

ADDENDUM TO AGREEMENT  
BETWEEN  
NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS  
AND  
M & M CLEANING SERVICE

WHEREAS, the County and Contractor entered into a janitorial service agreement which was renewed by the contractor on September 30, 1998; and

WHEREAS, the Contractor no longer utilizes the services of Linda Barnes as manager and now has employed Linda Hicks as Manager; and

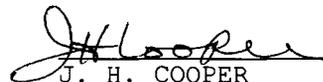
NOW THEREFORE for and in consideration of the sum of Ten and No/100 Dollars (\$10.00), the parties agree as follows:

1. The authorized individual to provide quotes and supervise cleaning for the Contractor pursuant to the contract is Linda Hicks.
2. Linda Hicks is to be the contact person for the Contractor.

M&M CLEANING SERVICE

  
LINDA HICKS

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

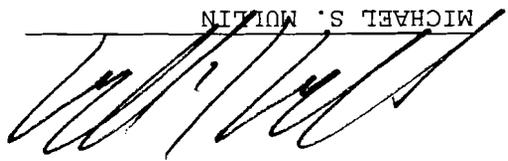
  
J. H. COOPER  
Its: Chairman

ATTEST:

  
J. M. "CHIP" OXLEY JR.  
Its: Ex-Officio Clerk



Approved as to form by the  
Nassau County Attorney:



MICHAEL S. MOULTON

Approval date: 2/8/99

## 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 October 1, 1997 to September 30, 1998, 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.

## 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

<b>AREA :</b>	<b>Duty Group:</b>							
	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
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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
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LOCATION - OFFICE ANNEX BUILDING, 11 NORTH 14<sup>TH</sup> 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, 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 8<sup>TH</sup> STREET

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

page 3 of 5

LOCATION - HRS PUBLIC HEALTH CLINICS (SEE BELOW):

AREA: (CLINIC LOCATIONS) \_\_\_\_\_ Duty Group: \_\_\_\_\_

Frequency:	Daily	2/wk	1/wk	1/mo	1/qr
		T/F	M/W/F		
30 S 4 <sup>TH</sup> ST, Fernandina (277-7287)	A	B	*	C	D
1015 S 14 <sup>TH</sup> 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 <sup>RD</sup> & Pecan, Hillard (845-4761)	A	B		C	D

\*Buff floors only once per week

page 4 of 5

LOCATION - SEE BELOW:

AREA:

DUTY GROUP:

Daily 1/wk 2/wk 3/wk 2/mo 1/mo 1/qr

Callahan Multi-Purpose Bldg.

A

T/F M/W/F

Hilliard Library

A

IN WITNESS WHERE OF, the parties hereto have executed this Agreement as of  
November 10, 1997.

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

By: \_\_\_\_\_



\_\_\_\_\_  
Its Chairman

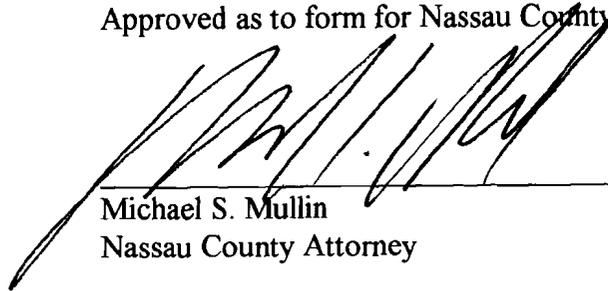
Attest:



\_\_\_\_\_  
J. M. "Chip" Oxley, Clerk of the  
Circuit Court of Nassau County,  
and ex-officio Clerk of its Board of  
County Commissioners

(Seal)

Approved as to form for Nassau County.



