

JANITORIAL AGREEMENT Modification 1

This Modification Number 1 of Contract, hereinafter referred to as the Modification, is made effective and provided by and between **Brevard Workforce Development Board, Inc. d/b/a CareerSource Brevard**, hereinafter referred to as “Customer” and **Always Fresh Janitorial Services Inc.**, hereinafter referred to as “Contractor.”

Customer and the Contractor entered into a contractual agreement effective July 1, 2019, hereinafter referred to as the “Contract” in this Modification, to provide janitorial services for CSB’s locations. This Modification is effective May 18, 2020, regardless of the date of signature.

The purpose of this Modification is to exercise the Option 2 year contract beginning July 1, 2020, to revise the cleaning schedule and scope of services to be provided (Schedule 1), and to adjust the fees in response to the COVID-19 pandemic. All conditions of the Base Year Contract remain “as is” unless addressed in this Modification.

1. Section 3, Contract Type, Amount and Payment Information

A. Modified to reflect the following:

Customer agrees to enter into a Fixed Price Contract with the Contractor and to pay for contracted services in an amount not to exceed \$66,000. Due to the COVID-19 pandemic, Customer has requested increased services. Contractor and Customer agree that the increased COVID-19 services may not be required long term. The COVID-19 services shall continue until the contractor is notified in writing that the services are no longer required. Contractor will receive a 15 day notice of the intent to discontinue or reduce COVID-19 services. Should the level of service requirements decrease, after official notice to the Contractor, both parties agree to revert back to the original Contract Amount and Payment Schedules when the services are reduced.

B. Modified to reflect the following:

Contractor shall provide the services outlined in Schedule 1 to this Agreement. Payment shall be contingent upon demonstration that services have been successfully accomplished to Customer’s satisfaction and submittal of an invoice from Contractor. Payment shall be in accordance with the following schedule. Invoices will be submitted in the beginning of each month and due on the first day on each succeeding month.

Daily and Quarterly services rendered

Palm Bay Location	\$1,450 per month
Rockledge A Location	\$1,350 per month
Rockledge B Location	\$800 per month
Titusville Location	\$800 per month
Total	\$4,400 per month*, not to exceed \$60,800
<i>*Prorate month for May 2020 not to exceed \$3,600. Total for June 2020 – June 2021 not to exceed \$57,200.</i>	
Semi-Annual services rendered	\$2,600 per occurrence not to exceed \$5,200

2. Section 8, Miscellaneous
G. Modified to reflect the following:

This Contract incorporates Contractor's proposal dated April 21, 2020, all attachments, schedules and addendums to the proposal and will be interpreted collectively with no sections taken separately and apart.

3. Schedule 1 (Attached) has been modified to increase the daily services to all four locations, and to adjust the scope of services due to the COVID-19 pandemic.

The parties hereto agree that each of them may execute this Modification on different dates, but hereby acknowledge that this Modification shall begin on May 18, 2020 and remain in full force and effect until June 30, 2021 unless otherwise modified, extended or terminated.

The persons below attest authority to bind their respective party in a contractual agreement and the signatures below indicate agreement with the terms and conditions of this Modification.

CONTRACTOR

CUSTOMER

Always Fresh Janitorial Services, Inc.

Brevard Workforce Development Board, Inc.
d/b/a CareerSource Brevard

By: Artemis Karfitsas Date: 5/12/20
Printed Name: Artemis Karfitsas
Title: Business Director
Authorization Agent

By: Marci Murphy Date: 5/12/2020
Printed Name: Marci Murphy, President

Phone Number: (407) 435-6332
Fax Number: (321) 747-9249

Phone Number: (321) 394-0700
Fax: (321) 504-2065

Contractor's address for notice purposes:
1630 S. Carpenter Road
Titusville, FL 32796

Customer's address for notice purposes:
297 Barnes Blvd
Rockledge, FL 32955

Schedule 1

AFJS will perform all duties identified below at the following CareerSource Brevard locations on a daily basis, five days per week, 52 weeks per year:

5275 Babcock St. NE Suite 8B

Palm Bay, FL 32905

Schedule services on Monday, Tuesday, Wednesday, Thursday and Friday after 7:00pm

297 Barnes Blvd Suite A

Rockledge, FL 32955

Schedule services on Monday, Tuesday, Wednesday, Thursday and Friday after 7:00 pm

295 Barnes Blvd Suite B

Rockledge, FL 32955

Schedule services on Monday, Tuesday, Wednesday, Thursday and Friday after 7:00pm

3880 S. Washington Ave., Suite 214

Titusville, FL 32780

Schedule Services on Monday, Tuesday, Wednesday, Thursday and Friday after 7:00pm

Daily Duties

◇ Restrooms

- Complete cleaning, sanitizing, and deodorizing of all toilets, urinals.
- Complete clean and sanitize all countertops, sinks, vanities, bright work (faucets, stainless etc.)
- Thoroughly wipe down and replenish all soap, toilet paper, paper towels and toilet liner dispensers.
- Thoroughly wipe down all mirrors.
- Complete clean and sanitize all stalls walls, doors and door handles. Apply mist anti-virus spray on all hard surfaces.
- Thoroughly sweep and damp mop all floors with neutral cleaner, paying special attention to corners, edges and baseboards.
- Deck brush floors twice per week
- Empty trash and replace liners etc.
- Clean and polish kick plates, hand plates and other parts of the bathroom doors.

◇ Areas other than restrooms

- Vacuum all carpet area, paying special attention to underneath tables, chairs, corners, edges and baseboards.
- Thoroughly sweep and damp mop all hard surfaces with neutral cleaner.
- Empty and reline all waste baskets in all offices and cubicles.
- Thoroughly sweep and damp mop all tile floors with neutral cleaner, paying special attention to corners, edges and baseboards.
- Thoroughly clean breakroom including sanitize all counters and sinks, wipe down outside of appliances such as microwave and fridge, coffee machine etc. Apply anti-virus mist spray on all hard surfaces.
- Thoroughly sweep and damp mop breakroom floors with neutral cleaner, paying special attention to corners, edges and baseboards.
- Wipe down kick plates, doors handles.
- Spray wipe clean entrance glass doors.

- Palm Bay location to include stairwell and 3 offices on 2nd floor.

In addition to the above daily duties the following will be performed:

Weekly Duties

- High dusting of all vents, light fixtures.
- Clean all baseboards.
- Low Dusting of all ledges, window seals, fixtures, paintings, plants, arches, etc.

Monthly Duties

- Spot clean carpets
- High dusting of all light fixtures, walls, ceiling fans, vents etc.
- Contract Management shall collect the Brevard Career Center Checklist (attached) daily from staff, and shall provide monthly site inspection reports to Facilities Director.

Quarterly Duties

- Power Washing: Outside windows, front entrance and walkway [excludes Titusville location]
- Steam clean and sanitize entire restrooms to include walls, partitions, toilets, sinks, floors and clean grout line.
- Steam clean and sanitize all tile floor and grout lines.

Semi Annual Duties

Steam Clean all carpet areas in Palm Bay and Rockledge locations (excludes Titusville location) in accordance with schedule requested by Customer.