

THIS INSTRUMENT PREPARED BY:  
Marion J. Radson  
CRA Attorney  
City of Gainesville  
P.O. Box 490  
Gainesville, Florida 32627

## Lease Agreement

THIS LEASE AGREEMENT ("Lease") is made this \_\_\_\_\_ day of \_\_\_\_\_, by and between the **Gainesville Community Redevelopment Agency**, a body public and politic of the State of Florida, whose address is 802 NW 5<sup>th</sup> Avenue, Suite 200, Gainesville, Florida 32601 ("Landlord") and **SharpSpring, LLC**, a Delaware corporation, registered to do business in Florida as a Foreign Limited Liability Company, whose address is: PO Box 14544, Gainesville, FL 32604 ("Tenant") (hereafter collectively "Parties"). In consideration of the mutual promises contained herein and other good and valuable consideration the Parties agree as follows:

**SECTION 1. LEASE OF PREMISES.** Landlord hereby leases to Tenant the following described space in the building located at 802 NW 5<sup>th</sup> Avenue, Gainesville, Florida (the "Building"): Ground floor office space known as Suite 100, consisting of approximately 1,715 square feet (the "Premises"). Parking for Tenant, its employees, guests or patrons, is not reserved or guaranteed by the Landlord. Parking is provided, as and when available, by a City public parking lot adjacent to the Premises and surrounding public on-street parking. This Lease shall be recorded in the Public Records of Alachua County, Florida by the Tenant, at its sole cost, within five (5) days of execution of same.

### **SECTION 2. USE/MAINTENANCE AND REPAIR.**

**A. Use.** Tenant shall use the Premises exclusively for office use and no other purpose. Should the Tenant desire to use the Premises for any other purpose, the use must be pre-approved in writing by Landlord. Tenant's taking possession of the Premises shall be conclusive evidence of Tenant's acceptance thereof in good order and satisfactory condition. Tenant agrees that Landlord has made no representations respecting the condition of the Premises; that Landlord has made no representations as to conformance with applicable laws respecting the condition of the Premises or the presence or absence of Hazardous Substances (as defined in Section 16) in, at, under, above or abutting the Premises; that no warranties or guarantees, expressed or implied, with respect to workmanship or any defects in material have been given; and that no promise to decorate, alter, repair or improve the premises either before or after the execution hereof have been made by Landlord or its agents to Tenant unless the same are contained herein. Tenant shall create no public nuisance or allow a public nuisance to be created in or from the Premises, Building or Property. Tenant shall not store, manufacture or sell any explosives, flammables or other inherently dangerous substances, chemicals, things or devices from the Premises. Tenant shall not conduct any trade, business or occupation that is unlawful. Tenant shall maintain compliance with all relevant federal, state, and local laws, rules and

regulations. Tenant shall promptly report any damage, necessary repairs or maintenance to the Landlord.

**B. Maintenance and Repair.**

- 1) Tenant Responsibilities. Tenant shall be responsible for maintaining the heating and air conditioning systems (HVAC) system, windows, interior walls, mechanical, electrical, plumbing, light fixtures, floor, and floor coverings in the condition as existed on the first day of the Lease term. Tenant shall also be responsible for all repairs, replacement, and maintenance in connection with damage or loss to the Premises, fixtures, and improvements resulting from acts, omissions or negligence of the Tenant, or the Tenant's employees, agents, licensees, tenants or invitees. In addition, Tenant shall repair all damage caused by the installation or removal of furniture, fixtures, or property permitted under this Lease to be removed from the Premises, or which may be placed thereon by Tenant. All such repairs shall be made in a good, workmanlike manner. In the event of Tenant's failure to make repairs within a reasonable period of time, or in the event that the repairs are inadequate, the Landlord may elect to make such repairs and perform such maintenance and the Tenant shall pay to the Landlord, upon demand, the reasonable costs of such repairs and maintenance. Tenant agrees to provide routine and repair maintenance on the HVAC system, but not for replacement of the system. Routine repairs are those repairs necessary to keep the HVAC systems in the same condition as existed on the first day of the Lease, and not exceeding \$500.00 per repair. Tenant's responsibility on repairs is limited to a maximum of \$500 per year. Tenant shall maintain the Premises in a clean and sanitary condition by providing routine janitorial, pest prevention and trash removal services.
  
- 2) Landlord Responsibilities. Landlord shall be responsible for the maintenance and repair of the roof, exterior walls, exterior windows, structural portions of the building, and the replacement of the HVAC. All repairs not addressed herein and not caused by the acts, omissions or negligence of the Tenant or its employees, agents, licensees, patrons, guests or invitees, shall be the responsibility of Landlord.

**C. Common Areas.** Tenant, its employees, agents, licensees, patrons, guests and invitees shall have the non-exclusive right in common with the Landlord and all others to whom Landlord has or may hereafter grant rights, to use any common areas designated by Landlord, subject to such rules and regulations as Landlord may impose. Landlord may at any time close any common area to make repairs or changes or to prevent the acquisition of public rights in such area. Tenant agrees to park in such areas as may be designated by Landlord. All common areas and facilities not within the Premises, which Tenant may be permitted to use and occupy, are to be used and occupied under a revocable license, and if the amount of such areas be diminished, Landlord shall not be subject to any liability nor shall Tenant be entitled to any

compensation or diminution or abatement of Rent, nor shall such diminution of such areas be deemed constructive or actual eviction.

Any rules and regulations appended to this Lease are hereby made a part of this Lease, and Tenant agrees to comply with and observe the same. Tenant's failure to keep and observe said rules and regulations shall constitute a breach of the terms of this Lease in the manner as if the same were contained herein as covenants. Landlord reserves the right from time to time to amend or supplement said rules and regulations and to adopt and promulgate additional rules and regulations applicable to the Premises, Building and the Property. Notice of such additional rules and regulations, amendments and supplements, if any, shall be given to Tenant, and Tenant agrees thereupon to comply with and observe all such rules and regulations, and amendments thereto and supplements thereof, provided the same shall apply uniformly to all tenants of the Building.

**D. LEED Certification/Sustainability.** The Landlord has been granted a LEED Silver Certification for the Building. In furtherance of the certification and Landlord's focus on sustainability (environmental, economic and social), the Tenant shall comply with the LEED/sustainability requirements specified in Exhibit "B" attached to and made part of this Lease.

**SECTION 3. TERM OF LEASE AND SURRENDER OF PREMISES.** Commencing on or about January 10, 2013, Tenant shall lease the Premises for a period of three years, unless earlier terminated as provided herein. Following the initial term, this Lease may be extended upon agreement of the Parties hereto. Tenant shall notify the Landlord, in writing, not less than 120 days prior to the end of the initial lease term if Tenant desires to extend the initial term as further provided in 9A of this lease or will be vacating the Premises at the end of the initial lease term. On or before the date Tenant vacates the Premises, Tenant must remove its furniture, movable equipment and other personal property not attached to the Premises. Anything not removed on or before the date Tenant vacates the Premises will become the property of the Landlord. Upon vacating the Premises, Tenant agrees to deliver to Landlord all keys to the Premises and to surrender the Premises immediately and in good order and condition, excepting reasonable wear and tear, and return to the Landlord all tangible personal property supplied by Landlord to Tenant other than Tenant's own personal property.

