**REEDY RIVER MISSIONARY BAPTIST CHURCH**

**POST OFFICE BOX 676**

**MAULDIN, SOUTH CAROLINA 29662**

**SPECIFICATION AND BID FORMS**

**FOR**

**JANITORIAL SERVICES**

**BID RECEIPT DATE**

**June 10, 2025**

**TIME 4:00 PM**

**POINTS OF CONTACT**

**REEDY RIVER MISSIONARY BAPTIST CHURCH**

**864-277-0364**

**Pastor Aaron Brown, Sr.**

**Trustee Laverne Davis**

**Trustee Gracieta Jackson**

**Trustee Theopolis Welfare**

**Trustee Ken Johnson**

**THE SCHEDULE**

**TABLE OF CONTENTS**

 **Page No.**

**General Solicitation Information 1**

**Section A – Supplies or Services and Prices**

 **Description or Services and Prices 2**

 **Bid/Offer for Basic Services 2**

 **Pricing of Optional Years 2**

 **Additional Services 2**

 **Qualification of Contractor 3**

**Section B – Description/Specification**

 **Scope of Work 4**

 **Contract Effort 4**

 **Supervision 4**

 **Qualifications of Personnel 4**

 **Quality Control Program 4**

 **Safety and Health 4**

 **Extra Work** 5

**Section C – Deliveries of Performance**

 **Place of Performance 6-7**

 **Maintenance Schedule 8**

 **Quality Requirements** 9-11

**Section D – Inspection and Acceptance**

 **The role of Reedy River Missionary 12**

 **Baptist Church and Responsibility of**

 **Contract**

**Section E – Contract Administration Data**

 **Award of Contract 12**

 **Insurance 12**

 **Billing and Payment 12**

 **Option to Extend Term of Contract 12**

 **Termination of contract 12**

**Section F – Labor Law** 13

**GENERAL INFORMATION**

**ALL PROSPECTIVE OFFERS**

**Reedy River Missionary Baptist Church is soliciting proposals/bid offers for Janitorial Services.**

**Reedy river Missionary Baptist church invites you to attend a pre-proposal site visit and conference which will be held at the time and place listed below:**

**Reedy River Missionary Baptist Church**

**1012 Mauldin Road**

**Mauldin, South Carolina 29662**

**Date: June 3, 2025 (Other dates Upon request)**

**Time: 1:30 PM (Other times as scheduled)**

**The purpose of the site visit and conference is to provide a briefing on the contracting concept, the work statement, and a guided tour of the facilities so that bidders can ascertain the complexities and the location of the services to be performed, along with general local conditions which could materially affect conduct of operations or the price thereof. Questions and clarifications will be addressed at the pre-proposal conference.**

**We consider attendance at this site visit and conference to be vitally important to the preparation of a competitive proposal in terms of technical capabilities and price. It will also prove advantageous in gaining a better understanding of the total requirement desired by Reedy River Missionary Baptist Church. While attendance is not mandatory contractors failing to visit the site prior to bidding will not be relieved of the responsibilities under this contract. Other site visits can be arranged by calling the church office.**

**-1-**

**SECTION A**

**SUPPLIES OR SERVICES AND PRICES**

1. **DESCRIPTION OF SERVICES.** The Contractor shall provide all management, supervision, labor, materials, supplies, and equipment (except as otherwise provided) necessary to provide custodial and related services as specified at the location(s) indicated in Paragraph 2.

The area to be cleaned and maintained is approximately **39,000 SF** .

1. **BID/OFFER FOR BASIC SERVICES**
2. Indicate a monthly price for providing custodial and related services in accordance with this Solicitation at the following location.

**REEDY RIVER MISSIONARY BAPTIST CHURCH & FAMILY LIFE CENTER**

**1012 MAULDIN ROAD**

**MAULDIN, SOUTH CAROLINA**

1. Base Bid/Offer for Initial 12 Month Period with 4 Option Years

 (Contract Term \_\_08/01/2025 – 07/31/2030\_\_\_)

Total per Year Option 1 Option2 Option3 Option 4

$\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

1. **ADDITIONAL SERVICES:**

The Contractor shall submit a price for extra services required by this contract outside of regular

frequency requirements.

