date of this Contract is the date on which the last Party signs it. The Term of this Contract is 2 years, commencing on the Effective Date. The CITY will have the option to renew this Contract for up to 3 Terms of 1 year each, by providing CONTRACTOR written notice. Unless waived by CONTRACTOR such notice will be provided at least 60 days before the end of the current Term.

**Section 10. Termination of Contract.**

(a) The CITY may by written notice to CONTRACTOR terminate this Contract, in whole or in part, at any time, either for the CITY's convenience or because of the failure of the CONTRACTOR to fulfill its contractual obligations.

(1) Before terminating for convenience, CITY must provide CONTRACTOR at least 30 day's advance notice of termination. This Contract will terminate automatically and without need for further notice upon the expiration of the notice period.

(2) Before terminating due to CONTRACTOR's material breach of its contractual obligations, CITY must provide CONTRACTOR prior written notice, specifying the breach and demanding CONTRACTOR remedy the breach within 10 days of the notice, or within such longer period as may be reasonably required if the nature of the breach is that it cannot be remedied within 10 days of notice. This Contract will terminate automatically and without need for further notice if CONTRACTOR fails to remedy the material breach within the period described in the CITY's notice of breach.

In either instance described above, upon termination CONTRACTOR will immediately discontinue all services affected, unless the notice directs otherwise, and deliver to the CITY all data, drawings, specifications, reports, estimates, summaries, and any and all such other information and services of whatever type or nature as may have been accumulated by CONTRACTOR in performing this Contract, whether completed or in process.

(b) If the termination is for convenience, CONTRACTOR will be paid compensation for authorized services performed to the date of termination. If termination is due to CONTRACTOR's material breach, the CITY reserves all rights and remedies it may have under law due to such breach. Among other things, the CITY may take over the work and prosecute the same to completion by other agreements or otherwise; and in such case, the CONTRACTOR will be liable to the CITY for all reasonable additional costs occasioned to the CITY thereby.

(c) If after notice of termination for the CONTRACTOR's failure to fulfill contractual obligations it is judicially determined by a court of law that the CONTRACTOR had not so failed, the termination will be conclusively deemed to have been effected for the CITY's convenience. In such event, adjustment in payment to CONTRACTOR will be made as provided in subsection (b) of this Section for a termination for convenience.

(d) The rights and remedies of CITY provided for in this Section are in addition and supplemental to any and all other rights and remedies provided by law or under this Contract.

**Section 11. Suspension of Services.** If the notice of material breach issued by the CITY pursuant to the preceding Section so directs, CONTRACTOR will suspend services immediately upon receipt thereof, other than the work required to remedy the material breach.

In addition to suspending services in association with a notice of material breach, the CITY may immediately suspend CONTRACTOR's services herein if CONTRACTOR has breached CONTRACTOR's obligations and the City Manager determines on behalf of the CITY that such breach constitutes an imminent threat to

public health, safety, or welfare, or poses an undue risk of injury to persons or loss of CITY property. The City Manager may effect such suspension by verbal or phone notice.

**Section 12. Indemnification.** CONTRACTOR will indemnify and hold harmless the CITY, including the CITY's officers, employees, and agents, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of CONTRACTOR, or CONTRACTOR's officers, employees, or agents, including subcontractors and other persons employed or use by CONTRACTOR in the performance of this Contract. This indemnification agreement is separate and apart from, and in no way limited by, any insurance provided pursuant to this agreement or otherwise.

**Section 13. Insurance.** CONTRACTOR will provide and maintain at CONTRACTOR's own expense, insurance of the kinds of coverage and in the amounts set forth in this Section. All such insurance will be primary and non-contributory with the CITY's own insurance. In the event any request for the performance of services presents exposures to the CITY not covered by the requirements set forth below, the CITY reserves the right to add insurance requirements that will cover such an exposure.

**(a) Coverage and Amounts.**

**(1) Workers Compensation Insurance** as required by Florida Statutes, Chapter 440, Workers' Compensation Insurance, for all employees of CONTRACTOR, employed at the site of the service or in any way connected with the work, which is the subject of this service. The insurance required by this provision will comply fully with the Florida Workers' Compensation Law and include Employers' Liability Insurance with limits of not less than \$500,000 per occurrence. Any associated or subsidiary company involved in the service must be named in the Workers' Compensation coverage.

