

STATE OF MICHIGAN  
DEPARTMENT OF MANAGEMENT AND BUDGET  
PURCHASING OPERATIONS  
P.O. BOX 30026, LANSING, MI 48909  
OR  
530 W. ALLEGAN, LANSING, MI 48933

October 26, 2009

CHANGE NOTICE NO. 17  
TO  
CONTRACT NO. 071B1001223  
between  
THE STATE OF MICHIGAN  
and

NAME & ADDRESS OF VENDOR  <b>A &amp; B Quality Cleaning Services Inc.</b> <b>224 N. 30<sup>th</sup> Street</b> <b>Battle Creek, MI 49015</b>  <b>Navery@abquality.com</b>	TELEPHONE Nick Avery <b>(269) 962-1174</b>
	BUYER/CA (517) 241-1218 <b>Brandon Samuel</b>
Contract Compliance Inspector: SMS Jim Crumrine and SFC Larry Albers <b>Janitorial Services – DMVA – Battle Creek Air National and Augusta Armory</b>	
CONTRACT PERIOD: From: <b>January 1, 2001</b> To: <b>May 31, 2010</b>	
TERMS <b>Net 30 days</b>	SHIPMENT <b>N/A</b>
F.O.B. <b>N/A</b>	SHIPPED FROM <b>N/A</b>
MINIMUM DELIVERY REQUIREMENTS <b>N/A</b>	

**NATURE OF CHANGE (S):**

Effective October 1, 2009, a 1% discount is allowed by vendor for quick pay.

All other terms, conditions, and pricing not noted above shall remain the same.

**AUTHORITY/REASON:**

Per vendor agreement and DMB/Purchasing Operations' approval.

**CURRENT AUTHORIZED SPEND LIMIT REMAINS: \$1,784,733.47**

STATE OF MICHIGAN  
DEPARTMENT OF MANAGEMENT AND BUDGET  
PURCHASING OPERATIONS  
P.O. BOX 30026, LANSING, MI 48909  
OR  
530 W. ALLEGAN, LANSING, MI 48933

July 16, 2009

CHANGE NOTICE NO. 16  
TO  
CONTRACT NO. 071B1001223  
between  
THE STATE OF MICHIGAN  
and

<b>NAME &amp; ADDRESS OF VENDOR</b>  <b>A &amp; B Quality Cleaning Services Inc.</b> <b>224 N. 30<sup>th</sup> Street</b> <b>Battle Creek, MI 49015</b>  <b>Navery@abquality.com</b>	<b>TELEPHONE</b> Nick Avery <b>(269) 962-1174</b>  <b>BUYER/CA</b> (517) 241-1218 <b>Brandon Samuel</b>
<b>Contract Compliance Inspector:</b> SMS Jim Crumrine and SFC Larry Albers <b>Janitorial Services – DMVA – Battle Creek Air National and Augusta Armory</b>	
<b>CONTRACT PERIOD:</b> From: <b>January 1, 2001</b> To: <b>May 31, 2010</b>	
<b>TERMS</b>  <b>Net 30 days</b>	<b>SHIPMENT</b>  <b>N/A</b>
<b>F.O.B.</b>  <b>N/A</b>	<b>SHIPPED FROM</b>  <b>N/A</b>
<b>MINIMUM DELIVERY REQUIREMENTS</b> <b>N/A</b>	

**NATURE OF CHANGE (S):**

Effective June 1, 2009, this Contract is hereby EXTENDED through May 31, 2010, to allow DMB/Purchasing Operations time to complete the janitorial RFP for the MRO Southwest Region. Also effective June 1, 2009, this Contract is hereby INCREASED by \$100,000.00.

**NOTE:** The DMB Buyer for this Contract is changed to Brandon Samuel (517) 241-1218.

All other terms, conditions, and pricing not noted above shall remain the same.

**AUTHORITY/REASON:**

Per request from Agency (PRF dated 04/24/09), vendor agreement (letter dated 5/21/09), Ad Board approval on 06/16/09, and DMB/Purchasing Operations' approval.

**REVISED CURRENT AUTHORIZED SPEND LIMIT:** **\$1,784,733.47**

STATE OF MICHIGAN  
DEPARTMENT OF MANAGEMENT AND BUDGET  
PURCHASING OPERATIONS  
P.O. BOX 30026, LANSING, MI 48909  
OR  
530 W. ALLEGAN, LANSING, MI 48933

December 4, 2007

CHANGE NOTICE NO. 15  
TO  
CONTRACT NO. 071B1001223

between  
THE STATE OF MICHIGAN  
and

NAME & ADDRESS OF VENDOR		TELEPHONE: Nick Avery <b>(269) 962-1174</b>
A & B Quality Cleaning Services Inc. 224 N. 30 <sup>th</sup> Street Battle Creek, MI 49015  Navery@abquality.com		VENDOR NUMBER/MAIL CODE
		BUYER/CA (517) 241-0684 <b>Erica Buick</b>
CONTRACT COMPLIANCE INSPECTOR: Phil Groll <b>Janitorial Services – DMVA – Battle Creek Air National</b>		
CONTRACT PERIOD: From: <b>December 1, 2007</b> To: <b>May 31, 2009</b>		
TERMS	SHIPMENT	
<b>Net 30 Days</b>	<b>N/A</b>	
F.O.B.	SHIPPED FROM	
<b>N/A</b>	<b>N/A</b>	
MINIMUM DELIVERY REQUIREMENTS <b>N/A</b>		

**NATURE OF CHANGE (S):**

Effective December 1, 2007, this Contract is hereby **EXTENDED** to May 31, 2009.

Effective December 1, 2007, Augusta National Armory has been **REMOVED** from this Contract.

Effective December 1, 2007, this Contract is hereby **INCREASED** by \$300,000.00.

Effective December 1, 2007, this Contract has 24 new locations **ADDED**. Please see the attached Location Specification Sheets for each building. **NOTE: This Change Notice contains 241 pages.**

All other terms, conditions, and pricing not noted above shall remain the same.

**AUTHORITY/REASON:**

Per request from Agency (PRF dated 09/25/07), signed Vendor Agreement letter dated 09/26/07, and Ad Board approval on 11/13/07.

**TOTAL INCREASE: \$300,000.00**

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,684,733.47

**MAINTENANCE, REPAIR & OPERATIONS (MRO)**

**JANITORIAL SERVICES – Contract 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**I. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

***BUILDING #6900***

CONTRACT INFORMATION			
APPROXIMATE START DATE:	12/01/2007	CONTRACT END DATE:	05/31/2009
PREVIOUS CONTRACT #:	071B1001223		
NUMBER OF YEARS / OPTIONS EFFECTIVE:	NA		
CONTRACTING AGENCY NAME:	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
BUILDING NAME AND NUMBER:	Maintenance Hangar, Building 6900		
BUILDING ADDRESS:	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?	No		
REGION and COUNTY:	Region		
PROCUREMENT CONTACT INFORMATION			
PROCUREMENT OFFICE NAME:	KIMBERLY GRAHAM		
PROCUREMENT OFFICE CONTACT NAME:	Kimberly Graham	CONTACT TELEPHONE #:	517-483-5803
PROCUREMENT OFFICE CONTACT E-MAIL:	grahamk@Michigan.gov	CONTACT FACISIMILE #:	517-483-5881
CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:	MSGT. Phil Groll	CONTACT TELEPHONE #:	
CCI / FM CONTACT E-MAIL:	<a href="mailto:Phillip.groll@us.army.mil">Phillip.groll@us.army.mil</a>	CONTACT FACISIMILE #:	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0730 – 1630
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0730 – 1630
TOTAL BUILDING SQ. FT. TO BE CLEANED:	67,795 total (22,140 usable sq ft)	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	11,104	AREA(S):	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR/VINYL TILE TO BE CLEANED:	6,812	AREA(S):	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	2,147	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	2,077	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:	8	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 58	
NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)		NOTE, INCLUDES: MALE/FEMALE 58 UNITS INCLUDES 20 TOILETS, 8 URINALS, 18 SINKS, 9 SHOWERS.	
Is window cleaning to be included on this contract?  <i>Note: Specify if Interior and / or Exterior and Number of Floors – typically 1<sup>st</sup> Floor for Exterior.</i>	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard (see specifications for cleaning standards.	LOCKER ROOM, FITNESS ROOM		

<p><b>What is the RECOMMENDED Level of Insurance Risk for this Contract?</b></p> <p>[EXAMPLE: LOW, MODERATE OR HIGH]</p> <p>NOTE: DMB-OAS &amp; AGENCY to determine</p>	<p>MODERATE</p>
<p><b>ADDITIONAL INFORMATION:</b></p> <p>Aircraft Hangar and Maintenance Shops. Building includes 2-two story sections to the North and South of a large aircraft hangar and a three story annex off the north portion of the building. Also includes industrial shop areas. There are three (3) drinking fountains located in the building. Refer to the square footage information for details. Services to include one Monday per month following UTA for all restrooms throughout base.</p>	

## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>1. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		3x Wkly (156/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		3x wkly (156 / yr)				
b. Empty waste receptacles		3x wkly (156 / yr)				
<b>2. Restrooms (If applicable) *See Note</b>						
a. Close restroom		3x wkly (156 / yr)				
b. Empty waste receptacles		3x wkly (156 / yr)				
c. Fill dispensers		2x wkly (104 / yr)				
d. Dust		Na				
e. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
f. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
g. Clean and disinfect sinks		3x wkly (156 / yr)				
h. Clean glass and mirrors		3x wkly (156 / yr)				
i. Clean and disinfect toilets and urinals		3x wkly (156 / yr)				
j. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
k. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		3x wkly (156 / yr)				
l. Vacuum carpet if applicable		3x wkly (156 / yr)				
m. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
n. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
a. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	1x Day (248 / yr for trash only)	2x wkly (104 / yr recycled paper only)				
b. Remove carpet runners, clean floor and replace runners		2x wkly (104 / yr)				
c. Vacuum carpet and runners		2x wkly (104 / yr)				
d. Dust mop/Sweep		2x wkly (104 / yr)				
e. Damp mop or machine scrub		2x wkly (104 / yr)				
f. Maintain clean glass - includes entrance doors		1x wkly (104 / yr)				
g. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		1x wkly (104 / yr)				
h. Damp wipe all non-upholstered furniture, tables & counter areas		2x wkly (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
a. Spot cleaning - including light switches			1x mo (12 / yr)			
b. Thorough wall / partition vacuuming and washing, as renovations require			1x mo (12 / yr)			
c. Clean partition / glass windows			1x mo (12 / yr)			
<b>6. Thoroughly Clean Store Rooms/Janitor Closets</b>			1x mo (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
a. Conference rooms		2x wkly (104 / yr)				
b. Clean drawing boards in conference rooms		Na				
c. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		2x wkly (104 / yr)				
d. Includes cleaning of table and counter tops		2x wkly (104 / yr)				
<b>11. Variable Procedures</b>						



SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
a. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
b. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		3x wk (156 / yr)				
c. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
d. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
e. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi- Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
1. General						
a. Clean air bars and vents						1X/yr
b. Dust/clean baseboards						1X/yr
c. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
d. Vacuum fabric upholstered furniture						1X/yr
e. Additional/Emergency services						As needed or as re- quested
2. Intensive Floor Care						
a. Emergency stain / gum removal from carpet						As needed or as re- quested
b. Spray buff finished hard floors - removing scuff marks included						12X/yr
c. Scrub restroom floors				4X/yr		
d. Clean carpet in high traffic areas					3X/yr	
e. Clean carpet runners / mats					3X/yr	
f. Scrub stairwell floors (not applicable)					na	
g. Top strip & refinish floors						1X/yr
h. Strip & refinish all hard surface floors						1X/yr
3. Windows						
a. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
b. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	Na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS – BATTLE CREEK ANGB – BUILDING 6900**  
**3585 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

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TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 2,039.10 (22,140 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 36,703.80 (\$2,309.10 X 18mo)

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SPACE UTILIZATION OF FACILITY BY ROOM/SF. CATEGORY		
1101W CIVIL ENGINEER W. K. KILLOGG AIRPORT, BATTLE CREEK, MICHIGAN		
FACILITY: 6900		

CPT = Carpet	Total Usable SF	22,140
VCT = Vinyl Composition Tile		
PT/CMT = Porcelain/Ceramic Floor Tile		

**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**II. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING #6901**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	Shop Aircraft, Weapons Load Crew, Building 6901		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSGT. Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	Phillip.groll@us.army.mil	<b>CONTACT FACISIMILE #:</b>	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0730 – 1630
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0730 – 1630
TOTAL BUILDING SQ. FT. TO BE CLEANED:	20,224 (4,170 usable sq ft)	NUMBER OF STORIES IN BUILDING:	Twp story (2 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	1,203	AREA(S): See Spreadsheet	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S): See Spreadsheet	
TOTAL SQ. FT. OF HARD FLOOR/VINYL TILE TO BE CLEANED:	2,090	AREA(S):	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	877	AREA(S): See Spreadsheet	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:	2	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 18	
NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)		NOTE, INCLUDES: 1 MALE/ 1 FEMALE 18 UNITS INCLUDES 4 TOILETS, 2 URINALS, 5 SINKS, 5 SHOWERS (SEE SPREADSHEET).	
Is window cleaning to be included on this contract?  <i>Note: Specify if Interior and / or Exterior and Number of Floors – typically 1<sup>st</sup> Floor for Exterior.</i>	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard (see specifications for cleaning standards.	LOCKER ROOM, FITNESS ROOM		

<b>What is the RECOMMENDED Level of Insurance Risk for this Contract?</b> [EXAMPLE: LOW, MODERATE OR HIGH] NOTE: DMB-OAS & AGENCY to determine	<b>MODERATE</b>
<b>ADDITIONAL INFORMATION:</b> Aircraft Hagar and Shop. Building includes two story sections to the South and North of a large aircraft hangar. Many of the areas do not require any service. Included in cleaning is the two story modular office. Refer to the Square Footage Sheet for details. Services to include one Monday per month following UTA for all restrooms throughout base.	



**C. DESCRIPTION OF SERVICE NEEDS**

**TASK AND FREQUENCIES**

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>2. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		3x Wkly (156/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		3x wkly (156 / yr)				
b. Empty waste receptacles		3x wkly (156 / yr)				
<b>2. Restrooms (If applicable)</b>						
b. Close restroom		3x wkly (156 / yr)				
c. Empty waste receptacles		3x wkly (156 / yr)				
d. Fill dispensers		2x wkly (104 / yr)				
e. Dust		Na				
f. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
g. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
h. Clean and disinfect sinks		3x wkly (156 / yr)				
i. Clean glass and mirrors		3x wkly (156 / yr)				
ii. Clean and disinfect toilets and urinals		3x wkly (156 / yr)				
k. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
o. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		3x wkly (156 / yr)				
p. Vacuum carpet if applicable		3x wkly (156 / yr)				
q. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
r. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
i. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	1x Day (248 / yr for trash only)	2x wkly (104 / yr recycled paper only)				
j. Remove carpet runners, clean floor and replace runners		2x wkly (104 / yr)				
k. Vacuum carpet and runners		2x wkly (104 / yr)				
l. Dust mop/Sweep		2x wkly (104 / yr)				
m. Damp mop or machine scrub		2x wkly (104 / yr)				
n. Maintain clean glass - includes entrance doors		1x wkly (104 / yr)				
o. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		1x wkly (104 / yr)				
p. Damp wipe all non-upholstered furniture, tables & counter areas		2x wkly (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
d. Spot cleaning - including light switches			1x mo (12 / yr)			
e. Thorough wall / partition vacuuming and washing, as renovations require			1x mo (12 / yr)			
f. Clean partition / glass windows			1x mo (12 / yr)			
<b>7. Thoroughly Clean Store Rooms/Janitor Closets</b>			1x mo (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
e. Conference rooms		2x wkly (104 / yr)				
f. Clean drawing boards in conference rooms		Na				
g. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		2x wkly (104 / yr)				
h. Includes cleaning of table and counter tops		2x wkly (104 / yr)				
<b>11. Variable Procedures</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
f. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
g. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		3x wk (156 / yr)				
h. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
i. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
j. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi- Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
<b>3. General</b>						
f. Clean air bars and vents						1X/yr
g. Dust/clean baseboards						1X/yr
h. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
i. Vacuum fabric upholstered furniture						1X/yr
j. Additional/Emergency services						As needed or as re- quested
<b>4. Intensive Floor Care</b>						
i. Emergency stain / gum removal from carpet						As needed or as re- quested
j. Spray buff finished hard floors - removing scuff marks included						12X/yr
k. Scrub restroom floors				4X/yr		
l. Clean carpet in high traffic areas					3X/yr	
m. Clean carpet runners / mats					3X/yr	
n. Scrub stairwell floors (not applicable)					na	
o. Top strip & refinish floors						1X/yr
p. Strip & refinish all hard surface floors						1X/yr
<b>3. Windows</b>						
c. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
d. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS – BATTLE CREEK ANGB – BUILDING 6901**  
**3585 MUSTANG AVENUE - BATTLE CREEK, MICHIGAN 49015-5509**

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TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

<b>TOTAL PRICE FOR ONE MONTH:</b>	<b>\$ 384.06 (4,170 X .0921)</b>
<b>TOTAL PRICE FOR 1.5 years (18 Months):</b>	<b>\$ 6,913.08 (\$384.06 X 18 mo)</b>



**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART III: VENDOR'S LOCATION PRICE SHEET***

**III. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING  
#6903**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	AGE, BUILDING 6903		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region: 13 County: Kalamazoo		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSgt. Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	<a href="mailto:phillip.groll@us.army.mil">phillip.groll@us.army.mil</a>	<b>CONTACT FACISIMILE #:</b>	Na



## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0800 – 1700
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0800 – 1700
TOTAL BUILDING SQ. FT. TO BE CLEANED:	965	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	139	AREA(S): See spreadsheet # Offices, reception, break room	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR TO BE CLEANED:	698	AREA(S): See spreadsheet Rooms, Corridors, entry/hallways	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	128	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:  NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)	1 (UNISEX)	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): SEE NOTE.  NOTE, INCLUDES: (1 STOOL, 1 SINK, 1 URINAL – 165 SQ FT)	
Is window cleaning to be included on this contract?  <i>Note: Specify if Interior and / or Exterior and Number of Floors – typically 1<sup>st</sup> Floor for Exterior.</i>	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	NO		

What is the RECOMMENDED Level of Insurance Risk for this Contract?

