

**STATE OF MICHIGAN**  
 DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET  
 PROCUREMENT

525 W. ALLEGAN STREET  
 LANSING, MI 48933

P.O. BOX 30026  
 LANSING, MI 48909

NOTICE OF CONTRACT NO. 071B6600076

between

THE STATE OF MICHIGAN

and

NAME & ADDRESS OF CONTRACTOR	PRIMARY CONTACT	EMAIL
American Cleaning Company, LLC  52844 Karon Drive  Macomb Township, MI 48042	Brisida Bibashani	Budi42@hotmail.com
	PHONE	VENDOR TAX ID # (LAST FOUR DIGITS ONLY)
	(586) 677-9240	8011

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
PROGRAM MANAGER	DHHS CFP	Estelle Horne	734-295-4242	HorneE@michigan.gov
PROGRAM MANAGER	DHHS WRPH	Richard Young	734-367-8401	YoungR@michigan.gov
CONTRACT ADMINISTRATOR	DTMB	Jared Ambrosier	517-284-6398	AmbrosierJ@michigan.gov

**CONTRACT SUMMARY**

**DESCRIPTION: Janitorial Services – DHHS – Center for Forensic Psychiatry and Walter Reuther Psychiatric Hospital - Annex**

<u>INITIAL TERM</u>	<u>EFFECTIVE DATE</u>	<u>INITIAL</u> EXPIRATION DATE	<u>AVAILABLE</u> OPTIONS
Four Years	July 1, 2016	June 30, 2020	Two 1-Year Options
PAYMENT TERMS	F.O.B.	SHIPPED TO	
Net 45	N/A	N/A	

**ALTERNATE PAYMENT OPTIONS**

P-card       Direct Voucher (DV)       Other

**EXTENDED PURCHASING**

Yes       No

**MINIMUM DELIVERY REQUIREMENTS**

N/A

**MISCELLANEOUS INFORMATION**

**ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION**

\$1,394,315.01

**For the Contractor:**

\_\_\_\_\_  
**Brisida Bibashani,**  
**Contract Administrator**  
**American Cleaning Company, LLC**

\_\_\_\_\_  
**Date**

**For the State:**

\_\_\_\_\_  
**Rebecca Cook, Commodities Division Director**  
**DTMB-Procurement**  
**State of Michigan**

\_\_\_\_\_  
**Date**



# STATE OF MICHIGAN

## STANDARD CONTRACT TERMS

This STANDARD CONTRACT (“**Contract**”) is agreed to between the State of Michigan (the “**State**”) and AMERICAN CLEANING COMPANY LLC (“**Contractor**”), a MICHIGAN LIMITED LIABILITY COMPANY.

This Contract is effective **July 1, 2016** and unless terminated, expires on **June 30, 2020**. The initial contract term is **Four Years**.

This Contract may be renewed for up **TWO additional 1-year periods**. 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 **Schedule A, Statement of Work** and **Schedule B, Location Specification Sheets**, (the “**Contract Activities**”). An obligation to provide delivery of any commodity is considered a service and is a Contract Activity.

Contractor agrees to furnish all labor, equipment, materials, and supplies necessary for the performance of the Contract Activities, and meet operational standards, unless otherwise specified in Schedule A, the Statement of Work.

Contractor agrees to: (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 agrees to 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.

<b>If to State:</b> Jared Ambrosier DTMB Procurement Constitution Hall 525 West Allegan Lansing, MI 48913 AmbrosierJ@michigan.gov (517) 284-6398	<b>If to Contractor:</b> Ms. Brisida Bibashani (Bridgett) American Cleaning Company, LLC 52844 Karon Drive Macomb, MI 48042 budi42@hotmail.com 586-677-9240
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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 DTMB Procurement Constitution Hall 525 West Allegan Lansing, MI 48913 AmbrosierJ@michigan.gov (517) 284-6398	Ms. Brisida Bibashani (Bridgett) American Cleaning Company, LLC 52844 Karon Drive Macomb, MI 48042 budi42@hotmail.com 586-677-9240

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:
Center for Forensic Psychiatry Estelle Horne 8303 Platt Road Saline, MI 48176-9773 HorneE@michigan.gov 734-295-4242  Walter Reuther Psychiatric Hospital Richard Young 30901 Palmer Road Westland, MI 48186 YoungR@michigan.gov 734-367-8401	Ms. Brisida Bibashani (Bridgett) American Cleaning Company, LLC 52844 Karon Drive Macomb, MI 48042 budi42@hotmail.com 586-677-9240

5. **Performance Guarantee.** Contractor agrees at all times to have financial resources sufficient, in the opinion of the State, to ensure performance of the Contract and agrees to provide proof upon request. The State may require a performance bond (as specified in Schedule A) if, in the opinion of the State, it will ensure performance of the Contract.
6. **Insurance Requirements.** Contractor agrees to 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
<b>Commercial General Liability Insurance</b>	
<u>Minimal Limits:</u> \$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  <u>Deductible Maximum:</u> \$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.
<b>Umbrella or Excess Liability Insurance</b>	
<u>Minimal Limits:</u> \$5,000,000 General Aggregate	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.

<b>Automobile Liability Insurance</b>	
<u>Minimal Limits:</u> \$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.
<b>Workers' Compensation Insurance</b>	
<u>Minimal Limits:</u> Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.
<b>Employers Liability Insurance</b>	
<u>Minimal Limits:</u> \$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.** Unless otherwise noted in Schedule A, Statement of work, Contractor agrees to perform background checks on all employees, subcontractors and subcontractor 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 the State, at least 90 calendar days before the effective date, 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 Schedule 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. **Reserved**

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. **Reserved**

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 Schedule 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 120 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. **Reserved**
33. **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.
34. **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.
35. **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.

36. **Compliance with Laws.** Contractor must comply with all federal, state and local laws, rules and regulations.
37. **Reserved**
38. **Reserved**
39. **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.
40. **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.
41. **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.
42. **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.
43. **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.
44. **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.
45. **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.
46. **Website Incorporation.** The State is not bound by any content on Contractor's website unless expressly incorporated directly into this Contract.
47. **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.
48. **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.
49. **Waiver.** Failure to enforce any provision of this Contract will not constitute a waiver.
50. **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.

51. **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**”).

**SCHEDULE A**  
**STATEMENT OF WORK**  
**CONTRACT ACTIVITIES**

This contract is for janitorial services for State-wide use. Pricing includes all required personnel, equipment, tools, materials, supervision and other items and / or services necessary to perform the Contract Activities as described in Schedule A, Statement of Work, and Schedule B, Location Specification Sheets.

The State reserves the right to modify the services required under this Contract to meet the State of Michigan's future needs.

**1.0. SPECIAL REQUIREMENTS:** The Center for Forensic Psychiatry and Walter Reuther Psychiatric Hospital are patient treatment facilities with special requirements for janitorial contractors.

**A. Occupational Health:**

1. The Contractor agrees to provide records of TB testing and Hepatitis protocols to the Human Resources Office at each Hospital or Center for each of the Vendor's on-site janitorial or substitute janitorial staff. The costs of tests may be billed on a separate line of the monthly invoice to the Hospital or Center. No Contractor janitorial staff will be allowed on-site to work until this requirement has been met.

**B. Health Information Portability and Accountability Act (HIPAA) and Protected Health Information (PHI)**

1. The Hospitals and Centers will provide a brief, 15 -30 minute on-site training session related to Health Information Portability and Accountability Act (HIPAA) and Confidentiality when cleaning an office where documents containing Protected Health Information (PHI) may be located. This session may be counted as shift hours and will be charged according to the contract.

**C. TRAINING:**

1. The Center for Forensic Psychiatry (CFP) will provide the following MANDATORY training for Contractor employees performing Contract Activities on site. Two hours are required to complete the required training which will take place at CFP.
  - a. Conducted by the CFP Training Department
    1. Workplace Violence
    2. National Patient Safety Goals Presentation
    3. Annual Diversity Training
    4. Annual Infection Control
    5. Conflict Management Training
    6. Discriminatory Harassment
    7. Environment of Care Core Training
    8. Mission and Values
    9. Performance Improvement Core
    10. Safety Guidelines for All Staff
    11. Recipient Rights
    12. A quiz will be administered after training.
2. Walter Reuther Psychiatric Hospital (WRPH) will provide the following MANDATORY training for Contractor employees performing Contract Activities on site.
  - a. Conducted by the WRPH Training Department
    1. Emergency Procedures / Right to Know
    2. Facility Tour
    3. Mission / Governance / Overview of WRPH
    4. Tobacco Free Campus Policy
    5. Control of Keys and Locks
    6. Confidentiality, Privacy & Document Security Policy
    7. Abuse & Neglect Policy
    8. Employee Relationships
    9. Cell Phones and Other Personal Electronic Devices

10. Grooming and Attire Policy
  2. Conducted by the Infection Control Nurse
    1. Infection Control / Blood Borne Pathogens
  3. Conducted by the Recipient Rights Officer
    1. Recipient Rights
4. All Mandatory training must be complete prior to beginning Contract Activities.
5. Mandatory training may be counted as shift hours and may be included on a separate line item of the monthly invoice to the Hospital or Center.

## 2.0 GENERAL REQUIREMENTS

- A. The Contractor agrees to provide all personnel, equipment, tools, materials, supervision, and other items and / or services necessary to perform the Contract Activities as described in Section 2.0 General Specifications, and Schedule B, the Location Specification Sheets. The required objective is to maintain the facilities in such a manner that the location provides a clean, healthy and safe work environment for occupants and visitors of State-owned or leased facilities.
- B. The State reserves the right to modify the services required under this Contract to meet the State of Michigan's future needs.
- C. Refer to Schedule B, Location Specification Sheets for hours of basic janitorial cleaning.
- D. Refer to Schedule B, Location Specification Sheets for days and hours of periodic services.
- E. The State of Michigan will not pay for unperformed services.
- F. The Contractor will not be paid for services performed on State Holidays unless pre-approved in writing (email acceptable) by Program Manager or designee.
- G. State Holidays include:

New Year's Day  
 Martin Luther King, Jr. Birthday  
 Presidents Day  
 Memorial Day  
 Independence Day  
 Labor Day  
 Veteran's Day  
 Election Day  
 Thanksgiving Day (Thursday and Friday)  
 Christmas Eve  
 Christmas Day  
 New Year's Eve  
 New Year's Day

**2.1 SPECIFICATIONS** - Following is a list of general areas and general cleaning specifications. Not all general cleaning specifications are applicable for every location. Refer to Schedule B, Location Specification Sheets, for site-specific requirements.

### A. Office Areas, Conference Rooms, Offices, Work Stations, Etc.

#### 1. All Floors

- a. For routine cleaning, all floors are to be thoroughly cleaned, including under all easily moveable objects such as chairs, waste receptacles, floor mats, etc. After cleaning, replace all items moved.
- b. Moved objects are not be stacked on desks, tables or window sills, nor used in place of a step ladder, etc.
- c. For intense floor cleaning, all furniture readily moveable by one person, and intended to be moved frequently, must be moved during cleaning, then replaced in original position upon completion.
- d. Leave no dirt, trash or foreign matter under desks, tables or chairs.
- e. All vinyl / hard surface floors must be maintained to provide safe, anti-slip conditions.

#### 2. Carpeted Floors

- a. Remove all floor mats and vacuum underneath, as required.

- b. All carpets and rugs shall be clean, free of spots, gum, crusted material, spillage, and removable stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing of carpet.
- c. As part of the vacuuming process, and in addition to requested spot cleaning, spot cleaning is required on an ongoing basis to remove traces of spilled drinks, food, dirt, etc.
- d. Thoroughly vacuum all carpeted areas, including carpeted floor mats, using commercial grade equipment with HEPA filtered exhaust where water and / or snow does not present a problem.
- e. Commercial grade equipment can include standard upright, canister, or back-pack style vacuums (whichever provides the best value to the State).
  - i. **If back-pack style vacuums are used, a thorough vacuuming with a beater brush vacuum must be performed one time per month.**
  - ii. Beater brush vacuums are required for use at all times in hallways and heavy traffic areas.
- f. Broom and vacuum all edges and areas not reachable by vacuum.
- g. After vacuuming, carpet should be clean with no trace of dust balls, dirt or other debris. Leave nap on carpet in one direction, if applicable.

### **3. Periodic Carpet Cleaning**

- a. Remove all floor mats and clean floor underneath, as required.
- b. Remove all moveable items and thoroughly vacuum area to be cleaned.
- c. Pre-treat carpet with approved chemical at approved dilution. Solution must be applied so fibers remain damp until cleaned. Chemical should remain on carpet 10 – 15 minutes before beginning steam cleaning.
- d. Steam clean carpet using truck-mounted and portable units which provide heat, pressure and extraction and approved chemicals at proper dilution must be used.
- e. Agitate using an approved motor driven brush.
- f. A minimum of three cleaning passes and two vacuuming passes must be used.
- g. Ensure all dirt and stains have been removed during the extraction process.
- h. Thoroughly spray all cleaned carpet with approved carpet fiber protector at approved dilution.
- i. Replace all items removed for cleaning. Block or tab any metal in contact with carpet fiber until dry. All blocks or tabs should be removed during the next scheduled regular area cleaning, provided the carpet is thoroughly dry.

### **4. Non-Carpeted Floors**

- a. Remove all floor mats and clean floor underneath, as required.
- b. Sweep floors with a broom / dustpan to remove trash, foreign matter, dirt and debris. Leave no dirt in corners, behind radiators, under furniture, behind doors or on stairs or landing. Leave no dirt where sweepings were picked up.
- c. Dust mop non-carpeted floors with a clean dust mop, treated with an approved water based dust control chemical.
- d. Damp mop using a clean cotton mop head in good condition. Use clean water at all times, change water frequently. Mop head must be damp only, and leave no excess water on floors.
- e. Use only approved chemicals at proper dilution at all times.
- f. Finished floor must be clean, streak free, and free from strings, bristles, or dust streaks.
- g. Damp mop all spills.
- h. Damp mop and shine all high traffic vinyl floors.

### **5. Scrub and Reseal Hard Surface Floors**

- a. Remove all floor mats and clean floor underneath, as required.
- b. Remove all moveable items and carpet runners. All objects readily moveable by one person and intended to be moved frequently must be moved during all floor cleaning operations, and replaced in original positions upon completion. This includes chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.
- c. Chairs, wastebaskets and other items must not be stacked on desks, tables or windowsills, nor used in place of a stepladder.
- d. Completely remove all dirt, wax and other foreign substances in returning the floor to its original surface.
- e. 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.
- f. The stripper, sealer and wax products used must be compatible for this activity.
- g. Wax must be a minimum of 25% solids.
- h. Apply wax in a thin, even coat and machine buff with a high-speed buffer immediately after drying.
- i. The number of coats applied will depend on the type and condition of the floor.
- j. All waxed surfaces must be maintained so as to provide a safe ANTI-SLIP walking condition.
- k. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.
- l. Replace all moved items and carpet runners.

