Form No. DTMB-3521 (Rev. 10/2015)
AUTHORITY: Act 431 of 1984
COMPLETION: Required
PENALTY: Contract change will not be executed unless form is filed

STATE OF MICHIGAN
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
STATE OPERATIONS – PURCHASING AND CONTRACTS
RESERVE FORCES SUPPORT CENTER
3423 N. MARTIN LUTHER KING JR BLVD, SUITE 320
LANSING, MI 48906

CHANGE NOTICE NO. **00001**
to
CONTRACT NO. **511B6600001**
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF CONTRACTOR	PRIMARY CONTACT	EMAIL
Navigations Incorporated	David Bouck	dbouck@navigationsinc.org
4820 Wayne Road,	PHONE	CONTRACTOR'S TAX ID NO. (LAST FOUR DIGITS ONLY)
Battle Creek, MI 49037	269.986.7305	

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
PROGRAM MANAGER / CCI	DMVA	Brandon Grace	269-731-6632	brandon.a.grace.mil@mail.mil
CONTRACT ADMINISTRATOR	DMVA	Jared Ambrosier	517-481-7655	ambrosierj@michigan.gov

CONTRACT SUMMARY			
DESCRIPTION: Janitorial and Housekeeping Services Fort Custer Education Center			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
10/01/15	09/30/16	Two,One Year	9/30/16
PAYMENT TERMS		DELIVERY TIMEFRAME	
Net 30		N/A	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
☐ P-card ☐ Direct Voucher (DV) ☐ Other			☐ Yes ☐ No
MINIMUM DELIVERY REQUIREMENTS			
N/A			

DESCRIPTION OF CHANGE NOTICE				
EXERCISE OPTION?	LENGTH OF OPTION	EXERCISE EXTENSION?	LENGTH OF EXTENSION	REVISED EXP. DATE
☐		☐		
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
$417,951.69	$0	**$417,951.69**		
DESCRIPTION: Changing Primary Contact for the contractor from Doug Ivey to David Bouck.				

FOR THE CONTRACTOR:

Company Name

Authorized Agent Signature

Authorized Agent (Print or Type)

Date

FOR THE STATE:

Signature

Name & Title

Agency

Date

Form No. DTMB-3522 (Rev. 4/2012)
AUTHORITY: Act 431 of 1984
COMPLETION: Required
PENALTY: Contract will not be executed unless form is filed

STATE OF MICHIGAN
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
STATE OPERATIONS – PURCHASING AND CONTRACTS
RESERVE FORCES SUPPORT CENTER
3423 N. MARTIN LUTHER KING JR BLVD, SUITE 320
LANSING, MI 48906

NOTICE OF CONTRACT NO. 511B6600001

between

THE STATE OF MICHIGAN
DEPARTMENT OF MILITARY AND VETERAN AFFAIRS

and

NAME & ADDRESS OF CONTRACTOR:	PRIMARY CONTACT	EMAIL
Navigations Inc. 4820 Wayne Road, Battle Creek, MI 49037	Doug Ivey	divey@navigationsinc.org
	TELEPHONE	CONTRACTOR #, MAIL CODE
	269-317-8771	

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
PROGRAM MANAGER:	DMVA	Brandon Grace	269-731-6632	brandon.a.grace.mil@mail.mil
BUYER:	DMVA	Jared Ambrosier	517-481-7655	ambrosierj@michigan.gov

CONTRACT SUMMARY:			
DESCRIPTION: Janitorial and Housekeeping Services Fort Custer Education Center			
INITIAL TERM	EFFECTIVE DATE	INITIAL EXPIRATION DATE	AVAILABLE OPTIONS
One year	10/01/15	09/30/16	Two, One year options
PAYMENT TERMS	F.O.B	SHIPPED	SHIPPED FROM
Net 30	N/A	N/A	N/A
ALTERNATE PAYMENT OPTIONS:			AVAILABLE TO MIDEAL PARTICIPANTS
☐ P-card ☐ Direct Voucher (DV) ☐ Other			☐ YES ☒ NO
MINIMUM DELIVERY REQUIREMENTS:			
N/A			
MISCELLANEOUS INFORMATION:			
N/A			
ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION:	$417,951.69		

THIS IS NOT AN ORDER: This Contract Agreement is awarded on the basis of our inquiry bearing the solicitation #051115B0005912. Orders for delivery will be issued directly by the Department of Military and Veteran Affairs through the issuance of a Purchase Order Form.

Notice of Contract #: 511B6600001

FOR THE CONTRACTOR:	FOR THE STATE:
Navigations Inc Firm Name	Signature
Kenneth C Bauer Authorized Agent Signature	Alfred E. Christian Chief Financial Officer Name/Title
Kenneth C. Bauer President/CEO Authorized Agent (Print or Type)	DMVA, State Operations Enter Name of Agency
October 1, 2015 Date	10/2/2015 Date

STATE OF MICHIGAN
Department of Military and Veterans Affairs

Fort Custer Education Center Janitorial and Housekeeping Services

CONTRACT NO. 511B6600001

DMVA, State Operations, Purchasing and Contracts

Buyer Name: Jared Ambrosier
Telephone Number: 517-481-7655
Fax: 517-481-7644
E-Mail Address: ambrosierj@michigan.gov

Fort Custer Education Center
Janitorial and Housekeeping Services

EXHIBIT A
STATEMENT OF WORK
CONTRACT ACTIVITIES

Background

This is a contract for State of Michigan, Department of Military and Veteran Affairs (DMVA) for Janitorial/Housekeeping services for the Fort Custer Education Center (FCEC) located in Augusta, MI with Navigations Inc.

The FCEC is a 243 chargeable government quarters building with 16 classroom spaces and other public areas, it is expected to provide a sanitary, clean, and pleasant facility creating a comfortable living and training environment for all guests.

The FCEC contains the following breakdown of materials/flooring types (all square feet measurements are approximate)

Sealed Concrete- 3,500 square feet (Lodging Restrooms)

Sealed Concrete- 1,520 square feet (Stairwells)

Ceramic Tile- 1,018 square feet, (Public Restrooms)

Quarry Tile – 1,538 square feet, (Entrances)

Epoxy Flooring –940 square feet (Laundry Rooms, Second and Third Floors)

Carpet Tile - 40,000 square feet (Including lodging rooms)

Carpet Tile – 37,000 square feet (Corridors in all three floors, classrooms, office common areas, auditorium)

VCT - 2,282 square feet (Partial auditorium and 2nd and 3rd floor break rooms and vestibules)

Public General Restroom Units: Toilets -17, Urinals- 5, Sinks- 12, Drinking Fountains- 4

Lodging Restroom Units (Per Restroom): Toilet – 1, Stand up Shower – 1, Twin/Queen Rooms Sink – 1, Queen Suite Sinks -2

Janitorial Service Description

Janitorial service shall be dedicated to providing a broad range of services to personnel at FCEC. Services shall include all facets of janitorial. The facility plays an important role in the quality of life for Michigan National Guard, Other Service Members, DOD agencies, local law enforcement, and other guests. The Contractor's staff shall be fully trained, professional, and customer service oriented. The Contractor shall ensure quality performance in accordance with applicable standards and guidelines. Additionally, the Contractor is expected to be a partner with FCEC on continuously improving the quality of programs and services offered to customers.

The FCEC building operation consists of multiple classrooms, meeting spaces, restrooms, and offices. Personnel should be dedicated to providing full janitorial services and meeting the needs of Military, DOD personnel, and civilians who utilize the building throughout the year. The Program Manager expects the Contractor to provide a sanitary, clean, and pleasant facility creating a comfortable living and training environment for all guests. The Program Manager shall periodically, or as necessary, inspect the Contractor's janitorial performance to ensure a high level of cleanliness is maintained throughout the public spaces to include offices of the FCEC.

Work will consist of cleaning the common areas in the Fort Custer Education Center (FCEC). Specifically included;

A. First Floor

i. Lobby and entrance floors and windows

ii. Main hallway

iii. Classrooms and Auditorium

iv. Restrooms

v. Common areas in hallways and common office areas

B. Second and Third Floors

i. Main Hallways

ii. Common areas

iii. Break rooms

iv. Laundry rooms

C. Stairwells

Housekeeping Services Description

The FCEC building operation consists of 244 lodging rooms. There are 200 single rooms with Twin Beds and 44 rooms with a Queen Beds. Twenty four Queen Rooms have a private bathroom and of these 4 of the rooms are handicapped accessible. Two-hundred Twin Rooms and Twenty Queen Rooms have a shared bathroom. Personnel should be dedicated to providing full housekeeping services and meeting the needs of DOD personnel who utilize FCEC lodging.

Full lodging service shall be dedicated to providing a broad range of housekeeping service to personnel at Fort Custer Education Center (FCEC). Services shall include all facets of housekeeping. The facility plays an important role in the quality of life for Michigan National Guard Soldiers and other guests. The Contractor's staff shall be fully trained, professional, and customer service oriented. The Contractor shall ensure quality performance in accordance with applicable standards and guidelines. Additionally, the Contractor is expected to be a partner with FCEC on continuously improving the quality of programs and services offered to customers.

The primary customers at this facility are Army National Guard (ARNG) Soldiers and FCEC School attendees. These are military personnel who are allotted quarters in government facilities at the expense of the government. Secondary customers are military personnel who wish to and are granted permission to reside in the facility at their expense. Other non- DOD personnel who use the FCEC building are authorized to use facility at their own expense.

Housekeeping services are required in conjunction with various training programs and other related activities at FCEC. The services required are on an as-needed basis with no advance annual schedule. The program manager shall provide the Contractor with an estimated forecast of required housekeeping services three days in advance for a minimum of one calendar month period or provide a computer system to produce the report. This schedule shall include days of service and an estimated number of lodging rooms to be serviced.

Janitorial Requirements

The Contractor shall, except as specified in this Statement of Work (SOW) as government furnished property or service, provide all personnel, supervision, and any items and services necessary to perform full janitorial services at FCEC. Janitorial services are required in conjunction with various training programs and other related activities at FCEC. The services required are on an as-needed basis with no advance annual schedule.

Work will consist of cleaning the common areas in the Fort Custer Education Center (FCEC). To included lobby and entrance floors, windows, hallways, stairs, classrooms and training spaces, restrooms, break areas, workout area, office areas, elevator, and other common/public areas. Cleaning of common areas will include furniture and equipment in the common space. Specifically excluded areas are; kitchen and dining area, mailroom, aid station, supply storage and vault, and housekeeping rooms

Standard of service: The table attached on the LSS sheet is a minimum schedule that duties will be performed:

All classrooms and office space will be cleaned at a minimum according to the task list in the LSS sheet according to the schedule and will be periodically inspected by the Operations Manager of the FCEC. A sanitary, clean, and pleasant facility creating a pleasant living and training environment is what is expected on a daily basis.

1. Vacuum Carpet and Spot Cleaning

Thoroughly vacuum all carpeted areas. Move and vacuum under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items moved. After vacuuming,

leave all rugs clean, free from dust balls, dirt and other debris. Prior to vacuuming, thoroughly broom all edges and corners not reached by vacuum. Straight suction vacuuming is not acceptable. The agency requires that a motor driven Commercial grade vacuum with HEPA filtered exhaust or equipment that meet these standards be used exclusively in all carpeted areas where water and/or snow does not present a problem. Empty dust and dirt from vacuum cleaner into a plastic trash bag, tie off and remove to a Dumpster. As part of the vacuuming process, carpet spot cleaning is required on an ongoing basis.