[EXAMPLE: LOW, MODERATE OR HIGH]  
NOTE: DMB-OAS & AGENCY to determine

MODERATE

**ADDITIONAL INFORMATION:** AGE Shop. Shop area not included. Services to include one Monday per month following UTA for all restrooms throughout base.

## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi- Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>3. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		2x Wkly (104/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		2x wkly (104 / yr)				
b. Empty waste receptacles		2x wkly (104 / yr)				
<b>2. Restrooms (If applicable)</b>						
c. Close restroom		2x wkly (104 / yr)				
d. Empty waste receptacles		2x wkly (104 / yr)				
e. Fill dispensers		1x wkly (52 / yr)				
f. Dust		1x wkly (52 / yr)				
g. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
h. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
i. Clean and disinfect sinks		2x wkly (104 / yr)				
j. Clean glass and mirrors		1x wkly (52 / yr)				
iii. Clean and disinfect toilets and urinals		2x wkly (104 / yr)				
l. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
s. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		2x wkly (104 / yr)				
t. Vacuum carpet if applicable		Na				
u. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
v. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		na				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi- Annual (2 times per year)	Annual (Once Per Year)
q. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	<b>1x Day</b> (248 / yr for trash only)	<b>2x wkly</b> (104 / yr recycled paper only)				
r. Remove carpet runners, clean floor and replace runners		<b>2x wkly</b> (104 / yr)				
s. Vacuum carpet and runners		<b>2x wkly</b> (104 / yr)				
t. Dust mop/Sweep		<b>2x wkly</b> (104 / yr)				
u. Damp mop or machine scrub		<b>2x wkly</b> (104 / yr)				
v. Maintain clean glass - includes entrance doors		<b>1x wkly</b> (104 / yr)				
w. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		<b>1x wkly</b> (104 / yr)				
x. Damp wipe all non-upholstered furniture, tables & counter areas		<b>2x wkly</b> (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
g. Spot cleaning - including light switches			<b>1x mo</b> (12 / yr)			
h. Thorough wall / partition vacuuming and washing, as renovations require			<b>1x mo</b> (12 / yr)			
i. Clean partition / glass windows			<b>1x mo</b> (12 / yr)			
<b>8. Thoroughly Clean Store Rooms/Janitor Closets</b>			<b>1x mo</b> (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
i. Conference rooms		<b>2x wkly</b> (104 / yr)				
j. Clean drawing boards in conference rooms		<b>Na</b>				
k. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		<b>1x wkly</b> (104 / yr)				
l. Includes cleaning of table and counter tops		<b>2x wkly</b> (104 / yr)				
<b>11. Variable Procedures</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
k. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
l. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		2x wk (104 / yr)				
m. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
n. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
o. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi- Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
5. General						
k. Clean air bars and vents						1X/yr
l. Dust/clean baseboards						1X/yr
m. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
n. Vacuum fabric upholstered furniture						1X/yr
o. Additional/Emergency services						As needed or as re- quested
6. Intensive Floor Care						
q. Emergency stain / gum removal from carpet						As needed or as re- quested
r. Spray buff finished hard floors - removing scuff marks included						12X/yr
s. Scrub restroom floors				4X/yr		
t. Clean carpet in high traffic areas					3X/yr	
u. Clean carpet runners / mats					3X/yr	
v. Scrub stairwell floors (not applicable)					na	
w. Top strip & refinish floors						1X/yr
x. Strip & refinish all hard surface floors						1X/yr
3. Windows						
e. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
f. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS – BATTLE CREEK ANGB – BUILDING 6903**  
**3585 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

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TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 88.88 (965 X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 1,599.84 (\$88.88 X 18 months)

\*\*\*\*\*



## 110FW CIVIL ENGINEER W. K. KELLOGG AIRPORT, BATTLE CREEK, MICHIGAN

## FACILITY: 6903

[illegible]

**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**IV. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING #6905**

CONTRACT INFORMATION			
<b>APPROXIMATE START DATE:</b>	<b>12/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<i>PREVIOUS CONTRACT #:</i>			
<i>NUMBER OF YEARS / OPTIONS EFFECTIVE:</i>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	Reserve Forces Operational Training, Building 6905		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region		
PROCUREMENT CONTACT INFORMATION			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSGT. Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	Phillip.groll@us.army.mil	<b>CONTACT FACISIMILE #:</b>	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0730 – 1630
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0730 – 1630
TOTAL BUILDING SQ. FT. TO BE CLEANED:	19,436 (15,343 usable sq ft)	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	11,604	AREA(S): See Spreadsheet	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR/VINYL TILE TO BE CLEANED:	2,890	AREA(S): See Spreadsheet	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	849	AREA(S): See Spreadsheet	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:	4	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 30 INCLUDES 1 WATER FOUNTAIN	
NOTE: ONE MONDAY PER MONTH FOLLOWING UTA "ALL" RESTROOMS ON BASE ARE TO BE CLEANED		NOTE, INCLUDES: 2 MALE/2 FEMALE 30 UNITS INCLUDES 11 TOILETS, 4 URINALS, 11 SINKS, 3 SHOWERS.	
Is window cleaning to be included on this contract?  <i>Note: Specify if Interior and / or Exterior and Number of Floors – typically 1<sup>st</sup> Floor for Exterior.</i>	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard (see specifications for cleaning standards.	LOCKER ROOM, FITNESS ROOM		

<p><b>What is the RECOMMENDED Level of Insurance Risk for this Contract?</b></p> <p>[EXAMPLE: LOW, MODERATE OR HIGH]</p> <p>NOTE: DMB-OAS &amp; AGENCY to determine</p>	<p>MODERATE</p>
<p><b>ADDITIONAL INFORMATION:</b> Operations and Training Building. This building is a Highly Visible (VIP) building. Portions of the building require daily services only one time per month. Refer to square footage for details. Special flooring in building requires specific care, a copy of the care/products recommended by the manufacturer will be provided to the contracted vendor upon award. The contractor must review and utilize these instructions prior to servicing the floor in these areas. Contractor shall clean restrooms one Monday per month following Unit Training Assemblies (UTA).</p>	

## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>4. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		3x Wkly (156/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		3x wkly (156 / yr)				
b. Empty waste receptacles		3x wkly (156 / yr)				
<b>2. Restrooms (If applicable)</b>						
d. Close restroom		3x wkly (156 / yr)				
e. Empty waste receptacles		3x wkly (156 / yr)				
f. Fill dispensers		2x wkly (104 / yr)				
g. Dust		Na				
h. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
i. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
j. Clean and disinfect sinks		3x wkly (156 / yr)				
k. Clean glass and mirrors		3x wkly (156 / yr)				
iv. Clean and disinfect toilets and urinals		3x wkly (156 / yr)				
m. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
w. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		3x wkly (156 / yr)				
x. Vacuum carpet if applicable		3x wkly (156 / yr)				
y. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
z. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
y. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	1x Day (248 / yr for trash only)	2x wkly (104 / yr recycled paper only)				
z. Remove carpet runners, clean floor and replace runners		2x wkly (104 / yr)				
aa. Vacuum carpet and runners		2x wkly (104 / yr)				
bb. Dust mop/Sweep		2x wkly (104 / yr)				
cc. Damp mop or machine scrub		2x wkly (104 / yr)				
dd. Maintain clean glass - includes entrance doors		1x wkly (104 / yr)				
ee. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		1x wkly (104 / yr)				
ff. Damp wipe all non-upholstered furniture, tables & counter areas		2x wkly (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
j. Spot cleaning - including light switches			1x mo (12 / yr)			
k. Thorough wall / partition vacuuming and washing, as renovations require			1x mo (12 / yr)			
l. Clean partition / glass windows			1x mo (12 / yr)			
<b>9. Thoroughly Clean Store Rooms/Janitor Closets</b>			1x mo (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
m. Conference rooms		2x wkly (104 / yr)				
n. Clean drawing boards in conference rooms		Na				
o. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		2x wkly (104 / yr)				
p. Includes cleaning of table and counter tops		2x wkly (104 / yr)				
<b>11. Variable Procedures</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
p. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
q. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		3x wk (156 / yr)				
r. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
s. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
t. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
<b>7. General</b>						
p. Clean air bars and vents						1X/yr
q. Dust/clean baseboards						1X/yr
r. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
s. Vacuum fabric upholstered furniture						1X/yr
t. Additional/Emergency services						As needed or as re- quested
<b>8. Intensive Floor Care</b>						
y. Emergency stain / gum removal from carpet						As needed or as re- quested
z. Spray buff finished hard floors - removing scuff marks included						12X/yr
aa. Scrub restroom floors				4X/yr		
bb. Clean carpet in high traffic areas					3X/yr	
cc. Clean carpet runners / mats					3X/yr	
dd. Scrub stairwell floors (not applicable)					na	
ee. Top strip & refinish floors						1X/yr
ff. Strip & refinish all hard surface floors						1X/yr
<b>3. Windows</b>						
g. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
h. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.



### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS – BATTLE CREEK ANGB – BUILDING 6905**  
**3585 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

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TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL PRICE FOR ONE MONTH:	\$ 1,413.09 (15,343 sq ft X .0921)
TOTAL PRICE FOR 1.5 (18 MONTHS) YEARS:	\$ 25,435.62 (\$1,413.09 X 18 months)

\*\*\*\*\*



# MAINTENANCE, REPAIR & OPERATIONS (MRO)

## JANITORIAL SERVICES - ITB # 071B1001223

### PART I: LOCATION SPECIFICATIONS

### PART III: VENDOR'S LOCATION PRICE QUOTE

#### V. LOCATION SPECIFICATIONS

##### A. CONTRACT AND CCI INFORMATION

**BUILDING #6906**

CONTRACT INFORMATION			
APPROXIMATE START DATE:	12/01/2007	CONTRACT END DATE:	05/31/2009
PREVIOUS CONTRACT #:	071B1001223		
NUMBER OF YEARS / OPTIONS EFFECTIVE:	NA		
CONTRACTING AGENCY NAME:	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
BUILDING NAME AND NUMBER:	Hazardous Materials Pharmacy, Building 6906		
BUILDING ADDRESS:	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?	No		
REGION and COUNTY:	Region		
PROCUREMENT CONTACT INFORMATION			
PROCUREMENT OFFICE NAME:	KIMBERLY GRAHAM		
PROCUREMENT OFFICE CONTACT NAME:	Kimberly Graham	CONTACT TELEPHONE #:	517-483-5803
PROCUREMENT OFFICE CONTACT E-MAIL:	grahamk@Michigan.gov	CONTACT FACISIMILE #:	517-483-5881
CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:	MSGT. Phil Groll	CONTACT TELEPHONE #:	269-969-3342
CCI / FM CONTACT E-MAIL:	Phillip.groll@us.army.mil	CONTACT FACISIMILE #:	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0730 – 1630
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0730 – 1630
TOTAL BUILDING SQ. FT. TO BE CLEANED:	1,700 (254 usable sq ft)	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:		AREA(S): SEE ATTACHMENT AND SPECIAL INSTRUCTIONS BELOW	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR/VINYL TILE TO BE CLEANED:	254	AREA(S): SEE ATTACHED SPREADSHEET	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:	1 UNISEX	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 3	
NOTE: ONE MONDAY PER MONTH FOLLOWING UTA "ALL" RESTROOMS ON BASE ARE TO BE CLEANED		NOTE, INCLUDES: 1 UNISEX RESTROOM - 3 UNITS INCLUDES TOILETS, URINALS, SINKS, AND/OR SHOWERS.	
Is window cleaning to be included on this contract?  <i>Note: Specify if Interior and / or Exterior and Number of Floors – typically 1<sup>st</sup> Floor for Exterior.</i>	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard (see specifications for cleaning standards.	LOCKER ROOM, FITNESS ROOM		

What is the RECOMMENDED Level of Insurance Risk for this Contract?

[EXAMPLE: LOW, MODERATE OR HIGH]  
NOTE: DMB-OAS & AGENCY to determine

MODERATE

**ADDITIONAL INFORMATION:** Hazardous Materials Pharmacy. Building includes one small office and one small restroom. Contractor shall clean restrooms one Monday per month following Unit Training Assemblies (UTA).

## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>5. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		2x Wkly (156/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		2x wkly (156 / yr)				
b. Empty waste receptacles		2x wkly (156 / yr)				
<b>2. Restrooms (If applicable)</b>						
e. Close restroom		2x wkly (156 / yr)				
f. Empty waste receptacles		2x wkly (156 / yr)				
g. Fill dispensers		2x wkly (104 / yr)				
h. Dust		Na				
i. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
j. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
k. Clean and disinfect sinks		2x wkly (156 / yr)				
l. Clean glass and mirrors		2x wkly (156 / yr)				
v. Clean and disinfect toilets and urinals		2x wkly (156 / yr)				
n. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
aa. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		2x wkly (156 / yr)				
bb. Vacuum carpet if applicable		2x wkly (156 / yr)				
cc. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
dd. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
gg. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	1x Day (248 / yr for trash only)	2x wkly (104 / yr recycled paper only)				
hh. Remove carpet runners, clean floor and replace runners		2x wkly (104 / yr)				
ii. Vacuum carpet and runners		2x wkly (104 / yr)				
jj. Dust mop/Sweep		2x wkly (104 / yr)				
kk. Damp mop or machine scrub		2x wkly (104 / yr)				
ll. Maintain clean glass - includes entrance doors		1x wkly (104 / yr)				
mm. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		1x wkly (104 / yr)				
nn. Damp wipe all non-upholstered furniture, tables & counter areas		2x wkly (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
m. Spot cleaning - including light switches			1x mo (12 / yr)			
n. Thorough wall / partition vacuuming and washing, as renovations require			1x mo (12 / yr)			
o. Clean partition / glass windows			1x mo (12 / yr)			
<b>10. Thoroughly Clean Store Rooms/Janitor Closets</b>			1x mo (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
q. Conference rooms		2x wkly (104 / yr)				
r. Clean drawing boards in conference rooms		Na				
s. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		2x wkly (104 / yr)				
t. Includes cleaning of table and counter tops		2x wkly (104 / yr)				
<b>11. Variable Procedures</b>						



SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
u. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
v. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		2x wk (156 / yr)				
w. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
x. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
y. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
9. General						
u. Clean air bars and vents						1X/yr
v. Dust/clean baseboards						1X/yr
w. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
x. Vacuum fabric upholstered furniture						1X/yr
y. Additional/Emergency services						As needed or as re- quested
10. Intensive Floor Care						
gg. Emergency stain / gum removal from carpet						As needed or as re- quested
hh. Spray buff finished hard floors - removing scuff marks included						12X/yr
ii. Scrub restroom floors				4X/yr		
jj. Clean carpet in high traffic areas					NA	
kk. Clean carpet runners / mats					NAr	
ll. Scrub stairwell floors (not applicable)					na	
mm. Top strip & refinish floors						1X/yr
nn. Strip & refinish all hard surface floors						1X/yr
3. Windows						
i. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
j. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

**PART II: VENDOR'S LOCATION PRICE SHEET**

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS – BATTLE CREEK ANGB – BUILDING 6906**

**3585 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL PRICE FOR ONE MONTH:	\$ 23.39 (254 sq ft X .0921)
TOTAL PRICE FOR 1.5 (18 MONTHS) YEARS:	\$ 421.02 (\$23.39 X 18 months)

\*\*\*\*\*

SPACE UTILIZATION OF FACILITY BY ROOM/USE CATEGORY							110FW CIVIL ENGINEER W. K. KELLOGG AIRPORT, BATTLE CREEK, MICHIGAN		
FACILITY: 6906									
ID #	CATEGORY	DESCRIPTION	USED SF	% Use	% Use Assigned	Total Use	ROOM #	TOTALS	ID # Description
101	442257		1,860	100.0%	1,860	1,700	101	194	1 HazMat Office
102							102	60	1 Restroom
103							103	76	1 Mechanical Room
104							104	1,230	1 Storage
105							105	300	1 Storage
106									
107									
108									
109									
110	COMMON	stairs halls	0						
Totals			1,860	100.0%		1,700			
			TOTAL				1,700		
IS/OIS Difference			-160						
Total FCLT SF			1,700						
Rooms Covered under Janitorial Service									
Room		Square Footage	Carpet	VCT	PT/CT/QT				
101		194		X					
102		60		X					
Total SF 254 0 254 0 194									
Janitorial Reported Square Footage									
Building Cost		Footprint	1,700						
\$23.39		Mezzanine Rm	0						
		Mezzanine Rm	0						
		Mezzanine Rm	0						
		Total SF	1,700						
Total Number of Sinks in this Building: 1									
Total Number of Toilets in this Building: 1									
Total Number of Urinals in this Building: 0									
Total Number of Showers in this Building: 0									
Total Number of Water Fountains in this Building: 0									
UNIT TOTALS:			2						
CPT = Carpet							Usable SF	1,860	
VCT = Vinyl Composition Tile									
PT/CT/QT = Porcelain/Ceramic/Quarry Tile Flooring									

**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**VI. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING  
#6909**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	DISASTERPREP/RES FORCES/MOBILITY PROCESSING, BUILDING 6909		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region: 13 County: Kalamazoo		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSgt. Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	<a href="mailto:phillip.groll@us.army.mil">phillip.groll@us.army.mil</a>	<b>CONTACT FACISIMILE #:</b>	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0800 – 1700
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0800 – 1700
TOTAL BUILDING SQ. FT. TO BE CLEANED:	9,000 (7,700 usable sq ft)	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	1,520	AREA(S): See attached spreadsheet for breakdown of offices, reception, break room	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF VINYL TO BE CLEANED:	6,180	AREA(S): See attached spreadsheet for breakdown of rooms, corridors, entry/hallways	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:  NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)	6	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 20  NOTE, INCLUDES: NOTE, INCLUDES: MALE/FEMALE 20 UNITS INCLUDES 6 TOILETS, 8 URINALS, 6 SINKS.	
Is window cleaning to be included on this contract?  Note: Specify if Interior and / or Exterior and Number of Floors – typically 1 <sup>st</sup> Floor for Exterior.	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		

Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	NO
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] NOTE: DMB-OAS & AGENCY to determine	MODERATE
<b>ADDITIONAL INFORMATION:</b> This building is primarily a storage warehouse. The only service required is on the east portion of the building for the Base Readiness section. Services to include one Monday per month following UTA for all restrooms throughout base.	



