Form No. DMB 234A (Rev. 1/96)
AUTHORITY: Act 431 of 1984
COMPLETION: Required
PENALTY: Failure to deliver in accordance with Contract terms and conditions and this notice may be considered in default of Contract

STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET **May 24, 2011**
PURCHASING OPERATIONS
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

CHANGE NOTICE NO. 2
TO
CONTRACT NO. 071B72000195
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF CONTRACTOR **AYS Facilities Maintenance** **37711 Gorey Avenue** **Flint, MI 48506** **Email:dmroz@aysfm.com**	TELEPHONE: Dave Mroz **(810) 715-1100** CONTRACTOR NUMBER/MAIL CODE BUYER/CA (517) 241-1145 **Lymon Hunter, CPPB**
CONTRACT COMPLIANCE INSPECTOR: Bob Batt **Janitorial & Lawn Maintenance Services for Rest Areas/Roadside Parks - MDOT**	
CONTRACT PERIOD: From: **March 1, 2007** To: **June 30, 2011**	
TERMS **N/A**	SHIPMENT **N/A**
F.O.B. **N/A**	SHIPPED FROM **N/A**
ALTERNATE PAYMENT OPTIONS: ☐ P-card ☐ Direct Voucher (DV) ☐ Other	
MINIMUM DELIVERY REQUIREMENTS **N/A**	

NATURE OF CHANGE(S):

Effective June 1, 2011, this Contract is hereby EXTENDED until June 30, 2011. Contract is also INCREASED by $6,500.00.

All other terms, conditions, specifications, and pricing remain unchanged.

AUTHORITY/REASON:

Per vendor agreement, Administrative Board approval dated May 17, 2011 and DTMB agreement.

INCREASE: $6,500.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: $128,500.00

Form No. DMB 234A (Rev. 1/96)
AUTHORITY: Act 431 of 1984
COMPLETION: Required
PENALTY: Failure to deliver in accordance with Contract terms and conditions and this notice may be considered in default of Contract

STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET **March 3, 2011**
PURCHASING OPERATIONS
P.O. BOX 30026, LANSING, MI 48909
OR
530 W. ALLEGAN, LANSING, MI 48933

CHANGE NOTICE NO. 1
TO
CONTRACT NO. 071B72000195
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF CONTRACTOR **AYS Facilities Maintenance** **37711 Gorey Avenue** **Flint, MI 48506** **Email:kimg@aysfm.com**	TELEPHONE: Kim Graham **(810) 715-1100** CONTRACTOR NUMBER/MAIL CODE BUYER/CA (517) 241-1145 **Lymon Hunter, CPPB**
CONTRACT COMPLIANCE INSPECTOR: Bob Batt **Janitorial & Lawn Maintenance Services for Rest Areas/Roadside Parks - MDOT**	
CONTRACT PERIOD: From: **March 1, 2007** To: **May 31, 2011**	
TERMS **N/A**	SHIPMENT **N/A**
F.O.B. **N/A**	SHIPPED FROM **N/A**
ALTERNATE PAYMENT OPTIONS: ☐ P-card ☐ Direct Voucher (DV) ☐ Other	
MINIMUM DELIVERY REQUIREMENTS **N/A**	

NATURE OF CHANGE(S):

Effective March 1, 2011, this Contract is hereby EXTENDED until May 31, 2011.

All other terms, conditions, specifications, and pricing remain unchanged.

AUTHORITY/REASON:

Per vendor contact (Kim Graham) dated February 7, 2011, Administrative Board approval dated March 1, 2011 and DTMB agreement.

INCREASE: $18,100.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: $121,500.00

AUTHORITY: Act 431 of 1984
COMPLETION: Required
PENALTY: Contract will not be executed unless form is filed

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

February 26, 2007

NOTICE
TO
CONTRACT NO. 071B7200195
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR **AYS Facilities Maintenance** **3711 Gorey Avenue** **Flint, MI 48506** **kimg@aysfm.com**	TELEPHONE (810) 715-1100 **Kim Graham** VENDOR NUMBER/MAIL CODE BUYER/CA (517) 241-3768 **Lance Kingsbury**
Contract Compliance Inspector: Bob Batt **Janitorial & Lawn Maintenance Services for Rest Areas/Roadside Parks – MDOT**	
CONTRACT PERIOD: From: **03/01/07** To: **02/28/2011**	
TERMS **N/A**	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 #071I7200054, this Contract Agreement and the vendor's quote dated 12/21/06. 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.

Estimated Contract Value: $103,400.00

Form No. DMB 234 (Rev. 1/96)
AUTHORITY: Act 431 of 1984
COMPLETION: Required
PENALTY: Contract will not be executed unless form is filed

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

CONTRACT NO. 071B7200195
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR **AYS Facilities Maintenance** **3711 Gorey Avenue** **Flint, MI 48506** **kimg@aysfm.com**	TELEPHONE (810) 715-1100 **Kim Graham** VENDOR NUMBER/MAIL CODE BUYER/CA (517) 241-3768 **Lance Kingsbury**
Contract Compliance Inspector: Bob Batt **Janitorial & Lawn Maintenance Services for Rest Areas/Roadside Parks – MDOT**	
CONTRACT PERIOD: From: **03/01/07**	To: **02/28/2011**
TERMS **N/A**	SHIPMENT **N/A**
F.O.B. **N/A**	SHIPPED FROM **N/A**
MINIMUM DELIVERY REQUIREMENTS **N/A**	
MISCELLANEOUS INFORMATION: **The terms and conditions of this Contract are those of ITB #071I7200054, this Contract Agreement and the vendor's quote dated 12/21/06. 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.** **Estimated Contract Value: $103,400.00**	

THIS IS NOT AN ORDER: This Contract Agreement is awarded on the basis of our inquiry bearing the ITB No. 071I7200054. Orders for delivery will be issued directly by the Department of Transportation 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:**
AYS Facilities Maintenance Firm Name	Signature
Authorized Agent Signature	**William C. Walsh, CPPB, Buyer Manager** Name/Title
Authorized Agent (Print or Type)	**Services Division, Purchasing Operations** Title
Date	Date

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET—PURCHASING OPERATIONS
Contract No. 071B7200195

JANITORIAL & GROUNDS MAINTENANCE SERVICES
REST AREAS & ROAD SIDE PARKS

CONTRACT LOCATIONS:

FRONTIER ROAD/REED ROAD ROADSIDE PARKS
RED CEDAR ROADSIDE PARK

AWARDED TO:
AYS Facilities Maintenance
3711 Gorey Avenue
Flint, MI 49456

Janitorial & Grounds Maintenance Services
Rest Areas & Roadside Parks

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Location Specification Sheets: **Frontier Road/Reed Road Roadside Parks**
Red Cedar Roadside Park

Article1 – Statement of Work (SOW)

1.0 Introduction

1.001 Project Request

This Contract is for janitorial and lawn maintenance services for rest areas/roadside parks for the Michigan Department of Transportation.

1.002 Project Background - RESERVED

1.1 Scope of Work and Deliverables

1.101 In-Scope

The Contractor shall provide all personnel, equipment, tools, materials, supervision and other items and services necessary to perform the services as described in the specifications herein.

1.102 Out-Of-Scope

The following tasks are **considered out-of-scope** for this Contract (unless otherwise stated as a requirement on the Location Specification Sheet(s) (LSS)):

- Performance of personal chores for anyone (i.e., porter or courier service);
- Providing of transportation for agency staff or visitors (i.e., chauffeur service);
- Courier / Porter Services

1.103 Environment

The services requested are identified herein and during the hours specified in the Location Specification Sheet (LSS) and by the Contract Compliance Inspector (CCI).

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. Supplies, materials, equipment, etc. shall be confined so as not to unduly encumber the premises.

1.104 Work and Deliverable

A. The Contractor, through innovation, technology or other means, shall perform and provide the required services and staff to complete the frequencies determined by the State and otherwise do all things necessary for, or incidental, to the performance of work. Compliance will be based on the State's overall evaluation and interpretation in accordance with method of performance, frequencies and method of performance, as set forth in this document.

B. The Contractor shall provide all services and related items and services necessary for, or incidental, to the performance of work in accordance with this contract, including, but not limited to:
   1. All personnel;
   2. Equipment;
   3. Tools;
   4. Supplies;
   5. Materials;
   6. Training; and
   7. Supervision of Staff.

C. The Contractor shall provide services at the locations described on the Location Specification Sheet(s) and/or directed by the Contract Compliance Inspector (CCI).

1.105 Specifications

Definite Specifications - All services to be furnished hereunder shall conform to the specifications as noted herein.

Seasonal Closure

The Michigan Department of Transportation reserves the right to close Rest Areas during the winter due to budget constraints. MDOT will notify the Contractor 30 calendar days in advance of the scheduled closing date (Roadside Parks are closed for winter – see respective LSS for dates).

Measurement and Payment

The information contained in this Contract represents a summary of the estimated work to be provided. The completed work as measured for REST AREA MAINTENANCE, LAWN MAINTENANCE, SPRING AND FALL CLEANUP AND LAWN AERATION, will be paid for at these Contract unit prices.

Pre-Maintenance Meeting

Prior to starting any work on this Contract, a meeting will be called by the CCI, or their representative, to discuss these Contract provisions. The Contractor's designated supervisor shall be identified at this meeting. MDOT contact personnel and phone numbers will also be identified at this time. Reports (forms provided by MDOT) shall be distributed and discussed during this meeting.

Subcontracting and Prime Contractor Responsibilities

No subcontractor may be assigned to this Contract without prior approval of DMB – Purchasing Operations.

The Prime Contractor will be required to assume responsibility for all contractual activities offered in this Contract 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. Should the Contractor use subcontractors to perform part of the work, the Contractor remains fully responsible for completion of the work in accordance with this Contract as if no portion of it had been subcontracted. SUBCONTRACTED WORK IS LIMITED TO THE LAWN MAINTENANCE AND/OR SPRING AND FALL CLEANUP BID ITEMS ONLY. Any changes in subcontractors may only be made with PRIOR APPROVAL from the DMB – Purchasing Operations. The Contractor shall submit a list naming all subcontractors, including firm name, the name of the supervisor, address and complete description of work they will perform under this contract within 10 days of the notification of award.

The State reserves the right to approve or reject any, or all, subcontractors for this project and to require the Prime Contractor to replace subcontractors found to be unacceptable or it is determined that they cannot meet the requirements of this contract. **The Contractor is totally responsible for adherence by the subcontractor to all provisions of this contract.**

Contractor Status

The Contractor and his/her employees, at all times, shall be considered as an independent Contractor and not as MDOT/State employees. As an independent Contractor, the Contractor's payment under this contract shall not be subject to any withholding for tax, social security, or other purposes; nor, shall the Contractor or his/her employees be entitled to sick leave, pension benefits, vacation, medical benefits, life insurance, or unemployment compensation or the like from MDOT/CRC/State.

The Contractor shall exercise all supervisory control and general control over all day-to-day operations of his/her employees including control over all workers' duties. The Contractor shall also be responsible for payment of all wages to employees, taxes and fringe benefits, and shall discipline employees, as needed, including firing and hiring.

Default

Non-Acceptable conditions: Should an inspection by the State reveal that the Contractor's work results in any non-acceptable maintenance conditions:

- MDOT, at the time of the first circumstance, shall call for a meeting with the Contractor to review the condition.
- Should a second non-acceptable condition develop, a second meeting will be held. A letter of warning will follow.
- Should a third non-acceptable condition develop, a written notice of termination will be sent to the Contractor from Purchasing Operations.
- In the event of such termination, the State may deem appropriate to perform services similar to those so terminated. The Contractor shall be liable to the State for any excess costs for such services. The Contractor shall not be liable for any increased cost if failure to perform the contract arises out of any cause beyond his/her control and without his/her fault or negligence.

Contract Changes and/or Contract Modifications

DMB-Purchasing Operations reserves the right to modify any service(s) during the course of this contract. Such modifications may include changing the location to be serviced, size of cleaning area, number of hours and/or 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 are subject to acceptance by the State. Changes may be increases or decreases.

IN THE EVENT PRICES ARE NOT MUTUALLY AGREEABLE, THIS CONTRACT SHALL BE SUBJECT TO COMPETITIVE BIDDING BASED UPON THE NEW SPECIFICATION.
Price adjustments due to any of the foregoing changes shall be based on a pro-rata basis based on this Contract. Prices for extra work requested during this contract, which are not part of this contract, will be negotiated prior to the time of occurrence.

Changes of any nature after this Contract award, which reflect an increase or decrease in requirements of cost, shall require a written advice of change to be issued by DMB-Purchasing Operations. SUCH CHANGES, IF PERFORMED IN ADVANCE OF THE STATE'S APPROVAL, MAY BE SUBJECT TO DENIAL AND NON-PAYMENT.

Laws, Ordinances and Regulations

The Contractor shall keep himself/herself fully informed and shall comply with all local, state and federal laws, ordinances and regulations.

Permits and Licenses

Any permits, licenses, certificates or fees required for the performance of the work shall be obtained and paid for by the Contractor.

Industry Rules and Codes

All work shall be done in compliance with the applicable rules of the industry which shall be considered as included on these specifications, shall comply with all local and state codes, and be approved by the State prior to use.

Protection of Property

The Contractor shall be responsible for protecting and preserving, from damage, to any and all facilities, public and private, which are adjacent to the areas where work is being performed.

Use of Property

The Contractor and/or individual employees DO NOT have the authority to permit any use of the facility. The Contractor and/or employee shall report any activity of which they were not previously aware to the Contract Compliance Inspector as soon as possible.

Time and Progress

It is understood and agreed that TIME IS OF THE ESSENCE in respect to the work contemplated herein, and the Contractor agrees to do the work covered by the contract in conformity with the provisions set forth herein and to prosecute all work with all due diligence so as to complete any work required under this Contract within the shortest reasonable periods of time.

Equipment and Materials, Inspection

The Contractor administrator shall have the right to inspect all equipment and materials, which is to be used in carrying out the terms of this Contract. Any such equipment or materials, which do not comply with local, state and federal codes, or with this contract, may be rejected.

Accidents

Any accident on the premises shall be reported immediately to the appropriate MDOT garage. Regular and emergency phone numbers will be provided at the pre-maintenance meeting.

Time Clock

The Contractor may be required to install and maintain a time clock, or other documentation device, as approved by the Contract Compliance Inspector. This time clock shall be kept in accurate working order for the duration of this Contract. Copies of properly completed time cards shall be submitted with each invoice in order to receive payment.

First Aid Kits

The Contractor shall provide First Aid kits for the attendants' use. At a minimum, the kits shall contain: 16 individually wrapped packaged adhesive bandages, two rolls of adhesive tape, 3" x 3" gauze pads, 10 antiseptic wipes, burn cream, first aid cream, one triangular bandage, aspirin or acetaminophen, scissors and tweezers. This kit shall be in an impact resistant case and easily accessible to the attendants.

Contractor General Responsibilities and Requirements

The Contractor shall be responsible for the satisfactory, and complete, execution of the work in accordance with the intent of the specifications. The Contractor shall provide, without extra charge, all incidental items required as a part of the work even though not specified or indicated.

The Contractor shall coordinate his/her operations with other Contractors, MDOT operations and/or permitted activities. The Contractor shall not give keys to individuals other than his/her employees.

No Contractor's vehicle will be allowed on sidewalk and lawn areas. Parking area will be designated by MDOT.

No television sets (including VCR/DVD players), full size refrigerators, beds/cots, couches or lazy boy type chairs and storage of more food items than will be eaten that day will not be allowed at the rest area.

No personal use of MDOT telephones. ALL calls by the attendants other than to MDOT personnel shall be made on the public telephones, or on a separate telephone installed in the building at the Contractor's expense (upon approval of the Contract Compliance Inspector). Unauthorized charges will be the responsibility of the Contractor and will be deducted from the next invoice.

Contractor's employees shall be able to understand and speak the English language.

Contractor to furnish:

- All transportation for their employees.
- All maintenance equipment necessary to carry out the requirements of the contract.
- Adequate and proper training for all employees.

In emergencies affecting the safety of persons, the work or property at the site, or adjacent thereto, the Contractor, without instruction or authorization from the Contract Compliance Inspector, is obligated to act at his/her discretion, to prevent threatened damage, injury or loss. He/she shall contact the Contract Compliance Inspector immediately of any significant changes in the work or deviations from this Contract documents caused thereby.

Any requests for information by any news media organization (newspapers, TV stations, radio, etc.) shall immediately be directed to the Contract Compliance Inspector. The Contractor and/or his/her employees shall not speak on behalf of MDOT.

The Contractor shall have separate crews for mowing and janitorial services. Personnel assigned to janitorial duties shall not perform mowing tasks.

The contractor's responsibility is to not damage MDOT property and to use only such materials and treatments that will enhance the appearance of the Rest Area.

In addition to what is outlined in the General Conditions, the Contractor shall furnish:

- Maintenance equipment, gardening and watering equipment for maintaining landscape beds and be responsible for the maintenance thereof.

- All snow removal equipment necessary to maintain all sidewalks free from ice and snow including, but not limited to:

    - A minimum four horse power (4 HP) 2-Stage Snow Blower
    - Snow Shovels
    - Ice Scrapers

- Adequate, proper training for all attendants.

- All supplies, used by the public, and materials necessary for cleaning. Supplies and materials purchased must meet specifications outlined in the "MDOT Approved Material List".

Legal disposal of all refuse and associated costs are the Contractor's responsibility. Proof of proper disposal (receipts, bills, etc.) shall be provided upon Contract Compliance Inspector's request. No bagged refuse shall be stored on site unless contained in a dumpster. Onsite refuse storage shall be limited to one ten yard dumpster. Dumpster will be located as specified by the Contract Compliance Inspector.

The maximum amount of gasoline allowed to be stored at a rest area is 5 U.S. gallons. Gasoline must be stored in a Type I or Type II, galvanized steel, safety gas can. Fueling of equipment is not allowed in the rest area building. All fueling must take place outdoors. Storage of flammable and combustible liquids must meet the requirements of the Michigan Occupational Safety and Health Administration (MIOSHA), General Safety and Health Standard, Part 78 Flammable & Combustible Liquids, Paragraph (d). Storage of flammable material must conform to the requirements of both "office occupancies" and "Mercantile occupancies and other retail" as defined in General Safety and Health Standard, Part 78 Flammable & Combustible Liquids, Paragraph (d). The fuel container and snowblower can be kept in the rest area if the above regulations are followed.