**Type Initial**

**of Service Period Option 1 Option 2 Option 3 Option 4**

Carpet

Shampooing $\_\_\_\_\_\_\_psf $\_\_\_\_\_\_\_psf $\_\_\_\_\_\_\_psf $\_\_\_\_\_\_\_psf $\_\_\_\_\_\_\_psf

Floor stripping/

Refinishing $\_\_\_\_\_\_\_psf $\_\_\_\_\_\_\_psf $\_\_\_\_\_\_\_psf $\_\_\_\_\_\_\_psf $\_\_\_\_\_\_\_psf

Snow removal $\_\_\_\_\_\_\_ph $\_\_\_\_\_\_\_ph $\_\_\_\_\_\_\_ph $\_\_\_\_\_\_\_ph $\_\_\_\_\_\_\_ph

**PER OCCURRENCE LINE ITEMS**

Window

Washing $\_\_\_\_\_\_\_p/o $\_\_\_\_\_\_\_p/o $\_\_\_\_\_\_\_p/o $\_\_\_\_\_\_\_p/o $\_\_\_\_\_\_\_p/o

Blind Cleaning $\_\_\_\_\_\_\_p/o $\_\_\_\_\_\_\_p/o $\_\_\_\_\_\_\_p/o $\_\_\_\_\_\_\_p/o $\_\_\_\_\_\_\_p/o

-2-

The Contractor shall submit a price for initial cleanup work. $\_\_\_\_\_\_TBD\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Contractor shall submit a price for extra services $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_Per Hour

**IF OTHER SERVICES ARE NEEDED AS LINE ITEMS THEY CAN BE ADDED AS NECESSARY.**

**QUALIFICATIONS OF CONTRACTOR**

1. **EXPERIENCE**

**Contractors must submit along with the price proposal pertinent past experience performing janitorial services. A minimum of 3 years experience of the size (square footage) and complexity of Reedy River Missionary Baptist Church and Family Life Center is required. Combined square footage of at least 2 buildings is acceptable.**

**The following information is required with submission of bids in the following format.**

**Contract Activity:**

**Contract Number (if provided)**

**Contract Title**

**Contract Type**

**Brief Description of services performed**

**Contract Value**

**Period of Performance**

**Contact Name and phone number**

**Building Address**

**Size of Building**

**Equipment used to perform services**

**PAST PERFORMANCE:**

**Reference checks will be required and verified prior to award of contract to successful bidder. Bidders must submit references with submission of bids.**

**EQUIPMENT AND SUPPLIES:**

**Bidders must submit a list of equipment and supplies proposed to use on this contract. Bidders must show they have the financial resources to provide all the services of this contract upon award.**

**-3-**

**SECTION B**

**DESCRIPTION/SPECIFICATION**

1. **SCOPE OF WORK:**  The contractor shall provide management, supervision, labor, materials, equipment, and supplies necessary to provide custodial and related services as described herein.
2. **CONTRACT EFFORT REQUIRED**
3. All work shall be performed between the hours of 7 AM - 5 PM Mondays,
4. Other days not before 7:00 PM. Event Days according to scheduled activities.

**SUPERVISION:**

1. The Contractor will have adequate Supervision on-site during the scheduled hours of contract performance to ensure that all cleaning functions are performed as scheduled by the contractor.
2. The Contractor shall supply telephone numbers to the Reedy River Missionary Baptist Church for contact when needed. The contractor must respond to all calls from Reedy River Baptist Church within 1 hour.
3. Furnished by the Contractor,
4. Supplies, materials & equipment
5. The Contractor shall furnish all supplies, materials equipment, and employee training necessary for the performance of the work of this contract unless otherwise specified herein. Training shall include all applicable OSHA and other related standards. The Contractor shall furnish all Material Safety Data sheets (MSDS) for any materials containing dangerous or warning labels.
6. Equipment: The Contractor shall furnish all equipment needed for the performance of the work of this contract. All equipment must be properly guarded and meet all applicable OSHA standards. If a piece of equipment needs repair and is determined unsafe by the Reedy River Missionary Baptist Church, the Contractor shall immediately stop using the equipment. This does not preclude the contractor from normal responsibilities of the contract.
7. **Qualifications of Contractor Personnel.** The personnel employed by the Contractor shall be capable employees, trained and qualified in custodial work The employees must be able to understand and speak English.
8. **Quality Control Program**

The contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. The Quality Control Program shall be submitted to Reedy River Missionary Baptist Church (5) working days after work begins.