**C. DESCRIPTION OF SERVICE NEEDS**

**TASK AND FREQUENCIES**

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>6. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		3x Wkly (156/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		3x wkly (156 / yr)				
b. Empty waste receptacles		3x wkly (156 / yr)				
<b>2. Restrooms (If applicable) *See Note</b>						
f. Close restroom		3x wkly (156 / yr)				
g. Empty waste receptacles		3x wkly (156 / yr)				
h. Fill dispensers		2x wkly (104 / yr)				
i. Dust		Na				
j. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
k. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
l. Clean and disinfect sinks		3x wkly (156 / yr)				
m. Clean glass and mirrors		3x wkly (156 / yr)				
vi. Clean and disinfect toilets and urinals		3x wkly (156 / yr)				
o. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
ee. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		3x wkly (156 / yr)				
ff. Vacuum carpet if applicable		3x wkly (156 / yr)				
gg. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
hh. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
oo. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	<b>1x Day</b> (248 / yr for trash only)	<b>2x wkly</b> (104 / yr recycled paper only)				
pp. Remove carpet runners, clean floor and replace runners		<b>2x wkly</b> (104 / yr)				
qq. Vacuum carpet and runners		<b>2x wkly</b> (104 / yr)				
rr. Dust mop/Sweep		<b>2x wkly</b> (104 / yr)				
ss. Damp mop or machine scrub		<b>2x wkly</b> (104 / yr)				
tt. Maintain clean glass - includes entrance doors		<b>1x wkly</b> (104 / yr)				
uu. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		<b>1x wkly</b> (104 / yr)				
vv. Damp wipe all non-upholstered furniture, tables & counter areas		<b>2x wkly</b> (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
p. Spot cleaning - including light switches			<b>1x mo</b> (12 / yr)			
q. Thorough wall / partition vacuuming and washing, as renovations require			<b>1x mo</b> (12 / yr)			
r. Clean partition / glass windows			<b>1x mo</b> (12 / yr)			
<b>11. Thoroughly Clean Store Rooms/Janitor Closets</b>			<b>1x mo</b> (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
u. Conference rooms		<b>2x wkly</b> (104 / yr)				
v. Clean drawing boards in conference rooms		<b>Na</b>				
w. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		<b>2x wkly</b> (104 / yr)				
x. Includes cleaning of table and counter tops		<b>2x wkly</b> (104 / yr)				
<b>11. Variable Procedures</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
z. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
aa. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		3x wk (156 / yr)				
bb. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
cc. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
dd. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi- Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
11. General						
z. Clean air bars and vents						1X/yr
aa. Dust/clean baseboards						1X/yr
bb. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
cc. Vacuum fabric upholstered furniture						1X/yr
dd. Additional/Emergency services						As needed or as re- quested
12. Intensive Floor Care						
oo. Emergency stain / gum removal from carpet						As needed or as re- quested
pp. Spray buff finished hard floors - removing scuff marks included						12X/yr
qq. Scrub restroom floors				4X/yr		
rr. Clean carpet in high traffic areas					3X/yr	
ss. Clean carpet runners / mats					3X/yr	
tt. Scrub stairwell floors (not applicable)					na	
uu. Top strip & refinish floors						1X/yr
vv. Strip & refinish all hard surface floors						1X/yr
3. Windows						
k. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
l. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	Na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

Department of Military and Veterans Affairs – Battle Creek ANGB – Building 6909

**3585 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 709.17 (7,700 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 12,765.06 (\$12,765.06 X 18 months)

\*\*\*\*\*

[illegible]

**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**VII. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING  
#6910**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>10/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>09/30/2007</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	Three (3) Years		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	CIVIL ENGINEERING, BUILDING 6910		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region: 13 County: Kalamazoo		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSgt. Phil Groll	<b>CONTACT TELEPHONE #:</b>	
<b>CCI / FM CONTACT E-MAIL:</b>	<a href="mailto:phillip.groll@us.army.mil">phillip.groll@us.army.mil</a>	<b>CONTACT FACISIMILE #:</b>	Na



## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0800 – 1700
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0800 – 1700
TOTAL BUILDING SQ. FT. TO BE CLEANED:	12,000 (5,677 usable sq ft)	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	2,569	AREA(S): See spreadsheet	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF VINYL TO BE CLEANED:	1,242	AREA(S): See spreadsheets	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	1,866	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:  NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)	2	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S):	13 (SEE NOTE BELOW)  NOTE, INCLUDES: 1 MALE & 1 FEMALE (13 UNITS 3 TOILETS, 2 URINALS, 4 SINKS, 3 SHOWERS)
Is window cleaning to be included on this contract?  Note: Specify if Interior and / or Exterior and Number of Floors – typically 1 <sup>st</sup> Floor for Exterior.	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		

Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	NO
<b>What is the RECOMMENDED Level of Insurance Risk for this Contract?</b> <small>[EXAMPLE: LOW, MODERATE OR HIGH]</small> <small>NOTE: DMB-OAS &amp; AGENCY to determine</small>	MODERATE
<b>ADDITIONAL INFORMATION:</b> Civil Engineering building. Contractor to clean restrooms one Monday per month following Unit Training Assemblies. Services to include one Monday per month following UTA for all restrooms throughout base.	

## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>7. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		2x Wkly (104/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		2x wkly (104 / yr)				
b. Empty waste receptacles		2x wkly (104 / yr)				
<b>2. Restrooms (If applicable)</b>						
g. Close restroom		2x wkly (104 / yr)				
h. Empty waste receptacles		2x wkly (104 / yr)				
i. Fill dispensers		1x wkly (52 / yr)				
j. Dust		1x wkly (52 / yr)				
k. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
l. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
m. Clean and disinfect sinks		2x wkly (104 / yr)				
n. Clean glass and mirrors		1x wkly (52 / yr)				
vii. Clean and disinfect toilets and urinals		2x wkly (104 / yr)				
p. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
ii. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		2x wkly (104 / yr)				
jj. Vacuum carpet if applicable		Na				
kk. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
ll. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
ww. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	1x Day (248 / yr for trash only)	2x wkly (104 / yr recycled paper only)				
xx. Remove carpet runners, clean floor and replace runners		2x wkly (104 / yr)				
yy. Vacuum carpet and runners		2x wkly (104 / yr)				
zz. Dust mop/Sweep		2x wkly (104 / yr)				
aaa. Damp mop or machine scrub		2x wkly (104 / yr)				
bbb. Maintain clean glass - includes entrance doors		1x wkly (104 / yr)				
ccc. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		1x wkly (104 / yr)				
ddd. Damp wipe all non-upholstered furniture, tables & counter areas		2x wkly (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
s. Spot cleaning - including light switches			1x mo (12 / yr)			
t. Thorough wall / partition vacuuming and washing, as renovations require			1x mo (12 / yr)			
u. Clean partition / glass windows			1x mo (12 / yr)			
<b>12. Thoroughly Clean Store Rooms/Janitor Closets</b>			1x mo (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
y. Conference rooms		2x wkly (104 / yr)				
z. Clean drawing boards in conference rooms		Na				
aa. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		1x wkly (104 / yr)				
bb. Includes cleaning of table and counter tops		2x wkly (104 / yr)				

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>11. Variable Procedures</b>						
ee. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
ff. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		2x wk (104 / yr)				
gg. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
hh. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
ii. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi- Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
13. General						
ee. Clean air bars and vents						1X/yr
ff. Dust/clean baseboards						1X/yr
gg. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
hh. Vacuum fabric upholstered furniture						1X/yr
ii. Additional/Emergency services						As needed or as re- quested
14. Intensive Floor Care						
ww. Emergency stain / gum removal from carpet						As needed or as re- quested
xx. Spray buff finished hard floors - removing scuff marks included						12X/yr
yy. Scrub restroom floors				4X/yr		
zz. Clean carpet in high traffic areas					3X/yr	
aaa. Clean carpet runners / mats					3X/yr	
bbb. Scrub stairwell floors (not applicable)					na	
ccc. Top strip & refinish floors						1X/yr
ddd. Strip & refinish all hard surface floors						1X/yr
3. Windows						
m. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
n. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS – BATTLE CREEK ANGB – BUILDING 6910**  
**3585 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

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TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 522.85 (5,677 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 9,411.30 (\$522.85 X 18 months)

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[illegible]

**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**VIII. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING #6911**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	Security Forces, Building 6911		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSGT. Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	Phillip.groll@us.army.mil	<b>CONTACT FACISIMILE #:</b>	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0730 – 1630
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0730 – 1630
TOTAL BUILDING SQ. FT. TO BE CLEANED:	6,158	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	1,758	AREA(S): SEE ATTACHED SPREADSHEET	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR/VINYL TILE TO BE CLEANED:	3,516	AREA(S):	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	884	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:  NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)	4	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 25  NOTE, INCLUDES: 2 MALE/2 FEMALE 20 UNITS INCLUDES 6 TOILETS, 4 URINALS, 8 SINKS, 6 SHOWERS.	
Is window cleaning to be included on this contract?  <i>Note: Specify if Interior and / or Exterior and Number of Floors – typically 1<sup>st</sup> Floor for Exterior.</i>	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard (see specifications for cleaning standards.	LOCKER ROOM, FITNESS ROOM		

<b>What is the RECOMMENDED Level of Insurance Risk for this Contract?</b> [EXAMPLE: LOW, MODERATE OR HIGH] NOTE: DMB-OAS & AGENCY to determine	<b>MODERATE</b>
<b>ADDITIONAL INFORMATION:</b> Security Police Building. This building is in operation 7 days per week. Please refer to the square footage within this document for detailed information. Restrooms are to be cleaned one Monday per month following Unit Training Assemblies (UTA).	

## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>8. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		3x Wkly (156/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		3x wkly (156 / yr)				
b. Empty waste receptacles		3x wkly (156 / yr)				
<b>2. Restrooms (If applicable)</b>						
h. Close restroom		3x wkly (156 / yr)				
i. Empty waste receptacles		3x wkly (156 / yr)				
j. Fill dispensers		2x wkly (104 / yr)				
k. Dust		Na				
l. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
m. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
n. Clean and disinfect sinks		3x wkly (156 / yr)				
o. Clean glass and mirrors		3x wkly (156 / yr)				
viii. Clean and disinfect toilets and urinals		3x wkly (156 / yr)				
q. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
mm. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		3x wkly (156 / yr)				
nn. Vacuum carpet if applicable		3x wkly (156 / yr)				
oo. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
pp. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
eee. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	1x Day (248 / yr for trash only)	2x wkly (104 / yr recycled paper only)				
fff. Remove carpet runners, clean floor and replace runners		2x wkly (104 / yr)				
ggg. Vacuum carpet and runners		2x wkly (104 / yr)				
hhh. Dust mop/Sweep		2x wkly (104 / yr)				
iii. Damp mop or machine scrub		2x wkly (104 / yr)				
jjj. Maintain clean glass - includes entrance doors		1x wkly (104 / yr)				
kkk. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		1x wkly (104 / yr)				
lll. Damp wipe all non-upholstered furniture, tables & counter areas		2x wkly (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
v. Spot cleaning - including light switches			1x mo (12 / yr)			
w. Thorough wall / partition vacuuming and washing, as renovations require			1x mo (12 / yr)			
x. Clean partition / glass windows			1x mo (12 / yr)			
<b>13. Thoroughly Clean Store Rooms/Janitor Closets</b>			1x mo (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
cc. Conference rooms		2x wkly (104 / yr)				
dd. Clean drawing boards in conference rooms		Na				
ee. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		2x wkly (104 / yr)				
ff. Includes cleaning of table and counter tops		2x wkly (104 / yr)				
<b>11. Variable Procedures</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
jj. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
kk. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		3x wk (156 / yr)				
ll. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
mm. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
nn. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi- Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
15. General						
jj. Clean air bars and vents						1X/yr
kk. Dust/clean baseboards						1X/yr
ll. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
mm. Vacuum fabric upholstered furniture						1X/yr
nn. Additional/Emergency services						As needed or as re- quested
16. Intensive Floor Care						
eee. Emergency stain / gum removal from carpet						As needed or as re- quested
fff. Spray buff finished hard floors - removing scuff marks included						12X/yr
ggg. Scrub restroom floors				4X/yr		
hhh. Clean carpet in high traffic areas					3X/yr	
iii. Clean carpet runners / mats					3X/yr	
jjj. Scrub stairwell floors (not applicable)					na	
kkk. Top strip & refinish floors						1X/yr
lll. Strip & refinish all hard surface floors						1X/yr
3. Windows						
o. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
p. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.



### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

Department of Military and Veterans Affairs – Battle Creek ANGB – Building 6911

**3585 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 567.15 (6,158 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 10,208.70 (\$567.15 X 18 months)

\*\*\*\*\*



**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**IX. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING #6913**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	Squadron Operations, Building 6913		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 3571 Mustang Avenue, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSGT. Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	Phillip.groll@us.army.mil	<b>CONTACT FACISIMILE #:</b>	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0730 – 1630
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0730 – 1630
TOTAL BUILDING SQ. FT. TO BE CLEANED:	10,462	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	5,968	AREA(S): SEE SPREADSHEET	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR/VINYL TILE TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	3,979	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF HARDWOOD TO BE CLEANED:	384	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:  NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)	5 (4 RESTROOMS/1 LOCKEROOM)	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 24  NOTE, INCLUDES: 3 MALE/1 FEMALE/1 LOCKEROOM - 24 UNITS INCLUDES 6 TOILETS, 5 URINALS, 6 SINKS, 5 SHOWERS.	
Is window cleaning to be included on this contract?  <i>Note: Specify if Interior and / or Exterior and Number of Floors – typically 1<sup>st</sup> Floor for Exterior.</i>	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard (see specifications for cleaning standards.	LOCKER ROOM, FITNESS ROOM		

<b>What is the RECOMMENDED Level of Insurance Risk for this Contract?</b> [EXAMPLE: LOW, MODERATE OR HIGH] NOTE: DMB-OAS & AGENCY to determine	MODERATE
<b>ADDITIONAL INFORMATION:</b> This building is the Squadron Operations building and includes many offices, conference and meeting type rooms. There are secure areas within this building which will require coordination for entry. This is also an auditorium. There is specialized flooring located within the building which requires specific care. A copy of the care/products recommended by the manufacturer will be provided to the contractor. The contractor must utilize these instructions prior to servicing these areas. Restrooms are to be cleaned an additional one Monday per month following Unit Training Assemblies (UTA). Refer to square footages within this document and attached spreadsheet.	

## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>9. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		3x Wkly (156/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		3x wkly (156 / yr)				
b. Empty waste receptacles		3x wkly (156 / yr)				
<b>2. Restrooms (If applicable)</b>						
i. Close restroom		3x wkly (156 / yr)				
j. Empty waste receptacles		3x wkly (156 / yr)				
k. Fill dispensers		2x wkly (104 / yr)				
l. Dust		Na				
m. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
n. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
o. Clean and disinfect sinks		3x wkly (156 / yr)				
p. Clean glass and mirrors		3x wkly (156 / yr)				
ix. Clean and disinfect toilets and urinals		3x wkly (156 / yr)				
r. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
qq. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		3x wkly (156 / yr)				
rr. Vacuum carpet if applicable		3x wkly (156 / yr)				
ss. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
tt. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
mmm. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	<b>1x Day</b> (248 / yr for trash only)	<b>2x wkly</b> (104 / yr recycled paper only)				
nnn. Remove carpet runners, clean floor and replace runners		<b>2x wkly</b> (104 / yr)				
ooo. Vacuum carpet and runners		<b>2x wkly</b> (104 / yr)				
ppp. Dust mop/Sweep		<b>2x wkly</b> (104 / yr)				
qqq. Damp mop or machine scrub		<b>2x wkly</b> (104 / yr)				
rrr. Maintain clean glass - includes entrance doors		<b>1x wkly</b> (104 / yr)				
sss. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		<b>1x wkly</b> (104 / yr)				
ttt. Damp wipe all non-upholstered furniture, tables & counter areas		<b>2x wkly</b> (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
y. Spot cleaning - including light switches			<b>1x mo</b> (12 / yr)			
z. Thorough wall / partition vacuuming and washing, as renovations require			<b>1x mo</b> (12 / yr)			
aa. Clean partition / glass windows			<b>1x mo</b> (12 / yr)			
<b>14. Thoroughly Clean Store Rooms/Janitor Closets</b>			<b>1x mo</b> (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
gg. Conference rooms		<b>2x wkly</b> (104 / yr)				
hh. Clean drawing boards in conference rooms		<b>Na</b>				
ii. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		<b>2x wkly</b> (104 / yr)				
jj. Includes cleaning of table and counter tops		<b>2x wkly</b> (104 / yr)				
<b>11. Variable Procedures</b>						



SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
oo. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
pp. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		3x wk (156 / yr)				
qq. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
rr. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
ss. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi- Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
17. General						
oo. Clean air bars and vents						1X/yr
pp. Dust/clean baseboards						1X/yr
qq. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
rr. Vacuum fabric upholstered furniture						1X/yr
ss. Additional/Emergency services						As needed or as re- quested
18. Intensive Floor Care						
mmm. Emergency stain / gum removal from carpet						As needed or as re- quested
nnn. Spray buff finished hard floors - removing scuff marks included						12X/yr
ooo. Scrub restroom floors				4X/yr		
ppp. Clean carpet in high traffic areas					3X/yr	
qqq. Clean carpet runners / mats					3X/yr	
rrr. Scrub stairwell floors (not applicable)					na	
sss. Top strip & refinish floors						1X/yr
ttt. Strip & refinish all hard surface floors						1X/yr
3. Windows						
q. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
r. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**Department of Military and Veterans Affairs – Battle Creek ANGB – Building 6913**

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**3571 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 963.55 (10,462 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 17,343.90 (\$963.55 X 18 months)

\*\*\*\*\*

[illegible]

**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**X. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

***BUILDING #6914***

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	Base Supply, Building 6914		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSGT. Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	<a href="mailto:Phillip.groll@us.army.mil">Phillip.groll@us.army.mil</a>	<b>CONTACT FACISIMILE #:</b>	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0730 – 1630
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0730 – 1630
TOTAL BUILDING SQ. FT. TO BE CLEANED:	5,981	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	3,657	AREA(S): SEE ATTACHED SPREADSHEET	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR/VINYL TILE TO BE CLEANED:	1,569	AREA(S):	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	755	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:  NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)	4	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 16  NOTE, INCLUDES: 2 MALE/2 FEMALE 16 UNITS INCLUDES TOILETS, URINALS, SINKS, SHOWERS.	
Is window cleaning to be included on this contract?  Note: Specify if Interior and / or Exterior and Number of Floors – typically 1 <sup>st</sup> Floor for Exterior.	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard (see specifications for cleaning standards.	LOCKER ROOM, FITNESS ROOM		

<b>What is the RECOMMENDED Level of Insurance Risk for this Contract?</b> [EXAMPLE: LOW, MODERATE OR HIGH] NOTE: DMB-OAS & AGENCY to determine	<b>MODERATE</b>
<b>ADDITIONAL INFORMATION:</b> This is the Base Supply building utilized primarily for administrative work areas. Contractor will not need to perform services in the warehouse. Refer to square footages within the document. Restrooms shall be cleaned an additional one Monday per month following Unit Training Assemblies (UTA).	



## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>10. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		3x Wkly (156/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		3x wkly (156 / yr)				
b. Empty waste receptacles		3x wkly (156 / yr)				
<b>2. Restrooms (If applicable)</b>						
j. Close restroom		3x wkly (156 / yr)				
k. Empty waste receptacles		3x wkly (156 / yr)				
l. Fill dispensers		2x wkly (104 / yr)				
m. Dust		Na				
n. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
o. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
p. Clean and disinfect sinks		3x wkly (156 / yr)				
q. Clean glass and mirrors		3x wkly (156 / yr)				
x. Clean and disinfect toilets and urinals		3x wkly (156 / yr)				
s. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
uu. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		3x wkly (156 / yr)				
vv. Vacuum carpet if applicable		3x wkly (156 / yr)				
ww. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
xx. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
uuu. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	1x Day (248 / yr for trash only)	2x wkly (104 / yr recycled paper only)				
vvv.Remove carpet runners, clean floor and replace runners		2x wkly (104 / yr)				
www. Vacuum carpet and runners		2x wkly (104 / yr)				
xxx.Dust mop/Sweep		2x wkly (104 / yr)				
yyy.Damp mop or machine scrub		2x wkly (104 / yr)				
zzz.Maintain clean glass - includes entrance doors		1x wkly (104 / yr)				
aaaa. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		1x wkly (104 / yr)				
bbbb. Damp wipe all non-upholstered furniture, tables & counter areas		2x wkly (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
bb. Spot cleaning - including light switches			1x mo (12 / yr)			
cc. Thorough wall / partition vacuuming and washing, as renovations require			1x mo (12 / yr)			
dd. Clean partition / glass windows			1x mo (12 / yr)			
<b>15. Thoroughly Clean Store Rooms/Janitor Closets</b>			1x mo (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
kk. Conference rooms		2x wkly (104 / yr)				
ll. Clean drawing boards in conference rooms		Na				
mm. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		2x wkly (104 / yr)				
nn. Includes cleaning of table and counter tops		2x wkly (104 / yr)				
<b>11. Variable Procedures</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
tt. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
uu. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		3x wk (156 / yr)				
vv. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
ww. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
xx. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>PERIODIC SERVICES</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>			
<b>19. General</b>						
tt. Clean air bars and vents						1X/yr
uu. Dust/clean baseboards						1X/yr
vv. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
ww. Vacuum fabric upholstered furniture						1X/yr
xx. Additional/Emergency services						As needed or as re- quested
<b>20. Intensive Floor Care</b>						
uuu. Emergency stain / gum removal from carpet						As needed or as re- quested
vvv. Spray buff finished hard floors - removing scuff marks included						12X/yr
www. Scrub restroom floors				4X/yr		
xxx. Clean carpet in high traffic areas					3X/yr	
yyy. Clean carpet runners / mats					3X/yr	
zzz. Scrub stairwell floors (not applicable)					na	
aaaa. Top strip & refinish floors						1X/yr
bbbb. Strip & refinish all hard surface floors						1X/yr
<b>3. Windows</b>						
s. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
t. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**Department of Military and Veterans Affairs – Battle Creek ANGB – Building 6914**

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**3545 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 550.85 (5,981 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 9,915.30 (\$550.85 X 18 months)

\*\*\*\*\*



**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**XI. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING  
#6915**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	TRAFFIC CHECK HOUSE (MAIN GATE), BUILDING 6915		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region: 13 County: Kalamazoo		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	<b>grahamk@Michigan.gov</b>	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSgt. Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	<a href="mailto:phillip.groll@us.army.mil">phillip.groll@us.army.mil</a>	<b>CONTACT FACISIMILE #:</b>	Na



## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0800 – 1700
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0800 – 1700
TOTAL BUILDING SQ. FT. TO BE CLEANED:	174	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	na	AREA(S): SEE SPREADSHEET – GUARD SHACK	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR TO BE CLEANED:	174	AREA(S):	
TOTAL SQ. FT. OF VINYL TO BE CLEANED:	174	AREA(S):	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:  NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)	1 UNISEX	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S):	2 (SEE NOTE BELOW)  NOTE, INCLUDES: 1 UNISEX (1 TOILET, 1 SINK)
Is window cleaning to be included on this contract?  Note: Specify if Interior and / or Exterior and Number of Floors – typically 1 <sup>st</sup> Floor for Exterior.	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		

Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	NO
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] NOTE: DMB-OAS & AGENCY to determine	MODERATE
<b>ADDITIONAL INFORMATION:</b> This is the Gatehouse building which is a small gate/guard building at entry point into the base. Space includes office area and small restroom. Restrooms shall be cleaned an additional one Monday per month following Unit Training Assemblies (UTA).	

## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi- Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>11. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		2x Wkly (104/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		2x wkly (104 / yr)				
b. Empty waste receptacles		2x wkly (104 / yr)				
<b>2. Restrooms (If applicable)</b>						
k. Close restroom		2x wkly (104 / yr)				
l. Empty waste receptacles		2x wkly (104 / yr)				
m. Fill dispensers		1x wkly (52 / yr)				
n. Dust		1x wkly (52 / yr)				
o. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
p. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
q. Clean and disinfect sinks		2x wkly (104 / yr)				
r. Clean glass and mirrors		1x wkly (52 / yr)				
xi. Clean and disinfect toilets and urinals		2x wkly (104 / yr)				
t. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
yy. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		2x wkly (104 / yr)				
zz. Vacuum carpet if applicable		Na				
aaa. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
bbb. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
cccc. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	<b>1x Day</b> (248 / yr for trash only)	<b>2x wkly</b> (104 / yr recycled paper only)				
dddd. Remove carpet runners, clean floor and replace runners		<b>2x wkly</b> (104 / yr)				
eeee. Vacuum carpet and runners		<b>2x wkly</b> (104 / yr)				
ffff. Dust mop/Sweep		<b>2x wkly</b> (104 / yr)				
gggg. Damp mop or machine scrub		<b>2x wkly</b> (104 / yr)				
hhhh. Maintain clean glass - includes entrance doors		<b>1x wkly</b> (104 / yr)				
iiii. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		<b>1x wkly</b> (104 / yr)				
jjjj. Damp wipe all non-upholstered furniture, tables & counter areas		<b>2x wkly</b> (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
ee. Spot cleaning - including light switches			<b>1x mo</b> (12 / yr)			
ff. Thorough wall / partition vacuuming and washing, as renovations require			<b>1x mo</b> (12 / yr)			
gg. Clean partition / glass windows			<b>1x mo</b> (12 / yr)			
<b>16. Thoroughly Clean Store Rooms/Janitor Closets</b>			<b>1x mo</b> (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
oo. Conference rooms		<b>2x wkly</b> (104 / yr)				
pp. Clean drawing boards in conference rooms		<b>Na</b>				
qq. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		<b>1x wkly</b> (104 / yr)				
rr. Includes cleaning of table and counter tops		<b>2x wkly</b> (104 / yr)				

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>11. Variable Procedures</b>						
yy. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		<b>1x wk</b> (52 / yr)				
zz. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		<b>2x wk</b> (104 / yr)				
aaa. Entry leaf removal/sweeping fall season		<b>1x wk</b> <b>(more if needed)</b> [52 / yr]				
bbb. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			<b>1x mo</b> <b>(more if needed)</b> [12 / yr]			
ccc. Replace waste receptacle liner when soiled or worn			<b>na</b>			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi- Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
<b>21. General</b>						
yy. Clean air bars and vents						1X/yr
zz. Dust/clean baseboards						1X/yr
aaa. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
bbb. Vacuum fabric upholstered furniture						1X/yr
ccc. Additional/Emergency services						As needed or as requested
<b>22. Intensive Floor Care</b>						
cccc. Emergency stain / gum removal from carpet						As needed or as requested
dddd. Spray buff finished hard floors - removing scuff marks included						12X/yr
eeee. Scrub restroom floors				4X/yr		
ffff. Clean carpet in high traffic areas					3X/yr	
gggg. Clean carpet runners / mats					3X/yr	
hhhh. Scrub stairwell floors (not applicable)					na	
iiii. Top strip & refinish floors						1X/yr
jjjj. Strip & refinish all hard surface floors						1X/yr
<b>3. Windows</b>						
u. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
v. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**Department of Military and Veterans Affairs – Battle Creek ANGB – Building 6915**

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**3545 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 16.03 (174 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 288.54 (\$16.03 X 18 months)

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**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**XII. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING  
#6916**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>11/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	ECM POD SHOP, BUILDING 6916		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region: 13 County: Calhoun		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSgt. Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	<a href="mailto:phillip.groll@us.army.mil">phillip.groll@us.army.mil</a>	<b>CONTACT FACISIMILE #:</b>	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0800 – 1700
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0800 – 1700
TOTAL BUILDING SQ. FT. TO BE CLEANED:	1,612	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	563	AREA(S): See Attached Spreadsheet	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR TO BE CLEANED:	1,049	AREA(S):	
TOTAL SQ. FT. OF VINYL TO BE CLEANED:	846	AREA(S):	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	203	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:	2	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S):	7 (SEE NOTE BELOW)
NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)		NOTE, INCLUDES: 1 MALE (1 STOOL, 1 SINK, 1 URINAL – 165 SQ FT) 1 FEMALE (2 STOOLS, 1 SINK – 165 SQ FT)	
Is window cleaning to be included on this contract?	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		
Note: Specify if Interior and / or Exterior and Number of Floors – typically 1 <sup>st</sup> Floor for Exterior.			

Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	NO
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] NOTE: DMB-OAS & AGENCY to determine	MODERATE
<b>ADDITIONAL INFORMATION:</b> This is the Munitions Storage building. Restrooms shall be cleaned an additional one Monday per month following Unit Training Assemblies (UTA).	

## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>12. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		2x Wkly (104/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		2x wkly (104 / yr)				
b. Empty waste receptacles		2x wkly (104 / yr)				
<b>2. Restrooms (If applicable)</b>						
l. Close restroom		2x wkly (104 / yr)				
m. Empty waste receptacles		2x wkly (104 / yr)				
n. Fill dispensers		1x wkly (52 / yr)				
o. Dust		1x wkly (52 / yr)				
p. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
q. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
r. Clean and disinfect sinks		2x wkly (104 / yr)				
s. Clean glass and mirrors		1x wkly (52 / yr)				
xii. Clean and disinfect toilets and urinals		2x wkly (104 / yr)				
u. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
ccc.Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		2x wkly (104 / yr)				
ddd. Vacuum carpet if applicable		Na				
eee. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
fff. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
kkkk. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	<b>1x Day</b> (248 / yr for trash only)	<b>2x wkly</b> (104 / yr recycled paper only)				
llll. Remove carpet runners, clean floor and replace runners		<b>2x wkly</b> (104 / yr)				
mmmm. Vacuum carpet and runners		<b>2x wkly</b> (104 / yr)				
nnnn. Dust mop/Sweep		<b>2x wkly</b> (104 / yr)				
oooo. Damp mop or machine scrub		<b>2x wkly</b> (104 / yr)				
pppp. Maintain clean glass - includes entrance doors		<b>1x wkly</b> (104 / yr)				
qqqq. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		<b>1x wkly</b> (104 / yr)				
rrrr. Damp wipe all non-upholstered furniture, tables & counter areas		<b>2x wkly</b> (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
hh. Spot cleaning - including light switches			<b>1x mo</b> (12 / yr)			
ii. Thorough wall / partition vacuuming and washing, as renovations require			<b>1x mo</b> (12 / yr)			
jj. Clean partition / glass windows			<b>1x mo</b> (12 / yr)			
<b>17. Thoroughly Clean Store Rooms/Janitor Closets</b>			<b>1x mo</b> (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
ss. Conference rooms		<b>2x wkly</b> (104 / yr)				
tt. Clean drawing boards in conference rooms		<b>Na</b>				
uu. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		<b>1x wkly</b> (104 / yr)				
vv. Includes cleaning of table and counter tops		<b>2x wkly</b> (104 / yr)				

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>11. Variable Procedures</b>						
ddd. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
eee. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		2x wk (104 / yr)				
fff. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
ggg. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
hhh. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>PERIODIC SERVICES</b>	N/A	N/A	N/A			
<b>23. General</b>						
ddd. Clean air bars and vents						1X/yr
eee. Dust/clean baseboards						1X/yr
fff. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
ggg. Vacuum fabric upholstered furniture						1X/yr
hhh. Additional/Emergency services						As needed or as re- quested
<b>24. Intensive Floor Care</b>						
kkkk. Emergency stain / gum removal from carpet						As needed or as re- quested
llll. Spray buff finished hard floors - removing scuff marks included						12X/yr
mmmm. Scrub restroom floors				4X/yr		
nnnn. Clean carpet in high traffic areas					3X/yr	
oooo. Clean carpet runners / mats					3X/yr	
pppp. Scrub stairwell floors (not applicable)					na	
qqqq. Top strip & refinish floors						1X/yr
rrrr. Strip & refinish all hard surface floors						1X/yr
<b>3. Windows</b>						
w. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
x. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.



### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**Department of Military and Veterans Affairs – Battle Creek ANGB – Building 6916**

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**3545 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 148.47 (1,612 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 2,672.46 (\$148.47 X 18 months)

\*\*\*\*\*

Usable SF	5,703
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**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**XIII. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING  
#6917**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/1/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	FUEL CELL/CORROSION CONTROL, BUILDING 6917		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region: 13 County: Calhoun		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSgt Phil Groll	<b>CONTACT TELEPHONE #:</b>	
<b>CCI / FM CONTACT E-MAIL:</b>	<a href="mailto:Phillip.groll@us.army.mil">Phillip.groll@us.army.mil</a>	<b>CONTACT FACISIMILE #:</b>	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0800 – 1700
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0800 – 1700
TOTAL BUILDING SQ. FT. TO BE CLEANED:	1,612	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	563	AREA(S): SEE ATTACHED SPREADSHEET	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR TO BE CLEANED:	1,049	AREA(S):	
TOTAL SQ. FT. OF VINYL TO BE CLEANED:	846	AREA(S):	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	203	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:	2	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S):	7 (SEE NOTE BELOW)
NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)		NOTE, INCLUDES: 1 MALE & 1 FEMALE - 7 UNITS (INCLUDES TOILETS, URINALS, SINKS, AND SHOWERS)	
Is window cleaning to be included on this contract?  <i>Note: Specify if Interior and / or Exterior and Number of Floors – typically 1<sup>st</sup> Floor for Exterior.</i>	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		

Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	NO
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] NOTE: DMB-OAS & AGENCY to determine	MODERATE
<b>ADDITIONAL INFORMATION:</b> This is the fuels and corrosion hangars building which includes administrative offices, break areas and rest rooms located between two hangars. Restrooms are to be cleaned on Monday immediately following Unit Training Assemblies (UTA).	

## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>13. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		2x Wkly (104/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		2x wkly (104 / yr)				
b. Empty waste receptacles		2x wkly (104 / yr)				
<b>2. Restrooms (If applicable)</b>						
m. Close restroom		2x wkly (104 / yr)				
n. Empty waste receptacles		2x wkly (104 / yr)				
o. Fill dispensers		1x wkly (52 / yr)				
p. Dust		1x wkly (52 / yr)				
q. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
r. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
s. Clean and disinfect sinks		2x wkly (104 / yr)				
t. Clean glass and mirrors		1x wkly (52 / yr)				
xiii. Clean and disinfect toilets and urinals		2x wkly (104 / yr)				
v. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
ggg. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		2x wkly (104 / yr)				
hhh. Vacuum carpet if applicable		Na				
iii. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
jjj. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
ssss. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	1x Day (248 / yr for trash only)	2x wkly (104 / yr recycled paper only)				
tttt. Remove carpet runners, clean floor and replace runners		2x wkly (104 / yr)				
uuuu. Vacuum carpet and runners		2x wkly (104 / yr)				
vvvv. Dust mop/Sweep		2x wkly (104 / yr)				
www. Damp mop or machine scrub		2x wkly (104 / yr)				
xxxx. Maintain clean glass - includes entrance doors		1x wkly (104 / yr)				
yyyy. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		1x wkly (104 / yr)				
zzzz. Damp wipe all non-upholstered furniture, tables & counter areas		2x wkly (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
kk. Spot cleaning - including light switches			1x mo (12 / yr)			
ll. Thorough wall / partition vacuuming and washing, as renovations require			1x mo (12 / yr)			
mm. Clean partition / glass windows			1x mo (12 / yr)			
<b>18. Thoroughly Clean Store Rooms/Janitor Closets</b>			1x mo (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
ww. Conference rooms		2x wkly (104 / yr)				
xx. Clean drawing boards in conference rooms		Na				
yy. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		1x wkly (104 / yr)				
zz. Includes cleaning of table and counter tops		2x wkly (104 / yr)				



SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>11. Variable Procedures</b>						
iii. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		<b>1x wk</b> (52 / yr)				
jjj. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		<b>2x wk</b> (104 / yr)				
kkk.Entry leaf removal/sweeping fall season		<b>1x wk</b> <b>(more if needed)</b> [52 / yr]				
III. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			<b>1x mo</b> <b>(more if needed)</b> [12 / yr]			
mmm. Replace waste receptacle liner when soiled or worn			<b>na</b>			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi- Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
25. General						
iii. Clean air bars and vents						1X/yr
jjj. Dust/clean baseboards						1X/yr
kkk. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
lll. Vacuum fabric upholstered furniture						1X/yr
mmm. Additional/Emergency services						As needed or as re- quested
26. Intensive Floor Care						
ssss. Emergency stain / gum removal from carpet						As needed or as re- quested
tttt. Spray buff finished hard floors - removing scuff marks included						12X/yr
uuuu. Scrub restroom floors				4X/yr		
vvvv. Clean carpet in high traffic areas					3X/yr	
www. Clean carpet runners / mats					3X/yr	
xxxx. Scrub stairwell floors (not applicable)					na	
yyyy. Top strip & refinish floors						1X/yr
zzzz. Strip & refinish all hard surface floors						1X/yr
3. Windows						
y. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
z. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**Department of Military and Veterans Affairs – Battle Creek ANGB – Building 6917**

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**3545 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 128,57 (1,396 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 2,314.26 (\$128.57 X 18 months)

\*\*\*\*\*

110FW CIVIL ENGINEER W. K. KELLOGG AIRPORT, BATTLE CREEK, MICHIGAN

## FACILITY: 6917 As of 06/28/07

[illegible]

**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**XIV. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING #6922**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	Shop Jet Engine, Building 6922		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 50 Scorpion Street, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region - Calhoun County		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSGT. Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	<a href="mailto:Phillip.groll@us.army.mil">Phillip.groll@us.army.mil</a>	<b>CONTACT FACISIMILE #:</b>	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0730 – 1630
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0730 – 1630
TOTAL BUILDING SQ. FT. TO BE CLEANED:	2,411	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR/VINYL TILE TO BE CLEANED:	1,640	AREA(S): SEE ATTACHED SPREADSHEET	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	771	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:	2	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 12	
NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)		NOTE, INCLUDES: 1 MALE/1 FEMALE 12 UNITS INCLUDES 3 TOILETS, 2 URINALS, 3 SINKS, 4 SHOWERS.	
Is window cleaning to be included on this contract?  <i>Note: Specify if Interior and / or Exterior and Number of Floors – typically 1<sup>st</sup> Floor for Exterior.</i>	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard (see specifications for cleaning standards.	LOCKER ROOM, FITNESS ROOM		

What is the RECOMMENDED Level of Insurance Risk for this Contract?

[EXAMPLE: LOW, MODERATE OR HIGH]

NOTE: DMB-OAS & AGENCY to determine

MODERATE

**ADDITIONAL INFORMATION:** This is the engine shop and NDI lab building. This building includes small administrative offices in the engine shop area and the NDI lab areas, a break room/classroom and rest rooms. Restrooms are to be cleaned Monday immediately following Unit Training Assemblies (UTA).



**C. DESCRIPTION OF SERVICE NEEDS**

**TASK AND FREQUENCIES**

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>14. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		3x Wkly (156/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		3x wkly (156 / yr)				
b. Empty waste receptacles		3x wkly (156 / yr)				
<b>2. Restrooms (If applicable)</b>						
n. Close restroom		3x wkly (156 / yr)				
o. Empty waste receptacles		3x wkly (156 / yr)				
p. Fill dispensers		2x wkly (104 / yr)				
q. Dust		Na				
r. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
s. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
t. Clean and disinfect sinks		3x wkly (156 / yr)				
u. Clean glass and mirrors		3x wkly (156 / yr)				
xiv. Clean and disinfect toilets and urinals		3x wkly (156 / yr)				
w. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
kkk.Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		3x wkly (156 / yr)				
III. Vacuum carpet if applicable		3x wkly (156 / yr)				
mmm. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
nnn. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
aaaaa. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	1x Day (248 / yr for trash only)	2x wkly (104 / yr recycled paper only)				
bbbbb. Remove carpet runners, clean floor and replace runners		2x wkly (104 / yr)				
ccccc. Vacuum carpet and runners		2x wkly (104 / yr)				
ddddd. Dust mop/Sweep		2x wkly (104 / yr)				
eeeeee. Damp mop or machine scrub		2x wkly (104 / yr)				
fffff. Maintain clean glass - includes entrance doors		1x wkly (104 / yr)				
ggggg. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		1x wkly (104 / yr)				
hhhhh. Damp wipe all non-upholstered furniture, tables & counter areas		2x wkly (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
nn. Spot cleaning - including light switches			1x mo (12 / yr)			
oo. Thorough wall / partition vacuuming and washing, as renovations require			1x mo (12 / yr)			
pp. Clean partition / glass windows			1x mo (12 / yr)			
<b>19. Thoroughly Clean Store Rooms/Janitor Closets</b>			1x mo (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
aaa. Conference rooms		2x wkly (104 / yr)				
bbb. Clean drawing boards in conference rooms		Na				
ccc.Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		2x wkly (104 / yr)				
ddd. Includes cleaning of table and counter tops		2x wkly (104 / yr)				
<b>11. Variable Procedures</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
nnn. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
ooo. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		3x wk (156 / yr)				
ppp. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
qqq. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
rrr. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>PERIODIC SERVICES</b>	N/A	N/A	N/A			
<b>27. General</b>						
nnn. Clean air bars and vents						1X/yr
ooo. Dust/clean baseboards						1X/yr
ppp. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
qqq. Vacuum fabric upholstered furniture						1X/yr
rrr. Additional/Emergency services						As needed or as re- quested
<b>28. Intensive Floor Care</b>						
aaaaa. Emergency stain / gum removal from carpet						As needed or as re- quested
bbbbb. Spray buff finished hard floors - removing scuff marks included						12X/yr
ccccc. Scrub restroom floors				4X/yr		
ddddd. Clean carpet in high traffic areas					3X/yr	
eeeeee. Clean carpet runners / mats					3X/yr	
fffff. Scrub stairwell floors (not applicable)					na	
ggggg. Top strip & refinish floors						1X/yr
hhhhh. Strip & refinish all hard surface floors						1X/yr
<b>3. Windows</b>						
aa. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
bb. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

#### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

#### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**Department of Military and Veterans Affairs – Battle Creek ANGB – Building 6922**

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**50 SCORPION STREET, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 222.05 (2,411 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 3,996.90 (\$222.05 X 18 months)

\*\*\*\*\*

## 110FW CIVIL ENGINEER W. K. KELLOGG AIRPORT, BATTLE CREEK, MICHIGAN

## FACILITY: 6922

ID #	CATEGORY DESCRIPTION	USED SF	% Use	% Use Assumed	Total Use
1	211157	862	77.0%	3,627	31,593
2	211153 SHIP NON-DEATH INSP	2,426	22.2%	862	3,288
3					
4					
5					
6					
7					
8					
9					
10	COMMON - Park Hall	2,555			
	Totals	10,349	100.0%		
				TOTAL	14,638
	RIS/O&D Difference	-1,623			
	Total FCLT SF	14,838			
<b>Rooms Covered under Janitorial Service</b>					
Room	Square Footage	Carpet	VCT	PT/CT/QT	
1	280	X			
2	386	X			
6	539		X		
7	232		X		
12	626	X			
24	348	X			
Total SF	2,411	1,640	771		
<b>Janitorial Reported Square Footage</b>					
Building Cost	Footprint	14,838			
\$222.05	Mezzanine Rm	0			
	Mezzanine Rm	0			
	Mezzanine Rm	0			
	Total SF	14,838			
<b>Total Number of Sinks in this Building:</b>					
		3			
<b>Total Number of Toilets in this Building:</b>					
		3			
<b>Total Number of Urinals in this Building:</b>					
		2			
<b>Total Number of Showers in this Building:</b>					
		4			
<b>Total Number of Water Fountains in this Building:</b>					
		0			
UNIT TOTALS:		12			
<b>CPT = Carpet</b>					
<b>VCT = Vinyl Composition Tile</b>					
<b>PT/CT/QT = Porcelain/Ceramic/Quarry Tile Flooring</b>					
Usable SF	13,515				

**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART III: VENDOR'S LOCATION PRICE SHEET***

**XV. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING #6923**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2007</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	Avionics/Weapons Release, Building 6923		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region - Calhoun County		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSGT. Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969=3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	<a href="mailto:Phillip.groll@us.army.mil">Phillip.groll@us.army.mil</a>	<b>CONTACT FACISIMILE #:</b>	Na



## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0730 – 1630
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0730 – 1630
TOTAL BUILDING SQ. FT. TO BE CLEANED:	6,756	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	2,229	AREA(S): SEE ATTACHED SPREADSHEET	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR/VINYL TILE TO BE CLEANED:	3,016	AREA(S):	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	1,511	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:	4	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 26	
NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)		NOTE, INCLUDES: 2 MALE/2 FEMALE (1 MALE/1 FEMALE LOCKER ROOM)- 26 UNITS INCLUDES 8 TOILETS, 4 URINALS, 9 SINKS, 3 SHOWERS.	
Is window cleaning to be included on this contract?  <i>Note: Specify if Interior and / or Exterior and Number of Floors – typically 1<sup>st</sup> Floor for Exterior.</i>	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard (see specifications for cleaning standards.	LOCKER ROOM, FITNESS ROOM		

<b>What is the RECOMMENDED Level of Insurance Risk for this Contract?</b> [EXAMPLE: LOW, MODERATE OR HIGH] NOTE: DMB-OAS & AGENCY to determine	MODERATE
<b>ADDITIONAL INFORMATION:</b> This is the avionics and weapons systems building which includes administrative work areas, break/classrooms, and restrooms. The avionics area includes secure area with coordinated access required for service to the hallway. No services are required in the Avionics shops. Restrooms are to be cleaned one Monday per month following Unit Training Assemblies (UTA).	

## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>15. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		3x Wkly (156/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		3x wkly (156 / yr)				
b. Empty waste receptacles		3x wkly (156 / yr)				
<b>2. Restrooms (If applicable)</b>						
o. Close restroom		3x wkly (156 / yr)				
p. Empty waste receptacles		3x wkly (156 / yr)				
q. Fill dispensers		2x wkly (104 / yr)				
r. Dust		Na				
s. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
t. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
u. Clean and disinfect sinks		3x wkly (156 / yr)				
v. Clean glass and mirrors		3x wkly (156 / yr)				
xv. Clean and disinfect toilets and urinals		3x wkly (156 / yr)				
x. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
ooo. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		3x wkly (156 / yr)				
ppp. Vacuum carpet if applicable		3x wkly (156 / yr)				
qqq. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
rrr. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
iiii. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	1x Day (248 / yr for trash only)	2x wkly (104 / yr recycled paper only)				
jjjj. Remove carpet runners, clean floor and replace runners		2x wkly (104 / yr)				
kkkkk. Vacuum carpet and runners		2x wkly (104 / yr)				
llll. Dust mop/Sweep		2x wkly (104 / yr)				
mmmm. Damp mop or machine scrub		2x wkly (104 / yr)				
nnnn. Maintain clean glass - includes entrance doors		1x wkly (104 / yr)				
oooo. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		1x wkly (104 / yr)				
pppp. Damp wipe all non-upholstered furniture, tables & counter areas		2x wkly (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
qq. Spot cleaning - including light switches			1x mo (12 / yr)			
rr. Thorough wall / partition vacuuming and washing, as renovations require			1x mo (12 / yr)			
ss. Clean partition / glass windows			1x mo (12 / yr)			
<b>20. Thoroughly Clean Store Rooms/Janitor Closets</b>			1x mo (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
eee. Conference rooms		2x wkly (104 / yr)				
fff. Clean drawing boards in conference rooms		Na				
ggg. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		2x wkly (104 / yr)				
hhh. Includes cleaning of table and counter tops		2x wkly (104 / yr)				

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>11. Variable Procedures</b>						
sss.Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
ttt. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		3x wk (156 / yr)				
uuu. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
vvv.Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
www. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>PERIODIC SERVICES</b>	N/A	N/A	N/A			
<b>29. General</b>						
sss.Clean air bars and vents						1X/yr
ttt. Dust/clean baseboards						1X/yr
uuu. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
vvv.Vacuum fabric upholstered furniture						1X/yr
www. Additional/Emergency services						As needed or as requested
<b>30. Intensive Floor Care</b>						
iiii. Emergency stain / gum removal from carpet						As needed or as requested
jjjj. Spray buff finished hard floors - removing scuff marks included						12X/yr
kkkkk. Scrub restroom floors				4X/yr		
llll. Clean carpet in high traffic areas					3X/yr	
mmmm.Clean carpet runners / mats					3X/yr	
nnnnn. Scrub stairwell floors (not applicable)					na	
oooo. Top strip & refinish floors						1X/yr
ppppp. Strip & refinish all hard surface floors						1X/yr
<b>3. Windows</b>						
cc. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
dd. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**Department of Military and Veterans Affairs – Battle Creek ANGB – Building 6923**

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**3545 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 622.23 (6,756 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 11,200.14 (\$622.23 X 18 months)

\*\*\*\*\*





**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**XVI. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING  
#6925**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	BASE GYM, BUILDING 6925		
<b>BUILDING ADDRESS:</b>	Battle Creek ANGB, 3545 Mustang Street, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region: 13 County: Calhoun		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSgt. Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	Phillip.groll@us.army.mil	<b>CONTACT FACISIMILE #:</b>	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	7 days per week	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0730 to 1630
NUMBER OF EMPLOYEES:	Na	APPROXIMATE DAILY VISITORS:	Na
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0730 to 1630
TOTAL BUILDING SQ. FT. TO BE CLEANED:	521	NUMBER OF STORIES IN BUILDING:	Single story
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	280	AREA(S): SEE ATTACHED SPREADSHEET	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF VINYL TO BE CLEANED:	241	AREA(S):	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:	NA	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): NA	
Is window cleaning to be included on this contract?  <i>Note:</i> Specify if Interior and / or Exterior and Number of Floors – typically 1 <sup>st</sup> Floor for Exterior.	ONLY UPON REQUEST OF THE STATE		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	NO		

<b>What is the RECOMMENDED Level of Insurance Risk for this Contract?</b> [EXAMPLE: LOW, MODERATE OR HIGH] NOTE: DMB-OAS & AGENCY to determine	<b>MODERATE</b>
<b>ADDITIONAL INFORMATION:</b> This building is the base gym building.	

## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>16. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		2x Wkly (104/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		2x wkly (104 / yr)				
b. Empty waste receptacles		2x wkly (104 / yr)				
<b>2. Restrooms (If applicable)</b>						
p. Close restroom		Na				
q. Empty waste receptacles		Na				
r. Fill dispensers		Na				
s. Dust		Na				
t. Clean and disinfect waste receptacles		Na				
u. Thoroughly sweep with broom before Mopping		Na				
v. Clean and disinfect sinks		Na				
w. Clean glass and mirrors		Na				
xvi. Clean and disinfect toilets and urinals		Na				
y. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		Na				
sss.Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		Na				
ttt. Vacuum carpet if applicable		Na				
uuu. Maintain floor drain(s)/traps free of odors		Na				
vvv.Service restrooms as requested by Facility Manager		Na				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
qqqqq. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	<b>1x Day</b> (248 / yr for trash only)	Na				
rrrrr. Remove carpet runners, clean floor and replace runners		<b>2x wkly</b> (104 / yr)				
sssss. Vacuum carpet and runners		<b>2x wkly</b> (104 / yr)				
ttttt. Dust mop/Sweep		<b>2x wkly</b> (104 / yr)				
uuuuu. Damp mop or machine scrub		<b>2x wkly</b> (104 / yr)				
vvvvv. Maintain clean glass - includes entrance doors		<b>1x wkly</b> (104 / yr)				
wwwww. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		<b>1x wkly</b> (104 / yr)				
xxxxx. Damp wipe all non-upholstered furniture, tables & counter areas		<b>2x wkly</b> (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
tt. Spot cleaning - including light switches			<b>Na</b>			
uu. Thorough wall / partition vacuuming and washing, as renovations require			<b>Na</b>			
vv. Clean partition / glass windows			<b>Na)</b>			
<b>21. Thoroughly Clean Store Rooms/Janitor Closets</b>			<b>1x mo</b> (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
iii. Conference rooms		<b>Na</b>				
jjj. Clean drawing boards in conference rooms		<b>Na</b>				
kkk.Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		<b>2x wkly</b> (104 / yr)				
lll. Includes cleaning of table and counter tops		<b>2x wkly</b> (104 / yr)				
<b>11. Variable Procedures</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
xxx.Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
yyy.Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		2x wk (104 / yr)				
zzz.Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
aaaa. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
bbbb. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>PERIODIC SERVICES</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>			
<b>31. General</b>						
xxx.Clean air bars and vents						1X/yr
yyy.Dust/clean baseboards						1X/yr
zzz.Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
aaaa. Vacuum fabric upholstered furniture						1X/yr
bbbb. Additional/Emergency services						As needed or as re- quested
<b>32. Intensive Floor Care</b>						
qqqqq. Emergency stain / gum removal from carpet						As needed or as re- quested
rrrrr. Spray buff finished hard floors - removing scuff marks included						12X/yr
sssss. Scrub restroom floors				4X/yr		
ttttt. Clean carpet in high traffic areas					3X/yr	
uuuuu. Clean carpet runners / mats					3X/yr	
vvvvv. Scrub stairwell floors (not applicable)					na	
wwwww. Top strip & refinish floors						1X/yr
xxxxx. Strip & refinish all hard surface floors						1X/yr
<b>3. Windows</b>						
ee. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
ff. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.



### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**Department of Military and Veterans Affairs – Battle Creek ANGB – Building 6923**

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**3545 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 47.98 (521 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 863.64 (\$47.98 X 18 months)

\*\*\*\*\*

## 110FW CIVIL ENGINEER W. K. KELLOGG AIRPORT, BATTLE CREEK, MICHIGAN

## FACILITY: 6925

[illegible]

**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**XVII. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING #6930**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	Medical/Dining/Gym, Building 6930		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region - Calhoun County		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSGT. Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	<a href="mailto:Phillip.groll@us.army.mil">Phillip.groll@us.army.mil</a>	<b>CONTACT FACISIMILE #:</b>	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0730 – 1630
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0730 – 1630
TOTAL BUILDING SQ. FT. TO BE CLEANED:	7,654	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	2,470	AREA(S): SEE ATTACHED SPREADSHEET	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR/VINYL TILE TO BE CLEANED:	1,759	AREA(S):	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	2,440	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	985	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:	5	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 22	
NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)		NOTE, INCLUDES: 1 MALE/1 FEMALE (1 MALE/1 FEMALE RESTROOM/LOCKER ROOM) - 22 UNITS INCLUDES 7 TOILETS, 3 URINALS, 8 SINKS, 4 SHOWERS.	
Is window cleaning to be included on this contract?  <i>Note: Specify if Interior and / or Exterior and Number of Floors – typically 1<sup>st</sup> Floor for Exterior.</i>	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard (see specifications for cleaning standards.	LOCKER ROOM, FITNESS ROOM		

<p>What is the RECOMMENDED Level of Insurance Risk for this Contract?</p> <p>[EXAMPLE: LOW, MODERATE OR HIGH]</p> <p>NOTE: DMB-OAS &amp; AGENCY to determine</p>	<p>MODERATE</p>
<p><b>ADDITIONAL INFORMATION:</b> Clinic/Dining Hall/Physical Fitness area. Large building with many functions. Portions of the clinic and dining hall will require only one day per month daily cleaning service. No work required in the kitchen areas. Restrooms require one Monday per month following Unit Training Assemblies (UTA).</p>	

## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>17. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		3x Wkly (156/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		3x wkly (156 / yr)				
b. Empty waste receptacles		3x wkly (156 / yr)				
<b>2. Restrooms (If applicable)</b>						
q. Close restroom		3x wkly (156 / yr)				
r. Empty waste receptacles		3x wkly (156 / yr)				
s. Fill dispensers		2x wkly (104 / yr)				
t. Dust		Na				
u. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
v. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
w. Clean and disinfect sinks		3x wkly (156 / yr)				
x. Clean glass and mirrors		3x wkly (156 / yr)				
xvii. Clean and disinfect toilets and urinals		3x wkly (156 / yr)				
z. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
www. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		3x wkly (156 / yr)				
xxx.Vacuum carpet if applicable		3x wkly (156 / yr)				
yyy.Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
zzz.Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
yyyyy. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	<b>1x Day</b> (248 / yr for trash only)	<b>2x wkly</b> (104 / yr recycled paper only)				
zzzzz. Remove carpet runners, clean floor and replace runners		<b>2x wkly</b> (104 / yr)				
aaaaaa. Vacuum carpet and runners		<b>2x wkly</b> (104 / yr)				
bbbbbb. Dust mop/Sweep		<b>2x wkly</b> (104 / yr)				
ccccc. Damp mop or machine scrub		<b>2x wkly</b> (104 / yr)				
ddddd. Maintain clean glass - includes entrance doors		<b>1x wkly</b> (104 / yr)				
eeeeee. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		<b>1x wkly</b> (104 / yr)				
fffff. Damp wipe all non-upholstered furniture, tables & counter areas		<b>2x wkly</b> (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
ww. Spot cleaning - including light switches			<b>1x mo</b> (12 / yr)			
xx. Thorough wall / partition vacuuming and washing, as renovations require			<b>1x mo</b> (12 / yr)			
yy. Clean partition / glass windows			<b>1x mo</b> (12 / yr)			
<b>22. Thoroughly Clean Store Rooms/Janitor Closets</b>			<b>1x mo</b> (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
mmm. Conference rooms		<b>2x wkly</b> (104 / yr)				
nnn. Clean drawing boards in conference rooms		<b>Na</b>				
ooo. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		<b>2x wkly</b> (104 / yr)				
ppp. Includes cleaning of table and counter tops		<b>2x wkly</b> (104 / yr)				



SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>11. Variable Procedures</b>						
cccc. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
dddd. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		3x wk (156 / yr)				
eeee. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
ffff. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
gggg. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi- Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
<b>33. General</b>						
cccc. Clean air bars and vents						1X/yr
dddd. Dust/clean baseboards						1X/yr
eeee. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
ffff. Vacuum fabric upholstered furniture						1X/yr
gggg. Additional/Emergency services						As needed or as re- quested
<b>34. Intensive Floor Care</b>						
yyyyy. Emergency stain / gum removal from carpet						As needed or as re- quested
zzzzz. Spray buff finished hard floors - removing scuff marks included						12X/yr
aaaaa. Scrub restroom floors				4X/yr		
bbbbbb. Clean carpet in high traffic areas					3X/yr	
cccccc. Clean carpet runners / mats					3X/yr	
dddddd. Scrub stairwell floors (not applicable)					na	
eeeeee. Top strip & refinish floors						1X/yr
ffffff. Strip & refinish all hard surface floors						1X/yr
<b>3. Windows</b>						
gg. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
hh. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

#### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

#### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**Department of Military and Veterans Affairs – Battle Creek ANGB – Building 6930**

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**3545 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 704.93 (7,654 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 12,688.74 (\$704.93 X 18 months)

\*\*\*\*\*



# MAINTENANCE, REPAIR & OPERATIONS (MRO)

## JANITORIAL SERVICES - ITB # 071B1001223

### PART I: LOCATION SPECIFICATIONS

### PART II: VENDOR'S LOCATION PRICE SHEET

#### XVIII. LOCATION SPECIFICATIONS

##### A. CONTRACT AND CCI INFORMATION

**BUILDING  
#6950**

CONTRACT INFORMATION			
APPROXIMATE START DATE:	12/01/2007	CONTRACT END DATE:	05/31/2009
PREVIOUS CONTRACT #:	071B1001223		
NUMBER OF YEARS / OPTIONS EFFECTIVE:	NA		
CONTRACTING AGENCY NAME:	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
BUILDING NAME AND NUMBER:	FUELS OPERATIONS FACILITY, BUILDING 6950		
BUILDING ADDRESS:	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?	No		
REGION and COUNTY:	Region: 13 Calhoun County		
PROCUREMENT CONTACT INFORMATION			
PROCUREMENT OFFICE NAME:	KIMBERLY GRAHAM		
PROCUREMENT OFFICE CONTACT NAME:	Kimberly Graham	CONTACT TELEPHONE #:	517-483-5803
PROCUREMENT OFFICE CONTACT E-MAIL:	grahamk@Michigan.gov	CONTACT FACISIMILE #:	517-483-5881
CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:	MSgt Phil Groll	CONTACT TELEPHONE #:	269-969-3342
CCI / FM CONTACT E-MAIL:	<a href="mailto:Phillip.groll@us.army.mil">Phillip.groll@us.army.mil</a>	CONTACT FACISIMILE #:	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0800 – 1700
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0800 – 1700
TOTAL BUILDING SQ. FT. TO BE CLEANED:	1,171	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	NA	AREA(S):	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF VINYL TO BE CLEANED:	997	AREA(S): SEE ATTACHED SPEADSHEET	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	174	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:	3	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S):	7 (SEE NOTE BELOW)
NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)		NOTE, INCLUDES: 2 MALE/1 FEMALE (7 UNITS INCLUDES 2 TOILETS, 1 URINALS, 2 SINKS, AND 1 SHOWER)	
Is window cleaning to be included on this contract?  <i>Note: Specify if Interior and / or Exterior and Number of Floors – typically 1<sup>st</sup> Floor for Exterior.</i>	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		

Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	NO
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] NOTE: DMB-OAS & AGENCY to determine	MODERATE
<b>ADDITIONAL INFORMATION:</b> This is the POL administrative building which is a small building with administrative areas, break room, and restrooms. Restrooms are to be cleaned an additional once per month on Monday immediately following Unit Training Assemblies.	



## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>18. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		2x Wkly (104/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		2x wkly (104 / yr)				
b. Empty waste receptacles		2x wkly (104 / yr)				
<b>2. Restrooms (If applicable)</b>						
r. Close restroom		2x wkly (104 / yr)				
s. Empty waste receptacles		2x wkly (104 / yr)				
t. Fill dispensers		1x wkly (52 / yr)				
u. Dust		1x wkly (52 / yr)				
v. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
w. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
x. Clean and disinfect sinks		2x wkly (104 / yr)				
y. Clean glass and mirrors		1x wkly (52 / yr)				
xviii. Clean and disinfect toilets and urinals		2x wkly (104 / yr)				
aa. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
aaaa. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		2x wkly (104 / yr)				
bbbb. Vacuum carpet if applicable		Na				
cccc. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
dddd. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
gggggg. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	1x Day (248 / yr for trash only)	2x wkly (104 / yr recycled paper only)				
hhhhhh. Remove carpet runners, clean floor and replace runners		2x wkly (104 / yr)				
iiiiii. Vacuum carpet and runners		2x wkly (104 / yr)				
jjjjjj. Dust mop/Sweep		2x wkly (104 / yr)				
kkkkkk. Damp mop or machine scrub		2x wkly (104 / yr)				
llllll. Maintain clean glass - includes entrance doors		1x wkly (104 / yr)				
mmmmmm. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		1x wkly (104 / yr)				
nnnnnn. Damp wipe all non-upholstered furniture, tables & counter areas		2x wkly (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
zz. Spot cleaning - including light switches			1x mo (12 / yr)			
aaa. Thorough wall / partition vacuuming and washing, as renovations require			1x mo (12 / yr)			
bbb. Clean partition / glass windows			1x mo (12 / yr)			
<b>23. Thoroughly Clean Store Rooms/Janitor Closets</b>			1x mo (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
qqq. Conference rooms		2x wkly (104 / yr)				
rrr. Clean drawing boards in conference rooms		Na				
sss.Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		1x wkly (104 / yr)				
ttt. Includes cleaning of table and counter tops		2x wkly (104 / yr)				
<b>11. Variable Procedures</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
hhhh. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
iiii. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		2x wk (104 / yr)				
jjjj. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
kkkk. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
llll. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi- Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
<b>35. General</b>						
hhhh. Clean air bars and vents						1X/yr
iiii. Dust/clean baseboards						1X/yr
jjjj. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
kkkk. Vacuum fabric upholstered furniture						1X/yr
llll. Additional/Emergency services						As needed or as re- quested
<b>36. Intensive Floor Care</b>						
gggggg. Emergency stain / gum removal from carpet						As needed or as re- quested
hhhhhh. Spray buff finished hard floors - removing scuff marks included						12X/yr
iiiii. Scrub restroom floors				4X/yr		
jjjjj. Clean carpet in high traffic areas					3X/yr	
kkkkk. Clean carpet runners / mats					3X/yr	
lllll. Scrub stairwell floors (not applicable)					na	
mmmmm. Top strip & refinish floors						1X/yr
nnnnn. Strip & refinish all hard surface floors						1X/yr
<b>3. Windows</b>						
ii. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
jj. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**Department of Military and Veterans Affairs – Battle Creek ANGB – Building 6950**

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**3545 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 107.84 (1,171 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 1,941.12 (\$107.84 X 18 months)

\*\*\*\*\*

## 110FW CIVIL ENGINEER W. K. KELLOGG AIRPORT, BATTLE CREEK, MICHIGAN

## FACILITY: 6950

[illegible]

**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B10012232**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**XIX. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING #6954**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	Fire Crash/Rescue, Building 6954		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region - Calhoun County		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSGT. Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	<a href="mailto:Phillip.groll@us.army.mil">Phillip.groll@us.army.mil</a>	<b>CONTACT FACISIMILE #:</b>	Na



## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0730 – 1630
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0730 – 1630
TOTAL BUILDING SQ. FT. TO BE CLEANED:	6,912	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	2,745	AREA(S): SEE ATTACHED SPREADSHEET	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR/VINYL TILE TO BE CLEANED:	4,208	AREA(S): SEE ATTACHED SPREADSHEET	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	2,798	AREA(S): SEE ATTACHED SPREADSHEET	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RESILIENT TILE TO BE CLEANED:	1,309	AREA(S): SEE ATTACHED SPREADSHEET	
NUMBER OF RESTROOMS IN BUILDING:	7	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 31	
NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)		NOTE, INCLUDES: 1 UNISEX/3MALE/3 FEMALE - 31 UNITS INCLUDES 8 TOILETS, 4 URINALS, 9 SINKS, 8SHOWERS.	
Is window cleaning to be included on this contract?  <i>Note: Specify if Interior and / or Exterior and Number of Floors – typically 1<sup>st</sup> Floor for Exterior.</i>	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard (see specifications for cleaning standards.			

What is the RECOMMENDED Level of Insurance Risk for this Contract?

[EXAMPLE: LOW, MODERATE OR HIGH]  
NOTE: DMB-OAS & AGENCY to determine

MODERATE

**ADDITIONAL INFORMATION:** This building is the old fire station. Restrooms are to be cleaned an additional once per month on Monday immediately following Unit Training Assemblies.

## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>19. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		3x Wkly (156/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		3x wkly (156 / yr)				
b. Empty waste receptacles		3x wkly (156 / yr)				
<b>2. Restrooms (If applicable)</b>						
s. Close restroom		3x wkly (156 / yr)				
t. Empty waste receptacles		3x wkly (156 / yr)				
u. Fill dispensers		2x wkly (104 / yr)				
v. Dust		Na				
w. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
x. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
y. Clean and disinfect sinks		3x wkly (156 / yr)				
z. Clean glass and mirrors		3x wkly (156 / yr)				
xix. Clean and disinfect toilets and urinals		3x wkly (156 / yr)				
bb. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
eeee. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		3x wkly (156 / yr)				
ffff. Vacuum carpet if applicable		3x wkly (156 / yr)				
gggg. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
hhhh. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
oooooo. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	<b>1x Day</b> (248 / yr for trash only)	<b>2x wkly</b> (104 / yr recycled paper only)				
pppppp. Remove carpet runners, clean floor and replace runners		<b>2x wkly</b> (104 / yr)				
qqqqqq. Vacuum carpet and runners		<b>2x wkly</b> (104 / yr)				
rrrrrr. Dust mop/Sweep		<b>2x wkly</b> (104 / yr)				
ssssss. Damp mop or machine scrub		<b>2x wkly</b> (104 / yr)				
tttttt. Maintain clean glass - includes entrance doors		<b>1x wkly</b> (104 / yr)				
uuuuuu. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		<b>1x wkly</b> (104 / yr)				
vvvvvv. Damp wipe all non-upholstered furniture, tables & counter areas		<b>2x wkly</b> (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
ccc.Spot cleaning - including light switches			<b>1x mo</b> (12 / yr)			
ddd. Thorough wall / partition vacuuming and washing, as renovations require			<b>1x mo</b> (12 / yr)			
eee. Clean partition / glass windows			<b>1x mo</b> (12 / yr)			
<b>24. Thoroughly Clean Store Rooms/Janitor Closets</b>			<b>1x mo</b> (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
uuu. Conference rooms		<b>2x wkly</b> (104 / yr)				
vvv. Clean drawing boards in conference rooms		<b>Na</b>				
www. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		<b>2x wkly</b> (104 / yr)				
xxx.Includes cleaning of table and counter tops		<b>2x wkly</b> (104 / yr)				