**(2) Liability Insurance,** including (i) **Commercial General Liability coverage** for operations, independent CONTRACTORS, products-completed operations, broad form property damage, and personal injury on an "occurrence" basis insuring CONTRACTOR and any other interests, including but not limited to any associated or subsidiary companies involved in the work; and (ii) **Automobile Liability Insurance,** which will insure claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle used by the CONTRACTOR in the performance of this Contract.

THE COMMERCIAL GENERAL LIABILITY INSURANCE POLICY WILL NAME THE CITY AS AN ADDITIONAL INSURED. CONTRACTOR's Commercial General Liability insurance policy shall provide coverage to CONTRACTOR, and CITY when required to be named as an additional insured either by endorsement or pursuant to a blanket additional insured endorsement, for those sources of liability which would be covered by the latest edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) without the attachment of any endorsements excluding or limiting coverage for Products/Completed Operations, Independent Contractors, Property of CITY in CONTRACTOR's Care, Custody or Control or Property of CITY on which contracted operations are being performed, Explosion, Collapse or Underground hazards (XCU Coverage, Contractual Liability or Separation of Insureds. When CITY is added as additional insured by endorsement, ISO Endorsements CG 20 10 and CG 20 37 or their equivalent shall be used to provide such Additional Insured status.

The limit of liability for each policy will be a combined single limit for bodily injury and property damage of no less than \$1,000,000 per occurrence. If insurance is provided with a general aggregate, then the aggregate will be in an amount of no less than \$2,000,000. The Risk Manager for the CITY may authorize lower liability limits for the automobile policy only, at the Risk Manager's sole discretion.

Unless specifically waived hereafter in writing by the Risk Manager, Contractor agrees that the insurer shall waive its rights of subrogation, if any, against the City on each of the foregoing types of required insurance coverage.

**(b) Proof of Insurance.** CONTRACTOR will furnish proof of insurance acceptable to the CITY prior to or at the time of execution of this Contract. CONTRACTOR will not commence work until all proof of such insurance has been filed with and approved by the CITY. CONTRACTOR will furnish evidence of all required insurance in the form of certificates of insurance which will clearly outline all hazards covered as itemized above, the amounts of insurance applicable to each hazard, and the expiration dates.

If requested by the CITY, CONTRACTOR will furnish copies of the insurance contracts to support the certificates of insurance and the copies of said insurance must be acceptable to the CITY.

**(c) Cancellation; Replacement Required.** CONTRACTOR will file replacement certificates 30 days prior to expiration or termination of the required insurance occurring prior to the acceptance of the work by the CITY. If a required policy is canceled without CONTRACTOR's prior knowledge CONTRACTOR will immediately notify the CITY immediately upon becoming aware that a required insurance coverage has been canceled for any reason, and promptly replace the canceled policy. The CITY expressly reserves the right or replace the canceled policy at CONTRACTOR's expense of CONTRACTOR fails to do so.

**(d) Termination of Insurance.** CONTRACTOR may not cancel the insurance required by this Contract until the work is completed, accepted by the CITY and CONTRACTOR has received written notification from the Risk Management Division of the CITY that CONTRACTOR may cancel the insurance required by this Contract and the date upon which the insurance may be canceled. The Risk Management Division of the CITY will provide such written notification at the request of CONTRACTOR if the request is made no earlier than two weeks before the work is to be completed.

**(e) Liabilities Unaffected.** CONTRACTOR's liabilities under this Contract will survive and not be terminated, reduced or otherwise limited by any expiration or termination of insurance coverages. Similarly, CONTRACTOR's liabilities under this Contract will not be limited to the extent of by the existence of any exclusions or limitations in insurance coverages, or by CONTRACTOR's failure to obtain insurance coverage.

CONTRACTOR will not be relieved from responsibility to provide required insurance by any failure of the CITY to demand such coverage, or by CITY's approval of a policy submitted by CONTRACTOR that does not meet the requirements of this Contract.

