

JANITORIAL SERVICES AGREEMENT

Between Nassau County (County) and M & M Cleaning Service (Contractor) for cleaning county buildings: Courthouse, Annex, Five Points, Callahan Multi-Purpose, Hilliard Library and six (6) HRS Clinic buildings (see Attachment B).

The Contractor will provide, upon request, proof of insurance as required below:

Types of insurance	Limits of Liability
Worker's Compensation	Statutory Worker's Compensation
Employer's Liability	\$1,000,000 Employer's Liability
Commercial General Liability	\$500,000 each occurrence
Automobile Liability Combined	\$500,000 each accident or loss
Bodily Injury and Property Damage	All vehicles covered Hired cars and non-owned autos
Excess Liability (Umbrella Form)	\$500,000

The company must have a current bond in place, satisfactory to the County, and a copy of said bond should be provided upon request. Contractor shall provide the following information: Name, home address, telephone number, Drivers License number, and Social Security number of any and all individuals performing contract work.

The term of this contract agreement will be from November 1, 1996 to September 30, 1997, and may be renewed by the County for one year terms thereafter for three (3) years.

Contract will be subject to cancellation by the County without notice or penalties.

County will provide all cleaning products, disinfectants, paper products, cleaning materials and cleaning equipment, with the exception of floor buffers, which will be provided by the Contractor.

Contractor will be responsible for arming and disarming security systems as required. Failure to properly arm/disarm security systems could result in the contractor being charged with associated costs to the County.

If any building/office keys are lost or misplaced, there will be a \$1,000.00 re-key charge to the Contractor.

The fees to be charged by M & M Cleaning Service to the County will be: \$1,900.00 per month for five (5) county buildings (Annex, Court House, 5-Points, Hilliard Library, Multi-Purpose Callahan Bldg.) and \$2,200.00 per month for six (6) HRS buildings as per Page 4 of Attachment B. Invoice will show amounts separately by Courthouse, Annex, Five Points, Hilliard Library, Callahan Multi-Purpose, on one invoice, and HRS Clinics on a separate invoice.

Any additional labor charges beyond the scope of this contract must be approved by the County and will be charged at the \$9.00/hour rate, as quoted.

Change Orders - A Change Order is a written order to the Contractor signed by the County, issued after the execution of the contract, authorizing a change in the work or an adjustment in the contract sum or the contract time. The contract sum and the contract time may be changed only by the change order. A change order signed by the contractor indicates his agreement therewith, including the adjustment in the contract sum or the contract time.

Claims for Additional Cost - If the Contractor wishes to make a claim for an increase in the contract sum, he shall give the County written notice thereof within 24 hours after the occurrence of the event giving rise to such claim. This notice shall be given by the contractor before proceeding to execute the work.

Contractor may be subject to call in case of emergencies.

Workdays and hours shall be established as follows: Monday through Friday, after 5:00 p.m., following the first day of the work week and before 8:00 a.m. prior to the following day. NOTE: Cleaning times of an individual office may vary from time to time in order to accommodate additional office hours. (State Holidays could alter schedule.)

Contractor shall notify the County Coordinator's Office of any problems or maintenance items that need attention by the county staff, the next working day by 9:00 a. m. In case of emergency the contractor will notify the Maintenance Technician on call for that period.

Duty groups will be according to Attachment A. Cleaning schedules will be according to Attachment B.

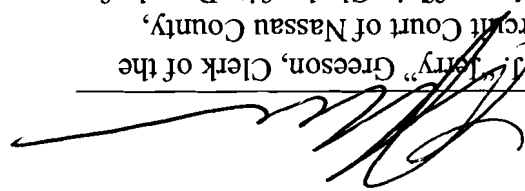
IN WITNESS WHERE OF, the parties hereto have executed this Agreement as of
November 1, 1996

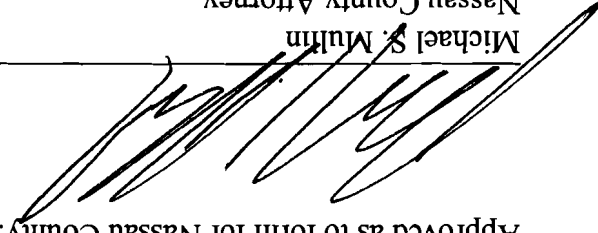
NASSAU COUNTY, a political subdivision of the
State of Florida, by and through its Board of County
Commissioners

By:  _____

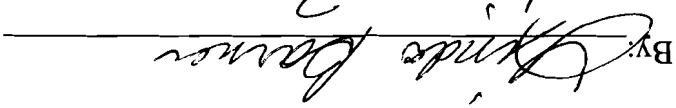
Its Chairman

Attest:


T. J. "Lefty" Gresson, Clerk of the
Circuit Court of Nassau County,
and ex-officio Clerk of its Board of
County Commissioners

Approved as to form for Nassau County:

Michael S. Mullin
Nassau County Attorney

M & M CLEANING SERVICE

By:  _____
Name: LINDA BARNES
Title: MANAGER

ATTACHMENT A

ALL ROOMS ARE TO BE CLEANED. THIS IS A REFERENCE LIST AND NOT TO BE CONSIDERED AS ALL-INCLUSIVE.