## **6. Wet Mop Areas**

- a. Remove all floor mats and clean floor underneath, as required.
- b. Sweep floor and remove visible dirt and debris, gum, tar or foreign substances from floor surface.
- c. Scrub floor with approved chemicals at proper dilution. Mop head must be thoroughly wet with solution during mopping / scrubbing process.
- d. Rinse with clean water.
- e. Apply approved floor shine product unless cleaning solution contains floor shine.
- f. Ensure baseboards, walls, furniture and equipment are clean when wet mopping is complete. Do not leave baseboards, walls, furniture or equipment in splashed, disfigured or damaged condition.
- g. Dry mop floor to remove any residue, water streaks, mop marks, strings, etc.
- h. All surfaces must be dry with corners and cracks clean.

## **7. Walls / Doors / Windows**

- a. Remove all cobwebs.
- b. Spot clean walls.
- c. Clean and polish entrance glass and pass-through glass at reception area, and security desk.
- d. Clean and polish any glass panels or door glass in entries, lobbies, cubicles, in or next to office or conference room doors. Remove all handprints, smudges and soil. If necessary, clean the entire door or window to accomplish this task.
- e. Clean and polish any interior and exterior entryway windows.
- f. Clean switches, kick plates, and dust baseboards / radiators.
- g. Dust window hangings or blinds with a vacuum tool.
- h. Wash and sterilize with approved disinfectant all surfaces on public water fountains.

## **8. All Dusting / Spot Cleaning**

- a. Dust surfaces with the most effective method, either a treated dust cloth or vacuum tools. Do not move dust from spot-to-spot.
- b. Leave no dust streaks.
- c. Corners, crevices, molding and ledges should be free of dust and cobwebs.
- d. Leave no oil spots or smudges on dusted surfaces.
- e. Horizontal surfaces requiring dusting include, but are not limited to, counter tops, file cabinets, tables, coat racks, partition tops, window ledges, door and window frame trim, etc.

## **9. Furniture**

- a. Dust surfaces with the most effective method, either a treated dust cloth or vacuum tools. Do not move dust from spot-to-spot.
- b. Clean all lobby furniture and counters by the most appropriate means.
- c. Disinfect all table surfaces and countertops.
- d. Clean all cleared desk surfaces with approved desk / counter cleaner.
- e. Dust all furniture, high and low, including flipper tops in cubicles and hallway file cabinets.

## **10. Trash**

- a. Waste containers in general office space must be emptied during each regular service day.
- b. Waste containers in restrooms, break rooms and conference rooms must be inspected daily and changed as needed.
- c. Empty waste receptacles into plastic bags, tie off and remove to designated location. Refer to Schedule B, Location Specification Sheets for site-specific designated locations.
- d. Dispose of items in waste containers only. If not in waste container, only dispose of items clearly marked for disposal. When in doubt do not remove.
- e. Liners must be used in all waste receptacles and changed as needed, not less than once per month.
- f. Wash, inside and out, any waste receptacles presenting a soiled or odorous condition.
- g. Replace torn or soiled liners.

## **11. Recyclables**

- a. Pick up recyclable paper from recycling containers and remove to designated containers in the loading dock area. This does not include individual boxes on desks or in cubicles.

## **12. Air Bars and Vents**

- a. Vacuum dust and dirt from air bars and vents.
- b. Damp wipe clean with approved disinfectant solution.
- c. Wipe dry.

## **B. Restrooms**

### **1. Signage**

- a. During regular tenant hours, an approved sign must be placed in the restroom entrance warning tenants that restroom is closed for cleaning. Refer to Exhibits C1 – C2 for regular tenant hours.
- b. A schedule for closing restrooms must be established in advance with the Program Manager or designee.

- c. Any changes in schedule must be pre-approved in writing (email is acceptable) by Program Manager or designee.
- 2. Routine and Monthly Deep Cleaning of Toilets and Urinals**
- a. Routine Toilet Cleaning – **Acid free toilet bowl cleaner** must be used for routine daily cleaning.
  - b. Monthly Deep Cleaning – Acid toilet bowl cleaner (10% acid or less) may be used once a month for deep cleaning **water based** toilets and urinals.
    - i. Do not use acid based cleaner in waterless or cartridge based urinals.
    - ii. Acid may be applied only on the interior of porcelain toilet or urinal.
    - iii. Take great care to ensure acid cleaner does not come in contact with any surface other than inside porcelain toilet bowls or water based urinals.
- 3. Cleaning and Sanitizing Toilets, Urinals and Partitions**
- a. Thoroughly clean toilets, toilet seats, and urinals with approved acid free bowl cleaner, and rinse thoroughly.
  - b. Completely wipe entire exterior of toilet, seat, urinal and all associated plumbing connections with approved disinfectant solution. Buff dry to a streak, smear and smudge free shine.
  - c. Leave seats in upright position.
  - d. Clean toilet and urinal partitions, walls and doors with approved germicidal solution and rinse thoroughly with clean water.
  - e. Clean partition doors on both sides.
  - f. Spot clean walls behind toilets or urinals with approved germicidal solution.
- 4. Sinks / Faucets and Spigots**
- a. Using approved cleaning solution (no abrasive cleansers), thoroughly clean sinks, faucets and spigots.
  - b. Rinse cleanser residue, then wipe each item with approved disinfectant solution and allow to air dry.
- 5. Dusting / Spot Cleaning / Other Surfaces / Trash / Dispensers**
- a. Dust all surfaces, ledges, fixtures, edges, shelves, exposed pipes, partitions, door frames, ceiling vents, lighting devices. Pay particular attention to tops of horizontal surfaces.
  - b. Using approved cleaning solution, thoroughly clean mirrors and counters.
  - c. Using approved cleaning solution, thoroughly clean handicap rails, baby changing stations, hand dryers, paper towel dispensers, light switch covers, doors, hand and kick plates, etc.
  - d. Wipe each surface with approved disinfectant solution and allow to air dry.
  - e. Spot clean all walls around sinks, waste receptacles, handicap rails, baby changing stations, switch and plug covers, entrance doors (inside and out), etc., with approved germicidal solution.
  - f. Empty, clean, and disinfect all sanitary napkin dispensers and waste receptacles.
  - g. Empty waste receptacles into plastic bags, tie off and remove to designated location. Refer to Exhibits C1 – C2 for designated waste location.
  - h. Polish all chrome.
  - i. Check all dispensers (i.e. hand soap, paper towels, toilet paper, etc). Refill as necessary. See Section 1.1(F) – Replenishable Supplies.
- 6. Restroom Floors and Walls**
- a. Routine Cleaning
    - i. Sweep floor with a broom and dustpan, removing all dirt and debris. Empty dirt / debris into trash bag and tie off.
    - ii. Using a clean cotton mop head in good condition, and approved cleaning solution at the proper dilution, thoroughly damp mop floors.
    - iii. Pay special attention to grout, corners of floor, behind urinals and toilets, under sinks, baseboards, and where stalls connect to the floor.
    - iv. Rinse with clean water, changing water frequently and leaving no excess water on floor.
    - v. Damp mop with approved disinfectant solution and allow to air dry.
    - vi. Mops used in restrooms must never be used in other non-restroom areas.
    - vii. Empty used disinfectant down restroom floor drain.
  - b. Deep Cleaning / Scrub
    - i. Place approved “closed” sign at entrance to restroom.
    - ii. Remove all movable objects from the area.
    - iii. Apply approved cleaning solution at approved dilution to walls.
    - iv. Do not allow solution to dry
    - v. Scrub walls with stiff bristle brush. Be sure any grout is clean.
    - vi. Wipe walls with a sponge and clean water.
    - vii. Apply approved cleaning solution at approved dilution to floors.
    - viii. Scrub floors with stiff bristle brush. Be sure any grout is clean.
    - ix. Pay special attention to grout, corners of floor, behind urinals and toilets, under sinks, baseboards, and where stalls connect to the floor.

- x. Pick up dirty solution with wet vac.
- xi. Mop rinse area with a clean cotton mop head and clean water.
- xii. Mop rinse a second time with a clean cotton mop and clean water.
- xiii. Make sure all walls, doors, baseboards, etc. are thoroughly rinsed and free of splashes or debris.
- xiv. When floor is dry, replace all objects moved from area.
- xv. Remove signs and reopen.

**7. Showers**

- a. Thoroughly clean all showers, including shower bottom / floor / pan, walls, partitions, doors, faucets, handrails, etc. with approved cleaning chemical at proper dilution.
- b. Rinse thoroughly with clean water.
- c. Wipe all areas with approved disinfectant solution and allow to air dry.

**8. Visually Inspect Restroom.**

- a. Restroom must be clean, the floor dry, dispensers filled, trash removed, etc., as needed or requested by Program Manager or designee.

**C. Breakrooms / Kitchen / Coffee Bar / Vending Areas**

**1. Floors**

- a. Remove all floor mats and clean floor underneath, as required.
- b. Sweep floors with a broom and dustpan to remove visible dirt and debris. Leave no dirt in corners, behind radiators, under furniture, behind doors or on stairs or landing. Leave no dirt where sweepings were picked up.
- c. Dust mop non-carpeted floors with a treated mop.
- d. Damp mop using clean water at all times. Mop head must be only damp. Leave no excess water on floor.
- e. Finished floor must be clean, streak free, and free from strings, bristles, or dust streaks.
- f. Damp mop all spills.
- g. Damp mop and shine all high traffic vinyl floors.

**2. Other**

- a. Clean, scour and sanitize sink with approved cleaner.
- b. Damp wipe counter tops, table tops, front of cabinetry and outer surfaces of refrigerator.
- c. Wipe under all counter top appliances.
- d. Wipe interior and exterior of microwave.
- e. Refill paper towel dispensers as needed.

**D. Furnace Room / Janitorial Closet**

- 1. Keep clean as needed.

**E. Exterior Areas**

**1. Pavement**

- a. Sweep pavement and remove cigarette butts to clean the area, including areas immediately surrounding ashtrays and entrances.

**2. Ashtrays**

- a. Empty and clean ashtrays at the exterior of the building
- b. Sand receptacles must be cleaned by sifting sand. Add clean sand as needed.
- c. Dry receptacles must be emptied and cleaned.
- d. Cigarette or cigar butts, matches and other discarded material shall be removed from the receptacle and the receptacle wiped so that it is free of dust, ashes, odors, tar, streaks and nicotine stains.

**3. Lawn Care / Landscaping – N/A**

**4. Snow Removal – N/A**

**F. Cleaning Rags and Materials**

- 1. The Contractor agrees to furnish and maintain in a clean, sanitary condition, all cleaning rags, sponges, etc.

**G. Materials, Treatment, Etc.**

**1. Chemicals, Cleaners and Finishes**

- a. The Contractor agrees to provide all cleaning supplies required to fulfill the Contract Activities. This includes, but is not limited, chemicals, cleaners and finishes for the treatment of various types of fixtures, plumbing, wall, flooring, carpeting, furniture, etc.
- b. The use of powdered scouring cleansers is expressly prohibited.
- c. The State prefers Contractors provide cleaning solutions, chemicals and finishes that do not require the use of aerosol cans or utilize chlorofluorocarbons to dispense product.

- d. If the Contractor intends to utilize product in aerosol cans, the Contractor must disclose the product and receive written agreement from the Program Manager or designee.
- e. The Contractor agrees to provide a complete list for Program Manager or designee approval of all proposed chemicals, cleaners and finishes prior to implementing their use on site.
- f. The Contractor agrees to provide and maintain MSDS for all chemicals, cleaners and finishes on site. Location of MSDS documentation will be determined by the Program Manager or designee.
- g. The State reserves the right to reject any cleaners, chemicals and finishes.
- h. If any cleaners, chemicals or finishes are rejected by the Program Manager or designee, the Contractor agrees to immediately remove and provide an acceptable, approved alternate within 24 hours for Program Manager or designee approval.
- i. The Contractor agrees to accept sole responsibility for preserving and protecting State-owned or occupied property against damage or deterioration.

#### **H. Replenishable Supplies**

- 1. All replenishable supplies will be furnished by the Agency including:
  - a. Paper towels
  - b. Hand soap
  - c. Light bulbs
  - d. Toilet tissue
  - e. Plastic trash can / waste receptacle liners

#### **I. Emergency Cleaning**

- 1. When necessary, the Program Manager or designee will assign emergency cleaning tasks which may include, but are not limited to:
  - a. Dusting
  - b. Vacuuming
  - c. Mopping
  - d. Carpet extraction
  - e. Window washing

#### **J. Hazardous Conditions**

- 1. Conditions that are deemed hazardous, or that may be questionable (i.e. burned out lights, loose railings, loose ceiling tiles, exposed wiring, broken windows, etc.) must be:
  - a. Immediately verbally reported to the Program Manager or designee.
  - b. Written follow up to the Program Manager or designee within 24 hours. Written follow up should include a description of the hazardous condition, the specific location, and the date and time the condition was discovered.

#### **K. Mechanical and Other Equipment**

- 1. The Contractor agrees to furnish all mechanical and / or power equipment required to perform the Contract Activities.
- 2. Equipment may include, but is not limited to:
  - a. Vacuums
  - b. Floor machines
  - c. Snow blowers
  - d. Shovels
  - e. Hoses
  - f. Rakes
  - g. Gloves
  - h. Eyewash
  - i. Wet floor signs
  - j. Cotton mop heads and handles
  - k. Mop buckets
  - l. Scrub pads
- 3. Contractor owned equipment may be stored on site when not in use. Program Manager or designee will notify Contractor of proper storage location.
- 4. Contractor maintains sole responsibility for all Contractor property stored on site.

#### **L. Inspection and Correction of Deficiencies**

- 1. Performance Evaluations will be given to the Contractor noting exceptions in performance to the required specifications.

2. Contractor must correct deficiencies as follows:
  - a. Basic Janitorial Services – deficiency must be corrected within 8 business hours
  - b. Periodic Services – deficiency must be corrected within 24 business hours.
3. Failure to perform or failure to correct deficiency within the specified time may result in a Vendor Performance entered against the Contractor, a deductible incident, and / or contract cancellation. Refer to Section 6.0 for detail regarding deductible incidents.

### **3.0 Warranties**

**A.** The State reserves the right to require additional warranties.

**B. Damage to State-owned or Leased or Citizen-owned Property**

1. In all instances where State-owned or leased, or Citizen-owned property or equipment is damaged, the Contractor agrees to notify the Program Manager or designee of the facts and extent of the damage:
  - a. Verbally – within one hour of the damage or discovery of damage, and
  - b. In writing within 24 hours of the damage or discovery of damage.
2. Contractor shall be responsible for repair, replacement or cleanup as necessary to any State-owned or leased or Citizen-owned property due to carelessness, misuse or neglect of the Contractor or any of the Contractor's personnel or subcontractors.
3. In the event of Contractor liability for damages, the Contractor agrees:
  - a. The State will repair, replace or cleanup the damage.
  - b. The State will provide the Contractor with documentary evidence (i.e. invoices, etc.) of the costs associated with the repair, replacement or cleanup, and
  - c. The Contractor will reimburse the State for the full amount of the repair, replacement or cleanup either by:
    - i. Forwarding payment in full within 45 days of receipt of documentary evidence, or
    - ii. By agreeing, in writing, to allow the State to hold back contractual payments until the cost for the repair, replacement or cleanup has been fully reimbursed to the State.

