

**AGREEMENT**  
*between*  
**THE CITY OF COCONUT CREEK**  
*And*  
**TSC ASSOCIATES, INC.**  
*For*  
**RESIDENTIAL INSPECTION AND COST ESTIMATING SERVICES**  
**(REGULAR HOME REPAIR PROJECTS)**  
**RFP NO. 07-08-15-10**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by and between the City of Coconut Creek, a municipal corporation, with principal offices located at 4800 West Copans Road, Coconut Creek, FL 33063 (the "CITY") and TSC Associates, Inc., with offices located at 1171 NW 27<sup>th</sup> Ave., Fort Lauderdale, FL 33311 (the "Contractor") to provide Residential Inspection and Cost Estimating Services pursuant to RFP No. 07-08-15-10.

Now therefore, in consideration of the mutual covenants hereinafter set forth, the City and Contractor agree as follows:

**1) The Contract Documents**

The contract documents consist of this Agreement, Exhibit "A" Fee Schedule, conditions of the contract of RFP No. 07-08-15-10, all addenda issued prior to, and all modifications issued after execution of this Agreement. These contract documents form the Agreement, and all are as fully a part of the Agreement if attached to this Agreement or repeated therein.

**2) The Work**

The Contractor shall perform all work for the City required by the contract documents and RFP No. 07-08-15-10, as set forth below:

- a) Contractor shall furnish all labor, materials, and equipment necessary as indicated in the specifications herein.
- b) Contractor shall supervise the work force to ensure that all workers conduct themselves and perform their work in a safe and professional manner. Contractor shall comply with all OSHA safety rules and regulations in the operation of equipment and in the performance of the work. Contractor shall at all times have a competent field supervisor on the job site to enforce these policies and procedures at the Contractor's expense.
- c) Contractor shall comply with any and all Federal, State, and local laws and regulations now in effect, or hereinafter enacted during the term of this Agreement, which are applicable to the Contractor, its employees, agents or subcontractors, if any, with respect to the work and services described herein.

**3) Contract Price**

The contract shall be performed pursuant to RFP No. 07-08-15-10. Pricing will be in accordance with Exhibit "A" - Fee Schedule.

- 4) **Contract Term**  
The contract period shall be for two (2) years from date of commission award.
- 5) **Contract Extension**  
In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the Contract Administrator. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate(s) in effect when the City invokes this extension clause.
- 6) **Conditions for Emergency/Hurricane or Disaster**  
It is hereby made a part of this agreement that before, during and after a public emergency, disaster, hurricane, flood or other substantial loss that the City of Coconut Creek shall require a **“first priority”** basis for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation which threatens public safety and health, as determined by the City Manager. Awarded Vendor/Contractor agrees to rent/sell/lease all goods and services to the City or other governmental entities, as opposed to a private citizen or corporation, on a first priority basis. The City expects to pay a fair and reasonable price for all products/services in the event of a disaster, emergency or hurricane. Awarded Vendor/Contractor shall furnish a twenty-four (24) hour telephone number in the event of such an emergency.
- 7) **Non-Discrimination**  
The Contractor agrees that it shall not discriminate against any of its employees or applicants for employment because of their age, handicap, race, color, religion, sex, or national origin, and to abide by all federal and State laws regarding non-discrimination. The Contractor further agrees to insert the foregoing provisions in all subcontracts hereunder except subcontracts for standard commercial supplies or raw materials. Any violation of such provisions shall constitute a material breach of this Agreement.
- 8) **Independent Contractor**  
Contractor is an independent Contractor under this Agreement. Personal services provided by the Contractor shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this Agreement shall be those of the Contractor.
- 9) **Assignment and Subcontracting**  
Contractor shall not transfer or assign the performance required by this Agreement without the prior consent of the City. This Agreement, or any portion thereof, shall not be subcontracted without the prior written consent of the City.
- 10) **Notice**  
Whenever either party desires or is required under this Agreement to give notice to any other party, it must be given by written notice, sent by registered United States mail, with return receipt requested, addressed to the party for whom it is intended at the following addresses.