**SECTION 4. RENT.** Tenant agrees to pay base rent of \$9.50 per square foot per year, for a total of \$16,292.50 for the first year of the initial lease term. This Base Rent for any extension of this Lease will be negotiated by the Parties as further provided in Exhibit A. The Base Rent, together with applicable sales tax, and any ad valorem tax that may be assessed against the premises shall be payable as described at Exhibit A which is attached hereto and incorporated herein by reference. The Base Rent amount includes a security deposit of \$1,357.67 as provided in paragraph 6 of this agreement. The Base Rent, sales tax, property taxes as described in Section 18, and any other charges, fees or amounts due from the Tenant to the Landlord under the terms of this Lease are hereinafter collectively referred to as "Rent." After the first year of the initial term, the tenant makes the monthly payment on or after the 10th day of the month, Landlord shall assess a late fee of five percent (5%) of the Base Rent due for that

month. The late fee is intended to compensate Landlord for administrative expenses associated with responding to late payment, and shall not be considered liquidated damages or interest. Non-payment or delay in the payment of Rent beyond thirty (30) days from the due date will be deemed a default of this Lease and shall be grounds for termination of this Lease. Payments shall be made payable and delivered to: Gainesville Community Redevelopment Agency, 802 N.W. 5<sup>th</sup> Avenue, Suite 200, Gainesville 32601.

**SECTION 5. UTILITIES.** Tenant agrees to obtain utility service from the utility providers approved by the Landlord for service at the site. Tenant shall be responsible for arranging for and paying for all utility services required on the Premises and agrees to timely pay any and all charges for gas, electricity, water, storm water, sewage, telephone, solid waste and recyclables collection, and all other utilities. All utilities shall be accounts in the name of Tenant, and Landlord shall have no liability for the cost of such utilities, or for any damage, injury or inconvenience caused by interruption of utility service.

**SECTION 6. SECURITY DEPOSIT.** To secure the faithful performance by Tenant of all the provisions of this Lease, Tenant will deposit at the time of execution of this Lease, the sum of \$16,292.50 Dollars which represents one year's worth of base rent, and includes one month of base rent (\$1,357.67) which shall be retained as a security deposit during the time of this lease. Any portion of the security deposit may, at the option of the Landlord, be applied to the curing of any default of Tenant. Landlord will refund the deposit to Tenant within thirty (30) days of termination of this Lease less any damages and expenses or costs incurred by Landlord in curing any default of Tenant, including but not limited to damage to Premises, failure to maintain or repair or outstanding debt.

**SECTION 7. INDEMNIFICATION AND INSURANCE.**

**A. Indemnity.** Tenant shall indemnify, defend and hold harmless Landlord, its officers, employees, elected officials, agents, consultants, independent contractors, and any successors to Landlord's interest from and against all claims, demands, losses, damages, liabilities, suits, fines, and penalties and costs (including attorney's fees) arising from the acts or negligence of Tenant, its employees, agents, licensees, patrons, guests and invitees.

**B. Insurance.** Tenant shall, during the term of this Lease, maintain comprehensive public liability insurance, including personal injury and property damage, issued by a reputable insurance company licensed to do business in the State of Florida with limits of not less than \$1,000,000 combined single limit protecting Landlord and Tenant against liability for any accident, injury or damage on the Premises, in the Building or on the Property. Should Landlord reasonably determine that Tenant's operations present a risk of loss of damage greater than anticipated, then Tenant may be required to maintain greater insurance coverage different in scope of loss covered and amount of coverage. Prior to the commencement date of this Lease, Tenant shall furnish to Landlord appropriate certificates of said insurance, and each insurance policy shall contain an agreement that the policy shall not be canceled or materially changed except after 30 days prior written notice of such cancellation or material change to the Landlord. All required insurance products will name the Landlord as an additional insured.

**C. Sovereign Immunity.** No provision(s) of this Lease shall be interpreted or deemed as a waiver of Landlord's sovereign immunity.

**D. Loss or Damage to Tenant's Property.** All personal property of any kind or description whatsoever in or on the Premises, the Building or on the Property, whether owned by Tenant or others, shall be at the Tenant's sole risk and Landlord shall not be liable for any damage done to or loss of such personal property, or otherwise be liable to Tenant because of any interruption of services or utilities, and such interruption or failure shall not relieve Tenant from the duty to pay the Rent provided herein, or constitute or be construed as a constructive or actual eviction of Tenant. Tenant shall, at Tenant's expense, secure such insurance as it deems necessary or desirable to cover loss or damage to Tenant's property.

**SECTION 8. LICENSES, PERMITS AND COMPLIANCE WITH LAWS AND RULES.**

Tenant shall, at Tenant's expense, obtain all necessary licenses and permits, which may be required for the conduct of Tenant's business. Tenant shall, at Tenant's own expense observe and comply with all laws, ordinances, directives, orders, rules and regulations of all federal, state, municipal or other authorities having or claiming jurisdiction over the Premises, Tenant or the conduct of Tenant's business.

**SECTION 9. ALTERATIONS, IMPROVEMENTS AND FIXTURES.**

**A. Interior Build-out.** Landlord shall make all necessary interior improvements to the Premises so as to secure a Certificate of Occupancy for the Premises. The term of the lease shall commence on the first day a Certificate of Occupancy is issued for the Premises, but no sooner than January 10, 2013. Landlord agrees to provide a copy of the Certificate to Tenant. In the event a Certificate of Occupancy is not issued on or before February 10, 2013, Tenant shall be entitled to full return of its Good Faith deposit and Security Deposit upon written request by Tenant, and both Parties will be relieved of all obligations under this Lease Agreement.

Landlord agrees to perform build-out and provide finished space to include installation of the following:

- Poured concrete floor
- Drywall framing and finish
- Paint
- Electrical system
- HVAC system
- Acoustical ceiling
- Lighting
- Bathroom fixtures and mirrors
- Bathroom flooring
- Drinking fountain
- Two enclosed offices with doors

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Break area cabinetry and sink will be provided, but due to long lead times in ordering cabinetry, break area cabinetry and sink and other minor items may be installed after occupancy begins but will not impact the Certificate of Occupancy or usability of the space.

**B. Interior Improvements.** Tenant acknowledges that the interior improvements to the Premises shall be made in the sole discretion of the Landlord and shall be suitable for a general office environment and for no other purpose.

**C. Review by Landlord.** The Parties acknowledge the **Manager of the Gainesville Community Redevelopment Agency** is the Landlord's "Design Review Agent" and such Agent is responsible for review of Tenant improvements and alterations at the Premises. Tenant shall meet with the Design Review Agent to coordinate any improvements or alterations proposed by the Tenant. The Parties agree that the Landlord maintains final approval over all architectural designs, improvement or alternation to the Premises. The review by the Design Review Agent is solely for the purposes of this Lease and in no way constitutes or shall be deemed approval by or a waiver of any review, permits or approvals required by the City of Gainesville.

**D. Approved alterations.** Tenant may, at its expense, make such improvements or alterations to the Premises as have been approved by the Landlord in writing. Any improvements or alterations shall not impair the safety or the appearance of the Premises or the Building and shall be made in compliance with all applicable laws, ordinances, and regulations. Contractors or workers, approved in writing in advance by Landlord, shall perform such work at Tenant's expense. Landlord shall have the right to require that the work be performed at such time and upon terms, conditions and scheduling satisfactory to Landlord. All labor required for construction within the Premises shall be contract labor and shall not be deemed employees of the Landlord.

