

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

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

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**

SEE SEPARATE DOCUMENT FOR CN #15

**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 9, 2007

**CHANGE NOTICE NO. 14
 TO
 CONTRACT NO. 071B1001223
 between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR A & B Quality Cleaning Services Inc. 224 N. 30th Street Battle Creek, MI 49015 Navery@abquality.com	TELEPHONE Nick Avery (269) 962-1174
	VENDOR NUMBER/MAIL CODE (2) 38-3207894 (001)
	BUYER/CA (517) 241-0684 Erica Busick
Contract Compliance Inspector: SMS Jim Crumrine and SFC Larry Albers Janitorial Services – DMVA – Battle Creek Air National and Augusta Armory	
CONTRACT PERIOD: From: January 1, 2001 To: November 30, 2007	
TERMS Net 30 days	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

**Effective September 27, 2007, this Contract is hereby EXTENDED to November 30, 2007.
 All other terms, conditions, and pricing not noted above shall remain the same.**

AUTHORITY/REASON:

Per request from Agency (PRF dated 09/25/07), and signed Vendor Agreement letter dated 09/26/07.

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,384,733.47

**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 19, 2007

**CHANGE NOTICE NO. 13
 TO
 CONTRACT NO. 071B1001223
 between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR A & B Quality Cleaning Services Inc. 224 N. 30th Street Battle Creek, MI 49015 ggensch@abquality.com	TELEPHONE Gary Gensch, Sr. (269) 962-1174 VENDOR NUMBER/MAIL CODE (2) 38-3207894 (001) BUYER/CA (517) 241-0684 Erica Busick
Contract Compliance Inspector: SMS Jim Crumrine and SFC Larry Albers Janitorial Services – DMVA – Battle Creek Air National and Augusta Armory	
CONTRACT PERIOD: From: January 1, 2001 To: September 30, 2007	
TERMS Net 30 days	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective July 18, 2007, this Contract is hereby INCREASED by \$47,367.94. All other terms, conditions, and pricing not noted above shall remain the same.

AUTHORITY/REASON:

Per request from Agency (PRF dated 05/08/07), signed Vendor Agreement letter dated 07/18/07, and Ad Board approval on 07/17/07.

INCREASE: \$47,367.94

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$1,384,733.47

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

May 22, 2007

**CHANGE NOTICE NO. 12
 TO
 CONTRACT NO. 071B1001223
 between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR		TELEPHONE Gary Gensch, Sr. (269) 962-1174
A & B Quality Cleaning Services Inc. 224 N. 30th Street Battle Creek, MI 49015 ggensch@abquality.com		VENDOR NUMBER/MAIL CODE (2) 38-3207894 (001)
		BUYER/CA (517) 241-0684 Erica Busick
Contract Compliance Inspector: SMS Jim Crumrine and SFC Larry Albers Janitorial Services – DMVA – Battle Creek Air National and Augusta Armory		
CONTRACT PERIOD:		From: January 1, 2001 To: September 30, 2007
TERMS	Net 30 days	SHIPMENT N/A
F.O.B.	N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A		

NATURE OF CHANGE (S):

Effective May 11, 2007, this Contract is hereby INCREASED by \$14,000.00. Also effective May 11, 2007, this Contract is hereby EXTENDED to September 30, 2007. All other terms, conditions, and pricing not noted above shall remain the same.

AUTHORITY/REASON:

Per request from agency (PRF dated 5/08/07) and DMB/Purchasing Operations' approval.

INCREASE: \$14,000.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$1,337,365.57

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 11, 2006

CHANGE NOTICE NO. 11
TO
CONTRACT NO. 071B1001223
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR		TELEPHONE Gary Gensch, Sr. (269) 962-1174
A & B Quality Cleaning Services Inc. 224 N. 30th Street Battle Creek, MI 49015 ggensch@abquality.com		VENDOR NUMBER/MAIL CODE (2) 38-3207894 (001)
		BUYER/CA (517) 241-0684 Erica Vaillancourt
Contract Compliance Inspector: SMS Jim Crumrine and SFC Larry Albers Janitorial Services – DMVA – Battle Creek Air National and Augusta Armory		
CONTRACT PERIOD:		From: January 1, 2001 To: June 1, 2007
TERMS	Net 30 days	SHIPMENT N/A
F.O.B.	N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A		

NATURE OF CHANGE (S):

Effective immediately, this Contract is INCREASED by \$107,393.86. All other terms, conditions, and pricing shall remain the same.

AUTHORITY/REASON:

Per request from agency (AS-1 dated 11/03/06) and DMB/Purchasing Operations approval.

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,323,365.57

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

November 13, 2006

CHANGE NOTICE NO. 10
TO
CONTRACT NO. 071B1001223
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR A & B Quality Cleaning Services Inc. 224 N. 30th Street Battle Creek, MI 49015 ggensch@abquality.com	TELEPHONE Gary Gensch, Sr. (269) 962-1174
	VENDOR NUMBER/MAIL CODE (2) 38-3207894 (001)
	BUYER/CA (517) 241-0684 Erica Vaillancourt
Contract Compliance Inspector: SMS Jim Crumrine and SFC Larry Albers Janitorial Services – DMVA – Battle Creek Air National and Augusta Armyory	
CONTRACT PERIOD: From: January 1, 2001 To: June 1, 2007	
TERMS Net 30 days	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective November 1, 2006, this Contract is hereby **EXTENDED** to June 1, 2007. **NOTE:** The buyer for this Contract is changed to Erica Vaillancourt (517) 241-0684. All other terms, conditions, and pricing shall remain the same.

AUTHORITY/REASON:

Per request from agency (AS-1 dated 10/31/06) and agreement from Contractor (fax dated 11/3/06).

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$1,215,971.71

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

August 22, 2005

CHANGE NOTICE NO. 9
TO
CONTRACT NO. 071B1001223
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR A & B Quality Cleaning Services Inc. 224 N. 30th Street Battle Creek, MI 49015 ggensch@abquality.com	TELEPHONE Gary Gensch, Sr. (269) 962-1174
	VENDOR NUMBER/MAIL CODE (2) 38-3207894 (001)
	BUYER/CA (517) 241-0684 Laura Hischke
Contract Compliance Inspector: SMS Jim Crumrine and SFC Larry Albers Janitorial Services – DMVA – Battle Creek Air National and Augusta Armory	
CONTRACT PERIOD: From: January 1, 2001 To: November 1, 2006	
TERMS Net 30 days	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective immediately this contract is hereby **EXTENDED** through November 1, 2006. Also, this contract is **INCREASED** by \$75,201.25.

All other terms, conditions, and specifications remain unchanged.

AUTHORITY/REASON:

Per DMB/Acquisition Services

INCREASE: \$75,201.25

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$1,215,971.71

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

May 2, 2005

CHANGE NOTICE NO. 8
TO
CONTRACT NO. 071B1001223
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR A & B Quality Cleaning Services Inc. 224 N. 30th Street Battle Creek, MI 49015 ggensch@abquality.com	TELEPHONE Gary Gensch, Sr. (269) 962-1174
	VENDOR NUMBER/MAIL CODE (2) 38-3207894 (001)
	BUYER/CA (517) 241-0684 Laura Hischke
Contract Compliance Inspector: SMS Jim Crumrine and SFC Larry Albers Janitorial Services – DMVA – Battle Creek Air National and Augusta Armory	
CONTRACT PERIOD: From: January 1, 2001 To: June 1, 2006	
TERMS Net 30 days	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective immediately this contract is hereby INCREASED by \$150,500.75.

All other terms, conditions, and specifications remain unchanged.

AUTHORITY/REASON:

Per DMB/Acquisition Services

INCREASE: \$150,500.75

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$1,050,770.40

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

April 27, 2005

**CHANGE NOTICE NO. 7
 TO
 CONTRACT NO. 071B1001223
 between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR A & B Quality Cleaning Services Inc. 224 N. 30th Street Battle Creek, MI 49015 ggensch@abquality.com	TELEPHONE Gary Gensch, Sr. (269) 962-1174
	VENDOR NUMBER/MAIL CODE (2) 38-3207894 (001)
	BUYER/CA (517) 241-0684 Laura Hischke
Contract Compliance Inspector: SMS Jim Crumrine and SFC Larry Albers Janitorial Services – DMVA – Battle Creek Air National and Augusta Armory	
CONTRACT PERIOD: From: January 1, 2001 To: June 1, 2006	
TERMS <p style="text-align: center;">Net 30 days</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

NATURE OF CHANGE (S):

Effective immediately this contract is hereby EXTENDED until June 1, 2006. All other terms, conditions, specifications and pricing remain unchanged.

AUTHORITY/REASON:

Per agency and vendor agreement.

TOTAL ESTIMATED CONTRACT VALUE REMAINS: \$990,269.71

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

March 3, 2005

CHANGE NOTICE NO. 6
 TO
 CONTRACT NO. 071B1001223
 between
 THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF VENDOR A & B Quality Cleaning Services Inc. 224 N. 30th Street Battle Creek, MI 49015 ggensch@abquality.com	TELEPHONE Gary Gensch, Sr. (269) 962-1174
	VENDOR NUMBER/MAIL CODE (2) 38-3207894 (001)
	BUYER/CA (517) 241-0684 Laura Hischke
Contract Compliance Inspector: SMS Jim Crumrine and SFC Larry Albers Janitorial Services – DMVA – Battle Creek Air National and Augusta Armory	
CONTRACT PERIOD: From: January 1, 2001 To: April 15, 2005	
TERMS Net 30 days	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective immediately this contract is hereby **EXTENDED** until April 15, 2005.
 Also, this contract is hereby **INCREASED** by \$18,812.50. All other terms,
 conditions, specifications and pricing remain unchanged.

Please note: The buyer has been changed to Laura Hischke.

AUTHORITY/REASON:

Per agency and vendor agreement.

INCREASE: \$18,812.50

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$990,269.71

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

March 18, 2004

CHANGE NOTICE NO. 5
TO
CONTRACT NO. 071B1001223
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR A & B Quality Cleaning Services Inc. 224 N. 30th Street Battle Creek, MI 49015 ggensch@abquality.com	TELEPHONE Gary Gensch, Sr. (269) 962-1174
	VENDOR NUMBER/MAIL CODE (2) 38-3207894 (001)
	BUYER (517) 241-1218 Andre' K. Morrow, C.P.M., CPPB
Contract Administrator: SMS Jim Crumrine and SFC Larry Albers Janitorial Services – DMVA – Battle Creek Air National and Augusta Armory	
CONTRACT PERIOD: From: January 1, 2001 To: March 1, 2005	
TERMS Net 30 days	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective 3/1/04, this contract is hereby EXTENDED for one (1) year. The contract end date is revised to March 1, 2005. This extension represents the first of two 1-year options available under this contract.

All other specifications, terms and conditions remain the same.

AUTHORITY/REASON:

Per request of agency (Sandy Wentworth), vendor's concurrence, State administrative Board approval on 2/17/04, and in accordance with the Contract Modification Clause.

INCREASE: \$240,000.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$971,457.21 (\$731,457.21 + \$240,000.00)

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

January 15, 2004

CHANGE NOTICE NO. 4
TO
CONTRACT NO. 071B1001223
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR A & B Quality Cleaning Services Inc. 224 N. 30th Street Battle Creek, MI 49015 ggensch@abquality.com	TELEPHONE Gary Gensch, Sr. (269) 962-1174
	VENDOR NUMBER/MAIL CODE (2) 38-3207894 (001)
	BUYER (517) 241-1218 Andre' K. Morrow, C.P.M., CPPB
Contract Administrator: SMS Jim Crumrine and SFC Larry Albers Janitorial Services – DMVA – Battle Creek Air National and Augusta Armory	
CONTRACT PERIOD: From: January 1, 2001 To: March 2, 2004	
TERMS Net 30 days	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective 1/3/04, this contract is hereby **EXTENDED** for two (2) months to allow for the required approvals for annual contract extensions and monetary increases. The revised expiration date is March 2, 2004.

All other specifications, terms and conditions remain the same.

AUTHORITY/REASON:

Per request of agency (Sandy Wentworth), vendor's concurrence, and in accordance with the contract modification clause.

INCREASE: \$20,000.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$731,457.21 (\$711,457.21 + \$20,000.00)

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

October 24, 2001

CHANGE NOTICE NO. 3
TO
CONTRACT NO. 071B1001223
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR A & B Quality Cleaning Services Inc. 224 N. 30th Street Battle Creek, MI 49015	TELEPHONE Gary Gensch, Sr. (616) 962-1174
	VENDOR NUMBER/MAIL CODE (2) 38-3207894 (001)
	BUYER (517) 335-1597 Sherita Calloway
Contract Administrator: SMS Jim Crumrine and SFC Larry Albers Janitorial Services –Department of Military & Veterans' Affairs Battle Creek Air National and Augusta Armory	
CONTRACT PERIOD: From: January 1, 2001 To: January 1, 2004	
TERMS Net 30 days	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective 11/1/2001, this contract is hereby amended as follows:

The contractor will be responsible for cleaning the Flight Simulator Area twice per week in building 6998. This is an additional 1,320 sq. ft. of floor space, which consists of 110 sq. ft. carpeting, and 1210 sq. ft. of non-carpeted area. The mechanical room is 108 sq. ft. and is not to be cleaned. Pricing for building 6998 is hereby revised as follows:

New Monthly Price: \$364.12 (\$178.96 + \$185.16)

New Quarterly Price for strip, seal and wax services: \$337.96 (\$241.40 + \$96.56)

Semi-Annual price for strip, seal and wax services remain \$32.30.

Semi-Annual price for carpet cleaning: \$25.00

New Estimated Total 3 year price for Building 6998: \$15,341.36 (\$9,533.16 + \$5,808.20)

All other specifications, terms and conditions and pricing remain the same.

New Total Estimated Contract Price: \$711,457.21 (\$705,649.01 + \$5,808.20)

Contract No. 071B1001223

Change Notice No. 3

Page 2 of 2

Authority/Reason:

Per request of agency (Jim Crumrine/Sandy Wentworth) and vendor's quote dated September 26, 2001 and in accordance with Modification Clause.

Estimated Increase: \$ 5,808.20 (\$185.16/month x 26 months plus \$96.56 per quarterly strip, seal and wax services x 9 estimated services plus \$25.00 per semi-annual carpet cleaning services x 5 estimated services)

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

June 21, 2001

CHANGE NOTICE NO. 2
TO
CONTRACT NO. 071B1001223
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR A & B Quality Cleaning Services Inc. 224 N. 30th Street Battle Creek, MI 49015	TELEPHONE Gary Gensch, Sr. (616) 962-1174
	VENDOR NUMBER/MAIL CODE (2) 38-3207894 (001)
	BUYER (517) 335-1597 Sherita Calloway
Contract Administrator: SMS Jim Crumrine and SFC Larry Albers Janitorial Services –Department of Military & Veterans’ Affairs Battle Creek Air National and Augusta Armory	
CONTRACT PERIOD: From: January 1, 2001 To: January 1, 2004	
TERMS Net 30 days	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

This contract is hereby amended as follows:

Effective 9/17/01, the contractor is to provide janitorial services at the Michigan Department of Military and Veteran Affairs, Augusta National Guard Armory, located at 2501 26th St., Bldg. 3100, Augusta, Michigan in addition to services already being provided at the DMVA Battle Creek Air National Guard Base. Specifications for this new location are as follows:

See attached Specifications, Terms and Conditions, and Pricing Sheet.

See Pricing Sheet for price breakdown.

Contract Administrator: SFC Larry Albers (616) 731-6468

AUTHORITY/REASON:

Per request of agency (Sandy Wentworth), vendor’s agreement and quote dated 5/3/01, and in accordance with the Modification Clause

INCREASE: \$111,906.53
 (\$2,604.00 per month x 27.5 months plus \$2,226.32 per strip, seal, wax service x 9 estimated quarterly services plus \$300.00 per carpet cleaning x 5 estimated semi-annual services plus \$200.00 per window cleaning (exterior and interior) x 5 estimated semi-annual services plus \$3,551.93 per strip, seal, wax service x 5 estimated semi-annual services)

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$705,649.01



**Michigan Department of Military and Veterans Affairs, Augusta National Guard Armory,
2501 26th St., Bldg. 3100, Augusta, MI**

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only, as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 27.5 months)
Janitorial Services	\$2,604.00	\$71,610.00

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.

The price for periodic services are not to be included in the monthly price above.

The vendor is required to submit a separate billing as services are performed.

Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per Service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, and wax all heavy traffic areas	9	\$2,226.32	\$20,036.88
Semi-Annual Services:			
1. Steam Clean Carpets	5	\$300.00	\$1,500.00
2. Strip, seal and wax all hard floors not covered in quarterly	5	\$3,551.93	\$17,759.65
3. Clean all windows (interior and exterior)	5	\$200.00	\$1,000.00

Part III

A. TOTAL ESTIMATED 1-YEAR CONTRACT PRICE: \$48,257.14

B. TOTAL ESTIMATED 27.5-MONTH CONTRACT PRICE: \$111,906.53

(Add price for 27.5 months plus price for all periodic services)



Revised 6/2001 smc

INTRODUCTION

This contract is issued by the Office of Purchasing, State of Michigan, Department of Management and Budget (DMB) hereafter known as the Office of Purchasing for the State of Michigan. Where actions are a combination of those of the Office of Purchasing and Michigan Department of Military and Veteran Affairs, the authority will be known as the State.

