

Government Agency AOC FastCheck Administrator User Agreement

This agreement is entered into between the Administrative Office of the Courts (AOC) and an authorized group within the Government Community. AOC hereby grants Internet access to statewide criminal records contained in the AOC FastCheck system under the following terms and conditions. Access to these statewide criminal records is intended to facilitate your functions as a government entity in the Commonwealth of Kentucky. **Permitted uses include** tracking cases to disposition, verifying court dates entered into case management systems, compliance with conditions of release pertaining to bail, compliance with conditions of release related to probation or parole, criminal investigations, appropriate charging of defendants and internal administrative review for employment purposes. While warrant information may be available, service cannot be attempted without verification from the appropriate court or law enforcement entity within that jurisdiction.

INFORMATION AVAILABLE

Information available from this network is currently limited to district and circuit court cases within Kentucky. However, significant attempts are made to ensure that any associated criminal cases of a single individual, across the Commonwealth, will be available.

Please keep in mind that the following applies to the statewide criminal record:

- Data obtained from this system is not an official court record.
- The data is lead information, must be confirmed prior to use, and is not necessarily supported by biometric identification.

ADMINISTRATOR RESPONSIBILITIES & RESTRICTIONS

- Information obtained from AOC FastCheck is for internal use by government agencies only. Information cannot be disseminated to the public or other agencies without specific authorization of the AOC. Dissemination of record information obtained via AOC FastCheck to third parties or any other prohibited use shall result in termination of access and consideration of prosecution under applicable court rules, policies, regulations and statutes.
- AOC FastCheck access via this agreement **cannot be used** for public use, any commercial purpose, to submit requests that would have previously classified as youth leader requests (individuals with care or supervision of juveniles), housing applicants, volunteers or to submit requests for licensing purposes.
- A central administrator for your organization must be specified on each agreement and must match the authorizing person for each group on file with the AOC Records Unit.
- Once a change in the administrator status occurs, the AOC Records Unit must be notified in writing immediately of the new administrator's name, phone number and e-mail. The new administrator will be required to submit a signed Administrator Agreement before any new employees will be granted access to AOC Fast Check. Once received, the AOC Records Unit will forward a current list of employees for the new administrator to review.
- Failure to exercise oversight and appropriate controls by the administrator will result in termination of access for all users in that organization.
- Each person you authorize must be employed by your organization.
- When an employee leaves your organization, the AOC Records Unit must be notified within 72 hours.
- On an annual or semiannual basis, AOC may submit to the Administrator for validation a list of employees with active passwords. Lack of validation being returned to the AOC Records Unit within thirty (30) days may result in revocation of all parties authorized under the user agreement for your organization.

- Errors in information should be brought to the attention of the AOC Records Unit as explained in the **Disclaimer** section on page 2 of this User Agreement.

METHOD OF ACCESS

Access to AOC FastCheck will be through the Internet and authorized users must be employed within the government agency that has been granted. Users will be responsible for providing their own Internet access as well as the appropriate browser software and a government issued e-mail address. **Upon approval of this agreement by AOC, the applicant will be required to register on-line with the system.** The user ID and password **shall not** be shared with anyone. The user ID and password are for individual use and may be monitored for compliance with this agreement.

PRIORITY OF ACCESS

On-line access to AOC Fast Check shall be granted in such a manner that service to Court of Justice users is not impaired, degraded, or otherwise disrupted. AOC may limit or interrupt access to AOC FastCheck if any such circumstance arises.

TERMINATION OF SERVICES

This agreement may be terminated by either party thirty (30) days after receipt of written notification to or from the AOC.

Any individual found to have violated or to be in violation of court rules, administrative regulations, state laws or policies relevant to this agreement shall have access terminated immediately and face appropriate sanctions. Any agency employing an individual found to be or to have been in violation, for whom appropriate oversight has not been exercised, may also have its access revoked. Use of information accessed under this agreement must be for **public non-commercial use**.