Materials and Supplies:

The Contractor shall be required to submit a complete list, at the pre-maintenance meeting, of the name and product number, of all supplies to be used in fulfilling this Contract. MDOT reserves the right to accept or reject these items. An acceptable substitute must be immediately furnished for any rejected item. A current Material Safety Data Sheet (MSDS) for each product must be kept in a notebook at the rest area at all times as required by OSHA's Hazard Communication Standard, 29 CFR 1910.1200.

Contractor shall supply MDOT with quantities of each material used at the end of each Contract year.

Report any vandalism, illegal dumping and any non-pickup to the Contract Compliance Inspector.

The Contractor shall provide the Contract Compliance Inspector with an up to date master list of all employees working at the rest area. The list shall include the supervisor's name and telephone numbers where they can be reached 24 hours a day.

MDOT General Responsibilities

MDOT is responsible for the general maintenance of their facilities and all other maintenance not specifically required of the Contractor under this Contract.

Maintenance performed by MDOT:

- Water conditioning equipment
- Building structures or shelters
- Trees and shrubs, placing and planting, trimming and removal
- Heating and plumbing systems, unless specified as the Contractor's minor maintenance
- Fences
- Lagoons, tile fields and septic tanks
- Electrical equipment
- Snow removal on vehicle ramps and parking lots, unless specified elsewhere in this contract
- Utility bills, except unauthorized phone calls made by Contractor's employees

Inspection for compliance:

Inspection may be daily during the workweek. The Contract Compliance Inspector, or his/her representative, may inspect periodically on weekends.

Errors and Omissions

The Contractor shall not take advantage of any apparent error or omission in these specifications, or other Contract documents, and if any inconsistency, omission or conflict is discovered in the specifications or other Contract documents, or if in any place the meaning of the specifications or other Contract documents, is obscure, uncertain or in dispute, the DMB Buyer will decide as to the true intent.

Supervision, Employee Qualification and Training

Supervision
The Contractor shall designate a qualified supervisor or superintendent, in writing, as the Contractor's representative at the site. The supervisor shall have full authority to act on behalf of the Contractor and all communications given to the supervisor shall be as binding as if given to the Contractor. The supervisor shall be present on the site as required to perform adequate supervision and coordination of the work. The Contractor shall be responsible for the quality and standards of workmanship completed under this contract, including the work of the all subcontractors.

Qualifications of the Contractor's Employees
The Contractor shall provide only competent, well-trained employees in performing the services required herein. The inability by the Contractor to maintain a regular and consistent work force may result in default of this Contract.

The Contractor shall, at all times, be responsible for the **appearance, conduct and discipline** of his/her employees and/or any subcontractor, or persons, employed by subcontractors. All workers shall have sufficient knowledge, skill and experience to properly perform the work assigned to them. Any foreman or worker employed by the Contractor or subcontractor, who, in the opinion of the administrator does not perform his/her work in a skilled manner, appears to be incompetent, or acts in a disorderly or intemperate manner, may be removed immediately at the written request of the Contract Compliance Inspector. Failure by the Contractor to respond appropriately to complaints regarding appearance, conduct and discipline of his/her employees will be considered a non-acceptable maintenance condition and default procedures will be initiated accordingly.

Payment

The Contractor shall present a monthly invoice to the Michigan Department of Transportation address, identified by the CCI, for services rendered. The billing shall be at the contracted price as outlined in this Contract. The billing shall contain, if applicable, adjustments for approved additions, deletions or changes in services. MDOT will pay the billed amount monthly. MDOT shall remit net 30 days upon receipt of invoice.

References - RESERVED

Service Review

MDOT 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 DMB.

An unsatisfactory audit will result in cancellation of this 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 this Contract. The results of the audit along with Contract recommendations will be published by Purchasing Operations 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, their copy of the audit. This meeting will provide an opportunity for the Contractor to present his/her reactions to audit recommendations.

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 this 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 proposal, 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 (MSDS)
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 that house 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 MSDS.

Orientation and Training (Rest Area Only)

All Contractor supervisor personnel may be required to attend an initial one-day workshop on rest room cleaning and sanitation as provided by MDOT upon award of this Contract.

The MDOT trained supervisor is responsible for training all other attendants and replacements prior to, or as part of, their initial work assignment.

At the discretion of MDOT, rest area attendants and/or supervisors shall attend an annual one-day janitorial refresher course provided by MDOT. The Contractor is responsible for certifying attendant's training in writing to the Contract Compliance Inspector within 10 days after a refresher course.

If travel is involved, trainee's food, lodging and travel expenses will be the responsibility of the Contractor.

Change of Contractor

When the Contractor changes at any facility, a meeting shall take place during the last day of the old Contract. In attendance shall be the former Contractor, or representative, new Contractor, or representative, and the Contract Compliance Inspector. The purpose of this meeting is to return, and redistribute, keys to the facilities, take a physical inventory of the equipment and supplies owned by each of the representatives, and exchange any information necessary to enhance the transition process. A copy of the physical inventory shall be mailed to the former Contractor and distributed to all concerned. A second copy of this inventory shall become part of this Contract records.

Temporary Facility Closing

It is not the intent of MDOT to close a rest area for other than emergency and/or reconstruction reasons unless specifically noted in the Location Specification Sheet (LSS). If necessary and upon approval of the Contractor Compliance Inspector, the Contractor may be instructed to temporarily close the rest area for adverse weather conditions, mechanical failure or other emergency situations. If instructed to close the rest area, the Contractor will lock the doors and place the temporary "Building Closed" sign(s) in the lobby window(s), clearly visible to the public. If the facility is closed, this contract shall be suspended until the facility is reopened. The Contractor shall be paid for all full days or partial days worked.

Use of Herbicides

THE USE OF HERBICIDES BY THE CONTRACTOR FOR ANY WORK TASK INCLUDED IN THIS CONTRACT IS STRICTLY PROHIBITED.

Payment

Payment for all labor, equipment and materials required to satisfactorily complete the work described herein shall be incidental to the Contract unit price. The completed work will be paid for at the Contract unit price for each item as specified on the LSS which shall be payment in full for all labor, equipment and materials required to satisfactorily complete the work as described herein. Invoice shall show the date service was performed.

Rest Area Janitorial and Grounds Maintenance Specifications

This specification is for the normal maintenance of the Rest Area building(s).

Contractor General Responsibilities and Requirements

The Contractor is expected to perform the following minor maintenance:

1. Replace burned out light bulbs in all light fixtures. When fluorescent bulbs are replaced, ALL bulbs in the same fixture shall be replaced. The correct method for changing light bulbs will be demonstrated by Contract Compliance Inspector (CCI), or their representative. Metal halide and fluorescent bulbs are not to be thrown in the dumpster, but should be stored safely on site. Notify the Contract Compliance Inspector for removal of used bulbs.

2. Tighten loose screws in partition doors, door closures, etc.

3. Plunge plugged toilets and urinals or rod if necessary.

4. Clean and maintain flush valves on toilets and urinals as directed by Contract Compliance Inspector. MDOT personnel will provide training for this maintenance procedure.

If minor maintenance does not fix the problem, turn off water supply to fixtures, electric supply to dryers, lights or heaters, place temporary "out of order" sign on stall and notify the Contract Compliance Inspector immediately. The Contract Compliance Inspector may give further instructions for temporary closing part, or all, of the rest area.

Any rest area damage that requires more than minor maintenance, the Contractor shall notify the Contract Compliance Inspector.

If necessary, and upon the approval of the Contract Compliance Inspector, the Contractor may be instructed to temporarily close the rest area building. At which time, they will lock the rest area doors and place the temporary closed sign in the lobby window, clearly visible to the public.

The contractor must not tamper with, or adjust, controls regulating water treatment equipment or HVAC equipment.

Identification badges provided by MDOT shall be worn by all employees, at all times, when working within rest area/roadside park buildings and grounds.

MDOT General Responsibilities

Contractor will be furnished with:

1. Keys to the buildings, which must be returned to the Contract Compliance Inspector when this Contract is completed. MDOT will withhold final payment until all keys are returned. If not returned, MDOT will change all locks and deduct the cost thereof from the Contractor's final payment. If the Contractor needs to change the keys/locks, for any reason, during the Contract period, prior approval must first be obtained from MDOT.

2. Applicable MDOT forms for reporting purposes:

   a. Water Use and Phosphate/Chlorination Operation Report
   b. Rest Area Incident Report
   c. Rest Area Condition Report
   d. Coffee Break Forms

3. Identification badges.

4. Phone numbers of MDOT contact personnel.

   Major repairs:

1. Major building repairs and replacement of fixtures will be done by MDOT as required, unless specified as the Contractor's responsibility.

2. Contractor must contact the Contract Compliance Inspector immediately for necessary repairs and replacements, or of any warning lights in the maintenance room.

Deductions

The Contractor shall have a person in said rest area at all hours scheduled. Person shall be actively working except for scheduled breaks. If the Contractor fails to have a person in each rest area on the hours scheduled in the WORK SCHEDULE, it will result in a deduction of $100 for each occurrence.

Failure of Contractor to complete all report forms as required and submit within 30 days after the end of each month will result in a deduction of $100 for each occurrence.

Contractor shall have an adequate amount of all supplies on hand at each rest area/roadside park at all times. If it is determined that the rest area does not have required supplies on hand it will result in a deduction of $100 for each occurrence.

Procedures for implementing the above:

- The first time a rest area is not staffed, the Contract Compliance Inspector will call for a meeting with the contractor and review the condition and $100 will be deducted from the next invoice, if appropriate.

- Should a second non-staffed condition occur, a second meeting will be held, followed by a letter of warning and $100 will be deducted from the next invoice, if appropriate.

- Should a third non-staffed condition occur, a written notice of termination will be sent to the Contractor.

In the event of such termination, MDOT may deem appropriate to perform services similar to those so terminated. The Contractor shall be liable for the additional costs for such services. The Contractor shall not be liable for costs to continue to maintain the rest area if the failure to perform this Contract arises out of any cause beyond his/her control and without his/her fault or negligence.

Work Schedule

Required hours of coverage are as listed on the Location Specification Sheet (LSS) for each facility. The Contractor shall have an employee(s) working at the rest area/roadside park during the regular hours and holiday hours as specified in the LSS.

There are three holiday periods that require additional hours of coverage, and additional staffing with both male and female attendants. These holidays are Memorial Day, Independence Day and Labor Day. The additional hours of coverage that are required for these holiday periods are outlined in the LSS. No additional compensation will be provided.

Attendant(s) must be on site and working during all hours of coverage.

THE FOLLOWING LIST OF DUTIES SHALL ALSO BE POSTED IN THE MAINTENANCE ROOM

A. Restrooms - Daily

1. Primary cleaning, specified in the following, shall be completed between the hours of **7:00 A.M. to 8:00 A.M (Snow and ice removal shall be the first priority after replenishing supplies)**.

   a. Close off washroom and place closed sign in front of door while cleaning, if necessary. Restroom shall be closed a maximum of 20 minutes in rest areas which only have one (1) men's and one (1) women's restroom. All restrooms shall remain open except for cleaning.
   b. Perform cleaning survey of all areas - note problems with lights, faucet leaks, flush valves, floor tiles, drains, etc. Fill out condition report.
   c. Replenish supplies (toilet tissue, hand soap, etc.).
   d. Clean and disinfect door, door pulls, window, kick plates, etc.
   e. Sanitary napkin receptacle - remove bag, disinfect container and install new bag.
   f. Disinfect outside of toilets, top and bottom of seats and flush valves. **Do not use acid bowl cleaner**.
   g. Punch water out of toilet traps.
   h. Apply acid bowl cleaner to johnny mop and clean inside of toilet bowl. Pay special attention to under the rim of the bowl.
   i. Disinfect outside of urinals and flush valves. **Do not use acid bowl cleaner**.
   j. Apply acid bowl cleaner to johnny mop and clean inside of urinal bowl.
   k. Clean mirrors.
   l. Clean and disinfect sinks, countertops, fixtures and front of vanity.
   m. Wipe disinfectant from toilets, seats, flush valves and urinals.
   n. Spot clean walls, ceilings and partitions - remove graffiti.
   o. Pick up trash and sweep floor.
   p. Empty rest room garbage cans.
   q. Mop floors using liquid detergent disinfectant.
   r. Report needed repairs to MDOT contact person.
   s. A 14-day supply of supplies shall be on hand in the storage room at all times.

2. Spot clean and check condition of supplies throughout the day. Repeat any primary cleaning specifications necessary. Spot cleaning shall be completed every 2 hours from 7:00 AM until the end of the scheduled daily coverage.

   a. Clean and sanitize all china fixtures.
   b. Refill toilet tissue dispensers.
   c. Wash walls around sinks and hand dryers.
   d. Sweep floors and spot mop as needed.
   e. Remove writing from walls and stall partitions.
   f. Check grounds and walks and spot clean as needed.

B. Restrooms - Weekly

1. Disinfect and clean entire walls and partitions.
2. Remove and clean plastic light fixture covers with soap and water.
3. Clean window screens as needed.

C. Restrooms - Monthly

1. Scrub tile floors using 175 r.p.m. rotary floor machine, 15" dia. brush spread with 15", dia. "ZIM-GRIT" - Green ZZ scrubber pad or approved alternate.

   Procedure:
   a. Close restroom - sign properly displayed.
   b. Sweep area thoroughly, remove gum or sticky substances with putty knife.
   c. Fill bucket with carefully measured 20-36% E.P.A. registered phosphoric acid - base solution.

d. Place wet floor signs in area.
e. Liberally apply cleaning solution to floor with wet-mop.
f. Allow solution to dwell 5 minutes.
g. Scrub floor with 175 r.p.m. rotary floor machine with zim-grit scrub pad or approved alternate.
h. Scrub corner and area machine will not reach with manual swivel scrub brush.
i. Pickup scrubbing solution with wet mop.
j. Empty bucket - refill with clean rinse water.
k. Rinse floor and corners thoroughly - change water often.
l. Pickup rinse water with dry mop.
m. Dry-mop, allow to dry, remove wet floor signs.

2. Wash restroom walls, partitions, toilets and urinals with portable pump-up sprayer.

   Procedure:
   a. Close restroom.
   b. Remove all paper products.
   c. Trip the circuit to hand dryers and electrical outlets.
   d. Cover all hand dryers and electrical outlets with plastic duct tape.
   e. Wear gloves and eye protection.
   f. Prepare detergent-disinfectant solution according to manufacturer's directions.
   g. Apply cleaning solution to walls and partitions. **(DO NOT SPRAY CEILING)**.
   h. Wash toilets, urinals, flush valves.
   i. Allow solution to dwell 10 minutes.
   j. Rinse thoroughly with clean, warm water.
   k. Wipe down walls, toilets and urinals with clean cloth.
   l. Dry mop floor.

3. Clean drains with approved disinfectant.
4. Completely clean ceiling vent covers.
5. Turn off heat to ceiling heaters and clean.

D. Lobby and Entrance Ways - Daily

1. Empty trash receptacles, clean and disinfect inside and outside all waste receptacles presenting a soiled or odorous condition.
2. Replace receptacle liners when torn or soiled.
3. Sweep and mop lobby and entrance floor with detergent disinfectant - proper signing necessary.
4. Clean ash receptacles - remove cigarette butts from containers.
5. Clean and disinfect drinking fountains.
6. Pick up litter, papers, etc.
7. Wash plastic map cases with mild soap and water (inside and outside surfaces) - do not use harsh chemicals or abrasive materials on plastic display windows, including map and display cases, mounted on the outside of the building.
8. Wash windows/doors that are accessible to public.
9. Spot clean ceilings.

E. Lobby and Entrance Ways - Monthly

1. Wash all windows, including upper level truss windows with squeegee (where applicable).
2. Clean ceiling.
3. Turn off ceiling heaters and clean.

F. Entrance Ways and Sidewalks - Monthly (April - October)

- Powerwash entranceways and sidewalk from building entrance to parking lot. Remove gum by spraying with an aerosol gum remover.

G. Storage Areas - Daily

1. Pick up litter, keep storage area neat and tidy.
2. Record water use and phosphate/chlorination operation report, rest area incident report, rest area condition report, telephone log and coffee break forms.
3. Dispose of used, empty cleaning bottles.
4. Visual inspection of all equipment (water heaters, pipes, furnace, etc.) for possible leaks.

H. Storage Areas - Weekly

- Sweep and mop floor.

I. Storage Areas - Monthly

- Clean drains with approved disinfectant cleaner.

NOTE: A PERSONAL EYE WASH BOTTLE MUST BE READILY AVAILABLE AT ALL TIMES WHEN USING CLEANING PRODUCTS

Approved Materials – Refer to MDOT Approved Materials List located in the respective Location Specification Sheet (most recent annual usage quantities will be provided at the pre-bid meeting).

Mowing Season

For the purpose of this specification, the regular mowing season is defined as starting the 1st of May and ending in mid October - approximately 26 lawn maintenance cycles. Any mowing cycles before May 15 or after October 31 will require PRIOR WRITTEN APPROVAL from the Contract Compliance Inspector.

Mulching

Contractor is to furnish and place shredded bark mulch, prior to start of the yearly mowing activities according to the following specifications:

The mulch shall be clean, shredded mulch, void of sticks, needles, insects or any extraneous materials. The Contract Compliance Inspector shall approve the Contractor's source for mulch at the point of purchase.

Upon notification of the Contract Compliance Inspector, the Contractor shall place shredded bark mulch around all individual landscape plants and bedded shrub areas within the rest area site.

Mulch shall be placed to a minimum uniform four (4) inch depth covering the entire mulched area. The diameter of the mulch ring for individual plants shall be:

- 12 inch diameter plants and less - 3 foot ring
- 12 - 24 inch diameter plants - 4 foot ring
- 24 inch diameter or larger - 5 foot ring

Individual evergreen plants shall be mulched to a diameter one (1) foot greater than the spread of lower branches at ground level. Evergreens with lower branches removed, and with grass growing up to the trunk shall be mulched as per above individual plant specifications. In no case shall lower branches be covered with mulch.

