

## CLEANING SERVICES AGREEMENT

This AGREEMENT is made and entered into on May 15, 2023, by and between the **Virgin Islands Housing Finance Authority** having its principal place of business at 3202 Demarara, No. 3, Suite 200, St. Thomas, U.S. Virgin Islands 00802 ("CLIENT") and **Jackson Cleaning Services, LLC** whose mailing address is P.O. Box 9172, St. Thomas, Virgin Islands 00801 ("PROVIDER").

**WHEREAS**, the CLIENT is in need of cleaning services of Client's CDBG-DR Office located on the 1<sup>st</sup> floor of 2B King Street, Frederiksted, St. Croix, Virgin Islands, 00840; and

**WHEREAS**, the PROVIDER represents that it is willing and capable of providing such services;

**NOW THEREFORE**, in consideration of the mutual covenants herein contained, and intending to be legally bound by this Agreement, the parties hereto do covenant and agree as follows:

### 1. SCOPE OF SERVICES

PROVIDER will provide CLIENT with the following cleaning services at CLIENT's office(s) located at 2B King Frederiksted, St. Croix, Virgin Islands, 00840 ("Property") in accordance with the attached schedule:

- Dust & clean all horizontal surfaces, including table, windows, windowsills, etc.
- Sweep, mop and clean floors.
- Empty, remove trash and replace liners
- Clean and disinfect bathrooms and kitchen.
- Clean all office spaces and conference area.
- Spot clean all walls, light switches and doors.

### 2. TERM

This Agreement shall be for a term of one (1) year commencing on May 17, 2023 and terminating on May 16, 2024.

### 3. PAYMENT

CLIENT will pay PROVIDER (i) One Thousand Two Hundred and Sixty-One Dollars (\$1,261.00) per month. Total costs for this contract shall not exceed Fifteen Thousand One Hundred Thirty-Two Dollars (\$15,132.00). Billing shall be done on a monthly basis. Payment is due within 30 day(s) of receipt of invoice.

#### 4. PRODUCTS

PROVIDER will use its own products and supplies. Should CLIENT require the use of special or hypoallergenic products, CLIENT must notify PROVIDER before cleaning begins. CLIENT may provide the cleaning products.

#### 5. ACCESS REQUIREMENT

CLIENT will provide PROVIDER access to the Property, and to all areas of the Property scheduled to be cleaned as noted under Scope of Services, at the scheduled upon time.

(a) PROVIDER agrees to keep any details of keys and access codes strictly confidential and take all reasonable steps to ensure the security of any physical keys and access codes. PROVIDER will be liable for any losses of any nature that may arise from the CLIENT's provision of any key and/or access details.

(b) If PROVIDER is prevented from gaining access to CLIENT's property to carry out work as arranged, the time lost to the PROVIDER shall be considered to be one (1) hour per employee involved and the PROVIDER reserves the right to invoice CLIENT accordingly.

#### 6. SCHEDULE

a. PROVIDER shall perform the Scope of Services three times as week at a mutually agreed time, except as indicated in paragraphs 6(b) and Section 7 of this Agreement.

b. Pursuant to 1 V.I. Code Ann. § 171(a) of the Virgin Islands Code, the CLIENT recognizes the following legal holidays:

MONTH/DATE	HOLIDAY
July 3, 2023	V.I. Emancipation Day
July 4, 2023	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day and Puerto Rico Friendship Day
November 1, 2023	D. Hamilton Jackson Day
Fourth Thursday in November	Thanksgiving Day
December 25, 2023	Christmas Day
December 26, 2023	Christmas Second Day
January 1, 2024	New Year's Day



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January 6, 2024	Three King's Day
Third Monday in January	Martin Luther King, Jr. Birthday
Third Monday in February	President's Day
As reflected on the Calendar	Holy Thursday
As reflected on the Calendar	Good Friday
As reflected on the Calendar	Easter Monday
March 31, 2024	Transfer Day
Last Monday in May	Memorial Day

CLIENT shall not perform cleaning services when the aforementioned holidays, and any other days that Client informs the Provider is a holiday (including days declared by the President of the United States or the Governor of the Virgin Islands), fall on a Monday, Wednesday or Friday.

#### 7. CANCELLATION POLICY

In the event CLIENT needs to cancel a scheduled cleaning appointment, CLIENT is required to provide PROVIDER with twenty-four (24) hour notice. CLIENT may give PROVIDER such notice via phone or email. Should CLIENT fail to give PROVIDER twenty-four (24) hour notice of cancellation on more than one occasion, CLIENT must pay 30% of the fee for the canceled cleaning.


In the event PROVIDER needs to cancel a scheduled cleaning appointment, PROVIDER is required to provide CLIENT with twenty-four (24) hour notice. PROVIDER may give CLIENT notice via phone to Ann Hanley by calling 340-772-4432 or via email [ahanley@vihfa.gov](mailto:ahanley@vihfa.gov). For each occasion that PROVIDER fails to give twenty-four (24) hour(s) notice of cancellation, if any, PROVIDER must perform the Scope of Services for CLIENT free of charge at no cost to the CLIENT on one (1) of the scheduled days.

#### 8. LICENSURE: The PROVIDER covenants that:

(a) It is duly organized and existing and authorized, qualified and licensed to do business in the United States Virgin Islands.

(b) It will, during the term of this Agreement remain in good standing and qualified to do business under the laws of the Territory, including maintenance at all times of a valid V.I. business license, and will not cease doing business, dissolve or otherwise dispose of all or substantially all of its assets and will not voluntarily consolidate with or merge into any other entity or permit one or more other entities to consolidate with or merge into it without the prior written consent of the Authority.