The Office of Purchasing is the sole point of contact in the State with regard to all procurement and contractual matters relating to the services described herein. The Office of Purchasing is the only office authorized to change, modify, amend, alter, clarify, etc. the specifications, terms and condition of this contract. The Office of Purchasing will remain the sole point of contact throughout the procurement process, until such time as the Director of Purchasing shall direct otherwise in writing. All communications concerning this procurement must be addressed to: Sherita Calloway, Buyer Specialist, DMB-Office of Purchasing, P.O. Box 30026, Mason Building, 2nd floor, Lansing, MI 48909, Phone: 517-335-1597.

SECTION I JANITORIAL SERVICE SPECIFICATIONS

A. SCOPE OF SERVICE

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform the janitorial (housekeeping) services as described in the specifications detailed herein. The required result is to maintain the facility(s) in such a manner as to provide a clean, healthy and safe work environment for occupants of state owned or lease office building(s).

The specifications contained in this contract have been developed to establish the minimum level of janitorial (housekeeping) services required operated by the Michigan Department of Military and Veteran Affairs.

B. EXAMINATION OF PREMISES

Bidders shall become familiar with each building to be included in this contract and shall survey the building to determine the current status and adequacy of service. Any condition which would prevent implementation of the work identified in this contract or any adverse local conditions of the work shall be set forth in the Bidder's response. Bidders shall be held to have made such examinations and no allowances will be made by reason of error or omission to make adequate examinations. Square footages listed herein are estimates only. Any additional measurements are the responsibility of the Bidder.



C. CONTRACT ADMINISTRATOR

Upon receipt by the Office of Purchasing of the properly executed contract agreement, it is anticipated that the Director of Purchasing will direct that the person named below be authorized to administer the contract on a day-to-day basis during the term of the contract. However, administration of any contract resulting from this request implies no authority to change, modify, clarify, amend, or otherwise alter the terms, conditions and specification of such contract. The Office of Purchasing retains that authority. The Contract Administrator for this project is:

Name: SFC Larry Albers
Telephone: 616-731-6468



JANITORIAL SPECIFICATIONS

Revised 6/2001
SMC

Location: **Michigan Department of Military and Veterans Affairs
Augusta National Guard Armory
2501 26th Street, Bldg 3100
Augusta, MI 49012-9205**

Contract Administrator: SFC Larry Alberts 616-731-6468

Area to be cleaned:

1,360 sq.ft. carpeted
51,360 sq.ft. non-carpeted (Vinyl Tile) (Breakroom)

70 Work Stations (employees)

Services to be Performed: **(3)** days per week (Monday, Wednesday and Friday), unless otherwise prior approved by Contract Administrator.

I. DAILY SERVICES: MONDAY, WEDNESDAY AND FRIDAY

A. ROOM CLEANING AND HALLWAYS

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Dust mop all common use non-carpeted floors (includes hallways, entryways, classrooms, and breakrooms). Damp mop all spills. Buff floors, applying spray wax if needed.

B. RESTROOMS

 4 Restrooms 10 Units includes showers

- I. Clean and sanitize all units. Clean pipes beneath all sinks.
2. Clean mirrors and counters and polish chrome.
- **3. Refill all soap and paper dispensers. (See section: Replenishable Supplies).



4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. ROOM CLEANING AND HALLWAYS

2. Clean all cleared desk and counter top areas with approved desk/counter cleaner.
3. Remove all cobwebs, clean baseboards.
6. Thoroughly vacuum all carpeted floors including corners and underneath partitions each and every day. (Refer to General Definitions for quality of care expected.)
7. Spot clean all carpeted areas.
5. Sweep, mop and spray wax and buff all hard surface floors (includes hallways, entryways, classrooms, and break rooms).
5. Clean by most appropriate means all Lobby, Tots Room and Visitation
6. Clean and polish all building entrance glass.

B. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean floors, with special attention to grouting, corners of floor, baseboards, and stalls and spray buff floors.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door, and kick plates.
5. Maintain floor traps free of odors.

III. MONTHLY SERVICE

A. ROOM CLEANING – OFFICES AND CLASSROOMS



- 1. Sweep, mop and spray buff tile floor in assembly hall and offices.
- 5. Dust high and low including all surfaces on which dust gathers.

IV. QUARTERLY SERVICE

Schedule to be set up with Office Manager at beginning of contract period. Any deviation from established schedule must be pre-approved by Contract Administrator. This service is to be priced separately from estimated monthly cost.

Strip, seal, wax and buff all heavy traffic areas including hallways, foyers, classrooms, breakrooms and restrooms.

V. SEMI-ANNUAL SERVICE

Schedule to be set up with Office Manager at beginning of contract period. Any deviation from established schedule must be pre-approved by Contract Administrator. This service is to be priced separately from estimated monthly cost.

A. ROOM CLEANING

- 1. Steam clean carpets by commercial methods: Full contract area.
- 2. Strip, seal, wax and buff all hard surfaced floors not covered in quarterly service.
- 3. Clean all windows interior and exterior.

**RESPONSIBILITY FOR REPLENISHABLE SUPPLIES:

- a. Paper towels X by agency
- b. Toilet tissue X by agency
- c. Hand soap X by agency
- d. Plastic liners X by agency

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

VII. GENERAL DEFINITIONS

The following definitions outline minimum acceptable standards for the activity to be performed.



A. Sweeping and Damp Mopping

1. Dust mopping must be performed with a treated mop. After sweeping and damp mopping operation, all floors must be clean and free from strings, bristles and dirt streaks.
2. Leave no dirt in corners, behind radiators, under furniture, behind doors, on stairs or landings. Leave no dirt where sweepings were picked up.
3. Leave no dirt, trash, or foreign matter under desks, tables or chairs.

B. Wet Mopping and Scrubbing

1. The floors must be properly prepared, thoroughly swept to remove visible dirt and debris, wads of gum, tar and foreign substances from the floor surfaces.
2. Upon completion of the wet mopping or scrubbing, the floor must be clean and free of dirt, water streaks, mop marks, strings; properly rinsed and dry mopped to present an overall appearance of cleanliness.
3. All surfaces must be dry and corners and cracks clean after the wet mopping or scrubbing.
4. Chairs, wastebaskets and other similar items must not be stacked on desks, tables or window sills, nor used in place of stepladder.
5. All furniture readily movable by one person and intended to be moved frequently must be moved during all floor cleaning operations and replaced in original positions upon completion.
6. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.

C. Wet Mopping

1. At the stated frequencies, floors must be damp mopped and buffed between regular waxing operations. Prepare the floor by sweeping to remove all visible dirt and debris.
2. The floor area will then be damp mopped and machine buffed to a polished appearance with a high speed buffer.

D. Rugs and Carpeting

1. After vacuuming, leave all rugs clean, free from dust balls, dirt and other debris. Prior to vacuuming, broom all edges not reached by vacuum. Leave nap on all carpeting lying in one direction.



2. Perform vacuuming, steam cleaning and shampooing with commercial grade equipment only.

E. Dusting

1. Do not move dusting residue from spot to spot, but remove directly from the areas in which dirt lies by the most effective means appropriate; treated dusting cloths or vacuum tools.
 - a. Leave no dust streaks.
 - b. Leave corners, crevices, molding and ledges free of dust and cobwebs.
 - c. Leave no oil spots or smudges on dusted surfaces caused by dusting

tools.

2. Horizontal surfaces include, but are not limited to, counter tops, file cabinets, tables, coat racks, etc. Telephones, ashtrays, etc., must be lifted and dusted under. Do not disturb work papers.
3. Dusting high and low includes, but is not be limited to, partition tops, pictures, chair rungs, etc.
4. Window hangings are either venetian blinds or drapes. Dust venetian blinds. Lightly vacuum drapes.

F. Damp Wiping

This task consists of using a clean damp cloth or sponge to remove all dirt spots, streaks, from walls, glass and other specified surfaces and then drying to provide a polished appearance.

1. The wetting solution must contain an appropriate cleaning agent.
2. When damp wiping in toilet areas, use a multi-purpose disinfectant/deodorizer.

G. Stripping and Sealing

1. Completely remove all dirt, wax and other foreign substances in returning the floor to its original surface.
2. Apply a thin coat of sealer with caution to prevent streaking or bleaching of floor surface. This application in preparation for waxing must be according to manufacturer's recommendations. The stripper, sealer and wax products used must be compatible for this activity, and wax must be a minimum of 25% solids.

H. Waxing and Buffing



1. Apply wax in a thin, even coat and machine buff with a high speed buffer immediately after drying. The number of coats applied will depend on the type and condition of the floor.
 2. All waxed surfaces must be maintained so as to provide safe ANTI-SLIP walking conditions.
 4. Chairs, wastebaskets and other similar items must not be stacked on desks, tables or window sills, nor used in place of stepladder.
 5. All furniture readily movable by one person and intended to be moved frequently must be moved during all floor cleaning operations and replaced in original positions upon completion.
 6. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.
- I. Wet Mopping and Buffing
1. At the stated frequencies, floors must be damp mopped and buffed between regular waxing operations. Prepare the floor by sweeping to remove all visible dirt and debris.
 2. The floor area will then be damp mopped and machine buffed to a polished appearance with a high speed buffer.
- J. Miscellaneous
1. Ash receptacles are either ashtrays, sand or dry receptacles. Contents of ash receptacles must be disposed of in a safe manner. Clean sand by sifting out and disposing of debris and replacing and replenishing sand in urns.
 2. Rubbish removal from a central location is the responsibility of the State. Contractor must bag all waste material and place inside containers provided for that purpose.
 3. Restroom units consist of sinks, washbowls, toilets, showers, urinals, etc. Clean and sanitize each unit by washing, inside and outside, top to bottom, including bases of toilets with a germicidal solution. Leave seats in a raised position.
 4. IF SO MARKED ON PAGE 4, the contractor is responsible for the purchase and supply of sanitary napkins and dispensers. All profits from the sale of such items would belong to the contractor.



- K. All hazardous conditions, such as burned out lights, loose railings, etc., must be reported by janitorial staff to contract supervisor, who must then notify building manager in writing.

VIII. GENERAL PROVISIONS

A. MATERIALS, TREATMENTS, ETC.

- 1. Contractor must supply all cleaning supplies needed in fulfilling this contract. This includes cleaners, finishes, etc., for the treatment of the various types of flooring, carpeting, furniture, etc. Use only such materials as are recommended and approved by the appropriate manufacturer.
- 2. The contractor's prime responsibility is to protect owner's property at all times, and to use only such materials and treatments as will enhance appearance of flooring, etc., and preserve the surface against deterioration.
- 3. The contractor may be required to submit a complete list by brand names and product number of all supplies to be used in fulfilling this contract and a Materials Safety Data Sheet (MSDS) prior to starting any work. Right is reserved by State to accept or reject these items. An acceptable substitute must be immediately furnished for any rejected item.

B. MECHANICAL AND OTHER EQUIPMENT

- 1. The contractor must furnish all power equipment such as floor machines, vacuum systems and all other equipment. All equipment must be commercial grade. Right is reserved by the State to accept or reject these items.
- 2. The State will furnish an area when necessary, for storage of contractor's equipment and supplies.
- 3. The contractor will be held solely responsible for all items stored on the premises.



IX. SPECIAL PROVISIONS

A. PRICING

All costs for supplying required insurances, employee fringe benefits, social security or other governmental business taxes must be incorporated into bid price quoted for this service. Such costs may not be billed separately.

B. REFERENCES

In the event of an award, the successful bidder may be required to furnish references from recognized companies for whom they are now rendering comparable service. This condition may be waived if bidder is currently holding State contract for equal service.

C. SUPERVISION

Competent supervision is to be furnished by the contractor, and these services must be satisfactory to the State.

Keys to the building will be furnished by the State. Any such keys must not be duplicated.

The contractor must maintain a secure environment while cleaning the facility. No one is allowed into the facility other than those individuals responsible for performing janitorial services. The contractor must lock the building when leaving. In locations that include a security alarm system, the contractor must also properly set the security alarm when leaving the building. Failure to maintain a secure environment, properly lock the building or set the security alarm (where applicable) will result in a complaint to vendor and possible cancellation of the contract. Any cost incurred from a security service or local police for false alarms caused by failure of the contractor to properly set the security alarm will be the responsibility of the contractor.

In addition, should the contract be canceled for failure to lock the building, or properly set the security alarm, the cost of changing the building locks and re-coding the security alarm, if applicable, will be charged to the contractor. These costs may be deducted from the monthly payment due the contractor.

D. CONTRACTOR CLEAN UP

The Contractor is responsible for repair, replacement or clean up as necessary due to carelessness or negligence on the part of the Contractor or his/her employees.

E. TRAINING AND DEVELOPMENT



Contractor shall employ personnel capable of fulfilling the requirements of this contract and shall provide a training and development plan for contractor personnel. The plan shall include the following:

1. Qualifications of instructors, supervisors and/or job coaches responsible for training and development.
2. Task analysis identifying knowledge and skills required for each custodial/janitorial activity.
3. Training objectives and methods of verifying competency of all contractor personnel.

The contractor shall submit a Training and Development Plan with the proposal (needs to be included with bid document). The plan must be acceptable to the State. The contractor shall not begin work under this contract until the Training and Development Plan, incorporating any changes required, has been approved by the State. The contractor shall maintain and update the plan annually and within 30 days of the start of any extension.

For clarification purposes, the Contractor's Training and Development Plan shall be considered as work or service and shall be subject to acceptance throughout the term of the contract, to include any extensions of contract term. The contractor shall notify the Contract Administrator in writing of any proposed change to the Contractor's Training and Development Plan. No change will be implemented prior to review and approval by the State Contract Administrator.

The Contractor must allow janitorial staff to participate in special training programs which may be offered by the agency during normal working hours. The Contractor will be responsible for any wages due the contractor's employee during such time.

F. HEALTH, SAFETY, AND ENVIRONMENTAL PROTECTION

The Contractor shall conform to all applicable Federal, State and local laws, and to the requirements of this contract. In performing work under this contract at State of Michigan facilities, the contractor shall:

Take all reasonable steps and precautions to prevent accidents and to preserve the health and safety of visitors, contractor personnel, and State personnel performing or in any way coming into contact with the performance of this contract;

Take all reasonable precautions to prevent the release of hazardous chemicals into the environment; and

Take such additional precautions as the Contract Administrator may reasonably require for health, safety, and environmental protection.



Any violation of these health, safety, and environmental rules and regulations, unless promptly corrected as directed by the Contract Administrator, shall be grounds for termination of this contract in accordance with the Default Clause of this contract.

a. Damage Reports. In all instances where State property or equipment is damaged, the Contractor shall submit to the Contract Administrator a full report of the facts and extent of such damage--verbally within one hour, and in writing within 24 hours of the occurrence.

b. Accident Reports. The Contractor shall comply with State of Michigan, OSHA and other regulatory agency requirements for record keeping and reporting of all accidents resulting in death, trauma, or occupational illness. The Contractor shall provide a verbal report to the Contract Administrator within one hour of occurrence and a written follow-up report to the Contract Administrator within 24 hours of occurrence.

c. Chemical Spills. The Contractor shall provide a plan addressing incidental and emergency spills of any chemicals brought on-site.

d. Hazard Communications. Contractor must maintain two, update Material Safety Data Sheet (MSDS) files on-site; one placed in Contract Administrator's office and the second in the contractor's office or Janitors Closet. Refer to Section I-JJ - Right to Know (Act 80 of 1986) of this contract.

G. QUALITY ASSURANCE PLAN

The Contractor shall submit a Quality Assurance Plan with the proposal. The plan must be acceptable to the State. The Contractor shall not begin work under this contract until the Quality Assurance Plan, incorporating any changes required has been approved by the Office of Purchasing. The Contractor shall maintain and update the plan annually and within 30 days of the start of any extension. The Contractor's Quality Assurance Plan shall include: (1) the names and qualifications of individuals performing inspections and the extent of their authority; (2) methods of identifying deficiencies in the quality of services performed before the level of performance becomes unacceptable, with descriptions of sampling techniques; (3) methods of documenting and enforcing quality assurance operation, including inspections and testing; (4) the format for the Contractor's Quality Assurance Report; and (5) method of control site keys and locks.

a. Quality Assurance Files. A file of all quality assurance inspections, inspection results, and any corrective action required and/or performed, shall be maintained by the Contractor throughout the term of the contract. This file shall be the property of the State and be made available upon request to the Contract Administrator within ten days after completion or prior to termination of the contract. Final payment may be withheld pending receipt of quality assurance files.



b. Quality Assurance Reports. The Contractor shall submit to the Contract Administrator by close of business the fifth working day of each month, a Quality Assurance Report listing the results of the previous month's Quality Assurance Inspections.

c. Acceptability. For purposes of acceptance, the Contractor's Quality Assurance Plan will be considered as work of service and shall be subject to acceptance throughout the term of the contract, to include any extensions of contract term. The Contractor shall notify the Facility Manager in writing of any proposed change to the Contractor's Quality Assurance Plan. No change will be implemented prior to review and approval by the Facility Manager.

H. COMPLIANCE WITH FEDERAL BLOOD BORNE PATHOGEN REQUIREMENTS

The contractor must provide basic blood borne pathogen training including required Hepatitis B immunization for personnel exposed or working on-site with blood or other potentially infectious materials. Specified waiver and compliance must be in accordance with the current Federal Blood borne Pathogen regulations. Any cost for vaccinations required will be the responsibility of the contractor. The contractor must also provide the State agency a copy of proof of such vaccination.

I. RECORD KEEPING

The Contractor must provide a monthly time sheet to the Contract Administrator showing the names, dates, areas and hours actually worked including starting and quitting times, for all employees used at this facility. This is to be submitted to the Contract Administrator's office with the Contractor's invoice by the 15th day of each month.