Mulch shall not be placed against the tree trunk so as to cause insect damage to the trunk.

Mulch shall be replenished each spring, and as required, to maintain the specified depth, or as directed by the Contract Compliance Inspector.

The Contractor is responsible for keeping shredded bark material confined to the original mulched area.

Lawn Aeration

Aeration of the turf near the rest area building and in the picnic areas shall be done once per year immediately proceeding the closest scheduled mowing cycle during the week following Labor Day. Maps showing the area to be aerated and the APPROXIMATE acreage will be available by the CCI. The aeration shall be done with a core aerator that has the capability of penetrating to a depth of three (3) inches. The aeration shall be done in two (2) passes perpendicular to each other over the entire aeration area. The aeration shall produce a minimum of 24, 2-inch cores per square foot.

General Grounds / Lawn Care and Flower Bed Specifications

This specification is for rest area general grounds/lawn care maintenance, flower bed preparation, planting and includes, but is not limited to, lawn mowing and trimming, edging and removal of clippings and other lawn debris.

THE FOLLOWING LIST OF DUTIES SHALL ALSO BE POSTED IN THE MAINTENANCE ROOM

Work Schedule (items to be performed at a minimum)

A. Grounds - Daily

1. Pick up paper, cigarette butts and litter, including animal droppings.
2. Clean picnic tables, stoves and park benches.
3. Water and maintain flowerbeds, or as needed, as described below.
4. Empty trash containers and replace liners. Disinfect barrels if soiled.
5. Clean sidewalks as needed for snow and ice removal. Apply deicer chemicals **after snow removal is complete.** All walks must be kept free of snow and ice and a minimum width of four (4) feet must be maintained at all times. Contractor is responsible for removing any snow left between the parking area (curbside) and the sidewalk. All curb cuts must be kept clear of snow and ice. This will be done as often as needed.
6. Sweep sidewalks when snow is not present. Sweep excess salt from sidewalk after it is clear and dry.
7. Patrol parking lots for debris and dispose of properly. Sweep curb.
8. Clean cigarette snuffers.
9. Wash plastic map and display cases located on the plaza with mild soap and water (inside and outside), do not use harsh chemicals or abrasive materials on plastic windows.

B. Grounds - Weekly

1. Water any new landscape plantings as requested by MDOT CCI.
2. Maintain and weed landscaped beds, flowerbeds and wood chipped areas. All described areas to be kept neat and weed free. Keep sidewalks clean and weed free. Weeds must be hand pulled. **NO HERBICIDE USE WILL BE ALLOWED.**

ANNUAL FLOWERS

A. ANNUAL FLOWER BED PREPARATION

1. See landscape sheet for flowerbed locations.
2. Before working beds, check the soil to determine if it has dried sufficiently. If moisture drips out when you squeeze a handful of soil or the soil ball holds together tightly and will not break apart easily when struck with your hand, then the bed is too wet to work.
3. Pull all weeds before preparing soil.
4. Add growers mix as specified on the rest area flower planting sheets.
5. Spade or roto-till to a depth of six (6) to nine (9) inches to incorporate the growers mix. Be sure the products are mixed thoroughly with existing soils.
6. After soil and growers mix have been blended, rake area clean of any large stones or roots.

7. a. Where the flowerbed is adjacent to turf (SEE DIAGRAM A), mound the soil in the center of the bed to two (2) to four (4) inches above existing soil level then taper the soil to the edge of the bed.
   b. When bed has concrete bordering it, keep soil one (1) inch down and two (2) to three (3) inches in back of concrete (SEE DIAGRAM A). This will help to stop the soil from washing out of the bed when it rains or is watered.
   c. When plants are to be grown in a raised planter/bed, mounding of soils as specified in 7a and 7b is not required.

B. PROCEDURES FOR PLANTING ANNUAL FLOWERS

1. Contractor will furnish flower species as specified on flower planting sheet. Species may change annually. Total square footage of flowerbeds shall remain the same. **MDOT will furnish flower planting sheets to the contractor by February 15th each year of the contract**. It is the contractor's responsibility to determine a safe planting date based on the geographical location of the rest area and historical weather conditions. **Any dead plants shall be replaced by the contractor at no expense to MDOT.**
2. Just prior to planting, add quantity of fertilizer as specified for flowerbeds (see rest area flower planting sheet). Rake and blend fertilizer into the top 2" of soil.
3. Space plants according to the spacing chart.
4. Dig hole slightly larger than the root ball, set the plants at the same level at which they were growing in the container. Carefully place firm soil around the roots.
5. Once flowers are planted, they need to be watered thoroughly before leaving the area. Water to a depth of 6 inches to establish a good root system.

C. SPACING OF PLANTS

1. Space the plant type(s) according to the following table:

Alyssum	9" on center
Basil	12" on center
Begonia	7" on center
Brachycome	8" on center
Coleus	8" on center
Cosmos	10" on center
Dahlberg Daisy	6" on center
Dianthus	7" on center
Dusty Miller	8" on center
Flowering Cabbage/Kale	12" on center
Geraniums	12" on center
Impatiens	9" on center
Lobelia	8" on center
Marigold (French)	8" on center
Marigold (American)	10" on center
Pansies	6" on center
Petunias	10" on center
Rudbeckia	10" on center
Salvia	7" on center
Snapdragon	8" on center
Verbena	7" on center
Vinca	7" on center

D. ROCEDURES FOR MAINTAINING ANNUAL FLOWERS

1. Watering
   a. Do not allow soil to dry out.
   b. Water in the morning.
   c. Water thoroughly, with water hose, allowing the water to penetrate down to a depth of four (4) to six (6) inches to encourage deep root growth. Probe the soil to determine when the water has reached these depths.

2. Weeding
   a. Remove weeds daily.
   b. Remove weeds carefully either by pulling or lightly scratching the surface with a hoe in order to cut weeds off just below the soil level.

3. Removing Faded Flowers
   a. This is known as "deadheading" and is necessary to keep the plants attractive, from going to seed and to prevent diseases (because of deadheading, the plants will produce more flowers and be tidier). See items 4A, B, C to determine the frequency and maintenance procedure required for each variety.

4. Deadheading According To Variety

   All the plant material we will be growing at the rest area(s) is/are listed below. The plant varieties are broken down into three maintenance levels. Each level explains how to maintain the particular variety throughout the entire season.

   a. Low Maintenance - Faded flowers fall cleanly from the plant and do not need removing.

      Alyssum
      Basil
      Begonias
      Coleus
      Dahlberg daisy
      Dusty Miller
      Flowering cabbage and kale
      Impatiens
      Vinca

   b. Semi-Low Maintenance - Shear back once in mid July. Shearing back is another form of deadheading. This is done only with this particular plant material (see attached list). Only enough growth is sheared to remove the flower heads. **No more than 33% - 50% of the plants top growth should be removed.** (SEE DIAGRAM C)

      Lobelia Petunia

   c. Medium Maintenance - Plants that need deadheading at least twice a week or as blossoms die. Pinch off faded flowers with your fingers just below the flower head, or pinch off complete stems depending on the particular plant. Be sure to remove the seedpod also. (SEE DIAGRAM B)

      Brachycome (Swan River Daisy)
      Cosmos
      Dianthus
      Geraniums
      Marigold
      Pansies
      Rudbeckia
      Salvia
      Snapdragon
      Strawflower
      Verbena

5. Fall Plant Removal (as approved by MDOT)

   a. After frost has blackened the tops of the annuals, remove plants, roots and all, from the beds and rake smooth.

NOTE: The Contractor is responsible for providing the flowers, peat mix and fertilizer, as specified by MDOT, for the Contract Period growing seasons.

ROADSIDE PARKS Janitorial and Grounds Maintenance Specifications

This specification is for the normal maintenance of the Roadside Park.

Contractor General Responsibilities and Requirements

THE USE OF PESTICIDES BY THE CONTRACTOR IS PROHIBITED FOR ANY OF THE WORK TASKS INCLUDED IN THE CONTRACT, UNLESS SPECIFICALLY AUTHORIZED BY THE CONTRACT COMPLIANCE INSPECTOR (CCI).

No equipment, materials or supplies may be stored on MDOT property.

No advertising depicting the Contractor's business may be displayed at the roadside park.

The Contractor is responsible for covering and /or removing all graffiti on a daily basis.

1. Graffiti on stained or painted surfaces must be stained or painted. MDOT will supply the stain or paint required. The stain or paint shall be applied in a timely professional manner. The Contractor shall post signs warning visitors of wet stain or paint.

2. Ink and marker graffiti on fiberglass surfaces shall be removed with an acetone based paint remover. All paint remover residue must be immediately cleaned/rinsed off from fiberglass surfaces. Abrasive cleaner shall not be used for graffiti removal.

The Contractor is responsible for providing trash container liners adequate for the containers at the park (55 gallon barrels furnished by MDOT), emptying each container on a daily basis and hauling and disposing of the refuse at a registered Class II landfill. Full trash bags may not be kept in the park overnight. The Contractor shall provide proof of disposal at a licensed Class II landfill to the CCI upon request.

The Contractor is responsible for "recharging" the toilet vaults after each pumping. This shall be considered incidental to the Contract unit price for ROADSIDE PARK JANITORIAL/GROUNDS MAINTENANCE. The following procedure is to be followed for "recharging" the vaults:

1. Add approximately two (2) inches of fresh water to cover the bottom of the vault (approximately 100 gallons) after each pumping.

2. ~~II.~~ Add to the fresh water, mix a half (½) gallon of vault product with two and a half (2 ½) gallons of water and spray inside the vault after each pumping during the season.

3. Add a quarter (¼) gallon of vault product directly into the 100 gallons of water in the tank.

MDOT General Responsibilities

Maintenance

The Contractor shall notify the CONTRACT COMPLIANCE INSPECTOR (CCI) immediately of needed repairs and/or replacements to the following:

- Building structures and fixtures
- Water pump
- Fences-including rustic type within the grounds
- Picnic tables such a refinishing, repair, removal
- Trash barrels
- Pumping Toilet Vault

Chemicals
Vault toilet chemical will be supplied by MDOT. Contractor is responsible for picking up product at a location determined by the CCI. A Material Data Safety Sheet (MSDS) will be provided by MDOT. The Contractor is responsible for following all label directions and instructions detailed in this Contract. The CCI reserves the right to increase or decrease the product amount to be used if odorous conditions persist.

Stains/Paints
Stains/paints for graffiti covering shall be supplied by MDOT for building and shelters. The Contractor is responsible for picking up stain/paint at a designated location.

Minimum Maintenance Requirements

The minimum maintenance coverage to be provided by the Contractor per day, seven days per week is two (2) hours per location:

The minimum requirements are as follows:

A. Daily janitorial requirements
   1. Toilet building (Clean toilet building including floors, stools, seats, walls and refill toilet tissue prior to 10:00 a.m.)
      a. Close building to public.
      b. Clean cobwebs from inside and outside of building.
      c. Sweep floor.
      d. Either remove or cover toilet tissue to keep dry during cleanup.
      e. Wash inside walls with a non abrasive detergent- disinfectant.
      f. Using a pump-up sprayer, spray toilet seat, lid and toilet riser with detergent - disinfectant. Apply solution liberally, allow to dwell for five (5) minutes.
      g. After five (5) minutes dwell time, scrub inside and outside of toilet riser with a long handled, stiff bristle brush, if the interior is fiberglass use a cloth or sponge to remove disinfectant.
      h. Using the pump-up sprayer, rinse walls, toilet seat, lid and riser with clean water.
      i. Mop floor with detergent- disinfectant.
      j. Remove all excess water from floor surfaces.
      k. Remove writing from walls by over staining/painting on wood surfaces or using an acetone based graffiti remover on fiberglass walls.
      l. Resupply toilet tissue.
      m. Report any damages or problems to the CCI.

   2. Grounds
      a. Pickup litter, including animal droppings, from the grounds and parking area.
      b. Empty trash barrels and remove contents to a licensed Class II landfill.
      c. Replace and furnish plastic bag barrel liners.
      d. Remove/dispose of ashes and cleanup picnic grills, sweep concrete slabs, clean picnic tables with detergent-disinfectant and rinse.

   3. Map Case
      a. Clean plexiglass with a mild soap and water DO NOT scratch plexiglass.
      b. Remove any notices that have been placed by individuals or businesses that are not official MDOT materials.
      c. Remove cobwebs in and around structures.
      d. Sweep concrete around display structure.
      e. Remove graffiti on stained/painted surfaces, re- stain/paint where required.

   4. Well Shelter
      a. Clean the hand pump (or faucet/basin if present).
      b. Clean concrete slab and pump base.
      c. Remove cobwebs from structure.
      d. Remove graffiti from stained/painted surfaces, re-stain/paint where required.

5. Sidewalks
   a. Sweep all paved sidewalk surfaces clean of debris.
   b. Pull weeds or grass growing in sidewalk cracks.

B. Weekly janitorial requirements

Building

a. Scrub concrete floor with a stiff swivel scrub brush and detergent-disinfectant. Rinse floor thoroughly with clean water.
b. Clean all louvers.

C. Bi-Weekly janitorial requirements

Vaults

Per vault, mix quarter (¼) gallon of vault toilet product with two and a quarter (2 ¼) gallons of water in the pump-up sprayer. Spray the solution into the vault and onto the interior vault sides. Empty the entire contents of the sprayer into the vault. Use separate sprayers for applying vault deodorants and cleaner/disinfectants. Frequency and amount of product may be adjusted by the CCI.

Spring/Fall Clean up

The Contractor shall be responsible for the removal and proper disposal of leaves in the spring and fall, accumulated litter and tree branches. All materials must be disposed of off MDOT properties.

Sweep building roofs in the spring and fall to remove dirt, leaves, needles, etc.

Prepare each vault in the spring and fall as follows:

1. Spring - Add to the vault, before opening in the spring, approximately two (2) inches (approximately 100 gallons) of fresh water to cover the bottom of the tank.
2. Spring - Per vault, mix half (½) gallon of product with two and a half (2 ½) gallons of water and spray inside the vault during the first day of opening.
3. Spring – Add a quarter (¼) gallon of vault product directly into the 100 gallons of water in the tank.
4. Fall - Pump the vault dry.
5. Fall - Per vault, mix a half (½) gallon of product with two and a half (2 ½) gallons of water and spray inside the vault.

General Grounds / Lawn Care for Rest Areas / Roadside Parks

This specification is for rest areas/roadside parks general grounds/lawn care maintenance which includes, but is not limited to, lawn mowing and trimming, edging and removal of clippings and other lawn debris.

Pre-Mowing Meeting

Prior to the beginning of each mowing season, the Contractor and the Contract Compliance Inspector may review the grounds to identify any existing damages to landscape items.

Damages

The Contractor will be held liable for all damage done, as a result of his/her operation, to fixed objects such as signs, posts, buildings, sprinkling system and all vegetation including turf, trees, shrubs, flower beds and desirable natural growth. Damage shall include among other things; skinning, scraping, breaking of tree limbs or gouging of trees or shrubs and rutting, scalping or tearing turf.

Costs associated with damages caused by the Contractor to plant material will be assessed based on current Michigan Forestry and Park Association's Michigan Tree Evaluation Guidelines.

The Contractor, as herein specified, shall make all turf damage repairs. Seed shall meet purity and germination requirements as specified by the Contract Compliance Inspector, and shall be a mixture of 30% perennial ryegrass, 45% Kentucky bluegrass and 25% fine fescue. Only friable topsoil shall be used to fill any depressions, ruts, etc., prior to seeding. Seeding will only be allowed from April 15 through May 31, and August 15 through September 30, unless otherwise directed by the Contract Compliance Inspector.

All other property damage will be assessed for actual replacement costs including labor, materials, and equipment.

The Contractor will be billed for all costs related to the damages caused by his/her operation or be required to repair the damages as directed by the Contract Compliance Inspector.

Coordination with Other Activities

The Contractor shall use discretion when mowing near the public. The lawn maintenance cycle shall begin on vacated grounds first and then continue so as not to inconvenience the visitors. The safety of visitors shall not be jeopardized in order to complete the cycle.

Landscaping, weed spray, fertilization or other work performed by MDOT, contract agencies or other Contractor may occur during the life of this Contract, therefore, the Contractor shall coordinate operations with other activities as directed by the Contract Compliance Inspector.

Equipment

The Contractor shall furnish all equipment and necessary supplies to do the work, including but not limited to:

a. Gas powered mowers
b. Gas powered edging machines
c. Gas powered string trimmers
d. Gas powered portable blowers
e. Brooms, leaf rakes and other hand tools as needed

The Contractor shall furnish, operate and maintain suitable and adequate equipment necessary to perform all tasks in an acceptable manner. The equipment furnished by the Contractor must be in good repair and shall be maintained so as to produce a clean, sharp cut to the grass at all times. Equipment that, in any way, pulls or rips grass, or damages the turf, shall not be allowed to operate under this specification. All equipment will be of such a type so that the height of cut can be adjusted to three (3) inches.

Under no circumstances shall MDOT be responsible for any theft, vandalism or damage to the Contractor’s equipment.

The Contractor's equipment WILL NOT be stored on MDOT property for any reason. If poor weather forces delays and the Contractor does not finish a lawn maintenance cycle in one working day, the equipment shall be removed from MDOT property until such time as the weather permits completing the cycle.

Lawn Maintenance Cycle

The lawn maintenance cycle includes: grass mowing, trimming and edging, proper removal/disposal of lawn litter, including trash, and landscape debris such as leaves, sticks, grass clippings and organic debris by the Contractor according to the following specification.

A lawn maintenance cycle shall be completed approximately once a week. There will be approximately 24 "Lawn Maintenance Cycles" per year for rest areas and approximately 20 for roadside parks - dependent on seasonal weather conditions. Increased or decreased cycles may be required. However, the Contract Compliance Inspector, or their representative, prior to mowing, shall approve any additional mowing cycles beyond once a week mowing. Any additional mowing will not be paid for unless approved, and if approved, will be paid for at these Contract unit prices.

