



## Interoffice Memorandum

### REAL ESTATE MANAGEMENT ITEM 3

**DATE:** January 26, 2022

**TO:** Mayor Jerry L. Demings  
-AND-  
County Commissioners

**THROUGH:** Mindy T. Cummings, Manager *MTC*  
Real Estate Management Division

**FROM:** Nemesie Esteves, Program Manager – Asset Management *NE/MTC*  
Real Estate Management Division

**CONTACT PERSON:** **Mindy T. Cummings, Manager**

**DIVISION:** **Real Estate Management Division**  
**Phone: (407) 836-7090**

**ACTION REQUESTED:** Approval and execution of Orange County, Florida and Florida State Minority Supplier Development Council, Inc. Resident Service Provider Agreement authorization for the Real Estate Management Division to exercise renewal options, execute a termination notice, and furnish notices, required or allowed by the agreement, as needed.

**PROJECT:** NEC at Fashion Square Mall  
3201 East Colonial Drive, Orlando, Florida 32803  
Lease File #2062-RSP10  
  
District 5

**PURPOSE:** To provide office space, training and meeting rooms, and associated equipment and resources for business training and consulting services at the National Entrepreneur Center.

**ITEMS:** Resident Service Provider Agreement  
Term: Until May 25, 2026

**APPROVALS:** Real Estate Management Division  
County Attorney's Office  
Risk Management Division  
Office of Economic, Trade and Tourism Development

**REMARKS:** The National Entrepreneur Center (NEC) is a public-private partnership between Orange County (County), Disney Worldwide Services, Inc. and the University of Central Florida (UCF) designed to provide educational training services to small business owners in the Central Florida area. The existing Lease Agreement was approved by the Orange County Board of County Commissioners (Board) on August 31, 2010 and will expire May 25, 2026.

Under the terms of the Cosponsorship Agreement, approved by the Board on March 29, 2011, as amended, the County on behalf of the NEC, enters into Affiliate Service Provider and Resident Service Provider Agreements in order to allow service providers to use resources, equipment, training, meeting rooms, and facilities at the NEC.

This Resident Service Provider Agreement will authorize the NEC to allow Florida State Minority Supplier Development Council, Inc. (FSMSDC) to become a recognized resident service provider. FSMSDC will make monthly payments to the NEC's fiscal agent. Additionally, FSMSDC will pay the NEC for telecommunications hardware, software, lines and internet as well as long distance and other charges incurred by FSMSDC. The terms and conditions of this Resident Service Provider Agreement are materially consistent with the terms and conditions of the other Resident Service Provider Agreements in the NEC. FSMSDC will not occupy any private office space in the NEC.

Services provided by FSMSDC shall include the following:

- Quality Low Cost/No Cost Business Training.
- Promote business opportunities and connections throughout the entire Central Florida business community through networking events, business seminars, and collaborative partnerships with both public and private sectors.
- Advocate, promote, and connect individuals with the business assistance available through the Resource Partners of the NEC.

**FEB 08 2022**

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**ORANGE COUNTY, FLORIDA**  
*and*  
**FLORIDA STATE MINORITY SUPPLIER DEVELOPMENT COUNCIL, INC.**

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**RESIDENT SERVICE PROVIDER AGREEMENT**

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THIS RESIDENT SERVICE PROVIDER AGREEMENT ("**Provider Agreement**") made as of the date fully executed below ("**Effective Date**"), by and between **ORANGE COUNTY, FLORIDA**, a charter county and political subdivision of the State of Florida ("**County**") and the **FLORIDA STATE MINORITY SUPPLIER DEVELOPMENT COUNCIL, INC.**, a Florida not-for-profit corporation ("**Service Provider**"), hereinafter collectively referred to as the "Parties" or "Party."

WHEREAS, County, Disney Worldwide Services, Inc., and the University of Central Florida entered into a Cosponsorship Agreement dated March 29, 2011, as amended by the Amendment to Cosponsorship Agreement dated December 15, 2015, as amended by the Second Amendment to Cosponsorship Agreement dated February 20, 2018 (collectively "**Cosponsorship Agreement**") to establish the National Entrepreneur Center ("**Center**"); and

WHEREAS, County leases approximately 20,977 square feet of office space and 364 square feet of storage space for the Center from UP Fieldgate US Investments – Fashion Square, LLC ("**Landlord**"), successor in interest to PR Orlando Fashion Square LLC, under a Lease Agreement approved by the Board of County Commissioners August 31, 2010, as renewed ("**Lease Agreement**"). Said office space is located at 3201 East Colonial Drive, Orlando, Florida 32803 within the Orlando Fashion Square Mall ("**Premises**"); and

WHEREAS, the purpose of the Center is to house a variety of non-profit organizations offering comprehensive small business training, information, business events, and educational activities for small business in the Central Florida area; and

WHEREAS, in accordance with the provisions of the Cosponsorship Agreement and Lease Agreement, County shall grant the use of the Premises by organizations for business training and consulting services to benefit the Center; and

WHEREAS, Service Provider desires to provide business training and consulting services to the individuals who use the Center; engage and promote the mission of the Center, and provide detailed reporting of activity as required by the County.

