



STATE OF MICHIGAN
ENTERPRISE PROCUREMENT
 Department of Technology, Management, and Budget
 525 W. ALLEGAN ST., LANSING, MICHIGAN 48913
 P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number 2
 to
 Contract Number 071B7700047

CONTRACTOR	Road Runr Maintenance, Inc.
	747 Orchard Lake Rd
	Pontiac, MI 48341
	Adrianna Seitz
	248-332-4242
	ad@roadrunr.com
*****4426	

STATE	Program Manager	VARIOUS	DTMB
		@Michigan.gov	
	Contract Administrator	Joy Nakfoor	DTMB
		(517) 284-7042	
		nakfoorj@michigan.gov	

CONTRACT SUMMARY

DETROIT METRO REGIONAL JANITORIAL SERVICES			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
November 1, 2016	November 30, 2020	1 - 1 Year	November 30, 2020
PAYMENT TERMS		DELIVERY TIMEFRAME	
Net 45 Days			
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-Card	<input type="checkbox"/> Direct Voucher (DV)	<input type="checkbox"/> Other	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

MINIMUM DELIVERY REQUIREMENTS

DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		November 30, 2020
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$897,401.23	\$0.00	\$897,401.23		

DESCRIPTION

Effective 1/4/2017, the following term is hereby removed from the contract: Standard Contract Terms, 7. Administrative Fee and Reporting. Please note the Contract Administrator has been changed to Joy Nakfoor, 517-284-7042, nakfoorj@michigan.gov. All other terms, conditions, specifications and pricing remain the same. Per DTMB request and agency agreement, and DTMB Procurement approval.



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 525 W. ALLEGAN ST., LANSING, MICHIGAN 48913
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CONTRACT CHANGE NOTICE

Change Notice Number 1
 to
 Contract Number 071B7700047

CONTRACTOR	Road Runr Maintenance, Inc.
	747 Orchard Lake Rd
	Pontiac, MI 48341
	Adrianna Seitz
	248-332-4242
	ad@roadrunr.com
	*****4426

STATE	Program Manager	VARIOUS	DTMB
		@Michigan.gov	
		Jared Ambrosier	DTMB
	Contract Administrator	(517) 284-6398	
		ambrosierj@michigan.gov	

CONTRACT SUMMARY

DETROIT METRO REGIONAL JANITORIAL SERVICES			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
November 1, 2016	November 30, 2020	1 - 1 Year	November 30, 2020
PAYMENT TERMS		DELIVERY TIMEFRAME	
Net 45 Days		N/A	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-Card	<input type="checkbox"/> Direct Voucher (DV)	<input type="checkbox"/> Other	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS			
N/A			

DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		November 30, 2020
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$897,401.23	\$0.00	\$897,401.23		

DESCRIPTION

Effective 12/12/16, the Green Oaks and Macomb DHS offices are added to this Contract, per Attachment A & B. All other terms, conditions, specifications and pricing remain the same. Per contractor and agency agreement, and DTMB Procurement approval.

Attachment A

LOCATION SPECIFICATIONS

A. CONTRACT AND CCI INFORMATION

LOCATION #

Green Oaks

CONTRACT INFORMATION			
PREVIOUS BPO #:	N/A		
NEW CONTRACT START DATE:	7/18/16	CONTRACT END DATE:	10/31/16
NUMBER OF YEARS / EXTENSION OPTIONS:	Four year contract with one year extension		
CONTRACTING AGENCY NAME:	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES		
COUNTY NAME:			
BUILDING ADDRESS:	8701 M-36 (9 mile Rd.), Whitmore Lake, Mi 48189		
IS THIS LOCATION CURRENTLY ON CRO "SET ASIDE" STATUS?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
REGION and COUNTY:	Southeast, MI / Livingston		
PROCUREMENT CONTACT INFORMATION			
PROCUREMENT OFFICE NAME:	MICHIGAN DEPARTMENT OF HUMAN SERVICES, PURCHASING		
PROCUREMENT OFFICE CONTACT NAME:	Jennifer Frank	CONTACT TELEPHONE #:	517-241-6563
PROCUREMENT OFFICE CONTACT E-MAIL:	Frankj4@michigan.gov	CONTACT FACSIMILE #:	517-335-6251
CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:	Anthony F. Calleja	CONTACT TELEPHONE #:	313-220-0133
CCI / FM CONTACT E-MAIL:	Callejaa2@Michigan.gov	CONTACT FACSIMILE #:	313-456-3570

B. BUILDING SPECIFICATION INFORMATION

BUILDING LOCATION INFORMATION			
OFFICIAL WORKING DAYS OF BUILDING OCCUPANTS:	M/T/W/TH/F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	8:00 a.m. – 5:00 p.m.