**C. Health, Safety and Environmental Protection**

1. The Contractor agrees to conform to all applicable federal, state and local laws and to the requirements of this contract.
2. In performing the Contract Activities, the Contractor shall:
  - a. Take all reasonable precautions to prevent the release of hazardous chemicals into the environment.
  - b. Take all additional precautions the Program Manager or designee requires.
3. Any violation of the health, safety and environmental rules may be grounds for termination of this contract.

### **3.1 Quality Assurance Program**

1. The Contractor agrees to provide thorough training, proactive communication, monitor performance, and perform inspections to assure consistent and reliable service.
2. The Contractor agrees to provide 24 hour telephone service to management personnel to ensure open communication at all times.
3. The Contractor agrees to evaluate service on a daily and weekly basis.
4. The Contractor agrees to perform schedule and unscheduled site visits to review quality of services and determine if corrective action is required.
5. The Contractor agrees to align quality expectations with the expectations of the occupants of the facility.

### **3.2 Incentives**

1. The Contractor agrees to offer a 2% discount for invoices paid within 14 days of being issued.

### **4.0 Roles and Responsibilities**

**A. Staffing**

**1. Contractor Representative**

- a. The Contractor agrees to appoint one individual, 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 Representatives under the initial Contract are:

Ms. Brisida T. Bibashani (Bridgett), Owner  
Mr. Ibrahim T. Neviri, Operations Manager

American Cleaning Company, LLC  
52844 Karon Drive  
Macomb, MI 48042  
budi42@hotmail.com  
586-677-9240

- b. The Contractor must notify the Contract Administrator at least ten (10) calendar days before removing or assigning a new Contractor Representative.

## 2. Key Personnel

- a. The Contractor agrees to employ, at a minimum, one Key Personnel defined by the State as a full-time Project / Regional / Area or Site Supervisor who will be directly responsible for the day-to-day operations of the Contract. Key Personnel for the initial Contract are:

Ms. Brisida T. Bibashani (Bridgett), Owner  
586-677-9240  
Budi42@hotmail.com

Ibrahim T. Neviri, Operations Manager  
586-552-3124

Pirro Gjinari, Project Area Manager  
586-738-5200

- b. The Contractor agrees Key Personnel will be specifically assigned to the State account, be knowledgeable on the contractual requirements, and respond to State inquiries within 8 business hours.
- c. The State reserves the right to require the Contractor to employ more than one Key Personnel to adequately supervise the day-to-day Contract Activities.
- d. The State reserves the right to approve Key Personnel for this project and to require replacement of any Key Personnel found to be unacceptable at any time during the project.
- e. The Contractor may not remove or assign Key Personnel without the prior consent of the State. Prior consent is not required for reassignment for reasons beyond the Contractor's control, including illness, disability, death, leave of absence, personal emergency circumstances, resignation, or termination for cause.
- f. The State may request a résumé and conduct an interview before approving a change.
- g. The State may require a 30 calendar day training period for replacement personnel.
- h. Key Personnel shall act as the Contractor's designated representative at the specified locations.
- i. Key Personnel will be trained and qualified to directly supervise the day-to-day Contract Activities.
- j. General employees or attendants are not substitutes for Key Personnel.

## 3. Non-Key Personnel - Site Staffing

- a. The Contractor agrees to provide the required number of staff during the hours specified and for the duration of time quoted for basic janitorial services.
- b. The State reserves the right to approve Contractor's employees for this project and to require replacement of any employee found to be unacceptable at any time during the project.
- c. The Contractor must notify the Contract Administrator at least 5 calendar days before removing or assigning non-key personnel.
- d. The Contractor agrees to assume sole responsibility for payment of all employee wages including pay increases, taxes, fringe benefits, sick leave, pension benefits, vacations, medical benefits, life insurance, or unemployment compensation, etc.

## 4. Sub-Contractors

### A. Disclosure of Subcontractors

1. If the Contractor intends to utilize subcontractors, the Contractor must disclose the following:
  - a. The legal business name; address; telephone number; a description of subcontractor's organization and the services it will provide; and information concerning subcontractor's ability to provide the Contract Activities.
  - b. The relationship of the subcontractor to the Contractor.
  - c. Whether the Contractor has a previous working experience with the subcontractor. If yes, provide the details of that previous relationship.
  - d. A complete description of the Contract Activities that will be performed or provided by the subcontractor.
  - e. Of the total bid, the price of the subcontractor's work.

## 5.0 Project Plan Management

### A. Project Work Plan

1. Transition In:
  - a. Twenty days before the Contract start date, the Contractor will contact the Program Manager or designee to establish communication and schedule a meeting, on site, to review the Location Specification Sheet and tour the facility.
  - b. Fifteen days before the Contract start date, the Contractor will meet with the Program Manager or designee to review the Location Specification Sheet tour the facility, and clarify requirements and responsibilities. The Contractor will verify equipment and supply requirements, re-examine security requirements, hire and perform background checks and drug screening if additional personnel are required.
  - c. Ten days before the Contract start date, the Contractor will meet with the Program Manager or designee to introduce the Contractor Representatives, Key Personnel and employees, verify schedule and requirements and arrange delivery of equipment and supplies.
  - d. One day before the Contract start date, the Contractor will meet with the Program Manager or designee to pick up keys, key codes or alarm codes, supply MSDS sheets in the designated location.
2. Transition Out:
  - a. The Contractor agrees to abide by Section 25 of the Standard Contract Terms for transition out responsibilities.
  - b. The Contractor agrees all keys and key cards will be returned to the Program Manager or designee by the final date of service.
  - c. Unreturned, lost, stolen, etc., keys and key cards shall remain the Contractor's responsibility. The cost to replace or rekey will be deducted from final invoice.
  - d. In the event the Contractor or its employee(s) creates the need to reprogram the building security, the price of reprogramming will remain the Contractor's responsibility and will be deducted from the Contractor's final invoice.
3. The Contractor agrees to supply and maintain a computer management time clock system to ensure punctuality and hours of the Contractor's employees.
4. Contingency Plan
  - a. The Contractor agrees to notify the Program Manager or designee and to provide substitute employees as soon as the Contractor is aware a regularly scheduled employee will be absent.
5. Quality Assurance Program
  - a. The Contractor agrees to properly train all employees, and to monitor employee's work, to ensure service is provided correctly and efficiently.
6. Sub-Contractor Company Information
  - a. The Contractor states no sub-contractors will be used to perform the Contract Activities.

### B. Adjustments to Schedule

1. Adjustments to the basic janitorial schedule, including any weather-related deviations, must be approved by the Program Manager or designee and may result in a deduction for the adjustment to service on the next invoice.
2. Weather-related deviations will only be approved upon verification of K-12 school closing in the nearest school district.
3. Any other deviations to schedule must be pre-approved by the Program Manager or designee.

### C. Proof of Insurance

1. Prior to contract award, the Contractor agrees to provide to the Contract Administrator proof of insurance as defined in the Standard Contract Terms.

### D. Misrepresentation

1. Any misrepresentation by the Contractor of its ability to perform the Contract Activities described in the Contract may be grounds for immediate contract termination.
2. If the Contract is cancelled, the State reserves the right to award the Contract to the next qualified bidder.

### E. Equipment Failure

1. Equipment failure WILL NOT constitute an acceptable reason for failure to provide service.

## 6.0 Service Levels

### A. Days and Times of Basic and Periodic Service

1. Contractor agrees to adhere to the days and times of Basic and Periodic Services as detailed in Schedule B, the Location Specification Sheets.
2. Contractor agrees all site staff are to remain actively working during specified times of service, except during regularly scheduled breaks.

### B. Inspection and Acceptance

1. The following criteria will be used by the State to determine Acceptance of the Contract Activities.
  - a. The Program Manager or designee will conduct weekly inspections for compliance with Section 2.1 Specifications and site specific requirements in compliance with Schedule B, the Location Specification Sheets, noting any deficiencies.
  - b. The Program Manager or designee will make the final determination as to whether any task has been satisfactorily performed.
  - c. The Program Manager or designee will maintain a record of complaints from the agency or departmental staff and provide a record of any complaints to the Contractor and the Contract Administrator. The record will identify areas requiring special attention, on the day the complaint was received, which must be completed by the Contractor within eight business hours of receipt.
  - d. The Contractor agrees to remain responsible for any necessary changes if the Program Manager or designee determines that any task has not been performed adequately or satisfactorily. Contractor agrees to correct the deficiency within 8 business hours for basic janitorial issues, and within 24 business hours for periodic services, or sooner, depending on the severity of the task.

## 6.0 Deductible Incidents, Escalation and Vendor Performance

### A. Contractual Deductions and Deductible Incidents

1. Deductible Incidents include, but are not limited to:
  - a. Failure to Respond to Emergency Situations
  - b. Unsatisfactory Conditions
  - c. Unstaffed / Unattended Conditions
  - d. Unsatisfactory / Incomplete Landscaping
  - e. Unsatisfactory / Incomplete Snow Removal
  - f. Incomplete or Missing Records or Reports
  - g. Inadequate Supplies
2. Failure to Respond to Emergency Situations
  - a. In the event of an emergency, the Program Manager or designee will telephone the assigned Key Personnel.
  - b. Key Personnel failure to respond to the Program Manager or designee within TWO (2) hours of the initial call may result in a \$250.00 invoice deduction and an additional deduction of \$100.00 for every ½ hour of delay.
3. Unsatisfactory Conditions
  - a. The Program Manager or designee is authorized to determine whether Contract Activities are satisfactory.
  - b. If the Program Manager or designee determines any Contract Activity has not been adequately performed, the Program Manager or designee will immediately notify the Contractor of the unsatisfactory condition.
  - c. The Contractor must correct the unsatisfactory condition within eight (8) business hours from notice of the deficiency.
  - d. Failure to correct the unsatisfactory condition within eight (8) business hours may result in a \$25.00 per day invoice deduction for the first day, and a \$100.00 deduction for each additional day.
4. Unstaffed / Unattended Conditions
  - a. Contractor employees must inform the Contractor when late or absent from work. Failure to provide adequate staff may result in a \$250.00 invoice deduction for the first instance, and a \$500.00 invoice deduction for subsequent late arrival or absence by the same employee.
5. Unsatisfactory / Incomplete Landscaping – N/A
6. Unsatisfactory / Incomplete Snow Removal – N/A
7. Incomplete or Missing Records or Reports
  - a. Incomplete or missing MSDS sheets may result in a \$150.00 per day invoice deduction.
  - b. Failure to complete and submit any required report or form within specified time may result in a \$150.00 per day invoice deduction.

8. Inadequate or Unapproved Supplies
  - a. Inadequate supplies, or unapproved supplies found on site, may result in a \$150.00 per day invoice deduction.

## **B. Escalation (Contract Compliance)**

1. First Instance –
  - a. If the Program Manager or designee determines the Contractor is non-compliant with the terms, conditions and / or specifications of the contract, or a Deductible Incident or Condition has occurred, the Program Manager or designee will:
    - i. Verbally notify the Contractor of the situation or issue
    - ii. Provide a description of the non-compliance or Deductible Incident or Condition.
    - iii. Specify a date by which the issue must be resolved.
  - b. The Contractor should provide the Program Manager or designee with a verbal root cause analysis and corrective action plan.
  - c. The Program Manager or designee will preserve a written record of the issue, proposed resolution, and time frame for inclusion in the annual Contract Compliance Report, and provide a copy to the Contractor.
2. Second Instance –
  - a. If resolution is not achieved, or the issue arises again, the Program Manager or designee will:
    - i. Schedule an in-person meeting with the Contractor and provide, in writing:
      1. A description of the specific problem
      2. A description of the actions the Contractor is expected to take to resolve the problem
      3. A date by which the Contractor is expected to resolve the problem
      4. Notify Contractor of the intent to exercise the Contractual Deduction
      5. Request, in writing, the Contractor's root cause and corrective action plan.
    - b. Program Manager or designee should preserve a written record of the meeting, expectations and resolution for inclusion in the annual Contract Compliance Report, and provide a copy for the Contractor.
    - c. Exercise the Contractual Deduction as a deduction from the next invoice.
    - d. Enter a Vendor Performance Report in MAIN.
  3. If resolution is not achieved or the issue arises again, a written notice of termination may be sent to the Contractor.
  4. In the event a contract is cancelled, the State may award the contract to the next lowest qualified bidder.

## **8.0 Contract Management**

### **A. Reporting**

#### **1. Reports and Forms**

- a. The Contractor agrees to provide and/or complete all required reports and forms.
- b. Reports and forms may include, but are not limited to:
  - i. Center for Forensic Psychiatry – Contractor Sign-In Sheet
  - ii. Walter Reuther Psychiatric Hospital – Contractor Sign-In / Sign Out Sheet
  - iii. Walter Reuther Psychiatric Hospital – Schedule of Events
  - iv. Walter Reuther Psychiatric Hospital – Work Order
  - v. Time Keeping Reports
- c. The Contractor agrees all daily forms will be completed and maintained by the attendant on a daily basis.
- d. The State reserves the right to require other reports or completion of additional forms.

#### **2. Damage Reports**

- a. In all instances where State property or equipment is damaged, the Contractor shall submit to the Program Manager or designee a Damage Report containing the facts and extent of the damage. Damage reports must be submitted verbally within one hour of the damage, and in writing within twenty-four (24) hours of the damage.

#### **3. Accident Reports**

- a. The Contractor agrees to comply with State of Michigan, OSHA, and other regulatory agency requirements for record keeping and reporting of all accidents resulting in death, trauma, or occupational illness.
- b. The Contractor agrees to provide a verbal report to the Program Manager or designee within one hour of the accident, and a written report within twenty-four (24) hours of the accident.

#### **4. Time Keeping**

- a. The Contractor agrees to provide monthly time sheets, submitted to the Program Manager of designee by the 15<sup>th</sup> of each month. The time sheets must include:
  - i. Employee name
  - ii. Dates worked
  - iii. Area worked
  - iv. Hours worked – including starting and quitting times

#### **5. MSDS Forms**

- a. The Contractor agrees to maintain MSDS forms on site, in area designated by Program Manager or designee.

### **B. Meetings**

1. The Contractor agrees to attend the following meetings:
  - a. Kick-off meeting within 30 calendar days of the Effective Date of the Contract.
  - b. Monthly Service Review and Progress Meetings
  - c. Quarterly Program Manager Meeting
  - d. Annual Service Review and Progress Meeting
2. Monthly Service Review and Progress Meeting. The Program Manager or designee may elect to meet with the Contractor to discuss progress and provide necessary guidance in solving problems that arise.
3. Quarterly Program Manager Meeting. The Program Manager or designee may elect to meet with the Contractor to discuss progress and provide necessary guidance in solving problems that arise.
4. Annual Service Review and Progress Meeting. The Program Manager or designee may, if necessary, request meetings with the Contractor to discuss services provided each year under the specifications, terms and conditions of the contract. The Contractor's total service quality may be evaluated including responsiveness, timeliness of required reporting, or any other specifics as required under the terms of the contract.
5. The State may request other meetings as it deems appropriate.

