

REPUBLIC OF LIBERIA)
MONTSERRADO COUNTY)

JANITORIAL SERVICES AGREEMENT

This Contract is made and entered into this **1st Day of November, A.D. 2021**, in the City of Monrovia, County of Montserrado, Republic of Liberia by and between the National Social Security & Welfare Corporation, a public Corporation duly organized and existing under the laws of the Republic of Liberia represented by and thru its Deputy Director General Nya D. Twayen, Jr. (Hereinafter referred to and known as the EMPLOYER and Elite Facility Management Services Inc., private Liberian owned entity represented by and thru its Administrative Manager Siaffa Kessellie of the City, County and Republic aforesaid thereafter referred to and herein known as the "CONTRACTOR", hereby:

WITNESSETH

WHEREAS, the EMPLOYER desires to contract the services of an experienced firm for the rendering of janitorial Services to the National Social Security and Welfare Corporation's 24th Street New HQ Office Complex and its 15th Street Sinkor, Region 1 Offices.

WHEREAS, the CONTRACTOR having the requisite experience skill and capacity to render janitorial services to the Corporation and

WHEREAS, both the EMPLOYER and the CONTRACTOR hereby agree to perform their respective obligation made hereunder;

NOW THEREFORE in consideration of the term conditions and stipulations herein set forth the Parties have agreed as follows to wit:

1. That for and in consideration of the Janitorial Services to be rendered by the CONTRACTOR the EMPLOYER shall pay or cause to be paid to the CONTRACTOR a monthly Compensation of TEN THOUSAND FIVE HUNDRED AND FIFTY SEVEN UNITED STATES DOLLARS (US\$10,557.00) to be paid on a monthly basis at the beginning of every month upon the signing of this Contract to facilitate the immediate commencement of the Work of the CONTRACTOR
2. That the Scope of Work of the CONTRACTOR shall cover the following:
 - a. The premises within the compound including the entrance hall all offices, rest rooms (bath rooms/toilets) kitchen, canteen room, computers and photo copy rooms. Corridors, Staircase meeting rooms with balcony if any:
 - b. The Corporation's Annex in the compound containing the upper level parking garage, drivers lounge, canteen and other areas in the yards of the compound respectively:
 - d. That the scope of work also includes NASSCORP Compound surrounding the property which comprises guardhouse generator house and fuel compound including all the toilets along with paved areas in the compound,
3. That the nature of work under this agreement shall be specific as follows:
 - a. All floor and steps in the main building shall be swept and mopped daily and shall be polished every week. The floors of the ground house shall be swept daily.
 - b. All furniture and fitting shall be dusted as required at least twice every day.
 - c. The walls and tiled surfaces of the kitchenette of the Director-General's Office, the Board Room shall be washed down regularly as required.
 - d. All restrooms (including outside toilets fittings and tiling shall be cleaned daily and maintained in a hygienic condition with soap provided to every basin and toilet tissues provided in all bathrooms, clean windows twice a year, all rooms shall be cleaned regularly at least twice every month.
 - e. All waste material from the offices shall be collected daily and disposed of by the contractor.

- f. Externally the yards and paths shall be swept regularly and kept free of litter and fallen leaves and decaying vegetation. The garden areas shall be fully maintained up. Cultivated, watered and trimmed. All external paint work shall be washed and or dusted off as necessary.
5. That the CONTRACTOR scope of works shall include but not be limited to Exterior Cleaning of the 24th Street Headquarters twice a year for an additional US\$5,000.00 each times it's done. The CONTRACTOR also shall be paid the amount of TEN THOUSAND FIVE HUNDRED AND FIFTY SEVEN UNITED STATES DOLLARS (US\$10,557.00) per month for the interior janitorial services of the 24th Street Headquarters and (Four Thousand, One Hundred and Thirty Six United States Dollars (\$4,136.00) monthly for janitorial services at the 15th Street, Region 1 offices.
6. The CONTRACTOR shall also be paid for Ground keeping the amount of THREE THOUSAND UNITED STATES DOLLARS (US\$3,000.00) monthly for the service which shall include the monthly amount of TEN THOUSAND FIVE HUNDRED AND FIFTY SEVEN UNITED STATES DOLLARS (US\$10,557.00).
7. That the CONTRACTOR shall carry out any reasonable and agreed additional Janitorial Services to the Employer's offices as may be required.
8. That the CONTRACTOR shall provide the necessary detergent in the performance of its services with no cost to Management.
9. That the term Janitorial Services under this agreement shall be defined as the provision of all cleaning equipment and cleaning materials. The cleaning and maintenance to a high standard of all the employer's premises from Mondays to Fridays (before 8:00 hrs. and 5:00 hrs. each weekday),
10. That the duration of this CONTRACTOR shall be for a period of **One (1) calendar Month** certain. Commencing from the **1st Day of November A.D. 2021** up to and including the **30th of November A.D. 2021** NOTWITHSTANDING this CONTRACT shall be renewable by the Parties upon new terms conditions and stipulations by a mutual consent of the Parties.
11. That the failure of the EMPLOYER or the CONTRACTOR to perform in strict adherence to the terms, conditions and stipulations of this contract shall subject same to termination by either Party upon giving Ten (10) Days Written Notice to the other party in breach and contingent upon the failure of said party to rectify during the period of the Notice. NOTWITHSTANDING the Parties shall reserve the right to terminate this CONTRACT upon given Thirty (30) Days Written Notice to the other Party.
12. That in the event of FORCE MAJURE'S this legal instrument shall be suspended until the Force Majeure's period is abated: after which upon the expiration of Thirty (30) Days the Parties shall resume performance of their respective obligations hereunder.
13. This CONTRACTOR shall come into effect upon its signing and is binding upon the Parties hereto their Heirs assigns Executors Administrators. Successor's in-Office and Legal or Personal Representatives during the period of its existence as if they were specifically named herein from the beginning of its execution. All references in this Contract to the EMPLOYER and CONTRACTOR shall be deemed to and include their Heirs Assigns. Executors, Administrators, Successors-in-Office and Legal or Personal Representatives.

IN THE PRESENCE OF:

IN WITNESS WHEREOF THE PARTIES HAVE
AFFIXED THEIR SIGNATURES ON THE DATE
MONTH AND YEAR FIRST ABOVE WRITTEN:

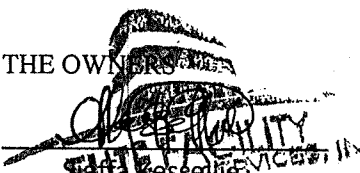
FOR : THE EMPLOYER



Nya B. Twayen, Jr.
DEPUTY DIRECTOR GENERAL

FOR:

THE OWNERS



ADMINISTRATIVE MANAGER