

CS-16-85

(Contract Management Use only)

# CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.

**CM2388**

## CONTRACTOR INFORMATION

Name: Laura LaRoche

Address: P. O. Box 282 Yulee, FL 32041  
City State Zip

Contractor's Administrator Name: Laura LaRoche Title: Independent Contractor

Tel#: 904-521-8929 Fax: \_\_\_\_\_ Email: llaroche@ufl.edu

## CONTRACT INFORMATION

Contract Name: Custodial Agreement - Yulee Community Center Contract Value: \$50.00 each rental

Brief Description: Custodial Services Agreement for the Yulee County Building. Custodian is to insure all rental and hold harmless agreements are executed; all deposit and rental fees are collected. Maintain the building in a clean manner as described in the contract.

Contract Dates : From: 12/01/16 to 11/30/17 Status:  New  Renew  Amend#  WA/Task Order

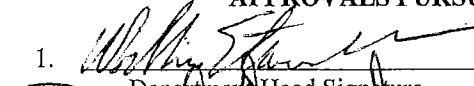
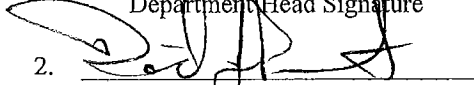
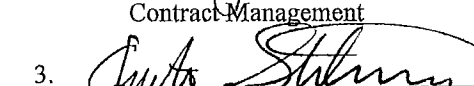
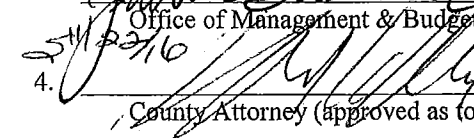
How Procured:  Sole Source  Single Source  ITB  RFP  RFQ  Coop.  Other \_\_\_\_\_

### If Processing an Amendment:

Contract #: \_\_\_\_\_ Increase Amount of Existing Contract: \_\_\_\_\_

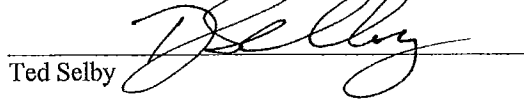
New Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ TOTAL OR AMENDMENT AMOUNT: \_\_\_\_\_

## APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- |    |  |                 |                       |
|----|--|-----------------|-----------------------|
| 1. |  | <u>11-21-16</u> | <u>01073519-53410</u> |
|    | Department Head Signature  | Date            | Funding Source/Acct # |
| 2. |  | <u>11/22/16</u> |                       |
|    | Contract Management  | Date            |                       |
| 3. |  | <u>11/28/16</u> |                       |
|    | Office of Management & Budget  | Date            |                       |
| 4. |  | <u>11/29/16</u> |                       |
|    | County Attorney (approved as to form only)   | Date            |                       |

Comments: \_\_\_\_\_

### COUNTY MANAGER - FINAL SIGNATURE APPROVAL

 12/1/16  
 Ted Selby Date

### RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
- Office of Management & Budget
- Contract Management
- Clerk Finance

16 NOV 29 PM 2:50  
16 NOV 22 AM 9:22  
16 DEC -2 AM 9:18

OFFICE OF CLERK OF SUPERIOR COURT  
NASSAU COUNTY FLORIDA

AGREEMENT

THIS AGREEMENT, entered into this 18<sup>th</sup> day of November 2016, by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY** and **LAURA LAROCHE**, 27605 Missouri Street, Hilliard, FL, 32046, hereinafter referred to as Custodian.

WHEREAS, the Board of County Commissioners of Nassau County, Florida, desires that the Yulee County Building, located in Yulee, Florida, be maintained in an orderly and clean manner for the public, and that a schedule for rental of same be maintained, and

WHEREAS, Custodian has agreed to perform the service of keeping a rental schedule and to maintain the building in a clean manner.