**Section 14. Notice.** Unless otherwise expressly agreed herein, all notices, requests, and demands to or upon the Parties will be delivered by hand, delivered by a courier service, provided to a nationally recognized delivery service for overnight delivery, transmitted to a receiving email followed by hard copy within two days, or by U.S. mail, postage prepaid by registered or certified mail, return receipt requested, to the addresses set forth herein:

To the CITY:  
Attn: Chad Smith, Cultural & Community Events Manager  
The City of Daytona Beach  
600 Auditorium Blvd.  
Daytona Beach, FL 32118  
Email: [smithchad@codb.us](mailto:smithchad@codb.us)

To CONTRACTOR:  
Attn: Tara King, Owner  
Master's Cleaning Services, Inc.  
636 West New York Avenue  
Deland, FL 32720  
Email: [tara-king@kingproinc.com](mailto:tara-king@kingproinc.com)

provided, however, that either Party may change the person or address designated for receipt of the Party's notices, by providing written notice to the other Party.

**Section 15. Personnel.** CONTRACTOR represents that CONTRACTOR has or will secure at CONTRACTOR's own expense, all personnel required in performing the services under this Contract. Such personnel will not be employees of or have any contractual relationship with the CITY.

All personnel engaged in the work will be fully qualified and will be authorized under state and local law to perform such services.

**Section 16. CITY's Responsibilities.** The CITY agrees to make available for review and use by the CONTRACTOR, reports, studies, and data relating to the services required. The CITY will establish a project manager to meet periodically with the CONTRACTOR to facilitate coordination and ensure expeditious review of work product.

**Section 17. Limitation on Waivers.** Neither the CITY's review, approval, or acceptance of, or payment for, any of the services provided by CONTRACTOR, will be construed to operate as a waiver of the CITY's rights under this Contract. CONTRACTOR will be and always remain liable to the CITY in accordance with applicable law for any and all damages to the CITY caused by the CONTRACTOR's negligent or wrongful provision of any of the services furnished under this Contract.

Failure of the CITY to exercise any right or option arising out of a breach of this Contract will not be deemed a waiver of any right or option with respect to any subsequent or different breach, or the continuance of any existing breach. Furthermore, the failure of the CITY at any time to insist upon strict performance of any condition, promise, agreement or understanding set forth herein will not be construed as a waiver or relinquishment of the CITY's right to insist upon strict performance of the same condition, promise, agreement or understanding at a future time.

**Section 18. Dispute Resolution.** If a dispute exists concerning this Contract, the Parties agree to use the following procedure prior to pursuing any judicial remedies.

(a) **Negotiations.** A Party will request in writing that a meeting be held between representatives of each Party within 14 calendar days of the request or such later date that the Parties may agree to. Each Party will attend and will include, at a minimum, a senior level decision maker (an owner, officer, or employee of each organization) empowered to negotiate on behalf of their organization. The purpose of this meeting is to negotiate in the matters constituting the dispute in good faith. The Parties may mutually agree in writing to waive this step and proceed directly to mediation as described below.

(b) **Non-Binding Mediation.** Mediation is a forum in which an impartial person, the mediator, facilitates communication between parties to promote reconciliation, settlement, or understanding among them. Within 30 days after the procedure described in Subsection (a) proves unsuccessful or the Parties mutually waive the subsection (a) procedure, the Parties will submit to a non-binding mediation. The mediation, at a minimum, will provide for (i) conducting an on-site investigation, if appropriate, by the mediator for fact gathering purposes, (ii) a meeting of all Parties for the exchange of points of view and (iii) separate meetings between the mediator and each Party to the dispute for the formulation of resolution alternatives. The Parties will select a mediator trained in mediation skills and certified to mediate by the Florida Bar, to assist with resolution of the dispute. The Parties will act in good faith in the selection of the mediator and give consideration to qualified individuals nominated to act as mediator. Nothing in this Contract prevents the Parties from relying on the skills of a person who also is trained in the subject matter of the dispute or a contract interpretation expert. Each Party will attend will include, at a minimum, a senior level decision maker (an owner, officer, or employee of each organization) empowered to negotiate on behalf of their organization.

If the Parties fail to reach a resolution of the dispute through mediation, then the Parties are released to pursue any judicial remedies available to them.