**E. Fixtures.** All fixtures installed by Tenant in the Premises including lighting, molding, and any other article permanently affixed to the floor, wall or ceiling of the Premises shall become the property of Landlord and shall be surrendered with the Premises at the termination or expiration of this Lease. However, Landlord may direct Tenant, at Tenant's expense, in writing to remove any or all fixtures installed by Tenant on the Premises and to repair, at Tenant's expense, all damage caused by such removal and to return the Premises to its original condition, reasonable wear and tear excepted.

**F. Construction Liens Prohibited.** Except as related to the pre-occupancy Interior Build-out conducted by Landlord, Tenant shall promptly pay for all labor and materials used in constructing any improvements, alterations or fixtures on the Premises and shall do all things necessary to prevent the filing of any mechanics', materialman, or other type of lien or claim against Landlord or the Property by, against, through, or under Tenant or its contractors. Tenant shall notify its contractors that Landlord's interest shall not be subject to any liens or claims for alterations, improvements or fixtures to the Premises by Tenant. Landlord's interest shall not be subject to any liens or claims for alterations, improvements or fixtures to the Premises by

Tenant. If any such lien or claim is filed, Tenant shall cause the same to be discharged within twenty (20) days of the filing of the lien.

**SECTION 10. DEFAULT/LANDLORD'S RIGHTS AND REMEDIES.**

**A. Default.** Tenant shall be deemed in default under this Lease if Tenant fails to pay within thirty (30) days of the due date any Rent or other charges provided for in this Lease; fails to observe or perform any other term, condition, covenant or obligation of this Lease within 10 days of notice to do so; abandons the Premises; and/or fails to immediately cure any potentially hazardous conditions that Tenant, Tenant's employees, agents, licensees, patrons, guests or invitees have created.

**B. Remedies.** Upon a Tenant default, Landlord shall be entitled to immediately terminate this Lease and to recover from Tenant all unpaid Rent and additional charges due up to and including the date of termination as well as any additional sums as provided in Exhibit A and by law (including attorneys' fees and costs) for which Tenant is liable or for which Tenant has agreed to pay Landlord. If Landlord terminates this Lease for Tenant default, Landlord may re-enter the Premises at anytime at Landlord's discretion. Tenant agrees, upon vacating the Premises, to immediately surrender the Premises to Landlord and to deliver to Landlord all keys to the Premises and to deliver to Landlord any other property supplied by Landlord and not owned by Tenant. In the event Tenant defaults, Tenant agrees to pay the Landlord's attorney's fees and all other costs and expenses resulting from the default. In addition to the statutory remedies and lien, Landlord shall have a lien for the payment of Rent upon the fixtures and equipment of Tenant located in the Premises. This lien may be enforced upon the nonpayment of Rent and additional charges by the taking and sale of such property in the same manner as allowed by law in the case of default under a chattel mortgage.

**SECTION 11. BANKRUPTCY.** If, at any time during the term of this Lease, there shall be filed by or against Tenant in any court pursuant to any statute either of the United States or of any state a petition in bankruptcy or insolvency or for reorganization or for the appointment of a receiver or trustee of all or a portion of Tenant's property, this Lease shall be canceled and terminated. Tenant agrees to notify Landlord in writing within twenty-four (24) hours of any such filing. In the event of bankruptcy by Tenant, neither Tenant nor any person claiming through or under Tenant by virtue of any statute or of any order of any court shall be entitled to take possession or remain in possession of the Premises, but shall forthwith quit and surrender the Premises.

**SECTION 12. PROPERTY DAMAGE OR OTHER CASUALTY/CONDEMNATION.**

**A. Release of Landlord.** Landlord is hereby released from any damage or injury to person or property caused by or resulting from steam, electricity, gas, water, rain, wind, ice, snow or any leak or flow from or into any part of the Premises or the Building or from any damage or injury resulting from any cause whatsoever. In addition, Landlord shall not be liable for any damage, compensation or claim by reason of inconvenience or annoyance arising from the necessity of repairing any portion of the Building or the Premises, the interruption of the use of

the Premises, or the termination of this Lease by reason of any damage or destruction of the Premises.

**B. Right to Terminate.** In the event that the Premises are totally destroyed or so damaged by fire or other casualty, and the damage cannot be repaired or restored within a reasonable length of time, as Landlord may determine in the exercise of its sole discretion, Landlord shall have the right to terminate this Lease.

**C. Right to Restore.** If the damage is partial, such that the Premises can be restored to their former condition within a reasonable time, as Landlord may determine in the exercise of its sole discretion after consultation with tenant, Landlord may at its option, restore the Premises with reasonable promptness, reserving the right to enter the Premises for that purpose. Landlord reserves the right to enter upon the Premises whenever necessary to repair damage caused by fire or other casualty to the Building of which the Premises is a part, even though such entry may have the effect of rendering the Premises or some portion thereof temporarily unavailable for occupancy. In such event, the Rent shall be apportioned and suspended during the time that Landlord is in possession, taking into account the proportion of the Premises rendered unavailable for occupancy and the duration of Landlord's possession. If a dispute arises as to the amount of Rent due under this clause, Tenant agrees to pay the full amount claimed by Landlord, though Tenant shall retain the right to proceed by law to recover any disputed Rent payment.

**D. Condemnation.** If during the term of this Lease, or any extension or renewal thereof, all of the Premises is taken for any public or quasi-public use under any law, ordinance, or regulation or by right of eminent domain, or should be sold to the condemning authority under threat of condemnation, this Lease shall terminate and the Rent shall be abated during the unexpired portion of the lease, effective as of the date of the taking of the Premises. If less than all of the Premises is taken for any public or quasi-public use under any law, ordinance or regulation, or by right of eminent domain, or should be sold to the condemning authority under threat of condemnation, this Lease shall not terminate unless either party, at its option, terminates the Lease by giving written notice thereof to the other party. The date of termination shall be the date the condemning authority takes title. In the event that the Lease continues in effect following partial condemnation, Landlord shall, at its sole expense, restore and reconstruct the Premises to make same reasonably tenantable and suitable for the use for which the Premises is leased. The Rent payable hereunder during the reconstruction period shall be reduced in proportion to the reduction in square footage of the Premises available for Tenant's use during the reconstruction period. Tenant hereby assigns and transfers to Landlord any claim it may have to compensation for damages as a result of condemnation proceedings; under no circumstances shall Tenant share in any such compensation for damages.

**SECTION 14. NO WAIVER OR BREACH.** Any failure or neglect by Landlord to assert or enforce any rights or remedies after any breach or default by Tenant shall not prejudice Landlord's rights or remedies with regard to any existing or subsequent breaches or defaults.



**SECTION 15. BURDEN, BENEFIT, AND APPLICABLE LAW.** This Lease shall be binding on and inure to the benefit of the respective successors and assigns of the Landlord and of Tenant. This Lease shall be construed according to the laws of the State of Florida, venue in Alachua County, Florida. This Lease may be modified only in writing signed by the Parties or their respective successors in interest.