1. **Safety and Health**
	1. All work shall comply with the applicable requirements of 29CFR 1910/1926. . All work shall comply with applicable State and Municipal safety and health requirements. Where there is a conflict between applicable regulations, the most stringent will apply.

**-4-**

**SECTION B**

**CONT’D**

* 1. The Contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the execution of work, and shall hold harmless Reedy River Missionary Baptist Church of any action on its part or that of its employees or subcontractors.
	2. Reedy River Missionary Baptist Church is a Smoke Free Facility. No alcohol or tobacco products allowed

on the church property under this contract.

* 1. The contractor is responsible for keeping Reedy River Missionary Baptist Church and Family Life Center Secure at all times. At no time will keys or key cards be given to unauthorized individuals.

.

 **EXTRA WORK:**

No additional charge will be made for extra work of minor occasional, accidental or emergency in nature, created in the normal course of the business conducted on the Reedy River Missionary Baptist Church property. However, appropriate charges will be made when it shall be necessary to clean up after contractors, rental agreements, special occasions as weddings, etc., other than the Reedy River Missionary Baptist Church Family.

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**-5-**

**SECTION C – DELIVERIES OF PERFORMANCE**

1. **PLACE OF PERFORMANCE**

**Reedy River Missionary Baptist Church**

**Special Note: All areas of the church and administration building will be cleaned daily during**

 **Vacation Bible School, Revival Services and Vacation Bible School**

 **(Dates According to Church Calendar)**

**WEEKLY\_WORK SCHEDULE**

**MONDAY**

**Clean all areas of the church according to contract work schedule provided.**

**TUESDAY**

**Second Floor**

**Clean church Administration office areas:**

**Pastor’s office (includes restroom), Secretary’s office, Trustee workroom, Conference room, Superintendent’s office, First Lady’s office and restroom in administration area.**

**Clean main entrance and corridor to include both (Men and Women) restrooms.**

**WEDNESDAY**

**Same as Tuesday**

**THURSDAY**

**Clean all areas of the church according to contract work schedule provided.**

**FRIDAY**

**Same as Tuesday**.

**SATURDAY**

**Clean all areas of the church and ensure all areas are ready for Sunday church service**.

**-6-**

**RRMBC FAMILY LIFE CENTER**

**SPECIAL NOTE: All areas of the Family Life Center will**

 **be cleaned daily from the 1st week of June through**

 **the 1st week of August. The Church will have Vacation**

 **Bible School and summer day camp during this period.**

**Daily: Clean all bathrooms, empty trash (all areas) and vacuum corridors. Police outside entrance areas for trash and Debris.**

**WEEKLY Work Schedule**

**MONDAY**

**Clean all areas of the Family Life Center according to the contract maintenance work schedule.**

**TUESDAY**

**Clean areas according to daily schedule**

**WEDNESDAY**

Sweep in the family room, kitchen, and pantry areas (mop if needed).

**THURSDAY**

**Clean all areas of the Family Life Center according to the contract maintenance work schedule.**

**FRIDAY**

 Dust mop basketball court and perimeter, remove any scuff marks and gum, clear any debris from under bleachers and on bleachers.

**SATURDAY**

**Clean all areas of the Family Life Center according to the contract maintenance work schedule.**

**-7-**

**8. Maintenance Schedule**

**Area: \_RRMBC Building & Family Life Center** **LIGHT FIXTURES: FREQUENCY**

**Frequency: \_\_\_As Noted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Replace burned bulbs & tubes \_\_\_\_\_NA\_\_\_

 Air Vents \_\_\_\_\_Q\_\_\_\_

**FURNITURE CARE: FREQUENCY REST ROOMS: FREQUENCY**

Dust horizontal surfaces \_\_\_\_D\_\_\_\_\_\_

Dust vertical surfaces \_\_\_\_M\_\_\_\_\_ Empty Waste containers \_\_\_\_\_D\_\_\_\_\_

Clean glass top desks \_\_\_\_D\_\_\_\_\_\_ Clean and Polish sinks \_\_\_\_\_D\_\_\_\_\_