2. Dust Mop/Sweeping

Thoroughly dust mop and/or all non-carpeted areas. Move and dust mop and/or sweep under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes etc.). Be sure to replace all items moved. Leave no dirt in corners, along baseboards, walls, behind radiators, under furniture, behind doors, on stairs or landings. Leave no dirt where sweepings were picked up. Dust mops must be treated with water based dust control chemical. Place dust and dirt into plastic trash bag, tie off and remove to Dumpster.

3. Damp Mop

Wet Floor Signs are to be used at all times with moping/cleaning floors.

Thoroughly damp mops all non-carpeted areas. Move and damp mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items after floor has dried completely. Leave no dirt in corners, along baseboards, walls, behind radiators, under furniture, behind doors, on stairs or landings. Leave no dirt where sweepings were picked up. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Approved proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak free. (Note: Damp/Wet mops used in restrooms/showers are not to be used for non-restroom areas.)

4. Sweeping and Damp Mopping

Dust mopping must be performed with a treated mop. After sweeping and damp mopping operation, all floors must be clean and free from strings, bristles and dirt streaks. Leave no dirt, trash, or foreign matter under desks, tables or chairs. (Note: Damp/Wet mops used in restrooms/showers are not to be used for non-restroom areas.)

5. Wet Mopping and Scrubbing

The floors must be properly prepared, thoroughly swept to remove visible dirt and debris, wads of gum, tar and foreign substances from the floor surfaces and thoroughly spot cleaned as necessary. Leave no dirt in corners, along baseboards, walls, behind radiators, under furniture, behind doors, on stairs or landings. Leave no dirt where sweepings were picked up. Upon completion of the wet mopping or scrubbing, the floor must be clean and free of dirt, water streaks, mop marks, strings; properly rinsed and dry mopped to present an overall appearance of cleanliness. All surfaces must be dry and corners and cracks clean after the wet mopping or scrubbing. Chairs, wastebaskets and other similar items must not be stacked on desks, tables or windowsills, nor used in place of stepladder. All furniture readily movable by one person and intended to be moved frequently must be moved during all floor cleaning operations and replaced in original positions upon completion. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition. (Note: Damp/Wet mops used in restrooms/showers are not to be used for non-restroom areas.)

6. Wet Mopping and Buffing

At the stated frequencies, floors must be damp mopped and buffed between regular waxing operations. Prepare the floor by sweeping to remove all visible dirt and debris. Leave no dirt in corners, along baseboards, walls, behind radiators, under furniture, behind doors, on stairs or landings. Leave no dirt where sweepings were picked up. The floor area will then be damp mopped and machine buffed to a polished appearance with a high-speed buffer. (Note: Damp/Wet mops used in restrooms/showers are not to be used for non-restroom areas.)

7. Damp Wiping

This task consists of using a clean damp cloth or sponge to remove all dirt spots, streaks, from walls, glass and other specified surfaces and then drying to provide a polished appearance. (Note: Cloths used in cleaning restrooms/showers are not to be used for non-restroom areas.)

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

8. Stripping and Sealing

a. Completely remove all dirt, wax and other foreign substances in returning the floor to its original surface.

b. Apply a thin coat of sealer with caution to prevent streaking or bleaching of floor surface. This application in preparation for waxing must be according to manufacturer's recommendations. The stripper, sealer and wax products used must be compatible for this activity, and wax must be a minimum of 25% solids.

9. Waxing and Buffing

Apply wax in a thin, even coat and machine buff with a high speed buffer immediately after drying. The number of coats applied will depend on the type and condition of the floor. All waxed surfaces must be maintained so as to provide safe ANTI-SLIP walking conditions. Chairs, wastebaskets and other similar items must not be stacked on desks, tables or window sills, nor used in place of stepladder. All furniture readily movable by one person and intended to be moved frequently must be moved during all floor cleaning operations and replaced in original positions upon completion. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.

10. Empty Waste Receptacles

Empty all containers that are provided for the disposal of waste i.e., waste baskets, torpedo type containers, sanitary napkin disposal bins, boxes, etc. into plastic bags, tie off and remove to dumpster. Dispose of items in waste containers only unless clearly marked for disposal. When in doubt does not remove. Liners must be used in all waste receptacles and must be changed as needed, replaced daily or when soiled. Waste containers in restrooms, break rooms, entry ways, reception/lobby areas, lunchrooms and conference rooms must be inspected daily and changed as needed.

11. Restroom Cleaning

a. Close Restroom

When the Program Manager or designee requests restroom cleaning during the day an approved sign must be placed at the entrance warning tenants that the restroom is closed. A schedule for closing restrooms must be established with the Facility Manager in advance. The Facility manager prior to any changes made must approve any changes in this schedule. All DMVA restrooms shall be cleaned as needed throughout the day,

b. Fill Dispensers

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

c. Dusting

Completely dust all fixtures, ledges, edges, shelves, exposed pipes, partitions, door frames, tops of file cabinets, etc. Pay particular attention to the tops of these items. An approved dust cloth or dusting tool, treated with water based dust control chemical, must be used. Areas not cleared by office occupant are not to be dusted.

d. Disinfect

Clean and disinfect waste receptacles and dispensers inside and outside. Use proper chemicals for surface to be cleaned at proper dilution. After item has been cleaned completely, wipe item with approved *disinfectant solution and allow to air dry. Contractor shall make sure all disinfectants/cleaners do not damage any plumbing fixtures.

e. Clean and Disinfect Sinks

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

f. Clean Glass and Mirrors

Thoroughly clean all glass and mirrors using an approved glass cleaner to not damage mirror or frame. Use a soft, clean cloth. Dry completely. Surface should be streak, smear, and smudge free. Make sure attached frames, edges, and shelve are also cleaned and dried as well as the glass surface. Squeegee may be used as needed.

g. Clean and Disinfect Toilets and Urinals

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

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

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

i. Damp Mop/Sweep - *Disinfectant

Thoroughly damp mops/sweeps all non-carpeted areas. Move and damp mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items after floor has dried completely. Leave no dirt in corners, along baseboards, walls, behind radiators, under furniture, behind doors, on stairs or landings. Leave no dirt where sweepings were picked up. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Approved proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak free. Thoroughly damp mop floor with approved *disinfectant solution. Allow to air dry. (Note: Damp/Wet mops used in restrooms/showers are not to be used for non-restroom areas.)

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

12. Clean and disinfect Showers, shower walls and stalls (as applicable)

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

13. Public Restroom

Visually check - dispensers must be filled, trash removed, liners replaced and restrooms spot cleaned as needed and as requested by the Program Manager or designee.

14. Remove Carpet Runners (as applicable)

Carpet runners must be removed from floor to allow for proper cleaning, as needed. Be sure to remove excess water from runner with approved wet pick up vacuum before carpet runners are removed. Carpet runners must be extracted as specified during ice melt/salt usage, to maintain a clean appearance.

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

15. Clean and Disinfect Drinking Fountains

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

a. Wipe Dry

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

16. Stainless Steel (Brass) Cleaning (Elevators, Doors, Trim, Etc.)

Thoroughly clean all stainless steel (brass) not previously mentioned with approved cleaner and a clean soft cloth. Great care must be taken to follow the grain of the stainless steel, chrome, brass, etc at all times when cleaning.

17. Cleaning, High Traffic Areas

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

18. Carpet Extracting

Perform vacuuming, and shampooing with commercial grade equipment only.All carpeting, including carpet runners, must be thoroughly cleaned as follows:

a. All movable items must be removed from area(s) to be cleaned (i.e., chairs, waster receptacles, all free standing tables, typing stands, boxes, plants, all temporary floor coverings, etc.) and area thoroughly vacuumed.

b. Thoroughly spray next area to be cleaned with approved pre-treats or carpets lane cleaner used at approved dilution. Spray must be applied so those fibers remain damp until cleaned. Chemical should be left to work for 10-15 minutes

c. Thoroughly extract all properly pretreated carpeted areas. Agitation is necessary, using an approved motor driven brush. A minimum of three cleaning passes and two vacuuming only must be used. Approved equipment and chemicals, at approved dilutions, must be used.

d. All stains must be removed during the extraction process, using approved chemicals.Great care must be taken to completely remove stain removal chemicals from carpet fiber.

e. Thoroughly spray all thoroughly cleaned carpet with approved carpet fiber protector at approved dilution. Application must be made with approved sprayer. Carpet track off mats and runners such as those found in building lobby areas, are exempt for this process.

f. Replace all items removed for cleaning. All items moved back into place that have metal of any type that come in contact with carpeting must be wood blocked or tabbed to keep the metal off the carpet fiber until thoroughly dry. All blocks or tabs should be removed during the next scheduled regular area cleaning, provided the carpet is thoroughly dry. This could take more than one day.

19. Spray Buff Hard Floors

Hard floor must be properly prepared before spray buffing:

a. Remove carpet runners
b. Dust mop as specified

c. Damp mop as specified

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

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

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

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

Replace carpet runners.

20. Strip and Refinish

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

a. Apply approved stripping solution at approved dilutions to area to be stripped. Allow solution to stand according to approved manufacturer's recommendations. Do not allow solution to dry out or stand too long. Any finish or dirt must also be removed from walls, doors, baseboards, etc. at this time.
b. Thoroughly agitate all floor area to remove all old finish with approved strip pad. Makings sure to strip next to baseboards, walls, corners, etc.

c. Use wet vacuum to pick up old finish and stripper.

d. Thoroughly mop rinse areas with clean cotton mop and clean water. Make sure walls, doors, baseboards, corners, etc. are also thoroughly rinsed.

e. Thoroughly mop rinses areas a second time with clean cotton mop and clean water with approved neutralizer/conditioner chemical at approved dilution. Make sure walls, doors, etc. are also thoroughly rinsed.

f. Allow floor to air dry.

g. If any old finish remains, repeat "a" through "f".

h. Continue "a" through "g" until scheduled area is properly stripped and/or rinsed.

i. Apply thin coat of approved sealer with approved clean nylon or rayon mop head or approved clean applicator. Stripping solution finish and sealer must not be slopped on walls, doors, etc. Allow sealer to thoroughly dry.

j. Apply second coat of sealer as described in "i" above. Allow sealer to thoroughly dry.

k. Apply top coating and second coat of approved floor finish.

21. Scrub - Restroom Floors/Hard Surface Stairwell Floors

Close restrooms. Remove all movable objects from area

a. Apply approved cleaning solution at approved dilution to area to be scrubbed. Do not allow solution to dry.

b. Quickly agitate small section coated with solution with approved stiff bristle brush. Be sure grouting is clean.

c. Use wet vacuum to pick up dirty solution.

d. Thoroughly mop rinses area with clean cotton mop and clean water. Make sure all walls, doors, etc. are also thoroughly rinsed.

e. Thoroughly mop rinse a second time with clean cotton mop and clean water. Make sure all walls, doors, etc. are also thoroughly rinsed a second time.

f. After floor is thoroughly dry, replace all objects moved from area. Remove signs and reopen.

g. Scrub all walls including partitions

22. Wall Spot Cleaning

Thoroughly clean all spots, smudges, stains, etc. from walls, partitions and modular partitions using approved chemicals at approved dilutions. Wipe dry with clean soft cloth. Also thoroughly clean all interior glass with approved alcohol based glass cleaner and wipe dry with clean dry cloth. All surfaces must be dirt and streak free.