**SECTION 16. HAZARDOUS SUBSTANCES/ENVIRONMENTAL LAWS.** Except as may be permitted in writing by Landlord, the storage, use or disposal of Hazardous Substances is prohibited on the Premises, Building or Property. As used herein, "Hazardous Substances" means any contaminants, pollutants, hazardous or toxic substances as those terms may be defined in any federal, state or local law, rule, regulation or ordinance, including asbestos, polychlorinated biphenyls, and petroleum (including crude oil or any fraction thereof). Should the Landlord grant such permission, Tenant must supply Landlord Material Safety Data Sheets for all Hazardous Substances used, stored or disposed of by Tenant. In addition, Tenant must comply with all Occupational Safety and Health Administration, Environmental Protection Agency and other federal, state or local requirements regarding Hazardous Substances. Tenant hereby indemnifies and holds Landlord and Landlord's officers, managers, agents and employees harmless from and against, and shall reimburse Landlord and Landlord's officers, managers, agents and employees for any and all "Losses" (as hereinafter defined) arising from, out of or as a consequence directly or indirectly, of the release or presence of any Hazardous Substance on the Premises which first occurs during the Term of this Lease, whether foreseeable or unforeseeable, and whether or not known to Tenant, it being understood and agreed that the foregoing indemnity includes, but is not limited to, all costs of removal, remediation of any kind, detoxification, clean up and disposal of such Hazardous Substance and the preparation of any closure or other required plans, all costs of determining whether the Premises is in compliance and causing the Premises to be in compliance with all applicable environmental laws, all costs and fees associated with claims for damages to persons, property, or natural resources, and Landlord's reasonable attorney's fees and consultant's fees and court costs in respect thereto, whether or not litigation or administrative proceedings shall occur, including all costs and expenses incurred or suffered by Landlord by reason of any violation of any applicable environmental law which occurs, or has occurred, upon the Premises during the Term of this Lease, or by reason of the imposition of any governmental lien for the recovery of environmental clean-up costs expended by reason of such violation, it being expressly understood and agreed that to the extent Landlord and Landlord's officers, directors, shareholders, managers, members, agents and employees, or any of them are strictly liable under any applicable statute or regulation pertaining to the protection of the environment, this indemnity shall apply without regard to the strict liability with respect to the violation of law which results in such liability. "Losses" shall mean any and all loss, claims, liability, damages, and injuries to person, property or natural resources, cost, expense, action or cause of action.

Tenant shall comply with all environmental laws throughout the term of this Lease. Tenant hereby covenants and agrees that all obligations of Tenant under this Section shall survive any termination of the Lease, it being further understood and agreed that the rights of Landlord under this Section shall be in addition to any other rights and remedies under this Lease or at law in equity.

**SECTION 17. NOISE.** Noise levels created by Tenant or their employees, agents, licensees, patrons, guests or invitees must not exceed the applicable limit as provided in Chapter 15, City of Gainesville Code of Ordinances.

**SECTION 18. TAXES.** In addition to sales tax provided at Section 4, Tenant agrees to pay all property taxes, assessments and intangible taxes assessed as a result of Tenant's operation, use and occupancy of Premises or personal property on Premises. In the event tax assessment is extended to the value of the Building or the Property due to leasing the Premises, Landlord may terminate this Lease with ten (10) days notice to Tenant. Payment for property taxes (based on Landlord's square footage estimate) is included in the Rent as shown on Exhibit "A". Upon receipt of its property tax bill in November of each year, Landlord will send Tenant a written statement reconciling the payments made by Tenant with the actual amount allocated to Tenant (based on square footage.) In the event the Tenant's allocation exceeds the amount paid by Tenant to that date, Tenant shall pay the Landlord the shortage amount. In the event the Tenant's allocation is less than the amount paid by Tenant to that date, Landlord shall refund the overpayment to the Tenant. The payment to Landlord or refund to Tenant shall be made within thirty (30) days of the date of Landlord's written statement.

**SECTION 19. NON-DISCRIMINATION.** Tenant will not discriminate against any person upon the basis of race, religion, color, marital status, sex, natural origin, sexual orientation, gender identity, disability or age, in either employment or with regard to services, as applicable, in accordance with any federal, state and local laws.

**SECTION 20. RELATIONSHIP WITH LANDLORD.** Tenant shall not use any trademark, service mark, trade name or other indicia of the Landlord, nor shall Tenant hold itself out as having any business affiliation with the Landlord other than a landlord-tenant relationship, and upon direction of the CRA Manager, the Tenant shall issue public disclaimers to that effect.

**SECTION 21. DAYS AND NOTICE.** Any reference in this Lease to days shall mean calendar days. All notices, demands or communications of any kind which may be required or desired to be served, given or made by Landlord shall be sufficient if delivered in person or sent through the United States mail, certified or registered, return receipt requested, addressed to the Parties as follows:

LANDLORD:

CRA Manager  
802 NW 5<sup>th</sup> Avenue  
Suite 200  
Gainesville, FL 32601

TENANT:

SharpSpring, LLC  
PO Box 14544  
Gainesville, FL 32604

Either party may change the address to which subsequent notices shall be sent. Any notice given hereunder to Tenant shall be deemed delivered if it is properly addressed.

**SECTION 22. QUIET ENJOYMENT.** Tenant, upon paying the Rent and performing the covenants and agreements of this Lease, shall quietly have, hold, and enjoy the Premises and all rights granted Tenant in the Lease during the term hereof.

**SECTION 23. RIGHTS AND REMEDIES CUMULATIVE.** All rights and remedies of the Parties hereto shall be cumulative and shall not be construed to exclude any other rights or remedies allowed by law consistent with the terms and conditions hereof.

**SECTION 24. POSSIBILITY OF RADON GAS.** Pursuant to Florida law, Tenant is hereby advised as follows: **RADON GAS:** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county health department. (Section 404.056(5), Florida Statutes (2012))

**SECTION 25. SUBLETTING AND ASSIGNMENT.** The Tenant shall not sublet the Premises or any part thereof nor assign this Lease, or any interest therein, without first obtaining the written consent of the Landlord.

**SECTION 26. ENTRY.** Landlord or Landlord's agents shall have the right to enter the Premises upon reasonable notice, or immediately in the event of emergency, to examine the same and to make such repairs, alterations, improvements or additions as Landlord may deem necessary or desirable, and Landlord shall be allowed to take all material into and upon the Premises that may be required without the same constituting an eviction of Tenant in whole or in part. During the three (3) months prior to the expiration date of the term of this Lease or any renewal term, Landlord may exhibit at the Premises the usual notices "TO LET" or "FOR RENT", which notices Tenant shall permit to remain thereon undisturbed. Nothing herein contained, however, shall be deemed or construed to impose upon Landlord any obligation, responsibility or liability whatsoever, for the care, maintenance or repair of the Premises or any part thereof, except as otherwise herein specifically provided.

**SECTION 27. BROKERS.** Tenant warrants that Tenant was not shown the Premises by any real estate broker or agent and that Tenant has not otherwise engaged in any activity that could form the basis for a claim for real estate commission, brokerage fee, finder's fee or other similar charge in connection with this Lease and will indemnify the Landlord against any such claims.

**SECTION 28. INTERPRETATION.** The terms and provisions hereof shall be construed and interpreted without regard to which party may have drafted it.

**SECTION 29. SEVERABILITY.** The Lease consists of this document and any Exhibits attached hereto. If any section, sentence, clause or phrase of this Lease is held to be invalid or unenforceable by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Lease.