NUMBER OF EMPLOYEES:	3	APPROXIMATE DAILY VISITORS:	85
IDENTIFY DAYS OF CLEANING SERVICE:	M/W/F	IDENTIFY HOURS OF CLEANING SERVICE:	After 5:00 p.m. on designated days
TOTAL BUILDING SQ. FT. TO BE CLEANED:	17,395	NUMBER OF STORIES IN BUILDING:	1
TOTAL SQ. FT. OF "FULL CONTRACT" CARPET TO BE CLEANED (INCLUDES HIGH TRAFFIC):	9,919	AREA(S):	Main hallway(s), most rooms
TOTAL SQ. FT. OF "HIGH TRAFFIC" CARPET AREA(S) TO BE CLEANED :	2165	AREA(S):	Main hallway(s)
TOTAL SQ. FT. OF VINYL TO BE CLEANED:	3043	AREA(S):	Secondary hallways
TOTAL SQ. FT. OF CERAMIC TO BE CLEANED:	3712	AREA(S):	Restrooms, kitchen, lunchroom, west and south vestibules
TOTAL SQ. FT. OF CEMENT TO BE CLEANED:	672	AREA(S):	COMPUTER ROOM 2
TOTAL SQ. FT. OF TERRAZO TO BE CLEANED:	0	AREA(S):	
TOTAL SQ. FT. OF RUBBER TO BE CLEANED:	0	AREA(S):	
NUMBER OF RESTROOMS IN BUILDING:	6	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S):	15
		<i>NOTE, INCLUDES: URINALS, TOILETS, SINKS ADD ADDITIONAL IF APPLICABLE, I.E. BABY-CHANGING STATIONS, SHOWERS, ETC.</i>	
Is window cleaning to be included on this contract? <i>Note: Specify if Interior (inside building) and / or Exterior (perimeter of building) and Number of Floors – typically 1st Floor for Exterior.</i>	EXTERIOR WINDOW CLEANING – INSIDE AND OUTSIDE – TWICE ANNUALLY		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	GYMNASIUM: CLEANING/FLOOR CARE ONCE QUARTERLY		
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] NOTE: DMB-OAS & AGENCY to determine	LOW		

ADDITIONAL INFORMATION: (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):

Examples - modify as applicable

- Some staff within facility has chemical sensitivities. Vendors should note that if the cleaning products used have odors, the products may need to be changed as directed by the Contract Compliance Inspector.
- The contractor must notify the CCI in writing at least two weeks in advance of the date that any periodic services will be performed. Contractor must receive approval of the date from the CCI before performing any periodic services. Failure to adhere to this requirement could delay payment for these services.
- The contractor and contractor's employees will be expected to perform with professional and courteous behavior.
- Square footage of full contract carpet area includes the high traffic carpet area.