23. Dusting

Thoroughly dust all vertical and horizontal surfaces in all cleanable areas with approved dust cloth or tool treated with an approved water based dust control chemical, up to and including ceiling vents, air bars, and lighting devices, window blinds, etc. Do not move dusting residue from spot to spot, but remove directly from the areas in which dirt lies by the most effective means appropriate; treated dusting cloths or vacuum tools.

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

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

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

Window hangings are either venetian blinds or drapes. Dust venetian blinds. Lightly vacuum drapes.

24. Clean Air Bars and Vents

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

25. Lobby/Reception Glass or Window Cleaning

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

26. Ashtrays and Surrounding Areas

Ashtrays placed on the exterior of the building shall be emptied and cleaned as needed to maintain a clean appearance. The areas immediately surrounding such ashtrays and adjacent building entrances are to be included as part of this cleaning task. Sweeping and removal of cigarette butts and emptying of ashtrays as specified.

27. Emergency clean up (as applicable)

The Contract Administrator shall assign, when needed, cleanup duties to the contractor when an emergency occurs. Cleaning tasks could include: dusting, vacuuming, mopping, carpets extraction, window washing, etc.

28. Miscellaneous

a. Ash receptacles are either ashtrays, sand or dry receptacles. Contents of ash receptacles must be disposed of in a safe manner. Clean sand by sifting out and disposing of debris and replacing and replenishing sand in urns.

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

c. Restroom units consist of washbowls, toilets, urinals and bathtub. Clean and sanitize each unit by washing, inside and outside, with a germicidal solution. Leave seats in raised position.

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

Housekeeping Requirements

The Program Manager shall periodically, or as necessary, inspect the Contractor's housekeeping performance to ensure a high level of cleanliness is maintained throughout the living quarters. The tasks to be performed are listed below. Corrective action will be taken by the contractor upon written notification by the FCEC staff for completed housekeeping tasks not considered clean and/or sanitary.

Rooms:

The Contractor's representative shall receive the housekeeping report daily from the front desk staff. The housekeeping report will outline which rooms will need to be cleaned, reset, or thoroughly cleaned. Rooms with Do Not Disturb signs will be noted on the housekeeping report and subtracted from the total rooms requested to be cleaned or reset. Those rooms with Do Not Disturb signs will not be charged as being cleaned nor will be expected to be cleaned that day by the OM. However, if service is requested such as sheet or towel change, the room will be serviced and charged as a clean. Thorough cleans will occur every 70-90 days per room (identified in tasks section). Room check in is officially 4:00pm (1600hrs). Room check out is officially 11:00am (1100 hrs), with an extended checkout at 1:00pm (1300hrs). The contractor shall inform the program manager when rooms are still being occupied past the extended checkout time & and occupant will be charged extra day.

Room information:

200 Twin Rooms 142 Sq Ft – Carpeted with shared bathroom

20 Queen Rooms 249 Sq Ft – Carpeted with shared bathroom

15 Queen Rooms 249 Sq Ft – Carpeted with private bathroom

9 Queen Suites 309 Sq Ft – Carpeted with private bathroom

134 Bathrooms 25 Sq Ft – Sealed Concrete

Inventory of linen and towels:

Contractor will be provided five laundry storage rooms. Contractor will be responsible for signing for all bedding linen from the program manager as well as towels used for the guests. Contractor will be held responsible for the inventory of linen and towel exchange during the laundry pick-up and drop off. The FCEC program manager will conduct periodic inventories to ensure linen and towels are still accounted for the facility. The contractor's representative will report any damaged or soiled items to the program manager.

All cleaning equipment and cleaning supplies needed to perform the operations specified in this contract are the responsibility of the Contractor. Linen: All bed sheets, pillow cases, blankets, throws, bath towels, hand towels, facecloths, and bath mats will be furnished by the FCEC facility. Amenities: Shampoo, soap, coffee (reg and decaf), creamer/sugar packets, toilet paper, tea, and coffee and plastic cups will be furnished by the FCEC facility.

1) Room clean:

Report marks and stains on or in furniture; clean the bathroom and lodging room door knobs with disinfectant; make sure all shower curtain hooks are secure and present; remake bed; empty waste baskets; vacuum carpet; dust furniture, window sills, blinds, lampshades, and television; mop bathroom floor; clean mirrors, sinks, toilets, and shower; supply clean towels if left on the floor; supply amenities (soap, shampoo, coffee, cups, condiment packet, toilet paper, and tea); any guest staying over 7 days will have a sheet change on the 8th day.

2) Room reset:

All linen shall be changed with clean linen; empty waste baskets; clean mirrors, sinks, toilets, and shower; clean coffee pot, refrigerator (empty any leftover food); personnel items will be marked with room number and date of reset / in accordance with lost and found standard operating procedures, items will then be taken to the front desk or OM; clean edging at the base of the wall; clean cords behind the night stands, under the desk, and armoire; clean under the sink; verify appropriate literature and door signage (Emergency Map, Guest Services, Channel Line-Up, "Do NOT Disturb", etc.); wipe down exterior of all furniture; clean under the furniture and remove items left in furniture.

3) Thorough clean:

Clean phone; clean shower; clean spots or stains on upholstery; remove scuffmarks from walls and doors; wipe down all walls; Vacuum all carpet to include: edges of walls, behind bed frames, dresser, desk, and night stand; clean pictures and glass; shampoo carpets; scrub all chrome like fixtures to remove lint build up; wipe down all door frames; clean vent slots; defrost refrigerator and clean.

4) Hazmat clean:

This will meet the thorough clean standards and include treatment for blood, bile or other biohazards.

General Requirements

Material Handling and Safety Sheets: The Contractor shall maintain all MSDS sheets required for cleaning items. They shall be on file in a convenient location in case COR requires access to them.

Equipment and supplies: It is the responsibility of the contractor to provide their own equipment and cleaning supplies. Only minor storage is available on the property.

FCEC will provide supplies for stocking restrooms.

Included are; toilet paper, hand towels, hand soap and plastic bags for waste receptacles.

The contractor will coordinate with FCEC Staff to obtain restroom supplies. FCEC Staff reserves the right to review and approve cleaning chemicals at any time to determine adequacy for use.

1. Additional Contract Activities
1.2 Transition

Transition Timeline Beginning
Day of award

- *As the incumbent contractor, and having the ability to retain current staffing, Navigations would have the required personnel in place and ready to start immediately upon the award of the contract and day specified.*
- *Required background checks will have been previously completed by the HR department.*
- *Janitorial personnel will report to the FCEC at 0800 day specified.*
- *Housekeeping Supervisors will report at 0800 with balance of staff required reporting at 0900 day specified.*
- *All required/necessary equipment and supplies will be available upon the contract start date specified.*

Transition Timeline End
Day of close

- *Navigations will pull all personnel and equipment from facility within 48hrs of the contract close.*
- *Exit interviews with all personnel will be completed within 5 working days after close.*

Lead time required for new hires

- *We do not expect to need new hires at contract award as personnel are already in place. Replacement of existing Navigations personnel including the recruitment, background check, hiring, orientation and training would require approximately four weeks. Navigations mission is the hiring and employment of individuals with significant disabilities to perform the direct labor on our contracts. This requires a practical lead time.*

Process to accomplish basic and periodic services as required.

- *Navigations, being the incumbent contractor since the opening of the facility, has a full and complete understanding of the personnel and scheduling requirements necessary to meet all tasks and frequencies located on the LSS. We have been very successful in our operations of both the janitorial and housekeeping services while employing individuals with significant disabilities. Their dedication and performance has been*

exemplary and met or exceeded contractual requirements. We will employ adequate staff, based on the knowledge we have acquired and the historical data we have, that will ensure the standards of performance set forth in the contract are met or exceeded.

2. Acceptance
2.1 Acceptance, Inspection and Testing=
Deliverables will not be considered complete until the Agency Project Manager has formally accepted them. A final copy of all deliverables must be provided to the DMVA, Project Manager for the final contract file for verification of all deliverables.

Deliverables for this project include:

All lodgings will be cleaned according to the task list in the SOW as per the daily housekeeping report provided by the front desk and will be periodically inspected by the Operations Manager of the FCEC. A sanitary, clean, and pleasant facility creating a pleasant living and training environment is what is expected on a daily basis.

The contractor shall maintain the housekeeping report daily indicating the rooms cleaned, reset, thoroughly cleaned, and Hazmat cleaned according to the schedule

3. Staffing
3.1 Contractor Representative
The Contractor must appoint at least one (1) Account Manager specifically assigned to State of Michigan accounts, that will respond to State inquiries regarding the Contract Activities, answering questions related to ordering and delivery, etc. (the "Contractor Representative").
The Contractor must notify the Contract Administrator at least *ten (10)* calendar days before removing or assigning a new Contractor Representative.

3.2 Staffing Implementation Plan
State the number of staff per each position, and indicate the total proposed man-hours for each position (e.g. cleaners, supervisors, etc.). List the tasks or responsibilities for each position assigned to the project. Be sure to include both basic (daily, weekly, monthly), and periodic janitorial services per the LSS. Identify those positions that will be subcontracted (if necessary).

Position	Number	Tasks/Responsibilities	Hours/Day	# Days	Total Hours
Supervisors	2*	Direct Supervision/All reporting per SOW/ General Requirements per SOW	8	5 per Week	4160
Janitor	1	Tasks 1 thru 28 per SOW Janitorial Requirements and Section C of the LSS	8	5 per Week	2080
Janitor	1	Tasks 1 thru 28 per SOW Janitorial Requirements and Section C of the LSS	6	5 Per Week	1560
Janitor	2	Tasks 1 thru 28 per SOW Janitorial Requirements and Section C of the LSS	7 to 7.50	2 Per Week	1496
Housekeepers	3 to 15**	Tasks 1) thru 4) per SOW Housekeeping Requirements and Section C of the LSS	4 to 8***	7 Per Week	9876

Problem resolution process:
Navigations develops Quality Control Plans to ensure processes are in place and implemented to handle customer complaints and inspection deficiencies. We currently respond to complaints immediately on receipt. Complaints are directed to supervision who will then direct staff for corrective action as necessary. Supervision verifies resolution and reports completion to front desk. Timeframe generally 1 hour or less.

3.3 Staffing Contingency Plan

Contingency Plan:

In the event current staff was not able to provide the service Navigations would implement a contingency plan staffing the facility with supervision and qualified participants of Goodwill Industries of Central Michigan's Heartland (GICMH) Work Force Development Department. Assignments would be delegated and controlled by Navigations supervisors working the necessary hours to ensure the fulfillment of the contract requirements. In the event staff were not able to access the facility, on board staff would remain to cover as necessary including overtime hours.

Short term absences:
Short time absences are addressed by adjusting schedules of remaining staff as necessary to ensure adequate coverage.

