

CTS & Associates, Inc.
957-A Russell Avenue
Gaithersburg, MD 20879
301-670-1222

**Breckenridge Condos
Porter Service Agreement
2012**

The following is a janitorial service agreement between Breckenridge Condos and CTS & Associates, Inc. CTS & Associates agrees to provide the following services Five (5) days a week at eight (8) hours a day:

Personnel/Hours

Monday-Friday – One (1) full time porter (8) hours a day

Scope of Work

Common Areas

2 Times Weekly:

- Thoroughly vacuum all carpeted areas
- Remove debris and flyers not from Management Office
- Report any expired lights to Management Office
- Clean all fire extinguisher boxes
- Sweep and mop tiled areas
- Clean glass front entry doors

Annually:

- Strip and wax tiled areas in hallways
- Clean light fixtures (as needed)

Management Office

Daily:

- Vacuum carpeted areas
- Clean and disinfect all telephones
- Empty all trash containers and replace liners
- Dust furniture, clean mirrors and entrance door
- Sweep/spot mop tiled areas
- Clean windows inside and out as needed
- Clean all blinds

Fitness Center

Daily:

- Wipe down equipment
- Report damages to Management Office
- Clean Mirrors
- Vacuum carpeted areas
- Sweep and mop tiled areas

Grounds

Twice Daily:

- Police for litter and debris in all common areas
- Police sidewalks and curb areas for litter and cigarette butts
- Sweep dumpster areas and close lids

Insurance Coverage

CTS & Associates, Inc. is fully insured through an accredited insurance carrier, in full compliance with the Maryland, Virginia and District of Columbia Workman's Compensation Law.

Services

CTS & Associates, Inc. further agrees to:

- All personnel will perform all janitorial services as specified. All personnel will be fully qualified and experienced. All personnel will exercise their duties in a degree of care necessary to prevent damage to any part of the building or property.
- Furnish all materials (*unless noted as supplied by customer*), supplies, equipment, manpower, supervision, inspections, and management services.
- Utilize only such amounts of water and electric power, which shall be furnished by the property as necessary to properly perform all service specifications.
- Provide a floating supervisor.
- Will supply services other than specified services, for Evictions, carpet removal, etc...at the rate of \$35.00 per man hour plus any truck and dump fees.
(Exception: - \$35.00 per man hour for snow removal. Shovels and salt... will be provided by Management)
- Management shall supply contractor with a secure area for equipment and supplies as well as keys for the same. Also, Management shall provide bathroom facilities for contractor's employee's use.

The following holidays will be observed by CTS & Associates, Inc. and employees: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas, and any holiday that the properties main office recognizes. Upon request, contractor will provide services on these days at the rate of \$35.00 per man hour.

Contractor shall be responsible for all payroll, taxes and insurance for its employees. Contractor reserves the right to pass on to Management an increase in labor costs due to change in Federal and Maryland Minimum Wage Laws, FICA and Unemployment compensation Taxes.

AS
12/31/11

Services stipulated herein shall commence on **January 1, 2012 and continue until December 31, 2012** at which time will remain on a month to month basis, canceled by either party by giving a sixty (60) day written notice to the other. This contract is open for renegotiation at time of expiration.

one year

CTS & Associates, Inc. will be glad to provide this service for the sum of **\$2,200.00 plus a 6% MD sales tax per month**. Payments are due the first day of each month. It is understood that payments received by CTS & Associates, Inc. after the tenth of each month, will incur a 5% late charge.

Agreed to and acknowledged:

Breckenridge Condos

CTS & Associates, Inc.

By: *[Signature]*
Authorized Signature/Title
Agent For Owner
Breckenridge Condo

By: _____
Dana Purkey
President

Date: *1/18/12*

Date: _____