

JANITORIAL SERVICES CONTRACT

Between

North Florida Workforce Development Board, Inc.

And

Tallahassee Cleaning Solutions 1822 Barrington Rd. Monticello, FL 32344

This is an agreement between CareerSource North Florida (CSNF) and Tallahassee Cleaning Solutions (Contractor), for cleaning services of offices located at 705/693 E. Base Street, in Madison, Florida.

Services will be performed on two nights per week - Tuesday and Friday - and consist of:

- Each Visit
 - Empty all trash containers and replace liners
 - Vacuum all carpets.
 - Clean, disinfect, and restock all bathrooms.
 - Wipe kitchen counters and appliances clean.
 - Sweep around entry doors outside.
- Weekly
 - Maintain all PVT and tile floors, mopping once weekly.
 - Spot clean doors, walls, etc., paying close attention to scuff marks.
 - Dust furniture and surface areas (desks, chairs, computer stations, etc.).
 - Clean glass doors.
 - Clean computer areas, including keyboards.
 - Clean/dust window sill areas in all offices and chair rail in Administrative Office.
- Monthly:
 - Clean inside/outside windows.
 - Check for and remove existing cobwebs.

The Contractor will provide vacuum and mopping tools and cleaning chemicals. CSNF will provide hand soap, trash bags, and other consumable items such as toilet paper and hand towels.

The Contractor agrees to maintain ongoing liability and bonding insurance, and provide verification of such to the NFWDB, along with a copy of its business license. The Contractor also agrees to complete a W-9 form for tax reporting purposes to CSNF (form will be provided).

For agreed upon services, CSNF will pay the Contractor a sum of \$675.00 (Six hundred seventy-five dollars) per month, upon receipt of invoice and report.

This agreement is effective July 1, 2019 through June 30, 2020 and may be considered for renewal annually for up to four (4) years. This agreement may be canceled at any time due to deficient performance, loss of funding by CSNF, or upon agreement of both parties with 30 days' notice.

Renewal Period (2019-20)



Mike Williams, Board Chair



Mike Williams, Board Chair
Date: 07/01/2020 (Renewal)



Colby Clayton, Owner, Tallahassee Cleaning Solutions
Date: 07/01/2019



Colby Clayton, Owner, Tallahassee Cleaning Solutions
Date: 07/01/2020 (Renewal)

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Danny Collins, Board Chair
Renewal 7/1/2021



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