Upon award of the contract, the Contractor's must schedule a meeting with the Contract Administrator between the hours of 8:00 a.m. and 5:00 p.m. Supervisor must also be available to meet for consultation with the Contract Administrator on an emergency basis during the same hours.

The Contractor must supply the Contract Administrator with a list of all employees and supervisors to be used at each facility. Such list must include each employee's name, address, social security number and date of birth. Alternate employees may not be used until such list has been updated to include them and the above such data for alternates has been provided to the Contract Administrator.

J. BUILDING LOCK UP

The Contractor must lock and secure the building each night when leaving. Lock up procedures consist of before leaving building:

1. Turn off bathroom exhaust fan



2. Turn off all interior lights
3. Check and lock all entrance doors, gates or any other excess to the building.
4. Properly set security alarm system (where applicable)

In locations that include a security alarm system, the contractor must also properly set the security alarm when leaving the building. Failure to maintain a secure environment, properly lock the building or set the security alarm (where applicable) will result in a complaint to vendor and possible cancellation of the contract. Any cost incurred from a security service or local police for false alarms caused by failure of the contractor to properly set the security alarm will be the responsibility of the contractor.

In addition, should the contract be canceled by default of contractor, the cost of changing the building locks, providing new keys and re-coding the security alarm, where applicable, will be charged to the contractor. These costs may be deducted from the final payment due the contractor.

K. CONTRACT PAYMENT SCHEDULE/BILLING

Contractor is to submit billing at the close of each calendar month to:

(1) Michigan Department of Military and Veterans Affairs
 Augusta Armory, HQ 177th Regt (RTI)
 Attn: SFC Albers
 2501 26th Street, Bldg. 3100
 Augusta, MI 49012-9205

In the event services can not be performed as outlined in the specifications due to construction projects, closed areas or other temporary occurrences, the State shall be credited per square footage per day for areas not serviced during this period. As a general policy, invoices shall be forwarded monthly to the address noted above, by the 15th day of the following month. All billings shall include the contract number, the purchase order number and building name.

L. HOURS OF WORK

Work hours of contractor servicing this contract must be between the hours of **7:30 A.M.** and **4:30 P.M.**

This facility will be cleaned 3 days per week. One year equals 156 state work days.

The Contract Administrator will establish the appropriate schedules for work to be performed in designated offices and priorities for periodic work to be performed. The Contractor must adhere to these schedules.



Disruptive activities such as carpet extraction, floor stripping and waxing, etc. shall be done as scheduled by the Contract Administrator.

The State of Michigan will not pay for services not performed. The contractor will not be paid for State Holidays unless requested to perform such services. State Holidays include but not limited to: New Year’s Day, Martin Luther King Jr. Birthday, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day (2 days) Christmas Eve, Christmas Day and New Year’s Eve. For specific dates, contact the Contract Administrator.

M. INSPECTION AND CORRECTION OF DEFICIENCIES

1. Performance evaluations will be given to the vendor noting exception in performance to the required specifications.
2. Contractor must correct these deficiencies as follows:
 - a. Within 24 hours for any daily, weekly or monthly activity.
 - b. Within 48 hours for any activity listed as quarterly or semi-annual.
3. Should the vendor fail to correct his deficiency within the time stated, a complaint to vendor (Vendor Performance) will be filed by the Contract Administrator.
4. Repeated failure to correct deficiencies resulting in issuance of subsequent complaints to vendor may result in cancellation of contract by the Office of Purchasing.

NOTE: FAILURE TO NOTIFY THE OFFICE OF PURCHASING AND AGENCY OF CURRENT ADDRESS AND TELEPHONE NUMBER COULD RESULT IN CANCELLATION OF CONTRACT.

N. SERVICE REVIEW

The State Agency may request an audit of the services provided under the terms of this contract. The audit will be a joint activity of the Using Agency and the Office of Purchasing.

An unsatisfactory audit will result in cancellation of the Contract under terms of the Cancellation Clause in this contract. Further, should this contract be cancelled for cause, the Contractor so cancelled will not be allowed to participate in request(s) for continuation of this service.

The audit will consist of an evaluation of the total service quality, including responsiveness, timeliness of required reporting, and any other specifics as required under the terms of the Contract. The results of the audit along with



contract recommendations will be published by the Office of Purchasing and distributed to the Using Agency and the Contractor(s).

Should the contractor desire, a meeting will be arranged between all concerned parties within 10 calendar days of the date the Contractor received, or could have reasonably been expected to receive his copy of the audit. This meeting will provide an opportunity for the Contractor to present his/her reactions to audit recommendations.

O. CONFIDENTIALITY

Contractor shall be bound to confidentiality of any information its employees may become aware of during the course of performance of contracted tasks. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of the contract.

P. LEIN AND OTHER SECURITY CHECKS

Upon request of the State:

1. The Contractor shall only appoint employees or prospective employees to work at the location if they have cleared the LEIN and other security checks, and do not have a felony conviction or misdemeanor drug offense.
2. The Contractor shall obtain permission for LEIN checks of all prospective workers for the location. The permission slip is to include:
 - a) Employees Full Name
 - b) Social Security Number
 - c) Date of Birth
 - d) Michigan Drivers License Number or State ID Number
 - e) Employee Signature
3. The Contractor shall replace the janitorial worker assigned immediately at the State's request if the janitorial worker is found with contraband in his/her possession.
4. The contractor shall maintain an adequate pool of trained and LEIN cleared relief personnel to substitute for absent regular employees.



**SECTION II
TERMS AND CONDITIONS**

PRICE:

Prices quoted are the maximum for a period of 365 days from date contract becomes effective.

All costs of supplying required insurances, employee fringe benefits, social security or other governmental business taxes must be incorporated into the bid price quoted for this service. Such cost may not be billed separately. Each monthly payment will be adjusted to reflect the cost of actual square footage cleaned during the billing period.

Prices are subject to change at the end of each 365 day period if all of the following conditions are met:

- a) There is not documented continuous poor performance by the contractor under this contract.
- b) The increase will not exceed the current annual change in the Consumer Price Index (CPI-U) for Services, U. S. City Average, as published by U.S. Department of Labor, Bureau of Labor Statistics.

Such changes shall be based on changes in actual costs incurred. Documentation of each change must be provided with the request for price change in order to substantiate any requested change. Changes may be either increases or decreases, and may be requested by either party. Approved changes shall be firm for the remainder of the contract period unless further revised at the end of the next 365 day period.

Requests for price changes shall be RECEIVED IN WRITING AT LEAST THIRTY DAYS PRIOR TO THEIR EFFECTIVE DATE, and are subject to written acceptance before becoming effective. In the event new prices are not acceptable, the contract may be cancelled.

The continued payment of any charges due after September 30th of any fiscal year will be subject to the availability of an appropriation for this purpose.

INDEMNIFICATION

1. General Indemnification

The Contractor shall indemnify, defend and hold harmless the State, its departments, divisions, agencies, sections commissions, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:

- (a) any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from (1) the product provided



or (2) performance of the work, duties, responsibilities, actions or omissions of the Contractor or any of its subcontractors under this contract.

- (b) any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from a breach by the Contractor of any representation or warranty made by the Contractor in the contract;
- (c) any claim, demand, action citation, or legal proceeding against the State, its employees and agents arising out of related to occurrences that the Contractor is required to insure against as provided for in this contract;
- (d) any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Contractor, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the State;
- (e) any claim, demand, action, citation or legal proceeding against the State, its employees and agents which results from an act or omission of the Contractor or any of its subcontractors in its or their capacity as an employer of a person.

2. Patent/Copyright Infringement Indemnification

The Contractor shall indemnify, defend and hold harmless the State, its departments, division, agencies, sections, commissions, officers, employees and agents from and against all loses, liabilities, penalties, fines, damages (including taxes), and all related costs and expenses (including reasonable attorney’s fees and disbursements, costs of investigation, litigation, settlement, judgments, interest and penalties) incurred in connection with any action or proceeding threatened or brought against the State to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service supplied by the Contractor or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States. In addition, should the equipment, software, commodity, or service, or the operation thereof, become or in the Contractor’s sole expense (i) procure for the State the right to continue using the equipment, software, commodity or service or, if such option is not reasonably available to the Contractor, (ii) replace or modify the same with equipment, software, commodity or service of equivalent function and performance so that it becomes non-infringing, or, if such option is not reasonably available to Contractor, (iii) accept its return by the State with appropriate credits to the State



against the Contractor's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.

3. Indemnification Obligation Not Limited

In any and all claims against the State Of Michigan, or any of its departments, divisions, agencies, sections, commissions, officers, employees and agents, by any employee of the Contractor or any of its subcontractors, the indemnification obligation under the contract shall not be limited in any way by the amount or type of damages, compensation or benefits payable by or for the Contractor or any of its benefits acts. This indemnification clause is intended to be comprehensive, Any overlap in subclauses, or the fact that greater specificity is provided as to some categories of risk, is not intended to limit the scope of indemnification under any other subclause.

4. Continuation of Indemnification Obligation

The duty to indemnify will continue in full force and effect not withstanding the expiration or early termination of the contract with respect to any claims based on facts or conditions which occurred prior to termination.

CONTRACTOR'S LIABILITY INSURANCE

The Contractor shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the Contractor's operations under the Contract (Purchase Order), whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- (1) Claims under workers' disability compensation, disability benefit and other similar employee benefit act. A non-resident Contractor shall have insurance for benefits payable under Michigan's Workers' Disability Compensation Law for any employee resident of and hired in Michigan; and as respects any other employee protected by workers' disability compensation laws of any other state the Contractor shall have insurance or participate in a mandatory state fund to cover the benefits payable to any such employee.
- (2) Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees.
- (3) Claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees, subject to limits of liability of not less than \$300,000 each occurrence and, when applicable \$300,000 annual aggregate, for non-automobile hazards and as required by law for automobile hazards.
- (4) Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom, subject to a limit of liability of not less than \$50,000 each occurrence for non-automobile hazards and as required by law for automobile hazards.



- (5) Insurance for Subparagraphs (3) and (4) non-automobile hazards on a combined single limit of liability basis shall not be less than \$300,000 each occurrence and when applicable, \$300,000 annual aggregate.

The insurance shall be written for not less than any limits of liability herein specified or required by law, whichever is greater, and shall include contractual liability insurance as applicable to the Contractor's obligations under the Indemnification clause of the Contract (Purchase Order).

BEFORE STARTING WORK THE CONTRACTOR MUST FURNISH TO THE DIRECTOR OF THE OFFICE OF PURCHASING, CERTIFICATE(S) OF INSURANCE VERIFYING LIABILITY COVERAGE. THE CONTRACT OR PURCHASE ORDER NO. MUST BE SHOWN ON THE CERTIFICATE OF INSURANCE TO ASSURE CORRECT FILING. These Certificates shall contain a provision that coverages afforded under the policies will not be cancelled until at least fifteen days prior written notice bearing the Contract No. or Purchase Order No. has been given to the Director of Purchasing.

CANCELLATION

(a) The State may cancel the contract for default of the Contractor. Default is defined as the failure of the Contractor to fulfill the obligations of the quotation or contract. In case of default by the Contractor, the State may immediately and/or upon 30 days prior written notice to the Contractor cancel the contract without further liability to the State, its departments, divisions, agencies, sections, commissions, officers, agents and employees, and procure the services from other sources, and hold the Contractor responsible for any excess costs occasioned thereby.

(b) The State may cancel the contract in the event the State no longer needs the services or products specified in the contract, or in the event program changes, changes in laws, rules or regulations, relocation of offices occur, or the State determines that statewide implementation of the contract is not feasible, or if prices for additional services requested by the State are not acceptable to the State. The State may cancel the contract without further liability to the State, its departments, divisions, agencies, sections, commissions, officers, agents and employees by giving the Contractor written notice of such cancellation 30 days prior to the date of cancellation.

(c) The State may cancel the contract for lack of funding. The Contractor acknowledges that, if this contract extends for several fiscal years, continuation of this contract is subject to appropriation of funds for this project. If funds to enable the State to effect continued payment under this contract are not appropriated or otherwise made available, the State shall have the right to terminate this contract without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to the Contractor. The State shall give the Contractor written notice of such non-appropriation within 30 days after it receives notice of such non-appropriation.

(d) The State may immediately cancel the contract without further liability to the State its departments, divisions, agencies, sections, commissions, officers, agents and employees if the Contractor, an officer of the Contractor, or an owner of a 25% or greater share of the Contractor, is convicted of a criminal offense incident to the application for or performance of a State, public or private contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or



destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State, reflects on the Contractor's business integrity.

(e) The State may immediately cancel the contract in whole or in part by giving notice of termination to the Contractor if any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services pursuant to Constitution 1963, Article 11, Section 5, and Civil Service Rule 4-6.

(f) The State may, with 30 days written notice to the Contractor, cancel the contract in the event prices proposed for contract modification/extension are unacceptable to the State.

PRIME CONTRACTOR/SUBCONTRACTING

No subcontractor may be assigned to this contract without prior approval of the State OFFICE OF PURCHASING.

The Prime Contractor (Successful Bidder) will be required to assume responsibility for all contractual activities offered in this bid whether or not that contractor performs them. Further, the State will consider the Prime Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated contract. If any part of the work is to be subcontracted, bidders must include firm name and address, contact person, and a complete description of the work to be subcontracted to them. Any changes in subcontractors may only be made with PRIOR APPROVAL.

The State OFFICE OF PURCHASING reserves the right to approve subcontractors for this project and to require the Primary Contractor to replace subcontractors found to be unacceptable. The contractor is totally responsible for adherence by the subcontractor to all provisions of the contract.

MODIFICATION OF SERVICE

The Director of Purchasing further reserves the right to modify this janitorial service during the course of this contract by changing the location to be serviced, size of cleaning area, number of days service to be performed, as well as changes in frequency of performance of any listed tasks and/or addition or deletion of tasks to be performed, and/or any other modifications deemed necessary, any changes in pricing proposed by the contractor resulting from the proposed changes being subject to acceptance by the State. IN THE EVENT PRICES ARE NOT MUTUALLY AGREEABLE, THE CONTRACT SHALL BE SUBJECT TO COMPETITIVE BIDDING BASED UPON THE NEW SPECIFICATION.

AWARD:

The award will be based on the responsive and responsible bidder who offers the best value to the State of Michigan after reviewing all factors listed in section III-B. In order to receive award



consideration for set aside locations, bidder must be a Sheltered Workshop and bids may not exceed the Fair Market Range established by the Sheltered Workshop Committee. The State further reserves the right to reject any or all bids in whole or in part, and to waive any informality or technical defects, if it is determined by the State Purchasing Director that the best interest of the State will be served by doing so.

ASSIGNMENT

The Contractor shall not have the right to assign this contract or to assign or delegate any of its duties or obligations under this contract to any other party (whether by operation of law or otherwise), without the prior written consent of the State. Any purported assignment in violation of this Section shall be null and void. Further, the Contractor may not assign the right to receive money due under the contract without the prior written consent of the State Purchasing Director.

DELEGATION

The Contractor shall not delegate any duties or obligations under this contract to a subcontractor other than a subcontractor named in the bid unless the State Purchasing Director has given written consent to the delegation.

RIGHT TO KNOW ACT (ACT 80 of 1986)

The "Right to Know Act" is intended to provide protection and information to employees who encounter hazardous substances at the workplace. To comply with this act it is necessary that you fulfill the following:

Labels

Labels on all incoming containers of hazardous chemicals must (1) clearly state the identity of the contents, (2) display appropriate hazard warning(s), (3) include first aid information, and (4) list the name and address of the chemical manufacturer, importer, or other responsible party.

Responsibility of Service Contractor

A service contractor must comply with the requirements of Act 80 of 1986 with respect to the labeling of hazardous chemicals and the provision of Material Safety Data Sheets before such materials are introduced into the workplaces of a contracted service agency. Otherwise, such materials will not be allowed on the premises.

Material Safety Data Sheets

Material Safety Data Sheets related to hazardous chemicals must be presented to the appropriate state building supervisors prior to the introduction of such substances into buildings housing agencies of the State of Michigan. It is recommended that the format of OSHA Form 174, dated September 1985, be used as a standard for Material Safety Data sheets.



NON-DISCRIMINATION CLAUSE

In the performance of any contract or purchase order resulting herefrom, the bidder agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position. The bidder further agrees that every subcontract entered into for the performance of any contract or purchase order resulting herefrom will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 Public Act 453, as amended, MCL 37.2201, *et seq*, and the Persons with Disabilities Civil Rights Act, 1976 Public Act 220, as amended, MCL 37.1101, *et seq*, and any breach thereof may be regarded as a material breach of the contract or purchase order.

UNFAIR LABOR PRACTICES

Pursuant to 1980 Public Act 278, as amended, MCL 423.231, *et seq*, the State shall not award a contract or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled pursuant to Section 2 of the Act. A Contractor of the State, in relation to the contract, shall not enter into a contract with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to Section 4 of 1980 Public Act 278, MCL 423.324, the State may void any contract if, subsequent to award of the contract, the name of the Contractor as an employer, or the name of the subcontractor, manufacturer or supplier of the Contractor appears in the register.

DISCLOSURE

All information in a bidder's proposal and any contract resulting from this ITB is subject to the provisions of the Freedom of Information Act. 1976 Public Act No. 442, as amended, MCL 15.231, *et seq*.

ACCOUNTING RECORD

The Contractor will be required to maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and other procedures specified by the State of Michigan. Financial and accounting records shall be made available, upon request, to the State of Michigan, its designees, or the Michigan Department of Auditor General, at any time during the contract period and any extension thereof, and for three (3) years from expiration date and final payment on the contract or extension thereof.

