

**Memorandum of Agreement
Between the Board of Sumter County Commissioners
And the Sumter County Sheriff's Office**

WHEREFORE, this Memorandum of Agreement (MOA) is intended to formalize a service requested by the Board of Sumter County Commissioners (County) and provided by the Sumter County Sheriff's Office (SCSO) to provide janitorial service for government offices (locations as provided on Attachment 1), said relationship being governed by the parameters described herein:

Section 1 Purpose and Scope:

1. The WEHREFORE clause above is hereby incorporated into this MOA as if stated herein.
2. The purpose of this MOA is to enable the County and SCSO to jointly exercise the powers which each has in order to make the most efficient use of their respective powers on a basis of mutual advantage and thereby providing services and facilities in a manner that will promote efficiency and economy in the rendering of public service to the citizens of Sumter County.

Section 2 Agency Responsibilities

A. County Agrees to:

Semi-annually: Contract for machine clean of carpets in hallways and other areas
To be cleaned as conditions dictates.

Annually: Contract for machine clean of carpets throughout facility.
Contract for steam cleaning of all ceramic tile floors.

B. SCSO agrees to: as a scope of work for only the Sumter County Government Office located in Bushnell, Florida. Office sections "B & C", but not the undeveloped area.

The SCSO will supply all cleaning supplies, paper goods, equipment, transportation for labor and labor. Duties are to be performed 0630 hrs until 1530 hrs with one hour for lunch. The duties listed are minimum standards desired. Services will be performed for work days Monday through Friday excluding holidays designated by the Board of Sumter County Commissioners. The County Administrator or his designed is the contact person for all matters relating to this contract.

FLOORS

- Daily:** Carpeted areas: Vacuum; spot clean as necessary.
Non-carpeted areas: Dust mop; spray buff as required; remove gum and other materials; spot damp mop to remove stains or spots.
- Weekly:** Non-carpeted areas; damp mop and spray buff
- Monthly:** Wax halls, lobby areas, and non ceramic tile portions of restroom areas.
- Annually:** Reseal and wax all normally waxed floors.

Walls, Ceilings, Interior Doors, Counters, Ledgers, etc.

- Weekly:** Spot clean
Clean light switch plates and surrounding wall areas,
Dust windowsills, ledges, fixtures, etc.
- Monthly:** Dust or vacuum HVAC registers/vents.
- Semi-Annually:** Clean all light fixture diffusers and dust off light bulbs

Window and Glass

- Daily:** Spot clean entrance and vicinity glass both in an outside.
Spot clean directory and internal glass and windows.
- Weekly:** Clean interior window sills, removing dust, spider webs, and other debris.
- Bi-Weekly:** Clean interior and exterior of external windows.

Water Fountains

- Daily:** Clean and sanitize.

Furnishings:

- Weekly:** Dust tables, chair bases, desk, credenzas, file cabinets, bookcases, etc.
Do not disturb any papers lying on desks and cabinets
Dust and clean wall fixtures, base of interior flag poles, chalkboards, etc.
Dust draperies, blinds and curtains.
Remove scuffmarks from front of customer service counters.
- Semi-annually:** Vacuum all drapes, blinds, curtains, cloth type waiting room furniture.

Trash and Refuse

- Daily:** Empty and clean all trash receptacles. Receptacle liners are to be used,
Change as necessary.
Remove all collected trash to external dumpsters or trash containers.
In conference rooms, reception areas, hallways, etc., remove accumulated trash i.e. paper cups, soda cans, etc., remove empty and clean around all shredders.

Cigarette Urns

- Daily:** Empty and clean all cigarette urns.
Empty and damp wipe all ashtrays.

Restrooms

- Daily:** Maintain in a clean and sanitary condition; floors, walls, doors, stalls, partitions, shelves, sinks, commodes, urinals, bath facilities, soap and towel dispensers.
Clean and polish mirrors.
Empty and clean all trash receptacles. Receptacle liners are to be used, and changed daily.

Lounge and Kitchen Areas

- Daily:** Clean and sanitize sinks and counter areas.

- Weekly:** Wipe exterior of refrigerators, cabinets, and trash cans

All Exterior Areas, Exterior Steps and loading Ramps

- Daily:** Remove accumulated trash.
Sweep outside area immediately adjacent to all building entrances.
Sweep all exterior access areas, i.e. sidewalks, porches, verandahs, etc.

NOTE CHANGES: The Sheriff's Janitorial Staff no longer services the Sumter County Maintained Fire Stations.

The following buildings are cleaned on a daily/ weekly basis for the Board:

- The Government Offices, Bushnell Shopping Center
- IT Office, Bushnell Shopping Center
- Supervisor of Elections, Bushnell Shopping Center
- Transit
- Old Community Services Building

The following buildings are cleaned on a daily/ weekly basis for the Sumter County Sheriff's Office

- Video Visitation
- Sheriff's Administration
- Lake Panasoffkee Annex
- Front of Jail
- New Intake and Release
- S.I.U.

General

For purposes of this agreement janitorial staff will be understood to mean the Detention Support Specialist (DDS) and trustee inmates assigned by the SCSO, whether male or female.

Meeting areas should be cleaned thoroughly after each daily use. Perform such other services as are necessary to keep the facility clean and in a sanitary condition.

In providing any or all of the before mentioned services:

1. Janitorial staff is to only use necessary lighting in the areas in which they are actually working and turn off unnecessary lighting. Air conditioning equipment is not to be turned on for the exclusive use of the janitorial staff. Under no circumstances is office equipment to be used (telephones, computers, T.V., etc.) by janitorial staff.
2. Only actual employees of the SCSO and assigned inmates are to be admitted to the premises.
3. During after hours cleaning, all outside doors are to be locked and janitorial staff is not to provide access into the facility to anyone.
4. Janitorial staff is to check exterior doors and windows to ensure facility is secure at the time of leaving the facility.
5. Janitorial staff shall not leave cleaning carts unattended in areas open to the public.
6. All janitorial staff will have blood borne pathogen training. Certification of completion of training must be filed with County Designee within 30 days of start contract. New employees hired during contracted time shall be trained and verification shall be submitted 30 days from date of hire.
7. Monthly site visits will be made by County personnel to conduct inspections.
8. Written complaints filed with the SCSO by County Administration will be addressed within 24 hours.
9. Janitorial Staff will wear name and picture identification badge when assigned to county property.
10. The known services of this contract shall not be assigned by SCSO without express written consent of the County.
11. All services provided shall be performed in a good and workmanlike fashion in compliance with industry standards.

Section 3 Effective Date and Term:

This MOA shall become effective October 1, and shall continue through September 30, 2009 with provision for two 12 month extensions upon approval.

Section 4 MOA Rate and Payment Method:

The County shall pay \$44,609.00 for the first year and an annual rate of \$43,709.00 thereafter. This amount shall be allocated through the budget process annually hereafter.

Section 5 Cancellation:

This MOA may be cancelled by either party without cause providing the party initiating the cancellation provides the other party written notice at least 60 days from the effective cancellation date.

Section 6 Amendments:

The MOA may be amended only with the written consent of all parties.

SUMTER COUNTY SHERIFF'S OFFICE

By: _____ Date: _____
 William O. "Bill" Farmer, Sheriff