GARBAGE CONTAINERS IN ALL OFFICES AND BUILDINGS ARE TO BE EMPTIED DAILY. (DO NOT EMPTY CANS MARKED "BIOHAZARDOUS" IN PUBLIC HEALTH CLINICS.)

DUTY GROUPS

Group A:

Vacuum carpets including stairs
Sweep and damp mop tile/wood flooring
Clean water fountain
Wipe counter tops
Wipe flat surfaces within normal reach
Clean sinks
Clean mirrors
Clean and sanitize toilets and urinals
Wipe counter tops
Refill paper dispensers
Damp wipe eating table tops
Clean & disinfect clinic examination rooms, tables, chairs, and other furnishings
Sweep entrance way
Clean lobby glass
Straighten lobby chairs/furniture
Turn off lights and turn on night lights when leaving (as required)
Dust telephones
Spot clean or damp wipe desk tops
Dust desk tops, cabinet tops, and furniture
Sweep, thoroughly scrub and mop restroom floors

GROUP B:

Spot clean doors and light switches
Spot clean walls and partitions
Dust ceiling fans
Clean janitor's closet
Dust tops of picture/door frames
Dust partitions and ledges
Buff all resilient floors

GROUP C:

Dust venetian blinds
Polish or clean kick plates and handrails
Vacuum ventilation grills
Vacuum window draperies

GROUP D:

Clean the interior of all windows

ATTACHMENT B

LOCATION - NASSAU COUNTY COURTHOUSE, 416 CENTRE STREET

AREA :

Duty Group:

Frequency: Daily 1/wk 2/wk 3/wk 2/mo 1/mo 1/qtr
T/F M/W/F

Hallways, Waiting Areas,
Conference/Meeting Rooms(Room #5), Public Restrooms,
Room 10- includes vault & copy room

A

B

C

D

Rooms #1,# 2, #3(and 2 connecting offices),# 4(including file room),
#6,# 7(two rooms), #9, #11, #14(2 offices), #15, #17, #18(3 offices), #19,
Judge Williams Office & Hearing room, Courtrooms,
Jury Room, Holding Cell

A

B

C

D

LOCATION - OFFICE ANNEX BUILDING, 11 NORTH 14TH STREET

AREA:

Duty Group:

Frequency:	Duty Group:							
	Daily	1/wk	2/wk	3/wk	2/mo	1/mo	1/qtr	
			T/F	M/W/F				
Hallways, Waiting Areas, Public Restrooms	A				B	C	D	
Property Appraiser, Supervisor of Elections, Public Defender, State Attorney, Tax & Tag Office					A	B	C	D

LOCATION - FIVE POINTS OFFICE, SOUTH 8TH STREET

AREA: _____ Duty Group: _____

	Frequency:	Daily	1/wk	2/wk	3/wk	2/mo	1/mo	1/qtr
Engineering Office				T/F	M/W/F	B	C	D
Building & Zoning Office				A		B	C	D

LOCATION - HRS PUBLIC HEALTH CLINICS (SEE BELOW):

AREA: (CLINIC LOCATIONS)	Duty Group:					
	Frequency:	Daily	2/wk T/F	1/wk M/W/F	1/mo	1/qtr
30 S 4 TH ST, Fernandina (277-7287)		A	B *		C	D
1015 S 14 TH ST (Environmental) Fern.		A	B		C	D
Page's Dairy Rd, Yulee (225-9391)		A	B		C	D
Page's Dairy Rd (Modular) Yulee		A	B		C	D
208 Mickler ST, Callahan (879-2306)		A	B		C	D
3 RD & Pecan, Hilliard (845-4761)		A	B		C	D

*Buff floors only once per week

LOCATION - SEE BELOW:

AREA:

DUTY GROUP:

Daily 1/wk 2/wk 3/wk 2/mo 1/mo 1/qtr

Callahan Multi-Purpose Bldg.

A

T/F M/W/F

Hilliard Library

A