C. DESCRIPTION OF SERVICE NEEDS

TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 248 times per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
BASIC SERVICES				N/A	N/A	N/A
1. General Office Cleaning (includes all areas listed under Building Location Information except restrooms)						
a. Vacuum all carpeted floors including corners, and underneath partitions. Remove spots/stains from carpet.		3x wkly (156 / yr)				
b. Empty waste receptacles. Replace liners when torn or soiled.		3x wkly (156 / yr)				
c. Wash or damp wipe, inside and outside, all waste receptacles presenting a soiled or odorous condition.		3x wkly (156 / yr)				
d. Dust mop all non-carpeted floors. Damp mop all spills.		3x wkly (156 / yr)				
e. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners		3x wkly (156 / yr)				
f. Clean and disinfect drinking fountains		3x wkly (156 / yr)				
g. Clean and polish all entrance glass.		1x week (52 / yr)				
h. Move all lobby chairs and clean floor area underneath and replace chairs in proper place.		3x wkly (156 / yr)				
i. Dust high and low, including clocks, all surfaces on which dust gathers.		1x wkly (52 / yr)				
j. Clean all <u>cleared</u> desk and counter top areas with approved desk/counter cleaner.		1x wkly (52 / yr)				
k. Remove all cobwebs, clean baseboards			1x mo (12/ yr)			
l. Clean, spray wax and buff all vinyl tile floors		1x wkly (52 / yr)				
m. Clean all lobby furniture. Thoroughly wash all children's furniture.		1x wkly (52 / yr)				
n. Dust/vacuum window hangings			1x mo (12 / yr)			
o. Spot clean walls, doors, etc, removing all cobwebs, finger prints, smears and stains.			1x mo (12 / yr)			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 248 times per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
p. Vacuum exposed air bars and heating outlets			1x mo (12 / yr)			
2. Restrooms						
a. Clean and sanitize all units. Clean pipes beneath all sinks.		3x wkly (156 / yr)				
b. Clean mirrors and counters and polish chrome.		3x wkly (156 / yr)				
c. Refill dispensers. ** See Replenishable Supplies.		3x wkly (156 / yr)				
d. Empty and disinfect all sanitary napkin receptacles.		3x wkly (156 / yr)				
e. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals. Damp mops used in restroom are not to be used for non-restroom areas.		3x wkly (156 / yr)				
e. Empty waste receptacles.		3x wkly (156 / yr)				
f. Clean switch, door and kick plates.		3x wkly (156 / yr)				
h. Clean and sanitize wall hand dryers.		3x wkly (156 / yr)				
i. Maintain floor drain(s)/traps free of odors		3x wkly (156 / yr)				
j. Thoroughly clean, scrub by agitation (with hand brush or mechanical machine) and disinfect ceramic tile floors, with special attention to grouting, corners of floor, baseboards and stalls		1x wkly (52 / yr)				
k. Dust radiators, grills, ledges, etc		1x wkly (52 / yr)				
l. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		1x wkly (52 / yr)				
m. Wash with germicidal solution entrance doorways, ledges, etc.			1x mo (12 / yr)			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 248 times per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi -Annual (2 times per year)	Annual (Once Per Year)
THESE ARE OPTIONAL PERIODIC SERVICES – MODIFY AS APPROPRIATE TO YOUR LOCATION						
PERIODIC SERVICES	N/A	N/A	N/A			
1. General						
a. Vacuum clean air diffusers						1X/yr
b. Clean light fixture lenses						1x/yr
2. Intensive Floor Care						
a. Strip, seal, wax and buff vinyl tile floors: Full contract area				4X/yr		
b. Clean carpets by hot water extraction at a temperature that will kill and eliminate bacteria: Full contract area					2X/yr	
c. Clean carpet by hot water extraction at a temperature that will kill and eliminate bacteria in high traffic areas						1X/yr
3. Windows						
a. Clean Windows on Exterior of building (inside and outside)					2X /yr	

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

Replenishable Item	Provided by
Paper towels	Agency
Hand soap	Agency
Feminine Sanitary vending supplies & Disposal bags	Contractor
Toilet tissue	N/A
Plastic Trash Can Liners	Agency
Air Fresheners	N/A

BASIC JANITORIAL WAGES – Enter hourly PAY rate. Do not include taxes or insurance.

	Employees		Hours		Rate		Days		Total
Daytime Cleaners		x		x	0.00	x	156	=	
Nighttime Cleaners	1	x	3.5	x	14.00	x	156	=	7644.00
Supervisor Cleaning		x		x	0.00	x	156	=	
Supervisor Non-Cleaning	1	x	0.5	x	16.00	x	156	=	1248.00
Other		x		x		x		=	
BASIC ANNUAL JANITORIAL WAGES (A)									8892.00

ANNUAL BUSINESS COSTS	Total
Annual Cost for Cleaning Supplies and Equipment	\$ 355.68
Replenishment Supplies (not applicable for DHS locations)	\$ 0.00
Insurance (General Liability and Worker's Compensation)	\$ 630.58
Wage Overhead - (A) Basic Annual Janitorial Wages x 19.26%	\$ 1592.42
Other – (Provide detailed list. Insert rows as needed)	\$ 0.00
Profit	\$ 2667.60
TOTAL ANNUAL BUSINESS COST (B)	\$ 5246.28
BASIC ANNUAL JANITORIAL WAGES (A)	\$ 8892.00
TOTAL ANNUAL BUSINESS COSTS (B)	+ \$ 5246.28
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 14138.28
C ÷ 12 = TOTAL MONTHLY INVOICE AMOUNT	\$ 1178.19

