

CS-17-58

(Contract Management Use only)

CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.
CM2389-A1

CONTRACTOR INFORMATION

Name: Michael Favors

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

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

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

CONTRACT INFORMATION

Contract Name: Custodial Services Agreement Contract Value: \$50.00 each rental

Brief Description: Amendment No. 1/First Extension to the Custodial Agreement for the Callahan Multi-Use Facility

Contract Dates : From: _____ to: _____ Status: ___ New Renew ___ Amend# ___ WA/Task Order

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

If Processing an Amendment:

Contract #: CM2389 Increase Amount of Existing Contract: (no increase in rate)

New Contract Dates: 12/01/17 to 11/30/18 TOTAL OR AMENDMENT AMOUNT: \$50.00 each rental

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- | | | | |
|----|--|------------------------|--|
| 1. | <u>[Signature]</u>
Department Head Signature | <u>9-26-17</u>
Date | <u>Facilities Maintenance</u>
Submitting Department |
| 2. | <u>[Signature]</u>
Contract Management | <u>11/2/17</u>
Date | <u>0107 3519 - 534 103</u>
Funding Source/Acct # |
| 3. | <u>[Signature]</u>
Office of Management & Budget | <u>11/2/17</u>
Date | |
| 4. | <u>[Signature]</u>
County Attorney (approved as to form only) | <u>11/2/17</u>
Date | |

7 NOV - 3 AM 11:55

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 11-7-17
 Shanea D. Jones 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

**AMENDMENT NUMBER 1/FIRST EXTENSION TO THE
CUSTODIAL SERVICES AGREEMENT**

THIS ADDENDUM entered into this 7th day of November, 2017 by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA**, a political subdivision of the State of Florida, (hereinafter referred to as "County") and **MICHAEL FAVORS**, 58871 Coopers Neck Road, Hilliard, FL 32046, (hereinafter referred to as "Independent Contractor").

WHEREAS, the parties entered into an Agreement dated December 6, 2016, for Custodial Services for Callahan Multi-Use Facility; and

WHEREAS, the original agreement provided for an initial term of December 1, 2016 through November 30, 2017 and provided for one year renewals upon mutual agreement of the parties; and

WHEREAS, the parties desire to extend said Agreement.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. In accordance with Section 3 of the Agreement dated December 6, 2016, the performance period is hereby extended for an additional one (1) year beginning December 1, 2017 and ending November 30, 2018.

2. All other provisions of said Agreement not in conflict with this Addendum shall remain in full force and effect.

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



SHANEA JONES, COUNTY MANAGER
Its: Designee

[SIGNATURES CONTINUE ON NEXT PAGE - REMAINDER OF PAGE
INTENTIONALLY LEFT BLANK]

INDEPENDENT CONTRACTOR

Michael Favors
MICHAEL 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 2nd day of
November, 2017.

Joyce T. Bradley
Notary Signature

Notary-Public-State of Florida at large

My Commission expires:



JOYCE T. BRADLEY
Notary Public, State of Florida
My Comm. Expires Dec. 23, 2017
Commission No. FF 75458

CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.

CM2389

CONTRACTOR INFORMATION

Name: Michael Favors

Address: 58871 Coopers Neck Road Hilliard FL 32046

Contractor's Administrator Name: Michael Favors Winfred Favors City State Zip 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 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. [Signature] 11-21-16
Department Head Signature Date
2. [Signature] 11/22/16
Contract Management Date
3. [Signature] 11/28/16
Office of Management & Budget Date
4. [Signature] 11/30/16
County Attorney (approved as to form only) Date

010? 3519-534103
Funding Source/Acct #

Comments: _____

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

[Signature] 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

16 DEC 09 10:40:41
16 NOV 22 AM 9:22
16 DEC -7 AM 10:25

OFFICE OF CLERK OF SUPERIOR COURT
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

Ted Selby
TED SELBY, COUNTY MANAGER
Its: Designee

CUSTODIAN

Michael Favors
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.

Laura M. Laroche
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