NOW THEREFORE, in consideration of the mutual promises, covenants and conditions

hereinafter set forth, the Parties agree as follows:

**Section 1. Recitals.** The above recitals are true and correct and form a material part of this Provider Agreement.

**Section 2. Term.** The initial term of this Provider Agreement shall commence on the May 26, 2021 and shall terminate May 25, 2026.

**Section 3. Termination.** This Provider Agreement can be terminated by either Party at any time, with or without cause, upon no less than ninety (90) days' notice in writing to the other Party. Such notice shall be delivered as provided herein or in person to the business address of the Party upon whom such notice is served. If this Provider Agreement is terminated, the Service Provider shall pay a pro-rata share of its annual payment through the date of termination. If terminated by Service Provider prior to the end of the initial term, Service Provider shall reimburse County for any unamortized costs for build-out of the Service Provider's designated space.

**Section 4. County Responsibilities.**

The County shall:

(a) Provide to the Service Provider office space, resources, equipment, training and meeting rooms and use of the facilities located at the Premises according to the terms and conditions of the Lease Agreement.

**Section 5. Service Provider Responsibilities.**

The Service Provider shall:

(a) Provide business training, events, coaching, and business consulting services, as defined in the Service Provider's charter, to the applicable individuals who request services from the Service Provider and/or the Center. These services are set forth in Exhibit "A," attached hereto and made a part hereof.

(b) Provide the Center with timely activity reporting each quarter for compilation and reporting purposes. The activity report is set forth in Exhibit "B," attached hereto and made a part hereof.

(c) Actively promote the goals and objectives of the Service Provider.

(d) Abide by and adhere to all the provisions of the Lease Agreement, with the exception of the payment of rent.

Florida State Minority Supplier Development Council  
Provider Agreement #2062-RSP10

(e) Actively engage with other resident providers of the Center and willingly support the mission of the Center as a collaborative and cooperative effort to support small business growth and development within the region.

(f) Pay to the Center's fiscal agent, the University of Central Florida Research Foundation ("**Fiscal Agent**"), the amounts shown below for the use and occupancy of the Premises during the term of the agreement, according to the following schedule:

Lease Year		Annual Rent	Monthly Installment
1	May 26, 2021 – July 31, 2021		\$612.75
	August 1, 2021 – May 25, 2022		\$1,838.25
2	May 26, 2022 – May 25, 2023	\$22,959.00	\$1,913.25
3	May 26, 2023 – May 25, 2024	\$22,959.00	\$1,913.25
4	May 26, 2024 – May 25, 2025	\$23,859.00	\$1,988.25
5	May 26, 2025 – May 25, 2026	\$23,859.00	\$1,988.25

(g) Pay to the Fiscal Agent \$30.00 per month for each telephone set provided for telecommunications, and all associated hardware, software, and telephone lines, plus \$30.00 per month for each internet outlet provided and associated IT infrastructure provided unless otherwise agreed to by the Center.

(h) Pay quarterly to the Fiscal Agent an amount to cover any long-distance charges and any other miscellaneous charges incurred by the Service Provider monthly.

During the term of this Provider Agreement, all monthly payments as provided herein shall be rendered without demand on or before the first day of each month. All payments shall be made to the Fiscal Agent's address provided herein or at an address to be determined in writing by the Fiscal Agent. The initial monthly payment must be received by the Fiscal Agent no more than 30 days after receipt of the Fiscal Agent's invoice. Payments not received within 30 days are subject to a \$50 penalty.

**Section 6. Notice.** Any notice provided for in this Provider Agreement must, unless otherwise expressly provided herein, be in writing, and be forwarded by registered or certified mail, return receipt requested, postage prepaid, or nationally recognized overnight courier service such as FedEx or UPS. Either Party may change its address to any other address in the United States of America by notice in writing given to the other Party in the manner herein provided.

