

Maintenance and Operations Supplement to the Joint-Use Library Inter-institutional Agreement

Between Central Carolina Community College and the County of Chatham

1. Introduction

This agreement is a supplement to the joint-use library agreement between the Chatham County Board of Commissioners and Central Carolina Community College (CCCC), and provides that CCCC contracts for the responsibilities of maintenance and facility operations for the Chatham Community Library, a facility of the Chatham County Public Library System and located on the campus of Central Carolina Community College.

2. Mission

The mission of the joint-use library is to provide information resources and services in support of programs of Chatham County Public Library and the Central Carolina Community College — Chatham County Campus in Pittsboro, NC. The joint-use library shall serve all (students, faculty, staff and/or public users) of the cooperating institutions and residents of Chatham County. This library shall also serve as the headquarters of the Chatham County Public Library System. Services and operations of the library shall be unified and seamless.

3. Administration

The administrative authority and responsibility for the Joint-use library is hereby vested in the Chatham County Public Library System. The Director of the Chatham County Library System shall serve as the Director of the joint-use library, and shall be advised in the exercise of his/her authority and responsibility by the Library Advisory Committee when it pertains to matters concerning the joint-use library.

4. Library Maintenance and Facility Operations

While the Director of the Chatham County Library System will administer the library service functions of the Chatham Community Library, by the terms of this agreement CCCC will manage facility operations, maintenance, and custodial care. The costs incurred by CCCC in carrying out these functions will be reimbursed to the college based on quarterly invoices submitted to Chatham County. The college's financial records are open to Chatham County Government for inspection upon request.

Scope of Work:

Maintenance: The CCCC Physical Plant Department will provide maintenance services necessary to ensure that heating, cooling, and water systems are in good working order. Efforts will be made to promote maximum operating efficiency for all systems. In addition to the site manager for our Chatham campuses and his staff, support will be provided from the college-wide maintenance team which includes specialists in Heating & Air and Electrical work. CCCC will enter into preventative maintenance contracts with vendors who specialize in certain types of systems to keep systems operating properly and to minimize mechanical breakdowns.

***Attached are RFPs for PM contracts to be bid out. Systems are currently covered by initial warranty.

Housekeeping:

Housekeeping will be carried out by a combination of college staff and contracted vendors. Attached is copy of a document entitled "Custodial Services – Typical Scope of Work" which is used by our maintenance department to standardize work being performed. This Document is customized for each building maintained.

Utilities:

All utility accounts will be kept in the college's name and paid promptly. CCCC will include utility costs in the quarterly reimbursement billing to Chatham County. As a part of operational oversight CCCC will work with utility providers to determine the most economical rate plans, equipment, etc. to minimize utility costs.

CCCC accepts the responsibility to operate and maintain the Chatham Community Library located on the Central Carolina Community College Campus in Pittsboro in accordance with the college's maintenance and custodial guidelines and subject to expense reimbursement by Chatham County.

Central Carolina Community College

Chatham County



Dr. T. E. Marchant, President

Date 6/20/11