DISCLAIMER

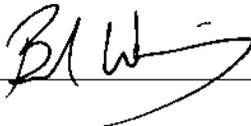
The **Administrative Office of the Courts CANNOT GUARANTEE** the accuracy of information obtained via AOC FastCheck access. If you believe there is an error contained in a record, please contact a Customer Service Representative within the AOC Records Unit at 502-573-2350 or e-mail to records@kycourts.net. Information received from AOC FastCheck is subject to change, reprogramming, modifications of format and availability at the direction of the AOC, and may not at any particular moment reflect the true status of court cases due to ordinary limitations, delay or error in the system's operation.

The AOC shall not be liable to the recipient, nor to any third party using the system or information obtained thereby, for any damages whatsoever arising out of this policy or the use of AOC FastCheck.

Your signature on this document is an acknowledgement that you have read and accept the terms and conditions of this agreement. Knowingly gaining access to this system, in violation of these terms, may result in immediate revocation of access and penalties under applicable Kentucky Supreme Court Rules as well as the Kentucky Revised Statutes.

PARTIES TO THE AGREEMENT

Witness the agreement of the parties hereto by the signatures below:
(Please print or type all information)

Organization Name	MARSHALL COUNTY FISCAL COURT
Organization Address	1101 MAIN ST. BENTON, KY 42025
Organization Phone Number	270.527.4750
Organization Fax Number	270.527.4795
Organization Administrator's Name	BRAD WARNING
Organization Administrator's E-mail	BRAD.WARNING@MARSHALLCOUNTYKY.GOV
Organization Administrator's Signature	
Date of Administrator's Signature	5-11-18
AOC Signature	
Date	

**Please send to: AOC – Records Unit
1001 Vandalay Drive
Frankfort, KY 40601**

West Ky Janitorial LLC

Janitorial Proposal

Marshall County Judicial Building

Dear Facility Manager,

Thank you for the opportunity to prepare a janitorial quote for Marshall County Judicial Building. Happy customers are the lifeblood of our business and we know that the number one way to keep you happy is to consistently keep your facility clean!

We achieve that goal by using very specific cleaning checklists and inspecting all completed work. In addition, we'll regularly stay in touch with you using your preferred method(s) of communication (i.e. log books, emails, phone calls or personal visits).

We appreciate the time and effort that goes into the consideration of our proposal and encourage you to call if you require any additional information or have any questions or concerns.

At West Ky Janitorial LLC, we look forward to the possibility of teaming up with you and Marshall County Judicial Building!

Sincerely,

Eric and Misty Welch
Owners
West Ky Janitorial LLC



Proposal for
Marshall County Judicial Building

Contact Information

West Ky Janitorial LLC

**2302 Main Street
Benton, Ky 42025**

270-493-2189 cell

270-493-2203 cell

www.westkyjanitorial.com

westkyjanitorial@yahoo.com

Proposal for
Marshall County Judicial Building

**Cleaning Specifications for
Marshall County Judicial Building - 48,000 Sq. Feet**

SERVICE PROVIDED: 5 days per week

General Cleaning

- Clean entrance/exit glass doors 5 days per week
- Spot clean interior glass As needed
- Clean and Polish all water fountains 5 days per week
- Clean / Wipe all horizontal and vertical surfaces 5 days per week
- Empty all trash 5 days per week
- Sweep and mop all hard surface floors 5 days per week
- Vacuum all carpeted areas 5 days per week

Periodic Cleaning

- Dust window sills, blinds, fire sensors and cobwebs as needed Monthly
- Detail dust - high and low areas as needed Weekly
- Clean/Dust air intakes and ceiling vents as needed Quarterly
- Spot clean carpet stains or spills as needed As needed
- Clean/wipe baseboards Monthly

Waiting Area

- Spot clean all walls, light switches and doors Weekly
- Clean/Dust all horizontal and vertical surfaces Monthly
- Empty trash, replace liner each time 5 days per week
- Sweep hard surface floors 5 days per week
- Damp mop hard surface floors 5 days per week
- Detail vacuum all carpet 5 days per week
- Organize/Straighten magazines, pamphlets and brochures 5 days per week
- Arrange furniture 5 days per week