## **9.0 Security**

### **A. Contractor Responsibilities**

1. Security of State Facilities:
  - a. The Contractor and / or Sub-contractor's staff will be performing Contract Activities in State facilities and on State property.
  - b. The Contractor agrees:
    - i. All Contractor personnel shall abide by all security regulations of the facility.
    - ii. Contractor personnel will be supplied with uniforms and badges.
    - iii. Contractor personnel will be required to sign in with security upon arrival, and sign out upon departure.
    - iv. Contractor personnel will receive training on antiterrorism awareness, substance abuse and smoking, fire, emergency and evacuation training.
    - v. Contractor will submit a personnel list to each facility prior to beginning Contract Activities.
2. Background Checks:
  - a. The Contractor will perform background checks on all personnel including criminal history, social security number trace, national sex offender registry, education verification, credit history, license verification and motor vehicle record check.
  - b. This Contract is contingent upon the Contractor's ability to supply workers capable of passing a criminal background check. The Contractor must demonstrate the worker(s) has no felony convictions or pending felony charges that are substantially related to the contracted activities or services.
  - c. Upon request, the Contractor agrees to provide background check documentation with DHHS Human Resources, or their designee.
  - d. The State reserves the right to request additional background checks at the discretion of state agencies or branches of state government as outlined in the Standard Contract Terms document.
3. Drug Testing
  - a. The Contractor agrees to perform drug screening on all new hires, and after 15 months for current employees.
  - b. Drug testing results are retained in the Contractor's employee files for one year.
  - e. Upon request, the Contractor agrees to provide drug testing records / documentation with DHHS Human Resources, or their designee.

## **B. DHHS Human Resources**

1. DHHS Human Resources, or designee, is the sole contact to view background check or drug testing results on behalf of DHHS.
2. DHHS Security Contact Person is: Renee Shilling, Labor Relations Manager, (517) 335-0237

## **C. State Employee Responsibilities**

1. State employees are required to report any potential concerns regarding security, theft, requests for reasonable suspicion testing, or substance abuse issues regarding the Contractor's employees to: DTMB Office of Infrastructure.

## **D. Keys, Codes and Key Cards**

1. Keys or key cards will be furnished by the State and **MUST NOT BE DUPLICATED**.
2. The Contractor agrees to maintain a secure environment while cleaning the facility. Building lock up to include:
  - a. Turn off bathroom exhaust fans
  - b. Turn off all interior lights
  - c. Check and lock all entrance doors, gates, or other access into the building
  - d. Properly set security alarm, if applicable.
3. Only Contractor employees are allowed on site. Contractor employees must not bring friends or family members on site.
4. Contractor must lock the facility when leaving, if required by the Facility Manager.
5. If the location is equipped with a security alarm, the Contractor must properly set the security alarm when leaving the facility. Failure to properly lock the building or set the security alarm (where applicable) may result in a Vendor Performance Report and possible cancellation of the contract.
6. Contractor agrees any cost incurred from a security service or local police for false alarms caused by failure of the contractor to properly set the security alarm will be the responsibility of the Contractor.
7. In the event the State has to re-key the facility due to lost, broken or non-returned keys or keycards, the cost to re-key will be deducted from the Contractor's next available invoice.
8. Should the contract be cancelled by default of Contractor, the cost of changing the building locks, providing new keys or key cards, and re-coding the security alarm (when applicable) will be charged to the Contractor and deducted from final payment due the Contractor.

## **10.0 Pricing**

### **A. Price Term**

1. Pricing is firm for the base period and any option years of the Contract.

### **B. Price Changes**

1. Increases or decreases may be approved based on changes in actual Contractor costs.
2. Requests must be in writing, must be supported by written evidence documenting the change in costs and must be received by DTMB-Procurement 60 calendar days prior to contract expiration.
3. The State may consider sources such as the Consumer Price Index, Producer Price Index, other pricing indices, economic and industry data, manufacturer or supplier invoices noting the change in pricing, or any other data the State deems relevant.
4. Following the presentation of supporting documentation, both parties will have 30 days to review the information and prepare a written response.
5. If the request is approved, both parties may negotiate such changes for no longer than 30 days, unless extended by mutual agreement.
6. Upon completion of negotiation, the State will issue a Change Notice to execute the adjustment.
7. The adjustment will be effective on the first day of the month following approval, unless Ad Board approval is required. If Ad Board approval is required, the adjustment will be effective on the first day of the month following Ad Board approval.
8. The Contractor remains responsible for Contract Activities at the current price for all orders received before the mutual execution of a Change Notice indicating the start date of the new Pricing Period.
9. If the State elects to exercise an option year and the Contract refuses, the State reserves the right to award the contract to the next lowest qualified bidder.

## **10.1 Ordering**

### **A. Authorizing Document**

1. The appropriate authorizing document for the Contract will be a properly executed Purchase Order.

## 10.2 Payment

### A. Invoice Requirements

1. Contractor agrees to submit invoices and time reports by e-mail at the close of each calendar month, with separate billings for Semi-Annual Services upon completion of the service.
2. All invoices submitted to the State must include:
  - a. Contract Number
  - b. Dates of Service (i.e. May 1, 2015 – May 31, 2015)
  - c. Purchase Order number
  - d. Quantity
  - e. Description of the Contract Activities
  - f. Unit price
  - g. Shipping cost (if any)
  - h. Total price
3. Alternate Payment Terms
  - a. The Contract offers a 2% discount for invoices paid within 14 days of issue.

### B. Payment Methods

1. Electronic Funds Transfer
  - a. The State will make payment for Contract Activities by Electronic Funds Transfer (EFT) as described in Standard Contract Terms, Section 20.

## 11.0 Liquidated Damages

### A. Unauthorized Removal of Key Personnel

1. Unauthorized Removal of Key Personnel will interfere with the timely and proper completion of the Contract, to the loss and damage of the State, and it would be impracticable and extremely difficult to fix the actual damage sustained by the State. Therefore, the State may assess liquidated damages against Contractor as specified below.
  - a. The State is entitled to collect \$1,000 per individual per day for the removal of any Key Personnel without prior approval of the State.
  - b. The State is entitled to collect \$1,000 per individual per day for an unapproved or untrained Key Personnel replacement.

## 12.0 Additional Requirements

### A. Environmental and Energy Efficient Products

1. The Contractor must identify any energy efficient, bio-based, or otherwise environmental friendly products used in the products. Contractor must include any relevant third-party certification, including the verification of a United States department of agriculture certified bio based product label.

### B. Hazardous Chemical Identification

1. In accordance with the federal Emergency Planning and Community Right-to-Know Act, 42 USC 11001, *et seq.*, as amended, the Contractor must provide a Material Safety Data Sheet listing any hazardous chemicals, as defined in 40 CFR §370.2, to be delivered. Each hazardous chemical must be properly identified, including any applicable identification number, such as a National Stock Number or Special Item Number.
2. The Contractor must identify any hazardous chemicals that will be provided under any resulting contract.

### C. Mercury Content

1. Pursuant to MCL 18.1261d, mercury-free products must be procured when possible. The Contractor must explain if it intends to provide products containing mercury, the amount or concentration of mercury, and whether cost competitive alternatives exist. If a cost competitive alternative does exist, the Contractor must provide justification as to why the particular product is essential. All products containing mercury must be labeled as containing mercury.
2. The Contractor states no products containing mercury will be used for the Contract Activities.

### D. Brominated Flame Retardants

1. The State prefers to purchase products that do not contain brominated flame retardants (BFRs) whenever possible. The Contractor must disclose whether the products contain BFRs.
2. The Contractor states no products containing brominated flame retardants will be used for the Contract Activities.

## SCHEDULE B LOCATION SPECIFICATION SHEET

A. CONTRACT AND PROGRAM MANAGER INFORMATION

CENTER FOR FORENSIC PSYCHIATRY

CONTRACT INFORMATION			
CONTRACT TERM:	FOUR YEARS	OPTIONS	TWO 1-YEAR OPTIONS
CONTRACT START DATE:	JULY 1, 2016	CONTRACT END DATE:	JUNE 30, 2020
CONTRACTING AGENCY:	DHHS – COMMUNITY HEALTH		
BUILDING NAME AND NUMBER:	CENTER FOR FORENSIC PSYCHIATRY		
BUILDING ADDRESS:	8303 PLATT ROAD, SALINE, MI 48176-9773		
IS LOCATION ON CRO “SET ASIDE”? SCHEDULED TO BE IN FUTURE?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
PROSPERITY REGION AND COUNTY:	REGION: 9 – SOUTHEAST MICHIGAN PROSPERITY REGION    COUNTY: WASHTENAW		
PROCUREMENT CONTACT INFORMATION			
CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	LISA CROZIER-GREEN	CROZIERGREENL@MICHIGAN.GOV	517-284-7042
AGENCY BUYER:	JESSICA DEERING	DEERINGJ@MICHIGAN.GOV	517-335-6277
PROGRAM MANAGER:	N/A		
FACILITY MANAGER:	ESTELLE HORNE	HORNEE@MICHIGAN.GOV	734-295-4202
HOUSEKEEPING DIRECTOR:	LINDA TAYLOR	TAYLORL21@MICHIGAN.GOV	734-295-4488

B. BUILDING SPECIFICATION INFORMATION

**BUILDING LOCATION INFORMATION**

<b>WORKING DAYS OF BUILDING OCCUPANTS:</b>	<b>24 / 7 / 365</b>	<b>WORKING HOURS OF BUILDING OCCUPANTS:</b>	<b>24 / 7 / 365</b>
<b>NUMBER OF EMPLOYEES:</b>	<b>515</b>	<b>DAILY VISITORS:</b>	<b>Up to 65</b>
<b>DAYS OF CLEANING SERVICE:</b>	<b>M/T/W/T/F/S/S Including Holidays</b>	<b>HOURS BUILDING IS AVAILABLE FOR CLEANING:</b>	<b>Mon – Fri 6:00 a.m. – 2:30 p.m.  Weekends / Holidays 8:00 a.m. – 4:30 p.m.</b>
<b>TOTAL SQ. FT. TO BE CLEANED:</b>	<b>80,130</b>	<b>STORIES IN BUILDING:</b>	<b>2 + Basement</b>
<b>SQ. FT. CARPET:</b>	52,000	AREA(S): AUDITORIUM/CLASSROOMS, BUREAU AREA, DIRECTORS OFFICE AREA/ ACCOUNTING/MEDICAL RECORDS; EAST AND SOUTH CLINICAL OFFICE AREAS; EVALUATION UNIT; PORTIONS OF NURSING/SECURITY AREA; CLASSROOMS ON GARDEN (BASEMENT) LEVEL	
<b>SQ. FT. HIGH TRAFFIC CARPET:</b>	4,700	AREA(S): 2 <sup>ND</sup> FLOOR HALLWAY, FROM FRONT OF BUILDING TO CLINICAL OFFICE AREAS	
<b>SQ. FT. VINYL:</b>	3,200	AREA(S): PHARMACY, MAINTENANCE BREAK ROOM	
<b>SQ. FT. CERAMIC:</b>	3,000	AREA(S): RESTROOMS	
<b>SQ. FT. WOOD LAMINATE:</b>	2,000	AREA(S): DENTAL & MEDICAL CLINICS; SAFETY & SECURITY OFFICE AREA	
<b>SQ. FT. TERRAZO:</b>	14,000	AREA(S): LOBBY, 1 <sup>ST</sup> FLOOR HALL, GARDEN (BASEMENT) LEVEL HALLS	
<b>SQ. FT. RUBBER FLOORING:</b>	1,230	AREA(S): STAIRWELLS	
<b>SQ. FT. CONCRETE:</b>		AREA: WAREHOUSE SPACE AND MAINTENANCE SHOP	
<b>TOTAL SQ. FT. TO BE CLEANED</b>	<b>80,130</b>		
<b>NUMBER OF RESTROOMS IN BUILDING:</b>	36	<b>NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S):</b>	<b>53 TOILETS 9 URINALS 9 SHOWERS 52 SINKS AND FAUCETS</b>
<b>Is window cleaning required?</b> Specify if Interior and / or Exterior and Number of Floors – typically 1 <sup>st</sup> Floor for Exterior.	YES, INTERIOR AND EXTERIOR, 2 FLOORS. INCLUDING EXTERIOR IN FENCED YARDS. EXCEPT AS IDENTIFIED IN PERIODIC SERVICES, SECTION 3-B.		
<b>Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.</b>	<b>2 LOCKER ROOMS ON GARDEN (BASEMENT) LEVEL</b>		
<b>What is the RECOMMENDED Level of Insurance Risk for this Contract?</b>	<b>LOW</b>		

**ADDITIONAL INFORMATION:**

- EVALUATION UNIT MUST BE CLEANED BY 7:00 A.M.
- CLASSROOMS ON GARDEN (BASEMENT) LEVEL MUST BE CLEANED BY 7:00 A.M. WHEN IN USE.
- DENTAL AND MEDICAL CLINICS MUST BE CLEANED BY 8:00 A.M.
- PHARMACY IS A RESTRICTED AREA AND MUST BE CLEANED WHEN STAFFED: 8:00 A.M. – 12:00 P.M. AND 1:00 P.M. – 4:30 P.M.
- INDIVIDUAL OFFICES ARE CLEANED UPON REQUEST.
- OTHER AREAS MAY BE CLEANED AT ANY TIME BETWEEN THE HOURS OF 6:00 A.M. – 2:30 P.M. WEEKDAYS, AND 8:00 A.M. – 4:30 P.M. ON WEEKENDS AND HOLIDAYS. CLEANING HOURS MAY BE SUBJECT TO CHANGE AS APPROVED BY FACILITY MANAGER.