PERIODIC SERVICES	Annual = 1 Semi = 2 Tri = 3 Qrtly = 4		Price Per Service		ANNUAL PRICE
Clean air bars and vents	1	x	148.80	=	148.80
Clean Light Fixtures	1	x	223.20	=	223.20
Strip, Seal Wax, Buff Vinyl Floors	4	x	297.60	=	1190.40
Clean Carpets with hot water extraction full contract area	2	x	744.00	=	1488.00
Clean Carpets with hot water extraction high traffic areas	1	x	223.20	=	223.20
Clean Windows on exterior of Building	2	x	260.40	=	520.80
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
TOTAL ANNUAL PERIODIC SERVICES (D)					3794.40

TOTAL ANNUAL JANITORIAL BASE RATE (C)	14138.28
TOTAL ANNUAL PERIODIC SERVICES (D)	3794.40
TOTAL QUOTE FOR ONE YEAR	17932.68
TOTAL QUOTE FOR CONTRACT	17932.68

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

Square Feet of Area to be cleaned: 17395
 TOTAL AVERAGE cost per square foot per month: Basic Janitorial - \$ 0.0543
 TOTAL AVERAGE cost per square foot per year: Basic Janitorial - \$ 0.651
 TOTAL AVERAGE cost per square foot per month: All Services - \$
 TOTAL AVERAGE cost per square foot per year: All Services \$

ADDITIONAL SERVICES – FOR QUOTION PURPOSES ONLY – not included in total price quotation

Do not include in annual price. Price quoted should be hourly for Additional Services on an “As Needed” basis.	Hourly Rate	Equipment or Supplies	Total
Emergency Services Includes emergency cleaning services such as restrooms overflow, etc	\$ 35.00	\$	\$ 35.00
Infectious Disease Control / Disinfection Services	\$ 45.00	\$	\$ 45.00
Miscellaneous facility maintenance services Includes light maintenance, i.e. hanging paper towel dispensers or storage shelves	\$ 35.00	\$	\$ 35.00

SUBCONTRACTORS

Sub-contractor Total Costs	\$0.00
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Company	Road Runr Maintenance, Inc.
Vendor ID	
Vendor Signature	
Date	6/20/16
Telephone Number	248-332-4242
Cell Phone Number	Adrianna Seitz 630-207-5137
Email	ad@roadrunr.com

Attachment B

CONTRACT INFORMATION			
CONTRACTING AGENCY:	MICHIGAN DEPARTMENT OF HUMAN SERVICES		
BUILDING NAME AND NUMBER:	MACOMB COUNTY DHS- STERLING HEIGHTS DISTRICT		
BUILDING ADDRESS:	41227 Mound Rd. Sterling Heights, MI 48314		
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: Metro Region County: Macomb		
PROCUREMENT CONTACT INFORMATION			
CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Jared Ambrosier	ambrosierj@michigan.gov	517-284-6398
AGENCY BUYER:	Samantha Wyman	Wyman52@michigan.gov	517-241-5013
FACILITY MANAGER:	Lauren Scroi	scroil@michigan.gov	586-254-1510
BUILDING LOCATION INFORMATION			
WORKING DAYS OF BUILDING OCCUPANTS:	Mon-Fri	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	7:30 a.m-5 p.m
NUMBER OF EMPLOYEES:	110	APPROXIMATE DAILY VISITORS:	300
DAYS OF CLEANING SERVICE:	Mon-Fri	IDENTIFY HOURS OF CLEANING SERVICE:	5:30 p.m-8:30 p.m
TOTAL SQ. FT. TO BE CLEANED:	28,727	NUMBER OF STORIES IN BUILDING:	1
SQ. FT. CARPET:	23,969	Workstation areas, manager offices, conference rooms, hallways	
SQ. FT. HIGH TRAFFIC CARPET:		Hallways	
SQ. FT. VINYL:	703	Mechanical, Teledata, Kitchen	
SQ. FT. CERAMIC:	3,274	Lobby, foyers, restrooms	
SQ. FT. CONCRETE:	781	Stock Room	
SQ. FT. TERRAZO:			
SQ. FT. RUBBER FLOORING:			