Judges Offices

- Spot clean all walls, light switches and doors as needed On request
- Clean/Dust all horizontal and vertical surfaces, i.e. desks, shelves, etc., as needed On request
- Empty trash, replace liner each time On request
- Detail vacuum all carpet On request
- Arrange Furniture On request

Proposal for
Marshall County Judicial Building

Administrative Offices

- Spot clean all walls, light switches and doors as needed 5 days per week
- Clean/Dust all horizontal and vertical surfaces, i.e. desks, shelves, etc., as needed 5 days per week
- Empty trash, replace liner each time 5 days per week
- Detail vacuum all carpet 5 days per week
- Arrange Furniture 5 days per week

General Offices

- Spot clean all walls, light switches and doors as needed 5 days per week
- Clean/Dust all horizontal and vertical surfaces, i.e. desks, shelves, etc., as needed 5 days per week
- Empty trash, replace liner each time 5 days per week
- Detail vacuum all carpet 5 days per week
- Arrange Furniture 5 days per week

Meeting / Conference Room

- Spot clean all walls, light switches and doors as needed 5 days per week
- Clean/Dust all horizontal and vertical surfaces, i.e. desks, shelves, etc., as needed 5 days per week
- Empty trash, replace liner each time 5 days per week
- Detail vacuum all carpet 5 days per week
- Arrange Furniture 5 days per week

Cubicle Work Stations

- Clean/Dust workstation horizontal and vertical surfaces 5 days per week
- Empty trash, replace liner each time 5 days per week
- Detail vacuum under and around work station 5 days per week
- Arrange Furniture 5 days per week

Breakroom

- Spot clean all walls, light switches and doors 5 days per week
- Restock paper and soap products 5 days per week
- Clean / Wipe exterior of cabinets 5 days per week
- Clean / Wipe sink and counter area 5 days per week
- Clean exterior of refrigerator 5 days per week
- Clean interior / exterior of microwaves 5 days per week
- Clean / Wipe all tables and chairs 5 days per week
- Empty trash, replace liner each time 5 days per week
- Sweep and mop floors 5 days per week

Corridors and Hallways

- Spot clean walls, doors and light switches 5 days per week
- All hard floors swept, dust-mopped and mopped 5 days per week
- Detail vacuum all carpet 5 days per week

Proposal for
Marshall County Judicial Building

All Restrooms

- Restock paper and soap products 5 days per week
- Clean sinks and countertops 5 days per week
- Clean and polish restroom dispensers and fixtures 5 days per week
- Clean and polish restroom metal and mirrors 5 days per week
- Clean and disinfect sanitary napkin dispensers 5 days per week
- Clean and disinfect all toilets and urinals 5 days per week
- Spot clean tile walls and toilet partitions 5 days per week
- Sweep and mop floors 5 days per week

Trash

- All trash is to be emptied, use new liners each time 5 days per week
- Leave extra trash liners in bottom of cans 5 days per week
- Clean/Wipe all trash can lids 5 days per week
- Take trash to dumpster 5 days per week

Hard Floors

- All hard floors swept, vacuumed or dust mopped 5 days per week
- All hard floors wet mopped lightly 5 days per week

Carpeted Floor Areas

- Vacuum all entrance mats and rugs 5 days per week
- Vacuum all carpeted areas 5 days per week
- Detail vacuum under and around all furniture 5 days per week

Stairways

- Sweep / Mop stairways and landings 1 day per week
- Vacuum stairways and landings 1 day per week

Elevators

- Clean / Wipe elevator walls 5 days per week
- Clean elevator doorway tracks 5 days per week
- Polish stainless steel surface areas 5 days per week

Exterior Maintenance

- Police entrance area for trash 5 days per week

End of Night

- Clean and straighten janitorial closet 5 days per week
- Turn off lights and lock doors per instructions 5 days per week
- Set alarm per instructions 5 days per week

**Proposal for
Marshall County Judicial Building**

**Janitorial Services Proposal
for
Marshall County Judicial Building**

At West Ky Janitorial LLC, we thank you for your consideration of our proposal to provide janitorial services for Marshall County Judicial Building. We look forward to a mutually satisfying relationship and are committed to providing you with professional and affordable services, with a goal of exceeding all expectations.