A lawn maintenance cycle shall not be done on Saturdays, Sundays or holidays unless approved in advance by the Contract Compliance Inspector or their representative.

All elements of the lawn maintenance cycle shall be COMPLETED THE SAME DAY they are started. No partial mowing will be allowed unless the weather forces delays. If rain or wet turf conditions exist, the Contractor shall finish the cycle as soon as favorable conditions exist.

All clippings, edging debris, leaves and other debris shall be removed from the site and disposed of properly at the Contractor's expense, and shall not be disposed of on MDOT property.

Mowing

Maps showing APPROXIMATE areas to be mowed will be provided by the CCI. Grass shall be mowed when it reaches an average height of five (5) inches, to an average height of three (3) inches. At no time shall more than 50% of the grass blade length be cut in one cycle. The initial mowing at the beginning of the mowing season may require an additional cycle.

GRASS SHALL NOT BE MOWED WHEN WET. Grass shall not be mowed during drought conditions, when grass is not growing, unless directed and approved by the Contract Compliance Inspector.

Clippings shall be removed, if visible, after mowing.

All clippings shall be removed from all sidewalks, concrete picnic table pads, parking areas and flower and shrub beds.

The Contractor is responsible for keeping shredded bark material confined to the original mulched areas.

Limbs and debris shall be removed from the mowing area. Debris shall include any litter in the mowing area. Debris must be removed prior to mowing.

Grass Trimming

Trim grass around all fixed objects and trees at every mowing. Extreme care shall be used to prevent injury to MDOT fixed objects and trees. Contractor will be liable for damages as determined by the Contract Compliance Inspector.

Edging

Edge along all walks and curb areas with a motorized edger every second mowing. Edging shall be no wider than a half (½) inch from edge of sidewalk/curb to lawn surface. All edging debris shall be removed from the site. Edger shall be used, string trimmer are not to be used for edging.

Spring and Fall Clean Up

Prior to the first mowing of the season, and after the last mowing, the Contractor shall rake all leaves, sticks, trash and other debris from the lawn and dispose of at his/her own expense. This work shall be paid for as a separate bid item as shown on the LSS.

1.2 Roles and Responsibilities

1.201 Contractor Roles & Responsibilities

A. PERSONNEL

1. Contractor shall identify personnel requirements by number and skill including names and proposed physical location of executive and professional personnel who would be employed in this project in its work-plan (and shall indicate through the use of organizational diagrams and/or narrative statements, the specific functions of each assigned individual with detailed qualifications of employees and subcontractors assigned to his project), for at least the following:

- Project Manager
- Staff Support
- Subcontracting

2. The State reserves the right to approve personnel for this project and to require replacement of personnel found to be unacceptable at any time during the project. (See §2.040).

3. Contractor shall be responsible for repair, replacement or cleanup as necessary due to carelessness or negligence on the part of the contractor and its personnel.

B. SUPERVISION
Contractor shall provide all supervision as may be necessary to oversee its personnel:

1. Contractor shall exercise all supervisory control and general control over all day-to-day operations of his/her employees, including control over all workers duties. At the conclusion of each service, the Contractor shall inspect the facility for completion and performance quality of the required services. The Contractor shall also be responsible for payment of all wages to employees, taxes and fringe benefits, sick leave, pension benefits, vacations, medical benefits, life insurance or unemployment compensation or the like. The Contractor shall discipline his/her employees, as needed, including firing and hiring.

2. Contractor must maintain a secure environment while servicing the facility. The Contractor shall comply with all security regulations and special working conditions as required by the agency:
   - No one is allowed into the facility other than those individuals responsible for performing services.
   - In locations that include a security alarm system, Contractor must also properly set the security alarm when leaving (if applicable).
   - Failure to maintain a secure environment and set the security alarm (where applicable) will result in issuance of a complaint and possible cancellation of this 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.

3. In addition, should this Contract be cancelled 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.

4. The agency CCI may require that Contractor immediately remove any contractual employee(s) from the agency's premises for just cause. The Contractor will assume any and all responsibilities relating to this removal. Any employee so removed may not be placed in another state agency.

5. The agency CCI shall make final determination of a contractual employee's suitability for assignment to a specific location. Problems of this nature will be addressed with the Contractor's management.

1.202 State Staff Roles & Responsibilities

Contract Compliance Inspector or agency / departmental designee shall:

A. Complete assignments related to this Contract implementation.

B. Shall provide the Contractor the general and specific orders detailing snow removal services at each contracted location. These orders shall be deemed a portion of this Contract and failure to carry out these orders shall be considered a violation of this Contract.

C. Give additional written or oral instructions to clarify the desired performance as is determined by the State to be needed.

D. Provide necessary, registered and returnable keys for the Contractor's entrance to areas of the buildings necessary for the completion of described work in this Contract (Contractor must not duplicate any such keys).

1.203 Contract Implementation Period / Transition / Orientation

The State Contract Compliance Inspector (CCI) will administer this Contract on a day-to-day basis during the term of this Contract. However, administration of this Contract implies no authority to change, modify, clarify, amend, or otherwise alter the terms, conditions and specification of this Contract. That authority is retained by the DMB – Purchasing Operations.

Before commencement of work by a new Contractor, the State CCI will:

A. Schedule a meeting with the Contractor to talk about these Contract specifications and answer any questions the Contractor may have.

B. Walk-through the facility/area with the Contractor to point out where any alarms and/or any other specifics of the building and/or area to be serviced.

C. Contractor must provide name(s) of staff authorized to be at the building and telephone numbers of any supervisors, if other than the Contractor.

D. Exchange emergency telephone numbers where the Contractor can be reached, day or night, and where the CCI can be reached.

E. List of supplies and Material Safety Data Sheets (MSDS) must be obtained. You may also request to see the products you are not responsible for.

F. Do lien checks if necessary. See this Contract for information required for lien checks.

G. Once the new Contractor has begun the work, the CCI shall:
   1. Provide written correspondence and feedback to the Contractor after each service. The Contractor must be informed of any deficiencies and allowed time to correct the deficiencies. If deficiencies continue, a formal Complaint to Vendor or Vendor Performance report will be filed.

   2. Inform Contractor where to forward invoices for immediate processing and payment.

   3. Be available to answer questions from the Contractor. Feedback (communication) is critical.

1.204 Other Roles & Responsibilities - RESERVED

1.3 Project Plan

1.301 Project Plan Management

A. For each location, a project work plan for managing implementation of the services shall be specified and submitted to the CCI for review and approval.

B. Project management plan shall identify methods, tools and processes proposed to oversee the project, address issues and changes as may arise, and keep the appropriate parties apprised of progress.

C. Contractor will carry out this project under the <u>direction and control</u> of the specified Contract Compliance Inspector (CCI) for the respective locations where services are to be performed.

D. Contractor shall meet with the CCI and other agency or departmental project-leads, on a basis to be established by CCI and Contractor, but shall meet quarterly, at a minimum, for the purpose of reviewing progress and providing necessary guidance to the Contractor in solving problems that arise, as well as continuously communicate with the agency/departmental project-lead.

E. Contractor's Work Plan, which must be approved prior to commencement of work, must include the following:

1. EQUIPMENT LIST - indicating description, age, manufacturer, model and serial number of each piece. Equipment must meet or exceed all requirements defined under "Equipment Requirements" in this Contract. All equipment must be in the Contractor's possession, available for use and fully operational, prior to Contract award.

2. SCHEDULE OF OPERATIONS - personnel expected to complete work on this Contract.

3. Name(s) of supervisors – 24-hour contact telephone numbers and best contact times.

4. Equipment failure **WILL NOT** constitute an acceptable reason for failure to provide service. Adjustments to providing this service, including any weather-related deviations, must be approved by the Contract Compliance Inspector or designated representative.

5. Proof of Insurance as defined in the Standard Terms and Conditions of this Contract must be provided to Purchasing Operations **prior** to Contract award.

6. Any misrepresentation by the Contractor of its ability to perform the work described in this Contract will be grounds for immediate termination. In such case, this Contract will be awarded to the next best-valued bidder who can demonstrate the ability to perform the work.

1.4 Project Management

1.401 Issue Management, Inspection and Correction of Deficiencies

A. Agency/Departmental Compliance Inspector (CCI) will conduct inspections for all specifications identified in this Contract and will provide performance evaluations to the Contractor noting deficiencies in the contract specifications. The CCI (or his/her appointed representative) shall make the final determination as to whether any task has been satisfactorily performed.

B. CCI will also maintain a record comprised of complaints from agency or departmental staff and provide record of this to the Contractor at the beginning of each service; this record will identify the areas requiring special attention on that day, which must to be completed by Contractor within 8 hours of its receipt.

C. Contractor must remain responsible to make any necessary changes if the CCI determines that any task has not been performed adequately or satisfactorily. Contractor must correct the deficiency within 24 hours from notice of the deficiency, or sooner depending on the severity of the task.

D. Should the Contractor fail to correct specification deficiencies, a Complaint to Vendor (Vender Performance form) will be filed by the Contract Compliance Inspector. Repeated failure to correct specification deficiencies resulting in issuance of subsequent Complaint to Vendor (Vendor Performance form) may result in cancellation of this Contract and/or the assessment of liquidated damages as defined in Section 2.073 by Purchasing Operations.

1.402 Risk Management - RESERVED

1.403 Change Management

A. If a proposed Contract change is requested by the Contract Compliance Inspector and approved by the agency purchasing/procurement office, then the request for change will be submitted to the Department of Management and Budget, Purchasing Operations Buyer, who will then make recommendations to the Director of Purchasing Operations regarding ultimate approval/disapproval of change request.

B. If the DMB Purchasing Administration Director agrees with the proposed modification, and all required approvals are obtained (including State Administrative Board), the assigned Buyer will issue an addendum to this Contract, via a Contract Change Notice.

C. Contractors who provide products or services prior to the issuance of a Contract Change Notice by the DMB Office of Purchasing Operations, risk non-payment for the out-of-scope/pricing products and/or services.

1.404 Proposal Pricing - RESERVED

1.5 Compensation and Payment

1.501 Compensation and Payment

A. Payment / Reimbursement Method:
Contractor agrees that –

1. CONTRACT AGREEMENT shall be a FIXED, not to exceed, maximum amount.
2. Payment will be issued as a rate per unit of service, as described in the price-model on the LSS.
3. The unit rate(s) quoted and established shall remain FIXED for the entire period of the Agreement, except as follows:
   a. Rate/prices are subject to change at the end of each 365-day period.
   b. Such changes shall be based on changes in actual costs for delivery of services.
   c. Documentation of such changes must be provided with the request for price change in order to substantiate any requested change.
   d. Purchasing Operations reserves the right to consider various pertinent information sources to evaluate price increase requests (such as CPI, PPI, and US City Average, as published by the US Department of Labor, Bureau of Labor Statistics).
   e. Purchasing Operations also reserves the right to consider other information related to special economic and/or industry market circumstances, when evaluating a price change request.
   f. Purchasing Operations reserves the right to deny a Contractor's request for a rate-change, and have the original, quoted rates remain in effect for the life of the Agreement.
   g. Changes may be either increase or decreases, and may be requested by either party.
   h. Approved changes shall be firm for the remainder of this Contract period unless further revised at the end of the next 365-day period.
   i. Requests for price changes shall be RECEIVED IN WRITING AT LEAST 60 days PRIOR TO THEIR EFFECTIVE DATE, and are subject to written acceptance and approval by the State before becoming effective.
   j. In the event new prices are not acceptable, this CONTRACT may be cancelled.
   k. 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.
4. The Contractor shall maintain a record system that documents the total number of units of service as defined in the Agreement and delivered during the term of this Contract. These records shall also document the specific units billed to the State under this Contract.
5. A monthly "Statement of Expenditures" shall accurately represent the units of service delivered, the reimbursement rate by type of service, and the total amount being claimed, must be submitted to the State, within 30 days from the end of the monthly billing period.
6. For the month of September, billings shall be submitted as reasonable directed by the CCI or the State's Contract Administrator to meet fiscal year-end closing deadlines.
7. If the billing is not received as set forth above, no payment shall be made by the State for that billing period unless as exception is specifically authorized by the Department director or his/her delegated representative.
8. In no event, shall the State make payment to the Contractor for billings submitted more than 90 days after the end of the billing period, without and approval from the State Department Director or his/her representative.

B. Quick / Prompt Payment Terms

The State of Michigan is interested in payment terms that reflect cost savings to the State based on an accelerated payment process.

1.502 Price Term

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

Article 2 – General Terms and Conditions

2.0 Contract Structure and Administration

2.001 Definitions

Capitalized terms used in this Contract (including its Attachments and Exhibits) shall have the meanings given below, unless the context requires otherwise:

(a) "Days" means calendar days unless otherwise specified.

(b) "24x7x365" means 24 hours a day, seven days a week, and 365 days a year (including the 366th day in a leap year).

(c) "Additional Service" means any Services/Deliverables within the scope of the Contract, but not specifically provided under any Statement of Work, that once added will result in the need to provide the Contractor with additional consideration.

(d) "Business Day," whether capitalized or not, shall mean any day other than a Saturday, Sunday or State-recognized legal holiday (as identified in the Collective Bargaining Agreement for State employees) from 8:00am EST through 5:00pm EST unless otherwise stated.

(e) "Deliverable" means physical goods and/or commodities as required or identified by a Statement of Work

(f) "Key Personnel" means any Personnel designated in **Article 1, Section 1.201** as Key Personnel.

(g) "State Location" means any physical location where the State performs work. State Location may include state-owned, leased, or rented space.

(h) "Subcontractor" means a company Contractor delegate's performance of a portion of the services to, but does not include independent contractors engaged by Contractor solely in a staff augmentation role.

(i)"State" means the State of Michigan.

(j)"Department" means the Department of Management and Budget of the State of Michigan.

(k) "Director" means the State Purchasing Director.

(l)"Agency" means the unit of State government covered by this contract.

(m) "Representative" means the person designated by the agency to coordinate and supervise the service.

(n) "Contractor" means a person, firm or corporation agreeing to provide service(s).

2.002 Issuing Office

This Contract is issued by the Department of Management and Budget, Purchasing Operations (PO), for the Michigan Department of Transportation (MDOT). Where actions are a combination of those of Purchasing Operations and the State agencies, the authority will be known as the State. Information listed on the Location Specification Sheet(s) will be included as attachments with this Contract.

Purchasing Operations is the sole point of contact in the State with regard to all procurement and contractual matters relating to the commodities and/or services described herein. **DMB-PO is the only State office authorized to change, modify, amend, alter or clarify the prices, specifications, terms and conditions of this Contract**. The Contract Administrator for this contract is:

Lance Kingsbury
Department of Management and Budget - Purchasing Operations
Mason Building—2nd Floor
P.O. Box 30026
Lansing, Michigan 48909
(517) 241-3768
lkingsbury@michigan.gov

2.003 Contract Compliance Inspector (CCI)

Upon receipt at DMB-Purchasing Operations of the properly executed Contract, it is anticipated that the Director of DMB Purchasing Operations, in consultation with the client State Agency, will direct that the person named below, or any other person so designated, be authorized to monitor and coordinate the activities for this Contract on a day-to-day basis during its term. However, monitoring of this Contract implies **no authority to change, modify, clarify, amend, or otherwise alter the prices, terms, conditions and specifications of such Contract as that authority is retained by the Office of Purchasing Operations**. The Contract Compliance Inspector for this Contract is:

Bob Batt: (517) 750-0410

2.004 Project Manager - RESERVED

2.02 Contract Objectives/Scope/Background

2.021 Background - RESERVED

2.022 Purpose - RESERVED

2.023 Objectives and Scope - RESERVED

2.024 Interpretation

To the extent the terms and conditions of this Contract are unclear or otherwise ambiguous, such terms and conditions are to be interpreted and construed in light of the provisions of this Section.

2.025 Form, Function and Utility

If this Contract is for use of more than one State agency and if the Deliverable/Service does not the meet the form, function, and utility required by that State agency, that agency may, subject to State purchasing policies, procure the Deliverable/Service from another source.

2.03 Legal Effect and Term

2.031 Legal Effect

Except as otherwise agreed in writing by the parties, the State assumes no liability for costs incurred by Contractor or payment under this Contract, until Contractor is notified in writing that this Contract (or Change Order) has been approved by the State Administrative Board (if required), approved and signed by all the parties, and a Purchase Order against this Contract has been issued.

2.032 Contract Term

The term of this Contract will be for approximately 48 months and will commence with the issuance of this Contract. This will be approximately March 1, 2007 through February 28, 2011.

All outstanding Purchase Orders shall also expire upon the termination (cancellation for any of the reasons listed in 2.210) of this Contract, unless otherwise extended pursuant to this Contract. Absent an early termination for any reason, Purchase Orders issued but not expired, by the end of this Contract's stated term, will remain in effect for the balance of the fiscal year for which they were issued.

2.033 Renewal(s)

This Contract may be renewed in writing by mutual agreement of the parties not less than thirty (30) days before its expiration. No options have been included for this Contract term.

2.04 Contractor Personnel

2.041 Contractor Personnel

Personnel Qualifications: All persons assigned by Contractor to the performance of Services under this Contract shall be employees of Contractor or its majority-owned (directly or indirectly, at any tier) subsidiaries (or a State-approved Subcontractor) and shall be fully qualified to perform the work assigned to them. Contractor shall include a similar provision in any subcontract entered into with a Subcontractor. For the purposes of this Contract, independent Contractors engaged by Contractor solely in a staff augmentation role shall be treated by the State as if they were employees of Contractor for this Contract only; however, the State understands that the relationship between Contractor and Subcontractor is an independent contractor relationship.

2.042 Contractor Identification

Contractor employees shall be clearly identifiable while on State property by wearing an issued badge, and/or uniforms as required by the CCI. Contractor employees are required to clearly identify themselves and the company they work for whenever making contact with State personnel by telephone or other means.