Attachment B

NUMBER OF RESTROOMS IN BUILDING:	5	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 27 <i>NOTE, INCLUDES: URINALS, TOILETS, SINKS ADD ADDITIONAL IF APPLICABLE, I.E. BABY-CHANGING STATIONS, SHOWERS, ETC.</i>
Is window cleaning required? Specify if Interior and / or Exterior and Number of Floors – typically 1 st Floor for Exterior.	EXTERIOR WINDOW CLEANING- INSIDE AND OUTSIDE- YES- 3 TIMES PER YEAR	
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	NO	
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] DTMB-OAS & AGENCY to determine	LOW	
ADDITIONAL INFORMATION: (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): <ul style="list-style-type: none"> ▪ Some staff within facility has chemical sensitivities. Vendors should note that if the cleaning products used have odors, the products may need to be changed as directed by the Contract Compliance Inspector. ▪ The contractor must notify the CCI in writing at least two weeks in advance of the date that any periodic services will be performed. Contractor must receive approval of the date from the CCI before performing any periodic services. Failure to adhere to this requirement could delay payment for these services. ▪ The contractor and contractor's employees will be expected to perform with professional and courteous behavior. ▪ Square footage of full contract carpet area includes the high traffic carpet area. ▪ 		

C. DESCRIPTION OF SERVICE NEEDS TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 248 times per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi-Annual (2 times per year)	Annual (Once Per Year)
BASIC SERVICES						
1. Office Cleaning M/T/W/T/F						
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet	1x day (248/yr)					
b. Empty waste receptacles. Replace liners when torn or soiled.	1x day (248/yr)					
2. Restrooms						
a. Close restroom	1x day (248/yr)					
b. Empty waste receptacles	1x day (248/yr)					
c. Refill dispensers. ** See Replenishable Supplies.	1x day (248/yr)					

Attachment B

d. Dust .		1x weekly (52/yr)				
e. Clean and disinfect waste receptacles.	1x day (248/yr)					
f. Dust mop.	1x day (248/yr)					
g. Clean and disinfect sinks.	1x day (248/yr)					
h. Clean glass and mirrors.	1x day (248/yr)					
i. Clean and disinfect toilets and urinals	1x day (248/yr)					
j. Empty and disinfect all sanitary napkins receptacles	1x day (248/yr)					
k. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		1x weekly (52/yr)				
m. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas)	1x day (248/yr)					
n. Vacuum carpet if applicable	1x day (248/yr)					
k. Maintain floor drain(s)/traps free of odors	1x day (248/yr)					
l. Service restrooms as requested by Facility Manager	1x day (248/yr)					
3. Drinking Fountains						
a. Clean, disinfect and wipe dry.	1x day (248/yr)					
4. Lobbies and Corridors						
a. Empty trash/recyclable paper pick up	1x day (248/yr)					
b. Remove carpet runners, clean floor and replace runners	1x day (248/yr)					
c. Vacuum carpet and runners	1x day (248/yr)					
d. Dust mop	1x day (248/yr)					
e. Damp mop or machine scrub	1x day (248/yr)					
f. Maintain clean glass includes entrance doors	1x day (248/yr)					
g. Completely dust all fixtures includes ledges, edges, shelves, exposed pipe, furniture, partitions door-frames etc.		1x weekly (52/yr)				

Attachment B

h. Damp wipe all non-upholstered furniture, tables & counter areas	1x day (248/yr)					
5. Wall/Partition Cleaning/Washing						
a. Spot cleaning – including light switches			1x mo (12/yr)			
b. Thorough wall/partition vacuuming and washing, as required			1x mo (12/yr)			
c. Clean partition/glass windows			1x mo (12/yr)			
6. Stairway Cleaning, including those in parking ramps						
a. Vacuum/dust mop		1x weekly (52/yr)				
b. Vacuum/dust mop – Winter (November 1 – April 1)		1x weekly (52/yr)				
c. Dust		1x weekly (52/yr)				
d. Clean w/ disinfectant & wipe dry handrails & doorknobs		1x weekly (52/yr)				
e. Damp mop		1x weekly (52/yr)				
f. Damp mop Winter (November 1 – April 1) for designated areas		1x weekly (52/yr)				
g. Spot clean walls and glass		1x weekly (52/yr)				
7. Elevator Cleaning						
At discretion of CCI						
a. Clean door guide tracks						
b. Dust, damp wipe and wipe dry handrails, cab walls, doors						
c. Vacuum carpet						
8. Thoroughly Clean Store Rooms Janitor Closets						
At discretion of CCI						
9. High Use Areas Special attention must be given to the areas listed below both schedules & duties will be conducted as indicated. The facility manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep and damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
At discretion of CCI						
a. Conference Rooms						
b. Clean drawing boards in conference rooms						
c. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas. Clean metal cover of east receptacle.						
d. Includes cleaning of table, counter tops and microwaves						