Clean and polish other desks \_\_\_\_W\_\_\_\_\_ Clean and sanitize urinals \_\_\_\_\_D\_\_\_\_\_

(if cleared) Clean and sanitize toilets \_\_\_\_ \_D\_\_\_\_\_

Clean counter tops \_\_\_\_D\_\_\_\_\_\_\_ Clean shower rooms \_\_ \_ \_D\_\_\_\_

Vacuum upholstered \_\_\_\_M\_\_\_\_\_\_

 Furniture Refill soap, tissue and towel

 Dispensers \_\_\_ \_D\_\_\_\_\_\_

 **ACCESSORIES:**  Disinfect all fixtures \_\_\_ \_D\_\_\_\_\_\_

Empty waste containers \_ \_\_\_D\_\_\_\_\_ Clean mirrors \_\_\_\_ D\_\_\_\_\_\_ Clean and polish drinking \_\_\_\_\_D Spot wipe partitions, walls \_\_\_\_ D\_\_\_\_\_\_

Fountains Damp Mop Floor \_\_\_\_ D\_\_\_\_\_\_

 **FLOOR MAINTAINENCE: WINDOW WASHING:**

Dust mop entire floor \_\_\_\_\_D\_\_\_\_\_\_ Clean Entry Door Glass \_\_\_\_\_D\_\_

Spot damp mop \_\_\_\_\_D\_\_\_\_\_\_ Clean Interior Door Glass \_\_\_\_\_D\_\_

Spray Clean and Wax \_\_\_\_\_BW\_\_\_\_ Clean Interior Opaque Glass \_\_\_\_ \_BY\_\_\_\_

Spot wax heavy traffic areas \_\_\_\_\_BW\_\_\_\_ Clean exterior windows \_\_\_\_\_ Y\_\_\_\_\_

Strip off old wax, rewax, \_\_\_\_\_Y\_\_\_\_\_\_ Clean Window Blinds \_\_\_\_ BY/Y\_\_\_

 Buff to shine  **0UTSIDE AREAS:**

Dust baseboards \_\_\_\_\_M\_\_\_\_\_\_ Sweep walkways , \_\_\_\_D/W\_\_\_\_

Wash baseboards \_\_\_\_\_M\_\_\_\_\_\_ steps, approaches \_\_\_\_ D/W\_\_\_\_\_

Sweep \_\_\_\_\_D\_\_\_\_\_\_

**RUGS AND CARPETING: Miscellaneous:**

Vacuum \_\_\_\_\_D\_\_\_ Empty trash: new clean Liners in all trash containers daily\_\_

Spot Clean \_\_\_\_\_AN\_\_\_\_\_ \_Snow removal and/or salt on entrances prior to church services

Shampoo \_\_\_\_\_EC\_\_\_\_\_\_ **D Daily BW Every Two Weeks**

 **W Weekly BM Every Two Months**

**WALLS AND CEILINGS: M Monthly BY Every Six Months**

Dust ledges, door jambs, \_\_\_\_\_\_M\_\_\_\_\_\_ **Q Quarterly AN As Needed**

etc. **Y Yearly NA Not Applicable**

Dust Window Sills \_\_\_\_\_\_D\_\_\_\_\_\_  **TW Twice Weekly EC Extra Charge**

Spot Clean Walls, woodwork, **TTH Three Times Weekly**

 (finger prints, marks) \_\_\_\_\_D/M\_\_\_\_\_\_\_ **TM Twice Monthly**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Areas: A) Sanctuary E) Restrooms I) Gym**

 **B) Classrooms/Nursery F) Vestibules/Lobbies/corridors J) Conference Rooms**

 **C) Offices G) Stairs/Steps K) Kitchen**

 D) Baptismal Pool H) Outside Grounds (policing) L) Family Room/Game Room

**Section D**

**QUALITY REQUIREMENTS**

**BRIGHT METAL POLISHING**: Bright metal surfaces shall have a polished and lustrous appearance.

**CARPET/RUG SHAMPOOING**: All carpets/rugs shall be clean, free of spots, gum, crusted material, spillage, and removable stains: there shall be no evidence of fuzzing caused by harsh rubbing or brushing.