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

January 3, 2001

**CHANGE NOTICE NO. 1
 TO
 CONTRACT NO. 071B1001223
 between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR A & B Quality Cleaning Services Inc. 224 N. 30th Street Battle Creek, MI 49015	TELEPHONE Gary Gensch (616) 962-1174 VENDOR NUMBER/MAIL CODE (2) 38-3207894 (001) BUYER (517) 335-1597 Sherita Calloway
Contract Administrator: Sms Jim Crumrine Janitorial Services -- Department of Military & Veterans' Affairs Battle Creek Air National	
CONTRACT PERIOD: From: January 1, 2001 To: January 1, 2004	
TERMS Net 30 days	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE (S):

Effective 1/1/01, this contract is hereby amended as follows:

On page 27 of the contract terms and conditions: Under Section I-D Term of contract, add:
 Contract invoicing and payment shall occur on a monthly basis for work already performed. Such billing shall be for the amount indicated under Part I of the pricing sheet for each building and adjusted pursuant to I-R Price. Any periodical services required will reflect the prices indicated in Part II of the pricing sheet for each building. In the event a particular area of the building(s) is not serviced, credit shall be issued to the State based on the square foot cost per day multiplied by the number of square feet where service was not performed.

Should an area or building be under construction and janitorial services are not required, the "cost per state work day" shall be credited to the State for each day work is not performed.

Square foot cost per day is calculated as follows: estimated monthly price multiplied by 12 and divided by total number of days services are rendered per year, and divided by the total cleanable square footage per building.

On page 90, under Section II-J Working Hours, change "One year equals 249 State work days" to read:
 One year equals 249 state work days for buildings receiving 5 days per week service,
 One year equals 208 state work days for buildings receiving 4 days per week service,
 One year equals 156 state work days for buildings receiving 3 days per week service,
 One year equals 104 state work days for buildings receiving 2 days per week service, and
 One year equals 52 state work days for buildings receiving 1 day per week service.
 All other specifications, terms, and conditions AND PRICING remain the same.

AUTHORITY/REASON:

For clarification purposes and per request of agency (Jim Crumrine) and in accordance with the modification clause.

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

January 2, 2001

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

NAME & ADDRESS OF VENDOR A & B Quality Cleaning Services Inc. 224 N. 30th Street Battle Creek, MI 49015	TELEPHONE Gary Gensch (616) 962-1174 VENDOR NUMBER/MAIL CODE (2) 38-3207894 (001) BUYER (517) 335-1597 Sherita Calloway
Contract Administrator: Sms Jim Crumrine Janitorial Services -- Department of Military & Veterans' Affairs Battle Creek Air National	
CONTRACT PERIOD: From: January 1, 2001 To: January 1, 2004	
TERMS Net 30 days	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

The terms and conditions of this Contract are those of ITB #071I0000576, this Contract Agreement and the vendor's quote dated 9-12-00. In the event of any conflicts between the specifications, terms and conditions indicated by the State and those indicated by the vendor, those of the State take precedence. Please refer to Pricing Sheet for Price Breakdown.

Estimated 1 Year Contract Value \$197,914.16

Estimated 3 Year Contract Value: \$593,742.48

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

**CONTRACT NO. 071B1001223
 between
 THE STATE OF MICHIGAN
 and**

NAME & ADDRESS OF VENDOR A & B Quality Cleaning Services Inc. 224 N. 30th Street Battle Creek, MI 49015	TELEPHONE Gary Gensch (616) 962-1174 VENDOR NUMBER/MAIL CODE (2) 38-3207894 (001) BUYER (517) 335-1597 Sherita Calloway
Contract Administrator: Sms Jim Crumrine Janitorial Services -- Department of Military & Veterans' Affairs Battle Creek Air National	
CONTRACT PERIOD: From: January 1, 2001 To: January 1, 2004	
TERMS <p style="text-align: center;">Net 30 days</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	
MISCELLANEOUS INFORMATION: The terms and conditions of this Contract are those of ITB #071I0000576, this Contract Agreement and the vendor's quote dated 9-12-00. In the event of any conflicts between the specifications, terms and conditions indicated by the State and those indicated by the vendor, those of the State take precedence. Please refer to Pricing Sheet for Price Breakdown. Estimated 1 Year Contract Value \$197,914.16 Estimated 3 Year Contract Value: \$593,742.48	

THIS IS NOT AN ORDER: This Contract Agreement is awarded on the basis of our inquiry bearing the ITB No.071I0000573. A Purchase Order Form will be issued only as the requirements of the State Departments are submitted to the Office of Purchasing. Orders for delivery may be issued directly by the State Departments through the issuance of a Purchase Order Form.

All terms and conditions of the invitation to bid are made a part hereof.

FOR THE VENDOR:	FOR THE STATE:
Firm Name	Signature
Authorized Agent Signature	Sherita Calloway, Buyer Specialist
Authorized Agent (Print or Type)	Name
Date	Commodities and Services Division
	Title
	Date



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BUILDING 6900

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$2,752.12	\$99,076.32

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$1,848.55	\$22,182.55
Semi-Annual Services:			
1. Clean Carpets (Shampoo): Full Contract area	6	\$1,206.36	\$7,238.16
2. Strip, seal, wax and buff all tile floors (all areas not covered in quarterly service)	6	\$473.28	\$2,839.68
3. Shop area only: strip, seal, wax and buff tile floors	6	\$328.61	\$1,971.66

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$44,436.14

(Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$133,308.42

(Add price for 36 months plus price for all periodic services)



BUILDING 6901

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$213.30	\$7,678.80

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per Service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$105.40	\$1,264.80
Semi-Annual Services:			
1. Clean Carpets (Shampoo): Full Contract area	6	\$92.12	\$552.72
2. Strip, seal, wax and buff all tile floors (all areas not covered in quarterly service)	6	\$95.20	\$571.20

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$3,355.84
 (Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$10,067.52
 (Add price for 36 months plus price for all periodic services)



BUILDING 6903

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$60.94	\$2,193.84

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per Service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$74.12	\$889.44
Semi-Annual Services:			
2. Strip, seal, wax and buff all tile floors (Full contract)	6	\$82.28	\$493.68

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$1,192.32
 (Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$3,576.96
 (Add price for 36 months plus price for all periodic services)



BUILDING 6905

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$2,022.32	\$72,803.52

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Quarterly Services			
Dust high and low all surfaces.	12	\$90.00	\$1,080.00
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$560.00	\$6,727.92
Semi-Annual Services:			
1. Clean Carpets (Shampoo): Full Contract area	6	\$1,633.56	\$9,801.36

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$30,137.60

(Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$90,412.80

(Add price for 36 months plus price for all periodic services)



BUILDING 6906

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$17.26	\$621.36

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Semi-Annual Services:			
Strip, seal, wax and buff all tile floors (Full contract)	6	\$45.90	\$275.40

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$298.92

(Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$896.76

(Add price for 36 months plus price for all periodic services)



BUILDING 6908

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$40.62	\$1,462.32

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$23.12	\$277.44
Semi-Annual Services:			
Strip, seal, wax and buff all tile floors (Full contract)	6	\$60.34	\$362.04

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$700.60

(Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$2,101.80

(Add price for 36 months plus price for all periodic services)



BUILDING 6909

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$143.21	\$5,155.56

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$162.35	\$1,948.20
Semi-Annual Services:			
Strip, seal, wax and buff all tile floors (all other contract areas)	6	\$183.09	\$1,098.54

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$2,734.10
 (Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$8,202.30
 (Add price for 36 months plus price for all periodic services)



BUILDING 6910

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$826.80	\$29,764.80

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$610.30	\$7,323.60
Semi-Annual Services:			
1. Clean Carpets (Shampoo): Full Contract area	6	\$277.56	\$1,665.36

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$12,917.92

(Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$38,753.76

(Add price for 36 months plus price for all periodic services)



BUILDING 6911

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$753.16	\$27,113.76

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$154.70	1,856.40
Semi-Annual Services:			
1. Clean Carpets (Shampoo): Full Contract area	6	\$324.84	\$1,949.04

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$10,306.40

(Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$30,919.20

(Add price for 36 months plus price for all periodic services)



BUILDING 6912

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$114.26	\$4,113.36

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$267.41	\$3,208.92
Semi-Annual Services:			
Strip, seal, wax and buff all tile floors (all other contract areas)	6	\$27.20	\$163.20

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$2,495.16
 (Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$7,485.48
 (Add price for 36 months plus price for all periodic services)



BUILDING 6913

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$1,645.48	\$59,237.28

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$737.46	\$8,849.52
Semi-Annual Services:			
1. Clean Carpets (Shampoo): Full Contract area	6	\$820.32	\$4,921.92
2. Strip, seal, wax and buff all tile floors (all other contract areas)	6	\$52.36	\$314.16

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$24,440.96

(Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$73,322.88

(Add price for 36 months plus price for all periodic services)



BUILDING 6914

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated Price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$623.66	\$22,451.76

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.

The price for periodic services are not to be included in the monthly price above.

The vendor is required to submit a separate billing as services are performed.

Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$234.77	\$2,817.24
Semi-Annual Services:			
1. Clean Carpets (Shampoo): Full Contract area	6	\$488.04	\$2,928.24

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$9,399.08

(Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$28,197.24

(Add price for 36 months plus price for all periodic services)



BUILDING 6915

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$16.75	\$603.00

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Semi-Annual Services: Strip, seal, wax and buff all tile floors (Full contract)	6	\$28.39	\$170.34

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$257.78
 (Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$773.34
 (Add price for 36 months plus price for all periodic services)



BUILDING 6916

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$49.77	\$1,791.72

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$49.98	\$599.76
Semi-Annual Services:			
Strip, seal, wax and buff all tile floors (all other contract areas)	6	\$41.48	\$248.88

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$880.12

(Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$2,640.36

(Add price for 36 months plus price for all periodic services)



BUILDING 6917

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated Price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$146.26	5,265.36

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$95.54	\$1,146.48
Semi-Annual Services:			
1. Clean Carpets (Shampoo): Full Contract area	6	\$65.28	\$391.68

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$2,267.84
 (Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$6,803.52
 (Add price for 36 months plus price for all periodic services)



BUILDING 6922

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$333.66	\$12,011.76

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$258.91	\$3,106.92
Semi-Annual Services:			
1. Clean Carpets (Shampoo): Full Contract area	6	\$45.36	\$272.16
2. Strip, seal, wax and buff all tile floors (all other contract areas)	6	\$44.20	\$265.20

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$5,218.88
 (Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$15,656.04
 (Add price for 36 months plus price for all periodic services)



BUILDING 6923

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated Price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$852.70	\$30,697.20

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$854.76	\$10,257.12
Semi-Annual Services:			
1. Clean Carpets (Shampoo): Full Contract area	6	\$363.12	\$2,178.72
2. Strip, seal, wax and buff all tile floors (all other contract areas)	6	\$39.10	\$234.60

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$14,455.88

(Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$43,367.64

(Add price for 36 months plus price for all periodic services)



BUILDING 6930

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated Price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$1,188.40	\$42,782.40

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Quarterly Services			
Clean, wax and buff all surface floors in areas cleaned once per month.	12	\$120.00	\$1,440.00
Dust high and low all surfaces.	12	\$135.20	\$1,622.40
Clean large glass windows inside and outside	12	\$250.00	\$3,000.00
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$229.84	\$2,758.08
Semi-Annual Services:			
1. Clean Carpets (Shampoo): Full Contract area	6	\$977.40	\$5,864.40
2. Strip, seal, wax and buff all tile floors (Full contract)	6	\$547.57	\$3,285.42

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$20,250.90

(Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$60,752.70

(Add price for 36 months plus price for all periodic services)



BUILDING 6950

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$119.34	\$4,296.24

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$170.34	\$2,044.08
Semi-Annual Services:			
2. Strip, seal, wax and buff all tile floors (all other contract areas)	6	\$21.76	\$130.56

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$2,156.96
 (Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$6,470.88
 (Add price for 36 months plus price for all periodic services)



BUILDING 6954

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$567.28	\$20,422.08

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$202.98	\$2,435.76
Semi-Annual Services:			
1. Clean Carpets (Shampoo): Full Contract area	6	\$256.68	\$1,540.08

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$8,132.64
 (Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$24,397.92
 (Add price for 36 months plus price for all periodic services)



BUILDING 6955

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$24.88	\$895.68

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Semi-Annual Services:			
Strip, seal, wax and buff all tile floors (Restrooms only)	6	\$15.00	\$90.00

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$328.56
 (Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$985.68
 (Add price for 36 months plus price for all periodic services)



BUILDING 6998

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$178.96	\$6,442.56

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Quarterly Services			
Strip, seal, wax and buff all tile floors: Heavy traffic	12	\$241.40	\$2,896.80
Semi-Annual Services:			
2. Strip, seal, wax and buff all tile floors (all other contract areas)	6	\$32.30	\$193.80

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$3,177.72
 (Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$9,533.16
 (Add price for 36 months plus price for all periodic services)



BUILDING 6999

PRICING SHEET

Part I

Quote the estimated price per month you want to be paid for the daily, weekly and monthly services only as outlined in the attached specifications:

Description:	Estimated Price per month	(Multiply estimated monthly price times 36 months)
Janitorial Services	\$23.08	\$830.88

Part II

Quote your price to perform these periodic services as outlined in the attached specifications.
 The price for periodic services are not to be included in the monthly price above.
 The vendor is required to submit a separate billing as services are performed.
 Payment will be issued only after services are satisfactorily completed.

Description: Periodic Services	Estimated Services	Price per service	(Multiply price per service times estimated services)
Semi-Annual Services:			
Strip, seal, wax and buff all tile floors (Full contract area)	6	\$57.94	\$347.64

Part III

A. TOTAL ESTIMATED 1 YEAR CONTRACT PRICE: \$392.84

(Divide total estimated 3 year contract price by 3)

B. TOTAL ESTIMATED 3 YEAR CONTRACT PRICE: \$1,178.52

(Add price for 36 months plus price for all periodic services)



Includes notes from Addendum #1 issued 8/29/2000 and clarifications

**SECTION I
TERMS AND CONDITIONS**

**Janitorial and Housekeeping Services for the
Michigan Department of Military and Veterans Affairs
Battle Creek Air National Guard Base, Battle Creek, MI**

I-A PURPOSE

The purpose of this contract is for the provision of janitorial services at the Michigan Department of Military and Veterans Affairs, Battle Creek Air National Guard Base, Battle Creek. Each provision of the contract shall be deemed to be severable from all other provisions of the contract, and if one or more of the provisions of the contract shall be declared invalid, the remaining provisions of the contract shall remain in full force and effect. The contract shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan.

In order of precedence, a contract will consist of published addenda modifying the ITB, the contents of the ITB, and the Contractor's response to the ITB requirements. In case of disagreement, the ITB as modified by the published addenda will rule. The State of Michigan shall not be bound by any part of any bidder's response to the ITB which contains information, options, conditions, terms or prices not requested nor required in the ITB.

The failure of a party to insist upon strict adherence to any term of the contract shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term or any other term of the contract.

I-B ISSUING OFFICE

This contract is issued by the Office of Purchasing, State of Michigan, Department of Management and Budget (DMB) hereafter known as the Office of Purchasing. Where actions are a combination of those of the Office of Purchasing and the Department of Military and Veterans Affairs, the authority will be known as the State.

The Office of Purchasing is the sole point of contact in the State with regard to all procurement and contractual matters relating to the services described herein. The Office of Purchasing is the only office authorized to change, modify, amend, alter, clarify, etc. the specifications, terms and condition of this Invitation to Bid and any contract awarded as the result of this request. The Office of Purchasing will remain the sole point of contact throughout the procurement process, until such time as the Director of Purchasing shall direct otherwise in writing. See Paragraph I-C. All communications concerning this procurement must be addressed to:

Sherita Calloway, Buyer Specialist
DMB-Office of Purchasing
P.O. Box 30026
Mason Building, 2nd floor
Lansing, MI 48909
Telephone: 517-335-1597
Fax: 517-335-0046



I-C CONTRACT ADMINISTRATOR

Upon receipt by the Office of Purchasing of the properly executed contract agreement, it is anticipated that the Director of Purchasing will direct that the person named below be authorized to administer the contract on a day to day basis during the term of the contract. However, administration of any contract resulting from this request, implies no authority to change, modify, clarify, amend, or otherwise alter the terms, conditions and specification of such contract. That authority is retained by the Office of Purchasing. The Contract Administrator for this project is:

Senior Master sergeant (Sms) Jim Crumrine, Telephone: 616-969-3342

I-D CONTRACT TERM

The term of the resulting contract agreement will commence with the issuance of a contract and cover an estimated 36 month period. The State reserves the right to issue up to two (2) one (1) year extensions to the contract, if contractor's performance has been satisfactory and both parties are in agreement with the extension.

The State of Michigan is not liable for any cost incurred by any bidder prior to signing of a contract by all parties. The activities in the proposed contract cover the period noted above. The State fiscal year is October 1st through September 30th. The prospective Contractor should realize that payments in any given fiscal year are contingent upon enactment of legislative appropriations.

I-E COSTS LIABILITY

The State of Michigan assumes no responsibility or liability for costs incurred by the Contractor prior to the signing of any contract resulting from this Request. Total liability of the State is limited to the terms and conditions of this Request and any resulting contract.