Attachment B

10. Variable Procedures						
a. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during Winter months of November 1 – April 1						
b. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during summer months April 1-October 1						
c. Entry leaf removal/sweeping fall season						
d. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect						
e. Replace waste receptacle liner when soiled or worn						
PERIODIC SERVICES						
1. General	At discretion of CCI					
a. Clean air bars and vents						
a. Dust/clean baseboards						
b. Dust clean blinds, curtains, window treatments						
c. Vacuum fabric upholstered furniture						
d. Additional/Emergency services						
2. Intensive Floor Care						
a. Emergency stain / gum removal from carpet					2x/yr	
b. Remove scuff marks /spray buff hard floors				4x/yr		
c. Scrub restroom floors						2x/yr
d. Clean carpet in high traffic areas						2x/yr
e. Carpet Cleaning – whole contract area					2x/yr	
f. Scrub stairwell floors				4x/yr		
g. Clean Light Fixtures						1x/yr
h. Strip & refinish all hard surface floors				4x/yr		
3. Windows						
a. Clean windows on Exteriors walls of building (inside and outside)					3x/yr	
b. Clean windows on Interiors walls of building (inside and outside)					3x/yr	

NOTES AND ADDITIONAL INFORMATION

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

Attachment B

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

Replenishable Item	Provided by
Paper towels	Agency
Hand soap	Agency
Feminine Sanitary vending supplies & Disposal bags	Contractor
Toilet tissue	Agency
Plastic Trash Can Liners	Agency
Air Fresheners	Agency

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

Attachment B

PRICE

MICHIGAN DEPARTMENT OF

BASIC JANITORIAL WAGES – Enter hourly PAY rate. Do not include taxes or insurance.								
	Employees		Hours		Rate		Days	Total
Daytime Cleaners		x		x	8.50	x	248	=
Nighttime Cleaners	1	x	3	x	10.00	x	248	= 7440.00
Supervisor Cleaning	1	x	3	x	12.00	x	248	= 8928.00
Other		x		x		x		=
Other		x		x		x		=
BASIC ANNUAL JANITORIAL WAGES (A)								16368.00

ANNUAL BUSINESS COSTS	Total
Annual Cost for Cleaning Supplies and Equipment	\$ 2809.44
Replenishment Supplies (not applicable for DHS locations)	\$ 0.00
Insurance (General Liability and Worker's Compensation)	\$ 1473.12
Wage Overhead - (A) Basic Annual Janitorial Wages x 19.26%	\$ 3273.60
Other – (Provide detailed list. Insert rows as needed)	\$ 0.00
Profit	\$ 8184.00
TOTAL ANNUAL BUSINESS COST (B)	\$ 15740.16
BASIC ANNUAL JANITORIAL WAGES (A)	\$ 16368.00
TOTAL ANNUAL BUSINESS COSTS (B)	+ \$ 15740.16
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 32108.16
C ÷ 12 = TOTAL MONTHLY INVOICE AMOUNT	\$ 2675.68

PERIODIC SERVICES	Annual = 1 Semi = 2 Tri = 3 Qrtly = 4		Price Per Service		ANNUAL PRICE
Clean air bars and vents		x		=	0.00
Dust/clean baseboards		x		=	0.00
Dust clean vertical blinds		x		=	0.00
Vacuum fabric upholstered furniture		x		=	0.00
Emergency stain/gum removal from carpet	2	x	150.00		300.00
Remove scuff marks/spray buff hard floors	4	x	200.00	=	800.00
Power scrub and refinish ceramic floors		x		=	0.00
Strip and refinish all vinyl floors	4	x	600.00	=	2400.00
Clean building windows (outside)	3	x	200.00	=	600.00
Clean building windows (inside)	3		275.00		825.00
Clean carpet – full contract area	2	x	1200.00	=	2400.00
Clean carpet - high traffic areas	1	x	800.00	=	800.00
Clean light lenses	1	x	75.00	=	75.00
		x		=	
		x		=	