**SECTION 30. CORPORATE STATUS INFORMATION.** Tenant warrants and represents to the Landlord that the following statements are true:

1. SharpSpring, LLC, is a validly existing limited liability company existing under the laws of the State of Delaware, and is registered with the Florida Secretary of State to do business in the State of Florida.
2. SharpSpring, LLC has all requisite power and authority to carry on its business as now conducted, to lease real property, and to enter into and perform the obligations of this Agreement and each instrument to which it is or will be a party, and has consented to service of process in the State of Florida.
3. Each document which SharpSpring, LLC is or will be a party has been duly authorized by all necessary action on the part of and has been and will be duly executed and delivered by SharpSpring, LLC, and the execution and delivery, nor compliance with the terms and provisions of this Lease : (i) requires the approval of any other party, except as has been obtained or noted herein, (ii) contravenes any law, judgment, governmental rule, regulations or order binding on SharpSpring, LLC, or (iv) results in an y default under or creates any lien upon any property of SharpSpring, LLC.
4. SharpSpring, LLC has filed all federal and state tax returns required to be filed by SharpSpring, LLC and has paid all taxes shown to be due on such returns.
5. Tenant agrees to maintain Corporation in good standing with the State of Delaware and shall remain in good standing with the State of Florida during the term of the lease.

**SECTION 31. SUBROGATION.** Tenant accepts this Lease subject and subordinate to any mortgage, deed of trust or other lien presently existing or hereafter arising upon the Premises, or upon the Building and to any renewals, refinancing and extensions thereof. Landlord is hereby irrevocably vested with full power and authority to subordinate this Lease to any mortgage, deed of trust or other lien now existing or hereafter placed upon the Premises or the Building, and Tenant agrees upon demand to execute such further instruments subordinating this Lease or attorning to the holder of any such liens as Landlord may request. In the event that Tenant should fail to execute any instrument of subordination herein required to be executed by Tenant promptly as requested, Tenant hereby irrevocably constitutes Landlord as its attorney-in-fact to execute such instrument in Tenant's name, place and stead, it being agreed that such power is one coupled with an interest. Tenant agrees that it will from time to time upon request by Landlord execute and deliver to such persons as Landlord shall request a statement in recordable form certifying that this Lease is unmodified and in full force and effect (or if there have been modifications, that the same is in full force and effect as so modified), stating the dates to which Rent and other charges payable under this Lease have been paid, stating that Landlord is not in default hereunder (or if Tenant alleges a default stating the nature of such alleged default) and further stating such other matters as Landlord shall reasonably require.

**SECTION 32. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the Parties hereto with respect to the subject matter hereof. Any representations or statements heretofore made with respect to such subject matter, whether verbal or written are merged herein.

IN WITNESS WHEREOF, the Parties have caused this Lease to be executed as of the day and year first above written.

**THIS LEASE IS SUBJECT TO APPROVAL BY THE BOARD OF THE GAINESVILLE COMMUNITY REDEVELOPMENT AGENCY.**

Signed, sealed and delivered  
In the presence of the following witnesses:

**LANDLORD:  
GAINESVILLE COMMUNITY  
REDEVELOPMENT AGENCY**

\_\_\_\_\_  
Print Name: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Russ Blackburn  
Title: CRA Executive Director

\_\_\_\_\_  
Print Name: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF ALACHUA


The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, by Russ Blackburn, as the Executive Director of the Gainesville Community Redevelopment Agency, a body public and politic of the State of Florida, and who has acknowledged that he has executed the same on behalf of the CRA, and that he was authorized to do so. He is personally known to me or has produced \_\_\_\_\_ as identification.


\_\_\_\_\_  
Notary Public, State of Florida

Approved as to form and legality:

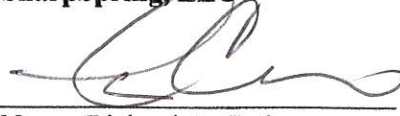
\_\_\_\_\_  
CRA Attorney

Signed, sealed and delivered  
In the presence of the following witnesses:

  
Print Name: Dallas Sapp

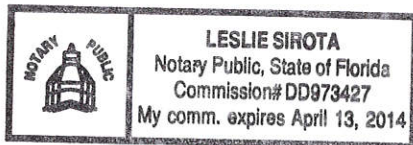
  
Print Name: James Dunn

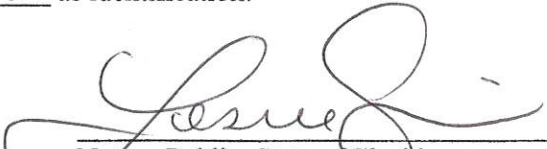
**TENANT:**  
**SharpSpring, LLC**

By:   
Name: Richard A. Carlson  
Title: President

STATE OF Florida  
COUNTY OF Alachua

The foregoing instrument was acknowledged before me this 16 day of December, 2012 by Richard Carlson, as the President of SharpSpring LLC, a Delaware Corporation, and who has acknowledged that he has executed the same on behalf of the \_\_\_\_\_, and that he was authorized to do so. He is personally known to me or has produced FL Drivers License as identification.



  
Notary Public, State of Florida  
Affix Stamp

**Exhibit "A"**  
**RENT SCHEDULE**

THIS RENT SCHEDULE is a material part of that certain Lease by and between GAINESVILLE COMMUNITY REDEVELOPMENT AGENCY ("Landlord") and SharpSpring, LLC ("Tenant") for the Premises known as 802 NW 5<sup>th</sup> Avenue, Suite 100:

**A) Escrows** Good faith deposit of \$14,935.50 and Security Deposit of \$1,357.71 (Total due at signing of this lease) \$16,292.50. In the event tenant fails to occupy the Premises at any time during year one, months 1-11, then and in such an event tenant shall forfeit good faith and security deposit to landlord as liquidated damages under this agreement.

**B) Rent, together with Sales Tax per month charged at then current rate.**

	<b>Base Rent</b>	<b>Sales Tax at current rate</b>	<b>Estimated Property Tax</b>
<b>Due upon signing:</b> \$16, 292.50 (\$14,935.50 Good Faith Deposit + \$1,357.71 Security Deposit)			
<b>Year 1 Months 1-11</b>	\$0	\$81.46 or TBD if current rate changes	\$231.01
<b>Year 1 Month 12</b>	\$1,357.71	\$81.46 or TBD if current rate changes	\$231.01
<b>Year 2 Monthly rental</b>	\$1,398.44	TBD	TBD
<b>Year 3 Monthly rental</b>	\$1,440.39	TBD	TBD

D) Initial Term 3 Years

E) Commencement Date on or about January 10, 2013

In the event, a CO is not issued by January 10, 2013, the amount of the first month's rent shall be adjusted and prorated on the day the CO is issued.