**C. DESCRIPTION OF SERVICE NEEDS  
TASK AND FREQUENCIES**

BASIC JANITORIAL SERVICES DAILY SERVICES ARE TO BE COMPLETED EACH TIME SCHEDULED TO CLEAN. SCHEDULE TO BE DETERMINED BY FACILITY MANAGER	FREQUENCY					
	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI ANNUAL	ANNUAL
<b>1. CONFERENCE ROOMS (AS NEEDED AND/OR REQUESTED)</b>						
a. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.	1/DAY 365/YR					
b. SWEEP & DAMP MOP HARD SURFACE FLOOR (IF APPLICABLE)	1/DAY 365/YR					
c. EMPTY WASTE RECEPTACLES	1/DAY 365/YR					
d. WIPE AND DISINFECT TABLES AND SURFACES	1/DAY 365/YR					
e. CLEAN DRAWING BOARDS		2/WK 104/YR				
<b>2. AUDITORIUM</b>						
a. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.		AS NEEDED				
b. EMPTY WASTE RECEPTACLES		AS NEEDED				
<b>3. BUREAU AREA, HUMAN RESOURCES AND VENDING / BREAK ROOM</b>						
c. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.		1/WK 52/YR				
d. SWEEP & DAMP MOP HARD SURFACE FLOOR (IF APPLICABLE)		1/WK 52/YR				
e. EMPTY WASTE RECEPTACLES	1/DAY 365/YR					
f. WIPE AND DISINFECT CLEARED WORK SURFACES	1/DAY 365/YR					
g. MICHIGAN / SUPERIOR CLASSROOM AND LOBBY – CLEAN BEFORE AND AFTER THE MONTHLY SATURDAY MEETINGS			1/MO 12/TR			
h. CLEAN RESTROOM	1/DAY 365/YR					
i. CLEAN KITCHEN – MONDAY – FRIDAY	1/DAY 248/YR					
<b>4. DIRECTOR'S OFFICE AREA</b>						
a. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.		1/WK 52/YR				
b. SWEEP & DAMP MOP HARD SURFACE FLOOR (IF APPLICABLE)		1/WK 52/YR				
c. EMPTY WASTE RECEPTACLES	1/DAY 365/YR					
d. WIPE AND DISINFECT CLEARED WORK SURFACES	1/DAY 365/YR					
<b>5. ACCOUNTING</b>						
a. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.		1/WK 52/YR				
b. SWEEP & DAMP MOP HARD SURFACE FLOOR (IF APPLICABLE)		1/WK 52/YR				
c. EMPTY WASTE RECEPTACLES	1/DAY 365/YR					
d. WIPE AND DISINFECT CLEARED WORK SURFACES	1/DAY 365/YR					
<b>6. COURTROOM</b>						
a. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.		1/WK 52/YR				
b. EMPTY WASTE RECEPTACLES		1/WK 52/YR				
<b>7. FAMILY INTERVIEW AND WAITING ROOMS (MONDAY – FRIDAY)</b>						
a. SWEEP & DAMP MOP HARD SURFACE FLOOR	1/DAY 248/YR					
b. EMPTY WASTE RECEPTACLES	1/DAY 248/YR					
<b>8. MEDICAL RECORDS</b>						
a. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.		1/WK 52/YR				
b. SWEEP & DAMP MOP HARD SURFACE FLOOR (IF APPLICABLE)		1/WK 52/YR				

BASIC JANITORIAL SERVICES DAILY SERVICES ARE TO BE COMPLETED EACH TIME SCHEDULED TO CLEAN. SCHEDULE TO BE DETERMINED BY FACILITY MANAGER	FREQUENCY					
	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI ANNUAL	ANNUAL
c. EMPTY WASTE RECEPTACLES	1/DAY 365/YR					
d. WIPE AND DISINFECT CLEARED WORK SURFACES	1/DAY 365/YR					
<b>9. EAST AND SOUTH CLINICAL OFFICE AREAS</b>						
a. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.		1/WK 52/YR				
b. SWEEP & DAMP MOP HARD SURFACE FLOOR (IF APPLICABLE)		1/WK 52/YR				
c. EMPTY WASTE RECEPTACLES	1/DAY 365/YR					
d. CLEAN AND DISINFECT WASTE RECEPTACLES	1/DAY 365/YR					
e. WIPE AND DISINFECT CLEARED WORK SURFACES	1/DAY 365/YR					
f. CLEAN AND DISINFECT SINKS AND FAUCETS	1/DAY 365/YR					
<b>10. NURSING AREA AND AMBULANCE BAY</b>						
a. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET		1/WK 52/YR				
b. SWEEP & DAMP MOP HARD SURFACE FLOOR		1/WK 52/YR				
c. EMPTY WASTE RECEPTACLES	1/DAY 365/YR					
d. CLEAN AND DISINFECT WASTE RECEPTACLES	1/DAY 365/YR					
e. WIPE AND DISINFECT CLEARED WORK SURFACES	1/DAY 365/YR					
f. CLEAN AND DISINFECT SINKS AND FAUCETS	1/DAY 365/YR					
g. CLEAN RESTROOMS AND VISITING AREA.	1/DAY 365/YR					
h. SPOT CLEAN WINDOWS	1/DAY 365/YR					
i. AMBULANCE BAY AREA – NO WAX ON FLOORS. DAMP MOP WITH SOAP AND WATER ONLY.	1/DAY 365/YR					
<b>11. SECURITY AREA</b>						
a. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.		1/WK 52/YR				
b. SWEEP & DAMP MOP HARD SURFACE FLOOR (IF APPLICABLE)		1/WK 52/YR				
c. EMPTY WASTE RECEPTACLES	1/DAY 365/YR					
d. WIPE AND DISINFECT CLEARED WORK SURFACES	1/DAY 365/YR					
<b>12. CLASSROOMS (AS NEEDED OR REQUESTED)</b>						
a. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.		1/WK 52/YR				
b. EMPTY WASTE RECEPTACLES	1/DAY 365/YR					
c. WIPE AND DISINFECT TABLES	1/DAY 365/YR					
<b>13. AUDITORIUM (AS NEEDED OR REQUESTED)</b>						
a. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.		1/WK 52/YR				
b. SWEEP & DAMP MOP HARD SURFACE FLOOR (IF APPLICABLE).		1/WK 52/YR				
c. EMPTY WASTE RECEPTACLES	1/DAY 365/YR					
<b>14. EVALUATION UNIT E.U.– MUST BE CLEANED BY 7:00 A.M. DAILY, MONDAY – FRIDAY ONLY</b>						
a. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.		1/WK 52/YR				
b. SWEEP & DAMP MOP HARD SURFACE FLOOR		1/WK 52/YR				
c. EMPTY WASTE RECEPTACLES.	1/DAY 248/YR					

BASIC JANITORIAL SERVICES DAILY SERVICES ARE TO BE COMPLETED EACH TIME SCHEDULED TO CLEAN. SCHEDULE TO BE DETERMINED BY FACILITY MANAGER	FREQUENCY					
	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI ANNUAL	ANNUAL
d. WEEKENDS AND HOLIDAYS – CLEAN SECURITY CONSOLE ROOM		116/YR				
e. CLEAN RESTROOMS	1/DAY 248/YR					
f. CLEAN ISOLATION AND EVALUATION ROOMS WEEKENDS AND HOLIDAYS		1/WK 52/YR				
<b>15. CLASSROOMS (BASEMENT) – MUST BE CLEANED BY 7:00 A.M. DAILY. (WHEN IN USE)</b>						
a. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.		1/WK 52/YR				
b. SWEEP & DAMP MOP HARD SURFACE FLOOR (IF APPLICABLE)		1/WK 52/YR				
c. EMPTY WASTE RECEPTACLES	1/DAY 365/YR					
<b>16. DENTAL CLINIC – MUST BE CLEANED BY 8:00 A.M. DAILY.</b>						
a. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.		1/WK 52/YR				
b. SWEEP & DAMP MOP WOOD LAMINATE		1/WK 52/YR				
c. EMPTY WASTE RECEPTACLES	1/DAY 365/YR					
d. CLEAN AND DISINFECT WASTE RECEPTACLES	1/DAY 365/YR					
e. CLEAN AND DISINFECT SINKS AND FAUCETS	1/DAY 365/YR					
f. WIPE AND DISINFECT TABLES	1/DAY 365/YR					
g. WIPE AND DISINFECT HARD SURFACE FURNITURE IN WAITING AREA	1/DAY 365/YR					
h. WIPE AND DISINFECT PATIENT CHAIRS	1/DAY 365/YR					
<b>17. CLINICAL ADMINISTRATION – MONDAY - FRIDAY</b>						
a. VACUUM CARPET, REMOVE SPOTS / STAINS FROM CARPET	1/DAY 248/YR					
b. EMPTY WASTE RECEPTACLES TUESDAYS AND SATURDAYS ONLY		2/WK 104/YR				
<b>18. MEDICAL LIBRARY</b>						
a. VACUUM CARPET, REMOVE SPOTS / STAINS FROM CARPET		1/WK 52/YR				
b. EMPTY WASTE RECEPTACLES		1/WK 52/YR				
<b>19. MEDICAL RECORDS (2<sup>ND</sup> FLOOR)</b>						
a. VACUUM CARPET, REMOVE SPOTS / STAINS FROM CARPET		1/WK 52/YR				
b. EMPTY WASTE RECEPTACLES		1/WK 52/YR				
<b>20. MEDICAL CLINIC – MUST BE CLEANED BY 8:00 A.M. DAILY.</b>						
a. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.		1/WK 52/YR				
b. SWEEP & DAMP MOP WOOD LAMINATE		1/WK 52/YR				
c. EMPTY WASTE RECEPTACLES	1/DAY 365/YR					
d. CLEAN AND DISINFECT WASTE RECEPTACLES	1/DAY 365/YR					
e. CLEAN AND DISINFECT SINKS AND FAUCETS	1/DAY 365/YR					
f. WIPE AND DISINFECT TABLES AND SURFACES	1/DAY 365/YR					
g. WIPE AND DISINFECT HARD SURFACE FURNITURE IN WAITING AREA (IF APPLICABLE)	1/DAY 365/YR					
h. WIPE AND DISINFECT PATIENT CHAIRS AND EXAM TABLES	1/DAY 365/YR					
<b>21. PHARMACY – RESTRICTED AREA. MUST BE CLEANED WHEN STAFF: 8:00 A.M. – 12:00 P.M. AND 1:00 P.M. – 4:30 P.M.</b>		1/WK 52/YR				
a. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.		1/WK 52/YR				

BASIC JANITORIAL SERVICES DAILY SERVICES ARE TO BE COMPLETED EACH TIME SCHEDULED TO CLEAN. SCHEDULE TO BE DETERMINED BY FACILITY MANAGER	FREQUENCY					
	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI ANNUAL	ANNUAL
b. SWEEP & DAMP MOP VINYL FLOOR	1/DAY 365/YR					
c. EMPTY WASTE RECEPTACLES	1/DAY 365/YR					
i. CLEAN AND DISINFECT WASTE RECEPTACLES	1/DAY 365/YR					
j. CLEAN AND DISINFECT SINKS AND FAUCETS	1/DAY 365/YR					
k. WIPE AND DISINFECT TABLES AND SURFACES	1/DAY 365/YR					
l. WIPE AND DISINFECT HARD SURFACE FURNITURE IN WAITING AREA (IF APPLICABLE)	1/DAY 365/YR					
<b>22. LOCKER ROOMS (2 – BASEMENT)</b>						
a. SWEEP, DAMP MOP AND DISINFECT HARD SURFACE FLOOR	1/DAY 365/YR					
b. CLEAN AND DISINFECT SINKS AND FAUCETS	1/DAY 365/YR					
c. CLEAN GLASS AND MIRRORS	1/DAY 365/YR					
d. CLEAN AND DISINFECT WASTE RECEPTACLES	1/DAY 365/YR					
e. CLEAN AND DISINFECT TOILETS AND URINALS (IF APPLICABLE)	1/DAY 365/YR					
f. CLEAN AND DISINFECT SHOWERS (2)	1/DAY 365/YR					
g. EMPTY WASTE RECEPTACLES	1/DAY 365/YR					
<b>23. RESTROOMS</b>						
a. CLOSE RESTROOM	1/DAY 365/YR					
b. EMPTY WASTE RECEPTACLES	1/DAY 365/YR					
c. FILL DISPENSERS	1/DAY 365/YR					
d. DUST	1/DAY 365/YR					
e. CLEAN AND DISINFECT WASTE RECEPTACLES	1/DAY 365/YR					
f. DUST MOP	1/DAY 365/YR					
g. CLEAN AND DISINFECT SINKS AND FAUCETS	1/DAY 365/YR					
h. CLEAN GLASS AND MIRRORS	1/DAY 365/YR					
i. CLEAN AND DISINFECT TOILETS AND URINALS	1/DAY 365/YR					
j. EMPTY AND DISINFECT ALL SANITARY NAPKINS RECEPTACLES	1/DAY 365/YR					
k. CLEAN AND DISINFECT WALL AROUND TOILETS AND URINALS, STALL AND ENTRY DOORS, AND PARTITIONS BETWEEN TOILETS, URINALS AND SINKS AND FAUCETS. ALSO PERFORM ANY OBVIOUS SPOT CLEANING.		3/WK 156/YR				
l. DAMP MOP (NOTE: DAMP MOPS USED IN RESTROOMS ARE NOT TO BE USED FOR NON-RESTROOM AREAS.)	1/DAY 365/YR					
m. MAINTAIN FLOOR DRAIN(S)/TRAPS FREE OF ODORS.	1/DAY 365/YR					
n. SERVICE RESTROOMS AS REQUESTED BY FACILITY MANAGER	1/DAY 365/YR					
<b>3. DRINKING FOUNTAINS</b>						
a. CLEAN, DISINFECT AND WIPE DRY	1 X DAY 365/YR					
<b>4. LOBBY – PERFORM ADDITIONAL SERVICE ON WEEKENDS AND HOLIDAYS</b>						
a. EMPTY TRASH/RECYCLABLE PAPER PICK UP	1/DAY 365/YR					
b. REMOVE CARPET RUNNERS	1/DAY 365/YR					

BASIC JANITORIAL SERVICES DAILY SERVICES ARE TO BE COMPLETED EACH TIME SCHEDULED TO CLEAN. SCHEDULE TO BE DETERMINED BY FACILITY MANAGER	FREQUENCY					
	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI ANNUAL	ANNUAL
c. VACUUM CARPET AND RUNNERS	1/DAY 365/YR					
d. DUST MOP	1/DAY 365/YR					
e. DAMP MOP OR MACHINE SCRUB HARD SURFACE FLOORS	1/DAY 365/YR					
f. REPLACE CARPET RUNNERS	1/DAY 365/YR					
g. MAINTAIN CLEAN GLASS - INCLUDES ENTRANCE DOORS	1/DAY 365/YR					
h. COMPLETELY DUST ALL FIXTURES - LEDGES, EDGES, SHELVES, EXPOSED PIPE, FURNITURE, PARTITIONS, DOOR-FRAMES, ETC.		2/WK 104/YR				
i. DAMP WIPE AND DISINFECT ALL NON-UPHOLSTERED FURNITURE, TABLES & COUNTER AREAS	1/DAY 365/YR					
j. POLISH STAINLESS STEEL KEY CARD GATES	1/DAY 365/YR					
<b>5. GARDEN (BASEMENT) HALLWAYS</b>						
a. EMPTY TRASH/RECYCLABLE PAPER PICK UP	1/DAY 365/YR					
b. DUST MOP	1/DAY 365/YR					
c. DAMP MOP OR MACHINE SCRUB HARD SURFACE FLOORS	1/DAY 365/YR					
d. MAINTAIN CLEAN GLASS	1/DAY 365/YR					
e. FOOD CART ROOM – SWEEP AND DAMP MOP FLOORS		1/WK 52/YR				
f. WEIGHT ROOM – SWEEP AND DAMP MOP FLOORS AND WIPE DOWN EQUIPMENT		1/WK 52/YR				
g. LOCKER ROOM AND SHOWERS	1/DAY 365/YR					
h. LAUNDRY ROOM – SWEEP AND DAMP MOP FLOORS	1/DAY 365/YR					
i. HOUSEKEEPING BREAKROOM	1/DAY 365/YR					
j. BATHROOMS	1/DAY 365/YR					
<b>6. WALL /PARTITION CLEANING / WASHING</b>						
a. SPOT CLEANING - INCLUDING LIGHT SWITCHES			1XMO 12/YR			
b. THOROUGH WALL / PARTITION VACUUMING AND WASHING, AS RENOVATIONS REQUIRE			1XMO 12/YR			
c. CLEAN PARTITION / GLASS WINDOWS			1XMO 12/YR			
<b>7. STAIRWAY CLEANING (3)</b>						
a. VACUUM / MOP – RUBBER FLOORING – MOP / NEVER SCRUB		3/WK 52/YR				
b. VACUUM / MOP - WINTER (NOVEMBER 1 - APRIL 1) FOR DESIGNATED AREAS	1/DAY 365/YR					
c. DUST		1/WK 52/YR				
d. CLEAN, DISINFECT AND WIPE DRY HANDRAILS AND DOORKNOBS		1/WK 52/YR				
e. SPOT CLEAN WALLS AND GLASS		1WK 52/YR				
<b>7. ELEVATOR CLEANING</b>						
a. CLEAN DOOR GUIDE TRACKS		1/WK 52/YR				
b. DUST, DAMP WIPE AND DRY HANDRAILS, CAB WALLS, DOORS		1/WK 52/YR				
c. VACUUM CARPET		3/WK 156/YR				
d. POLISH STAINLESS STEEL		2/WK 156/YR				
<b>9. THOROUGHLY CLEAN STORE ROOMS/JANITOR CLOSETS</b>			1XMO 12/YR			