The following facility and pricing information is submitted for your review:

- Total Cleanable space for your facility: 48,000 Square Feet
- Cleaning Frequency: 5 days per week
- Cleaning Days: Sunday Monday Tuesday Wednesday Thursday
- Cleaning Start Time: After business hours

**West Ky Janitorial LLC's Proposal for
Janitorial Service is \$4,875.00 per month**

Eric and Misty Welch
Owners
West Ky Janitorial LLC

**Proposal for
Marshall County Judicial Building**

Janitorial Service Agreement

The following points for your review are included in this janitorial proposal simply to clarify and solidify a relational foundation between West Ky Janitorial LLC and Marshall County Judicial Building. They are as follows:

1. West Ky Janitorial LLC agrees to provide all labor, supervision, materials and equipment necessary to complete the services as outlined in the Cleaning Specifications part of this proposal.
2. West Ky Janitorial LLC will provide and maintain all insurance as required by state statute.
3. Consumable products such as, can liners, toilet tissue, roll towels, soap products, time mist aerosols and the like, will be provided by Marshall County Judicial Building.
4. West Ky Janitorial LLC can provide consumable products such as, can liners, toilet tissue, roll towels, soap products, time mist aerosols and the like, at a mutually agreed upon price.
5. Any additional requested work, not in this janitorial proposal will be performed at a mutually agreed upon price.
6. The initial term of this agreement shall be 1 year from the start date of services. Either party shall have the option, with or without cause, to terminate this agreement at any time with 30 days written notice.
7. In the event that West Ky Janitorial LLC continues to provide services to Marshall County Judicial Building beyond the initial term of this agreement, it is agreed that this agreement will continue in effect until 30 days written notice is given by either party.
8. Invoicing will be on the 1st of the current month, due on the 20th of same month.
9. Monthly janitorial services will be \$4,875.00, plus any applicable taxes and/or any specialty work pricing and/or any consumable products as spelled out in point #3.
10. Any modification to this agreement needs to be mutually agreed upon by both parties and in writing.

THIS AGREEMENT entered into between West Ky Janitorial LLC whose address is 2302 Main Street Benton, Ky 42025 and Marshall County Judicial Building whose address is 80 Judicial Dr. Benton, Kentucky 42025 will commence on _____ for a period of 1 year.

Marshall County Judicial Building

West Ky Janitorial LLC

Marshall County Judicial Building

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Have seen and approve:
Judge Rob Matthews 5/11/18

Proposal for
Marshall County Judicial Building

References

Marshall County Health Department 270-527-1496

Billy Pitts

Parkway Chrysler 270-527-8603

Doug Clark

Heritage Bank 270-527-4353

Bruce Lyles

First Kentucky Bank 270-247-1403

Corie Young

Department of Juvenile Justice 270-575-7095

Kim Claborne

Marshall County Public Library 270-527-9969

Kristi Tucker



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/24/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME:	
Joseph David Newman		PHONE (A/C, No, Ext):	
1048 S WATER AVE		FAX (A/C, No):	
GALLATIN TN 37066		E-MAIL ADDRESS:	
INSURED		INSURER(S) AFFORDING COVERAGE	
WEST KY JANITORIAL, LLC		INSURER A: NATIONWIDE MUTUAL INSURANCE COMPANY NAIC # 23787	
2302 MAIN ST		INSURER B: NATIONWIDE MUTUAL INSURANCE COMPANY 23787	
BENTON KY 42025 1814		INSURER C: NATIONWIDE MUTUAL INSURANCE COMPANY 23787	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		ACP GLO 3037129562	04/09/2018	04/09/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DED \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE OTH-ER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$
C	BOND		7900 467171	04/24/2018	04/24/2019	THIRD PARTY BOND 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

MARSHALL COUNTY JUDICIAL BUILDING 80 JUDICIAL DRIVE BENTON KY 42025	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE JOE DAVID NFWMAN
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