CITY

City Manager  
City of Coconut Creek  
4800 West Copans Road  
Coconut Creek, FL 33063  
With a copy to the City Attorney at the same address.

CONTRACTOR

Wm. La'Marr Ruffin, President  
TSC Associates, Inc.  
1171 NW 27<sup>th</sup> Ave.  
Fort Lauderdale, FL 33311  
Phone: 954-316-8952  
Fax: 954-533-8952  
Email: [tscinspectoservices@gmail.com](mailto:tscinspectoservices@gmail.com)

**11) Agreement Subject to Funding**

This agreement shall remain in full force and effect only as long as the expenditures provided for in the Agreement have been appropriated by the City Commission of the CITY OF COCONUT CREEK in the annual budget for each fiscal year of this Agreement, and is subject to termination based on lack of funding.

**12) Venue**

This Agreement shall be governed by the laws of the State of Florida as now and hereafter in force. The venue for actions arising out of this agreement is situated exclusively in Broward County, Florida.

**13) Signatory Authority**

The Contractor shall provide the City with copies of requisite documentation evidencing that the signatory for Contractor has the authority to enter into this Agreement.

**14) Severability; Waiver of Provisions**

Any provision in this Agreement that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provisions in any other jurisdiction. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

**15) Merger; Amendment**

This Agreement constitutes the entire Agreement between the Contractor and the City, and negotiations and oral understandings between the parties are merged herein. This Agreement can be supplemented and/or amended only by a written document executed by both the Contractor and the City.

IN WITNESS WHEREOF, the parties have made and executed this Agreement on the respective dates under each signature. CITY OF COCONUT CREEK, through its City Manager or designee and TSC Associates, Inc., signing by and through William La'Marr Ruffin, President, duly authorized to execute same.

**CITY OF COCONUT CREEK**

ATTEST: \_\_\_\_\_ \_\_\_\_\_  
Mary C. Blasi, City Manager Date

\_\_\_\_\_  
Leslie Wallace May Date  
City Clerk

Approved as to form and legal sufficiency:

\_\_\_\_\_  
Terrill C. Pyburn, City Attorney Date

**CONTRACTOR**

ATTEST: \_\_\_\_\_  
Company Name

\_\_\_\_\_  
(Corporate Secretary) \_\_\_\_\_ \_\_\_\_\_  
Signature of President/Owner Date

\_\_\_\_\_  
Type/Print Name of Corporate Secy. \_\_\_\_\_  
Type/Print Name of President/Owner

(CORPORATE SEAL)

**CORPORATE ACKNOWLEDGEMENT**

STATE OF FLORIDA:

:SS

COUNTY OF \_\_\_\_\_:

I HEREBY CERTIFY that on this day, before me, an Officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared \_\_\_\_\_, of \_\_\_\_\_ a \_\_\_\_\_ Corporation, to me known to be the person(s) described in and who executed the foregoing instrument and acknowledged before me that he/she executed the same.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public  
State of Florida at Large

\_\_\_\_\_  
Print, Type or Stamp  
Name of Notary Public

- Personally known to me or
- Produced Identification

\_\_\_\_\_  
Type of I.D. Produced

- DID take an oath, or
- DID NOT take an oath.

**EXHIBIT "A"**

**RESIDENTIAL INSPECTION AND COST ESTIMATING SERVICES  
RFP NO. 07-08-15-10**

**FEE SCHEDULE**

<b>Item</b>	<b>Description</b>	<b>Cost</b>
1.	Initial Inspection	\$300.00
2.	Work Specifications/Cost Estimates	\$400.00
3.	Pre-bid Meeting	\$250.00
4.	Interim Inspections (includes all interim inspections as required)	\$250.00
5.	Final Inspections (includes follow-up punch list inspection if required)	\$300.00
<b>6.</b>	<b>Total Fee Per Home Repair Project</b>	<b>\$1,500.00</b>

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