I-F PRIME CONTRACTOR RESPONSIBILITIES

The Prime Contractor will be required to assume responsibility for all contractual activities offered in the proposal whether or not the Contractor performs them. Further, the State will consider the Prime Contractor to be the sole point of contact with regard to contractual matters, including payment to any and all charges resulting from the anticipated contract. If any part of the work is to be subcontracted responses to the ITB must include a list of subcontractors, including firm name and address, contact person, complete description of work to be subcontracted and descriptive information concerning subcontractor's organizational abilities. The State reserves the right to approve subcontractors for this project and to require the Prime Contractor to replace subcontractors found to be unacceptable. The Contractor is totally responsible for adherence by the subcontractor to all provisions of the contract.

I-G NEWS RELEASES

News releases pertaining to this ITB or project to which it relates will not be made without prior written State approval, and then only in accordance with the explicit written instructions from the State. No results of the activities associated with this ITB are to be released without prior written approval of the State, and then only to persons designated.

I-H DISCLOSURE

All information in a bidder's proposal and any contract resulting from this ITB is subject to the provisions of the Freedom of Information Act. 1976 Public Act No. 442, as amended, MCL 15.231, *et seq.*



I-I CONTRACT PAYMENT SCHEDULE

The specific payment schedule for any contract entered into as the result of this ITB will be mutually agreed upon by the State and the Contractor. The schedule should show payment amount and should reflect actual work done by the payment date, less any penalty cost charges accrued by those dates. In the event services can not be performed as outlined in the specifications due to construction projects, closed areas or other temporary occurrences, the State shall be credited per square footage per day for areas not serviced during this period. As a general policy, invoices shall be forwarded monthly to the address noted below, by the 15th day of the following month. All billings shall include the contract number, the purchase order number and building name.

Michigan Department of Military and Veterans Affairs
Battle Creek Air National Guard Base
Attention: Sms, Jim Crumrine
3585 Mustang Avenue
Battle Creek, Michigan 49015-5509

I-J ACCOUNTING RECORD

The Contractor will be required to maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with generally accepted principles of accounting and other procedures specified by the State of Michigan. Financial and accounting records shall be made available, upon request, to the State of Michigan, its designees, or the Michigan Department of Auditor General, at any time during the contract period and any extension thereof, and for three (3) years from expiration date and final payment on the contract or extension thereof.

I-K TAXES

The State of Michigan is exempt from Federal Excise Tax and state or local sales tax. Bid prices shall not include such taxes. Exemption certificates for Federal Excise Tax will be furnished upon request.

I-L INDEMNIFICATION

1. General Indemnification

The Contractor shall indemnify, defend and hold harmless the State, its departments, divisions, agencies, sections commissions, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:

(a) any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from (1) the product provided or (2) performance of the work, duties, responsibilities, actions or omissions of the Contractor or any of its subcontractors under this contract.

(b) any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from a breach by the Contractor of any representation or warranty made by the Contractor in the contract;

(c) any claim, demand, action citation, or legal proceeding against the State, its employees and agents arising out of related to occurrences that the Contractor is required to insure against as provided for in this contract;



(d) any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Contractor, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the State;

(e) any claim, demand, action, citation or legal proceeding against the State, its employees and agents which results from an act or omission of the Contractor or any of its subcontractors in its or their capacity as an employer of a person.

2. Patent/Copyright Infringement Indemnification

The Contractor shall indemnify, defend and hold harmless the State, its departments, division, agencies, sections, commissions, officers, employees and agents from and against all losses, liabilities, penalties, fines, damages (including taxes), and all related costs and expenses (including reasonable attorney's fees and disbursements, costs of investigation, litigation, settlement, judgments, interest and penalties) incurred in connection with any action or proceeding threatened or brought against the State to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service supplied by the Contractor or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States. In addition, should the equipment, software, commodity, or service, or the operation thereof, become or in the Contractor's sole expense (i) procure for the State the right to continue using the equipment, software, commodity or service or, if such option is not reasonably available to the Contractor, (ii) replace or modify the same with equipment, software, commodity or service of equivalent function and performance so that it becomes non-infringing, or, if such option is not reasonably available to Contractor, (iii) accept its return by the State with appropriate credits to the State against the Contractor's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.

3. Indemnification Obligation Not Limited

In any and all claims against the State Of Michigan, or any of its departments, divisions, agencies, sections, commissions, officers, employees and agents, by any employee of the Contractor or any of its subcontractors, the indemnification obligation under the contract shall not be limited in any way by the amount or type of damages, compensation or benefits payable by or for the Contractor or any of its benefits acts. This indemnification clause is intended to be comprehensive, Any overlap in subclauses, or the fact that greater specificity is provided as to some categories of risk, is not intended to limit the scope of indemnification under any other subclause.

4. Continuation of Indemnification Obligation

The duty to indemnify will continue in full force and effect notwithstanding the expiration or early termination of the contract with respect to any claims based on facts or conditions which occurred prior to termination.

I-M CONTRACTOR'S LIABILITY INSURANCE

The Contractor shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the Contractor's operations under the contract whether



such operations be by itself or by any subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable:

- 1) Claims under worker's disability compensation, disability benefit and other similar employee benefit acts. A non-resident Contractor shall have insurance for benefits payable under Michigan's Workers' Disability Compensation Law for any employee resident of and hired in Michigan; and as respects any other employee protected by workers' disability compensation laws of any other state, the Contractor shall have insurance or participate in a mandatory state fund to cover the benefits payable to any such employee.
- 2) Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees.
- 3) Claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees subject to limits of liability of not less than \$300,000 each occurrence and when applicable \$300,000 annual aggregate for non-automobile hazards and as required by law for automobile hazard.
- 4) Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom, subject to a limit of liability of not less than \$50,000 each occurrence for non-automobile hazards and as required by law of automobile hazards.
- 5) Insurance for subparagraphs (3) and (4) non-automobile hazards on a combined single limit of liability basis shall not be less than \$300,000 each occurrence and when applicable, \$300,000 annual aggregate.

The insurance shall be written for not less than any limits of liability herein specified or required by law, whichever is greater, and shall include contractual liability insurance as applicable to the Contractor's obligations under the Indemnification Clause of the contract.

BEFORE STARTING WORK THE CONTRACTOR MUST FURNISH TO THE DIRECTOR OF THE OFFICE OF PURCHASING, CERTIFICATE(S) OF INSURANCE VERIFYING LIABILITY COVERAGE. THE CONTRACT OR PURCHASE ORDER NUMBER MUST BE SHOWN ON THE CERTIFICATE OF INSURANCE TO ASSURE CORRECT FILING. These certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least fifteen (15) days prior written notice bearing the contract number or purchase order number has been given to the Director of Purchasing.

I-N CANCELLATION

- a) The State may cancel the contract for default of the Contractor. Default is defined as the failure of the Contractor to fulfill the obligations of the quotation or contract. In case of default by the Contractor, the State may immediately and/or upon 30 days prior written notice to the Contractor cancel the contract without further liability to the State, its departments, divisions, agencies, sections, commissions, officers, agents and employees, and procure the services from other sources, and hold the Contractor responsible for any excess costs occasioned thereby. Excess costs included but are not limited to: cost to replace lost keys, the cost of changing the building locks and new keys, and re-coding the security alarm, if applicable, will be charged to the contractor. These costs may be deducted from the monthly payment due the contractor.
- b) The State may cancel the contract in the event the State no longer needs the services or products specified in the contract, or in the event program changes, changes in laws, rules or regulations, relocation of offices occur, or the State determines that statewide implementation of the contract is not feasible, or if prices for additional services requested by the State are not acceptable to the State. The State may cancel the contract without further liability to the State, its departments,



divisions, agencies, sections, commissions, officers, agents and employees by giving the Contractor written notice of such cancellation 30 days prior to the date of cancellation.

c) The State may cancel the contract for lack of funding. The Contractor acknowledges that, if this contract extends for several fiscal years, continuation of this contract is subject to appropriation of funds for this project. If funds to enable the State to effect continued payment under this contract are not appropriated or otherwise made available, the State shall have the right to terminate this contract without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to the Contractor. The State shall give the Contractor written notice of such non-appropriation within 30 days after it receives notice of such non-appropriation.

d) The State may immediately cancel the contract without further liability to the State its departments, divisions, agencies, sections, commissions, officers, agents and employees if the Contractor, an officer of the Contractor, or an owner of a 25% or greater share of the Contractor, is convicted of a criminal offense incident to the application for or performance of a State, public or private contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State, reflects on the Contractor's business integrity.

e) The State may immediately cancel the contract in whole or in part by giving notice of termination to the Contractor if any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services pursuant to Constitution 1963, Article 11, Section 5, and Civil Service Rule 4-6.

f) The State may, with 30 days written notice to the Contractor, cancel the contract in the event prices proposed for contract modification/extension are unacceptable to the State.

I-O ASSIGNMENT

The Contractor shall not have the right to assign this contract or to assign or delegate any of its duties or obligations under this contract to any other party (whether by operation of law or otherwise), without the prior written consent of the State. Any purported assignment in violation of this Section shall be null and void. Further, the Contractor may not assign the right to receive money due under the contract without the prior written consent of the State Purchasing Director.

I-P DELEGATION

The Contractor shall not delegate any duties or obligations under this contract to a subcontractor other than a subcontractor named in the bid unless the State Purchasing Director has given written consent to the delegation.

I-Q NON-DISCRIMINATION CLAUSE

In the performance of any contract or purchase order resulting herefrom, the bidder agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position. The bidder further agrees that every subcontract entered into for the performance of any contract or purchase order resulting herefrom will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 Public Act 453, as amended, MCL 37.2201, *et seq*, and the Persons with Disabilities Civil Rights Act, 1976 Public Act



220, as amended, MCL 37.1101, *et seq*, and any breach thereof may be regarded as a material breach of the contract or purchase order.

I-R PRICE

Prices quoted are the maximum for a period of 365 days from date contract becomes effective.

All costs of supplying required insurances, employee fringe benefits, social security or other governmental business taxes must be incorporated into the bid price quoted for this service. Such cost may not be billed separately. Each monthly payment will be adjusted to reflect the cost of actual square footage cleaned during the billing period.

Prices are subject to change at the end of each 365 day period if all of the following conditions are met:

- c) The Legislature has appropriated the funds to cover the cost of the increase.
- d) There is not documented continuous poor performance by the contractor under this contract.
- e) The increase will not exceed the current annual change in the Consumer Price Index (CPI-U) for Services, U. S. City Average, as published by U.S. Department of Labor, Bureau of Labor Statistics.

Such changes shall be based on changes in actual costs incurred. Documentation of each change must be provided with the request for price change in order to substantiate any requested change. Changes may be either increases or decreases, and may be requested by either party. Approved changes shall be firm for the remainder of the contract period unless further revised at the end of the next 365 day period.

Requests for price changes shall be received in writing at least thirty days prior to their effective date, and are subject to written acceptance before becoming effective. In the event new prices are not acceptable, the contract may be canceled.

The continued payment of any charges due after September 30th of any fiscal year will be subject to the availability of an appropriation for this purpose.

I-S MODIFICATION OF SERVICE

The Director of Purchasing further reserves the right to modify this janitorial service during the course of this contract by changing the location to be serviced, size of cleaning area, number of days service is to be performed, as well as changes in frequency of performance of any listed tasks and/or addition or deletion of tasks to be performed, and/or any other modifications deemed necessary, any changes in pricing proposed by the Contractor resulting from the proposed changes being subject to acceptance by the State. Changes may be increases or decreases.

IN THE EVENT PRICES ARE NOT MUTUALLY AGREEABLE, THE CONTRACT SHALL BE SUBJECT TO COMPETITIVE BIDDING BASED UPON THE NEW SPECIFICATION.

I-T ACCEPTANCE OF PROPOSAL CONTENT

The contents of this document and the vendor's proposal will become contractual obligations, if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

The State further reserves the right to interview the key personnel assigned by the successful bidder to this project and to recommend reassignment of personnel deemed unsatisfactory by the State. The State reserves the right to approve subcontractors for this project and to require primary Contractors to replace subcontractors who are found to be unacceptable.



I-U GENERAL

The following constitute the complete and exclusive statement of the agreement between the parties as it relates to this transaction:

- A. Any contract resulting from the State's ITB/Addendum
- B. State's ITB and any Addenda thereto
- C. Contractor's response(s) to the State's ITB and Addenda

The failure of a party to insist upon strict adherence to any term of a contract resulting from this ITB shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term or any other term of the contract.

Any contract resulting from this ITB may not be modified, amended, extended, or augmented, except by a writing executed by the parties hereto, and any breach or default by a party shall not be waived or released other than in writing signed by the other party.

Each provision of the resulting contract shall be deemed to be severable from all other provisions of the contract, and if one or more of the provisions of the contract shall be declared invalid, the remaining provisions of the contract shall remain in full force and effect.

In the event of any conflicts between the specifications, terms, and conditions indicated by the state and those indicated by the Contractor, those of the state take precedence. The contract shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan.

I-V AWARD

The award will be based on the responsive and responsible bidder who offers the best value to the State of Michigan after reviewing all factors listed in section III-B. In order to receive award consideration for set aside locations, bids may not exceed the Fair Market Range established by the Sheltered Workshop Committee. The State further reserves the right to reject any or all bids in whole or in part, and to waive any informality or technical defects, if it is determined by the State Purchasing Director that the best interest of the State will be served by doing so.

I-W RIGHT TO KNOW ACT (ACT 80 of 1986)

The "Right to Know Act" is intended to provide protection and information to employees who encounter hazardous substances at the work place. To comply with this act it is necessary that you fulfill the following:

Labels

Labels on all incoming containers of hazardous chemicals must 1) clearly state the identity of the contents, 2) display appropriate hazard warning(s), 3) include first aid information, and 4) list the name and address of the chemical manufacturer, importer, or other responsible party.

Responsibility of Service Contractor

A service Contractor must comply with the requirements of Act 80 of 1986 with respect to the labeling of hazardous chemicals and the provisions of Material Safety Data Sheets before such materials are introduced into the work place or a contract service agency. Otherwise, such materials will not be allowed on the premises.

Material Safety Data Sheets

Material Safety Data Sheets related to hazardous chemicals must be presented to the appropriate state building supervisors prior to the introduction of such substances into buildings housing agencies of the State of Michigan. It is recommended that the format of OSHA Form 174, dated September 1985, be used as a standard for Material Safety Data Sheets.



I-X COMPLIANCE WITH FEDERAL BLOOD BORNE PATHOGEN REQUIREMENTS

The contractor must provide basic blood borne pathogen training including required Hepatitis B immunization for personnel exposed or working on-site with blood or other potentially infectious materials. Specified waiver and compliance must be with the current Federal Blood borne Pathogen regulations. Any cost for vaccinations required will be the responsibility of the contractor. The contractor must also provide the State agency a copy of proof of such vaccination.

I-Y UNFAIR LABOR PRACTICES

Pursuant to 1980 Public Act 278, as amended, MCL 423.231, et seq, the State shall not award a contract or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled pursuant to Section 2 of the Act. A Contractor of the State, in relation to the contract, shall not enter into a Contract with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to Section 4 of 1980 Public Act 278, MCL 423.324, the State may void any contract if, subsequent to award of the contract, the name of the Contractor as an employer, or the name of the subcontractor, manufacturer or supplier of the Contractor appears in the register.



**SECTION II
JANITORIAL SERVICE SPECIFICATIONS**

II-A SCOPE OF SERVICE

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform the janitorial (housekeeping) services as described in the specifications detailed herein. The required result is to maintain the facility in such a manner as to provide a clean, healthy and safe work environment for occupants of state owned or lease office building(s).

The specifications contained in this contract have been developed to establish the minimum level of janitorial (housekeeping) services required in this facility:

Location: Department Of Military and Veterans Affairs
Battle Creek Air National Guard Base
3585 Mustang Avenue
Battle Creek, Michigan 49015-5509

Contract Administrator: Sms. Jim Crumrine
Telephone: 616-969-3342

Site Information: Battle Creek Air National Guard Base has 22 Buildings of varying sizes requiring various janitorial and housekeeping service. Buildings to be serviced include: 6900, 6901, 6903, 6905, 6906, 6908, 6909, 6910, 6911, 6912, 6913, 6914, 6915, 6916, 6917, 6822, 6923, 6950, 6954, 6955, 6998, 6999. (See Floor plans and Square footage (SF) Sheets for details).

There will be a listing of building managers/phone numbers given to the contract vendor upon award of the contract. These building managers will be the "point of contact" to coordinate all quarterly and semi-annual services. It is the contractor's responsibility to coordinate all services with each building manager including working on unscheduled days, or weekends. Buildings will not be unlocked for any one that has not received prior approval from the building managers.

Total area to be cleaned: 53,600 sq. ft. carpeted
 60,778 sq. ft. non-carpeted.

There are **45** Rest Rooms containing **312** fixtures and 8,445 sq. ft. of non-carpeted floor space included in total non-carpeted listed above.

SPECIAL NOTE:

Services are to be provided on the days and during the periods indicated per building. Each building is to be priced separately. See attached Pricing Sheets.

Mondays after UTA – all restrooms will need to be cleaned. Contractor will be given a UTA schedule after award of the contract.

II-B EXAMINATION OF PREMISES

Contractor shall be held to have made examinations of all buildings and no allowances will be made by reason of error or omission to make adequate examinations. Square footages listed herein are estimates only. Any additional measurements are the responsibility of the Contractor.



II-C TASK DEFINITIONS

The following definitions outline minimum acceptable standards for the task to be performed.

1. Vacuum Carpet

Thoroughly vacuum all carpeted areas. Move and vacuum under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items moved. After vacuuming, leave all rugs clean, free from dust balls, dirt and other debris. Prior to vacuuming, broom all edges not reached by vacuum. Straight suction vacuuming is not acceptable. ***The State requires that a motor driven beater bar type vacuum with HEPA filtered exhaust be used exclusively in all carpeted areas where water and/or snow does not present a problem.*** Empty dust and dirt from vacuum cleaner into a plastic trash bag, tie off and remove to a dumpster. As part of the vacuuming process, carpet spot cleaning is required on an ongoing basis.

