

STATEMENT OF WORK

A. MANNER OF SERVICE PROVISION.

The purchase of this Service Agreement is entered into between the Florida Department of Children and Families, Office of General services (hereafter "Agency") and Janitorial Provider or Vendor.

The scope of work has been developed through dialogue and communications between the parties and represents the best understanding of the services requested. The follow describes the services to be rendered and the mutual obligations of the parties relative to this agreement.

1. SERVICE TASKS.

a. Task List.

- 1) Janitorial cleaning services for the period of October 1, 2020 through June 30, 2021 Specifics of janitorial services are detailed with Attachment 1. Janitorial Services Overview/Scope of Work.
- 2) Services to be provided are limited to:
 - a) The NWR Offices located at :
2389 Phillips Rd, Tallahassee, FL
6 S. Key Street, Quincy, Fl
4481 Clinton Street, Marianna Fl
 - b) Cleaning services which are detailed with Attachment 1, are to be completed Monday through Sunday between 5:00 p.m. and 6:00 a.m. A flexible schedule will be considered as required.

2. Deliverables.

a. Service Units.

1. This is a fixed price/unit cost direct order, where the service unit is a specific deliverable due to the Agency and measured in calendar months.

b. Reports and Documentation.

The provider shall maintain sufficient documentation to provide evidence of service delivery and staff qualifications. Records and documentation must be developed and maintained in accordance with good business practices, state and federal laws, regulations, and policy.

c. Reports.

The contract deliverables shall be as provided in the following table:

REPORTS TABLE

All reports will be provided hard copy to the Agency's General Service Manager or designee

Report Title	Reporting Frequency	Report Due Date	Number of Copies	DCF Office Addresses to receive report
Janitorial log	As needed	End of Shift	1	General Services Manager or Designee
Site Sign in log	Daily	Daily	1	General Services Manager or Designee
Invoice for payment	Monthly	5 th day of month for preceding month of service	1	General Services Manager of Designee

The Agency reserves the right to reject reports as incomplete, inadequate, or unacceptable according to the parameters set forth in this contract. The Agency, at its option, may allow additional time within which the Provider may remedy the objections noted by the Agency or the Agency may, after having given the Provider a reasonable opportunity to complete, make adequate or acceptable, declare this contract to be in default. Either party can cancel said contract within 30 days by showing just cause.

3. Performance Expectations

a) Performance Measures: (There should be a performance measure for

each service task and/or deliverables.)

- 1) All tasks in Attachment 1 are completed 95% of the times.
- 2) All reports in Section A.2.c above are submitted timely and accurately 95% of the time.

b) Performance Evaluation Methodology

1) The Vendor's performance of services will be evaluated using the following mathematical equations and methodology.

a)
$$\frac{\text{Number of tasks successfully completed}}{\text{Number of required tasks}} \times 100 = \%$$

b)
$$\frac{\text{Reports completed timely and accurately}}{\text{Number of reports}} \times 100 = \%$$

By execution of this contract the Provider hereby acknowledges and agrees that its performance under the contract must meet the standards set forth above and shall be bound by the conditions set forth in this contract. If the Provider fails to meet these standards, the agency, at its exclusive option, may allow a reasonable period, not to exceed thirty days, for the Provider to correct performance deficiencies. If performance deficiencies are not resolved to the satisfaction of the department within the prescribed time, and if no extenuating circumstances can be documented by the Provider to the agency's satisfaction, the agency will terminate the contract. The agency has the sole authority to determine whether there are extenuating circumstances or mitigating circumstances.

4. Provider Responsibilities

a) Provider will have adequate insurance

b) Provider will be bonded through each staff.

c) Provider will assign only staff that have passed the Florida Department of Law Enforcement (FDLE) Florida Crime/National Crime Information Center (FCIC/NCIC level 2 background/criminal records check in accordance with Ch 435 F.S. and provide documentation of same. This check will be conducted at provider's expense.

B. METHOD OF PAYMENT

1. Payment

- a. A monthly invoice will be processed for payment on the 5th of every month for the preceding month.
- b. The provider shall request payment within 30 days following Agency notification of the satisfactorily completed deliverable.

2. Invoice Requirements and Supporting Documentation

- a. The Provider shall request payment through submission of a properly completed invoice containing the Provider's Name, Vendor ID (Federal Tax ID) number, the number of units, price per unit, invoice total, the date on which the deliverable was submitted to the Agency, and dates of services the deliverable covered. The invoice shall be on company letterhead and contain an original signature from an appropriate officer of the company attesting to the accuracy and completeness of

the invoice. It is the discretion of the provider as to how the invoice for payment will be provided, mail or electronically.

C. Special Provisions

MyFlorldaMarketPlace Registration

To comply with Rule 60A-1.030 Florida Administrative Code (F.A.C.), each vendor doing business with the State for the sale of commodities or contractual services as defined in section 287.012 F.S. shall register in the MyFloridaMarketPlace system. Unless exempted under Rule 60A-1.030(3), F.A.C. Information about the registration process is available, and registration may be completed, at MyFloridaMarketPlace website (link under Business on the State portal at www.myflorida.com)

Only actual employees of the janitorial contactor are to be admitted on the premises

Provider shall furnish all Janitorial cleaning/maintenance equipment and cleaning supplies. Paper products, trash receptacle liners, liquid hand soap. All supplies are to be of commercial quality acceptable in the janitorial profession and of satisfactory quality to the needs of personnel.

Agency Signature	Print Name/Title	Date
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Provider Signature	Print Name/Title	Date
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