Long term absences:
Long term absences are addressed temporarily as short term until such point replacement staff is provided and trained.

Response time to short term absences.
Reference above addressing short term absences. Response would be immediate with no loss of coverage.

3.4 Customer Service Toll-Free Number
The Contractor must specify its toll-free number for the State to make contact with the Contractor Representative. The Contractor Representative must be available for calls during the hours of 8 am to 5 pm EST.

Toll Free Number (866) 725-0534 Ext. 2001

3.5 Work Hours
The Contractor must provide Contract Activities during the State's normal working hours 7:00 a.m. to 6:00 p.m. EST, 7 days a week.

3.6 Key Personnel
The Contractor must appoint the appropriate number of individuals who will be directly responsible for the day-to-day operations of the Contract ("Key Personnel"). Key Personnel must be specifically assigned to the State account, be knowledgeable on the contractual requirements, and respond to State inquires within 24 hours.
Contractor's Key Personnel must be on-site at Fort Custer Education Center during the following times: 8:00a.m. – 5:00p.m.

The State has the right to recommend and approve in writing the initial assignment, as well as any proposed reassignment or replacement, of any Key Personnel. Before assigning an individual to any Key Personnel position, Contractor will notify the State of the proposed assignment, introduce the individual to the State's Project Manager, and provide the State with a resume and any other information about the individual reasonably requested by the State. The State reserves the right to interview the individual before granting written approval. In the event the State finds a proposed individual unacceptable, the State will provide a written explanation including reasonable detail outlining the reasons for the rejection. The State may require a 30-calendar day training period for replacement personnel.

Contractor will not remove any Key Personnel from their assigned roles on this Contract without the prior written consent of the State. The Contractor's removal of Key Personnel without the prior written consent of the State is an unauthorized removal (**"Unauthorized Removal"**). An Unauthorized Removal does not include replacing Key Personnel for reasons beyond the reasonable control of Contractor, including illness, disability, leave of absence, personal emergency circumstances, resignation, or for cause termination of the Key Personnel's employment. Any Unauthorized Removal may be considered by the State to be a material breach of this Contract, in respect of which the State may elect to terminate this Contract for cause under Termination for Cause in the Standard Terms.
It is further acknowledged that an Unauthorized Removal will interfere with the timely and proper completion of this Contract, to the loss and damage of the State, and that it would be impracticable and extremely difficult to fix the actual damage sustained by the State as a result of any Unauthorized Removal. Therefore, Contractor and the State agree that in the case of any Unauthorized Removal in respect of which the State does not elect to exercise its rights under Termination for Cause, Contractor will issue to the State the corresponding credits set forth below (each, an "Unauthorized Removal Credit"):

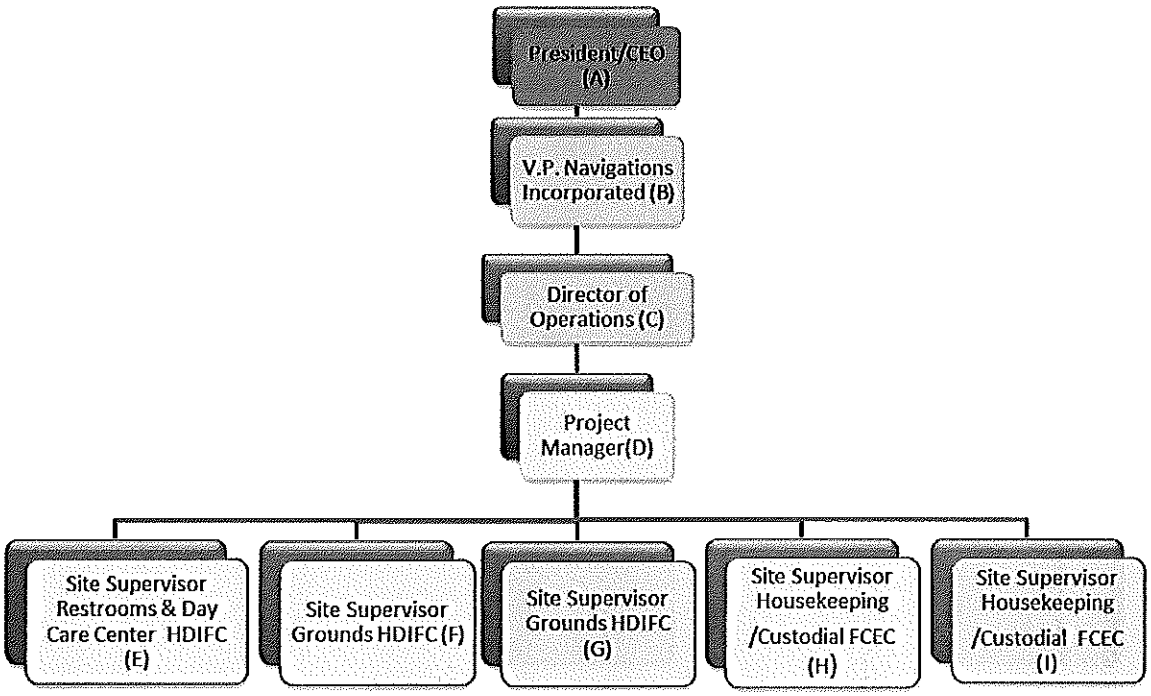
(i) or the Unauthorized Removal of any Key Personnel designated in the applicable Statement of Work, the credit amount will be $250.00 per individual if Contractor identifies a replacement approved by the State and assigns

the replacement to shadow the Key Personnel who is leaving for a period of at least 30 calendar days before the Key Personnel's removal.

(ii) If Contractor fails to assign a replacement to shadow the removed Key Personnel for at least 30 calendar days, in addition to the $250.00 credit specified above, Contractor will credit the State $250.00 per calendar day for each day of the 30 calendar-day shadow period that the replacement Key Personnel does not shadow the removed Key Personnel, up to $2,500.00 maximum per individual. The total Unauthorized Removal Credits that may be assessed per Unauthorized Removal and failure to provide 30 calendar days of shadowing will not exceed $2,500.00 per individual.

Contractor acknowledges and agrees that each of the Unauthorized Removal Credits assessed above: (i) is a reasonable estimate of and compensation for the anticipated or actual harm to the State that may arise from the Unauthorized Removal, which would be impossible or very difficult to accurately estimate; and (ii) may, at the State's option, be credited or set off against any fees or other charges payable to Contractor under this Contract.
The Contractor must identify the Key Personnel, indicate where they will be physically located, describe the functions they will perform, and provide current chronological résumés.

3.7 Organizational Chart
The Contractor must provide an overall organizational chart that details staff members, by name and title, and subcontractors.



A. Kenneth C. Bauer
B. Doug Ivey
C. Martin Janssen
D. Joshuah Huepenbecker
E. Albert Jackson
F. Walter Fleury
G. Dustin Gwin
H. Adrianne Pluchinsky
I. Bridgett (Angie) Fitzpatrick

3.8 Disclosure of Subcontractors

No subcontracting allowed.

3.9 Security

The Contractor will be subject the following security procedures:

The contractor will be required to perform background checks on all employees and provide a copy the FCEC Program Manager.

All employees will also be required to pass a Federal Background check performed by FCEC. No employees with criminal records will be allowed on base. FCEC reserves the right to deny access to any employee.
The Contractor must explain any additional security measures in place to ensure the security of State facilities.
The bidder's staff may be required to make deliveries to or enter State facilities. The bidder must: (a) explain how it intends to ensure the security of State facilities, (b) whether it uses uniforms and ID badges, etc., (c) identify the company that will perform background checks, and (d) the scope of the background checks. The State may require the Contractor's personnel to wear State issued identification badges.

a) Ensure security to facilities.
Navigations, Incorporated requires that all employees pass a background check through the ICHAT System in place by the State of Michigan and also the E-verify system. In addition all employees are required to acquire a bar-coded entry registration to enter the post on which the facility is located. All Navigations employees punch in and out on Advanced Time Management time system verifying identity and on site presence.

b) Uniforms and ID Badges.
Navigations requires all personnel wear proper uniforms with their name, company emblem and also to wear ID badges issued to all employees.

c) Company performing background checks.
Goodwill Industries of Central Michigan's Heartland Inc, an organization related to Navigations, performs criminal background checks on all employees of Navigations, Incorporated.

d) Scope of background checks
ICHAT and E-Verify systems. Condition of employment depends on the acceptable outcome of the checks.

4. Project Management
4.1 Project Plan
Upon award of this Contract a project work plan for managing implementation of the services shall be specified and submitted to the Program Manager for review and approval. Contractor's Work Plan, which must be approved prior to commencement of work, must include the following:

- 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 document. All equipment must be in the Contractor's possession, available for use and fully operational, prior to Contract award.
- Schedule Of Operations - personnel expected to complete work on this Contract.
- Name(s) of supervisors – 24-hour contact telephone numbers and best contact times.
- 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 Program Manager or designated representative.
- Proof of Insurance as defined in the Standard Terms and Conditions attached to this document must be provided to Purchasing Operations **prior** to Contract award.

A 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 qualified bidder based on the best value scoring for this Contract.

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 direction and control of the specified Program Manager for the respective location(s) where services are to be performed.

D. Contractor shall meet with the Program Manager and other agency or departmental project-leads, on a basis to be established by Program Manager 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, and to continuously communicate with the agency/departmental project-lead.

E. Annual Service Review and Progress Meeting

1. The Program Manager may request an audit of the services provided each year under the specifications, terms, and conditions of this Contract. The audit will be a joint activity of this Contracting Agency and Purchasing Operations.

2. An unsatisfactory audit may result in cancellation of this Contract under the 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.

3. 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 respective Agency(s).

Should the Contractor desire, a meeting will be arranged between all concerned parties within 10 calendar days of the date the Contractor received, or could have reasonably been expected to receive, his/her copy of the audit. This meeting will provide an opportunity for the Contractor to present his/her reactions to audit recommendations. The Contractor will carry out this project under the direction and control of the Program Manager. Within 30 calendar days of the Effective Date, the Contractor must submit a project plan to the Program Manager for final approval. The plan must include: (a) the Contractor's organizational chart with names and title of personnel assigned to the project, which must align with the staffing stated in accepted proposals; and (b) the project breakdown showing sub-projects, tasks, and resources required.

4.2 Meetings
The Contractor must attend the following meetings:

The Contractor's Representative will meet once a week with the Operations Manager to cover the following items, forecast of schedule events, completion of tasks as required, and damages to rooms, furniture, and linen.

The State may request other meetings, as it deems appropriate.

4.3 Reporting
The Contractor must submit, to the Program Manager the following written reports: Proposal Manager must identify the type and frequency of reports required.

The contractor shall maintain the housekeeping report daily indicating the rooms cleaned, reset, thoroughly cleaned, and Hazmat cleaned according to the schedule.

5. Ordering
5.1 Authorizing Document
The appropriate authorizing document for the Contract will be the issue of a purchase order by State Operations.

6. Invoice and Payment
6.1 Invoice Requirements

All invoices submitted to the State must include: (a) date; (b) purchase order; (c) quantity; (d) description of the Contract Activities; (e) unit price; (f) shipping cost (if any); and (g) total number of employees worked (h) number of days/number of rooms cleaned (i) total price. Overtime, holiday pay, and travel expenses will not be paid.