Total Amount Paid: \$ \_\_\_\_\_  
Received by: \_\_\_\_\_  
Date: \_\_\_\_\_

LL: \_\_\_\_\_  
initials

T: \_\_\_\_\_  
initials

**Exhibit "B"**  
**LEED/SUSTAINABILITY REQUIREMENTS**

This Exhibit is a material part of that certain Lease by and between GAINESVILLE COMMUNITY REDEVELOPMENT AGENCY ("Landlord") and SharpSpring, LLC ("Tenant") for the Premises known as 802 NW 5<sup>th</sup> Avenue, Suite 100:

- No smoking (indoors or outdoors)
- Green cleaning: Tenants are required to follow the building's Green Cleaning Policy information as attached.
- Painting: Any paint used on the premises shall be with low VOC paint

LL: \_\_\_\_\_  
initials

T: \_\_\_\_\_  
initials



# Green Cleaning Policy



802 NW 5th Ave Commercial Building



Gainesville  
Community  
Redevelopment  
Agency

## Executive Summary

The City of Gainesville Community Redevelopment Agency is committed to improving the quality of life for all citizens living, working, and visiting our redevelopment areas. We believe quality of life is directly related to human and environmental health, and the sustainable choices made to improve them. Through vision, creativity, and hard work, the CRA is dedicated to implementing sustainable design and construction projects, and strives to be a leader in the green movement. However, we understand that being a leader is more than speaking the language of sustainability; one must lead by example. This is why we are committing ourselves to greening our operational procedures, policies, and activities. We have identified key environmental issues related to how our office indoor environmental quality is affected by cleaning and custodial services. The resulting 'Green Cleaning Plan' is a set of policy statements and implementation strategies which will guide the CRA staff, custodians, and tenants of the 802 NW 5th Ave Commercial building, toward significant reductions in its environmental footprint and improving overall building and occupant health.

## Table of Contents

Executive Summary .....	i
Definition of 'Green Cleaning' .....	1
Purpose of a Green Cleaning Policy .....	1
Cleaning Facts .....	1
How to determine a product is 'Green' .....	3
What are Green Techniques? .....	3
The Benefits of Implementing a Green Cleaning Policy .....	4
How Green Cleaning will be implemented at 802 NW 5th Ave .....	4
Resources for Additional Information .....	4
Appendix A	
– List of Approved Green Cleaning Products and Techniques .....	5
Appendix B	
– Example Contract Specifications for Green Custodial Services ....	8
Appendix C	
- Multi-tenant Education and Common Use Area Protocols .....	11

## Definition of 'Green Cleaning'

Green cleaning is defined as using cleaning practices and products to protect our health without harming the environment.

## Purpose of a Green Cleaning Policy

To implement Green Cleaning techniques and products that avoid the use of chemically-reactive and toxic cleaning products that can adversely affect human health and the environment. The policy will feature the additional benefits green cleaning offers beyond simply maintaining general cleanliness/appearance of the commercial building. Additional benefits included improved health and safety which leads to improved worker productivity and less absenteeism.

Green cleaning efforts also expand beyond localized service by considering responsible manufacturing, packaging, distribution, and disposal of cleaning products. By implementing this policy, we will contribute to a more positive economical and cultural impact.

## Cleaning Facts

Did you know...?

- FACT** : A growing body of evidence links certain chemicals in cleaning products to health problems ranging from asthma and allergies, to attention disorders, even cancer.
- FACT** : Household cleaners are the only household products where manufacturers are not required to list all ingredients under the Federal Hazardous Substances Act.
- FACT** : Many toxins found in cleaning products are 'bioaccumulative', meaning the chemicals do not purge easily from the body and over time even mild exposures can add up to toxic levels.
- FACT** : Marketing of many products are misleading. Certain popular products with words like "green", "citrus", "lemon" or "orange" in the name contain toxic chemicals like 2-butoxy-ethanol, a solvent that has been linked to blood damage and found to cause cancer in animal testing.

**FACT :** According to the Environmental Protection Agency (EPA), indoor air can be two to five times more polluted than the outside air.

**FACT :** All commercial air fresheners contain Volatile Organic Compounds (VOCs) that accumulate in the body over time. VOCs contribute to a variety of human health hazards and collectively are thought to be reproductive toxins, neurotoxins, liver toxins, and carcinogens. A truly clean environment should smell like nothing at all.



## Common Custodial Chemical Injuries...

The chemicals used in today's common cleaning products can also cause immediate physical damage to those who use them. These injuries end up costing both time and money. According to Washington State's Worker's compensation data, six out of every hundred custodians have lost time due to chemical injuries every year to the following:

- 40% of injuries involve eye irritation or burns
- 36% involve skin irritation or burns; and
- 12% involve breathing chemical fumes

A worker requiring medical treatment for the injury took off an average of 18 hours. The average medical cost per claim was \$375, and the lost time for both the worker and supervisor estimated to \$350 per claim. One chemical related injury costs \$725 per claim. The table below demonstrates how those incidents can add quickly.

Typical Contract:	
Number of Custodians	100
Accidents Per Year	6 Accidents with Lost Time
For Each Accident:	
Cost for Custodian's Lost Time	18 hours @ \$15 = \$270
Supervisor's Lost Time	4 hours @ \$20 = \$80
Medical Cost	= \$375
Cost Per Accident	= \$725
Cost Per Year for all 6 Janitors	= <b>\$4,350</b>

## How to determine a product is 'Green'



Find and purchase cleaning solutions and services that bear the Green Seal logo and meet Green Seal GS-37 guidelines



Read product labels. Don't use products with words such as "Caution", "Warning", or "Danger".



Look for labels that say things like 'no chlorine bleach' or 'no synthetic fragrances or dyes' or 'no VOCs'



Research the chemicals listed on product labels, and read the Material Safety Data Sheets before a product is purchased. Avoid products with chemicals such as EDTA (ethylene diamine tetraacetic acid or ethylene dinitriacetic acid), NTA (nitrilotriacetic acid), phosphates or derivatives of phosphates, phthalates, petroleum based solvents, glycol ethers, phenolic compounds and surfactants



Look for products that have minimal and/or biodegradable packaging, are concentrated, and can be diluted efficiently.

## What are 'Green Cleaning Techniques'?




Green Cleaning Techniques are methods utilized to limit the amount of dirt and contaminants entering the building, help improve indoor air quality, reduce impact on the environment, minimize the amount of cleaning chemicals that are needed, and reduce overall waste due to cleaning. A list of green cleaning techniques is contained in Appendix A of this document.



## The Benefits of Implementing a Green Cleaning Policy Resources for Additional Information

1. Reduces health problems associated with allergens, chemical sensitivities and contaminants such as mold and bacteria.
2. Decreases air pollution, water pollution, ozone depletion and global climate change.
3. Increases worker satisfaction, improves morale, and reduces absenteeism, and increases productivity, efficiencies and retention among facility occupants.
4. Helps reduce costs to building management, and expenses related to tenants and janitorial staff, including costs associated with sick leave, health care, and productivity loss.
5. Uses energy efficient equipment and focuses on preventive maintenance to reduce expenses.
6. Enhances our organization's goals by being more socially conscious.

### How a Green Cleaning Policy will be implemented at 802 NW 5th Ave

-  Green Cleaning Custodial Contracts
-  Maintenance of a list of approved cleaning products and techniques
-  Multi-Tenant Education and Common Area Protocols

Greenseal.org  
Scorecard.org  
Toxnet.nlm.nih.gov  
Householdproducts.nlm.nih.gov  
Greencleancertified.com  
EPA.gov



## Appendix A

### List of Approved Green Cleaning Products and Techniques

The following is an example list of cleaning products and techniques that meet the intent of the Green Cleaning Policy at 802 NW 5th Ave.

