

General Handyman Service Contract

For

Adams and Bayport Apartments

In Newport News, Virginia

Prepared for:

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Property and Resource Development

Community Service Board

Hampton/Newport News, VA

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Peninsula Fence, Deck and Handyman Services (PFD)

22 March 2017

1. Introduction

The intent for this document is to serve as a contract for the Smith Phoenix LLC and Peninsula Fence and Decks Handyman Services (PFD) to provide general handyman services to **Adams and Bayport Apartment complex**.

This contract/service agreement is made and entered into this **1st day of April 2017** and will expire on **30 June 2017, which serves as a trial period for both parties**.

2. Scope of Service

PFD will provide handyman services in three different categories (schedule, unscheduled maintenance and emergencies/afterhours calls)

Scheduled Maintenance:

- (a) PFD will submit a detail maintenance schedule to the property manager for approval on the first Friday of every month showing tasks to be performed on the exterior of the property.
- (b) Property manager is responsible to submit additional schedule maintenance from interior of the units. Property manager is also responsible for the coordination for handyman to enter each unit in order to perform maintenance.
- (c) PFD is responsible to finish all work scheduled for the month within the month, if for any reason(s) PFD cannot complete the scheduled maintenance in the agreed upon time we will submit in writing our justification and submit it to the property manager for future arrangements and re-scheduling.

Unscheduled Maintenance:

- (d) PFD will provide 10 unscheduled calls (Non-emergency) from 8:00 am to 5:00 pm, Monday thru Friday. PFD will be closed for unscheduled maintenance on the following holidays, Memorial weekend, Independence Day, Labor Day Thanksgiving, Christmas and New Year's.
- (e) Property management is responsible for submitting one work order for each call/task to be performed. PFD will answer and send a representative to handle the work order within 24 hours and submit a status report to the property manager.

Emergency/Afterhours Calls

- (a) PFD will provide 10 emergencies/afterhours calls from 5:00 pm to 8:00 am. PFD will be responsible for filling out and submitting the emergency/afterhours work orders to the property management by 12pm the following day.
- (b) PFD will attend to the emergency call within two hours of the call.
- (c) Property management is responsible to provide PFD a detail list of what they consider as an emergency call. PFD will contact the property management for approval for any reason not listed on the emergency list.

NOTE: Outgoing maintenance will not be considered a "New work order". PFD is responsible to complete the task under the same work order.

3. Compensation for Services

- (a) PFD will collect \$1730.00 for services mention in the scope of service each month. Payment is due by the 15 of the month.

Additional cost are as follows:

- (1) Additional cost for unscheduled maintenance is \$85.00 after the 16th call.
 - (2) Additional cost for emergency/Afterhours calls \$125.00 after the 16th call.
 - (3) Apartment turn over will be discussed on a case by case basis.
- (b) PFD will generate invoices as per the terms of the maintenance contract. Invoices will reflect all maintenance performed during the work per unit and tasked performed.

4. Materials

- (a) PFD is responsible to purchase any materials necessary not to exceed \$ 100.00 without property manager authorization. Property management approval is necessary for purchases over \$ 100.00. PFD will submit all receipts for reimbursement at the end of the month.

5. Termination

- (a) Either party may terminate this contract, but give at least one month's notice to the other expiring not earlier than the end of the initial period. Either parties may terminate the contract by writing notice if the other:
- (1) Becomes insolvent, or has a liquidator, receiver or administrator appointed, or commits a breach of contract and, in the breach than can be remedied, fails to remedy it within 21 days after writing notice requiring it to be remedied.
 - (2) If the client terminates the contract without notice or with less notice that is agreed, the client agrees to compensate the company in full for the remaining of the contract.

6. Certifications and Insurance

- (a) PFD will maintain up-to-date business licensed, general liability insurance and workers compensation at all times during the period of this contract.

7. Tools and Equipment

- (a) PFD is responsible to provide all tools and equipment necessary to perform all task assign.
- (b) Property manager is responsible to provide a storage unit to facilitate PFD with maintenance, materials storage and some equipment storage. PFD is responsible for the upkeep and cleanness of the storage at all time. Property management is not responsible for any equipment left in the storage unit overnight.

Client's Signature



Date:

3/24/17

Peninsula Fence and Deck



Date:

3/27/17