Invoicing will be allowed on a monthly basis.

6.2 Payment Methods

The State will make payment for Contract Activities by EFT.

7. Liquidated Damages
Late or improper completion of the Contract Activities will cause loss and damage to the State and it would be impracticable and extremely difficult to fix the actual damage sustained by the State. Therefore, if there is late or improper completion of the Contract Activities the State is entitled to collect liquidated damages in the amount of $5,000 and an additional $100 per day for each day Contractor fails to remedy the late or improper completion of the Work.

Standard Contract Terms

This STANDARD CONTRACT ("**Contract**") is agreed to between the State of Michigan (the "**State**") and Navigations Inc ("**Contractor**"), a sub-corporation of Goodwill Industries of Central Michigan's Heartland. This Contract is effective on October 1, 2015("**Effective Date**"), and unless terminated, expires on September 30, 2016
This Contract may be renewed for up to two additional one year period(s). Renewal must be by written agreement of the parties. and will automatically extend the Term of this Contract.
The parties agree as follows:

1. **Duties of Contractor.** Contractor must perform the services and provide the deliverables described in **Exhibit A – Statement of Work** (the "**Contract Activities**"). An obligation to provide delivery of any commodity is considered a service and is a Contract Activity.

   Contractor must furnish all labor, equipment, materials, and supplies necessary for the performance of the Contract Activities, and meet operational standards, unless otherwise specified in Exhibit A.
   Contractor must: (a) perform the Contract Activities in a timely, professional, safe, and workmanlike manner consistent with standards in the trade, profession, or industry; (b) meet or exceed the performance and operational standards, and specifications of the Contract; (c) provide all Contract Activities in good quality, with no material defects; (d) not interfere with the State's operations; (e) obtain and maintain all necessary licenses, permits or other authorizations necessary for the performance of the Contract; (f) cooperate with the State, including the State's quality assurance personnel, and any third party to achieve the objectives of the Contract; (g) return to the State any State-furnished equipment or other resources in the same condition as when provided when no longer required for the Contract; (h) not make any media releases without prior written authorization from the State; (i) assign to the State any claims resulting from state or federal antitrust violations to the extent that those violations concern materials or services supplied by third parties toward fulfillment of the Contract; (j) comply with all State physical and IT security policies and standards which will be made available upon request; and (k) provide the State priority in performance of the Contract except as mandated by federal disaster response requirements. Any breach under this paragraph is considered a material breach.
   Contractor must also be clearly identifiable while on State property by wearing identification issued by the State, and clearly identify themselves whenever making contact with the State.
2. **Notices.** All notices and other communications required or permitted under this Contract must be in writing and will be considered given and received: (a) when verified by written receipt if sent by courier; (b) when actually received if sent by mail without verification of receipt; or (c) when verified by automated receipt or electronic logs if sent by facsimile or email.

If to State:	If to Contractor:
Jared Ambrosier 3423 N. MLK Jr Blvd Lansing MI 48906 ambrosierj@michigan.gov 517-481-7655	Doug Ivey 4820 Wayne Road, Battle Creek, MI 49037 divey@navigationsinc.org 269.317.8771

3. **Contract Administrator.** The Contract Administrator for each party is the only person authorized to modify any terms of this Contract, and approve and execute any change under this Contract (each a "**Contract Administrator**"):

State:	Contractor:
Jared Ambrosier 3423 N. MLK Jr Blvd Lansing MI 48906 ambrosierj@michigan.gov 517-481-7655	Doug Ivey 4820 Wayne Road, Battle Creek, MI 49037 divey@navigationsinc.org 269.317.8771

4. **Program Manager.** The Program Manager for each party will monitor and coordinate the day-to-day activities of the Contract (each a "**Program Manager**"):

State:	Contractor:
Brandon Grace Fort Custer Education Center Augusta MI 49012 brandon.a.grace.mil@mail.mil 269-731-6632	Doug Ivey 4820 Wayne Road, Battle Creek, MI 49037 divey@navigationsinc.org 269.317.8771

5. **Performance Guarantee.** Contractor must at all times have financial resources sufficient, in the opinion of the State, to ensure performance of the Contract and must provide proof upon request. The State may require a performance bond (as specified in Exhibit A) if, in the opinion of the State, it will ensure performance of the Contract.

6. **Insurance Requirements.** Contractor must maintain the insurances identified below and is responsible for all deductibles. All required insurance must: (a) protect the State from claims that may arise out of, are alleged to arise out of, or result from Contractor's or a subcontractor's performance; (b) be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the State; and (c) be provided by a company with an A.M. Best rating of "A" or better, and a financial size of VII or better.

Required Limits	Additional Requirements
Commercial General Liability Insurance	
Minimal Limits: $1,000,000 Each Occurrence Limit $1,000,000 Personal & Advertising Injury Limit $2,000,000 General Aggregate Limit $2,000,000 Products/Completed Operations Deductible Maximum: $50,000 Each Occurrence	Contractor must have their policy endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds using endorsement CG 20 10 11 85, or both CG 2010 07 04 and CG 2037 07 0.
Automobile Liability Insurance	
Minimal Limits: $1,000,000 Per Occurrence	Contractor must have their policy: (1) endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds; and (2) include Hired and Non-Owned Automobile coverage.
Workers' Compensation Insurance	
Minimal Limits: Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.
Employers Liability Insurance	
Minimal Limits: $500,000 Each Accident $500,000 Each Employee by Disease $500,000 Aggregate Disease.	

If any of the required policies provide **claims-made** coverage, the Contractor must: (a) provide coverage with a retroactive date before the effective date of the contract or the beginning of Contract Activities; (b) maintain coverage and provide evidence of coverage for at least three (3) years after completion of the Contract Activities; and (c) if coverage is canceled or not renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, Contractor must purchase extended reporting coverage for a minimum of three (3) years after completion of work.

Contractor must: (a) provide insurance certificates to the Contract Administrator, containing the agreement or purchase order number, at Contract formation and within 20 calendar days of the expiration date of the applicable policies; (b) require that subcontractors maintain the required insurances contained in this Section; (c) notify the Contract Administrator within 5 business days if any insurance is cancelled; and (d) waive all rights against the State for damages covered by insurance. Failure to maintain the required insurance does not limit this waiver.

This Section is not intended to and is not be construed in any manner as waiving, restricting or limiting the liability of either party for any obligations under this Contract (including any provisions hereof requiring Contractor to indemnify, defend and hold harmless the State).

7. **Reserved**

8. **Reserved**

9. **Independent Contractor.** Contractor is an independent contractor and assumes all rights, obligations and liabilities set forth in this Contract. Contractor, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Contract. Contractor, and not the State, is responsible for the payment of wages, benefits and taxes of Contractor's employees and any subcontractors. Prior performance does not modify Contractor's status as an independent contractor.

10. **Subcontracting.** Contractor may not delegate any of its obligations under the Contract without the prior written approval of the State. Contractor must notify the State at least 90 calendar days before the proposed delegation, and provide the State any information it requests to determine whether the delegation is in its best interest. If approved, Contractor must: (a) be the sole point of contact regarding all contractual matters, including payment and charges for all Contract Activities; (b) make all payments to the subcontractor; and (c) incorporate the terms and conditions contained in this Contract in any subcontract with a subcontractor. Contractor remains responsible for the completion of the Contract Activities, compliance with the terms of this Contract, and the acts and omissions of the subcontractor. The State, in its sole discretion, may require the replacement of any subcontractor.

11. **Staffing.** The State's Contract Administrator may require Contractor to remove or reassign personnel by providing a notice to Contractor.

12. **Background Checks.** Upon request, Contractor must perform background checks on all employees and subcontractors and its employees prior to their assignment. The scope is at the discretion of the State and documentation must be provided as requested. Contractor is responsible for all costs associated with the requested background checks. The State, in its sole discretion, may also perform background checks.

13. **Assignment.** Contractor may not assign this Contract to any other party without the prior approval of the State. Upon notice to Contractor, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Contract to any other party. If the State determines that a novation of the Contract to a third party is necessary, Contractor will agree to the novation and provide all necessary documentation and signatures.

14. **Change of Control.** Contractor will notify, at least 90 calendar days before the effective date, the State of a change in Contractor's organizational structure or ownership. For purposes of this Contract, a change in control means any of the following: (a) a sale of more than 50% of Contractor's stock; (b) a sale of substantially all of Contractor's assets; (c) a change in a majority of Contractor's board members; (d) consummation of a merger or consolidation of Contractor with any other entity; (e) a change in ownership through a transaction or series of transactions; (f) or the board (or the stockholders) approves a plan of complete liquidation. A change of control does not include any consolidation or merger effected exclusively to change the domicile of Contractor, or any transaction or series of transactions principally for bona fide equity financing purposes.

    In the event of a change of control, Contractor must require the successor to assume this Contract and all of its obligations under this Contract.

15. **Ordering.** Contractor is not authorized to begin performance until receipt of authorization as identified in Exhibit A.

16. **Acceptance.** Contract Activities are subject to inspection and testing by the State within 30 calendar days of the State's receipt of them (**"State Review Period"**), unless otherwise provided in Exhibit A. If the Contract Activities are not fully accepted by the State, the State will notify Contractor by the end of the State Review Period that either: (a) the Contract Activities are accepted, but noted deficiencies must be corrected; or (b) the Contract Activities are rejected. If the State finds material deficiencies, it may: (i) reject the Contract Activities without performing any further inspections; (ii) demand performance at no additional cost; or (iii) terminate this Contract in accordance with Section 23, Termination for Cause.

    Within 10 business days from the date of Contractor's receipt of notification of acceptance with deficiencies or rejection of any Contract Activities, Contractor must cure, at no additional cost, the deficiency and deliver unequivocally acceptable Contract Activities to the State. If acceptance with deficiencies or rejection of the Contract Activities impacts the content or delivery of other non-completed Contract Activities, the parties' respective Program Managers must determine an agreed to number of days for re-submission that minimizes the overall impact to the Contract. However, nothing herein affects, alters, or relieves Contractor of its obligations to correct deficiencies in accordance with the time response standards set forth in this Contract.

    If Contractor is unable or refuses to correct the deficiency within the time response standards set forth in this Contract, the State may cancel the order in whole or in part. The State, or a third party identified by the State, may perform the Contract Activities and recover the difference between the cost to cure and the Contract price plus an additional 10% administrative fee.

17. **Delivery.** Contractor must deliver all Contract Activities F.O.B. destination, within the State premises with transportation and handling charges paid by Contractor, unless otherwise specified in Exhibit A. All containers and packaging becomes the State's exclusive property upon acceptance.

18. **Risk of Loss and Title.** Until final acceptance, title and risk of loss or damage to Contract Activities remains with Contractor. Contractor is responsible for filing, processing, and collecting all damage claims. The State will record and report to Contractor any evidence of visible damage. If the State rejects the Contract Activities, Contractor must remove them from the premises within 10 calendar days after notification of rejection. The risk of loss of rejected or non-conforming Contract Activities remains with Contractor. Rejected Contract Activities not removed by Contractor within 10 calendar days will be deemed abandoned by Contractor, and the State will have the right to dispose of it as its own property. Contractor must reimburse the State for costs and expenses incurred in storing or effecting removal or disposition of rejected Contract Activities.