**Section 19. General Terms and Conditions.**

**(a) Amendments.** Except as otherwise provided herein, no change or modification of this Contract will be valid unless the same is in writing and signed by both Parties.

**(b) Assignments and Subcontracting.** No assignment or subcontracting will be permitted without the CITY's written approval.

**(c) Compliance with Laws and Regulations.** In providing all services pursuant to this Contract, CONTRACTOR will abide by all statutes, ordinances, rules, and regulations pertaining to, or regulating the provisions of, such services including those now in effect and hereafter adopted. Any violation of said statutes, ordinances, rules, or regulations will constitute a material breach of this Contract and will entitle the CITY to terminate this Contract immediately upon delivery of written notice of termination to the CONTRACTOR.

**(d) Truth in Negotiations Certificate.** CONTRACTOR hereby certifies that the wages and other factual unit costs supporting the compensation herein are accurate, complete, and current at the time of this Contract.

**(e) No Third Party Beneficiaries.** There are no third party beneficiaries of CONTRACTOR's services under this Contract.

**(f) Contingency Fee.** CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONTRACTOR, to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONTRACTOR, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Contract.

**(g) Nondiscrimination.** CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, sex, or national origin. CONTRACTOR will take affirmative action to ensure that applicants are employed and the employees are treated during employment without regard to their sex, race, creed, color, or national origin. Further, CONTRACTOR agrees to comply with all local, state, and federal laws and ordinances regarding discrimination in employment against any individual on the basis of race, color, religion, sex, national origin, physical or mental impairment, or age. In particular, CONTRACTOR agrees to comply with the provisions of Title 7 of the Civil Rights Act of 1964, as amended, and applicable executive orders including, but not limited to, Executive Order No. 11246.

**(h) Principles in Construing Contract.** This Contract will be governed by and construed in accordance with the laws of the State of Florida. Captions and paragraph headings used herein are for convenience only, are not a part of this Contract and will not be deemed to limit or alter any provisions hereof or to be relevant in construing this Contract. The use of any gender herein will be deemed to be or include the other genders, and the use of the singular herein will be deemed to be or include the plural (and vice versa), wherever appropriate. If any word, phrase, clause, sentence or provision of the Contract, or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, invalid or unenforceable, that finding will only effect such word, phrase, clause, sentence or provision, and such finding will not affect the remaining portions of this Contract; this being the intent of the Parties in entering into the Contract; and all provisions of the Contract are declared to be severable for this purpose.

**(i) Venue.** The exclusive venue for any litigation arising out of this Contract will be Volusia County, Florida if in state court, or the U.S. District Court, Middle District of Florida if in federal court.

**(j) Litigation Costs.** Except where specifically provided herein, in case of litigation between the Parties concerning this Contract, each party will bear all of its litigation costs, including attorney's fees.

**(k) Force Majeure.** A force majeure event is an act of God or of the public enemy, riots, civil commotion, war, acts of government or government immobility (whether federal, state, or local) fire, flood, epidemic, quarantine restriction, strike, freight embargo, or unusually severe weather; provided, however, that no event or occurrence will be deemed to be a force majeure event unless the failure to perform is beyond the control and without any fault or negligence of the Party charged with performing or that Party's officers, employees, or agents. Whenever this Contract imposes a deadline for performing upon a Party, the deadline will be extended by one day for each day that a Force Majeure event prevents the Party from performing; provided, however, that the Party charged with performing and claiming delay due to a Force Majeure event will promptly notify the other Party of the Event and will use its best efforts to minimize any resulting delay.

**(l) Jury Trial Waived.** THE PARTIES HEREBY WAIVE THEIR RESPECTIVE RIGHTS TO A JURY TRIAL OF ANY CLAIM OR CAUSE OF ACTION BASED UPON OR ARISING OUT OF THIS CONTRACT, OR ANY DEALINGS BETWEEN THE PARTIES. THE SCOPE OF THIS WAIVER IS INTENDED TO BE ALL ENCOMPASSING OF ANY DISPUTES BETWEEN THE PARTIES THAT MAY BE FILED IN ANY COURT AND THAT RELATE TO THE SUBJECT MATTER, INCLUDING WITHOUT LIMITATION, CONTRACT CLAIMS, TORT CLAIMS, BREACH OF DUTY CLAIMS AND ALL OTHER COMMON LAW AND STATUTORY CLAIMS.