2. Dust Mop

Thoroughly dust mop all non-carpeted areas. Move and dust mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items moved. Dust mops must be treated with water based dust control chemical. Place dust and dirt into plastic trash bag, tie off and remove to dumpster.

3. Damp Mop

Thoroughly damp mop all non-carpeted areas. Move and damp mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items after floor has dried completely. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Approved proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak free.

4. Sweeping

Thoroughly sweep all non-carpeted areas. Move and sweep under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items after sweeping is completely. After sweeping operation, all floors must be clean and free from strings, bristles and dirt streaks.

5. Wet Mop and Scrubbing

Thoroughly sweep all non-carpeted areas to remove visible dirt and debris, wads of gum, tar and foreign substances from the floor surfaces. Move, wet mop and scrub under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items after floor has dried completely. Use a clean cotton mop head that is in good condition. Scrub the non-carpeted areas with a soft bristle brush. The floors must be clean and free of dirt, water streaks, mop marks, strings, etc. Properly rinse floor and dry mop to present an overall appearance of cleanliness. All surfaces must be dry and corners and cracks clean after the wet mopping or scrubbing.

6. Dusting

Do not move dusting residue from spot to spot, but remove directly from the areas in which dirt lies by the most effective means appropriate; treated dusting cloths or vacuum tools.

- a. Leave no dust streaks.



- b. Leave corners, crevices, molding and ledges free of dust and cobwebs.
- c. Leave no oil spots or smudges on dusted surfaces caused by dusting tools.

Horizontal surfaces include, but are not limited to, counter tops, file cabinets, tables, coat racks, etc. Telephones, ashtrays, etc., must be lifted and dusted under. Do not disturb work papers.

Dusting high and low includes, but is not be limited to, partition tops, pictures, chair rungs, etc.

Thoroughly dust all vertical and horizontal surfaces in all cleanable areas with approved dust cloth or tool treated with an approved water based dust control chemical, up to and including ceiling vents, air bars, and lighting devices, window blinds or lightly vacuum drapes, etc.

7. Damp Wiping

This task consists of using a clean damp cloth or sponge to remove all dirt spots, streaks, from walls, glass and other specified surfaces and then drying to provide a polished appearance.

- 1. The wetting solution must contain an appropriate cleaning agent.
- 2. When damp wiping in toilet areas, use a multi-purpose disinfectant/deodorizer.

8. Empty Waste Receptacles

Empty all containers that are provided for the disposal of waste i.e., waste baskets, torpedo type containers, sanitary napkin disposal bins, boxes, etc. into plastic bags, tie off and remove to dumpster. Dispose of items in waste containers only unless clearly marked for disposal. When in doubt do not remove. Liners must be used in all waste receptacles and must be changed as needed and no less than once per month. Waste containers in restrooms, break rooms, lunchrooms and conference rooms must be inspected daily and changed as needed.

9. Restroom Cleaning

a. Close Restroom

When restroom cleaning is required during the day, an approved sign must be placed at the entrance warning tenants that the restroom is closed. A schedule for closing restrooms must be established with the Contract Administrator in advance. Any changes in this schedule must be approved by the Contract Administrator prior to any changes made.

b. Fill Dispensers

Dispensers of all types must be checked daily and filled when necessary (soap, toilet tissue, paper towels, sanitary napkin, etc.).

c. Dusting

Completely dust all fixtures, ledges, edges, shelves, exposed pipes, partitions, door frames, tops of file cabinets, etc. Pay particular attention to the tops of these items. An approved dust cloth or dusting tool, treated with a water based dust control chemical, must be used.



d. Disinfect

Clean and disinfect waste receptacles and dispensers inside and outside. Use proper chemicals for surface to be cleaned at proper dilution. After item has been cleaned completely, wipe item with approved *disinfectant solution and allow to air dry.

e. Clean and Disinfect Sinks

Thoroughly clean all sinks, including bottom, faucets, and spigots, with approved creme cleanser. Rinse thoroughly as all creme cleanser, residue must be removed. Then wipe each item with approved *disinfectant solution and allow to air dry.

f. Clean Glass and Mirrors

Thoroughly clean all glass and mirrors using an approved alcohol based glass cleaner. Use a soft, clean cloth. Dry completely. Surface should be streak, smear, and smudge free. Make sure attached frames, edges, and shelves are also cleaned and dried as well as the glass surface. Squeegee may be used as needed.

g. Clean and Disinfect Toilets and Urinals

Thoroughly clean toilets, inside and outside, each toilet seats, and urinals with approved acid free bowl cleaner, rinse thoroughly. (Approved acid cleaner may not be used more than once per month and should be used on the interior of toilet or urinal only. Great care must be taken to avoid any chrome when acid cleaner is used). Wipe each toilet, inside and outside, toilet seat and urinal completely with approved disinfectant solution. Buff dry to a streak, smear and smudge free "shine". Leave seats in a raised position.

h. Clean and Disinfect Walls, Doors, Partitions and Handrails

Thoroughly clean all walls (including switch and plug covers), doors (including entrance doors inside and outside), partitions and handrails with proper approved chemicals and proper approved dilution. Rinse thoroughly as needed, then wipe all areas with approved *disinfectant solution and allow to air dry.

i. Damp Mop - *Disinfectant

Thoroughly damp mop all non-carpeted areas. Move and damp mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items after floor has dried completely. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Approved proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak free. Thoroughly damp mop floor with approved *disinfectant solution. Allow to air dry.

* All disinfectant solutions must be changed after each restroom cleaning. The disinfectant solution used for the damp mopping process is to be emptied down the floor drain in each restroom. This practice will help reduce unpleasant odors coming from the floor drains.

10. Remove Carpet Runners (as applicable)

Carpet runners must be removed from floor to allow for proper cleaning, as needed. Be sure to remove excess water from runner with approved wet pick up vacuum before carpet runners are



removed. Carpet runners must be extracted as specified during ice melt/salt usage, to maintain a clean appearance.

11. Replace Carpet Runners (as applicable)

After floor has been properly cleaned and is completely dry, replace carpet runners in their original locations.

12. Clean and Disinfect Drinking Fountains

Thoroughly clean entire exterior surface with approved creme cleanser. The grain of the stainless steel must be followed at all times. Rinse thoroughly as all creme cleanser must be removed. Wipe entire surface with approved disinfectant solution.

a. Wipe Dry

Use a clean, soft cloth and wipe item dry. The grain of the stainless steel must be followed.

13. Cleaning, High Traffic Areas

High traffic area is any area that would receive heavy traffic and that would require cleaning as specified. Areas would include: corridors, lobbies, waiting areas, conference rooms, or any other area so designated by the Facility Manager.

14. Carpet Extracting by Truck Mounted Deep Steam Extraction only

All carpeting, including carpet runners, must be thoroughly cleaned as follows:

- a. All movable items must be removed from area(s) to be cleaned (i.e., chairs, waster receptacles, all free standing tables, typing stands, boxes, plants, all temporary floor coverings, etc.) and area thoroughly vacuumed.
- b. Thoroughly spray next area to be cleaned with approved pretreat or carpet lane cleaner used at approved dilution. Spray must be applied so that fibers remain damp until cleaned. Chemical should be left to work for 10-15 minutes.
- c. Thoroughly extract all properly pretreated carpeted areas. Agitation is necessary, using an approved motor driven brush. A minimum of three cleaning passes and two vacuuming only must be used. Approved equipment and chemicals, at approved dilution's, must be used.
- d. All stains must be removed during the extraction process, using approved chemicals. Great care must be taken to completely remove stain removal chemicals from carpet fiber.
- e. Thoroughly spray all thoroughly cleaned carpet with approved carpet fiber protector at approved dilution. Application must be made with approved sprayer.
- f. Replace all items removed for cleaning. All items moved back into place that have metal of any type that come in contact with carpeting must be wood blocked or tabbed to keep the metal off the carpet fiber until thoroughly dry. All blocks or tabs should be removed during the next scheduled regular area cleaning, provided the carpet is thoroughly dry.



- g. Carpet runners must be removed from floor to allow for proper cleaning, as needed. Be sure to remove excess water from runner with approved wet pick up vacuum before carpet runners are removed. Carpet runners must be extracted as specified during ice melt/salt usage, to maintain a clean appearance.
- h. After floor has been properly cleaned and is completely dry, replace carpet runners in their original locations.

15. Spray Buff Hard Floors

Hard floor must be properly prepared before spray buffing:

- a. Remove carpet runners
- b. Dust mop
- c. Damp mop

Begin spray buffing by lightly spraying area just to the left or right of approved floor machine (buffer) with approved spray buffing chemical, at approved dilution. Buffing pad must be approved and will depend on type of finish used. Rotary floor machine (buffer) will be worked back and forth over area lightly sprayed until floor has a high, streak free luster. Then proceed to the next area, until scheduled area is completed.

Great care must be taken to avoid using "loaded" pad (pad full of dried finish and dirt). Flip pad over or change to another clean dry pad often.

Great care must also be taken not to allow floor machine (buffer) to run in one spot for too long to avoid burning the floor.

Floor shall be dust mopped after scheduled spray buffing is completed.

Replace carpet runners.

16. Strip and Refinish

Close and properly mark area "closed". Remove all movable objects from area.

- a. Apply approved stripping solution at approved dilution's to area to be stripped. Allow solution to stand according to approved manufacturer's recommendations. Do not allow solution to dry out or stand too long. Any finish or dirt must also be removed from walls, doors, baseboards, etc. at this time.
- b. Thoroughly agitate all floor area to remove all old finish with approved strip pad.
- c. Use wet pick-up vacuum to pick up old finish and stripper.
- d. Thoroughly mop rinse areas with clean cotton mop and clean water. Make sure walls, doors, baseboards, etc. are also thoroughly rinsed.
- e. Thoroughly mop rinse areas a second time with clean cotton mop and clean water with approved neutralizer/conditioner chemical at approved dilution. Make sure walls, doors, etc. are also thoroughly rinsed.
- f. Allow floor to air dry.
- g. If any old finish remains, repeat "a" through "f".



- h. Continue "a" through "g" until scheduled area is properly stripped and/or rinsed.
- i. Apply thin coat of approved sealer with approved clean nylon or rayon mop head or approved clean applicator. Stripping solution finish and sealer must not be slopped on walls, doors, etc. Allow sealer to thoroughly dry.
- j. Apply second coat of sealer as described in "i" above. Allow sealer to thoroughly dry.
- k. Apply top coating and second coat of approved floor finish.

The number of coats applied will depend on the type and condition of the floor.

All waxed surfaces must be maintained so as to provide safe anti-slip walking conditions.

Chairs, wastebaskets and other similar items must not be stacked on desks, tables or window sills, nor used in place of stepladder.

All furniture readily moveable by one person and intended to be moved frequently must be moved during all floor cleaning operations and replaced in original positions upon completion.

Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.

17. Wet Mopping and Buffing

At the stated frequencies, floors must be damp mopped and buffed between regular waxing operations. Prepare the floor by sweeping to remove all visible dirt and debris.

The floor area will then be damp mopped and machine buffed to a polished appearance with a high speed buffer.

18. Scrub - Restroom Floors/Hard Surface Stairwell Floors

Close restrooms. Remove all movable objects from area

- a. Apply approved cleaning solution at approved dilution to area to be scrubbed. Do not allow solution to dry.
- b. Quickly agitate small section coated with solution with approved stiff bristle brush. Be sure grouting is clean.
- c. Use wet pick up vacuum to pick up dirty solution.
- d. Thoroughly mop rinse area with clean cotton mop and clean water. Make sure all walls, doors, etc. are also thoroughly rinsed.
- e. Thoroughly mop rinse a second time with clean cotton mop and clean water. Make sure all walls, doors, etc. are also thoroughly rinsed a second time.
- f. After floor is thoroughly dry, replace all objects moved from area. Remove signs and reopen.

19. Spot Cleaning Walls, Partitions, etc.

Thoroughly clean all spots, smudges, stains, etc. from walls, partitions and modular partitions using approved chemicals at approved dilution's. Wipe dry with clean soft cloth. Also



thoroughly clean all interior glass with approved alcohol based glass cleaner and wipe dry with clean dry cloth. All surfaces must be dirt and streak free.

20. Remove Recyclable Paper (if applicable)

Pick up all recyclable paper from marked containers centrally located throughout each building and remove to designated containers in the loading dock area. This does not include individual boxes on desks.

21. Building Grounds and Parking Lots

All building grounds and parking areas must be policed and broken glass, paper and other debris disposed of properly. State owned trash receptacles and ashtrays shall be emptied and cleaned as specified.

22. Clean Air Bars and Vents

Vacuum excess dust and dirt from air bars. Damp wipe clean with approved disinfectant solution and wipe dry.

23. Lobby Glass Cleaning

Glass Cleaning is a part of the overall task of lobby cleaning. Glass cleaning shall be performed as specified. It is expected that all lobby glass, including doors, revolving doors and windows (to the limit of reach from floor level) shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, revolving door or window to accomplish clean glass.

24. Ash receptacles and Surrounding Areas

Ash receptacles are either ashtrays, sand or dry receptacles. Ash receptacles placed on the exterior of the building shall be emptied and cleaned as needed to maintain a clean appearance. Contents of ash receptacles must be disposed of in a safe manner. Clean sand by sifting out and disposing of debris and replacing and replenishing sand in urns. The areas immediately surrounding such ash receptacles and adjacent building entrances are to be included as part of this cleaning task. Sweeping and removal of cigarette butts and emptying of ashtrays as specified.

25. Vacuum fabric modular walls & fabric chairs (upholstered furniture)

Using suction type vacuum. Vacuum all fabric on modular walls and all fabric covered chairs leaving all fabric clean, free from dust balls, dirt and other debris.

26. Construction site cleaning/Emergency clean up

The Facility Manager shall assign, as needed, cleanup duties to the contractor when construction or remodeling has been completed or when an emergency occurs. Cleaning tasks would include: dusting, vacuuming, mopping, carpet extraction, window washing, etc. Payment will be according to the note per hour specified on the pricing sheet.

27. Miscellaneous

a. Rubbish removal from a central location is the responsibility of the State. Contractor must bag all waste material and place inside containers provided for that purpose.



b. If requested by the State agency, the contractor is responsible for the purchase and supply of sanitary napkins and dispensers. All profits from the sale of such items would belong to the contractor.

c. All hazardous conditions, such as burned out lights, loose railings, etc., must be reported by janitorial staff to contract supervisor, who must then notify building manager in writing.

II-D CLEANING TASK FREQUENCIES BY BUILDING

SPECIAL NOTE:

Services are to be provided on the days and during the periods indicated per building. Each building is to be priced separately. See attached Pricing Sheets.

Building 6900

Aircraft Hangar and Maintenance Shops. Building includes 2-two story sections to the South and North of a large aircraft hangar and a three story annex off the north portion of the building. Also includes industrial shop areas. Refer to the Square Footage Sheets (SF) for details.

Services to be Performed 3 days/week, Tuesday, Wednesday, and Friday, and one (1) Monday per month following Unit Training Assemblies (UTA), (Clean Rest Rooms Only).

I. DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountains. Include fountain in hangar bay.

B. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. ROOM CLEANING, HALLWAYS AND ENTRYWAYS

Office Areas, File Rooms, Libraries, Conference Rooms, etc.



1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.
3. Thoroughly vacuum all carpeted floors including corners and underneath partitions.
4. Spot clean all carpeted areas.
5. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
6. Clean and polish all building entrance glass.

B. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.

C. STAIRWELLS

1. Police for litter and clean all stairwells.
2. Damp mop.

III. MONTHLY SERVICE

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOMS

1. Scrub, wax and buff floors. (Vinyl Composition Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
2. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

Per approved schedule submitted prior to the start of the contract. Any deviations from this scheduled must be prior approved by Contract Administrator.

Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, foyers, classrooms, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract. Any deviations from this scheduled must be prior approved by Contract Administrator.

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.



1. Clean all carpeting using truck mounted deep steam extraction cleaning methods and scotch guard protection.
 2. Strip, seal, wax and buff all hard surfaced floors: All areas not covered in quarterly service.
- B. SHOP AREA CLEANING
1. Strip, seal, wax and buff all hard surfaced floors: All shop floors with tile flooring. See listing for each building.



Building 6901

Aircraft Hangar 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 is cleaning is the two story modular office. Refer to the Square Foot Sheet for details.

Services to be Performed 2 days/week, Tuesday and Thursday. and one Monday per month following Unit Training Assemblies, (Clean Rest Rooms Only).

I DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountain (in Hangar Bay).

B. RESTROOM (First Floor South Men's)

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas

1. Thoroughly vacuum all carpeted floors including corners and underneath partitions. (Refer to General Definitions for quality of care expected).
2. Spot clean all carpeted areas.

B. Hallways.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Remove all cobwebs, clean baseboards.

C. RESTROOM

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.



Building 6901 (continues)

III. MONTHLY SERVICE

- A. Office Areas and classrooms.
 - 1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
 - 2. Dust high and low, including clocks, all surfaces on which dust gathers

- B. RESTROOMS
 - 1. Scrub, wax and buff floors. (VCT Tile Floors)
 - 2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
 - 3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

Per approved schedule submitted prior to the start of the contract.

