

(Contract Management Use only)

CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.

CM2389

CONTRACTOR INFORMATION

Name: Michael Favors

Address: 58871 Coopers Neck Road Hilliard FL 32046
City State Zip

Contractor's Administrator Name: Michael Favors ~~Winfred Favors~~  Title: Independent Contractor

Tel#: 904-879-1019 Fax: _____ Email: wfavors@ifas.ufl.edu

CONTRACT INFORMATION

Contract Name: Custodial Services – Multi-Use Facility, Callahan, FL Contract Value: \$50.00 each rental

Brief Description: Multi-Use Facility, Callahan, FL – 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 Ord

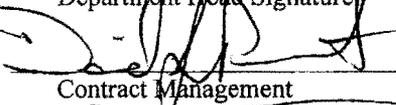
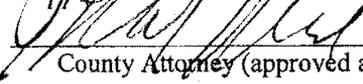
How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other

If Processing an Amendment:

Contract #: _____ Increase Amount of Existing Contract: _____

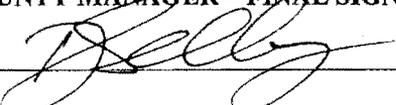
New Contract Dates: _____ to _____ TOTAL OR AMENDMENT AMOUNT: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

1.  11-21-16 10102 3519-5 34103
Department Head Signature Date Funding Source/Acct #
2.  11/22/16
Contract Management Date
3.  11/28/16
Office of Management & Budget Date
4.  11/30/16
County Attorney (approved as to form only) Date

Comments: _____

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

 12/6/12
 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

15 DEC 06 AM 10:42:41

15 NOV 22 AM 9:22

15 DEC -7 AM 10:25

OFFICE OF THE COUNTY CLERK
NASSAU COUNTY, FLORIDA

AGREEMENT

THIS AGREEMENT, entered into this 6th day of December, 2016, by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY** and **MICHAEL F. FAVORS**, 58871 Coopers Neck Road, Hilliard, FL, 32046, hereinafter referred to as Custodian.

WHEREAS, the Board of County Commissioners of Nassau County, Florida, desires that the Callahan Multi-Use Facility, located in Callahan, 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 Callahan Multi-Use Facility, located in Callahan, 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.
8. Custodian shall not perform any work pursuant to this contract during normal business hours in his duties as an employee of Nassau County, Florida.

EXECUTED this 6th day of December, 2016.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

[Signature]
TED SELBY, COUNTY MANAGER
Its: Designee

CUSTODIAN

[Signature]
MICHAEL F. FAVORS

STATE OF Florida
COUNTY OF NASSAU

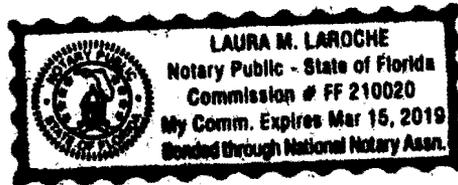
Before me personally appeared, Michael Favors, who is personally known or produced _____ as identification, known to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that he/she executed said instrument for the purposes therein expressed.

WITNESS my hand and official seal, this 30th day of November, 2016.

[Signature]
Notary Signature

Notary-Public-State of Florida at large

My Commission expires:



58871 Cooperneck Rd
Hilliard, FL 32046

November 10, 2016

To: County Manager
Nassau County

Facilities Maintenance Director
Nassau County

I am interested in becoming the Custodian of the Multi Purpose Building on the Northeast Florida Fairgrounds (543350 US Highway 1, Callahan, FL 32011).

At the present time Winifred Favors is the building custodian but she will be retiring in December 2016 and cannot continue the contract for approximately 6 months. I am will to take over the contract for this building.

Thank you and I appreciate any consideration given this request.


Michael Favors
904-252-2742
904-845-4784