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>11. Variable Procedures</b>						
mmmm. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
nnnn. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		3x wk (156 / yr)				
oooo. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
pppp. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
qqqq. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
<b>37. General</b>						
mmmm. Clean air bars and vents						1X/yr
nnnn. Dust/clean baseboards						1X/yr
oooo. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
pppp. Vacuum fabric upholstered furniture						1X/yr
qqqq. Additional/Emergency services						As needed or as re- requested
<b>38. Intensive Floor Care</b>						
oooooo. Emergency stain / gum removal from carpet						As needed or as re- requested
pppppp. Spray buff finished hard floors - removing scuff marks included						12X/yr
qqqqqq. Scrub restroom floors				4X/yr		
rrrrrr. Clean carpet in high traffic areas					3X/yr	
ssssss. Clean carpet runners / mats					3X/yr	
ttttt. Scrub stairwell floors (not applicable)					na	
uuuuuu. Top strip & refinish floors						1X/yr
vvvvvv. Strip & refinish all hard surface floors						1X/yr
<b>3. Windows</b>						
kk. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
ll. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

#### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

#### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**Department of Military and Veterans Affairs – Battle Creek ANGB – Building 6954**

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**3545 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 636.60 (6,912 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 11,458.80 (\$636.60 X 18 months)

\*\*\*\*\*



110FW CIVIL ENGINEER W. K. KELLOGG AIRPORT, BATTLE CREEK, MICHIGAN									
FACILITY: 6954									
ID #	CATEGORY	DESCRIPTION	USED SF	% Use	% Use Assigned	Total Use	ROOM #	TOTALS	ID # Description
1	130142	Fire, Crash Rescue Station	20,606	100.0%	1,639	22,215	100	86	1 Vestibule
2							101	112	1 Reception
3							102	660	1 Hallway
4							103	158	1 Conference Room
5							104	91	1 Work Room
6							105	161	1 Fire Chief's Office
7							106	21	1 Closet Fire Chief's Office
8							107	204	1 Assistant Fire Chief's Office, Bunk Room 109 and Restroom 111
9							108	151	1 Plan Review
10	COMMON	Stair Halls	20				109	124	1 Assistant Fire Chief's Bunk Room
							110	0	1 Not Used
							111	121	1 Hazmat / Safety
							112	163	1 Hallway
							113	48	1 Restroom - Unisex
							114	90	1 Assistant Fire Chief's Restroom
							115	328	1 Day Room
							116	813	1 Recreation / Dining Room
							117	215	1 Kitchen
							118	83	1 Pantry
							119	102	1 Dish Washing
							120	143	1 Assistane Chief of Training
							121	766	1 Training Room
							122	10	1 Training Room Closet
							123	10	1 Training Room Closet
							124	114	1 Mechanical Room
							125	107	1 Telecommunications Room
							126	101	1 Supply Officer
							127	81	1 Hallway
							128	229	1 Hallway
							129	33	1 Janitor Closet
							130	206	1 E.R.C.
							131	8	1 E. W. C. Alcove
							132	87	1 Laundry
							133	99	1 Women's Locker Room
							134	176	1 Women's Showers
							135	138	1 Women's Restroom
							136	383	1 Men's Locker Room
							137	172	1 Men's Showers
							138	257	1 Men's Restroom
							139	182	1 Hallway
							140	496	1 Physical Fitness and Testing Room
							141	57	1 Testing
							142	281	1 Hallway
							143	115	1 Bunk 1
							144	115	1 Bunk 2
							145	115	1 Bunk 3
							146	115	1 Bunk 4
							147	115	1 Bunk 5
							148	112	1 Bunk 6
							149	328	1 Hallway
							150	107	1 Bunk 7
							151	107	1 Bunk 8
							152	107	1 Bunk 9
							153	107	1 Bunk 10
							154	107	1 Bunk

**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT #071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**XX. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING  
#6955**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	ENGINE TEST FACILITY, BUILDING 6955		
<b>BUILDING ADDRESS:</b>	Battle Creek ANGB, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region: 13 Calhoun County		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSgt. Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	Phillip.groll@us.army.mil	<b>CONTACT FACISIMILE #:</b>	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	7 days per week	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0730 to 1630
NUMBER OF EMPLOYEES:	Na	APPROXIMATE DAILY VISITORS:	Na
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0730 to 1630
TOTAL BUILDING SQ. FT. TO BE CLEANED:	80	NUMBER OF STORIES IN BUILDING:	Single story
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	80	AREA(S): SEE ATTACHED SPREADSHEET	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF VINYL TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:  NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)	1 (UNISEX)	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 3  NOTE, INCLUDES: 3 UNITS INCLUDES 1 TOILETS, 1 URINALS, 1 SINK.	
Is window cleaning to be included on this contract?  Note: Specify if Interior and / or Exterior and Number of Floors – typically 1 <sup>st</sup> Floor for Exterior.	ONLY UPON REQUEST OF THE STATE		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	NO		

What is the RECOMMENDED Level of Insurance Risk for this Contract?

[EXAMPLE: LOW, MODERATE OR HIGH]

NOTE: DMB-OAS & AGENCY to determine

MODERATE

**ADDITIONAL INFORMATION:** This building is the engine test building. The only room to be cleaned in this building is the restroom one time per day. Restrooms are to be cleaned an additional once per month on Monday immediately following Unit Training Assemblies.

**C. DESCRIPTION OF SERVICE NEEDS**

**TASK AND FREQUENCIES**

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>20. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		1x Wkly (52/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		1x wkly (52 / yr)				
b. Empty waste receptacles		1x wkly (52 / yr)				
<b>2. Restrooms (If applicable)</b>						
t. Close restroom		Daily				
u. Empty waste receptacles		Daily				
v. Fill dispensers		Daily				
w. Dust						
x. Clean and disinfect waste receptacles		Daily				
y. Thoroughly sweep with broom before Mopping		Daily				
z. Clean and disinfect sinks		Daily				
aa. Clean glass and mirrors		Daily				
xx. Clean and disinfect toilets and urinals		Daily				
cc. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		Daily				
iiii. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		Daily				
jjjj. Vacuum carpet if applicable		1x/week				
kkkk. Maintain floor drain(s)/traps free of odors		Daily				
llll. Service restrooms as requested by Facility Manager		As req				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		Na				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
wwwwww. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)		Na				
xxxxxx. Remove carpet runners, clean floor and replace runners		Na				
yyyyyy. Vacuum carpet and runners						
zzzzzz. Dust mop/Sweep						
aaaaaaa. Damp mop or machine scrub						
bbbbbbb. Maintain clean glass - includes entrance doors						
ccccccc. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.						
ddddddd. Damp wipe all non-upholstered furniture, tables & counter areas						
<b>5. Wall /Partition Cleaning / Washing</b>						
fff. Spot cleaning - including light switches			Na			
ggg. Thorough wall / partition vacuuming and washing, as renovations require			Na			
hhh. Clean partition / glass windows			Na)			
<b>25. Thoroughly Clean Store Rooms/Janitor Closets</b>			1x mo (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
yyy. Conference rooms						
zzz. Clean drawing boards in conference rooms						
aaaa. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas						
bbbb. Includes cleaning of table and counter tops						
<b>11. Variable Procedures</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
rrrr. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.						
ssss. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.						
tttt. Entry leaf removal/sweeping fall season						
uuuu. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect						
vvvv. Replace waste receptacle liner when soiled or worn						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
39. General						
rrrr. Clean air bars and vents						1X/yr
ssss. Dust/clean baseboards						1X/yr
tttt. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
uuuu. Vacuum fabric upholstered furniture						1X/yr
vvvv. Additional/Emergency services						As needed or as re- quested
40. Intensive Floor Care						
wwwww. Emergency stain / gum removal from carpet						Upon request
xxxxxx. Spray buff finished hard floors - removing scuff marks included						na
yyyyyy. Scrub restroom floors				4X/yr		
zzzzzz. Clean carpet in restroom					na	Upon request
aaaaaaa. Clean carpet runners / mats					na	
bbbbbbb. Scrub stairwell floors (not applicable)					na	
ccccccc. Top strip & refinish floors						na
ddddddd. Strip & refinish all hard surface floors						na
3. Windows						
mm. Clean Windows on <b>Exterior</b> of building (inside and outside)						NA
nn. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					NA	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.



### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	Na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**Department of Military and Veterans Affairs – Battle Creek ANGB – Building 6955**

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**3545 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 7.36 (80 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 132.48 (\$7.36 X 18 months)

\*\*\*\*\*

110FW CIVIL ENGINEER W. K. KELLOGG AIRPORT, BATTLE CREEK, MICHIGAN

## FACILITY: 6955

[illegible]

**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**XXI. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING  
#6998**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/1/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	FLIGHT SIMULATOR, BUILDING 6998		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region: 13 County: Calhoun		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSgt Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	<a href="mailto:Phillip.groll@us.army.mil">Phillip.groll@us.army.mil</a>	<b>CONTACT FACISIMILE #:</b>	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0800 – 1700
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0800 – 1700
TOTAL BUILDING SQ. FT. TO BE CLEANED:	695	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	na	AREA(S):	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR TO BE CLEANED:	695	AREA(S): SEE ATTACHED SPREADSHEET- Office, Corridors, entry/hallways	
TOTAL SQ. FT. OF VINYL TO BE CLEANED:	640	AREA(S):	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	55	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:  NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)	1	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S):	2 (SEE NOTE BELOW)  NOTE, INCLUDES: 2 UNITS (INCLUDES 1 TOILET AND 1 SINK)
Is window cleaning to be included on this contract?  Note: Specify if Interior and / or Exterior and Number of Floors – typically 1 <sup>st</sup> Floor for Exterior.	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		

Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	NO
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] NOTE: DMB-OAS & AGENCY to determine	MODERATE
<b>ADDITIONAL INFORMATION:</b> This is the fuels and corrosion hangars building which includes administrative offices, break areas and rest rooms located between two hangars. Restrooms are to be cleaned on Monday immediately following Unit Training Assemblies (UTA).	

## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>21. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		2x Wkly (104/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		2x wkly (104 / yr)				
b. Empty waste receptacles		2x wkly (104 / yr)				
<b>2. Restrooms (If applicable)</b>						
u. Close restroom		2x wkly (104 / yr)				
v. Empty waste receptacles		2x wkly (104 / yr)				
w. Fill dispensers		1x wkly (52 / yr)				
x. Dust		1x wkly (52 / yr)				
y. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
z. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
aa. Clean and disinfect sinks		2x wkly (104 / yr)				
bb. Clean glass and mirrors		1x wkly (52 / yr)				
xxi. Clean and disinfect toilets and urinals		2x wkly (104 / yr)				
dd. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
mmmm. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		2x wkly (104 / yr)				
nnnn. Vacuum carpet if applicable		Na				
oooo. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
pppp. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
eeeeeee. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	<b>1x Day</b> (248 / yr for trash only)	<b>2x wkly</b> (104 / yr recycled paper only)				
ffffff. Remove carpet runners, clean floor and replace runners		<b>2x wkly</b> (104 / yr)				
ggggggg. Vacuum carpet and runners		<b>2x wkly</b> (104 / yr)				
hhhhhhh. Dust mop/Sweep		<b>2x wkly</b> (104 / yr)				
iiiiiii. Damp mop or machine scrub		<b>2x wkly</b> (104 / yr)				
jjjjjjj. Maintain clean glass - includes entrance doors		<b>1x wkly</b> (104 / yr)				
kkkkkkk. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		<b>1x wkly</b> (104 / yr)				
lllllll. Damp wipe all non-upholstered furniture, tables & counter areas		<b>2x wkly</b> (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
iii. Spot cleaning - including light switches			<b>1x mo</b> (12 / yr)			
jjj. Thorough wall / partition vacuuming and washing, as renovations require			<b>1x mo</b> (12 / yr)			
kkk.Clean partition / glass windows			<b>1x mo</b> (12 / yr)			
<b>26. Thoroughly Clean Store Rooms/Janitor Closets</b>			<b>1x mo</b> (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
cccc. Conference rooms		<b>2x wkly</b> (104 / yr)				
dddd. Clean drawing boards in conference rooms		<b>Na</b>				
eeee. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		<b>1x wkly</b> (104 / yr)				
ffff. Includes cleaning of table and counter tops		<b>2x wkly</b> (104 / yr)				



SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>11. Variable Procedures</b>						
www. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
xxxx. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		2x wk (104 / yr)				
yyyy. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
zzzz. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
aaaaa. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
41. General						
www. Clean air bars and vents						1X/yr
xxxx. Dust/clean baseboards						1X/yr
yyyy. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
zzzz. Vacuum fabric upholstered furniture						1X/yr
aaaa. Additional/Emergency services						As needed or as requested
42. Intensive Floor Care						
eeeeeee. Emergency stain / gum removal from carpet						As needed or as requested
ffffff. Spray buff finished hard floors - removing scuff marks included						12X/yr
ggggggg. Scrub restroom floors				4X/yr		
hhhhhhh. Clean carpet in high traffic areas					3X/yr	
iiiiiii. Clean carpet runners / mats					3X/yr	
jjjjjjj. Scrub stairwell floors (not applicable)					na	
kkkkkkk. Top strip & refinish floors						1X/yr
lllllll. Strip & refinish all hard surface floors						1X/yr
3. Windows						
oo. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
pp. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

#### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

#### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**Department of Military and Veterans Affairs – Battle Creek ANGB – Building 6998**

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**3545 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 64.01 (695 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 1,152.18 (\$64.01 X 18 months)

\*\*\*\*\*



**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**XXII. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING  
#7010**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/1/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	MUNITIONS ADMINISTRATION, BUILDING 7010		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 400 Sentry Street, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region: 13 County: Calhoun		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSgt Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	<a href="mailto:Phillip.groll@us.army.mil">Phillip.groll@us.army.mil</a>	<b>CONTACT FACISIMILE #:</b>	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0800 – 1700
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0800 – 1700
TOTAL BUILDING SQ. FT. TO BE CLEANED:	2,940	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	1,893	AREA(S): SEE ATTACHED SPREADSHEET	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR TO BE CLEANED:	1,047	AREA(S):	
TOTAL SQ. FT. OF VINYL TO BE CLEANED:	391	AREA(S):	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	656	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	Na	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:  NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)	2	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S):	16 (SEE NOTE BELOW)  NOTE, INCLUDES: 1 MALE & 1 FEMALE - 16 UNITS (INCLUDES 4 TOILETS, 2 URINALS, 6 SINKS, AND 3 SHOWERS)
Is window cleaning to be included on this contract?  Note: Specify if Interior and / or Exterior and Number of Floors – typically 1 <sup>st</sup> Floor for Exterior.	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		

Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	NO
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] NOTE: DMB-OAS & AGENCY to determine	MODERATE
<b>ADDITIONAL INFORMATION:</b> This is the munitions administrations building. Restrooms are to be cleaned on Monday immediately following Unit Training Assemblies (UTA).	



## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>22. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		2x Wkly (104/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		2x wkly (104 / yr)				
b. Empty waste receptacles		2x wkly (104 / yr)				
<b>2. Restrooms (If applicable)</b>						
v. Close restroom		2x wkly (104 / yr)				
w. Empty waste receptacles		2x wkly (104 / yr)				
x. Fill dispensers		1x wkly (52 / yr)				
y. Dust		1x wkly (52 / yr)				
z. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
aa. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
bb. Clean and disinfect sinks		2x wkly (104 / yr)				
cc. Clean glass and mirrors		1x wkly (52 / yr)				
xxii. Clean and disinfect toilets and urinals		2x wkly (104 / yr)				
ee. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
qqqq. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		2x wkly (104 / yr)				
rrrr. Vacuum carpet if applicable		Na				
ssss. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
tttt. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
mmmmmm. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	<b>1x Day</b> (248 / yr for trash only)	<b>2x wkly</b> (104 / yr recycled paper only)				
nnnnnnn. Remove carpet runners, clean floor and replace runners		<b>2x wkly</b> (104 / yr)				
ooooooo. Vacuum carpet and runners		<b>2x wkly</b> (104 / yr)				
ppppppp. Dust mop/Sweep		<b>2x wkly</b> (104 / yr)				
qqqqqqq. Damp mop or machine scrub		<b>2x wkly</b> (104 / yr)				
rrrrrrr. Maintain clean glass - includes entrance doors		<b>1x wkly</b> (104 / yr)				
sssssss. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		<b>1x wkly</b> (104 / yr)				
ttttttt. Damp wipe all non-upholstered furniture, tables & counter areas		<b>2x wkly</b> (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
III. Spot cleaning - including light switches			<b>1x mo</b> (12 / yr)			
mmm. Thorough wall / partition vacuuming and washing, as renovations require			<b>1x mo</b> (12 / yr)			
nnn. Clean partition / glass windows			<b>1x mo</b> (12 / yr)			
<b>27. Thoroughly Clean Store Rooms/Janitor Closets</b>			<b>1x mo</b> (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
gggg. Conference rooms		<b>2x wkly</b> (104 / yr)				
hhhh. Clean drawing boards in conference rooms		<b>Na</b>				
iiii. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		<b>1x wkly</b> (104 / yr)				
jjjj. Includes cleaning of table and counter tops		<b>2x wkly</b> (104 / yr)				

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>11. Variable Procedures</b>						
bbbb. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
cccc. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		2x wk (104 / yr)				
dddd. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
eeee. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
ffff. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi- Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
<b>43. General</b>						
bbbb. Clean air bars and vents						1X/yr
cccc. Dust/clean baseboards						1X/yr
dddd. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
eeee. Vacuum fabric upholstered furniture						1X/yr
ffff. Additional/Emergency services						As needed or as requested
<b>44. Intensive Floor Care</b>						
mmmmmm. Emergency stain / gum removal from carpet						As needed or as requested
nnnnnn. Spray buff finished hard floors - removing scuff marks included						12X/yr
ooooooo. Scrub restroom floors				4X/yr		
ppppppp. Clean carpet in high traffic areas					3X/yr	
qqqqqqq. Clean carpet runners / mats					3X/yr	
rrrrrr. Scrub stairwell floors (not applicable)					na	
sssssss. Top strip & refinish floors						1X/yr
tttttt. Strip & refinish all hard surface floors						1X/yr
<b>3. Windows</b>						
qq. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
rr. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**Department of Military and Veterans Affairs – Battle Creek ANGB – Building 7010**

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**400 SENTRY STREET, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 270.77 (2,940 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 4,873.86 (\$270.77 X 18 months)

\*\*\*\*\*

## 110FW CIVIL ENGINEER W. K. KELLOGG AIRPORT, BATTLE CREEK, MICHIGAN

## FACILITY: 7010

ID #	CATEGORY	DESCRIPTION	USED SF	% Use	% Use Assigned	Total Use	ROOM #	TOTALS	ID #	Description
1	216642		8,602	100.0%	1,226	9,828	1	94	1	Vestibule
2							2	264	1	Control Room
3							3	161	1	CAS B
4							4	272	1	Mechanical Room
5							5	4,003	1	Age Storage
6							6	1,054	1	Trailer Maintenance
7							7	46	1	Communications Room
8							8	32	1	Janitorial Room
9							9	606	1	Computer Workstation
10	COMMON	Hall/Hall	110				10	143	1	NCOIC
		Toilets	8,602	100.0%			11	219	1	Electrical Room
							12	195	1	Men's Locker Room
							13	170	1	Men's Restroom
							14	102	1	Women's Locker Room
							15	95	1	Women's Restroom
							16	100	1	Break Room
							17	291	1	Corridor
							18	36	1	Storage Room
							19	719	1	Classroom

**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**XXIII. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING #7020**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	Civil Engineer Complex, Building 7020		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region - Calhoun County		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSGT. Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	<a href="mailto:Phillip.groll@us.army.mil">Phillip.groll@us.army.mil</a>	<b>CONTACT FACISIMILE #:</b>	Na



## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0730 – 1630
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0730 – 1630
TOTAL BUILDING SQ. FT. TO BE CLEANED:	13,304	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	5,068	AREA(S): SEE ATTACHED SPEADSHEET	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR/VINYL TILE TO BE CLEANED:	4,630	AREA(S):	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	2,882	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	724	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:  NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)	4	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 22 (SEE BELOW)  NOTE, INCLUDES: 2 MALE/2 FEMALE 22 UNITS INCLUDES 4 TOILETS, 2 URINALS, 6 SINKS, 3 SHOWERS.	
Is window cleaning to be included on this contract?  Note: Specify if Interior and / or Exterior and Number of Floors – typically 1 <sup>st</sup> Floor for Exterior.	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard (see specifications for cleaning standards.	LOCKER ROOM, FITNESS ROOM		

What is the RECOMMENDED Level of Insurance Risk for this Contract?