2.043 Cooperation with Third Parties

Contractor agrees to cause its personnel and the personnel of any Subcontractors to cooperate with the State and its agents and other Contractors including the State's Quality Assurance personnel, and, as reasonably requested by the State, to provide to the State's agents and other Contractors with reasonable access to Contractor's Project personnel, systems and facilities to the extent they relate to activities specifically associated with this Contract and will not interfere or jeopardize the safety or operation of the systems or facilities and provided Contractor receives reasonable prior written notice of such request. The State acknowledges that Contractor's time schedule for this Contract is very specific and agrees not to unnecessarily or unreasonably interfere with, delay or otherwise impeded Contractor's performance under this Contract with such requests for access.

2.044 Subcontracting by Contractor

(a) Contractor shall have full responsibility for the successful performance and completion of all of the Services and Deliverables. The State will consider Contractor to be the sole point of contact with regard to all contractual matters under this Contract, including payment of any and all charges for Services and Deliverables.

(b) Contractor shall not delegate any duties under this Contract to a Subcontractor unless the Department of Management and Budget, Office of Purchasing Operations has given written consent to such delegation. The State shall have the right of prior written approval of all Subcontractors and to require Contractor to replace any Subcontractors found, in the reasonable judgment of the State, to be unacceptable. The State's request shall be written with reasonable detail outlining the reasons for the removal request. Additionally, the State's request shall be based on legitimate, good faith reasons. Replacement Subcontractor(s) for the removed Subcontractor shall be fully qualified for the position. If the State exercises this right, and the Contractor cannot immediately replace the removed Subcontractor, the State will agree to an equitable adjustment in schedule or other terms that may be affected by the State's required removal. If any such incident with a removed Subcontractor results in delay not reasonable anticipatable under the circumstances and which is attributable to the State, the applicable SLAs for the affected Work will not be counted in **Section 2.076** for a time agreed upon by the parties.

(c) In any subcontracts entered into by Contractor for the performance of the Services, Contractor shall require the Subcontractor, to the extent of the Services to be performed by the Subcontractor, to be bound to Contractor by the terms of this Contract and to assume toward Contractor all of the obligations and responsibilities that Contractor, by this Contract, assumes toward the State. The State reserves the right to receive copies of and review all subcontracts, although Contractor may delete or mask any proprietary information, including pricing, contained in such contracts before providing them to the State.

The management of any Subcontractor will be the responsibility of Contractor, and Contractor shall remain responsible for the performance of its Subcontractors to the same extent as if Contractor had not subcontracted such performance. Contractor shall make all payments to Subcontractors or suppliers of Contractor. Except as otherwise agreed in writing by the State and Contractor, the State will not be obligated to direct payments for the Services other than to Contractor. The State's written approval of any Subcontractor engaged by Contractor to perform any obligation under this Contract shall not relieve Contractor of any obligations or performance required under this Contract. Attached as **Exhibit A** is a list of the Subcontractors, if any, approved by the State as of the execution of this Contract, together with a copy of the applicable subcontract.

(d) Except where specifically approved in writing by the State on a case-by-case basis, Contractor shall flow down the obligations in **Sections 2.040, 2.110, 2.150, 2.160, 2.171(c), 2.172(b), 2.180, 2.260, 2.276, 2.297** in all of its agreements with any Subcontractors.

(e) The Contractor shall select subcontractors (including suppliers) on a competitive basis to the maximum practical extent consistent with the objectives and requirements of this Contract.

2.045 Contractor Responsibility for Personnel

Contractor shall be responsible for all acts and omissions of its employees, as well as the acts and omissions of any other personnel furnished by Contractor to perform the Services.

2.05 State Standards

2.051 Existing Technology Standards - RESERVED

2.052 PM Methodology Standards – RESERVED

2.053 Adherence to Portal Technology Tools - RESERVED

2.054 Acceptable Use Policy - RESERVED

2.06 Deliverables

2.061 Ordering

Any Services/Deliverables to be furnished under this Contract shall be ordered by issuance of written Purchase Orders/Blanket Purchase Order by the State after approval by the Contract Administrator or his/her designee. All orders are subject to the terms and conditions of this Contract. In the event of conflict between an order and this Contract, this Contract shall take precedence as stated in **Section 2.293**. In no event shall any additional terms and conditions contained on a Purchase Order/Blanket Purchase Order be applicable, unless specifically contained in that Purchase Order/Blanket Purchase Order's accompanying Statement of Work.

2.062 Software - RESERVED

2.063 Hardware - RESERVED

2.064 Equipment to be New and Prohibited Products - RESERVED

2.07 Performance

2.071 Performance, In General

The State engages the Contractor to execute this Contract and perform the Services/provide the Deliverables, and the Contractor undertakes to execute and complete this Contract in its entirety in accordance with the terms and conditions of this Contract and with the participation of State representatives as specified in this Contract.

2.072 Time of Performance

(a) Contractor shall use commercially reasonable efforts to provide the resources necessary to complete all Services and Deliverables in accordance with the time schedules contained in the Statements of Work and other Exhibits governing the work, and with professional quality.

(b) Without limiting the generality of **Section 2.072(a)**, Contractor shall notify the State in a timely manner upon becoming aware of any circumstances that may reasonably be expected to jeopardize the timely and successful completion of any Deliverables/Services on the scheduled due dates in the latest State-approved delivery schedule and, in such event, shall inform the State of the projected actual delivery date.

(c) If Contractor believes that a delay in performance by the State has caused or will cause Contractor to be unable to perform its obligations in accordance with specified Contract time periods, Contractor shall notify the State in a timely manner and shall use commercially reasonable efforts to perform its obligations in accordance with such Contract time periods notwithstanding the State's failure. Contractor will not be in default for a delay in performance to the extent such delay is caused by the State.

2.073 Liquidated Damages - RESERVED

2.074 Bankruptcy

If Contractor shall file for protection under the bankruptcy laws, or if an involuntary petition shall be filed against Contractor and not removed within thirty (30) days, or if the Contractor becomes insolvent, be adjudicated bankrupt, or if it should make a general assignment for the benefit of creditors, or if a receiver shall be appointed due to its insolvency, and Contractor and/or its affiliates are unable to provide reasonable assurances that Contractor and/or its affiliates can deliver the services provided herein, the State may, without prejudice to any other right or remedy, terminate this Contract, in whole or in part, and, at its option, may take possession of the "Work in Process" and finish such Works in Process by whatever appropriate method the State may deem expedient. Contractor will fix appropriate notices or labels on the Work in Process to indicate ownership by the State. To the extent reasonably possible, materials and Work in Process shall be stored separately from other stock and marked conspicuously with labels indicating ownership by the State.
To secure the State's progress payments before the delivery of any services or materials required for the execution of Contractor's obligations hereunder, and any work which Contractor may subcontract in the support of the performance of its obligations hereunder, title shall vest in the State to the extent the State has made progress payments hereunder.

2.075 Time is of the Essence

The Contractor agrees that time is of the essence in the performance of the Contractor's obligations under this Contract.

Failure of service crew member(s) to report to job site on time and/or satisfactorily provide specified services as needed may result in an assessment of fines defined in the Deductions portion in Article 1.

2.076 Service Level Agreements (SLAs) - RESERVED

2.08 Delivery and Acceptance of Deliverables

2.081 Delivery Responsibilities - RESERVED

2.082 Delivery of Deliverables - RESERVED

2.083 Testing - RESERVED

2.084 Approval of Deliverables, In General - RESERVED

2.085 Process For Approval of Written Deliverables - RESERVED

2.086 Process for Approval of Services - RESERVED

2.087 Process for Approval of Physical Deliverables - RESERVED

2.088 Final Acceptance - RESERVED

2.09 Financial

2.091 Pricing

(a) Fixed Prices for Services:
Each Statement of Work/PO issued under this Contract shall specify (or indicate by reference to the appropriate Contract Exhibit) the firm, fixed prices for all Services, and the associated payment milestones and payment amounts. To the extent the parties agree that certain specific Services will be provided on a time and materials basis, such Services shall be provided at the Amendment Labor Rates (**Article 1**). The State may make progress payments to the Contractor when requested as work progresses, but not more frequently than monthly, in amounts approved by the Contract Administrator, after negotiation. Contractor must show verification of measurable progress at the time of requesting progress payments.

(b) Adjustments for Reductions in Scope of Services/Deliverables:
If the scope of the Services under any Statement of Work issued under this Contract is subsequently reduced by the State, the parties shall negotiate an equitable reduction in Contractor's charges under such Statement of Work commensurate with the reduction in scope, using the rates in Article 1 and the Location Specification Sheet (LSS) unless specifically identified in an applicable Statement of Work.

(c) Services/Deliverables Covered:
For all Services/Deliverables to be provided by Contractor (and its Subcontractors, if any) under this Contract, the State shall not be obligated to pay any amounts in addition to the charges specified in this Contract.

(d) Labor Rates:
All time and material charges will be at the rates specified in Article 1 and the Location Specification Sheet (LSS).

2.092 Invoicing and Payment Procedures and Terms

(a) Invoicing and Payment – In General

(i) Each Statement of Work issued under this Contract shall list (or indicate by reference to the appropriate Contract Exhibit) the prices for all Services, equipment and commodities to be provided, and the associated payment milestones and payment amounts.

(ii) Each Contractor invoice will show details as to charges by Service component and location at a level of detail reasonably necessary to satisfy the State's accounting and charge-back requirements. The charges for Services billed on a time and materials basis shall be determined based on the actual number of hours of Services performed, at the applicable Labor Rates specified in Article 1 and the Location Specification Sheet (LSS). Invoices for Services performed on a time and materials basis will show, for each individual, the number of hours of Services performed during the billing period, the billable skill/labor category for such person and the applicable hourly billing rate. Prompt payment by the State is contingent on the Contractor's invoices showing the amount owed by the State minus any holdback amount to be retained by the State in accordance with **Section 2.094**.

(iii) Correct invoices will be due and payable by the State, in accordance with the State's standard payment procedure as specified in 1984 Public Act No. 279, MCL 17.51 et seq., within forty-five (45) days after receipt, provided the State determines that the invoice was properly rendered.

(b) Taxes (See Section 2.305 and Article 3, Section 3.022-3.024 for additional)
The State is exempt from Federal Excise Tax, State and Local Sales Taxes, and Use Tax with respect to the sale to and use by it of tangible personal property. Such taxes shall not be included in these Contract prices as long as the State maintains such exemptions. Copies of all tax exemption certificates shall be supplied to Contractor, if requested.

(c) **Out-of-Pocket Expenses - RESERVED**

(d) **Pro-ration - RESERVED**

(e) Antitrust Assignment
The Contractor assigns to the State any claim for overcharges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to the Contractor, toward fulfillment of this Contract.

(f) Final Payment
The making of final payment by the State to Contractor does not constitute a waiver by either party of any rights or other claims as to the other party's continuing obligations under this Contract, nor will it constitute a waiver of any claims by one party against the other arising from unsettled claims or failure by a party to comply with this Contract, including claims for Services and Deliverables not reasonably known until after acceptance to be defective or substandard. Contractor's acceptance of final payment by the State under this Contract shall constitute a waiver of all claims by Contractor against the State for payment under this Contract, other than those claims previously filed in writing on a timely basis and still unsettled.

2.093 State Funding Obligation

The State's obligation under this Contract is payable only and solely from funds appropriated for the purpose of this Contract. Contractor acknowledges and agrees that all funds for payments after the end of the current fiscal year are subject to the availability of a legislative appropriation for the purpose of this Contract. Events of non-appropriation are addressed further in **Section 2.210** of this Contract.

2.094 Holdback - RESERVED

2.095 Electronic Payment Availability

Public Act 533 of 2004 **requires** that payments under this Contract be processed by electronic funds transfer (EFT). Contractor is required to register to receive payments by EFT at the Contract & Payment Express website (www.cpexpress.state.mi.us).

2.10 Contract Management

2.101 Contract Management Responsibility

(a) Contractor shall have overall responsibility for managing and successfully performing and completing the Services/Deliverables, subject to the overall direction and supervision of the State and with the participation and support of the State as specified in this Contract. Contractor's duties will include monitoring and reporting the State's performance of its participation and support responsibilities (as well as Contractor's own responsibilities) and providing timely notice to the State in Contractor's reasonable opinion if the State's failure to perform its responsibilities in accordance with Article 1 **(**Project Plan) is likely to delay the timely achievement of any Contract tasks.

(b) The Services/Deliverables will be provided by the Contractor either directly or through its affiliates, subsidiaries, subcontractors or resellers. Regardless of the entity providing the Service/Deliverable, the Contractor will act as a single point of contact coordinating these entities to meet the State's need for Services/Deliverables. Nothing in this Contract, however, shall be construed to authorize or require any party to violate any applicable law or regulation in its performance of this Contract.

2.102 Problem and Contract Management Procedures

The Contract and the applicable Statements of Work will govern problem Management and Contract Management procedures.

2.103 Reports and Meetings - RESERVED

2.104 System Changes - RESERVED

2.105 RESERVED

2.106 Change Requests

The State reserves the right to request, from time to time, any changes to the requirements and specifications of the Contract and the work to be performed by the Contractor under this Contract. During the course of ordinary business, it may become necessary for the State to discontinue certain business practices or create Additional Services/Deliverables. At a minimum, to the extent applicable, the State would like the Contractor to provide a detailed outline of all work to be done, including tasks necessary to accomplish the services/deliverables, timeframes, listing of key personnel assigned, estimated hours for each individual per task, and a complete and detailed cost justification.

If the State requests or directs the Contractor to perform any Services/Deliverables that are outside the scope of the Contractor's responsibilities under this Contract ("New Work"), the Contractor must notify the State promptly, and before commencing performance of the requested activities, that it believes the requested activities are New Work. If the Contractor fails to notify the State before commencing performance of the requested activities, any such activities performed before the Contractor gives notice shall be conclusively considered to be in-scope Services/Deliverables, not New Work.

If the State requests or directs the Contractor to perform any services or provide deliverables that are consistent with and similar to the Services/Deliverables being provided by the Contractor under this Contract, but which the Contractor reasonably and in good faith believes are not included within the Statements of Work, then before performing such services or providing such deliverables, the Contractor shall notify the State in writing that it considers the services or deliverables to be an Additional Service/Deliverable for which the Contractor should receive additional compensation. If the Contractor does not so notify the State, the Contractor shall have no right to claim thereafter that it is entitled to additional compensation for performing that service or providing that deliverable. If the Contractor does so notify the State, then such a service or deliverable shall be governed by the Change Request procedure in this Section.

In the event prices or service levels are not acceptable to the State, the Additional Services or New Work shall be subject to competitive bidding based upon the specifications.

(a) State Requests:
If the State should require Contractor to perform New Work, Additional Services or make changes to the Services that would affect this Contract completion schedule or the amount of compensation due Contractor (a "Change"), the State shall submit a written request for Contractor to furnish a proposal for carrying out the requested Change (a "Change Request").

(b) Contractor Recommendations:
Contractor shall be entitled to propose a Change to the State, on its own initiative, should it be of the opinion that this would benefit this Contract.

(c) Upon receipt of a Change Request or on its own initiative, Contractor shall examine the implications of the requested Change on the technical specifications, Contract schedule and price of the Deliverables and Services and shall submit to the State without undue delay a written proposal for carrying out the Change. Contractor's proposal will include any associated changes in the technical specifications, Contract schedule and price and method of pricing of the Services. If the Change is to be performed on a time and materials basis, the Amendment Labor Rates shall apply to the provision of such Services. If Contractor provides a written proposal and should Contractor be of the opinion that a requested Change is not to be recommended, it shall communicate its opinion to the State but shall nevertheless carry out the Change as specified in the written proposal if the State directs it to do so.

(e) By giving Contractor written notice within a reasonable time, the State shall be entitled to accept a Contractor proposal for Change, to reject it or to reach another agreement with Contractor. Should the parties agree on carrying out a Change, a written Contract Change Notice shall be prepared and issued under this Contract, describing the Change and its effects on the Services and any affected components of this Contract (a "Contract Change Notice").

(f) No proposed Change shall be performed until the proposed Change has been specified in a duly executed Contract Change Notice issued by the Department of Management – Purchasing Operations.

(g) If the State requests or directs Contractor to perform any activities that Contractor believes constitute a Change, Contractor must notify the State that it believes the requested activities are a Change prior to commencing the performance of the requested activities. If Contractor fails to so notify the State prior to commencing performance of the requested activities, such activities shall be considered to be performed gratuitously by Contractor, and Contractor shall not have any right thereafter to assert any claim for additional compensation or time for the performance of such activities. If Contractor commences performance of gratuitous services outside the scope of this Contract and subsequently elects to stop performing such out-of-scope services, Contractor must, at the request of the State, back out or reverse any changes resulting from such performance that would adversely affect this Contract.

2.107 Management Tools - RESERVED

2.111 Records and Inspections

The Contractor agrees that the State may, upon 24-hour notice, perform an audit at Contractor's location(s) to determine if the Contractor is complying with the requirements of this Contract. The Contractor agrees to cooperate with the State during the audit and produce all records and documentation that verifies compliance with these Contract requirements.

2.112 Errors

(a) If the audit demonstrates any errors in the statements provided to the State, then the amount in error shall be reflected as a credit or debit on the next invoice and in subsequent invoices until the amount is paid or refunded in full. However, a credit or debit may not be carried for more than four (4) quarterly statements. If a balance remains after four (4) quarterly statements, then the remaining amount will be due as a payment or refund within forty-five (45) days of the last quarterly statement that the balance appeared on or termination of this contract, whichever is earlier.

(b) In addition to other available remedies, the difference between the payment received and the correct payment amount is greater than ten percent (10%), then the Contractor shall pay all of the reasonable costs of the audit.

2.12 State Responsibilities

2.121 State Performance Obligations

(a) Equipment and Other Resources. To facilitate Contractor's performance of the Services/Deliverables, the State shall provide to Contractor such equipment and resources as identified in the Statements of Work or other Contract Exhibits as items to be provided by the State.

(b) Facilities. The State shall designate space as determined by the CCI as long as it is available and as provided in the Statement of Work, to house Contractor's personnel whom the parties agree will perform the Services/Deliverables at State facilities (collectively, the "State Facilities"). Contractor shall have reasonable access to, and unless agreed otherwise by the parties in writing shall observe and comply with all rules and regulations relating to, each of the State Facilities (including hours of operation) used by Contractor in the course of providing the Services. Contractor agrees that it will not, without the prior written consent of the State, use any State Facilities or access any State information systems provided for Contractor's use, or to which Contractor otherwise gains access in the course of performing the Services, for any purpose other than providing the Services to the State.