- 1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, foyers, classrooms, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

- A. ROOM CLEANING
Office Areas, File Rooms, Libraries, Conference Rooms, etc.
 - 1. Clean all carpeting using truck mounted deep steam extraction cleaning methods and scotch guard protection.
 - 2. Strip, seal, wax and buff all hard surfaced floors: All areas not covered by Quarterly service.



Building 6903

AGE Shop. Shop area is not included.

Services to be Performed 2 days/week, Tuesday, Thursday and one Monday per month following Unit Training Assemblies.

I DAILY SERVICES: Note: Applies only to those areas listed to receive daily service.

A. ROOM CLEANING

Office Areas, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors. Damp mop all spills
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountains. (In shop Bay)

C. RESTROOM

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. ROOM CLEANING: Office Areas, and break room.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.
3. Thoroughly vacuum all carpeted floors including corners and underneath partitions. (Refer to Section VII. F., page 6 for quality of care expected).
4. Spot clean all carpeted areas.

B. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.



Building 6903 (continues)

III. MONTHLY SERVICE

A. ROOM CLEANING: Office Areas, and Break rooms etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers.

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

Per approved schedule submitted prior to the start of the contract.

1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, foyers, classrooms, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all carpeting using truck mounted deep steam extraction cleaning methods and scotch guard protection.
2. Strip, seal, wax and buff all hard surfaced floors: Office areas.



Building 6905

Operations and Training. Highly visible (VIP) Building. Portions of the building require daily services only one time per month. Refer to the Square footage Sheets for details.

New flooring has been installed which requires specific details. A copy of the care/products recommended by the manufacturer will be provided by the agency. The contractor must review utilize these instructions prior to servicing these areas.

Services to be Performed 4 days/week, Tuesday, Wednesday, Thursday, Friday and one Monday per month following Unit Training Assemblies. (Clean Rest Rooms Only)

I DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountains.

B. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.

B. Hallways and entryways.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Remove all cobwebs, clean baseboards.
3. Clean and polish all building entrance glass.



Building 6905 continues

C. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.

IV. MONTHLY SERVICE.

Only those areas receiving 3 day per week service. Does not include those areas that are UTA only rooms. Identified by SF sheets listings.

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

**A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.
(cleaned only one time per month per the SF sheet listing)**

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. Per approved schedule submitted prior to the start of the contract.

1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, foyers, classrooms, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all carpeting using truck mounted deep steam extraction cleaning methods and scotch guard protection.
2. Strip, seal, wax and buff all hard surfaced floors: All areas not covered in Quarterly service.



Building 6906

Hazardous Materials Pharmacy. Building includes a small office area and one small rest room.
Services to be Performed 2 days/week, Tuesday, Thursday.

I DAILY SERVICES:

A. ROOM CLEANING

Office Areas.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.

B. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.

III. MONTHLY SERVICE

A. Office Areas

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Wash with germicide solution entrance doorways, ledges, etc.

IV. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

A. ROOM CLEANING

Office Areas.

1. Strip, seal, wax and buff all hard surfaced floors.



Building 6908

Base Transportation. Contains office areas, Library, and two rest rooms. Shop bays do not require cleaning.

Services to be Performed 2 days/week, Tuesday, Thursday and one Monday per month following Unit Training Assemblies. (Clean Rest Rooms Only)

I DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas, File Rooms, Libraries, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountains.

B. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas, File Rooms, Libraries, etc.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.

B. Hallways and entryways.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Remove all cobwebs, clean baseboards.
3. Clean and polish all building entrance glass.

C. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.



Building 6908 (continues)

III. MONTHLY SERVICE

A. Office Areas, File Rooms, Libraries, etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

Per approved schedule submitted prior to the start of the contract.

1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, etc.

1. Strip, seal, wax and buff all hard surfaced floors: Full contract area.



Building 6909

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 be Performed 2 days/week, Tuesday and Thursday.

I DAILY SERVICES:

A. ROOM CLEANING

Office Areas, Class Rooms, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles.
4. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
5. Clean and disinfect drinking fountains.

B. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.
3. Clean, wet mop, all hard surface floors.
4. Clean and polish all building entrance glass.

B. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.

III. MONTHLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers



Building 6909 continues

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

Per approved schedule submitted prior to the start of the contract.

1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; classroom and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Strip, seal, wax and buff all hard surfaced floors: Office areas not covered by Quarterly Service.



Building 6910

Civil Engineering.

Services to be Performed 4 days/week, Tuesday, Wednesday, Thursday, Friday and one Monday per month following Unit Training Assemblies. (Clean Rest Rooms Only)

I DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountains.

B. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.
3. Thoroughly vacuum all carpeted floors including corners and underneath partitions. (Refer to Section VII. F., page 6 for quality of care expected).
4. Spot clean all carpeted areas.

B. Hallways and entryways.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Remove all cobwebs, clean baseboards.
3. Clean and polish all building entrance glass.

C. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.



Building 6910 Continues

3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.

III. MONTHLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

Per approved schedule submitted prior to the start of the contract.

1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, foyers, classrooms, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all carpeting using truck mounted deep steam extraction cleaning methods and scotch guard protection.
2. Strip, seal, wax and buff all hard surfaced floors: All areas not included in Quarterly Service.



Building 6911

Security Police. This is in operation 7 days per week. Please refer to the SF Sheets for room listing and amounts.

Services to be Performed 5 days/week, Monday through Friday.

I DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountains.

B. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.
3. Thoroughly vacuum all carpeted floors including corners and underneath partitions. (Refer to Section VII. F., page 6 for quality of care expected).
4. Spot clean all carpeted areas.

B. Hallways and entryways.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Remove all cobwebs, clean baseboards.
3. Clean and polish all building entrance glass.

C. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.



Building 6911 continues

3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.

III. MONTHLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

Per approved schedule submitted prior to the start of the contract.

1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, foyers, classrooms, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all carpeting using truck mounted deep steam extraction cleaning methods and scotch guard protection.
2. Strip, seal, wax and buff all hard surfaced floors: All areas not covered in Quarterly Services.



Building 6912

Munitions Offices. Area includes office space and break areas. Please refer to the SF Sheets for room listing and amounts.

Services to be Performed 2 days/week, Tuesday, and Thursday.

I DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountains.

B. RESTROOM

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.
3. Thoroughly vacuum all carpeted floors including corners and underneath partitions. (Refer to Section VII. F., page 6 for quality of care expected).
4. Spot clean all carpeted areas.

B. Hallways and entryways.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Remove all cobwebs, clean baseboards.
3. Clean and polish all building entrance glass.

C. RESTROOM

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.



Building 6912 continues

III. MONTHLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

Per approved schedule submitted prior to the start of the contract.

1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, foyers, classrooms, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Strip, seal, wax and buff all hard surfaced floors: All areas not covered by Quarterly Service.



Building 6913

Squadron Operations. This building includes many offices, conference and meeting type rooms. There are secure areas in this building that will require coordination for entry. There is also an auditorium.

New flooring has been installed which requires specific details. A copy of the care/products recommended by the manufacturer will be provided by the agency. The contractor must review utilize these instructions prior to servicing these areas.

Services to be Performed 4 days/week, Tuesday, Wednesday, Thursday, Friday and one Monday per month following Unit Training Assemblies. (Clean Rest Rooms Only)

I DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountains.

B. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.
3. Thoroughly vacuum all carpeted floors including corners and underneath partitions. (Refer to Section VII. F., page 6 for quality of care expected).
4. Spot clean all carpeted areas.

B. Hallways and entryways.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Remove all cobwebs, clean baseboards.
3. Clean and polish all building entrance glass, hallway door glass and glass at SOF Counter.



Building 6913 continues

C. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.

III. MONTHLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

Per approved schedule submitted prior to the start of the contract.

1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, foyers, classrooms, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract.

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all carpeting using truck mounted deep steam extraction cleaning methods and scotch guard protection.
2. Strip, seal, wax and buff all hard surfaced floors: All areas not included in Quarterly Service.



Building 6914

Base Supply. Work in this building is in the Administrative areas. No work required in the Warehouse. Please refer to the SF Sheets for room listing and amounts.

Services to be Performed 3 days/week, Tuesday, Wednesday, and Friday and one Monday per month following Unit Training Assemblies. (Rest Rooms Only)

I DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountains.

B. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.
3. Thoroughly vacuum all carpeted floors including corners and underneath partitions. (Refer to Section VII. F., page 6 for quality of care expected).
4. Spot clean all carpeted areas.

B. Hallways and entryways.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Remove all cobwebs, clean baseboards.
3. Clean and polish all building entrance glass.

C. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.



Building 6914 continues

3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.

III. MONTHLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOMS

1. Scrub, wax and buff floors. (Vinyl Composition Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

Per approved schedule submitted prior to the start of the contract.

1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, foyers, classrooms, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract.

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all carpeting using truck mounted deep steam extraction cleaning methods and scotch guard protection.
2. Strip, seal, wax and buff all hard surfaced floors: All areas not covered in Quarterly Service.



Building 6915

Gatehouse. Small Gate/Guard building at entry point to Base. Includes office area and small restroom. Please refer to the SF Sheets for room listing and amounts.

Services to be Performed 3 days/week, Monday, Wednesday, and Friday.

I DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop. Damp mop all spills.
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.

B. RESTROOM

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.
3. Spot clean all carpeted areas.
4. Clean and polish all windows and door glass.

C. RESTROOM

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.



Building 6915 continues

III. MONTHLY SERVICE

A. Office Areas.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOM

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract.

A. ROOM CLEANING
Office Areas.

1. Strip, seal, wax and buff all hard surfaced floors.



Building 6916

Munitions Storage. This is a secure facility that requires coordinated access. Small administrative area with restrooms to be included in contract. Please refer to the SF Sheets for details.

Services to be Performed 2 days/week, Tuesday, and Thursday.

I DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountains.

B. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.

B. Hallways and entryways.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Remove all cobwebs, clean baseboards.
3. Clean and polish all building entrance glass.

C. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.



Building 6916 (continues)

III. MONTHLY SERVICE

A. Office Areas.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

Per approved schedule submitted prior to the start of the contract.

1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, foyers, classrooms, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract.

A. ROOM CLEANING

Office Areas etc.

1. Strip, seal, wax and buff all hard surfaced floors: All areas not included in Quarterly Service.



Building 6917

Fuels and Corrosion Hangars. Area in contract includes administrative, break area, and rest rooms located between the two hangars.

Services to be Performed 3 days/week, Tuesday, Wednesday, Friday and one Monday per month following Unit Training Assemblies. (Rest Rooms Only)

I DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountains.

B. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.
3. Thoroughly vacuum all carpeted floors including corners and underneath partitions. (Refer to Section VII. F., page 6 for quality of care expected).
4. Spot clean all carpeted areas.

B. Hallways and entryways.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Remove all cobwebs, clean baseboards.
3. Clean and polish all building entrance glass.



Building 6917 (continues)

C. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.

III. MONTHLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

Per approved schedule submitted prior to the start of the contract.

1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, foyers, classrooms, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all carpeting using truck mounted deep steam extraction cleaning methods and scotch guard protection.
2. Strip, seal, wax and buff all hard surfaced floors: All areas not included in Quarterly Service.



Building 6922

Engine Shop and NDI Lab. Work in this building includes small administration areas in both the Engine shop area and the NDI Lab, break room/classroom and rest rooms.

Services to be Performed 3 days/week, Tuesday, Wednesday, and Friday and one Monday per month following Unit Training Assemblies. (Clean Rest Rooms Only)

I DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountains.

B. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.
3. Thoroughly vacuum all carpeted floors including corners and underneath partitions.
4. Spot clean all carpeted areas.

B. Hallways and entryways.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Remove all cobwebs, clean baseboards.
3. Clean and polish all building entrance glass.



Building 6922 (continues)

C. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.

III. MONTHLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

Per approved schedule submitted prior to the start of the contract.

1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, foyers, classrooms, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all carpeting using truck mounted deep steam extraction cleaning methods and scotch guard protection.
2. Strip, seal, wax and buff all hard surfaced floors: All areas not included in Quarterly Service.



Building 6923

Avionics/Weapons Systems. The work in this building includes administrative areas, break room/classrooms, and restrooms. The Avionics area includes a secure area with coordinated access required for service to the hallway. No service required in Avionics shops.

Services to be Performed 3 days/week, Tuesday, Wednesday, and Friday and one Monday per month following Unit Training Assemblies (Clean restrooms only).

I DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountains.

B. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.
3. Thoroughly vacuum all carpeted floors including corners and underneath partitions. (Refer to Section VII. F., page 6 for quality of care expected).
4. Spot clean all carpeted areas.

B. Hallways and entryways.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Remove all cobwebs, clean baseboards.
3. Clean and polish all building entrance glass.



Building 6923 continues

C. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.

III. MONTHLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

Per approved schedule submitted prior to the start of the contract.

1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, foyers, classrooms, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all carpeting using truck mounted deep steam extraction cleaning methods and scotch guard protection.
2. Strip, seal, wax and buff all hard surfaced floors: All areas not included in Quarterly Service.



Building 6930

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 service. No work required in the kitchen areas. Please refer to the SF Sheets for details.

Services to be Performed 3 days/week, Tuesday, Wednesday, and Friday and one Monday per month following Unit Training Assemblies (Clean Restrooms Only).

I DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountains.

B. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.

B. Hallways and entryways.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Remove all cobwebs, clean baseboards.
3. Clean and polish all building entrance glass.

C. Physical Fitness Room.

1. Complete dust mop. Complete wet mop.
2. Sanitize all cushioned exercise surfaces.
3. Clean all mirrors



Building 6930 continues

D. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.

III. MONTHLY SERVICE. Only those areas receiving 3 day per week service. Does not include those areas that are Unit Training Assemblies rooms. Identified by SF sheet listings.

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc., Areas cleaned only one time per month per the SF sheet listings will receive these quarterly services.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. Glass Cleaning: Includes all large windows around dining hall and physical fitness rooms. Both inside and outside. (Full contract)

C. Per approved schedule submitted prior to the start of the contract.

1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, foyers, classrooms, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all carpeting using truck mounted deep steam extraction cleaning methods and scotch guard protection.
2. Strip, seal, wax and buff all hard surfaced floors: All areas not included in Quarterly Service.



Building 6950

POL Administrative Building. Small building with Administrative areas, break room, and restrooms. Please refer to the SF Sheets for details.

Services to be Performed 3 days/week, Tuesday, Wednesday, and Friday and one Monday per month following Unit Training Assemblies (Clean Rest Rooms Only).

I DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountains.

B. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.

B. Hallways and entryways.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Remove all cobwebs, clean baseboards.
3. Clean and polish all building entrance glass.

C. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.



Building 6950 continues

D. STAIRWELLS

1. Police for litter and clean all stairwells.
2. Damp mop.

III. MONTHLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

Per approved schedule submitted prior to the start of the contract.

1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, foyers, classrooms, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all carpeting using truck mounted deep steam extraction cleaning methods and scotch guard protection.
2. Strip, seal, wax and buff all hard surfaced floors: All areas not included in Quarterly Service.



Building 6954

Fire Station. Please refer to the SF Sheets for details.

Services to be Performed 5 days/week, Monday through Friday.

I DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountains.

B. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.
3. Thoroughly vacuum all carpeted floors including corners and underneath partitions.
4. Spot clean all carpeted areas.

B. Hallways and entryways.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Remove all cobwebs, clean baseboards.
3. Clean and polish all building entrance glass.

C. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.



Building 6954 continues

III. MONTHLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

Per approved schedule submitted prior to the start of the contract.

1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, foyers, classrooms, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all carpeting using truck mounted deep steam extraction cleaning methods and scotch guard protection.
2. Strip, seal, wax and buff all hard surfaced floors: All areas not covered by Quarterly Service.



Building 6955

Engine Test Building. Rest room cleaning only. Please refer to the SF Sheets for details.

Services to be Performed 2 days/week, Tuesday and Thursday.

I. DAILY SERVICES:

A. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.

III. MONTHLY SERVICE

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Wash with germicide solution entrance doorways, ledges, etc.

IV. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Strip, seal, wax and buff all hard surfaced floors: Restrooms only.



Building 6998

Transportation/WRSK Storage. No service required in storage bay area. Please refer to the SF Sheets for details.

Services to be Performed 3 days/week, Tuesday, Wednesday, and Friday and one Monday per month following Unit Training Assemblies.

I DAILY SERVICES:

A. ROOM CLEANING AND HALLWAYS

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.
5. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
6. Clean and disinfect drinking fountains.

B. RESTROOMS

1. Clean and sanitize all units.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. (See information on refilling dispensers).
4. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals.
5. Empty waste receptacles.

II. WEEKLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.

B. Hallways and entryways.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Remove all cobwebs, clean baseboards.
3. Clean and polish all building entrance glass.

C. RESTROOMS

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Clean and buff floors, with special attention to grouting, corners of floor, baseboards and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Clean switch, door and kick plates.
5. Maintain floor traps free of odor.



Building 6998 continues

III. MONTHLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

B. RESTROOMS

1. Scrub, wax and buff floors. (VCT Tile Floors)
2. Scrub, apply appropriate finish and buff floors. (Quarry Tile Floors)
3. Wash with germicide solution entrance doorways, ledges, etc.

IV. QUARTERLY SERVICE

Per approved schedule submitted prior to the start of the contract.

1. Strip, seal, wax and buff all surfaced floors: Heavy traffic areas; hallways, foyers, classrooms, break rooms and restrooms.

V. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

A. ROOM CLEANING

Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all carpeting using truck mounted deep steam extraction cleaning methods and scotch guard protection.
2. Strip, seal, wax and buff all hard surfaced floors: All areas not included in Quarterly Service.