19. **Warranty Period**. The warranty period, if applicable, for Contract Activities is a fixed period commencing on the date specified in Exhibit A. If the Contract Activities do not function as warranted during the warranty period the State may return such non-conforming Contract Activities to the Contractor for a full refund.

20. **Terms of Payment.** Invoices must conform to the requirements communicated from time-to-time by the State. All undisputed amounts are payable within 45 days of the State's receipt. Contractor may only charge for Contract Activities performed as specified in Exhibit A. Invoices must include an itemized statement of all charges. The State is exempt from State sales tax for direct purchases and may be exempt from federal excise tax, if Services purchased under this Agreement are for the State's exclusive use. Notwithstanding the foregoing, all prices are inclusive of taxes, and Contractor is responsible for all sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any federal, state, or local governmental entity on any amounts payable by the State under this Contract.

    The State has the right to withhold payment of any disputed amounts until the parties agree as to the validity of the disputed amount. The State will notify Contractor of any dispute within a reasonable time. Payment by the State will not constitute a waiver of any rights as to Contractor's continuing obligations, including claims for deficiencies or substandard Contract Activities. Contractor's acceptance of final payment by the State constitutes 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 disputed.
    The State will only disburse payments under this Contract through Electronic Funds Transfer (EFT). Contractor must register with the State at http://www.michigan.gov/cpexpress to receive electronic fund transfer payments. If Contractor does not register, the State is not liable for failure to provide payment.
    Without prejudice to any other right or remedy it may have, the State reserves the right to set off at any time any amount then due and owing to it by Contractor against any amount payable by the State to Contractor under this Contract.

21. **Liquidated Damages.** Liquidated damages, if applicable, will be assessed as described in Exhibit A.

22. **Stop Work Order.** The State may suspend any or all activities under the Contract at any time. The State will provide Contractor a written stop work order detailing the suspension. Contractor must comply with the stop

work order upon receipt. Within 90 calendar days, or any longer period agreed to by Contractor, the State will either: (a) issue a notice authorizing Contractor to resume work, or (b) terminate the Contract or purchase order. The State will not pay for Contract Activities, Contractor's lost profits, or any additional compensation during a stop work period.

23. **Termination for Cause.** The State may terminate this Contract for cause, in whole or in part, if Contractor, as determined by the State: (a) endangers the value, integrity, or security of any location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the State to liability; (d) breaches any of its material duties or obligations; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Contract will not be construed to mean that other breaches are not material.

    If the State terminates this Contract under this Section, the State will issue a termination notice specifying whether Contractor must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Contractor was not in breach of the Contract, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Section 24, Termination for Convenience.

    The State will only pay for amounts due to Contractor for Contract Activities accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Contractor for the State's reasonable costs in terminating this Contract. The Contractor must pay all reasonable costs incurred by the State in terminating this Contract for cause, including administrative costs, attorneys' fees, court costs, transition costs, and any costs the State incurs to procure the Contract Activities from other sources.

24. **Termination for Convenience.** The State may immediately terminate this Contract in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. The termination notice will specify whether Contractor must: (a) cease performance of the Contract Activities immediately, or (b) continue to perform the Contract Activities in accordance with Section 25, Transition Responsibilities. If the State terminates this Contract for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Transition Responsibilities.

25. **Transition Responsibilities.** Upon termination or expiration of this Contract for any reason, Contractor must, for a period of time specified by the State (not to exceed 90 calendar days), provide all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the Contract Activities to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Contract Activities to the State or its designees. Such transition assistance may include, but is not limited to: (a) continuing to perform the Contract Activities at the established Contract rates; (b) taking all reasonable and necessary measures to transition performance of the work, including all applicable Contract Activities, training, equipment, software, leases, reports and other documentation, to the State or the State's designee; (c) taking all necessary and appropriate steps, or such other action as the State may direct, to preserve, maintain, protect, or return to the State all materials, data, property, and confidential information provided directly or indirectly to Contractor by any entity, agent, vendor, or employee of the State; (d) transferring title in and delivering to the State, at the State's discretion, all completed or partially completed deliverables prepared under this Contract as of the Contract termination date; and (e) preparing an accurate accounting from which the State and Contractor may reconcile all outstanding accounts (collectively, "**Transition Responsibilities**"). This Contract will automatically be extended through the end of the transition period.

26. **General Indemnification.** Contractor must defend, indemnify and hold the State, its departments, divisions, agencies, offices, commissions, officers, and employees harmless, without limitation, from and against any and all actions, claims, losses, liabilities, damages, costs, attorney fees, and expenses (including those required to establish the right to indemnification), arising out of or relating to: (a) any breach by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable) of any of the promises, agreements, representations, warranties, or insurance requirements contained in this Contract; (b) any infringement, misappropriation, or other violation of any intellectual property right or other right of any third party; (c) any bodily injury, death, or damage to real or tangible personal property occurring wholly or in part due to action or inaction by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable); and (d) any acts or omissions of Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable).

    The State will notify Contractor in writing if indemnification is sought; however, failure to do so will not relieve Contractor, except to the extent that Contractor is materially prejudiced. Contractor must, to the satisfaction of the State, demonstrate its financial ability to carry out these obligations.

The State is entitled to: (i) regular updates on proceeding status; (ii) participate in the defense of the proceeding; (iii) employ its own counsel; and to (iv) retain control of the defense if the State deems necessary. Contractor will not, without the State's written consent (not to be unreasonably withheld), settle, compromise, or consent to the entry of any judgment in or otherwise seek to terminate any claim, action, or proceeding. To the extent that any State employee, official, or law may be involved or challenged, the State may, at its own expense, control the defense of that portion of the claim.

Any litigation activity on behalf of the State, or any of its subdivisions under this Section, must be coordinated with the Department of Attorney General. An attorney designated to represent the State may not do so until approved by the Michigan Attorney General and appointed as a Special Assistant Attorney General.

27. **Infringement Remedies.** If, in either party's opinion, any piece of equipment, software, commodity, or service supplied by Contractor or its subcontractors, or its operation, use or reproduction, is likely to become the subject of a copyright, patent, trademark, or trade secret infringement claim, Contractor must, at its expense: (a) procure for the State the right to continue using the equipment, software, commodity, or service, or if this option is not reasonably available to Contractor, (b) replace or modify the same so that it becomes non-infringing; or (c) accept its return by the State with appropriate credits to the State against 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.

28. **Limitation of Liability.** The State is not liable for consequential, incidental, indirect, or special damages, regardless of the nature of the action.

29. **Disclosure of Litigation, or Other Proceeding.** Contractor must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "**Proceeding**") involving Contractor, a subcontractor, or an officer or director of Contractor or subcontractor, that arises during the term of the Contract, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Contractor's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that Contractor is required to possess in order to perform under this Contract.

30. **State Data.** All data and information provided to Contractor by or on behalf of the State, and all data and information derived therefrom, is the exclusive property of the State ("**State Data**"); this definition is to be construed as broadly as possible. Upon request, Contractor must provide to the State, or a third party designated by the State, all State Data within 10 calendar days of the request and in the format requested by the State. Contractor will assume all costs incurred in compiling and supplying State Data. No State Data may be used for any marketing purposes.

31. **Reserved**

32. **Non-Disclosure of Confidential Information.** The parties acknowledge that each party may be exposed to or acquire communication or data of the other party that is confidential, privileged communication not intended to be disclosed to third parties. The provisions of this Section survive the termination of this Contract.

    a. Meaning of Confidential Information. For the purposes of this Contract, the term "**Confidential Information**" means all information and documentation of a party that: (a) has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party; (b) if disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning; and, (c) should reasonably be recognized as confidential information of the disclosing party. The term "Confidential Information" does not include any information or documentation that was: (a) subject to disclosure under the Michigan Freedom of Information Act (FOIA); (b) already in the possession of the receiving party without an obligation of confidentiality; (c) developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights; (d) obtained from a source other than the disclosing party without an obligation of confidentiality; or, (e) publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party). For purposes of this Contract, in all cases and for all matters, State Data is deemed to be Confidential Information.

    b. Obligation of Confidentiality. The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Contract or to use such Confidential Information for any purposes whatsoever other than the performance of this Contract. The parties agree to advise and require their

respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to a subcontractor is permissible where: (a) use of a subcontractor is authorized under this Contract; (b) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the subcontractor's responsibilities; 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 or any subcontractor may be required to execute a separate agreement to be bound by the provisions of this Section.

c. Cooperation to Prevent Disclosure of Confidential Information. Each party must use its best efforts to assist the other party in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the foregoing, each party must advise the other party immediately in the event either party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Contract and each party will cooperate with the other party in seeking injunctive or other equitable relief against any such person.

d. Remedies for Breach of Obligation of Confidentiality. Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other party, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of the State, at the sole election of the State, the immediate termination, without liability to the State, of this Contract or any Statement of Work corresponding to the breach or threatened breach.

e. Surrender of Confidential Information upon Termination. Upon termination of this Contract or a Statement of Work, in whole or in part, each party must, within 5 calendar days from the date of termination, return to the other party any and all Confidential Information received from the other party, or created or received by a party on behalf of the other party, which are in such party's possession, custody, or control; provided, however, that Contractor must return State Data to the State following the timeframe and procedure described further in this Contract. Should Contractor or the State determine that the return of any Confidential Information is not feasible, such party must destroy the Confidential Information and must certify the same in writing within 5 calendar days from the date of termination to the other party.

33. **Reserved**

34. **Reserved**

35. **Reserved**

36. **Records Maintenance, Inspection, Examination, and Audit.** The State or its designee may audit Contractor to verify compliance with this Contract. Contractor must retain, and provide to the State or its designee and the auditor general upon request, all financial and accounting records related to the Contract through the term of the Contract and for 4 years after the latter of termination, expiration, or final payment under this Contract or any extension ("**Audit Period**"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Contractor must retain the records until all issues are resolved.

    Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Contractor's premises or any other places where Contract Activities are being performed, and examine, copy, and audit all records related to this Contract. Contractor must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of the Contract must be paid or refunded within 45 calendar days.
    This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Contract Activities in connection with this Contract.

37. **Warranties and Representations.** Contractor represents and warrants: (a) Contractor is the owner or licensee of any Contract Activities that it licenses, sells, or develops and Contractor has the rights necessary to convey title, ownership rights, or licensed use; (b) all Contract Activities are delivered free from any security interest, lien, or encumbrance and will continue in that respect; (c) the Contract Activities will not infringe the patent, trademark, copyright, trade secret, or other proprietary rights of any third party; (d) Contractor must assign or otherwise transfer to the State or its designee any manufacturer's warranty for the Contract Activities; (e) the Contract Activities are merchantable and fit for the specific purposes identified in the Contract; (f) the Contract

signatory has the authority to enter into this Contract; (g) all information furnished by Contractor in connection with the Contract fairly and accurately represents Contractor's business, properties, finances, and operations as of the dates covered by the information, and Contractor will inform the State of any material adverse changes; and (h) all information furnished and representations made in connection with the award of this Contract is true, accurate, and complete, and contains no false statements or omits any fact that would make the information misleading. A breach of this Section is considered a material breach of this Contract, which entitles the State to terminate this Contract under Section 23, Termination for Cause.