(c) Return. Contractor shall be responsible for returning to the State any State-furnished equipment, facilities and other resources when no longer required for this Contract in the same condition as when provided by the State, reasonable wear and tear excepted.

(d) Except as otherwise provided in **Section 2.220**, the State's failure to perform its responsibilities, as set forth in this Contract shall not be deemed to be grounds for termination by Contractor. However, Contractor will not be liable for any default or delay in the performance of its obligations under this Contract to the extent such default or delay is caused by nonperformance of the State's obligations under this Contract, provided Contractor provides the State with reasonable written notice of such nonperformance and Contractor uses commercially reasonable efforts to perform notwithstanding the State's failure to perform.

In addition, if the State's nonperformance of its responsibilities under this Contract materially increases the time required for Contractor's performance or Contractor's cost of performance, Contractor shall be entitled to seek an equitable extension via the Change Request process described in **Section 2.106**.

2.13 Security

2.131 Background Checks

The Contractor shall authorize the investigation of its personnel proposed to have access to State facilities and systems on a case-by-case basis.

The scope of the background check is at the discretion of the State and the results will be used to determine Contractor personnel eligibility for working within State facilities and systems. Such investigations will include Michigan State Police Background checks (ICHAT) and may include the National Crime Information Center (NCIC) Finger Prints.

Proposed Contractor personnel may be required to complete and submit an RI-8 Fingerprint Card for the NCIC Finger Print Check. Any request for background checks will be initiated by the State and will be reasonably related to the type of work requested.

All Contractor personnel will also be expected to comply with the State's security and acceptable use policies for State IT equipment and resources. See http://www.michigan.gov/ditservice/0,1607,7-179-25781-73760--,00.html. Furthermore, Contractor personnel will be expected to agree to the State's security and acceptable use policies before the Contractor personnel will be accepted as a resource to perform work for the State.

It is expected the Contractor will present these documents to the prospective employee before the Contractor presents the individual to the State as a proposed resource. Contractor staff will be expected to comply with all Physical Security procedures in place within the facilities where they are working.

2.140 Reserved

2.15 Confidentiality

2.151 Freedom of Information

All information in any proposal submitted to the State by Contractor and this Contract is subject to the provisions of the Michigan Freedom of Information Act, 1976 Public Act No. 442, as amended, MCL 15.231, et seq (the "FOIA").

2.152 Confidentiality

Contractor and the State each acknowledge that the other possesses, and will continue to possess, confidential information that has been developed or received by it. As used in this Section, "Confidential Information" of Contractor shall mean all non-public proprietary information of Contractor (other than Confidential Information of the State as defined below), which is marked confidential, restricted, and proprietary, or with a similar designation. "Confidential Information" of the State shall mean any information which is retained in confidence by the State (or otherwise required to be held in confidence by the State pursuant to applicable federal, state and local laws and regulations) or which, in the case of tangible materials provided to Contractor by the State pursuant to its performance under this Contract, is marked as confidential, proprietary or with a similar designation by the State. In the case of information of either Contractor or the State "Confidential Information" shall exclude any information (including this Contract) that is publicly available pursuant to the Michigan FOIA.

2.153 Protection of Confidential Information

The State and Contractor will each use at least the same degree of care to prevent disclosing to third parties the Confidential Information of the other as it employs to avoid unauthorized disclosure, publication or dissemination of its own confidential information of like character, but in no event less than reasonable care. Neither Contractor nor the State will (i) make any use of the Confidential Information of the other except as contemplated by this Contract, (ii) acquire any right in or assert any lien against the Confidential Information of the other, or (iii) if requested to do so, refuse for any reason to promptly return the other party's Confidential Information to the other party. Each party will limit disclosure of the other party's Confidential Information to employees and Subcontractors who must have access in order to fulfill the purposes of this Contract. Disclosure to, and use by, a Subcontractor is permissible where (A) use of a Subcontractor is authorized under this Contract, (B) such disclosure is necessary or otherwise naturally occurs in connection with work that is within such Subcontractor's scope of responsibility, and (C) Contractor obligates the Subcontractor in a written Contract to maintain the State's Confidential Information in confidence. At the State's request, any employee of Contractor and of any Subcontractor having access or continued access to the State's Confidential Information may be required to execute an acknowledgment that the employee has been advised of Contractor's and the Subcontractor's obligations under this Section and of the employee's obligation to Contractor or Subcontractor, as the case may be, to protect such Confidential Information from unauthorized use or disclosure.

2.154 Exclusions

Notwithstanding the foregoing, the provisions of this Section will not apply to any particular information which the State or Contractor can demonstrate (i) was, at the time of disclosure to it, in the public domain; (ii) after disclosure to it, is published or otherwise becomes part of the public domain through no fault of the receiving party; (iii) was in the possession of the receiving party at the time of disclosure to it without an obligation of confidentiality; (iv) was received after disclosure to it from a third party who had a lawful right to disclose such information to it without any obligation to restrict its further disclosure; or (v) was independently developed by the receiving party without reference to Confidential Information of the furnishing party. Further, the provisions of this Section will not apply to any particular Confidential Information to the extent the receiving party is required by law to disclose such Confidential Information, provided that the receiving party (i) promptly provides the furnishing party with notice of the legal request, and (ii) assists the furnishing party in resisting or limiting the scope of such disclosure as reasonably requested by the furnishing party.

2.155 No Implied Rights

Nothing contained in this Section shall be construed as obligating a party to disclose any particular Confidential Information to the other party, or as granting to or conferring on a party, expressly or impliedly, any right or license to the Confidential Information of the other party.

2.156 Remedies

Each party acknowledges that, if it breaches (or attempts or threatens to breach) its obligations under this Section, the other party may be irreparably harmed. Accordingly, if a court of competent jurisdiction should find that a party has breached (or attempted or threatened to breach) any such obligations, the non-breaching party shall be entitled to seek an injunction preventing such breach (or attempted or threatened breach).

2.157 Security Breach Notification

In the event of a breach of this Section, Contractor shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations. Contractor and the State will cooperate to mitigate, to the extent practicable, the effects of any breach, intrusion, or unauthorized use or disclosure. Contractor shall report to the State in writing any use or disclosure of Confidential Information, whether suspected or actual, other than as provided for by the Contract within ten (10) days of becoming aware of such use or disclosure or such shorter time period as is reasonable under the circumstances.

2.158 Survival

The parties' respective obligations under this Section shall survive the termination or expiration of this Contract for any reason.

2.159 Destruction of Confidential Information

Promptly upon termination or cancellation of this Contract for any reason, Contractor shall certify to the State that Contractor has destroyed all State Confidential Information.

2.160 Proprietary Rights - RESERVED

2.170 Warranties and Representations

The foregoing express warranties are in lieu of all other warranties and each party expressly disclaims all other warranties, express or implied, by operation of law or otherwise including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.

2.171 Warranties and Representations

The Contractor represents and warrants:

(a) It is capable in all respects of fulfilling and shall fulfill all of its obligations under this Contract. The performance of all obligations under this Contract shall be provided in a timely, professional, and workman-like manner and shall meet the performance and operational standards required under this Contract.

(b) The Location Specification Sheet(s), Attachments and Exhibits identify the services necessary to operate in compliance with this Contract's requirements and other standards of performance.

(c) The Contract signatory has the power and authority, including any necessary corporate authorizations, necessary to enter into this Contract, on behalf of Contractor.

(d) It is qualified and registered to transact business in all locations where required.

(e) The prices proposed by Contractor were arrived at independently, without consultation, communication, or agreement with any other Bidder for the purpose of restricting competition; the prices quoted were not knowingly disclosed by Contractor to any other Bidder; and no attempt was made by Contractor to induce any other person to submit or not submit a proposal for the purpose of restricting competition.

(f) All financial statements, reports, and other information furnished by Contractor to the State as part of its response to the RFP or otherwise in connection with the award of this Contract fairly and accurately represent the business, properties, financial condition, and results of operations of Contractor as of the respective dates, or for the respective periods, covered by such financial statements, reports, other information. Since the respective dates or periods covered by such financial statements, reports, or other information, there has been no material adverse change in the business, properties, financial condition, or results of operations of Contractor.

(g) All written information furnished to the State by or behalf of Contractor in connection with this Contract, including its bid, true, accurate, and complete, and contains no untrue statement of material fact or omits any material fact necessary to make such information not misleading.

(h) It is not in material default or breach of any other Contract or agreement that it may have with the State or any of its departments, commissions, boards, or agencies. Contractor further represents and warrants that it has not been a party to any Contract with the State or any of its departments that was terminated by the State or such department within the previous five (5) years for the reason that Contractor failed to perform or otherwise breached an obligation of such Contract.

2.172 Consequences for Breach

In addition to any remedies available in law, if the Contractor breaches any of the warranties contained in this section, such breach may be considered as a default in the performance of a material obligation of this Contract.

2.18 Insurance

2.181 Liability Insurance

(a) Liability Insurance

The Contractor is required to provide proof of the minimum levels of insurance coverage as indicated below. The purpose of this coverage shall be to protect the State from claims which may arise out of or result from the Contractor's performance of services under the terms of this Contract, whether such services are performed by the Contractor, or by any subcontractor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable.

The Contractor waives all rights against the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents for recovery of damages to the extent these damages are covered by the insurance policies the Contractor is required to maintain pursuant to this Contract.

All insurance coverage's provided relative to this Contract/Purchase Order are PRIMARY and NON-CONTRIBUTING to any comparable liability insurance (including self-insurances) carried by the State.

The insurance shall be written for not less than any minimum coverage specified in this Contract or required by law, whichever is greater.

The insurers selected by Contractor shall have an A.M. Best rating of A or better, or as otherwise approved in writing by the State, or if such ratings are no longer available, with a comparable rating from a recognized insurance rating agency. Companies that have been approved to do business in the State shall issue all policies of insurance required in this Contract.
See http://www.mi.gov/cis/0,1607,7-154-10555_22535---,00.html.

Where specific limits are shown, they are the minimum acceptable limits. If Contractor's policy contains higher limits, the State shall be entitled to coverage to the extent of such higher limits.

Before both parties sign this Contract or before the purchase order is issued by the State, the Contractor must furnish to the Director of Purchasing Operations, certificate(s) of insurance verifying insurance coverage ("Certificates"). The Certificate must be on the standard "accord" form or equivalent. **THE CONTRACT OR PURCHASE ORDER NO. MUST BE SHOWN ON THE CERTIFICATE OF INSURANCE TO ASSURE CORRECT FILING.** All Certificate(s) are to be prepared and submitted by the Insurance Provider. All Certificate(s) shall contain a provision indicating that coverage's afforded under the policies WILL NOT BE CANCELLED, MATERIALLY CHANGED, OR NOT RENEWED without THIRTY (30) days prior written notice, except for ten (10) days for non-payment of premium, having been given to the Director of Purchasing Operations, Department of Management and Budget. The notice must include the Contract or Purchase Order number affected and be mailed to: Director, Purchasing Operations, Department of Management and Budget, P.O. Box 30026, Lansing, Michigan 48909. Failure to provide evidence of coverage, may, at the State's sole option, result in this Contract's termination.

The Contractor is required to pay for and provide the type and amount of insurance checked ☑ below:

☑ 1. Commercial General Liability with the following minimum coverage:

$2,000,000 General Aggregate Limit other than Products/Completed Operations
$2,000,000 Products/Completed Operations Aggregate Limit
$1,000,000 Personal & Advertising Injury Limit
$1,000,000 Each Occurrence Limit
$500,000 Fire Damage Limit (any one fire)

The Contractor must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the Commercial General Liability certificate. The Contractor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company.

☑ 2. If a motor vehicle is used to provide services or products under this Contract, the Contractor must have vehicle liability insurance on any auto including owned, hired and non-owned vehicles used in Contractor‘s business for bodily injury and property damage as required by law.

The Contractor must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the vehicle liability certificate. The Contractor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company.

☑ 3. Workers’ compensation coverage must be provided in accordance with applicable laws governing the employees and employers work activities in the state of the Contractor’s domicile. If a self-insurer provides the applicable coverage, proof must be provided of approved self-insured authority by the jurisdiction of domicile. For employees working outside of the state of qualification, Contractor must provide appropriate certificates of insurance proving mandated coverage levels for the jurisdictions where the employees’ activities occur.

Any certificates of insurance received must also provide a list of states where the coverage is applicable.

The Contractor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company. This provision shall not be applicable where prohibited or limited by the laws of the jurisdiction in which the work is to be performed.

☑ 4. Employers liability insurance with the following minimum limits:

$100,000 each accident
$100,000 each employee by disease
$500,000 aggregate disease

(b) Subcontractors
Except where the State has approved in writing a Contractor subcontract with other insurance provisions, Contractor shall require all of its Subcontractors under this Contract to purchase and maintain the insurance coverage as described in this Section for the Contractor in connection with the performance of work by those Subcontractors. Alternatively, Contractor may include any Subcontractors under Contractor’s insurance on the coverage required in this Section. Subcontractor(s) shall fully comply with the insurance coverage required in this Section. Failure of Subcontractor(s) to comply with insurance requirements does not limit Contractor’s liability or responsibility.

(c) Certificates of Insurance and Other Requirements
Contractor shall furnish to the Office of Purchasing Operations certificate(s) of insurance verifying insurance coverage or providing satisfactory evidence of self-insurance as required in this Section (the "Certificates"). Before this Contract is signed, and not less than 20 days before the insurance expiration date every year thereafter, the Contractor shall provide evidence that the State and its agents, officers and employees are listed as additional insured's under each commercial general liability and commercial automobile liability policy. In the event the State approves the representation of the State by the insurer's attorney, the attorney may be required to be designated as a Special Assistant Attorney General by the Attorney General of the State of Michigan.

Contractor shall maintain all required insurance coverage throughout the term of this Contract and any extensions thereto and, in the case of claims-made Commercial General Liability policies, shall secure tail coverage for at least three (3) years following the expiration or termination for any reason of this Contract. The minimum limits of coverage specified above are not intended, and shall not be construed, to limit any liability or indemnity of Contractor under this Contract to any indemnified party or other persons. Contractor shall be responsible for all deductibles with regard to such insurance. If Contractor fails to pay any premium for required insurance as specified in this Contract, or if any insurer cancels or significantly reduces any required insurance as specified in this Contract without the State's written consent, at the State's election (but without any obligation to do so) after the State has given Contractor at least thirty (30) days written notice, the State may pay such premium or procure similar insurance coverage from another company or companies; and at the State's election, the State may deduct the entire cost (or part thereof) from any payment due Contractor, or Contractor shall pay the entire cost (or any part thereof) upon demand by the State.

2.19 Indemnification

2.191 Indemnification

(a) General Indemnification:
To the extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State from liability, including all claims and losses, and all related costs and expenses (including reasonable attorneys' fees and costs of investigation, litigation, settlement, judgments, interest and penalties), accruing or resulting to any person, firm or corporation that may be injured or damaged by the Contractor in the performance of this Contract and that are attributable to the negligence or tortuous acts of the Contractor or any of its subcontractors, or by anyone else for whose acts any of them may be liable.

(b) Code Indemnification:
To the extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State from any claim, loss, or expense arising from Contractor's breach of the No Surreptitious Code Warranty.

(c) Employee Indemnification:
In any and all claims against the State of Michigan, 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 this 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 subcontractors under worker's disability compensation acts, disability benefit acts or other employee benefit acts. This indemnification clause is intended to be comprehensive. Any overlap in provisions, 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 provisions.

(d) Patent/Copyright Infringement Indemnification:
To the extent permitted by law, the Contractor shall indemnify, defend and hold harmless the State from and against all losses, liabilities, damages (including taxes), and all related costs and expenses (including reasonable attorneys' fees and 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 patent, copyright, trademark or trade secret of any person or entity, which is enforceable under the laws of the United States.

In addition, should the equipment, software, commodity, or service, or its operation, become or in the State's or Contractor's opinion be likely to become, the subject of a claim of infringement, the Contractor shall, at 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 to the State's satisfaction 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.

Notwithstanding the foregoing, the Contractor shall have no obligation to indemnify or defend the State for, or to pay any costs, damages or attorneys' fees related to, any claim based upon (i) equipment developed based on written specifications of the State; or (ii) use of the equipment in a configuration other than implemented or approved in writing by the Contractor, including, but not limited to, any modification of the equipment by the State; or (iii) the combination, operation, or use of the equipment with equipment or software not supplied by the Contractor under this Contract.

2.192 Continuation of Indemnification Obligations

The Contractor's duty to indemnify pursuant to this Section continues in full force and effect, notwithstanding the expiration or early cancellation of this Contract, with respect to any claims based on facts or conditions that occurred prior to expiration or cancellation.

2.193 Indemnification Procedures

The procedures set forth below shall apply to all indemnity obligations under this Contract:

(a) After receipt by the State of notice of the action or proceeding involving a claim in respect of which it will seek indemnification, the State shall promptly notify Contractor of such claim in writing and take or assist Contractor in taking, as the case may be, any reasonable action to avoid the imposition of a default judgment against Contractor. No failure to notify Contractor shall relieve Contractor of its indemnification obligations except to the extent that Contractor can demonstrate damages attributable to such failure. Within ten (10) days following receipt of written notice from the State relating to any claim, Contractor shall notify the State in writing whether Contractor agrees to assume control of the defense and settlement of that claim (a "Notice of Election"). After notifying Contractor of a claim and prior to the State receiving Contractor's Notice of Election, the State shall be entitled to defend against the claim, at Contractor's expense, and Contractor will be responsible for any reasonable costs incurred by the State in defending against the claim during such period.