**CARPET SPOT CLEANING**: Buildup, spillage, or crusted material shall have been removed along with spots, smears and stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing of carpet. Cleaned areas shall blend with adjacent area.

**CLEANING DRINKING FOUNTAINS**: The porcelain or stainless steel surfaces shall be clean and free of dust, spots, stains and streaks. Drinking fountains shall be kept free of trash, etc. and nozzles free from encrustation.

**CLEANING (ELEVATOR FLOOR TRACK**): Floor track shall be clean and free of dirt and grime.

**CLEANING (FLOOR MATS**): Mats shall be clean and free of dirt, grime, gum, stains and any buildup and crusted materials.

**CLEANING THRESHO**LDS: Thresholds shall be clean and free of oil, grease, dirt and grime.

**CLEANING WASTEBASKETS**: Wastebaskets shall be free of spillage, dust, debris and residue. Plastic liners shall not be torn, or contain residue.

**CLEANING WOOD SURFACES**: Wood surfaces shall be free of soil substances, dust, streaks and spots.

**DAMP MOPPING AND SPRAY BUFFING**: Floors shall be slip resistant, free of marks, skipped areas, streaks, and mop strands. Walls, baseboards and other surfaces shall be free of splashing and markings from the equipment. The finished area should have a uniform lustre. There shall be no buildup of finish in corners or crevices.

**DAMP WIPING**: All dirt, dust, water, stains, spots, streaks and smudges shall be removed from the surfaces.

**DUSTIN**G: Dust with a treated dust cloth all furniture. There shall be no obvious dust streaks. Corners, crevices, moldings, door frames, baseboards and ledges shall be free of all obvious dust. There shall be no oil, spots or smudges on desk, glass or dusted surfaces.

**FINISHING**: wall baseboards and other surfaces shall be free of finish residue and marks from equipment. Floors shall be free of streaks, mop strands and skipped areas. The finished area shall have a uniform lustre and be slip resistant.

**FIXTURE CLEANING**: Wash basins shall be clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation or excess moisture. Bright metal surfaces shall have a polished and lustrous appearance.

**GLASS CLEANING**: Glass shall be clean and free of dirt, dust, streaks, water marks, spots and grime, and shall not be cloudy.

**HIGH CLEANING**: Surfaces shall be clean and free of dust, cobwebs, etc. Where glass is present, both sides shall be clean and free of streaks.

**-9--**

**QUALITY REQUIREMENTS**

**CONT’D**

**POLICING**: Applicable areas shall be free of all paper, trash and other discarded materials. There shall be no evidence of wads of gum, spots or tar, wet areas or other foreign substances on floors. Drinking fountains and glass surfaces shall present a clean appearance.

**POLICING/SWEEPING (GROUNDS AND SIDEWALKS**): Areas shall be free of all paper, gum, trash, empty bottles/cans and other discarded material.

**POLISHING**: Surfaces shall be free of smears, stains and finger marks. They shall be clean and bright and polished to a uniform lustre.

**SEALING**: Sealant must adhere to the floor. All floor areas must be evenly coated with a slip resistant seal. Spots and stains will be eliminated.

**SERVICING**: All dispensers shall be filled with Contractor provided supplies, soap must be compatible with the provided dispenser. Waste receptacles shall be emptied. Sanitary napkin receptacles shall be emptied disinfected, and a new bag inserted.

**SNOW REMOVAL**: The specified areas shall be free of snow and ice accumulations and all hazardous conditions due to the weather shall be eliminated. Chemicals shall be used to reduce safety hazards due to ice and snow. All chemicals used shall be in accordance with Federal Specifications.

**TRASH COLLECTION**: All trash generated in the building shall be collected and removed to storage areas designated for trash. All waste receptacles shall be washed and kept clean.

**SPOT CLEANING WALLS**: Wall surfaces shall be free of smudges, marks, dirt and spots. These shall have been removed without obvious discoloration.

**STORAGE SPACE**: Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors.

**STRIPPING**: All old finish or wax shall have been removed. There shall be no evidence of gum, rust, burns or scuff marks. Spots and stains will be removed.

**NOTE: UNDER NOTNO CIRCUMSTANCE SHALL DRY STRIPPING METHODS BE USED**.

**SUPPORT SERVICES**: The requirement for support services such as furniture moving, etc. shall be specified by designated representatives established by this contract.