BASIC JANITORIAL SERVICES DAILY SERVICES ARE TO BE COMPLETED EACH TIME SCHEDULED TO CLEAN. SCHEDULE TO BE DETERMINED BY FACILITY MANAGER	FREQUENCY					
	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI ANNUAL	ANNUAL
High Use Areas - SPECIAL ATTENTION MUST BE GIVEN TO THE AREAS LISTED BELOW. FACILITY MANAGER TO SCHEDULE TASKS IN THIS SECTION.						
<b>10. LUNCH/BREAK ROOMS, COFFEE AREAS, VENDING MACHINE AREAS, CONCESSION STANDS, LOUNGES, RECREATION AREAS, COMPUTER ROOMS &amp; ADJACENT OFFICE AREAS</b>						
a. DAMP MOP HARD SURFACE FLOORS	1XDAY 365/YR					
b. EMPTY WASTE RECEPTACLES	AS NEEDED					
c. SCOUR SINK	1XDAY 365/YR					
d. WIPE MICROWAVE, INSIDE AND OUT	1XDAY 365/YR					
e. WIPE OUTSIDE OF REFRIGERATOR OR OTHER APPLIANCES (IF APPLICABLE)	1XDAY 365/YR					
<b>11. VARIABLE PROCEDURES</b>						
a. EMPTY 4 TRASH RECEPTACLES. CLEAN ALL GENERAL AREAS INCLUDING ENTRANCES, DURING SUMMER MONTHS OF APRIL 1 - OCTOBER 31.		3/WK 156/YR				
b. EMPTY 4 TRASH RECEPTACLES. CLEAN ALL GENERAL AREAS INCLUDING ENTRANCES, DURING WINTER MONTHS OF NOVEMBER 1 - APRIL 1.		2/WK 104/YR				
c. ENTRY LEAF REMOVAL/SWEEPING FALL SEASON		1/WK OR AS NEEDED				
d. WASH ALL WASTE RECEPTACLES (INSIDE & OUT) WHICH PRESENT A SOILED OR ODOROUS CONDITION & DISINFECT			1/MO 12/YR MORE AS NEEDED			
e. REPLACE WASTE RECEPTACLE LINER WHEN SOILED OR WORN			2/MO, 24/YR MORE AS NEEDED			
<b>12. MAINTENANCE AND WAREHOUSE</b>						
a. OFFICES	AS REQUESTE D					
b. CONFERENCE ROOMS (2) SWEEP AND DAMP MOP HARD SURFACE FLOORS		1/WK 52/YR				
c. WAREHOUSE AND MAINTENANCE SHOP SWEEP AND DAMP MOP CONCRETE FLOORS		1/WK 52/YR				
d. EMPTY WASTE RECEPTACLES	1/DAY 365/YR					
e. CLEAN RESTROOMS	1/DAY 365/YR					

PERIODIC SERVICES	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI ANNUAL	ANNUAL
<b>1. GENERAL</b>						
a. CLEAN AIR BARS AND VENTS			1/MO 12/YR			
b. DUST/CLEAN BASEBOARDS				1/QTR 4/YR		
c. DUST CLEAN BLINDS, CURTAINS, WINDOW TREATMENTS					1/SEMI 2/YR	
d. CLEAN LIGHT FIXTURE LENSES			1/MO 12/YR			
e. VACUUM FABRIC UPHOLSTERED FURNITURE				1/QTR 4/YR		
f. ADDITIONAL/EMERGENCY SERVICES						AS NEEDED
<b>2. INTENSIVE FLOOR CARE</b>						
a. EMERGENCY STAIN / GUM REMOVAL FROM CARPET						AS NEEDED
b. SPRAY BUFF FINISHED HARD FLOORS		1/WK 52/YR				
c. DEEP SCRUB RESTROOM WALLS AND FLOORS		1/WK 52/YR				
d. CLEAN CARPET IN HIGH TRAFFIC AREAS – 4700 SF IN 2 <sup>ND</sup> FLOOR HALLWAY, FROM FRONT OF BUILDING THROUGHOUT CLINICAL OFFICE AREAS					1/SEMI 2/YR	
e. CARPET CLEANING—WHOLE CONTRACT AREA 52,000 SF						1/YR
<b>3. WINDOWS</b>						
a. CLEAN WINDOWS ON EXTERIOR OF BUILDING (INSIDE AND OUTSIDE)	N/A					
b. CLEAN WINDOWS ON INTERIOR OF BUILDING (INSIDE AND OUTSIDE) [I.E., RECEPTIONIST AREA, ALL INTERIOR WINDOWS IN NON-PATIENT AREAS, ETC.]				1/OTR 4/YR		

**NOTE:**

SERVICES REQUESTED BY THE PROGRAM MANAGER OR DESIGNEE, AND PERFORMED BY THE CONTRACTOR WHICH ARE BEYOND THE SCOPE OF THIS SERVICE CONTRACT, SHALL BE BILLED SEPARATELY AT THE HOURLY RATE QUOTED BY THE CONTRACTOR FOR ADDITIONAL / EMERGENCY SERVICES.

**SUPPLEMENTARY TASKS\***

- TO BE DETERMINED BY PROGRAM MANAGER OR DESIGNEE

**NOTES AND ADDITIONAL INFORMATION**

- ALL CLEANING SCHEDULES ARE TO BE ESTABLISHED WITH AND APPROVED BY THE PROGRAM MANAGER OR DESIGNEE AT THE BEGINNING OF THE CONTRACT PERIOD. SERVICE DELIVERY BEGIN DATE WILL BE DETERMINED BY PROGRAM MANAGER OR DESIGNEE. ANY DEVIATION FROM THE ESTABLISHED SCHEDULE MUST BE PRE-APPROVED BY THE PROGRAM MANAGER OR DESIGNEE
- ALL PERIODIC SERVICES MUST BE PRICED AND INVOICED SEPARATELY FROM THE BASIC SERVICES. SCHEDULING, DELIVERY AND PERFORMANCE OF ALL PERIODIC SERVICES MUST BE PRE-APPROVED BY THE PROGRAM MANAGER OR DESIGNEE.

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

REPLENISHABLE ITEM	PROVIDED BY
PAPER TOWELS	AGENCY
HAND SOAP	AGENCY
FEMININE SANITARY VENDING SUPPLIES & DISPOSAL BAGS	AGENCY
TOILET TISSUE	AGENCY
PLASTIC TRASH CAN LINERS	AGENCY
AIR FRESHENERS	AGENCY

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

## ORGANIZATIONAL CHART

BRISIDA T. BIBASHANI (BRIDGETT), OWNER, DECISION MAKER AND SIGNING AUTHORITY

KLAUDIA BIBASHANI, OFFICE MANAGER, CUSTOMER SERVICE REPRESENTATIVE

IBRAHIM T. NEVIRI JR., OPERATIONS MANAGER

PIRRO GJINARI, AREA PROJECT MANAGER

ELIANA ADHAMI, SALES MANAGER

CESK BIBASHANI, MAINTENANCE MANAGER

### SUB-CONTRACTOR COMPANY INFORMATION

NOTE TO BIDDER: IF A SUBCONTRACTOR IS PLANNED FOR PERFORMING THE WORK FOR BID REQUEST, THEN YOU MUST PROVIDE A LETTER OF ACCEPTANCE (ON COMPANY LETTERHEAD) FROM THE SUBCONTRACTOR AND RETURN ALONG WITH YOUR BID FOR THAT WORK). NAME OF SUB-CONTRACTOR FIRM OR INDIVIDUAL, AND INCLUDE DESCRIPTIVE INFORMATION CONCERNING SUBCONTRACTOR'S ORGANIZATION AND ABILITIES AS THIS WILL ALSO BE EVALUATED.

UTILIZING SUBCONTRACTORS? IF SUBCONTRACTORS WILL BE UTILIZED, LIST ALL SUBCONTRACTORS IN THE TABLE BELOW. INCLUDE FIRM NAME, ADDRESS, CONTACT PERSON, DESCRIPTION OF WORK TO BE SUBCONTRACTED, AND DESCRIPTIVE INFORMATION CONCERNING SUBCONTRACTOR'S ORGANIZATION AND ABILITIES.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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NAME, TITLE, ADDRESS, EMAIL, PHONE AND FAX NUMBERS FOR BIDDER'S SUB-CONTRACTOR:	
SUBCONTRACTOR:	
LETTER OF ACCEPTANCE INCLUDED WITH PROPOSAL?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
OFFICE ADDRESS:	
CITY, STATE, ZIP:	
CONTACT NAME:	
PHONE NUMBER:	(     )     -
FAX NUMBER:	(     )     -
E-MAIL ADDRESS:	
SERVICES TO BE SUBCONTRACTED:	
ENTER THE PERCENT OF THE TOTAL CONTRACT COST FOR SUB-CONTRACTOR SERVICES:	

EQUIPMENT, CLEANERS AND SUPPLIES: INCLUDE ALL EQUIPMENT OWNED AND AVAILABLE FOR USE AT START OF CONTRACT. DO NOT INCLUDE INFORMATION ON ANTICIPATED PURCHASES OR RENTALS.

NOTE TO BIDDER: THE CONTRACTOR'S PRIME RESPONSIBILITY IS TO PROTECT OWNER'S PROPERTY AT ALL TIMES AND TO USE ONLY SUCH MATERIALS AND TREATMENTS AS WILL ENHANCE THE APPEARANCE OF BUILDINGS AND PROTECT SURFACES SUCH AS FLOORING. THE STATE MAY FURNISH AN AREA, WHEN NECESSARY, FOR STORAGE OF THE CONTRACTOR'S EQUIPMENT AND SUPPLIES. THE CONTRACTOR WILL BE HELD SOLELY RESPONSIBLE FOR ALL ITEMS STORED ON STATE PREMISES. A COMPLETE LIST MUST BE INCLUDED THAT IDENTIFIES, BY BRAND NAMES AND PRODUCT NUMBER, ALL SUPPLIES PROPOSED FOR USE TO PROVIDE SERVICES FOR THIS LOCATION, AND MUST INCLUDE A MATERIALS SAFETY DATA SHEET (MSDS). RIGHT IS RESERVED BY STATE TO ACCEPT OR REJECT THESE ITEMS. AN ACCEPTABLE SUBSTITUTE MUST BE IMMEDIATELY FURNISHED FOR ANY ITEM REJECTED BY THE STATE. BIDDER MUST COMPLETE:

### EQUIPMENT

EQUIPMENT	TYPICAL USE	MAKE/ MODEL MANUFACTURER	APPROXIMATE AGE OF EQUIPMENT & OWNED OR RENTED
ACS Cleaning Carpet Extractors	Carpet and upholstery cleaning	Minuteman – Model No. C45014-01	2006 ----- OWNED
Gotcha Portable Carpet Cleaner	To clean carpet	Gotcha – Model No. C46200-00	2004 -----RENTED
Vacuums	X7BC1431 /Blue	Hoover-	2007 ----- OWNED
Upright Commercial Vacuum	Vacuum carpet areas	Eureka –Model No. SC888	2007----- OWNED
Tilt Truck	S5R9T13BLA/Grey	Rubbermaid	2005----- OWNED
Cleaning Clutch Plates Pad Drivers	Floor cleaning holes of diameter 5”	Flo-Pac – Model General 4101 A	2006----- RENTED
Cleaning pad brushes drivers	Floor medium scrubbing	Flo-Pac – Model General 2U591	2005----- OWNED
Stripping floor pads	To strip, scrub, buff, clean and burnish floors	3M-High productivity stripping Model Pad 7300	2004----- OWNED
Scrubbing floor pads	To strip, scrub, buff, clean and burnish floors	3M-Scrubbing floor pads Model Pad 5300	2004----- OWNED
Burnishing floor pads	To strip, scrub, buff, clean and burnish floors	3M- Burnishing floor pads Model Pad 3100	2006----- OWNED
Wet Foot Finish Mops	Floor cleaning	Rubbermaid – Model No. A412	2008 -----OWNED
Flat Finish Mop	Mops wider floor area-trash and dust removal mop	Rubbermaid – Model No. E050/E052/E051	2004 -----OWNED
Mop Wringers and Buckets	Floor cleaning	Rubbermaid-Model No. 7570/ Yellow	2008 -----OWNED
Mop Handles	To help clean the floor – Allows to change mop heads quickly and easily	ABCO Products- Model No. Side Gate 3U682 yellow	2003 -----OWNED
Window Squeegees	Clean window and remove partition smudges	Haviland – Model No. 3U424	2001 -----OWNED
Floor Squeegees & Scrapers	To remove water and clean floors	Unger- Model No. FP60C	2002 -----OWNED
Safety signs and Barrier Chains	Et floor caution sign	Rubermaid – Model No. 6612-77/6114-77/6112-00	2003----- OWNED
B-line floor scrubbing machines	Hard floor care machine Scrubbing stains stripping finishes	Minuteman – Model No. M13075-00	2002 ----- RENTED
Janitorial Round Dollies	Designed for hold trash	Rubbermaid – Model No. 3U624 44-Gallon Container Gray	2007 -----OWNED
Round Caddy Bags	To hold all materials for services	Rubbermaid – Model No. 1CG18	2007 -----OWNED
Plastic Pales	To carry water and other heavy duty cleaning	Rubbermaid - Model No. 2617/2614	2003 -----OWNED

Feather Dusters	To clean dust	Texas Feathers Inc. – Model No. 612G/928	2009 -----OWNED
Dual Action Floor Sweeper	To sweep floors, carpet areas in lobbies and hallways – energy saving	Rubbermaid – Model No. 4213	2008 -----OWNED
Dust Pans 12”	To collect floor sweepings and trash	Rubbermaid – Model No. 6	2000 -----OWNED
Dryers	To help dry wet surfaces	Tornado – Model No. 98772	2006 -----RENTED
Industrial Duty Shoulder Vacuum	To help clean floor corners and other areas with difficult access.	Hoover – Model No. C2075-080	2005 -----OWNED
Commercial Wet/Dry Vacuum	To pick noncombustible materials, dust, dirt, litter, water from carpet and floor surfaces	Dayton - Model No. N/A	2004 -----OWNED
Cleaning Pressure Washer	Ideal to for industrial cleaning, contract cleaning, concrete and steel work	Excell Corporation – Model No. XR 2500	2003-----OWNED

CLEANERS AND SUPPLIES: INCLUDE ALL CLEANING SUPPLIES SUCH AS GLASS CLEANER, TOILET / URINAL CLEANER, FLOOR CLEANER, ETC. INCLUDE ALL SUPPLIES SUCH AS MOP HANDLES, MOP HEADS, BUCKETS, CLOSED RESTROOM SIGNAGE, ETC.