(b) If Contractor delivers a Notice of Election relating to any claim: (i) the State shall be entitled to participate in the defense of such claim and to employ counsel at its own expense to assist in the handling of such claim and to monitor and advise the State about the status and progress of the defense; (ii) Contractor shall, at the request of the State, demonstrate to the reasonable satisfaction of the State, Contractor's financial ability to carry out its defense and indemnity obligations under this Contract; (iii) Contractor shall periodically advise the State about the status and progress of the defense and shall obtain the prior written approval of the State before entering into any settlement of such claim or ceasing to defend against such claim and (iv) to the extent that any principles of Michigan governmental or public law may be involved or challenged, the State shall have the right, at its own expense, to control the defense of that portion of such claim involving the principles of Michigan governmental or public law. Notwithstanding the foregoing, the State may retain control of the defense and settlement of a claim by written notice to Contractor given within ten (10) days after the State's receipt of Contractor's information requested by the State pursuant to clause (ii) of this paragraph if the State determines that Contractor has failed to demonstrate to the reasonable satisfaction of the State Contractor's financial ability to carry out its defense and indemnity obligations under this Section. Any litigation activity on behalf of the State of Michigan, or any of its subdivisions pursuant to this Section, must be coordinated with the Department of Attorney General. In the event the insurer's attorney represents the State pursuant to this Section, the insurer's attorney may be required to be designated as a Special Assistant Attorney General by the Attorney General of the State of Michigan.

(c) If Contractor does not deliver a Notice of Election relating to any claim of which it is notified by the State as provided above, the State shall have the right to defend the claim in such manner as it may deem appropriate, at the cost and expense of Contractor. If it is determined that the claim was one against which Contractor was required to indemnify the State, upon request of the State, Contractor shall promptly reimburse the State for all such reasonable costs and expenses.

2.20 Limits of Liability and Excusable Failure

2.201 Limits of Liability

The Contractor's liability for damages to the State shall be limited to two (2) times the value of the Contract or $200,000 which ever is higher. The foregoing limitation of liability shall not apply to claims for infringement of United States patent, copyright, trademarks or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of this Contract calling for liquidated damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on this Contract.

The State's liability for damages to the Contractor shall be limited to the value of this Contract.

Neither the Contractor nor the State shall be liable to each other, regardless of the form of action, for consequential, incidental, indirect, or special damages. This limitation of liability shall not apply to claims for infringement of United States patent, copyright, trademark or trade secrets; to claims for personal injury or damage to property caused by the gross negligence or willful misconduct of the Contractor; to claims covered by other specific provisions of this Contract calling for liquidated damages; or to court costs or attorney's fees awarded by a court in addition to damages after litigation based on this Contract.

2.202 Excusable Failure

Neither party will be liable for any default, damage or delay in the performance of its obligations under this Contract to the extent such default, damage or delay is caused by government regulations or requirements (executive, legislative, judicial, military or otherwise), power failure, electrical surges or current fluctuations, lightning, earthquake, war, water or other forces of nature or acts of God, delays or failures of transportation, equipment shortages, suppliers' failures, or acts or omissions of common carriers, fire; riots, civil disorders; strikes or other labor disputes, embargoes; injunctions (provided the injunction was not issued as a result of any fault or negligence of the party seeking to have its default or delay excused); or any other cause beyond the reasonable control of such party; provided the non-performing party and its Subcontractors are without fault in causing such default or delay, and such default or delay could not have been prevented by reasonable precautions and cannot reasonably be circumvented by the non-performing party through the use of alternate sources, workaround plans or other means, including disaster recovery plans.

In such event, the non-performing party will be excused from any further performance or observance of the obligation(s) so affected for as long as such circumstances prevail and such party continues to use its commercially reasonable efforts to recommence performance or observance whenever and to whatever extent possible without delay and provided further that such party promptly notifies the other party in writing of the inception of the excusable failure occurrence, and also of its abatement or cessation.

If any of the above-enumerated circumstances substantially prevent, hinder, or delay Contractor's performance of the Services/provision of Deliverables for more than ten (10) Business Days, and the State determines that performance is not likely to be resumed within a period of time that is satisfactory to the State in its reasonable discretion, then at the State's option: (a) the State may procure the affected Services/Deliverables from an alternate source, and the State shall not be liable for payment for the unperformed Services/ Deliverables not provided under this Contract for so long as the delay in performance shall continue; (b) the State may terminate any portion of this Contract so affected and the charges payable there under shall be equitably adjusted to reflect those Services/Deliverables terminated; or (c) the State may terminate the affected Statement of Work without liability to Contractor as of a date specified by the State in a written notice of termination to Contractor, except to the extent that the State shall pay for Services/Deliverables provided through the date of termination.

Contractor will not have the right to any additional payments from the State as a result of any Excusable Failure occurrence or to payments for Services not rendered/Deliverables not provided as a result of the Excusable Failure condition. Defaults or delays in performance by Contractor which are caused by acts or omissions of its Subcontractors will not relieve Contractor of its obligations under this Contract except to the extent that a Subcontractor is itself subject to an Excusable Failure condition described above and Contractor cannot reasonably circumvent the effect of the Subcontractor's default or delay in performance through the use of alternate sources, workaround plans or other means.

2.203 Disaster Recovery

Contractor and the State recognize that the State provides essential services in times of natural or man-made disasters. Therefore, except as so mandated by Federal disaster response requirements, Contractor personnel dedicated to providing Services/Deliverables under this Contract will provide the State with priority service for repair and work around in the event of a natural or manmade disaster.

2.21 Termination/Cancellation by the State

The State may terminate this Contract without further liability or penalty to the State, its departments, divisions, agencies, offices, commissions, officers, agents and employees for any of the following reasons:

2.211 Termination for Cause

(a) In the event that Contractor breaches any of its material duties or obligations under this Contract (including a Chronic Failure to meet any particular SLA as defined in **Section 2.076**), which are either not capable of or subject to being cured, or are not cured within the time period specified in the written notice of breach provided by the State (such time period not to be less than thirty (30) days), or pose a serious and imminent threat to the health and safety of any person, or the imminent loss, damage or destruction of any real or tangible personal property, the State may, having provided written notice of termination to Contractor, terminate this Contract in whole or in part, for cause, as of the date specified in the notice of termination.

(b) In the event that this Contract is terminated for cause, in addition to any legal remedies otherwise available to the State by law or equity, Contractor shall be responsible for all costs incurred by the State in terminating this Contract, including but not limited to, State administrative costs, reasonable attorneys' fees and court costs, and any reasonable additional costs the State may incur to procure the Services/Deliverables required by this Contract from other sources. Re-procurement costs shall not be considered by the parties to be consequential, indirect or incidental damages, and shall not be excluded by any other terms otherwise included in this Contract, provided such costs are not in excess of fifty percent (50%) more than the prices for such Service/Deliverables provided under this Contract.

(c) In the event the State chooses to partially terminate this Contract for cause, charges payable under this Contract will be equitably adjusted to reflect those Services/Deliverables that are terminated and the State shall pay for all Services/Deliverables for which Final Acceptance has been granted provided up to the termination date. Services and related provisions of this Contract that are terminated for cause shall cease on the effective date of the termination.

(d) In the event this Contract is terminated for cause pursuant to this Section, and it is determined, for any reason, that Contractor was not in breach of contract pursuant to the provisions of this section, that termination for cause shall be deemed to have been a termination for convenience, effective as of the same date, and the rights and obligations of the parties shall be limited to that otherwise provided in this Contract for a termination for convenience.

2.212 Termination for Convenience

The State may terminate this Contract for its convenience, in whole or part, if the State determines that such a termination is in the State's best interest. Reasons for such termination shall be left to the sole discretion of the State and may include, but not necessarily be limited to (a) the State no longer needs the Services or products specified in this Contract, (b) relocation of office, program changes, changes in laws, rules, or regulations make implementation of the Services no longer practical or feasible, (c) unacceptable prices for Additional Services or New Work requested by the State, or (d) falsification or misrepresentation, by inclusion or non-inclusion, of information material to a response to any ITB issued by the State.

The State may terminate this Contract for its convenience, in whole or in part, by giving Contractor written notice at least thirty (30) days prior to the date of termination. If the State chooses to terminate this Contract in part, the charges payable under this Contract shall be equitably adjusted to reflect those Services/Deliverables that are terminated. Services and related provisions of this Contract that are terminated for cause shall cease on the effective date of the termination.

2.213 Non-Appropriation

(a) Contractor acknowledges that, if this Contract extends for several fiscal years, continuation of this Contract is subject to appropriation or availability of funds for this Contract. 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 and all affected Statements of Work, in whole or in part, at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to Contractor. The State shall give Contractor at least thirty (30) days advance written notice of termination for non-appropriation or unavailability (or such time as is available if the State receives notice of the final decision less than thirty (30) days before the funding cutoff).

(b) If funding for this Contract is reduced by law, or funds to pay Contractor for the agreed-to level of the Services or production of Deliverables to be provided by Contractor are not appropriated or otherwise made available, the State may, upon thirty (30) days written notice to Contractor, reduce the level of the Services or the change the production of Deliverables in such manner and for such periods of time as the State may elect. The charges payable under this Contract will be equitably adjusted to reflect any equipment, services or commodities not provided by reason of such reduction.

(c) In the event the State terminates this Contract, eliminates certain Deliverables, or reduces the level of Services to be provided by Contractor pursuant to this Section, the State shall pay Contractor for all Work-in-Process performed through the effective date of the termination or reduction in level, as the case may be and as determined by the State, to the extent funds are available. For the avoidance of doubt, this Section will not preclude Contractor from reducing or stopping Services/Deliverables and/or raising against the State in a court of competent jurisdiction, any claim for a shortfall in payment for Services performed or Deliverables finally accepted before the effective date of termination.

2.214 Criminal Conviction

The State may terminate this Contract immediately and without further liability or penalty in the event Contractor, an officer of Contractor, or an owner of a 25% or greater share of Contractor is convicted of a criminal offense incident to the application for, or performance of, a State, public or private Contract or subcontract; convicted of a criminal offense, including 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 upon Contractor's business integrity.

2.215 Approvals Rescinded

The State may terminate this Contract without further liability or penalty in the event any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services pursuant to Constitution 1963, Article 11, § 5, and Civil Service Rule 7-1. Termination may be in whole or in part and may be immediate as of the date of the written notice to Contractor or may be effective as of the date stated in such written notice.

2.216 Rights and Obligations upon Termination

(a) If this Contract is terminated by the State for any reason, Contractor shall (a) stop all work as specified in the notice of termination, (b) take any action that may be necessary, or that the State may direct, for preservation and protection of Deliverables or other property derived or resulting from this Contract that may be in Contractor's possession, (c) return all materials and property provided directly or indirectly to Contractor by any entity, agent or employee of the State,

(d) in the event that the Contractor maintains title in Deliverables that is intended to be transferred to the State at the termination of this Contract, Contractor will transfer title in, and deliver to, the State, unless otherwise directed, all Deliverables intended to be transferred to the State at the termination of this Contract and which are resulting from this Contract (which shall be provided to the State on an "As-Is" basis except to the extent the amounts paid by the State in respect of such items included compensation to Contractor for the provision of warranty services in respect of such materials), and (e) take any action to mitigate and limit any potential damages, or requests for Contractor adjustment or termination settlement costs, to the maximum practical extent, including terminating or limiting as otherwise applicable those subcontracts and outstanding orders for material and supplies resulting from this terminated Contract.

(b) In the event the State terminates this Contract prior to its expiration for its own convenience, the State shall pay Contractor for all charges due for Services provided prior to the date of termination and, if applicable, as a separate item of payment pursuant to this Contract, for Work In Process, on a percentage of completion basis at the level of completion determined by the State. All completed or partially completed Deliverables prepared by Contractor pursuant to this Contract shall, at the option of the State, become the State's property, and Contractor shall be entitled to receive equitable fair compensation for such Deliverables. Regardless of the basis for the termination, the State shall not be obligated to pay, or otherwise compensate, Contractor for any lost expected future profits, costs or expenses incurred with respect to Services not actually performed for the State.

(c) Upon a good faith termination, the State shall have the right to assume, at its option, any and all subcontracts and agreements for services and deliverables provided under this Contract, and may further pursue completion of the Services/Deliverables under this Contract by replacement contract or otherwise as the State may in its sole judgment deem expedient.

2.217 Reservation of Rights

Any termination of this Contract or any Statement of Work issued under it by a party shall be with full reservation of, and without prejudice to, any rights or remedies otherwise available to such party with respect to any claims arising prior to or as a result of such termination.

2.218 Contractor Transition Responsibilities - RESERVED

2.219 State Transition Responsibilities

In the event that this Contract is terminated, dissolved, voided, rescinded, nullified, or otherwise rendered unenforceable, the State agrees to perform the following obligations, and any others upon which the State and the Contractor agree:

(a) Reconciling all accounts between the State and the Contractor;

(b) Completing any pending post-project reviews.

2.22 Termination by Contractor

2.221 Termination by Contractor

If the State materially breaches its obligation to pay Contractor undisputed amounts due and owing under this Contract in accordance with **Section 2.090**, or if the State breaches its other obligations under this Contract to an extent that makes it impossible or commercially impractical for Contractor to perform the Services, and if the State does not cure the breach within the time period specified in a written notice of breach provided to the State by Contractor (such time period not to be less than thirty (30) days), then Contractor may terminate this Contract, in whole or in part based on Statement of Work for cause, as of the date specified in the notice of termination; provided, however, that Contractor must discharge its obligations under **Section 2.250** before any such termination.

2.23 Stop Work

2.231 Stop Work Orders - RESERVED

2.232 Cancellation or Expiration of Stop Work Order - RESERVED

2.233 Allowance of Contractor Costs - RESERVED

2.240 Reserved

2.25 Dispute Resolution

2.251 In General

Any claim, counterclaim, or dispute between the State and Contractor arising out of or relating to this Contract or any Statement of Work shall be resolved as follows. For all Contractor claims seeking an increase in the amounts payable to Contractor under this Contract, or the time for Contractor's performance, Contractor shall submit a letter executed by Contractor's Contract Administrator or his designee certifying that (a) the claim is made in good faith, (b) the amount claimed accurately reflects the adjustments in the amounts payable to Contractor or the time for Contractor's performance for which Contractor believes the State is liable and covers all costs of every type to which Contractor is entitled from the occurrence of the claimed event, and (c) the supporting data provided with such an affidavit are current and complete to Contractor's best knowledge and belief.

2.252 Informal Dispute Resolution

(a) All operational disputes between the parties shall be resolved under the Contract Management procedures developed pursuant to **Section 2.100**. If the parties are unable to resolve any disputes after compliance with such processes, the parties shall meet with the Director of Purchasing Operations, DMB, or designee, for the purpose of attempting to resolve such dispute without the need for formal legal proceedings, as follows:

- (i) The representatives of Contractor and the State shall meet as often as the parties reasonably deem necessary in order to gather and furnish to each other all information with respect to the matter in issue which the parties believe to be appropriate and germane in connection with its resolution. The representatives shall discuss the problem and negotiate in good faith in an effort to resolve the dispute without the necessity of any formal proceeding.
- (ii) During the course of negotiations, all reasonable requests made by one party to another for non-privileged information reasonably related to this Contract will be honored in order that each of the parties may be fully advised of the other's position.
- (iii) The specific format for the discussions will be left to the discretion of the designated State and Contractor representatives, but may include the preparation of agreed upon statements of fact or written statements of position.
- (iv) Following the completion of this process within sixty (60) calendar days, the Director of Purchasing Operations, DMB, or designee, shall issue a written opinion regarding the issue(s) in dispute within thirty (30) calendar days. The opinion regarding the dispute shall be considered the State's final action and the exhaustion of administrative remedies.

(b) This **Section 2.250** will not be construed to prevent either party from instituting, and a party is authorized to institute, formal proceedings earlier to avoid the expiration of any applicable limitations period, to preserve a superior position with respect to other creditors, or pursuant to **Section 2.253**.

(c) The State will not mediate disputes between the Contractor and any other entity, except state agencies, concerning responsibility for performance of work pursuant to this Contract.

2.253 Injunctive Relief

The only circumstance in which disputes between the State and Contractor will not be subject to the provisions of **Section 2.252** is where a party makes a good faith determination that a breach of the terms of this Contract by the other party is such that the damages to such party resulting from the breach will be so immediate, so large or severe and so incapable of adequate redress after the fact that a temporary restraining order or other immediate injunctive relief is the only adequate remedy.

2.254 Continued Performance

Each party agrees to continue performing its obligations under this Contract while a dispute is being resolved except to the extent the issue in dispute precludes performance (dispute over payment shall not be deemed to preclude performance) and without limiting either party's right to terminate this Contract as provided in **Section 2.210** and **2.220**, as the case may be.

2.26 Federal and State Contract Requirements

2.261 Nondiscrimination

In the performance of this Contract, Contractor agrees not to discriminate against any employee or applicant for employment, with respect to his or her 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. Contractor further agrees that every subcontract entered into for the performance of this Contract or any purchase order resulting from this Contract will contain a provision requiring non-discrimination in employment, as specified here, binding upon each Subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, *et seq*., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, *et seq*., and any breach of this provision may be regarded as a material breach of this Contract.

2.262 Unfair Labor Practices

Pursuant to 1980 PA 278, 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. The United States National Labor Relations Board compiles this information. 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 PA 278, MCL 423.324, the State may void any Contract if, subsequent to award of the Contract, the name of Contractor as an employer or the name of the Subcontractor, manufacturer or supplier of Contractor appears in the register.

2.263 Workplace Safety and Discriminatory Harassment

In performing Services for the State, the Contractor shall comply with the Department of Civil Services Rule 2-20 regarding Workplace Safety and Rule 1-8.3 regarding Discriminatory Harassment. In addition, the Contractor shall comply with Civil Service regulations and any applicable agency rules provided to the Contractor. For Civil Service Rules, see http://www.mi.gov/mdcs/0,1607,7-147-6877---,00.html.