As to Service Provider:

Florida State Minority Supplier Development Council, Inc.  
Attn: Beatrice Louissaint, President  
9499 NE 2nd Avenue, Suite 201  
Miami, FL 33138

Florida State Minority Supplier Development Council  
Provider Agreement #2062-RSP10

As to County:

Manager  
Orange County Real Estate Management Division  
P.O. Box 1393  
Orlando, FL 32802

With a copy to:

County Attorney  
Orange County  
P.O. Box 1393  
Orlando, FL 32802

AND

UCF Research Foundation  
12201 Research Parkway  
Suite 501  
Orlando, Florida 32826  
Attn: Ed Jacobs

AND

National Entrepreneur Center  
3201 E. Colonial Drive, Suite A20  
Orlando, FL 32803  
Attn: Jerry Ross, President

**Section 7. Signs.** In accordance with the Lease Agreement, Service Provider may not erect, install or display any sign upon the Premises, the exterior of the Premises (including any exterior doors), or the exterior walls thereof, or in any window therein, without the prior written consent of both the County and the Landlord. Any signs erected, installed or displayed by Service Provider upon the interior of the Premises shall be subject to the County's prior written approval.

**Section 8. Indemnification.** To the fullest extent permitted by law, Provider agrees to defend, indemnify and hold harmless the County, its officials and employees from all claims, actions, losses, suits, judgments, fines, liabilities, costs and expenses (including attorney's fees) attributable to its negligent acts or omissions, or those of its officials and employees acting within the scope of their employment, or arising out of or resulting from the indemnifying party's negligent performance under this agreement. Nothing contained herein shall constitute a waiver of sovereign immunity or the provisions of Section 768.28, Florida Statutes.

**Section 9. Insurance.** The Service Provider shall obtain and maintain, at its expense, insurance in accordance with provisions of the Lease Agreement as follows:

(a) General liability insurance in an amount not less than \$2,000,000 to cover the Service Provider, Orange County, and the Center, and any others designated by County against liability for

injury and/or death of any persons and for damage to personal property occasioned by or arising out of any construction, condition, use, or occupancy of the Premises. Said general liability policies shall carry the name of the Service Provider as the named insured. Service Provider shall provide the Center with a certificate of insurance prior to the commencement of this Provider Agreement, and shall exhibit receipts showing payment of premiums. Such policy shall further provide that the insurer shall not cancel, alter, or allow expiration or other termination thereof without at least thirty (30) days prior written notice from such insurer to the County.

All-risk property insurance in an amount not less than \$1,000,000 to cover the full replacement value of Service Provider's furniture, equipment, supplies, and any other property owned, leased, held, or possessed by it.

(b) In lieu of the insurance required above, if the Service Provider is governed by section 768.28, Florida Statutes, it may self-insure in accordance with the provisions of that section. Service Provider agrees to provide a certificate of insurance evidencing its insurance or election to self-insure.

**Section 10. Liability.** Nothing contained herein shall constitute an agreement by either party to assume any liability for the acts, omissions and/or negligence of the other party, its guests, employees or agents.

**Section 11. Right to Inspect and Audit Books.** During the term of this Provider Agreement, Service Provider shall permit the County, or any agent designated by the County, to inspect and audit Service Provider's books and accounts in relation to this Provider Agreement, except such books and accounts which are deemed by Service Provider to be confidential, exempt or protected by federal, state or local law. Such inspection or audit shall occur at any time during normal working hours, provided that reasonable notice is provided to Service Provider prior to any such inspection.

**Section 12. Public Records.** Pursuant to section 119.0701, Florida Statutes, Service Provider shall be responsible for complying with the provisions of Florida's public records laws. Specifically, Service Provider shall:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services required under this Provider Agreement.

(b) Provide the public with access to public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(d) Meet all requirements for retaining public records and transfer, at no cost, to the County all public records in Service Provider's possession upon termination of this Provider

Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology systems of the County.

**Section 13. Amendments.** This Provider Agreement may be amended only through a written document executed by both Parties.

**Section 14. Assignment.** This Provider Agreement may not be assigned by either Party without the prior written consent of the other Party. Failure to comply with this provision may result in immediate termination of this Provider Agreement.

**Section 15. Severability.** In the event that any section, paragraph, sentence, clause or provision hereof is held by a court of competent jurisdiction to be invalid, such shall not affect the remaining portions of this Provider Agreement and the same shall remain in full force and effect.