#### I. Approved Chemicals

Chemicals that are approved for use in 802 NW 5th Ave must be Green Seal (GS) Certified, which means that they are in accordance with the GS-37 (Industrial and Institutional Cleaners), GS-09 (Paper Products), or GS-40 (Floor Care) performance standards. A list of currently approved products is below. This list will evolve as new products become certified under these standards. Please visit the [greenseal.org](http://greenseal.org) for the most recently updated product list.

#### Cleaning Products

Any GS-37 cleaning product is approved for use in the building. In effort to consolidate, the following list contains a few of the major product manufacturers.

Manufacturer	Product Name
3M	
	Twist n'Fill #1 Glass Cleaner
	Twist n'Fill #3 Neutral Cleaner
	Twist n'Fill #4 Bathroom Disinfectant Cleaner
	Twist n'Fill #8 General Purpose Cleaner
	Twist n' Fill #24 3-in-1 Floor Cleaner
Butchers	

	G-Force Washroom Cleaner
	G-Force All-Purpose & Glass Cleaner
	Look Non-Ammoniated Glass Cleaner
	Raindance Neutral Cleaner
Hillyard Industries	
	#140 Super Shine-All
	#808 Arsenal Super Shine-All
	#960 Green Select Glass Cleaner
	#827 Arsenal Green Select Glass Cleaner
	#961 Green Select Degreaser
	#962 Green Select Bathroom Cleaner
	#829 Arsenal Green Select Bathroom Cleaner
	#833 Arsenal Suprox Concentrate
Johnson Wax Professional	
	Stride-Citrus Neutral Cleaner
	Professional Crew Bathroom Cleaner & Scale Remover
	General Purpose Cleaner
	Glance Non-Ammoniated Glass Cleaner
	Concentrated All Purpose & Glass Cleaner
	Heavy Duty Washroom Cleaner



# Appendixes

	Non-Ammoniated Glass & Surface Cleaner
	Glass & Multi-Purpose Cleaner Non-Ammoniated
	Alpha-HP Multi-Surface Cleaner
Rochester Midland	
	Enviro Care Tough Job Cleaner
	Envrio Care Glass Cleaner
	Enviro Care Washroom Cleaner
	Enviro Care Low Foam All Purpose Cleaner

## II. Paper Products

Green Seal certified and recommended products will be used in the building, however, Green Seal Certified products are preferable to Green Seal Recommended products. Unbleached products with a high post consumer waste content are preferred.

## III. Trash Bags and Liners

Recycled content trash bags should be used whenever possible. The following products have a proven success rate:

- General Plastic Extrusions Trash Bags
- General Plastic Extrusions Trash Liners

## IV. Green Cleaning Techniques:

- Focus on entryways inside and out. Most pollutants enter the building on people's feet, so it's important to trap and remove dirt before it enters the building and to frequently clean the entrances and entry mats.

- Ensure proper vacuuming, extraction, rinsing and drying. Carpets can be host for moisture problems and mold growth. Use Carpet & Rug Institute's Green Label approved vacuums. The bags should be emptied more frequently for better efficient operation of the equipment.

- Minimize particles and chemicals in the air. Mechanically capture dirt and remove it rather than moving it around. Use products like micro-fiber dusting cloths and flat mops, which can eliminate the need for chemicals. When chemicals are needed, use course spray chemicals that do not linger in the air, and apply cleaning products to a cloth rather than spraying the surface to be cleaned.

- Focus on preventive measures and quick clean up of accidents. Therefore, fewer and milder chemicals can be used.

- Focus on touch points. Things like door handles and other areas where people come in contact with within the facility or its fixtures.

- Apply disinfectant in restrooms properly. Ensure the chemicals have proper dwell time so that soil is thoroughly removed using less product.

- Promote safety and prevent cross-contamination. Safer products, use and storage create a safer environment. Color-coded tools ensure that pollutants don't get carried from one area (such as a restroom) to another.

- Use environmentally sensitive products. Paper products, such as recycled tissues and towels bleached without the use of chlorine.
- Minimize Waste. Use only the amount of cleaning or paper product needed to clean a spill or soiled area. Replace paper towels with reusable microfiber or recycled cloths where appropriate. Trash liners should only be replaced when necessary; garbage should be dumped into the main trash barrel and liners should be left in the receptacle if they are clean.
- Communicate. Building occupants need to understand they are part of the process. Proper spill notification, food clean-up and clutter reduction will help to ensure a healthy facility.

## V. Prohibited Chemicals

- Alkylphenol ethoxylates (APEs)
- Phthalates
- Dibutyl phthalate
- Heavy metals including arsenic, lead, cadmium, cobalt, chromium, mercury, nickel, or selenium
- Optical brighteners & chlorine bleach (sodium hypochlorite)
- Ozone-depleting compounds
- Ethylene diamine tetraacetic acid (EDTA)
- Nitilotriacetic acid (NTA)
- Petroleum or petrochemical compounds
- Phenolic compounds and glycol ethers
- Volatile Organic Compounds (VOCs) (must be less than 10%)
- Carcinogens and reproductive toxins

- Zinc
- 2-Butoxy ethanol (EGBE)
- Aqueous ammonia
- 2-Methoxyethanol or ethylene glycol monomethyl ether (EGME)
- 2-Ethoxyethanol or ethylene glycol monoethyl ether (EGEE)

## VI. Prohibited Practices

- Non-concentrated products should not be used
- Paper towels should not be used for cleaning
- Trash liners should not be removed if they are clean
- Automatic aerosol deodorizers that contain levels of VOCs are prohibited
- Urinal blocks
- Chemically treated dust cloths

## Appendix B

### Example Contract Specifications for Green Custodial Services and Products

#### I. Scope:

Procure custodial cleaning services and products that comply with the 'Green Cleaning Policy' for the 802 NW 5th Ave Commercial Building.

#### II. Specifications:

In order to be in compliance with the 802 NW 5th Ave 'Green Cleaning Policy', all custodial services and products offered must be certified by Green Seal or in compliance with the Green Seal GS-37 guidelines. Material Safety Data Sheets (MSDS) for all products proposed for use must be submitted and approved prior to use. All cleaning products (including paper products and trash liners) and techniques must meet or exceed the guidelines laid forth in the 'List of Approved Green Cleaning Products and Techniques' and are subject to approval and random audit.

#### II. Services and Cleaning Standards

Housekeeping and Maintenance Tasks:

Location	Activity	Frequency (Times per year)
Main Lobbies	Clean Entry Mats & Grilles	52-250
Main Lobbies	Clean Ceiling Vents	1-6

Air Distribution System	OA Intake	Clear within 25 ft intakes
Stairways/Landings	Clean/Dust Wall Surfaces	6-52
Stairways/Landings	Mop Hard Floors	52-250
Office Areas	Clean Ceiling Vents	1-6
Office Areas	Clean Lighting Fixtures	1-6
Office Areas	Clean & Sanitize Phones	12-52
Office Areas	Dust or Vacuum Venetian Blinds	3-12
Office Areas	Vacuum All Carpet Areas	150-250
Restrooms	Sanitize Fixtures, Mirrors, Counters	52-250
Restrooms	Mop Hard Floors	52-250

#### III. Packaging and Labeling:

Packaging shall be comprised of recycled-content materials, shall be recyclable, or shall be returnable to the distributor for refilling. Packaging shall be constructed to assure safe delivery. All products shall be manufactured and packaged under modern sanitary conditions in accordance with federal and state law and standard industry practice.