2.27 Litigation

2.271 Disclosure of Litigation

(a) Disclosure:
Contractor must disclose any material criminal litigation, investigations or proceedings involving the Contractor (and each Subcontractor) or any of its officers or directors or any litigation, investigations or proceedings under the Sarbanes-Oxley Act. In addition, each Contractor (and each Subcontractor) must notify the State of any material civil litigation, arbitration or proceeding which arises during the term of this Contract and extensions thereto, to which Contractor (or, to the extent Contractor is aware, any Subcontractor hereunder) is a party, and which involves: (i) disputes that might reasonably be expected to adversely affect the viability or financial stability of Contractor or any Subcontractor hereunder; or (ii) a claim or written allegation of fraud against Contractor or, to the extent Contractor is aware, any Subcontractor hereunder by a governmental or public entity arising out of their business dealings with governmental or public entities. Any such litigation, investigation, arbitration or other proceeding (collectively, "Proceeding") must be disclosed in a written statement to the Contract Administrator within thirty (30) days of its occurrence. Details of settlements, which are prevented from disclosure by the terms of the settlement, may be annotated as such. Information provided to the State from Contractor's publicly filed documents referencing its material litigation will be deemed to satisfy the requirements of this Section.

(b) Assurances:
In the event that any such Proceeding disclosed to the State pursuant to this Section, or of which the State otherwise becomes aware, during the term of this Contract would cause a reasonable party to be concerned about:

(i) the ability of Contractor (or a Subcontractor hereunder) to continue to perform this Contract in accordance with its terms and conditions, or

(ii) whether Contractor (or a Subcontractor hereunder) in performing Services for the State is engaged in conduct which is similar in nature to conduct alleged in such Proceeding, which conduct would constitute a breach of this Contract or a violation of Michigan law, regulations or public policy, then Contractor shall be required to provide the State all reasonable assurances requested by the State to demonstrate that:
(A) Contractor and/or its Subcontractors hereunder will be able to continue to perform this Contract and any Statements of Work in accordance with its terms and conditions, and
(B) Contractor and/or its Subcontractors hereunder have not and will not engage in conduct in performing the Services which is similar in nature to the conduct alleged in such Proceeding.

(c) Contractor shall make the following notifications in writing:
(i) Within thirty (30) days of Contractor becoming aware that a change in its ownership or officers has occurred, or is certain to occur, or a change that could result in changes in the valuation of its capitalized assets in the accounting records, Contractor shall notify the Office of Purchasing Operations.
(ii) Contractor shall also notify the Office of Purchasing Operations within thirty (30) days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership or officers.
(iii) Contractor shall also notify Purchasing Operations within thirty (30) days whenever changes to company affiliations occur.

2.272 Governing Law

This Contract shall in all respects be governed by, and construed in accordance with, the substantive laws of the State of Michigan without regard to any Michigan choice of law rules that would apply the substantive law of any other jurisdiction to the extent not inconsistent with, or pre-empted by federal law.

2.273 Compliance with Laws

Contractor shall comply with all applicable state, federal, and local laws and ordinances ("Applicable Laws") in providing the Services/Deliverables.

2.274 Jurisdiction

Any dispute arising from this Contract shall be resolved in the State of Michigan. With respect to any claim between the parties, Contractor consents to venue in Ingham County, Michigan, and irrevocably waives any objections it may have to such jurisdiction on the grounds of lack of personal jurisdiction of such court or the laying of venue of such court or on the basis of forum non conveniens or otherwise. Contractor agrees to appoint agents in the State of Michigan to receive service of process.

2.28 Environmental Provision
2.281 Environmental Provision - RESERVED

2.29 General Contract Information
2.291 Amendments

This Contract may not be modified, amended, extended, or augmented, except by in writing executed by the parties involved.

2.292 Assignment

(a) Neither party shall 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 other party; provided, however, that the State may assign this Contract to any other State agency, department, division or department without the prior consent of Contractor and Contractor may assign this Contract to an affiliate so long as such affiliate is adequately capitalized and can provide adequate assurances that such affiliate can perform this Contract. Any purported assignment in violation of this Section shall be null and void.

It is the policy of the State of Michigan to withhold consent from proposed assignments, subcontracts, or notations when such transfer of responsibility would operate to decrease the State's likelihood of receiving performance on this Contract or the State's ability to recover damages.

(b) Contractor may not, without the prior written approval of the State, assign its right to receive payments due under this Contract. In the event of any such permitted assignment, Contractor shall not be relieved of its responsibility to perform any duty imposed upon it herein, and the requirement under this Contract that all payments shall be made to one entity shall continue.

2.293 Entire Contract; Order of Precedence

(a) This Contract, including any Statements of Work and Exhibits, to the extent not contrary to this Contract, each of which is incorporated for all purposes, constitutes the entire agreement between the parties with respect to the subject matter and supersedes all prior agreements, whether written or oral, with respect to such subject matter and as additional terms and conditions on the purchase order shall apply as limited by **Section 2.061**.

(b) In the event of any inconsistency between the terms of this Contract and a Statement of Work, the terms of the Statement of Work will take precedence (as to that Statement of Work only); provided, however, that a Statement of Work may not modify or amend the terms of **Sections 2.110 through 2.220** of this Contract, which may be modified or amended only by a formal Contract amendment.

2.294 Headings

Captions and headings used in this Contract are for information and organization purposes. Captions and headings, including inaccurate references, do not, in any way, define or limit the requirements or terms and conditions of this Contract.

2.295 Relationship of the Parties (Independent Contractor Relationship)

The relationship between the State and Contractor is that of client and independent Contractor. No agent, employee, or servant of Contractor or any of its Subcontractors shall be or shall be deemed to be an employee, agent or servant of the State for any reason. Contractor will be solely and entirely responsible for its acts and the acts of its agents, employees, servants and Subcontractors during the performance of this Contract.

2.296 Notices

(a) Any notice given to a party under this Contract shall be deemed effective, if addressed to such party as addressed below, upon: (i) delivery, if hand delivered; (ii) receipt of a confirmed transmission by facsimile if a copy of the notice is sent by another means specified in this Section; (iii) the third (3rd) Business Day after being sent by U.S. mail, postage pre-paid, return receipt requested; or (iv) the next Business Day after being sent by a nationally recognized overnight express courier with a reliable tracking system.

Lance Kingsbury, Buyer
530 W. Allegan, 2nd Floor
PO Box 30026
Lansing, MI 48909

Either party may change its address where notices are to be sent by giving notice in accordance with this Section.

(b) Binding Commitments
Representatives of Contractor identified in **Article 1, Attachment B** shall have the authority to make binding commitments on Contractor's behalf within the bounds set forth in such table. Contractor may change such representatives from time to time upon written notice.

2.297 Media Releases and Contract Distribution

(a) Media Releases:
Neither Contractor nor the State will make any news releases, public announcements or public disclosures, nor will they have any conversations with representatives of the news media, pertaining to this Contract, the Services or this Contract without the prior written approval of the other party, and then only in accordance with explicit written instructions provided by that party. In addition, neither Contractor nor the State will use the name, trademarks or other proprietary identifying symbol of the other party or its affiliates without such party's prior written consent. Prior written consent of the Contractor must be obtained from authorized representatives.

(b) Contract Distribution:
Purchasing Operations shall retain the sole right of Contract distribution to all State agencies and local units of government unless other arrangements are authorized by Purchasing Operations.

2.298 Reformation and Severability

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

2.299 Consents and Approvals

Except as expressly provided otherwise in this Contract, if either party requires the consent or approval of the other party for the taking of any action under this Contract, such consent or approval shall be in writing and shall not be unreasonably withheld or delayed.

2.300 No Waiver of Default

The failure of a party to insist upon strict adherence to any term of this 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 this Contract.

2.301 Survival

Any provisions of this Contract that impose continuing obligations on the parties including the parties' respective warranty, indemnity and confidentiality obligations, shall survive the expiration or termination of this Contract for any reason. Specific references to survival in this Contract are solely for identification purposes and not meant to limit or prevent the survival of any other section.

2.302 Covenant of Good Faith

Each party agrees that, in its dealings with the other party or in connection with this Contract, it shall act reasonably and in good faith. Unless stated otherwise in this Contract, the parties will not unreasonably delay, condition or withhold the giving of any consent, decision or approval that is either requested or reasonably required of them in order for the other party to perform its responsibilities under this Contract.

2.303 Permits

Contractor shall obtain and pay any associated costs for all required governmental permits, licenses and approvals for the delivery, installation and performance of the Services. The State shall pay for all costs and expenses incurred in obtaining and maintaining any necessary easements or right of way.

2.304 Website Incorporation

The State expressly states that it will not be bound by any content on the Contractor's website, even if the Contractor's documentation specifically referenced that content and attempts to incorporate it into any other communication, unless the State has actual knowledge of such content and has expressly agreed to be bound by it in a writing that has been manually signed by an authorized representation of the State.

2.305 Taxes

Contractors are expected to collect and pay all applicable federal, state, and local employment taxes, including the taxes defined in Section 3.022 for all persons involved in this Contract.

The State may refuse to award this Contract to any Contractor who has failed to pay any applicable State taxes.

2.306 Prevailing Wage - RESERVED

2.307 Call Center Disclosure

Contractor and/or all subcontractors involved in the performance of this Contract providing call or contact center services to the State must disclose the location of its call or contact center services to inbound callers. Failure to disclose this information shall be a material breach of this Contract.

2.308 Future Bidding Preclusion

Contractor acknowledges that, to the extent this Contract involves the creation, research, investigation or generation of a future ITB, it may be precluded from bidding on the subsequent ITB. The State reserves the right to disqualify any bidder if the State determines that the Bidder has used its position (whether as an incumbent Contractor, or as a Contractor hired to assist with the ITB development, or as a Vendor offering free assistance) to gain a leading edge on the competitive ITB.

2.310 Reserved

2.32 Extended Purchasing

2.321 MiDEAL - RESERVED

2.322 State Employee Purchases - RESERVED

2.33 Federal Grant Requirements

2.331 Federal Grant Requirements

The following links contain certifications and terms, which may be required for some purchases paid via Federal funds. They are included here to be utilized as required.

Lobbying Certifications are usually for agreements over $100,000. The debarment certification is required for all agreements. The last link is where you can go and search for debarred or suspended contractors.

http://straylight.law.cornell.edu/uscode/html/uscode31/usc_sec_31_00001352----000-.html
http://www.archives.gov/federal_register/codification/executive_order/12549.html
http://www.archives.gov/federal_register/executive_orders/pdf/12869.pdf
http://www.epls.gov/epls/servlet/EPLSSearchMain/1

DEPARTMENT OF Management & Budget

ITB # 071I7200054
ATTACHMENT #15

MAINTENANCE, REPAIR & OPERATIONS (MRO) JANITORIAL / GROUNDS MAINTENANCE SERVICES for REST AREAS / ROADSIDE PARKS – ITB#: 071I7200054

LOCATION SPECIFICATION SHEET (LSS)

Consideration for award will be based on Work Plan/Price Quotation in accordance with the specifications, terms and conditions as stated within this solicitation.

SECTION I – PLACE OF SERVICES REQUESTED

LOCATION: REED ROAD AND FRONTIER ROADSIDE PARKS

CONTRACT INFORMATION			
ESTIMATED CONTRACT START DATE:	03/01/2007	**CONTRACT END DATE:**	03/01/2011
PREVIOUS BPO #:	071B2001169		
CONTRACT INFORMATION:	Approximately 4 Year Contract with No Options		
CONTRACTING AGENCY NAME:	Department of Transportation		
BUILDING NAME AND NUMBER:	N/A		
BUILDING ADDRESS:	N/A		
REGION / COUNTY:	University / Jackson (Reed Road) and Lenawee (Frontier)		
PROCUREMENT CONTACT INFORMATION			
PROCUREMENT OFFICE NAME:	Michigan Department of Transportation		
PROCUREMENT OFFICE CONTACT NAME:	Rick Dolan	**CONTACT PHONE #:**	517.335.2507
PROCUREMENT OFFICE CONTACT E-MAIL:	dolanr@michigan.gov	**CONTACT FAX #:**	
CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:	Bob Batt	**CONTACT PHONE #:**	517.750.0410
CCI / FM CONTACT E-MAIL:	battb@michigan.gov	**CONTACT FAX #:**	
LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	N/A	**OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:**	N/A
ESTIMATE OF AREA TO BE SERVICED: (IF APPLICABLE)	N/A	(FILL IN IF NEEDED)	N/A
IDENTIFY DAYS OF SERVICE:	See Below	**IDENTIFY HOURS OF SERVICE:** [EXAMPLE: 5:30 A.M. TO 5:30 P.M.]	See Below

DEPARTMENT OF Management & Budget

ITB # 071I7200054
ATTACHMENT #15

SECTION II – PRICING SHEET SUMMARY

REST AREA / ROADSIDE PARKS SERVICES

Check all that apply	DESCRIPTION OF SERVICES	UNIT OF MEASURE	ESTIMATED SERVICES PER YEAR	PRICE PER OCCASION (Vendor Complete)	ANNUAL PRICE (Vendor Complete)
Reed Road Roadside Park					
☑	Rest Area Janitorial and Maintenance	Per Week	30	$195.00	$5,850.00
☑	Lawn Maintenance	Per Cycle	24	$82.50	$1,980.00
☑	Spring / Fall Cleanup	Per Cleanup	2	$150.00	$300.00
Frontier Roadside Park					
☑	Rest Area Janitorial and Maintenance	Per Week	30	$195.00	$5,850.00
☑	Lawn Maintenance	Per Cycle	24	$110.00	$2,640.00
☑	Spring / Fall Cleanup	Per Cleanup	2	$175.00	$350.00
				SUBTOTAL	$16,970.00
				4 YEAR TOTAL	$67,880.00

Quantities are estimates only; actual work performed based by Contract Compliance Inspector.

SERVICES MEASUREMENT AND PAYMENT

The above represents a summary of the estimated work for reviewing and compiling your proposal for all labor, materials, equipment and incidentals to complete the work as specified. The completed work as measured for REST AREA MAINTENANCE, LAWN MAINTENANCE and SPRING AND FALL CLEANUP will be paid for at the contract unit prices according to the bid items in the above table.

EQUIPMENT

Bidder Instructions: Provide a complete list of all the equipment you will utilize to manage the scope of work for this contract location. List should include all equipment to be used during services and any other function(s) needed to perform this service. Also indicate whether the equipment is owned or rented. (Expand the table if necessary or submit separate table of equipment/supplies with proposal).

EXAMPLE EQUIPMENT & SUPPLIES LIST FORMAT

EQUIPMENT / SUPPLIES	MAKE/MODEL	MANUFACTURER	APPROXIMATE AGE OF EQUIPMENT & OWNED OR RENTED
1.			
2.			
3.			
4.			
5.			

DEPARTMENT OF Management & Budget

ITB # 071I7200054
ATTACHMENT #23

MAINTENANCE, REPAIR & OPERATIONS (MRO) JANITORIAL / GROUNDS MAINTENANCE SERVICES for REST AREAS / ROADSIDE PARKS – ITB#: 071I7200054

LOCATION SPECIFICATION SHEET (LSS)

Consideration for award will be based on Work Plan/Price Quotation in accordance with the specifications, terms and conditions as stated within this solicitation.

SECTION I – PLACE OF SERVICES REQUESTED

LOCATION: RED CEDAR ROADSIDE PARKS

CONTRACT INFORMATION			
ESTIMATED CONTRACT START DATE:	03/01/2007	**CONTRACT END DATE:**	03/01/2011
PREVIOUS BPO #:	071B2001171		
CONTRACT INFORMATION:	Approximately 4 Year Contract with No Options		
CONTRACTING AGENCY NAME:	Department of Transportation		
BUILDING NAME AND NUMBER:	N/A		
BUILDING ADDRESS:	N/A		
REGION / COUNTY:	University / Ingham		
PROCUREMENT CONTACT INFORMATION			
PROCUREMENT OFFICE NAME:	Michigan Department of Transportation		
PROCUREMENT OFFICE CONTACT NAME:	Rick Dolan	**CONTACT PHONE #:**	517.335.2507
PROCUREMENT OFFICE CONTACT E-MAIL:	dolanr@michigan.gov	**CONTACT FAX #:**	
CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:	Bob Batt	**CONTACT PHONE #:**	517.750.0410
CCI / FM CONTACT E-MAIL:	battb@michigan.gov	**CONTACT FAX #:**	

LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	N/A	**OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:**	N/A
ESTIMATE OF AREA TO BE SERVICED: (IF APPLICABLE)	N/A	(FILL IN IF NEEDED)	N/A
IDENTIFY DAYS OF SERVICE:	See Below	**IDENTIFY HOURS OF SERVICE:** [EXAMPLE: 5:30 A.M. TO 5:30 P.M.]	See Below

DEPARTMENT OF Management & Budget

ITB # 071I7200054
ATTACHMENT #23

SECTION II – PRICING SHEET SUMMARY

REST AREA / ROADSIDE PARKS SERVICES

Check all that apply	DESCRIPTION OF SERVICES	UNIT OF MEASURE	ESTIMATED SERVICES PER YEAR	PRICE PER OCCASION (Vendor Complete)	ANNUAL PRICE (Vendor Complete)
Red Cedar Roadside Park					
☑	Rest Area Janitorial and Maintenance	Per Week	30	$195	$5,850.00
☑	Lawn Maintenance	Per Cycle	24	$82.50	$1,980.00
☑	Spring / Fall Cleanup	Per Cleanup	2	$150.00	$300.00
				SUBTOTAL	$8,130.00
				4 YEAR TOTAL	$32,520.00

Quantities are estimates only; actual work performed based by Contract Compliance Inspector.

SERVICES MEASUREMENT AND PAYMENT

The above represents a summary of the estimated work for reviewing and compiling your proposal for all labor, materials, equipment and incidentals to complete the work as specified. The completed work as measured for REST AREA MAINTENANCE, LAWN MAINTENANCE and SPRING AND FALL CLEANUP will be paid for at the contract unit prices according to the bid items in the above table.

EQUIPMENT

Bidder Instructions: Provide a complete list of all the equipment you will utilize to manage the scope of work for this contract location. List should include all equipment to be used during services and any other function(s) needed to perform this service. Also indicate whether the equipment is owned or rented. (Expand the table if necessary or submit separate table of equipment/supplies with proposal).

EXAMPLE EQUIPMENT & SUPPLIES LIST FORMAT

EQUIPMENT / SUPPLIES	MAKE/MODEL	MANUFACTURER	APPROXIMATE AGE OF EQUIPMENT & OWNED OR RENTED
1.			
2.			
3.			
4.			
5.			