**(m) Authority to Bind CONTRACTOR.** The undersigned representative of CONTRACTOR represents and warrants that he or she is fully authorized to bind CONTRACTOR to the terms and conditions of this Contract.

**(n) Incorporation of RFP and Proposal.** The CITY's Request for Proposals 0118-2390, and the CONTRACTOR's responsive proposal are incorporated herein by reference as Composite Exhibit C. Composite Exhibit C is not attached but will remain on file in the Office of the CITY Clerk. In case of conflicts between the RFP and Proposal, the RFP will govern. In case of conflicts between Composite Exhibit C and other provisions of this Contract, including Exhibits A and B, this Contract will govern.

**(o) Integration.** This Contract represents the entire agreement of the parties with respect to the subject matter hereof. No representations, warranties, inducements or oral agreements have been made by either Party except as expressly set forth herein, or in other contemporaneous written agreements.

IN WITNESS WHEREOF, the Parties through their undersigned representatives have caused this Contract to be executed in duplicate original.

**THE CITY**

By: \_\_\_\_\_

Derrick L. Henry, Mayor

Date: \_\_\_\_\_

Attest: \_\_\_\_\_


Letitia LaMagna, City Clerk

Approved as to legal form:

By: \_\_\_\_\_

Robert Jagger, City Attorney

**CONTRACTOR**

By:  \_\_\_\_\_

Printed Name: Tara King

Title: President

Date: 10-12-18



## EXHIBIT A: SCOPE OF SERVICES

### **Section 1: VENUES:**

**Peabody Auditorium** located at 600 Auditorium Blvd, Daytona Beach, FL

**Oceanfront Bandshell** located at 70 Boardwalk, Daytona Beach, FL

**Oceanfront Park** located at 13 S Atlantic Avenue, Daytona Beach, FL

City of Daytona Beach (CITY) is seeking proposals from JANITORIAL CLEANING operators to manage cleaning services for the Peabody Auditorium, Oceanfront Bandshell and Oceanfront Park and other entertainment venues. Services will be requested before, during, and after city selected public and private events are scheduled to occur.

Contractor will provide specialty custodial services as needed based upon the events/performances scheduled at city venues listed above that will include abnormal hours on nights, weekends, and holidays.

### **Section 2: SCOPE**

#### **2.1 GENERAL REQUIREMENTS:**

1. Contractor will utilize his professional judgment on a day-to-day basis in which certain trade-offs of cleaning may be necessary to handle unusual, unexpected or specially requested cleaning which may not be outlined in the Scope of Work. The CITY will not be charged extra for these services. Standard hourly rates apply as determined by the price schedule.
2. The Contractor will not engage or use the services of subcontractors in performing the contract unless the Contractor obtains prior written approval from the City.
3. The Contractor will be responsible for all supervision required to satisfactorily perform the requirements of the contract.
4. The Contractor will be responsible for keeping the Peabody Auditorium secured while employees are on the premises and will exclude all unauthorized persons. The Contractor will be responsible for locking all doors and turning lights off when the Contractor's employees leave the premises.
5. Contractor will be held responsible for any damage due to breakage and/or loss of the City's equipment or supplies through negligence of the Contractor or their employees while working on the City's premises.