**Section 16. Waiver.** Performance of this Provider Agreement by either Party, after notice of default of any of the terms, covenants or conditions, shall not be deemed a waiver of any right to terminate this agreement for any subsequent default, and no waiver of such default shall be construed or act as a waiver of any subsequent default.

**Section 17. Third-Party Rights.** The provisions of this Provider Agreement are for the sole benefit of the Parties hereto and will not be construed as conferring any rights on any other person or entity.

**Section 18. Independent Contractor Status.** Service Provider is an independent contractor and neither Service Provider nor anyone employed by Service Provider shall be deemed for any purpose to be an employee of County in the performance of the work hereunder.

**Section 19. Civil Rights.** Neither Party will discriminate against any person or persons, with regard to race, color, sex, age, religion, ancestry, national origin, handicap, or marital status in the performance of this Provider Agreement.

**Section 20. Governing Law.** This Provider Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

**Section 21. Litigation and Venue.** In the event a Party deems it necessary to take legal action to enforce any provision of this Provider Agreement, venue shall be in the Circuit Court of the Ninth Judicial Circuit in Orange County, Florida.

**Section 22. Remedies.** No remedy herein conferred upon any part is intended to be exclusively of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any rights, power, or remedy hereunder shall preclude any other or further exercise thereof.



**Section 23. Headings.** The headings or captions of articles, sections or subsections used in this agreement are for convenience of reference only and are not intended to define or limit their contents, nor are they to affect the construction of or to be taken into consideration in interpreting this Provider Agreement.

**Section 24. Signatory.** Each signatory below represents and warrants that he or she has full power and is duly authorized by their respective party to enter into and perform this Provider Agreement. Such signatory also represents that he or she has fully reviewed and understands the above conditions and intends to fully abide by the conditions and terms of this Provider Agreement as stated.

**Section 25. Documentation.** Service Provider hereby acknowledges and agrees County has provided Service Provider a copy of the Cosponsorship Agreement and the Lease Agreement.

**Section 26. Surrender and Holdover.** Upon the expiration or sooner termination of the term of this Provider Agreement, Service Provider agrees to peacefully surrender and yield possession of the Premises to County, without notice, and in good order and condition, broom clean condition, but subject to such ordinary wear and reasonable use thereof, and subject to such damage or destruction or condition as Service Provider is not required to restore or remedy under other terms and conditions of this Provider Agreement, and pursuant to all applicable federal, state, and local laws.

Service Provider may hold over in possession after the expiration or sooner termination of the term of this Provider Agreement with County's prior written approval, such holding over shall not be deemed to extend the term or renew this Provider Agreement. Service Provider shall pay to County on account of use and occupancy of the Premises for each month during which Service Provider holds over after the expiration or sooner termination of the term of this Agreement, a sum equal to the Rent which was payable under this Provider Agreement during the last month of the term.

Nothing herein shall be deemed to permit Service Provider to retain possession of the Premises after the expiration or sooner termination of the term of this Agreement, or to limit in any manner County's right to regain possession of the Premises through summary proceeding or otherwise, and no acceptance by County of payments from Service Provider after the expiration or sooner termination of the term of this Provider Agreement, shall be deemed to be other than on account of the amount to be paid by Service Provider in accordance with the provisions hereof.

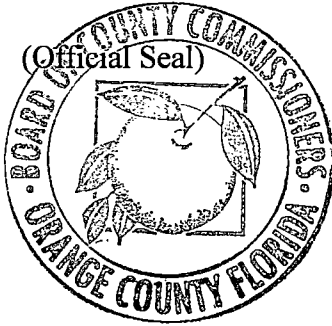
If Service Provider holds over in possession after the expiration or sooner termination of the term of this Provider Agreement without County's prior written approval, Service Provider agrees to indemnify and save County harmless from and against all claims, losses, damages, liabilities, costs and expenses (including reasonable attorneys' fees and disbursements) resulting from delay by Service Provider in surrendering the Premises on the expiration or sooner termination of the term of this Service Agreement, including any substantiated reasonable claims made by Landlord or any succeeding tenant founded on such delay.

**Section 27. Entire Agreement.** This Provider Agreement contains the entire agreement between the Parties. No promises, representations, warranties or covenants not included herein has been or shall be relied upon by either Party. Any modifications, additions, or amendments hereto must be in writing, and signed by the Parties.


(SIGNATURE PAGE TO FOLLOW)

Project: NEC at Fashion Square Mall  
Provider Agreement #2062-RSP10

IN WITNESS WHEREOF, the Parties hereto have signed and executed this Resident Service Provider Agreement on the dates indicated below.