38. **Conflicts and Ethics.** Contractor will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Contract; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Contract; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Contractor, any consideration contingent upon the award of the Contract. Contractor must immediately notify the State of any violation or potential violation of these standards. This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Contract Activities in connection with this Contract.

39. **Compliance with Laws.** Contractor must comply with all federal, state and local laws, rules and regulations.

40. **Reserved**

41. **Nondiscrimination.** Under the Elliott-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.*, Contractor and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or mental or physical disability. Breach of this covenant is a material breach of this Contract.

42. **Unfair Labor Practice.** Under MCL 423.324, the State may void any Contract with a Contractor or subcontractor who appears on the Unfair Labor Practice register compiled under MCL 423.322.

43. **Governing Law.** This Contract is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Contract are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Contract must be resolved in Michigan Court of Claims. Contractor consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or *forum non conveniens*. Contractor must appoint agents in Michigan to receive service of process.

44. **Non-Exclusivity.** Nothing contained in this Contract is intended nor will be construed as creating any requirements contract with Contractor. This Contract does not restrict the State or its agencies from acquiring similar, equal, or like Contract Activities from other sources.

45. **Force Majeure.** Neither party will be in breach of this Contract because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Contractor will not be relieved of a breach or delay caused by its subcontractors. If immediate performance is necessary to ensure public health and safety, the State may immediately contract with a third party.

46. **Dispute Resolution.** The parties will endeavor to resolve any Contract dispute in accordance with this provision. The dispute will be referred to the parties' respective Contract Administrators or Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

    Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely, or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit the State's right to terminate the Contract.

47. **Media Releases.** News releases (including promotional literature and commercial advertisements) pertaining to the Contract or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

48. **Website Incorporation.** The State is not bound by any content on Contractor's website unless expressly incorporated directly into this Contract.

49. **Order of Precedence.** In the event of a conflict between the terms and conditions of the Contract, the exhibits, a purchase order, or an amendment, the order of precedence is: (a) the purchase order; (b) the amendment; (c) Exhibit A; (d) any other exhibits; and (e) the Contract.

50. **Severability.** If any part of this Contract is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Contract and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Contract will continue in full force and effect.

51. **Waiver.** Failure to enforce any provision of this Contract will not constitute a waiver.

52. **Survival.** The provisions of this Contract that impose continuing obligations, including warranties and representations, termination, transition, insurance coverage, indemnification, and confidentiality, will survive the expiration or termination of this Contract.

53. **Entire Contract and Modification.** This Contract is the entire agreement and replaces all previous agreements between the parties for the Contract Activities. This Contract may not be amended except by signed agreement between the parties (a "**Contract Change Notice**").

I. LOCATION SPECIFICATIONS

A. CONTRACT AND PROGRAM MANAGER INFORMATION **FORT CUSTER EDUCATION CENTER**

CONTRACT INFORMATION			
NEW CONTRACT START DATE:	10/01/2015	CONTRACT END DATE:	9/30/2016
PREVIOUS CONTRACT #:	N/A		
NUMBER OF YEARS:	One year with two one year extensions		
CONTRACTING AGENCY NAME:	DEPARTMENT OF MILITARY AND VETERAN AFFAIRS		
IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?	Yes ☒ No ☐		
REGION and COUNTY:	Region: County: Calhoun		

PROCUREMENT CONTACT INFORMATION			
PROCUREMENT OFFICE NAME:	STATE OPERATIONS, PURCHASING AND CONTRACTS		
PROCUREMENT OFFICE CONTACT NAME:	Jared Ambrosier	CONTACT TELEPHONE #:	517-481-7655
PROCUREMENT OFFICE CONTACT E-MAIL:	ambrosierj@michigan.gov	CONTACT FACISIMILE #:	517-481-7644
PROGRAM MANAGER NAME:	Brandon Grace	CONTACT TELEPHONE #:	269-731-6632
CCI / FM CONTACT E-MAIL:	brandon.a.grace.mil@mail.mil	CONTACT FACISIMILE #:	

B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	7 DAYS/WEEK	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	24-HOURS
		APPROXIMATE DAILY VISITORS:	VARIES DAILY
IDENTIFY DAYS OF CLEANING SERVICE:	340/YEAR (ESTIMATE DUE TO HOLIDAYS)	IDENTIFY HOURS OF CLEANING SERVICE:	7:00 AM – 6:00 PM
TOTAL COMMON AREA BUILDING SQ. FT. TO BE CLEANED:	44,500	NUMBER OF STORIES IN BUILDING:	3
TOTAL SQ. FT. OF **CARPET** TO BE CLEANED IN COMMON AREAS:	37000	AREA(S): FOUND ON ALL FLOORS	
TOTAL SQ. FT. OF **CEMENT** TO BE CLEANED IN COMMON AREAS:	1520	AREA(S): FOUND ON IN STAIR WELLS	

TOTAL SQ. FT. OF TILE TO BE CLEANED IN COMMON AREAS:	2556	AREA(S): FOUND IN PUBLIC RESTROOMS AND COMMON AREAS
TOTAL SQ. FT. OF VCT TO BE CLEANED IN COMMON AREAS:	2282	AREA(S): COMMON AREAS
TOTAL SQ. FT. OF EPOXY FLOORING TO BE CLEANED IN COMMON AREAS:	940	AREA(S): LAUNDRY ROOMS, 2ND AND 3RD FLOORS
NUMBER OF PUBLIC RESTROOMS IN BUILDING:	4	**NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S):** 5-URNIALS 17-TOILETS 12-SINKS 4 DRINKING FOUNTAINS
Is window cleaning to be included on this contract?	YES, ALL INTERIOR. INCLUDES SCREENS WHERE APPLICABLE. THIS SHOULD BE DONE WEEKLY. ALL FLOORS ARE COVERED.	
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	NO CHILD PLAY AREAS. EMPLOYEE LOCKER ROOMS AVAILABLE AND CLEANING SCHEDULE IS IN WORK STATEMENT.	
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] NOTE: DMB-OAS & AGENCY to determine	MODERATE	

ADDITIONAL INFORMATION:

Lodging Rooms to be serviced only after being occupied. The program manager shall provide the Contractor with an estimated forecast of required housekeeping services three days in advance for a minimum of one calendar month period or provide a computer system to produce the report. This schedule shall include days of service and an estimated number of lodging rooms to be serviced. Contractor to provide adequate number of staff to service all required lodging rooms.

Program Manager will provide 30 day notice of any closures due to holidays at the FCEC.

C. JANITORIAL TASK AND FREQUENCIES

GENERAL SERVICES	Daily	Weekly	Monthly	Quarterly	Semi-Annually
a. Vacuum all carpeted area	x				
b. Dust mop all non-carpeted areas, damp mop all spills, includes elevator floor	x				
c. Clean/ disinfect all drinking fountains	x				
d. Clean/polish entrance glass	x				
e. Empty all common area waste receptacles, including exterior; wash waste receptacles as needed to prevent odor or unclean appearance; replace liners as needed		3x			
f. Clean elevator walls		2x			

Bidder Name: Navigations Incorporated
Quotation Dated: 09/01/2015

g. Dust high/low surfaces, on which dust gathers.		x			
h. Clean baseboards high/low		x			
i. Clean, spray wax and buff all vinyl tile floors		x			
j. Spot clean walls doors etc			x		
k. Vacuum exposed air bars and heating outlets			x		
RESTROOMS	**Daily**	**Weekly**	**Monthly**	**Quarterly**	**Semi-annual**
a. Clean and sanitize all units, clean pipes beneath sinks	x				
b. Clean mirrors and counters and polish fixtures	x				
c. Refill hand towels, toilet tissue and dispensers (as needed)	x				
d. Empty waste receptacles	x				
e. Sweep and damp mop floors with germicidal solution. Damp mops used in restrooms are not to be used in non- restroom areas.	x				
f. Clean and scrub, by agitation, and disinfect floors		x			
g. Clean and disinfect walls around toilets, sinks and urinals, including partitions		x			
h. Clean switch, door and kick plates		x			
OFFICE SERVICES	**Daily**	**Weekly**	**Monthly**	**Quarterly**	**Semi-annual**
a. Vacuum all carpeted area	x				
b. Empty all waste receptacles, wash waste receptacles as needed to prevent odor or unclean appearance; replace liners as needed	x				
c. Dust high/low surfaces, on which dust gathers. Excludes workstations		x			
d. Spot clean walls doors etc			x		
e. Clean inside window(s)		x			
f. Clean baseboard around edge of office		x			
LAUNDRY ROOM SERVICES	**Daily**	**Weekly**	**Monthly**	**Quarterly**	**Semi-annual**
Wipe down outside of washer & dryers	x				
Wipe down outside of laundry detergent dispenser	x				
Wipe down window ledges	x				
Empty waste receptacle	x				
Sweep and mop floors	x				

Bidder Name: Navigations Incorporated
Quotation Dated: 09/01/2015

Polish ice maker		x			
BREAKROOM SERVICES	**Daily**	**Weekly**	**Monthly**	**Quarterly**	**Semi-annual**
Clean tables	x				
Clean counter tops	x				
Polish sink and faucet	x				
Wipe down inside/outside of refrigerator and microwave	x				
Wipe down window ledges		x			
Empty trash (clean as needed)	x				
Sweep and mop floors	x				

PERIODIC SERVICES	**Daily**	**Weekly**	**Monthly**	**Quarterly**	**Semi-annual**
a. Clean light fixture lenses					2x
b. Strip, seal wax and buff vinyl tile floors					2x
c. Clean carpets by hot water extraction			x		
d. Spot Clean carpets by hot water extraction (as needed)					
Reset Classrooms (as needed)	**Daily**	**Weekly**	**Monthly**	**Quarterly**	**Semi-Annual**
vacuum carpet	x				
clean desks/ furniture	x				
empty trash receptacles	x				
ensure classroom set up meets standard	x				
report any issues of room damage or missing items	x				
Exercise Room	**Daily**	**Weekly**	**Monthly**	**Quarterly**	**Semi-annual**
wipe down all exercise equipment with proper disinfectant to maintain a healthy environment	x				
Sweep and mop floors	x				
Clean counter tops	x				
Empty trash (clean as needed)	x				
Wipe down window ledges		x			

HOUSEKEEPING TASK AND FREQUENCIES

Lodging Rooms to be serviced only after being occupied. The program manager shall provide the Contractor with an estimated forecast of required housekeeping services three days in advance for a minimum of one calendar month period or provide a computer system to produce the report. This schedule shall include days of service and an estimated number of lodging rooms to be serviced. Contractor to provide adequate number of staff to service all required lodging rooms.

1) Room clean:

Report marks and stains on or in furniture; clean the bathroom and lodging room door knobs with disinfectant; make sure all shower curtain hooks are secure and present; remake bed; empty waste baskets; vacuum carpet; dust furniture, window sills, blinds, lampshades, and television; mop bathroom floor; clean mirrors, sinks, toilets, and shower; supply clean towels if left on the floor; supply amenities (soap, shampoo, coffee, cups, condiment packet, toilet paper, and tea); any guest staying over 7 days will have a sheet change on the 8th day.