Each case, bottle and container shall have the following markings:

- Name and address of manufacturer
- Brand name of product
- Net contents in U.S. standard pounds, ounces, gallons, or fluid ounces
- Directions for use, including recommended use dilution and precautionary handling instructions, in English and Spanish
- Recommended antidotal action, if applicable
- Active ingredient claim, if applicable

#### Environmental Attributes:

The following environmental attributes are strongly encouraged for products offered for bid:

- Use of renewable resources such as citrus, seeds, vegetables and oils
- Biodegradable by standard methods and definitions
- Designed for use in cold water in order to conserve energy
- Concentrated formulas in product dispensers that measure quantities dispensed
- Recycled-content product packaging and product shipping materials
- Reusable or recyclable shipping boxes
- Refillable bottles or drums

#### IV. Training:

If the CRA requests it, at its discretion and as a condition of the contract and at no additional charge, the distributor, manufacturer, or a qualified third party must offer initial and annual on-site training and training materials

on the proper use of all cleaning products. Training and training materials must include step-by-step instructions for the proper dilution, handling, use and disposal of the product as well as precautions to be taken in case of spills or accidents. Written training materials must be in both English and Spanish.

#### V. Material Safety Data Sheets (MSDS):

The contractor shall submit with the bid a Material Safety Data Sheet (MSDS) for each product formulation. In addition, a copy of this MSDS shall be available and placed at the CRA facilities. All MSDS's must list complete chemical ingredients of each product, including the percentage composition of each ingredient in the mixture down to 0.1%, the chemical abstract service numbers for those substances, and a listing of any potentially hazardous products that may produce gas during or following application.

#### VI. Terms and Conditions

Cleaning services and products and cleaning equipment are included in the annual fixed price. Consumable supplies (including all paper products, hand soap, sanitary napkins, etc) are included in the annual fixed price.

##### A. Substitutions:

Following award of contract, no substitutions of awarded services or products will be permitted except in cases of natural disasters, item discontinuation, the inability of the manufacturer to ship, or if comparable green cleaning products become available from the contractor at a lower price during the contract period. The contractor must provide documentation to substantiate the occurrence of any

# Appendixes

these aforementioned situations. Substitutions must be approved in advance by (contracting entity) in accordance with the terms of this contract.

## B. Emergency Response

The contractor will endeavor to promptly obtain all necessary staff to respond to emergency conditions that may require services beyond the scope of this agreement, including, but not limited to, fires, floods, accidents or injuries requiring cleanup of bodily fluids. The contractor shall response to telephone calls and pagers at all times (24x7).

## C. Responsibility for Damages

The contractor will be responsible for any time or cost related to extra cleaning caused by activities, which occurred during the performance of cleaning. Any damages to the facilities caused by cleaning services will be repaired by the contractor at no additional cost to the satisfaction of the building management.

## D. Management Contract

\_\_\_\_\_ will be the primary Management Contact for this agreement. All requests for changes to this agreement should be initiated through his office at \_\_\_\_\_

## VII. Term of Agreement

This agreement will be effective beginning \_\_\_\_\_2010. This agreement will be self-renewing every July 1 for a continuing succession of one year terms unless otherwise modified by agreement of both CRA and \_\_\_\_\_.

In the event that \_\_\_\_\_ fail to meet the standards and

obligations established in this Agreement, CRA shall have the right to terminate the Agreement in writing with 90 days notice to \_\_\_\_\_.

## Appendix C

### Multi-Tenant Education and Common Use Area Protocols

*Notice: Use RUBBER GLOVES and SAFETY GLASSES as appropriate. At no time shall tenants and staff use cleaning supplies and/or caustic chemicals without appropriate protection.*

*Notice: All equipment should be properly cleaned and stored after each use.*

#### Front Entry Way

Everyone's efforts are needed to maintain the health of the building especially when first entering the building. Trash receptacles and cigarette urns will be placed at all entrances to reduce the amount of food, cigarettes and other trash brought into the building, and they will be emptied and cleaned on a regular basis. Immediate notification of excessive dirt or spills is necessary to maintain a green cleaning standard.

#### Entry Mats:

Since up to 80 percent of the soil in a building is tracked in on the feet of people entering the building, an entry mat will be placed in front of all doorways with outside access. The mats should be made of eco-friendly or recycled material, such as WaterHog™ Eco Mats. These mats are our first line of defense for exterior dirt and everyone is asked to consciously use them.

The Main Entry mat should be at least 10 - 15 feet in length to allow for maximum capture. Entry mats will be

vacuumed daily under normal conditions, preferable in the morning to ensure occupants and visitor's first impression is a positive one. The mats should be cleaned more frequently under wet weather or dirtier conditions. Be sure to also clean underneath mats as well.

The mats will also be thoroughly cleaned bi-weekly to remove an excessive dirt or moisture by scrubbrushing the mats with an approved mild soap and water mixture, rinsed thoroughly and line dried.

#### Exterior Entry:

The outside entry is just as important to maintain as the interior. Reducing the amount of dirt and debris directly outside of the building reduces the chances of them entering the building with us. A scraper mat will be placed outside of doorways with outside access. The exterior entry should be swept daily, as well as hosed down and power-washed as needed. Continued maintenance of the exterior entry will also reduce the labor necessary to maintain the interior.

#### Touch Points:

Touch Points are areas that the general public come in contact with on a daily basis. Touch points include but not limited to - doorknobs, elevator buttons and handrails. These areas should be cleaned daily with approved multi-surface green cleaning products and techniques to ensure the optimal health of all who enter and occupy the building.

# Appendixes

## Floor Care

A comprehensive and daily maintenance program will be established to help achieve a successful floor care system. Our goal is to reduce or eliminate the need for more labor and chemically intensive cleaning projects that such as:

- Spray buffing or burnishing
- Deep scrubbing or recoating
- Stripping and refinishing

The key to extending time between such projects is to use the following green cleaning techniques daily:

- Dry-mopping
- Spot mopping
- Vacuuming

Since traditional dust mopping or sweeping tend to simply move dust around, microfiber dust mops will be used instead. Microfiber cloths are designed to attract and retain the dust particles, preventing them from being redeposited elsewhere or kicked into the air. These tools are very lightweight and easy to use, which helps reduce fatigue and injury for the custodians.

Additionally, caution signs will be placed prior to beginning any floor maintenance work to ensure the safety of all building occupants.

## Elevator

All elevators will be inspected and cleaned daily using established Touch Point and Floor Care procedures. Once again, excessive dirt or spills must be reported immediately.

## Dumpsters, Trash Cans, and Garbage Areas:

Once a week, directly after the City has collected the garbage, sprinkle the dumpster with cat litter to cover bottom. Cat litter will help soak up spilled garbage and odors. Annually, wash out the dumpster with vinegar and water or another similar disinfecting/degreasing cleanser and hot water that you have in a bucket. Take a square-ended shovel and get all material from bottom and sides of dumpster, then using a long handled deck brush, scrub bottom and sides of dumpster with vinegar/hot water solution. Rinse down with hose. Rinse down garbage area with hose after dumpster cleaned. Empty all trash cans and reline with garbage bags weekly or as needed.

## Windows:

Clean inside and out of all windows with vinegar and water -- 1 cup white vinegar to 1 gallon warm water. If you are unable to reach the exterior panes, windows will be cleaned professionally once a year.