IT IS AGREED, by and between the parties, for and in consideration of the mutual covenants contained herein that:

1. Custodian shall clean the Yulee County Building, located in Yulee, Florida, each and every month commencing on the date of this agreement and extending for a period of one year thereafter. Both parties may mutually agree to extend the one-year period.
2. The cleaning schedule each month shall be agreed upon by the parties by letter, which shall be attached to the contract. The parties shall reach said agreement within thirty days of the parties' execution and failure to reach an agreement shall cause the contract to be terminated.
3. The terms of this agreement shall be annual and renewable, commencing on December 1, 2016, and thereafter until terminated by sixty (60) day written notice by either party to the other.
4. Custodian duties include but not limited to the following:
  - a. Maintaining rental schedule/calendar for County Rental Facility as indicated.
  - b. Meet potential renters, provide access when rented, check the facility after the rental and fill out all the appropriate paper work each month.
  - c. Custodian is to insure all rental and hold harmless agreements are executed to secure the date and time requested of the renter and all deposit and rental

fees are collected. All renters are required to enter into a rental agreement, sign a hold harmless agreement, provide a deposit and pay for the rental period of use. When renters are Fee Exempted by the BOCC, Rental Agreement, Hold Harmless agreement and Deposits are still required. BOCC departments may use facilities for official use without agreements or deposits.

d. Maintain the building in a clean manner, provide own cleaning supplies.

e. It is the Custodians responsibility to report to the Facilities Maintenance Department Director any violation of the rental agreement. Violations may void the returning of Security Deposit:

- Security deposits: Security deposits will be forfeited if the building or contents are damaged or gentlemen and lady-like conduct is not maintained and law enforcement is called to the site or gas cookers are used in the facility or consumption of alcoholic beverages or smoking or illegal activity of any kind is conducted or the facility is not left in the same condition of cleanliness and neatness as found and all trash removed from the facility.


5. Custodian shall be compensated \$50.00 for each executed rental agreement.

6. Custodian shall submit on a monthly basis an invoice for keeping a rental schedule and maintaining the building in a clean manner, the same being paid in accordance with Florida Statutes. Along with the service invoice, Custodian shall submit, monthly, Form FD-15 "Rental Fees" with attached rental agreements and all rental monies collected, all fee exempt rental agreements need to have the Board Approved Fee Exemption attached,

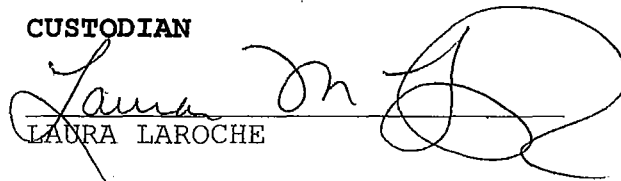
7. Custodian is an independent contractor, and there are no restrictions or limitations as to any other contractual obligations for his/her services.

EXECUTED this 1<sup>st</sup> day of December, 2016.

**BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA**

  
~~TED SELBY, COUNTY MANAGER~~ TED SELBY, COUNTY MANAGER  
Its: Designee

**CUSTODIAN**

  
LAURA LAROCHE

STATE OF Florida  
COUNTY OF Nassau

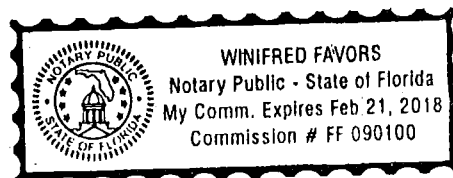
Before me personally appeared,  
Laura LaRoche, who is personally known  or  
produced \_\_\_\_\_ as identification, known to  
be the person described in and who executed the foregoing  
instrument, and acknowledged to and before me that he/she  
executed said instrument for the purposes therein  
expressed.

WITNESS my hand and official seal, this 18<sup>th</sup> day of  
November, 2016.

  
Notary Signature

Notary-Public-State of FLORIDA at large

My Commission expires:



November 10, 201

Nassau County Board of County Commissioners  
Attn: Suzle Fontes, Facilities Maintenance

Re: Yulee County Building

To whom it may concern:

I am currently the custodian over the Hilliard Community Center and would be willing to cover the Yulee County Building. (Full or Part Time as needed).

Thank you for your consideration in this manner.

Respectfully,

  
Laura LaRoche