6. The Contractor will comply with all OSHA "Right to Know" postings in all locations pursuant to Federal and State Law.
7. The Contractor will perform any and all other related and additional miscellaneous janitorial cleaning duties, which may arise from time to time as a result of accidental spilling of any office materials, supplies, or food and beverages at no additional cost.
8. The Contractor or a designated representative will be available for pre, during, or post event briefings with designated personnel from the City. The Contractor will supply telephone number(s) of the designated representatives and substitute representatives.
9. The Project Manager for this Contract and any questions during the course of the contract for any facility should be directed to Chad Smith, (386.671.3460)
10. Insurance requirements – The Contractor will purchase and maintain, at his own expense, types and amounts of insurance as required by the Contract, in form and from companies satisfactory to the City.
11. The Contractor will submit an invoice post event. The City may reduce the invoice for liquidated damages for failure to perform. Failure to perform any task required by the Contract or required by written amendments will result in assessment of liquidated damages of \$20.00 per task, per day. If the occurrence of one condition leads to a second or third occurrence, the Contractor will be assessed cumulative damages. The City may waive liquidated damages if the Contractor remedies the situation within a given period of time prescribed by the City. When the City elects to correct a problem or situation, it may deduct expenses to make such correction from the Contractor's current or following invoice.
12. All personnel employed by the Contractor will be required to pass a criminal background and drug testing i) a copy of a background and drug test done by the Contractor within the last 30 days showing the employee has passed may be provided or ii) background and fingerprinting will be provided by the Police Department at the Contractor's expense of \$24 (or current rate) per employee. Additionally, a drug screening of \$35 (or current rate) per employee will be administered by the City Nurse. All personnel added to cleaning crews or new crews which will be working during a City scheduled event will be subject to these screenings. If City conducts if background check and drug screening payment will be made prior to the submittal of the Contractor's first invoice. Failure to pay for the screenings prior to the first invoice will result in the cost for the screenings to be deducted from the first payment. Screenings required during the term of the contract will be paid prior to submittal of the next monthly invoice. Failure to make payment before that monthly invoice will result in the cost of screenings to be deducted from that month's payment.

13. City will not pay for the time and travel to and from the Contractor's place of business. City will only pay for the time in which the Contractor spends at each of the various venues.
14. The Contractor will give priority to the City for the purpose of scheduling employees.

## **2.2 CONTRACTOR'S RESPONSIBILITIES**

The following cleaning duties (not all inclusive) describe requirements that are established as performance measurements in determining acceptable levels of work performance and quality.

### **1 Pre-Event Duties**

- A. Prior to each event, Contractor will dispatch a "pre-event" crew to check and detail all public areas. This will happen prior to doors opening for the event.
- B. Contractor will check all restrooms, lobbies, entry ways etc., and touching up any untidy conditions to ensure that the facility is in first class condition and ready for public occupancy.
- C. City of Daytona Beach and the Contractor will mutually agree upon the number of Event Staff and reporting times.

### **2 Event Duties**

- A. Contractor will maintain the venues in a professional condition at all times. Contractor will maintain all public restrooms in a clean and sanitary condition completely stocked with supplies at all times.
- B. Contractor will place trash receptacles in designated area throughout the venue. Respond properly to all radio dispatches of spill and clean-up requests.
- C. Contractor will empty all full trash containers as monitored and/or requested.
- D. Contractor will keep all walking surfaces and public common areas free of debris at all times.
- E. Contractor will spot mop all spills and use wet floor signs to protect the area being mopped.
- F. Contractor will wipe trash receptacles as needed.
- G. Contractor will clean or replace floor mats as needed.
- H. Contractor will spot clean all walls, light switches, etc. Dust all surfaces that can be reached without the use of ladder.

- I. Contractor will remove all gum/sticky substances.
- J. Contractor will dress rooms and all areas used by Performer(s) including performance areas) to include vacuuming all carpeted areas, wipe and spot clean all furniture, clean and sanitize restrooms and showers.
- K. Contractor will clean and monitor smoking area and exterior plazas.
- L. Contractor will remove all trash from seating areas.
- M. Contractor will containers will be checked for soiling and odor and cleaned as needed.

### 3 **Post Event Duties**

General: Post event cleaning for the venues and contracted outdoor space must be completed before Contractor leaves the facilities unless otherwise designated by management regardless of the day of the week. Contractor will perform the following duties at end of each event:

#### Seating Area / Steps / Aisles.

- A. Contractor will collect all trash and transport to designated areas.
- B. Contractor will remove standing liquids.
- C. Contractor will sweep all open areas.
- D. Contractor will sweep entire seating area paying attention to stairs and risers and remove all visible soil.
- E. Contractor will remove gum/sticky substances from all surfaces.

#### Other Areas

- F. Contractor will sweep stairs from dressing rooms.
- G. Contractor will store all equipment and supplies in assigned storage areas/bins appropriately.
- H. Contractor will mop all bathrooms, clean fixtures and ensure that toilet paper and hand towels are adequately stocked.