**SURFACE AND FIXTURE CLEANING**: All fixtures and surfaces shall be clean, bright and there shall be no dust, spots, soil substances, discoloration, rust, green mold, encrustation, or excess moisture.

**SWEEPING, WET MOPPING OR SCRUBBING**: The floors shall be free of dirt, water streaks, mop marks, string, gum, grease, tar etc., and present an overall appearance of cleanliness. All surfaces, crevices, tracks, baseboards, and corners shall be clean and dry.

**-10-**

**QUALITY REQUIRMENTS**

**CONT’D**

**THOROUGH DUSTING**: There shall be no dust streaks. Corners, crevices, moldings and ledges shall be free of all dust. There shall be no oil, spots or smudges on dusted surfaces caused by dusting tools.

**THOROUGH SWEEPING/VACUUMING**: Floors shall be clean and free of trash and foreign matter. No dirt shall be left in corners, behind radiators, under furniture or behind doors. Carpets shall be clean and free from dust balls, dirt and other debris; nap on carpets shall lie in one direction upon completion.

**VENETIAN BLIND DUSTING/WASHING**: All surfaces shall be free of dust. All sides of blinds, cord and tapes, and valances shall be clean and free of solid surfaces.

**WALL SURFACES**: Walls shall be uniformly clean, free of dust, spots, stains and discoloration.

**WINDOW SURFACES**: Washed glass shall be clean and free of dirt, grime, streaks and excessive moisture, and shall not be cloudy. Window sashes, sills, woodwork and other surroundings of interior glass shall be wiped free of drippings and other watermarks. Windows which require cleaning on both sides shall have the inside and the outside washed on the same day.

**WAXING**: A minimum of 8 coats of wax shall be evenly applied presenting a smooth finish (no bubbles, etc.) in accordance with manufacturer’s instructions and industry standards.

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**-11-**

**SECTION D**

**CONT’D**

1. **Inspection and Acceptance:**

Inspection of cleaning will be conducted by representatives of the Reedy River Missionary Baptist

 Church as established by this contract. All deficiencies found will be documented and expected to be

 corrected by the Contractor immediately or by an established time frame set by Reedy River

 Missionary Baptist Church.

 **SECTION E**

1. **AWARD:**

Contract Award will be made to lowest qualified responsible bidder.

 **Note: Any bidder failing to submit all the required submittal documents and information will be disqualified. If contract award is made and submittal information is not verifiable the contract award will be made to the next lowest responsible bidder**

1. **INSURANCE:**

The Contractor agrees to furnish Public Liability Insurance in the amount of \_$100,000 (One hundred thousand) dollars. . Property Liability Insurance in the amount of $1,000,000 (one million) dollars and Workman’s Compensation as prescribed by the laws of South Carolina.

1. **BILLING AND PAYMENT:**

Billing will be monthly and payment will be made promptly at the end of each month during the course of this contract and in any event not later than the 10th day of the following month. In the event of non-payment, Reedy River Baptist Church shall bear all costs necessary in collection of any amounts due and payable to the Contractor.

1. **OPTION TO EXTEND CONTRACT:**

The contract shall be reviewed each year by the Reedy River Missionary Baptist Church on the anniversary date for acceptance of a new one year renewal period. In any event, a thirty (30) day written notice shall be provided to the contractor as to the acceptance and/or termination prior to renewal.

1. **TERMINATION OF CONTRACT:**

Should either party wish to terminate the contract, except on the anniversary date, Reedy River Missionary Baptist Church will pay the Contractor closing out charges based on the life expectancy of work already performed. In no case will the closing out charges be less than one month’s billing. Either party shall have the right to terminate the contract for cause at any time upon thirty (30) days written notice subject to provisions of this contract.

-12-

 **SECTION E**

 The Fair Labor Standards Act of 1938 29 U.S.C. § 203 is a United States labor Law

1. This clause applies to contracts subject to area prevailing wage determinations

 Contractors must pay minimum area wage rate requirement or higher.

1. Reedy River Missionary Baptist Church or an authorized representative shall have

 access to and the right to examine any directly pertinent books, documents,

 papers, and records of the Contractor until the expiration of 3 years after final

 payment under the contract

(End of Clause)

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-13-