[EXAMPLE: LOW, MODERATE OR HIGH]

NOTE: DMB-OAS & AGENCY to determine

MODERATE

**ADDITIONAL INFORMATION:** This building is the civil engineer complex. Restrooms are to be cleaned an additional once per month on Monday immediately following Unit Training Assemblies.

## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>23. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		3x Wkly (156/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		3x wkly (156 / yr)				
b. Empty waste receptacles		3x wkly (156 / yr)				
<b>2. Restrooms (If applicable)</b>						
w. Close restroom		3x wkly (156 / yr)				
x. Empty waste receptacles		3x wkly (156 / yr)				
y. Fill dispensers		2x wkly (104 / yr)				
z. Dust		Na				
aa. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
bb. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
cc. Clean and disinfect sinks		3x wkly (156 / yr)				
dd. Clean glass and mirrors		3x wkly (156 / yr)				
xxiii. Clean and disinfect toilets and urinals		3x wkly (156 / yr)				
ff. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
uuuu. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		3x wkly (156 / yr)				
vvvv. Vacuum carpet if applicable		3x wkly (156 / yr)				
www. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
xxxx. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
uuuuuu. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	<b>1x Day</b> (248 / yr for trash only)	<b>2x wkly</b> (104 / yr recycled paper only)				
vvvvvv. Remove carpet runners, clean floor and replace runners		<b>2x wkly</b> (104 / yr)				
wwwwww. Vacuum carpet and runners		<b>2x wkly</b> (104 / yr)				
xxxxxx. Dust mop/Sweep		<b>2x wkly</b> (104 / yr)				
yyyyyy. Damp mop or machine scrub		<b>2x wkly</b> (104 / yr)				
zzzzzz. Maintain clean glass - includes entrance doors		<b>1x wkly</b> (104 / yr)				
aaaaaaa. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		<b>1x wkly</b> (104 / yr)				
bbbbbbb. Damp wipe all non-upholstered furniture, tables & counter areas		<b>2x wkly</b> (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
ooo. Spot cleaning - including light switches			<b>1x mo</b> (12 / yr)			
ppp. Thorough wall / partition vacuuming and washing, as renovations require			<b>1x mo</b> (12 / yr)			
qqq. Clean partition / glass windows			<b>1x mo</b> (12 / yr)			
<b>28. Thoroughly Clean Store Rooms/Janitor Closets</b>			<b>1x mo</b> (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
kkkk. Conference rooms		<b>2x wkly</b> (104 / yr)				
llll. Clean drawing boards in conference rooms		<b>Na</b>				
mmmm. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		<b>2x wkly</b> (104 / yr)				
nnnn. Includes cleaning of table and counter tops		<b>2x wkly</b> (104 / yr)				

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>11. Variable Procedures</b>						
ggggg. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		<b>1x wk</b> (52 / yr)				
hhhhh. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		<b>3x wk</b> (156 / yr)				
iiii. Entry leaf removal/sweeping fall season		<b>1x wk</b> <b>(more if needed)</b> [52 / yr]				
jjjjj. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			<b>1x mo</b> <b>(more if needed)</b> [12 / yr]			
kkkkk. Replace waste receptacle liner when soiled or worn			<b>na</b>			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi- Annual (2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES	N/A	N/A	N/A			
45. General						
ggggg. Clean air bars and vents						1X/yr
hhhhh. Dust/clean baseboards						1X/yr
iiii. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
jjjjj. Vacuum fabric upholstered furniture						1X/yr
kkkkk. Additional/Emergency services						As needed or as re- quested
46. Intensive Floor Care						
uuuuuuu. Emergency stain / gum removal from carpet						As needed or as re- quested
vvvvvvv. Spray buff finished hard floors - removing scuff marks included						12X/yr
wwwwwww. Scrub restroom floors				4X/yr		
xxxxxxx. Clean carpet in high traffic areas					3X/yr	
yyyyyyy. Clean carpet runners / mats					3X/yr	
zzzzzzz. Scrub stairwell floors (not applicable)					na	
aaaaaaa. Top strip & refinish floors						1X/yr
bbbbbbbbb. Strip & refinish all hard surface floors						1X/yr
3. Windows						
ss. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
tt. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**

Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

### SUPPLEMENTARY TASKS\*

- To be determined by Contract Compliance Inspector.

### *NOTES AND ADDITIONAL INFORMATION*

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

#### **\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**Department of Military and Veterans Affairs – Battle Creek ANGB – Building 7020**

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**3545 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 1,225.30 (13,304 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 22,055.40 (\$1,225.30 X 18 months)

\*\*\*\*\*



[illegible]

**MAINTENANCE, REPAIR & OPERATIONS (MRO)**  
**JANITORIAL SERVICES – CONTRACT 071B1001223**

***PART I: LOCATION SPECIFICATIONS***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**XXIV. LOCATION SPECIFICATIONS**

**A. CONTRACT AND CCI INFORMATION**

**BUILDING #7040**

<b>CONTRACT INFORMATION</b>			
<b>APPROXIMATE START DATE:</b>	<b>12/01/2007</b>	<b>CONTRACT END DATE:</b>	<b>05/31/2009</b>
<b>PREVIOUS CONTRACT #:</b>	071B1001223		
<b>NUMBER OF YEARS / OPTIONS EFFECTIVE:</b>	NA		
<b>CONTRACTING AGENCY NAME:</b>	DEPARTMENT OF MILITARY AND VETERANS AFFAIRS, BATTLE CREEK AIR NATIONAL GUARD BASE		
<b>BUILDING NAME AND NUMBER:</b>	Vehicle Maintenance Complex, Building 7040		
<b>BUILDING ADDRESS:</b>	Battle Creek Air National Guard Base, 3545 Mustang Avenue, Battle Creek, Michigan		
<b>IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?</b>	No		
<b>REGION and COUNTY:</b>	Region - Calhoun County		
<b>PROCUREMENT CONTACT INFORMATION</b>			
<b>PROCUREMENT OFFICE NAME:</b>	KIMBERLY GRAHAM		
<b>PROCUREMENT OFFICE CONTACT NAME:</b>	Kimberly Graham	<b>CONTACT TELEPHONE #:</b>	<b>517-483-5803</b>
<b>PROCUREMENT OFFICE CONTACT E-MAIL:</b>	grahamk@Michigan.gov	<b>CONTACT FACISIMILE #:</b>	<b>517-483-5881</b>
<b>CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:</b>	MSGT. Phil Groll	<b>CONTACT TELEPHONE #:</b>	<b>269-969-3342</b>
<b>CCI / FM CONTACT E-MAIL:</b>	<a href="mailto:Phillip.groll@us.army.mil">Phillip.groll@us.army.mil</a>	<b>CONTACT FACISIMILE #:</b>	Na

## B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	0730 – 1630
NUMBER OF EMPLOYEES:		APPROXIMATE DAILY VISITORS:	Varies
IDENTIFY DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	0730 – 1630
TOTAL BUILDING SQ. FT. TO BE CLEANED:	2,853	NUMBER OF STORIES IN BUILDING:	Single story (1 story)
TOTAL SQ. FT. OF CARPET TO BE CLEANED:	53	AREA(S): SEE ATTACHED SPREADSHEET	
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF HARD FLOOR/VINYL TILE TO BE CLEANED:	2.273	AREA(S):	
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	527	AREA(S):	
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:		AREA(S):	
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	Na	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:		AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:  NOTE: RESTROOMS TO BE CLEANED ONE MONDAY PER MONTH FOLLOWING UNIT TRAINING ASSEMBLIES (UTA)	2	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S):	14 (SEE BELOW)  NOTE, INCLUDES: 1 MALE/1 FEMALE 14 UNITS INCLUDES 4 TOILETS, 2 URINALS, 4 SINKS, 2 SHOWERS.
Is window cleaning to be included on this contract?  Note: Specify if Interior and / or Exterior and Number of Floors – typically 1 <sup>st</sup> Floor for Exterior.	YES, "ONLY UPON REQUEST OF THE STATE AND MUST BE PRE-APPROVED"		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard (see specifications for cleaning standards.	LOCKER ROOM, FITNESS ROOM		

What is the RECOMMENDED Level of Insurance Risk for this Contract?

[EXAMPLE: LOW, MODERATE OR HIGH]

NOTE: DMB-OAS & AGENCY to determine

MODERATE

**ADDITIONAL INFORMATION:** This building is the vehicle maintenance complex. Restrooms are to be cleaned an additional once per month on Monday immediately following Unit Training Assemblies.

## C. DESCRIPTION OF SERVICE NEEDS

### TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>BASIC SERVICES</b>				N/A	N/A	N/A
<b>24. Office Cleaning</b> (Note: The days office cleaning is to occur will be determined by the Facility Manager.)		3x Wkly (156/yr)				
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		3x wkly (156 / yr)				
b. Empty waste receptacles		3x wkly (156 / yr)				
<b>2. Restrooms (If applicable)</b>						
x. Close restroom		3x wkly (156 / yr)				
y. Empty waste receptacles		3x wkly (156 / yr)				
z. Fill dispensers		2x wkly (104 / yr)				
aa. Dust		Na				
bb. Clean and disinfect waste receptacles		1x wkly (52 / yr)				
cc. Thoroughly sweep with broom before Mopping		2x wkly (104 / yr)				
dd. Clean and disinfect sinks		3x wkly (156 / yr)				
ee. Clean glass and mirrors		3x wkly (156 / yr)				
xxiv. Clean and disinfect toilets and urinals		3x wkly (156 / yr)				
gg. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		2x wkly (104 / yr)				
yyyy. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.) Mop water should be clean and refreshed after each restroom cleaning.		3x wkly (156 / yr)				
zzzz. Vacuum carpet if applicable		3x wkly (156 / yr)				
aaaaa. Maintain floor drain(s)/traps free of odors		2x wkly (104 / yr)				
bbbbb. Service restrooms as requested by Facility Manager		2x wkly (104 / yr)				
<b>3. Drinking Fountains</b>						
a. Clean, disinfect and wipe dry		2x wkly (104 / yr)				
<b>4. Lobbies and Corridors</b>						

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
cccccccc. Empty trash/recyclable paper pick up (Trash in lobbies to be emptied daily)	<b>1x Day</b> (248 / yr for trash only)	<b>2x wkly</b> (104 / yr recycled paper only)				
dddddddd. Remove carpet runners, clean floor and replace runners		<b>2x wkly</b> (104 / yr)				
eeeeeeee. Vacuum carpet and runners		<b>2x wkly</b> (104 / yr)				
ffffff. Dust mop/Sweep		<b>2x wkly</b> (104 / yr)				
gggggggg. Damp mop or machine scrub		<b>2x wkly</b> (104 / yr)				
hhhhhhh. Maintain clean glass - includes entrance doors		<b>1x wkly</b> (104 / yr)				
iiiiiii. Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		<b>1x wkly</b> (104 / yr)				
jjjjjj. Damp wipe all non-upholstered furniture, tables & counter areas		<b>2x wkly</b> (104 / yr)				
<b>5. Wall /Partition Cleaning / Washing</b>						
rrr. Spot cleaning - including light switches			<b>1x mo</b> (12 / yr)			
sss.Thorough wall / partition vacuuming and washing, as renovations require			<b>1x mo</b> (12 / yr)			
ttt. Clean partition / glass windows			<b>1x mo</b> (12 / yr)			
<b>29. Thoroughly Clean Store Rooms/Janitor Closets</b>			<b>1x mo</b> (12 / yr)			
<b>7. High Use Areas</b> Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The Facility Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
oooo. Conference rooms		<b>2x wkly</b> (104 / yr)				
pppp. Clean drawing boards in conference rooms		<b>Na</b>				
qqqq. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas		<b>2x wkly</b> (104 / yr)				
rrrr. Includes cleaning of table and counter tops		<b>2x wkly</b> (104 / yr)				

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 104 times per year)	Weekly (Twice per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>11. Variable Procedures</b>						
lllll. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wk (52 / yr)				
mmmmm. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		3x wk (156 / yr)				
nnnnn. Entry leaf removal/sweeping fall season		1x wk (more if needed) [52 / yr]				
ooooo. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (more if needed) [12 / yr]			
ppppp. Replace waste receptacle liner when soiled or worn			na			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 365 per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
<b>PERIODIC SERVICES</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>			
<b>47. General</b>						
lllll. Clean air bars and vents						1X/yr
mmmmm. Dust/clean baseboards						1X/yr
nnnnn. Dust clean blinds, curtains, window treatments (contractor to consult with CCI to obtain approval of form of cleaning to be utilized to not damage)						1X/yr
ooooo. Vacuum fabric upholstered furniture						1X/yr
ppppp. Additional/Emergency services						As needed or as re- quested
<b>48. Intensive Floor Care</b>						
ccccccc. Emergency stain / gum removal from carpet						As needed or as re- quested
ddddddd. Spray buff finished hard floors - removing scuff marks included						12X/yr
eeeeeee. Scrub restroom floors				4X/yr		
ffffff. Clean carpet in high traffic areas					3X/yr	
ggggggg. Clean carpet runners / mats					3X/yr	
hhhhhhh. Scrub stairwell floors (not applicable)					na	
iiiiiii. Top strip & refinish floors						1X/yr
jjjjjjj. Strip & refinish all hard surface floors						1X/yr
<b>3. Windows</b>						
uu. Clean Windows on <b>Exterior</b> of building (inside and outside)						1X/yr
vv. Clean Windows on <b>Interior</b> of building (inside and outside) [i.e., receptionist area, etc.]					3X / yr	

**NOTE:**



Services requested by the Facility Manager and performed by the contractor, which are beyond the scope of this service contract, shall be billed separately at the hourly rate quoted by the contractor for additional / emergency services.

**SUPPLEMENTARY TASKS\***

- To be determined by Contract Compliance Inspector.

***NOTES AND ADDITIONAL INFORMATION***

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Service delivery begin date will be determined by CCI. Any deviation from the established schedule must be pre-approved by the CCI.
- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

**\*\*RESPONSIBILITY FOR REPLENISHABLE SUPPLIES\*\***

<b>Replenishable Item</b>	<b>Provided by</b>
Paper towels	By agency
Hand soap	By agency
Feminine Sanitary vending supplies & Disposal bags	na
Toilet tissue	By agency
Plastic Trash Can Liners	By Agency
Air Fresheners	By Contractor
All Cleaning Supplies/Solutions/Equipment	By Contractor

**\*\*\* ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR \*\*\***

***PART II: VENDOR'S LOCATION PRICE SHEET***

**Department of Military and Veterans Affairs – Battle Creek ANGB – Building 7040**

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**3545 MUSTANG AVENUE, BATTLE CREEK, MICHIGAN 49012**

TOTAL AVERAGE cost per square foot per month: \$.0921

TOTAL AVERAGE cost per square foot per year: \$.0921

**A. TOTAL COSTS**

TOTAL QUOTE FOR ONE MONTH:	\$ 262.76 + 5.00 xtra chrg. (2,853 sq ft X .0921)
TOTAL QUOTE FOR 1.5 (18 MONTHS) YEARS:	\$ 4,819.68 (\$267.76 X 18 months)

\*\*\*\*\*

110FW CIVIL ENGINEER W. K. KELLOGG AIRPORT, BATTLE CREEK, MICHIGAN

## FACILITY: 7040

[illegible]