  
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(c) It has the power to execute, deliver and perform, and to enter into the transactions contemplated by this Agreement, and has duly authorized the execution, delivery and performance of this Agreement.

(d) The execution and delivery of this Agreement, the consummation of the transaction contemplated hereby and the fulfillment or compliance with the terms and conditions of this Agreement do not and will not conflict with or result in a breach of any of the terms, conditions or provisions of any legal restrictions or any Agreement or instrument to which Provider is now a party or by which is bound or constitute a default under any of the foregoing.

## **9. TERMINATION OF AGREEMENT**

Either party may terminate this Agreement at any time by supplying a written notice of termination on a specified date to the other party at least thirty (30) days prior to the stated date of termination.

## **10. APPLICABLE LAW AND VENUE**

The terms of this agreement will be governed by the laws of the United States Virgin Islands.

## **11. ASSIGNMENT**

The PROVIDER shall not subcontract or assign any part of the Scope of Services under this Agreement to any other party without CLIENT'S prior written consent.

## **12. INDEMNIFICATION**

PROVIDER shall agree to defend, indemnify and hold the CLIENT harmless from and against any and all loss, damage, liability, claims, demands, detriments, cost, charges, and expense (including attorneys' fees) and causes of action of whatsoever character which the CLIENT may incur, sustain, or be subjected to, arising out of or in any way connected to the services to be performed by PROVIDER under this Agreement and arising from any cause, except the sole negligence of the Authority. PROVIDER shall provide the CLIENT a copy of PROVIDER's insurance binder evidencing coverage for liability and personal injury.

## **13. INDEPENDENT CONTRACTOR AGREEMENT:**

The PROVIDER shall perform this Agreement as an independent contractor and nothing herein contained shall be construed to be inconsistent with this relationship or status. PROVIDER shall be responsible for the supervision of its employees. All employees must be competent and skilled in their work.

## **14. LIABILITY OF OTHERS:**

Nothing in this Agreement shall be construed to impose any liability upon the CLIENT to persons engaged by PROVIDER in any other whatsoever or make the CLIENT liable to any such persons for the acts, omissions, liabilities, obligations and taxes of PROVIDER of whatsoever nature, including but not limited to unemployment insurance and social security taxes for PROVIDER or persons engaged by PROVIDER.

  
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## 15. FORCE MAJEURE

PROVIDER and any of its employees or agents shall not be deemed to be in breach of this agreement for any delay or failure in performance caused by reasons out of its reasonable control, including acts of God or a public enemy; natural calamities; failure of a third party to perform; changes in the laws or regulations; actions of any civil, military or regulatory authority; power outage or other disruptions of communication methods or any other cause which would be out of the reasonable control of PROVIDER.

## 16. SEVERANCE

In the event that one or more of the provisions of this Agreement shall be found unenforceable, illegal or invalid, it shall not affect any other provisions of this Agreement, and this Agreement shall be construed as if the provision found to be unenforceable, illegal or invalid had never been contained in the agreement, or the unenforceable, illegal or invalid provision shall be construed, amended and/or reformed to be made enforceable, legal and valid.

## 17. WAIVER

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

## 18. CONFIDENTIAL INFORMATION

The PROVIDER acknowledges that it may have access to certain confidential information when performing the Scope of Services contained herein and agrees to take necessary acts to ensure that the PROVIDER does not make public any of the CLIENT's information that is identifiable in writing as confidential and further agrees not to use or disseminate such confidential information except as is necessary to perform the Scope of Services herein or as required by law.

## 19. NOTICE

Any notices required or permitted to be given under this Agreement shall be deemed sufficiently given or served if sent by certified mail, return receipt requested to the parties at the following addresses:

CLIENT: **Virgin Islands Housing Finance Authority**  
3202 Demarara, No. 3, Suite 200  
St. Thomas, U.S. Virgin Islands 00802  
**Attention: Dayna Clendinen, Interim Executive Director**

PROVIDER: **Jackson Cleaning Services, LLC**  
P.O. Box 9172  
St. Thomas, U.S. Virgin Islands 00801  
**Attention: Gertrudis Jackson, President/Owner**

  
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**Exhibit 1**  
**Request for Procurement**  
**Office Cleaning – 2B King Street, Frederiksted, 1<sup>st</sup> Floor**

**Exhibit 2  
Contractor's Bid**

Either party may, by like notice, at any time and from time to time, designate different addresses to which notices shall be sent. Notices given in accordance with these provisions shall be deemed received when mailed.

**20. FEDERAL CROSS-CUTTING MEASURES**

All contracts to be funded under the CDBG-DR program requires the inclusion of federal cross-cutting requirements as part of the conditions of the contract. These federal cross-cutting requirements are attached hereto as "Appendix A".

**21. ENTIRE AGREEMENT**

This Agreement contains the entire intent of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This Agreement supersedes any prior written or oral agreements between the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

Two (2) Witnesses:

Witness 1's signature: *Aurice Venze*

Witness 2's signature: *[Signature]*

JACKSON CLEANING, LLC

Signature: *Gertrudis*

Gertrudis Jackson, Owner

Dated: MAY 08, 2023

Two (2) Witnesses:

Witness 1's signature: *B. Daine*

Witness 2's signature: *D. Maligan*

Virgin Islands Housing  
Finance Authority

Signature: *[Signature]*

Dayna Clendinen  
Interim Executive Director

Dated: 5/15, 2023

Reviewed for Legal Sufficiency:

*Nyeole A. Thompson*  
Nyeole A. Thompson, Esq.  
Legal Counsel

Dated: 5/12/2023

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*GS*  
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