Building 6999

Transportation/Vehicle Parking. Includes only a modular office area.

Services to be Performed 2 days/week, Tuesday and Thursday.

I DAILY SERVICES:

A. ROOM CLEANING

Office Areas

1. Empty waste receptacles and remove waste to designated area.
2. Replace liners when torn or soiled.
3. Empty and clean trash receptacle/ash receptacles and sift-clean in sand-type receptacles. (Building Entry Ways)
4. Dust mop all common use non-carpeted floors (Includes hallways, entryways and classroom/break rooms). Damp mop all spills.

II. WEEKLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean all cleared common area tables and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.
3. Clean and polish all building entrance glass.

III. MONTHLY SERVICE

A. Office Areas, File Rooms, Libraries, Conference Rooms, etc.

1. Clean, wet mop, removal of scuff marks, spray wax and buff all hard surface floors.
2. Dust high and low, including clocks, all surfaces on which dust gathers

IV. SEMI-ANNUAL SERVICE

Per approved schedule submitted prior to the start of the contract

A. ROOM CLEANING

Office Areas

1. Strip, seal, wax and buff all hard surfaced floors.



II-E WORKING CONDITIONS

All work shall be done in accordance with all regulations governing the state agency wherein the work is to be performed and with minimum possible interference with the proper functioning of the activities of that state agency. Materials, tools, etc. shall be confined so as not to unduly encumber the premises. The Contractor shall be held to have visited the site prior to submitting a proposal for this contract and checked with the authorities the working conditions and the methods of carrying out the work and to have included in the contract amount, all costs for meeting such working conditions. The vendor shall schedule the walk through inspection through the Office of Purchasing and the Facility Manager.

The Contract Administrator of each facility where services will be performed will provide necessary registered and returnable keys for the Contractor's entrance to areas of the buildings necessary for the completion of described work after award of contract. Should the work comprising this project be performed at a state agency, for the Department of Corrections, Community Health, Family Independence Agency, Secretary of State, Consumer and Industries Service or Education, the Contractor shall comply with all security regulations and special working conditions as required by the agency. Access to and egress from the buildings and agency grounds shall be via routes specifically designated by the state agency.

II-F SUPERVISION

Competent supervision is to be furnished by the Contractor, and these services **must** be satisfactory to the State and ensure the conduct (see II-G) of the Contractor's employees is consistent with the terms and conditions described in the ITB.

The Contractor's supervisor must wear a paging device during normal working hours or at all times while contractor employees are on the work site. The pager number must be supplied to the Facility Managers and Contract Administrator.

The Contractor shall provide supervisory coverage in the event the assigned supervisor is unavailable or absent. Such coverage shall consist of a fully trained and qualified individual capable of fulfilling all supervisor duties.

An office will be available for the contractor's use while working on the premises. The Contractor is responsible for having a phone line installed. The facility phones are not available for use by the contractor or their employees.

The contractor must maintain a secure environment while cleaning the facility. No one is allowed into the facility other than those individuals responsible for performing janitorial services. The contractor must lock the building when leaving. In locations that include a security alarm system, the contractor must also properly set the security alarm when leaving the building. Failure to maintain a secure environment, properly lock the building or set the security alarm (where applicable) will result in a complaint to vendor and possible cancellation of the contract. Any cost incurred from a security service or local police for false alarms caused by failure of the contractor to properly set the security alarm will be the responsibility of the contractor.

In addition, should the contract be canceled by default of contractor for failure to provide satisfactory janitorial services, for failure to provide janitorial services for duration of the contract period, for failure to lock the building, or properly set the security alarm, or for lost keys the cost of changing the building locks and re-coding the security alarm, if applicable, will be charged to the contractor. These costs may be deducted from the monthly payment due the contractor.



There will be a listing of building managers/phone numbers given to the contract vendor upon award of the contract. These building managers will be the “point of contact” to coordinate all quarterly and semi-annual services. It is the contractor’s responsibility to coordinate all services with each building manager including working on unscheduled days, or weekends. Buildings will not be unlocked for any one that has not received prior approval from the building managers.

II-G EMPLOYEE CONDUCT

The Contractor must insure that each employee carries a current contractual employee identification card, with picture, which is no more than two years old.

All contractual employees may be required to carry an agency provided pad of "Notice of Work Required" forms and to use them daily to report potentially hazardous conditions and items in need of repair including office lighting, emergency and exit lights, plumbing and water cooler problems, etc. to the Facility Manager.

All lost and found articles recovered by contractual employees must be immediately turned in to the Facility Manager.

Contractual employees will be required to wear clean and neat clothing or uniforms supplied by the Contractor at all times while on the job.

Contractual employees:

1. Must not have relatives or other personal visitors at the work site.
2. Must not consume food or beverages in public view while on duty. During normal breaks and lunch periods, the cafeteria or lunch room may be used for this purpose.
3. Must not consume alcoholic beverages nor use narcotics while on duty nor be under the influence when reporting for duty.
4. Must not receive or initiate personal telephone calls from state owned telephones.
5. Must not play radios or other sound equipment without the Facility Manager's approval.
6. Must not fraternize with agency staff, clients, tenants, or visitors to the building nor unnecessarily disrupt tenants from their work while performing their contractual duties.
7. Must turn off lights, if applicable, after cleaning is completed in an assigned area.

Parking is available for all contract vendor employees. They may park in spaces allocated, however, should not park in reserved areas. Each employee, if driving on the premises, must have the proper automobile insurance and are required to follow all State, Federal and security requirements.

The agency may require the Contractor to immediately remove any contractual employee(s) from the agency's premises for just cause. Any and all responsibilities will be assumed by the Contractor. Any employee so removed may not be placed in another state agency.

The agency reserves the right for final determination of a contractual employees suitability for assignment to a specific location. Problems of this nature will be addressed with the Contractor's management.



II-H EQUIPMENT AND SUPPLIES

All equipment and cleaning supplies must be furnished by the Contractor.

The agency will supply Toilet Paper, Paper Towels, Hand Soap and Plastic Liners.

The Contractor must utilize cleaning equipment that meets with the approval of the Contract Administrator. The use of any powdered scouring cleansers is expressly prohibited. A complete listing of equipment and products to be used shall be submitted to the Contract Administrator within 30 days after award of CONTRACT.

The Contractor must furnish all power equipment such as floor machines, vacuum systems, carpet cleaning systems, etc. and all other equipment. Contractor's equipment must be commercial grade only. All equipment used in office areas must not exceed the noise level of 68 decibels at 5 feet, which will be less disruptive to office workers.

The Contractor must supply all cleaners, finishes, etc. for the treatment of various types of flooring and/or carpeting. Use only such materials as are recommended and approved by the Contract Administrator or his designee and the flooring manufacturer.

The Contractor's prime responsibility is to protect owner's property at all times and to use only such materials and treatments as will enhance the appearance of buildings and protect surfaces such as flooring.

The State will furnish an area, when necessary, for storage of the Contractor's equipment and supplies. The Contractor will be held solely responsible for all items stored on State premises.

II-I INSPECTION AND CORRECTION OF DEFICIENCIES

Inspections by the local Contract Administrator will be conducted on a daily basis for all specifications outlined in this contract.

Performance evaluations noting deficiencies in the contract specifications will be provided the Contractor on a regular basis. The deficiency for a daily, weekly, or monthly task must be corrected within 24 hours. A quarterly, semi-annual, or annual task deficiency must be corrected within 48 hours.

The Facility Manager will maintain a "hot sheet" comprised of complaints from building tenants. The hot sheet will be provided to the Contractor at the beginning of each day and will outline the areas requiring special attention on that day, to be completed within 8 hours of its receipt.

The Contract Administrator or his/her appointed representative shall make the final decision as to whether or not any cleaning task has been satisfactorily performed.

If it is determined that the task has not been properly performed as intended, the Contractor must make the necessary changes.

Should the Contractor fail to correct specification deficiencies, a Complaint to Vendor (Vendor Performance Summary) will be filed by the Contract Administrator. Repeated failure to correct specification deficiencies resulting in issuance of subsequent unfavorable Vendor Performance Summaries may result in cancellation of the contract by the Office of Purchasing.



II-J WORKING HOURS

This facility will be cleaned each state working day. One year equals 249 state work days.

Work hours of the contractor servicing this contract must be between the hours of **6:30 AM and 5:00 PM.**

The Contract Administrator will establish the appropriate schedules for work to be performed in designated offices and priorities for periodic work to be performed. The Contractor must adhere to these schedules.

Disruptive activities such as carpet extraction, floor stripping and waxing, etc. shall be done as scheduled by the Contract Administrator. These services may be performed on weekends with prior approval from the Contract Administrator.

The State of Michigan will not pay for services not performed. **The contractor will not be paid for Federal or State Holidays unless requested to perform such services.** State Holidays include but not limited to: New Year's Day, Martin Luther King Jr. Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day (2 days) Christmas Eve, Christmas Day and New Year's Eve. For specific dates, contact the Contract Administrator.

II-K CONTRACTOR CLEAN UP

The Contractor is responsible for repair, replacement or clean up as necessary due to carelessness or negligence on the part of the Contractor or his/her employees.

II-L TRAINING AND DEVELOPMENT

Contractor shall employ personnel capable of fulfilling the requirements of this contract and shall provide a training and development plan for contractor personnel. The plan shall include the following:

1. Qualifications of instructors, supervisors and/or job coaches responsible for training and development.
2. Task analysis identifying knowledge and skills required for each custodial/janitorial activity.
3. Training objectives and methods of verifying competency of all contractor personnel.

The contractor shall submit a Training and Development Plan with the proposal (needs to be included with bid document). The plan must be acceptable to the State. The contractor shall not begin work under this contract until the Training and Development Plan, incorporating any changes required, has been approved by the State. The contractor shall maintain and update the plan annually and within 30 days of the start of any extension.

For clarification purposes, the Contractor's Training and Development Plan shall be considered as work or service and shall be subject to acceptance throughout the term of the contract, to include any extensions of contract term. The contractor shall notify the Contract Administrator in writing of any proposed change to the Contractor's Training and Development Plan. No change will be implemented prior to review and approval by the State Contract Administrator.

The Contractor must allow janitorial staff to participate in special training programs which may be offered by the agency during normal working hours. The Contractor will be responsible for any wages due the contractor's employee during such time.



II-M KEYS

Keys to the building will be furnished by the State. Any such keys shall not be duplicated.

Lost keys must be reported to the Contract Administrator immediately. Any cost incurred to replace locks, due to lost keys and to provide new keys will be the responsibility of the contractor.

II-N SERVICE REVIEW

The State Agency may request an audit of the services provided under the terms of this contract. The audit will be a joint activity of the using agency and the Office of Purchasing.

An unsatisfactory audit will result in cancellation of the contract under the terms of the cancellation clause in this contract. Further, should this contract be canceled for cause, the Contractor so canceled will not be allowed to participate in request for continuation of this service.

The audit will consist of an evaluation of the total service quality, including responsiveness, timeliness of required reporting, and any other specifics as required under the terms of the contract. The results of the audit, along with the contract recommendations will be published by the Office of Purchasing and distributed to the using agency and the Contractor(s).

Should the contractor desire, a meeting will be arranged between all concerned parties within 10 calendar days of the date of the Contractor received, or could have reasonably been expected to receive his/her copy of the audit. This meeting will provide an opportunity for the Contractor to present his/her reactions to audit recommendations.

II-O CONFIDENTIALITY

The Contractor shall be bound to confidentiality of any information its employees may become aware of during the course of performing contacted tasks. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of the contract.

II-P HEALTH, SAFETY, AND ENVIRONMENTAL PROTECTION

The Contractor shall conform to all applicable Federal, State and local laws, and to the requirements of this contract. In performing work under this contract at State of Michigan facilities, the contractor shall:

Take all reasonable steps and precautions to prevent accidents and to preserve the health and safety of visitors, contractor personnel, and State personnel performing or in any way coming into contact with the performance of this contract;

Take all reasonable precautions to prevent the release of hazardous chemicals into the environment; and

Take such additional precautions as the Contract Administrator may reasonably require for health, safety, and environmental protection.

Any violation of these health, safety, and environmental rules and regulations, unless promptly corrected as directed by the Contract Administrator, shall be grounds for termination of this contract in accordance with the Default Clause of this contract.



- a. Damage Reports. In all instances where State property or equipment is damaged, the Contractor shall submit to the Contract Administrator a full report of the facts and extent of such damage--verbally within on hour, and in writing within 24 hours of the occurrence.
- b. Accident Reports. The Contractor shall comply with State of Michigan, OSHA and other regulatory agency requirements for record keeping and reporting of all accidents resulting in death, trauma, or occupational illness. The Contractor shall provide a verbal report to the Contract Administrator within one hour of occurrence and a written follow-up report to the Contract Administrator within 24 hours of occurrence.
- c. Chemical Spills. The Contractor shall provide a plan addressing incidental and emergency spills of any chemicals brought on-site.
- a. Hazard Communications. Contractor must maintain two, update Material Safety Data Sheet (MSDS) files on-site; one placed in Contract Administrator's office and the second in the contractors office or Janitors Closet. Refer to Section I-W - Right to Know (Act 80 of 1986) of this contract.

II-Q QUALITY ASSURANCE PLAN

The Contractor shall submit a Quality Assurance Plan with the proposal. The plan must be acceptable to the State. Unacceptable proposals must be revised by the Contractor and resubmitted within ten (10) days. The Contractor shall not begin work under this contract until the Quality Assurance Plan, incorporating any changes required has been approved by the Office of Purchasing. The Contractor shall maintain and update the plan annually and within 30 days of the start of any extension. The Contractor's Quality Assurance Plan shall include: (1) the names and qualifications of individuals performing inspections and the extent of their authority; (2) methods of identifying deficiencies in the quality of services performed before the level of performance becomes unacceptable, with descriptions of sampling techniques; (3) methods of documenting and enforcing quality assurance operation, including inspections and testing; (4) the format for the Contractor's Quality Assurance Report; and (5) method of control site keys and locks.

- a. Quality Assurance Files. A file of all quality assurance inspections, inspection results, and any corrective action required and/or performed, shall be maintained by the Contractor throughout the term of the contract. This file shall be the property of the State and be made available upon request to the Contract Administrator within ten days after completion or prior to termination of the contract. Final payment may be withheld pending receipt of quality assurance files.
- b. Quality Assurance Reports. The Contractor shall submit to the Contract Administrator by close of business the fifth working day of each month, a Quality Assurance Report listing the results of the previous month's Quality Assurance Inspections.
- c. Acceptability. For purposes of acceptance, the Contractor's Quality Assurance Plan will be considered as work of service and shall be subject to acceptance throughout the term of the contract, to include any extensions of contract term. The Contractor shall notify the Facility Manager in writing of any proposed change to the Contractor's Quality Assurance Plan. No change will be implemented prior to review and approval by the Facility Manager.

II-R RECORD KEEPING

Upon award of the contract, the Contractor must schedule a meeting with the Contract Administrator to receive orientation and security clearances. The Contractor must schedule monthly meetings with the Contract Administrator between the hours of 8:00 a.m. and 5:00 p.m. to discuss contract issues. Supervisor must also be available daily to meet for consultation with the Contract Administrator on an emergency basis during the same hours.



The Contractor must submit, within the first twenty (20) working days after actually starting the contract, a completed periodic schedule for all jobs listed other than those which are a daily item or those which involve regular office cleaning. These must be submitted to the Contract Administrator for approval.

The Contractor must supply the Contract Administrator with a list of all employees and supervisors to be used at this facility. Such list must include each employee's name, address, social security number and date of birth. Alternate employees may not be used until such list has been updated to include them and the above such data for alternates has been provided to the Contract Administrator. The Contractor must provide a weekly time sheet to the Contract Administrator showing the names, dates, areas and hours actually worked including starting and quitting times, for all employees used at this facility. This is to be submitted to the Contract Administrator's office prior to the end of the work shift.

II-S BUILDING LOCK UP (DURING WEEKENDS, HOLIDAYS OR OUTSIDE REGULAR BASE HOURS)

The Contractor must lock and secure the building when permitted to work during weekends, holidays or outside of the regular base hours. Lock up procedures consist of before leaving building each night:

- a. Turn off bathroom exhaust fan
- b. Turn off all interior lights
- c. Check and lock all entrance doors, gates or any other excess to the building.
- d. Properly set security alarm system (where applicable)

Failure to maintain a secure environment, properly lock the building or set the security alarm (where applicable) will result in a complaint to vendor and possible cancellation of the contract. Any cost incurred from a security service or local police for false alarms caused by failure of the contractor to properly set the security alarm will be the responsibility of the contractor. In addition, should the contract be canceled by default of contractor, the cost of changing the building locks, providing new keys and re-coding the security alarm, where applicable, will be charged to the contractor. These costs may be deducted from the final payment due the contractor.

II-T LEIN AND OTHER SECURITY CHECKS

Upon request of the State:

- 5. The Contractor shall only appoint employees or prospective employees to work at the location if they have cleared the LEIN and other security checks, and do not have a felony conviction or misdemeanor drug offense.
- 6. The Contractor shall obtain permission for LEIN checks of all prospective workers for the location. The permission slip is to include:
 - a) Employees Full Name
 - b) Social Security Number
 - c) Date of Birth
 - d) Michigan Drivers License Number or State ID Number
 - f) Employee Signature
- 7. The Contractor shall replace the janitorial worker assigned immediately at the State's request if the janitorial worker is found with contraband in his/her possession.
- 8. The contractor shall maintain an adequate pool of trained and LEIN cleared relief personnel to substitute for absent regular employees.



Vendor Proposal
(see 1001223 proposal.pdf)