2) Room reset:

All linen shall be changed with clean linen; empty waste baskets; clean mirrors, sinks, toilets, and shower; clean coffee pot, refrigerator (empty any leftover food); personnel items will be marked with room number and date of reset / in accordance with lost and found standard operating procedures, items will then be taken to the front desk or OM; clean edging at the base of the wall; clean cords behind the night stands, under the desk, and armoire; clean under the sink; verify appropriate literature and door signage (Emergency Map, Guest Services, Channel Line-Up, "Do NOT Disturb", etc.); wipe down exterior of all furniture; clean under the furniture and remove items left in furniture.

3) Thorough clean:

Clean phone; clean shower; clean spots or stains on upholstery; remove scuffmarks from walls and doors; wipe down all walls; Vacuum all carpet to include: edges of walls, behind bed frames, dresser, desk, and night stand; clean pictures and glass; shampoo carpets; scrub all chrome like fixtures to remove lint build up; wipe down all door frames; clean vent slots; defrost refrigerator and clean.

4) Hazmat clean:

This will meet the thorough clean standards and include treatment for blood, bile or other biohazards.

Room Information:

200 Twin Rooms 142 Sq Ft – Carpeted with shared bathroom

20 Queen Rooms 249 Sq Ft – Carpeted with shared bathroom

15 Queen Rooms 249 Sq Ft – Carpeted with private bathroom

9 Queen Suites 309 Sq Ft – Carpeted with private bathroom

134 Bathrooms 25 Sq Ft – Sealed Concrete

NOTES AND ADDITIONAL INFORMATION

- All cleaning schedules are to be established with and approved by the Program Manager (PM) at the beginning of the contract period. Service delivery begin date will be determined by PM. Any deviation from the established schedule must be pre-approved by the PM.

NOTE:

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

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

C. EQUIPMENT & CLEANER/SUPPLY LIST:

- Indicate if equipment listed will be stored at this location or if it will be used at other locations

Bidder Response:

Equipment will be stored at this location.

1. **EQUIPMENT (Owned)** - List current equipment currently owned to provide service per LSS

EQUIPMENT	TYPICAL USE	MAKE/ MODEL MANUFACTURER	APPROXIMATE AGE OF EQUIPMENT & OWNED OR RENTED
1. Carpet Extractor	Clean carpet - large area	Commodore 20 / Windsor	7 years old / Owned
2. Carpet Extractor	Clean carpet – smaller area	ADM / Admiral	6 years old / Owned
3. 17" Floor Scrubber/Buffer	Stripping and waxing hard surface floors	VN1715 / Viper	2 years old / Owned
4. Janitor Cart (2)	Carry janitorial supplies	Rubbermade	6 years old / Owned
5. Ladder	Clearing out bugs from ceiling lights	Keller	3 years old / Owned
6. Mop Combo	Bucket used for mop water	Wavebreak	3 years old / Owned
7. 16 Gallon Wet/Dry Vacuum	Used for wet spills	6.5 Quiet Super Power / Shop Vac	4 years old / Owned
8. 17 " Floor Scrubber With Capture	Used for cleaning hard surfaces	Vantage 17 / Clarke	5 years old / Owned
9. Floor Fan	Used for drying wet surfaces	Wind Handler / Windsor	7 years old / Owned
10. High Speed Burnisher	Polishing surfaces	b-1500-c / Koblenz	2 years old / Owned
11. Wide Area Vacuum	Vacuuming large carpeted areas	Wave / Windsor	5 years old / Owned
12. Carpet Spot Cleaner	Used for small carpeted area spot cleaning	Presto 52548 / Windsor	6 years old / Owned
13. Vacuum (5)	Vacuum carpeted areas	Vibrance / Riccar	1 years old / Owned
14. Back Pack Vacuum	Used for removing bugs from ceiling lights	Super Quartervac / Proteam	6 years old / Owned
15. Vacuum	Vacuum carpeted areas	Cleanview Helix / Bissell	4 years old / Owned
16. Vacuum (2)	Vacuum carpeted areas	Wind Tunnel / Hoover	3 years old / Owned
17. Housekeeping Cart (3)	Hold housekeeper cleaning supplies	Global Industries	4 years old / Owned

2. **EQUIPMENT (Non-owned)** - List equipment you must purchase or rent to provide service per LSS

EQUIPMENT	TYPICAL USE	MAKE/ MODEL MANUFACTURER	PURCHASE OR RENT (APPROXIMATE AGE) & LEADTIME
1.			
2.			
3.			

3. **CLEANERS/SUPPLIES (Owned)** - List current materials / supplies you have to provide service per LSS

CLEANERS/SUPPLIES	TYPICAL USE	MATERIAL SPECIFICATIONS	IDENTIFY BRAND & ESTIMATED QTY
1. Microfiber Rags	Wipe surfaces off and apply stainless steel cleaner	Cloth rags that come 144 to a package	HP Products / 144 each
2. Cucumber Melon Air Freshner	Freshen air in rooms	Pressurized spray cans that expel air freshener	HP Products / 96 cans
3. Clean By Proxy	All-purpose cleaner formulated to quickly remove everyday soils	Cleaner combined with hydrogen peroxide	Spartan Chemicals / 240 quarts
4. Sparcreme Cleaner	Remove soap scum, stains and soils	Liquid cream cleanser with mild abrasives lime fragrance	Spartan Chemicals / 36 quarts
5. Hand Sanitizer	Sanitize hands	Antibacterial foaming hand soap	Germ X / 24
6. Acidulade	Remove persistent stains	Acid based cleaner to remove resistant stains	HP Products / 24 quarts
7. Hand Scrub Brush	Brush to clean surface large areas	Plastic handle with soft plastic bristles	Rubbermaid / 10 each
8. Microfiber Duster	Dust surface areas	Microfiber material with a plastic handle	Rubbermaid / 24 each
9. Toilet Bowl Cleaner	Clean the inside bowl of the toilets and urinals	Acid based cleaner to remove stubborn stains	Pro Bowl / 144 quarts
10. Deck Brushes	Brush to clean surface large areas with tougher stains	Plastic handle with stiff nylon bristles	Rubbermade / 10 each
11. Plastic Bottles	Bottles to hold diluted concentrated cleaners	32 Oz Plastic bottle	HP Products / 72 each
12.Small Grout Brush	Cleaning grout areas in tight or small areas	Plastic handle with stiff nylon bristles	Rubbermade / 16 each
13. Deluxe Trigger Sprayer	Used with plastic bottles to spray cleaning chemicals diluted concentrated cleaners	Plastic trigger sprayer	HP Products / 72 each
14. Toilet Bowl Brushes	Scrub the inside of toilet bowls	Plastic handle with stiff nylon bristles	Rubbermade / 24
15. Vacuum Bags	Collect debris from vacuums	Bag inserted into vacuums	72 Pkgs
16. Nitrile Gloves (XL)	Protect workers hands	Extra Large Nitrile gloves	20 Bxs
17. Nitrile Gloves (M)	Protect workers hands	Medium Nitrile gloves	30 Bxs
18. Green Heavy Duty Scouring Pads	Scrub stained surfaces	Scour pads made of stiff interwoven material	45 cs
19. Walkie Talkies	Used to communicate between supervisors and staff	Cobra brand walkie talkies with 2 way push-to-talk capability	8 pairs
20. Broom With Dustpan	Sweep up and dispose of dirt and debris	Broom with bristles and plastic dustpan	16 each
21. Housekeeping Cart Organizers	Keep cleaning items organized on cart and allow housekeepers to take multiple items into rooms to clean	A plastic container with different sections to contain and organize items	8 each
22. Vinegar	Remove grime from mirrors	Used as a cleaning agent	8 gals

Bidder Name: Navigations Incorporated
Quotation Dated: 09/01/2015

PRICE QUOTATION

MICHIGAN DEPARTMENT OF MILITARY & VETERANS AFFAIRS – **Fort Custer Education Center**

Location: Fort Custer Education Center

Common Area Square Foot of Area to be cleaned per Janitorial Services: 44,500 sq. ft.

TOTAL AVERAGE cost per square foot per month for Janitorial Services: $.233043

TOTAL AVERAGE cost per square foot per year for Janitorial Services: $2.796516

A. **JANITORIAL SERVICES** – Daily, weekly, monthly tasks. Refer to Location Specification Sheet for details. Refer to Location Specification Sheet for cleaning schedule.

1. **Standard Cleaning (To include all services including Daily, Weekly, Monthly, Quarterly, Semi-Annually, all non-daily services to be pro-rated into daily rate, daily rate is for 10 hours of continuous coverage)**

Daily Rate	Estimated Annual Number of Days	Total Annual Cost
$360.71	345	$124,444.95

Please indicate number of staff included in daily rate _____

2. **Breakdown of Total Annual Costs for Janitorial Services**

Total Wages (Hourly Wage)	$ 78,159.20 ($13.3926)
Insurance & Fringe Benefits	$ 23,184.00
Cost of Supplies & Rentals	$ 8,445.47
Profit	$ 14,656.28
Total Annual Cost	**$ 124,444.95**

B. **Housekeeping SERVICES** – Daily, weekly, monthly tasks. Refer to Housekeeping requirements in Exhibit A details. Refer to Location Specification Sheet for cleaning schedule

Cleaning Level	Room Rate	Estimated Annual Number of Rooms	Total Annual Cost
Room Clean	$ 9.677	16530	$159,960.81
Room Reset	$15.249	8325	$126,947.93
Thorough Clean	$26.392	250	$ 6,598.00
Hazmat Clean	$35.170	0	$ 0

2. **Breakdown of Total Annual Costs for Housekeeping Services**

Total Wages (Hourly Wage)	$ 185,462.13 ($13.9074)
Insurance & Fringe Benefits	$ 59,480.47

Bidder Name: Navigations Incorporated
Quotation Dated: 09/01/2015

Cost of Supplies & Rentals	$ 14,002.09
Profit	$ 34,562.05
Total Annual Cost	**$ 293,506.74**

C. FINAL QUOTE

TOTAL YEARLY COSTS:	$417,951.69	

D. FINAL MONTHLY BID

FINAL MONTHLY BID:	$ 34,829.31

E. ADDITIONAL SERVICES – FOR QUOTATION PURPOSES ONLY – Do not include in the total price of the bid

Description	Quote Per Hour
Emergency Services: (To include all emergency and necessary services over the daily 10 hours of labor, must be pre-approved by Program Manager or Designee)	$24.40 For Supervisor . $18.77 for Laborer. Note: Above rates are for Straight Time Hours.
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	$24.40 For Supervisor. $18.77 for Laborer. Note: Above rates are for Straight Time hours.

The Contractor is encouraged to offer quick payment terms. The number of days must not include processing time for payment to be received by the Contractor's financial institution.

__0__%__0___Days or Net45 No early payment discount Terms at Net 45

Submission of this pricing proposal certifies that all services listed in the Location Specification Sheet will be provided at the pricing quoted above.

Kenneth C Bauer August 31, 2015

(Signature) **(Date)**

Bidder Name: Navigations Incorporated
Quotation Dated: 09/01/2015