**CLEANERS AND SUPPLIES**

<b>CLEANERS/SUPPLIES</b>	<b>TYPICAL USE</b>	<b>MATERIAL SPECIFICATIONS</b>	<b>IDENTIFY BRAND &amp; ESTIMATED QTY</b>
Foamy Q & A Acid Disinfectant Cleaner	To clean and disinfect toilets, sinks, tubs and floors	This is ready to use acid based cleaner disinfectant with special foaming action for fast and efficient cleaning. Used to cleaning ceramic tiles, fiberglass, quarry tile, chrome & stainless steel. Recommended to be used in schools, hospitals, hotels and other public places only.	Spartan – Quantity in No. 14 Gal.
Power Clear Liquid	To clean windows and other glass areas	Non-ammoniated. Good for use on all surfaces. Quickly dissolves grease, dirt and smoke film from windows, doors, mirrors, plexglass and other glass surfaces. Its film free formula will not streak.	SupplyDen – Quantity in No. 20Gal.
RJ-8 Tile and Grout Cleaner	To clean tile and Floor Grouts	RJ-8 Cleans & deodorizes a variety of hard surfaces in a restroom including doors, vinyl, curtains and porcelain sinks, Contains water and Sodium Hypochlorite	Spartan – Quantity in No. 20 Gal.
Windex	Glass cleaner	Glass cleaner with Amonia-D for commercial and industrial use only. Excellent multi purpose cleaner for other hard surfaces like stainless steel, chrome, mirrors, tile, plastic. Contains no Phosporus. 1 Gal. Drum	Johnson Family Company Quantity in No. 25 Gal.
Floor Mate Liquid	To clean excessively dirty areas	Contains no acid. It can be used in on dishes, hands or high traffic areas. It is non alkaline formula prevents damage to floor finishes and leaves film-free surfaces. Comes in 1 Gal drum	Michigan Maintenece Supply Company Quantity in No. 13 Gal.
Comet Cleaning Powder	To disinfect and clean tough stains	To be used for tough cleaning problems. It clean & disinfects porcelain, stainless steel, fiberglass. It brighten porcelain and makes solid surfaces ultra cleaned, puts glisten back into stainless steel. Packed in 28OZ container Contains 75% recycled material and no phosphate	Corian – Quantity in No. 28 containers
Glass Cleaner	Clean all glass & mirrored surfaces	Special grease-cutting actives & surfactants loosen soil in contact	Windex – 15 Boxes
Stainless Steel Sprayer	To clean & polish	Oil based. Contains no abrasive or acid substances. Does't leave powdery residue. Not to be used on cooking utensils. Packed in 15OZ containers	Sprayway Company – Quantity in No. 15 containers
Graffiti Removal	To remove graffiti and tough marks	This is a soy & corn biobased product. For industrial use only. Contains Petroleum distillate, soybean oil methyl esters (CAS#67784809), Ethyl lactate (CAS#976433), Alcohol ethoxylate (CAS#34398011) and 1-undecanol (CAS#112425) Packed in 1 Quart containers	Spartan – Quantity in No. 10 Quarts.
Carpet and Rug Shampoo & Conditioner	Lotion to clean carpets and upholstery fabrics	Formulated to clean carpet and upholstery fabrics better, Lifts dirt up and out. Packed in 46OZ containers. 15 to 1 concentrate! Double strength soil retardants! Contains water, sodium lauryl sulfate, etaylene glycol, mono butyl, , coco fatty diet-hanolamide.	TREWAX CO. – Quantity No. 170OZ.
Floor Finish	To wax and shine vinyl floors	Full line of floor care products that worksf or both resilient and nonresilient floors. Synthetic polymer floor finish/sealer produces a "wet look" gloss. Repairs easily and resists scuffs, scratches and heel marks. For conventional, high-speed and ultra-high-speed machines. Dries fast; no sealer required. Coverage: 2,000-3,000 sq. ft. per bottle. Suggested for floor application: Vinyl and Linoleum. Packed in 1 Gal. containers	Johnson Diversity – Quantity in No. 10 Gal.

Yellow Flock Rubber Gloves	For general cleaning and mild chemical handling	Chemical-resistant to mild detergents, acids, solvents, alkalies and germicides. 12" length with embossed nonslip grip. 18-20 mils thick.  Packed 12 in a box.	Galaxy – Quality in No. 8 boxes
Hand Soap	Standard Dispenser Refill	Packed in small packs 800mL 27FLOZ. Product No. DER-8100. Contains water, sodium laureth sulfare. Cocamide DEA, butylenes Glycol, Citric Acid, methylchlorisothiazolinone.	Legasse Sweet Co. Quantity in No. 90packs
Cleaning Liquid Soaps	To sanitize hands	All purpose lotion soap. Economical soap for all bulk soap dispensers. Concentrated formula. 55 Gal. Drum	Gojo - Quantity in No, 500 Gal.
Toilet Tissue	Restroom personal use	Two-ply high quality tissue offers unique quilted embossing for maximum softness, thickness, strength and absorbency	Georgia-Pacific Quantity in No. 2000 Rolls
Disposable Toilet Seat Covers	To cover toilet seat for total sanitation	Sanitary, flushable seat cover is completely biodegradable and disintegrates rapidly to prevent cloffing toilet. Cover fully encloses seat for total sanitation	Hospeco- Quantity in No. 500 packets
C-Fold Towels	Wipe hands	Specially designed for added strength to reduce tabbing during dispensing. Exclusive embossed patterns enhance softness and absorbency. Made 100% with recycled paper fiber.	Georgia-Pacific Quantity in No. 900 packets
Cleaning Scouring Pads	Wipe and Clean various surfaces (like desks, tables and sinks)	Scotch-Brite Power Pad No. 2000 - Scours faster tha convetional abrasive scouring pads and scratches less. Multi purpose pad cleans toughest jobs. Effective on heavily encrusted pots, pans, and kitchen.	3- M Quantity in No. 200
Microfiber Cleaning Towels	To clean, Dry, Wipe and Polish all surface areas.	Ultra absorbent towel. Scratch and lint free. 80% polyester, 20% Polyamide. Microfiber is a revolutionary polyester/polymide fabric which is 100 times finer that human hair, containing 90,000 microfibers per square inch. Captures dust, dirt, and grime,surfaces instantly become clean, dry and shines.	Proforce Commercial Products – Quantity No. 600 towels
Scrubbing Sponges	Quickly removes grease and grime.	Scotch-Brite Medium Duty No.74Dual action pad cleans and scours with medium abrasive on one side, absorbs and carries solution to work surfaces on the other. Provides effective wet scrubbing action.	3-M Quantity in No. 180
Concentrated Delimer	To dissolve heavy dirt and grease	Contains phosphoric acid, corrosive Normal and heavy scale 4OZ per gallon of water. Packed in 1 Gal. containers.	Arrow Chemical Products Quantity in No. 30 Gal.
Super Sparybuff	To shine and buff vinyl tiles floors	Solvent-Based Spraybuffing concentrate. Contains water (CAS#7732185), Petroleum distillates (CAS#64741657) Diethylene glycolmonoethyl ether (CAS#1119000), Oleic acid (CAS#112801). Packed in 1 Gal. container	Spartan - Quality in No. 30 Gal.
Floor Finish (I-Shine)	To shine vinyl tile floors	25% High solids floor finish. Optically Enhanced Patented Polymer Technology. Contains Water (CAS#7732185). Acrylic polymer, Diethylene glycol monoethyl ether (CAS#111900), Trybutoxyethyl phosphate (CAS#78513), Styrene/Acrylic copolymer. Pack in 5Gal containers.	Spartan – Quality in No. 100Gal.

## LOCATION SPECIFICATION SHEET

A. CONTRACT AND PROGRAM MANAGER

WALTER REUTHER - ANNEX

CONTRACT INFORMATION			
CONTRACT TERM:	FOUR YEARS	OPTIONS	TWO 1-YEAR OPTIONS
CONTRACT START DATE:	JULY 1, 2016	CONTRACT END DATE:	JUNE 30, 2020
CONTRACTING AGENCY:	DHHS – COMMUNITY HEALTH		
BUILDING NAME AND NUMBER:	WALTER REUTHER PSYCHIATRIC HOSPITAL – ANNEX ONLY		
BUILDING ADDRESS:	30901 PALMER ROAD, WESTLAND, MI 48186		
IS LOCATION ON CRO “SET ASIDE”? SCHEDULED TO BE IN FUTURE?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
PROSPERITY REGION AND COUNTY:	REGION: 10- DETROIT METRO      COUNTY: WAYNE		
PROCUREMENT CONTACT INFORMATION			
CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	LISA CROZIER-GREEN	CROZIERGREENL@MICHIGAN.GOV	517-284-7042
AGENCY BUYER:	JESSICA DEERING	DEERINGJ@MICHIGAN.GOV	517-335-6277
PROGRAM MANAGER:	RICHARD YOUNG	YOUNGR@MICHIGAN.GOV	734-367-8401
FACILITY MANAGER:	DAN CARTER	CARTERD3@MICHIGAN.GOV	734-309-0064

B. BUILDING SPECIFICATION INFORMATION

<b>BUILDING LOCATION INFORMATION</b>			
<b>WORKING DAYS OF BUILDING OCCUPANTS:</b>	5	<i>WORKING HOURS OF OCCUPANTS:</i>	6:00 am – 6:30 pm
<b>NUMBER OF EMPLOYEES:</b>	413	<b>DAILY VISITORS:</b>	N/A
<b>DAYS OF CLEANING SERVICE:</b>	M/T/W/T/F	<b>HOURS BUILDING IS AVAILABLE FOR CLEANING:</b>	9:00 am – 5:30 pm
<b>TOTAL SQ. FT. TO BE CLEANED:</b>	10356	<b>STORIES IN BUILDING:</b>	1
<b>SQ. FT. CARPET:</b>	10128	AREA(S): OFFICES (63), CONFERENCE ROOMS, LOUNGES, WALKWAYS, CORRIDORS	
<b>SQ. FT. HIGH TRAFFIC CARPET:</b>		AREA(S): WALKWAYS, CORRIDORS	
<b>SQ. FT. VINYL:</b>	192	AREA(S): KITCHEN	
<b>SQ. FT. CERAMIC:</b>	36	AREA(S): RESTROOM (1)	
<b>SQ. FT. CONCRETE:</b>	N/A	AREA(S):	
<b>SQ. FT. TERRAZO:</b>	N/A	AREA(S):	
<b>SQ. FT. RUBBER FLOORING:</b>	N/A	AREA(S):	
<b>TOTAL SQ. FT. TO BE CLEANED</b>	10356		
<b>NUMBER OF RESTROOMS IN BUILDING:</b>	1	<b>NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S):</b>	<b>1 SINK 1 TOILET</b>
<b>IS WINDOW CLEANING REQUIRED?</b> SPECIFY IF INTERIOR AND / OR EXTERIOR AND NUMBER OF FLOORS – TYPICALLY 1ST FLOOR FOR EXTERIOR.	YES, INTERIOR ONLY IN OFFICES AND CORRIDOR		
<b>DOES LOCATION HAVE CHILD PLAY AREA(S), GYMNASIUM, LOCKER ROOM, ETC?</b> IF SO, PLEASE IDENTIFY ALONG WITH CLEANING STANDARD.	No		
<b>WHAT IS THE RECOMMENDED LEVEL OF INSURANCE RISK FOR THIS CONTRACT?</b>	LOW		
<b>ADDITIONAL INFORMATION:</b> (NOTE ADDITIONAL BUILDING INFORMATION, INCLUDING, BUT NOT LIMITED TO, PARTICULAR SECURITY REQUIREMENTS {KEYS, ETC.} OR KNOWN BUILDING ENVIRONMENTAL ISSUES THAT BIDDER SHOULD BE AWARE OF IN PERFORMING JANITORIAL SERVICES FOR THIS LOCATION):			

**C. DESCRIPTION OF SERVICE NEEDS**

**TASK AND FREQUENCIES**

BASIC JANITORIAL SERVICES DAILY SERVICES ARE TO BE COMPLETED EACH TIME SCHEDULED TO CLEAN. SCHEDULE TO BE DETERMINED BY FACILITY MANAGER.	FREQUENCY					
	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI (OR) BI-ANNUAL	ANNUAL
<b>24. OFFICE CLEANING</b>						
b. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.	2/DAY 496/YR	2/WK 52/YR				
c. SWEEP AND DAMP MOP HARD SURFACE FLOOR (IF APPLICABLE) 10:00 A.M. AND 4:00 P.M.	2/DAY 496/YR					
d. EMPTY WASTE RECEPTACLES BY 10:00 A.M. AND 4:00 P.M.	2/DAY 496/YR					
e. CLEAN INTERIOR WINDOWS AND WINDOW LEDGES	1/DAY 248/YR					
<b>25. CONFERENCE ROOMS B AND G AND DIRECTOR'S OFFICE</b>						
a. VACUUM CARPET. REMOVE SPOTS / STAINS FROM CARPET.	1/DAY 248/YR					
b. EMPTY WASTE RECEPTACLE IN DIRECTOR'S OFFICE BY 8:00 A.M.	1/DAY 248/YR					
c. EMPTY WASTE RECEPTACLES IN CONFERENCE ROOMS BY 10:00 A.M. AND 4:00 P.M.	2/DAY 496/YR					
d. CLEAN DRAWING BOARDS AND DUST TELEVISIONS	1/DAY 248/YR					
<b>3. DIRECTOR'S OFFICE RESTROOM</b>						
a. CLOSE RESTROOM	1/DAY 248/YR					
c. EMPTY WASTE RECEPTACLES BY 10:00 A.M. AND 4:00 P.M.	2/DAY 496/YR					
f. CLEAN AND DISINFECT WASTE RECEPTACLES	1/DAY 248/YR					
d. FILL DISPENSERS	1/DAY 248/YR					
e. DUST	1/DAY 248/YR					
h. CLEAN AND DISINFECT SINK	2/DAY 496/YR					
i. CLEAN GLASS AND MIRRORS	1/DAY 248/YR					
ii. CLEAN AND DISINFECT TOILET	1/DAY 248/YR					
o. EMPTY AND DISINFECT ALL SANITARY NAPKINS RECEPTACLES	1/DAY 248/YR					
j. CLEAN AND DISINFECT WALL AROUND TOILET AND ENTRY DOORS. ALSO PERFORM ANY OBVIOUS SPOT CLEANING.	1/DAY 248/YR					
k. MOP FLOOR (NOTE: MOPS USED IN RESTROOMS ARE NOT TO BE USED FOR NON-RESTROOM AREAS.)	1/DAY 248/YR					
m. MAINTAIN FLOOR DRAIN(S)/TRAPS FREE OF ODORS.	N/A					
n. SERVICE RESTROOMS AS REQUESTED BY FACILITY MANAGER	1/DAY 248/YR					
<b>4. DRINKING FOUNTAINS</b>						
a. CLEAN, DISINFECT AND WIPE DRY – ANNEX 10:00 A.M. AND 4:00 P.M.	2/DAY 496/YR					
<b>5. LOBBIES AND CORRIDORS</b>						
k. EMPTY TRASH/RECYCLABLE PAPER PICK UP 10:00 A.M. AND 4:00 P.M.	2/DAY 496/YR					
l. REMOVE CARPET RUNNERS, CLEAN FLOOR, REPLACE RUNNERS	N/A					
m. VACUUM CARPET AND RUNNERS	1/DAY 248/YR					
n. MAINTAIN CLEAN GLASS - INCLUDES ENTRANCE DOORS	1/DAY					