4. **Supplies**

Contractor will not use any products, supplies or equipment which may be injurious or damaging to the surfaces upon which they are to be applied.

5. **Communication**

Contractor will supply communication devices, at the Contractor's cost, to its staff to ensure prompt response to city venue's manager on duty during events.

Contractor will provide a competent supervisor (or lead person) on the job site during work hours to monitor staff performance.

6. **Special Projects**

Any work outside the scope of this specification will be defined as a "special project" and billed at the special project rate as described on the price schedule.

Special Projects include but are not limited to: running of equipment (power washing, steam cleaning, floor scrubbing, stripping/waxing of flooring).

7. **Uniform Requirements**

Contractor (at Contractor's expense) will dress event employees in uniforms agreed upon by Contractor and City. Uniform will consist of a collared or t-shirt (short and or long sleeve, depending upon the time of year) solid color pants or jeans and dark socks and shoes.

Contractor staff clothes, appearance, and personal hygiene will be professional at all times. All Contractor staff will wear an identification badge clearly displayed identifying them as Contractor employees if they are not wearing the approved uniform.

8. **Standards of Performance**

Contractor will agree to remove from the assignment, any employee of their company that City of Daytona Beach's venue management considers unsatisfactory or undesirable, within the limits of any applicable law. The Contractor should ensure their employees selected for this assignment are aware of the professional and hospitable standards required on this assignment.

2.3 **CITY RESPONSIBILITIES**

A. City will provide hand soap, paper towels, toilet paper, air freshener, aerosols, trash can liners, and all other cleaning supplies to include bleach and wax for tile floor areas.

B. City will provide and maintain in good repair, all equipment, including, but not limited to, mops, brooms, buffers, vacuum, etc., and any other equipment necessary to perform cleaning services.

#### 2.4 **INVOICING**

A. Contractor will issue a separate invoice for each event to include name of event, hours worked by category (supervisor, attendant, or special project), purchase order number, and total for the event.

B. Contractor may invoice the City after each event but at least by the 15<sup>th</sup> and last day of each month for a minimum of twice a month.

**EXHIBIT B: PRICE SCHEDULE**

Hourly rates for the following categories:

Supervisor	\$ 20.00
Cleaning Attendant	\$ 15.00
Special Projects	\$ 15.00

There will be a 1 hour minimum charge for any job for which Contractor will be called out for.

*Composite Exhibit C is not attached. It will be kept on file in the Office of the CITY Clerk.*





THE CITY OF DAYTONA BEACH  
OFFICE OF THE PURCHASING AGENT

Post Office Box 2451  
Daytona Beach, Florida 32115-2451

Phone (386) 671-8080  
Fax (386) 671-8085

EXTENSION OF OFFER

October 19, 2018

EMAIL:  
Tara.king@kingproinc.com

Attn: Tara King, President  
Masters Cleaning Services  
636 West New York Avenue  
Deland, FL 32720

Re: 0118-2390

CUSTODIAL SERVICES FOR PEABODY AUDITORIUM, OCEANFRONT  
BANDSHELL, OCEANFRONT PARK & OTHER ENTERTAINMENT VENUES

Dear Tara;

The City of Daytona Beach is remains interested in the bid offer you submitted for CUSTODIAL SERVICES FOR PEABODY AUDITORIUM, OCEANFRONT BANDSHELL, OCEANFRONT PARK & OTHER ENTERTAINMENT VENUES; however, we were not able to complete the approval process before the offer period of 60 days expired.

The City hereby asks that you extend your offer as submitted for CUSTODIAL SERVICES FOR PEABODY AUDITORIUM, OCEANFRONT BANDSHELL, OCEANFRONT PARK & OTHER ENTERTAINMENT VENUES with the same terms and conditions an up to an additional 40 days, making the extended offer expiration date December 5, 2018.

We anticipate this process to be completed by the extended date above.

Thank You,

*Kirk Zimmerman*

Kirk Zimmerman, CPPB  
City of Daytona Beach  
Buyer

Please indicate your approval of this extension by signing below and returning:

  
\_\_\_\_\_