COUNTY:  
ORANGE COUNTY, FLORIDA  
By: Board of County Commissioners

By:   
Jerry L. Demings  
Orange County Mayor

Date: 8 Feb 22

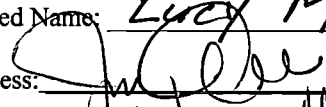
ATTEST:  
Phil Diamond, CPA, County Comptroller  
As Clerk of the Board of County Commissioners


By:   
for Deputy Clerk  
Date: FEB 08 2022

IN WITNESS WHEREOF, the Parties hereto have signed and executed this Resident Service Provider Agreement on the dates indicated below.

Signed and delivered  
in the presence of:

**SERVICE PROVIDER:**  
**FLORIDA STATE MINORITY SUPPLIER**  
**DEVELOPMENT COUNCIL, INC.,** a Florida  
not-for-profit corporation

Witness: Lucy Moore  
Printed Name: Lucy Moore  
Witness:   
Printed Name: Julie Matthews

By:   
Printed Name: Beatrice Louissaint  
Title: President / CEO  
Date: 9/10/21

## **EXHIBIT “A”**

### **SERVICE PROVIDER SERVICES**

Service Provider shall support and actively participate in the collaborative model established at the Center, while providing practical training and services to individuals who use the Center. These services shall include the following:

- Quality Low Cost/No Cost Business Training.
- Promote business opportunities and connections throughout the entire Central Florida business community through networking events, business seminars, and collaborative partnerships with both public and private sectors.
- Advocate, promote, and connect individuals with the business assistance available through the Resource Partners of the NEC and BizLink Orange.

Service Provider shall provide services to individuals who use the Center. General expectations of Service Provider and its employees include the following:

- Regularly scheduled and dependable office hours at the Center
- Professional appearance and demeanor
- Provision of professional and quality services and programs
- Provide excellent customer service
- Provide regular and timely communication with the Center
- CEO/Director attendance at NEC Management Board meetings
- Timely reporting of Quarterly Activity to the Center
- Active participation in Center activities and initiatives
- Willing cooperation and collaboration with the NEC staff and other Resource Partners
- Demonstrate responsible care for the shared facility, resources, and equipment
- Maintain an informative and up-to-date client friendly website with the Center's affiliation and link clearly displayed.

EXHIBIT "B"

**Exhibit "B" - Sample of NEC Quarterly Activity Report**

NEC Activity Report for Fiscal Year 2021 - 2022 1st Qtr (July - Sept)

**NEC Resource Partner:**

**<insert org name here>**

	<b>Jul-21</b>	<b>Aug-21</b>	<b>Sep-21</b>	<b>Total</b>
# Training Workshops				0
# Training Attendees				0
# of Training Hours				
# Counseling Sessions				0
# People Counseled				0
# of Coaching Hours				
<b>Total Clients*</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Gender/Ownership</b>				
Woman-Owned (>50%)				0
Male-Owned (>50%)				0
Woman/Male Owned (50/50)				0
Not Available	0	0	0	0
<b>Total Clients*</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Race</b>				
African American				0
Asian American				0
Native American				0
Caucasion				0
Not Available	0	0	0	0
<b>Total Clients*</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Ethnicity</b>				
Hispanic				0
Non-Hispanic				0
Not Available	0	0	0	0
<b>Total Clients*</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Veteran</b>				
Veteran				0
Service Disable Veteran				0
Non-Veteran				0
Not Available	0	0	0	0
<b>Total Clients*</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b># Contacts**</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b># of Referrals to NEC RP's</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b># of referrals to BizLink Orange</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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 Provider Agreement #2062-RSP10

# of Grants Received by RP	0	0	0	
Amount of Grants Received	\$ -	\$ -	\$ -	
<b>Finance</b>				
# Loans Originated	0			0
\$ Loans Originated	\$ -	\$ -	\$ -	\$ -
Other Capital (\$)	\$ -	\$ -	\$ -	\$ -
<b>Impact</b>				
Sales Increase (\$)	\$ -	\$ -	\$ -	\$ -
Jobs Created & Retained	0	0	0	0
New Business Starts	0	0	0	0

\* Total Clients should equal the same number in each category. This is a calculated number -- do not change the formula.

\*\* Include in this category all contacts not reported under # counseled and # trained (e.g., phone calls, email correspondence, event contacts)

\*\*\* Number of coaching hours should include pre & post time with client for documentation and preparation.

\*\*\*\*Number of training hours should include total time to present each workshop and be calculated monthly