BASIC JANITORIAL SERVICES DAILY SERVICES ARE TO BE COMPLETED EACH TIME SCHEDULED TO CLEAN. SCHEDULE TO BE DETERMINED BY FACILITY MANAGER.	FREQUENCY					
	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI (OR) BI-ANNUAL	ANNUAL
I. HUMAN RESOURCES – SPOT CLEAN INTERIOR WINDOWS, BOTH SIDES II. NORTH CUBICLE AREA – SPOT CLEAN INTERIOR WINDOWS IN RAMP / CORRIDOR III. GLASS IN DOORS – SPOT CLEAN, BOTH SIDES	248/YR					
o. COMPLETELY DUST ALL FIXTURES - LEDGES, EDGES, SHELVES, EXPOSED PIPE, FURNITURE, PARTITIONS, DOOR-FRAMES, ETC.		2XWK 104/YR				
p. DAMP WIPE ALL FURNITURE, TABLES & HAND RAILS. 10:00 A.M. AND 4:00 P.M.	2/DAY 496/YR					
<b>6. WALL /PARTITION CLEANING / WASHING</b>						
d. SPOT CLEANING			1/MO 12/YR			
e. LIGHT SWITCHES – WIPE CLEAN AND DISINFECT	1/DAY 248/YR					
f. THOROUGH WALL / PARTITION VACUUMING AND WASHING			1/MO 12/YR			
g. VACUUM CUBICLE PARTITIONS			1/MO 12/YR			
<b>7. STAIRWAY CLEANING, INCLUDING THOSE IN PARKING RAMPS</b>	N/A					
<b>8. ELEVATOR CLEANING</b>	N/A					
<b>9. JANITOR CLOSET / STORE ROOM</b>			1/MO 12/YR			
a. CLEAN STORE ROOMS / JANITOR CLOSETS	1/DAY 248/YR					
b. THOROUGH CLEAN STORE ROOMS / JANITOR CLOSETS			1/MO 12/YR			
<b>10. HIGH USE AREA</b> SPECIAL ATTENTION MUST BE GIVEN TO THE AREAS LISTED BELOW. BOTH SCHEDULE AND DUTIES WILL BE CONDUCTED AS INDICATED.  THE FACILITY MANAGER RESERVES THE RIGHT TO SCHEDULE THE ACTIVITIES LISTED IN THIS SECTION.						
<b>LUNCH / BREAK ROOMS AND KITCHEN – 1:00 P.M. AND 4:30 P.M.</b>						
c. SWEEP AND DAMP MOP FLOOR	2/DAY 496/YR					
d. EMPTY WASTE RECEPTACLES	2/DAY 496/YR					
e. CLEAN AND DISINFECT SINK	2/DAY 496/YR					
f. CLEAN AND DISINFECT COUNTERS AND TABLES	2/DAY 496/YR					
g. WIPE MICROWAVE, INSIDE AND OUT	2/DAY 496/YR					
h. WIPE AND DISINFECT OUTSIDE OF MICROWAVE, REFRIGERATOR AND ANY OTHER APPLIANCES.	2/DAY 496/YR					
i. CLEAN REFRIGERATOR, MICROWAVE AND OTHER APPLIANCES INSIDE AND OUTSIDE. EVERY WEDNESDAY.		1/WK 52/YR				
<b>11. VARIABLE PROCEDURES</b>						
b. WASH ALL WASTE RECEPTACLES (INSIDE & OUT) WHICH PRESENT A SOILED OR ODOROUS CONDITION & DISINFECT			1/MO 12/YR MORE AS NEEDED			
c. REPLACE WASTE RECEPTACLE LINER WHEN SOILED OR WORN		1/WK 52/YR MORE AS NEEDED				

PERIODIC SERVICES	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI (OR) BI-ANNUAL	ANNUAL
<b>3. GENERAL</b>						
g. CLEAN AIR BARS AND VENTS					2/YR	
h. DUST/CLEAN BASEBOARDS					2/YR	
i. DUST CLEAN BLINDS, CURTAINS, WINDOW TREATMENTS					2/YR	
j. VACUUM FABRIC UPHOLSTERED FURNITURE					2/YR	
k. CLEAN LIGHT FIXTURE LENSES						1/YR
l. ADDITIONAL/EMERGENCY SERVICES						AS NEEDED
<b>4. INTENSIVE FLOOR CARE</b>						
f. EMERGENCY STAIN / GUM REMOVAL FROM CARPET						AS NEEDED
g. SPRAY BUFF FINISHED HARD FLOORS - REMOVE SCUFF MARKS				4/YR		
h. SCRUB RESTROOM WALLS AND FLOORS			2/MO 24/YR			
i. CLEAN CARPET IN HIGH TRAFFIC AREAS					2/YR	
j. CARPET CLEANING—FULL CONTRACT AREA						1/YR
k. STRIP & REFINISH ALL HARD SURFACE FLOORS						N/A

**NOTE:**

SERVICES REQUESTED BY THE PROGRAM MANAGER OR DESIGNEE, AND PERFORMED BY THE CONTRACTOR WHICH ARE BEYOND THE SCOPE OF THIS SERVICE CONTRACT, SHALL BE BILLED SEPARATELY AT THE HOURLY RATE QUOTED BY THE CONTRACTOR FOR ADDITIONAL / EMERGENCY SERVICES.

**SUPPLEMENTARY TASKS\***

- TO BE DETERMINED BY PROGRAM MANAGER OR DESIGNEE

**NOTES AND ADDITIONAL INFORMATION**

- ALL CLEANING SCHEDULES ARE TO BE ESTABLISHED WITH AND APPROVED BY THE PROGRAM MANAGER OR DESIGNEE AT THE BEGINNING OF THE CONTRACT PERIOD. SERVICE DELIVERY BEGIN DATE WILL BE DETERMINED BY PROGRAM MANAGER OR DESIGNEE. ANY DEVIATION FROM THE ESTABLISHED SCHEDULE MUST BE PRE-APPROVED BY THE PROGRAM MANAGER OR DESIGNEE.
- ALL PERIODIC SERVICES MUST BE PRICED AND INVOICED SEPARATELY FROM THE BASIC SERVICES. DELIVERY AND PERFORMANCE OF ALL PERIODIC SERVICES MUST BE PRE-APPROVED BY THE PROGRAM MANAGER, OR DESIGNEE, PURSUANT TO THE SCHEDULE APPROVED BY THE PROGRAM MANAGER OR DESIGNEE.

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

REPLENISHABLE ITEM	PROVIDED BY
PAPER TOWELS	AGENCY
HAND SOAP	AGENCY
FEMININE SANITARY VENDING SUPPLIES & DISPOSAL BAGS	AGENCY
TOILET TISSUE	AGENCY
PLASTIC TRASH CAN LINERS	AGENCY
AIR FRESHENERS	AGENCY

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

**Price Sheet**  
**DHHS: Center for Forensic Psychiatry**

<b>BASIC JANITORIAL WAGES - Enter hourly PAY rate. Do not include taxes, insurance, etc.</b>								
	Employees		Hours		Pay Rate		Days	Total
Daytime Cleaners Monday - Friday	3	x	8	x	\$ 10.00	x	261	\$ 62,640.00
Weekend Cleaners	3	x	8	x	\$ 10.00	x	104	\$ 24,960.00
Supervisor Cleaning	1	x	8	x	\$ 11.00	x	365	\$ 32,120.00
Supervisor Non-Cleaning		x		x		x	365	\$ -
Other		x		x		x	365	\$ -
<b>BASIC ANNUAL JANITORIAL WAGES (A)</b>								<b>\$ 119,720.00</b>
<b>ANNUAL BUSINESS COSTS</b>								
Annual Cost for Cleaning Supplies and Equipment								
Wage Overhead - (A) Basic Annual Janitorial Wages x 19.26%								\$ 23,058.07
Overhead (Your cost to perform service at this location)								
Profit								
<b>TOTAL ANNUAL BUSINESS COST (B)</b>								<b>\$ 23,058.07</b>
<b>BASIC ANNUAL JANITORIAL WAGES (A)</b>								<b>\$ 119,720.00</b>
<b>TOTAL ANNUAL JANITORIAL BASE RATE (C)</b>								<b>\$ 142,778.07</b>
<b>TOTAL MONTHLY INVOICE AMOUNT (C/12)</b>								<b>\$ 11,898.17</b>
<b>PERIODIC SERVICES</b>								
					Annual - 1 Semi - 2 Quarterly - 4		Price per Service	Annual Price
Clean air bars and vents					12	x	35	\$ 420.00
Dust / clean baseboards					4	x	45	\$ 180.00
Dust clean vertical blinds					2	x	85	\$ 170.00
Clean light fixture lenses					12	x	350	\$ 4,200.00
Vacuum fabric upholstered furniture					4	x	300	\$ 1,200.00
Spray buff hard surfaced floors					52	x	450	\$ 23,400.00
Strip and Reseal hard surfaced floors						x		\$ -
Deep scrub bathroom floors						x		\$ -
Deep scrub bathroom walls / stalls					52	x	250	\$ 13,000.00
Clean carpet - high traffic area					2	x	550	\$ 1,100.00
Clean carpet - full contract area					1	x	950	\$ 950.00
Clean interior windows					12	x	350	\$ 4,200.00
Clean exterior windows, inside and out						x		\$ -
<b>TOTAL ANNUAL PERIODIC SERVICES (D)</b>								<b>\$ 48,820.00</b>
<b>TOTAL ANNUAL JANITORIAL BASE RATE (C)</b>								<b>\$ 142,778.07</b>
<b>TOTAL QUOTE FOR ONE YEAR</b>								<b>\$ 191,598.07</b>
<b>TOTAL QUOTE FOR SIX YEAR CONTRACT</b>								<b>\$ 1,149,588.43</b>

<b>ADDITIONAL SERVICES</b>	
<b>Hourly Rate for Additional Services</b>	
	<b>Price Per Hour</b>
Emergency Services - Includes emergency cleaning services such as restroom overflow, etc.	\$ 30.00/hrs
Infectious Disease Control	\$ 45.00/hrs
Miscellaneous Facility Maintenance - Includes light maintenance, i.e. hanging paper towel dispensers or storage shelves.	\$ 25.00/hrs

<b>SUBCONTRACTOR COSTS</b>	
Sub-Contractor Total Cost	
<b>Company Name</b>	AMERICAN CLEANING COMPANY LLC
<b>Vendor I.D.</b>	****8011
<b>Vendor Signature</b>	BRISIDA BIBASHANI
<b>Date</b>	3/25/2016
<b>Telephone Number</b>	586-677-9240
<b>Cell Phone Number</b>	586-855-4086
<b>Email</b>	<a href="mailto:budi42@hotmail.com">budi42@hotmail.com</a>

**Price Sheet**

**DHHS: Walter Reuther Psychiatric Hospital - Annex**

<b>BASIC JANITORIAL WAGES - Enter hourly PAY rate. Do not include taxes, insurance, etc.</b>									
	Employees		Hours		Pay Rate		Days		Total
Daytime Cleaners	1	x	8	x	\$ 10.00	x	248	x	\$ 19,840.00
Supervisor Cleaning	1	x	3	x	\$ 10.00	x	248	x	\$ 7,440.00
Supervisor Non-Cleaning		x		x		x	248	x	\$ -
Other		x		x		x	248	x	\$ -
<b>BASIC ANNUAL JANITORIAL WAGES (A)</b>									<b>\$ 27,280.00</b>
<b>ANNUAL BUSINESS COSTS</b>									
Annual Cost for Cleaning Supplies and Equipment									
Wage Overhead - (A) Basic Annual Janitorial Wages x 19.26%									\$ 5,254.13
Overhead (Your cost to perform service at this location)									
Profit									
<b>TOTAL ANNUAL BUSINESS COST (B)</b>									<b>\$ 5,254.13</b>
<b>BASIC ANNUAL JANITORIAL WAGES (A)</b>									\$ 27,280.00
<b>TOTAL ANNUAL JANITORIAL BASE RATE (C)</b>									\$ 32,534.13
<b>TOTAL MONTHLY INVOICE AMOUNT (C/12)</b>									<b>\$ 2,711.18</b>
<b>PERIODIC SERVICES</b>									
					Annual - 1 Semi - 2 Quarterly - 4		Price per Service		Annual Price
Clean air bars and vents					2	x	50	=	\$ 100.00
Dust / clean baseboards					2	x	50	=	\$ 100.00
Dust clean vertical blinds					2	x	50	=	\$ 100.00
Clean light fixture lenses					1	x	100	=	\$ 100.00
Vacuum fabric upholstered furniture					2	x	50	=	\$ 100.00
Spray buff hard surfaced floors					4	x	180	=	\$ 720.00
Strip and Reseal hard surfaced floors						x		=	\$ -
Deep scrub bathroom floors						x		=	\$ -
Deep scrub bathroom walls / stalls					24	x	350	=	\$ 8,400.00
Clean carpet - high traffic area					2	x	300	=	\$ 600.00
Clean carpet - full contract area					1	x	800	=	\$ 800.00
Clean interior windows						x		=	\$ -
Clean exterior windows, inside and out						x		=	\$ -
<b>TOTAL ANNUAL PERIODIC SERVICES (D)</b>									<b>\$ 11,020.00</b>
<b>TOTAL ANNUAL JANITORIAL BASE RATE (C)</b>									\$ 32,534.13
<b>TOTAL QUOTE FOR ONE YEAR</b>									<b>\$ 43,554.13</b>
<b>TOTAL QUOTE FOR SIX YEAR CONTRACT</b>									<b>\$ 261,324.77</b>

<b>ADDITIONAL SERVICES</b>	
<b>Hourly Rate for Additional Services</b>	
	<b>Price Per Hour</b>
Emergency Services - Includes emergency cleaning services such as restroom overflow, etc.	\$ 30.00/HRS
Infectious Disease Control	\$ 45.00/HRS
Miscellaneous Facility Maintenance - Includes light maintenance, i.e. hanging paper towel dispensers or storage shelves.	\$ 25.00/HRS

<b>SUBCONTRACTOR COSTS</b>	
Sub-Contractor Total Cost	

<b>Company Name</b>	AMERICAN CLEANING COMPANY LLC
<b>Vendor I.D.</b>	****8011
<b>Vendor Signature</b>	BRISIDA BIBASHANI
<b>Date</b>	3/25/2016
<b>Telephone Number</b>	586-677-9240
<b>Cell Phone Number</b>	586-855-4086
<b>Email</b>	<a href="mailto:budi42@hotmail.com">budi42@hotmail.com</a>