\_\_\_\_\_  
Michael S. Mullin  
Nassau County Attorney

**M & M CLEANING SERVICE**

By: \_\_\_\_\_

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

Title: \_\_\_\_\_





**NASSAU COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
P.O. Box 1010  
Fernandina Beach, Florida 32035-1010

Nick Deonas  
John A. Crawford  
Pete Cooper  
Chris Kirkland  
Marianne Marshall

Dist. No. 1 Fernandina Beach  
Dist. No. 2 Fernandina Beach  
Dist. No. 3 Yulee  
Dist. No. 4 Hilliard  
Dist. No. 5 Callahan

JOSEPH M. "Chip" OXLEY, JR.  
Ex-Officio Clerk

MICHAEL S. MULLIN  
County Attorney

WALTER D. GOSSETT  
County Coordinator

November 12, 1997

Ms. Linda Barnes, Manager  
M & M Cleaning Service  
Post Office Box 1163  
Fernandina Beach, FL 32405

Dear Ms. Barnes,

Enclosed is an original, fully executed agreement between Nassau County and M & M Cleaning Service for janitorial services for cleaning County buildings for the period of October 1, 1997 to September 30, 1998.

If we may be of any assistance, please let us know.

Sincerely,

J. M. Oxley, Jr.  
Ex-Officio Clerk

jmg

Enclosure

(904) 225-2610 Board Room; 321-5703, 879-1029, (800) 958-3496

*An Affirmative Action / Equal Opportunity Employer*



**Nassau County Public Works Department**

2290 State Road 200  
Fernandina Beach, Florida 32034-3056

Jack D'Amato, Jr., PE  
Director of Public Works

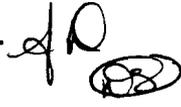
Gary R. Larson, CBO  
Building Official

Douglas Correia  
Senior Planner

Dennis Close  
Road & Bridge Superintendent

**MEMORANDUM**

**TO :** Pete Cooper, Chairman

**FROM :** Jack J. D'Amato, P.E., Public Works Director 

**DATE :** June 7, 1999

**SUBJECT :** Amendment to M&M Cleaning's Contract for Public Works

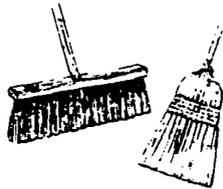
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**Background:**

As requested, M&M Cleaning has submitted a quote for the cleaning of the Public Works Department located within the Annex Building. The office will be cleaned three times a week at \$125.00 per month.

**Recommendation:**

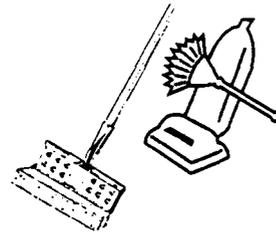
The Public Works Department recommends that the Board of Commissioners amend M&M Cleaning's existing contract to include cleaning services for the Public Works Department located at the Annex Building.



# M & M CLEANING

## CUSTODIAL SERVICES

P. O. Box 1163  
Fernandina Beach, Florida 32035-1163  
(904) 277-2186 • Pager (904) 919-2441



May 11, 1999

To: Susan Abels

From: Linda Hicks, Manager

Re: Old State Attorneys Offices (Annex)

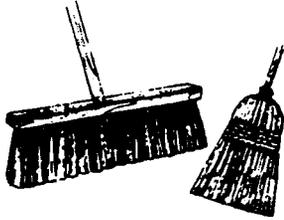
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This is a formal quote for cleaning the Old State Attorneys offices located inside the Nassau County Annex Building. The price will be \$125.00 per month for three times per week.

*Approved*  
*6-14-99*

RECEIVED  
6/8/99  
*(RS)* *2/14* *0082*

moved by Commissioner Crawford, seconded by Commissioner Marshall, and unanimously carried to renew the cleaning contract with M & M Cleaning Service for the cleaning of county buildings for the period of October 1, 1998 to September 30, 1999 in accordance with the terms of the contract.



# M & M CLEANING

## CUSTODIAL SERVICES

P. O. Box 1163  
Fernandina Beach, Florida 32035-1163  
(904) 277-2186



To Whom It May Concern

Per your request, I am respectfully submitting a quote for cleaning services at the Nassau County Courthouse at Nassau Place, 191 Nassau Place, Yulee, Florida. The charges for cleaning 42,680 square feet will be at .045 cents for a total of \$1920.60 per month.

Sincerely,

A handwritten signature in cursive script that reads "Linda Barnes".

Linda Barnes, Manager  
M & M Cleaning

**APPROVED**

DATE 1/12/98 *gms*