Attachment B

TOTAL ANNUAL PERIODIC SERVICES (D)	8200.00
TOTAL ANNUAL JANITORIAL BASE RATE (C)	32108.16
TOTAL ANNUAL PERIODIC SERVICES (D)	8200.00
TOTAL QUOTE FOR ONE YEAR	40308.16
TOTAL QUOTE FOR CONTRACT	161232.64

Square Feet of Area to be cleaned: 28727

TOTAL AVERAGE cost per square foot per month: Basic Janitorial - \$ 0.093

TOTAL AVERAGE cost per square foot per year: Basic Janitorial - \$ 1.12

TOTAL AVERAGE cost per square foot per month: All Services - \$ 0.0238

TOTAL AVERAGE cost per square foot per year: All Services \$ 0.285

ADDITIONAL SERVICES – FOR QUOTION PURPOSES ONLY – not included in total price quotation

Do not include in annual price. Price quoted should be hourly for Additional Services on an “As Needed” basis.	Hourly Rate	Equipment or Supplies	Total
Emergency Services Includes emergency cleaning services such as restrooms overflow, etc	\$ 45.00	\$ 0.00	\$ 45.00
Infectious Disease Control / Disinfection Services	\$ 45.00	\$ 25.00	\$ 70.00
Miscellaneous facility maintenance services Includes light maintenance, i.e. hanging paper towel dispensers or storage shelves	\$ 45.00	\$ 0.00	\$ 45.00



STATE OF MICHIGAN ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget
525 W. Allegan, Lansing MI 48913
P.O. Box 30026, Lansing, MI 48909

NOTICE OF CONTRACT

CONTRACT NO. **071B7700047**

between

THE STATE OF MICHIGAN

and

CONTRACTOR	Road Runr Maintenance, Inc.
	747 Orchard Lake Rd
	Pontiac MI 48341
	Adrianna Seitz
	248-332-4242
	ad@roadrunr.com
	4426

STATE	Program Manager	Various	Various
		Various	
		Various	
	Contract Administrator	Jared Ambrosier	DTMB
517-284-6398			
ambrosierj@michigan.gov			

CONTRACT SUMMARY			
DESCRIPTION: Detroit Metro Regional Janitorial Services			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
11/1/2016	11/30/2020	1, One Year	
PAYMENT TERMS		DELIVERY TIMEFRAME	
Net 45		N/A	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS			
N/A			
MISCELLANEOUS INFORMATION			
This is contract is the result of RFP 007116B0008592. This contract will serve as the primary regional contract for the Detroit Metro region.			
ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION			\$897,401.23

	AGENCY	NAME	PHONE	EMAIL
1	DHHS	Germaine Harville	313-554-8353	HarvilleG@michigan.gov
2	DHHS	Cleo Spates	313-493-7805	SpatesC@michigan.gov
3	MDOC	Michele Jackson-Hornes	313-972-4440	hornesmd@michigan.gov
4	MDOT	Dawn Campbell	248-483-5105	Campbelld2@michigan.gov
5	DHHS	Wendy Chapman	313-270-3800	Chapmanw2@michigan.gov
6	DHHS	Shannon Ritch	248-975-5292	ritchs@michigan.gov
7	DHHS	Mike Jackson II	313-375-2627	Jacksonm8@michigan.gov
8	DHHS	Melissa Montgomery	313-361-7396	MontgomeryM2@michigan.gov
9	DHHS	Kelly Worthy	313-372-6306	WorthyK@michigan.gov
10				

FOR THE CONTRACTOR:

Company Name

Authorized Agent Signature

Authorized Agent *(Print or Type)*

Date

FOR THE STATE:

Signature

Name & Title

Agency

Date



STATE OF MICHIGAN

STANDARD CONTRACT TERMS

This STANDARD CONTRACT (“**Contract**”) is agreed to between the State of Michigan (the “**State**”) and Road Runr Maintenance Inc (“**Contractor**”), a Michigan Company. This Contract is effective on November 1 2016 (“**Effective Date**”), and unless terminated, expires on November 30 2020.

This Contract may be renewed for up to one additional one year period(s). Renewal is at the sole discretion of the State and will automatically extend the Term of this Contract. The State will document its exercise of renewal options via Contract Change Notice.

The parties agree as follows:

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

Contractor must furnish all labor, equipment, materials, and supplies necessary for the performance of the Contract Activities, and meet operational standards, unless otherwise specified in Exhibit A.

Contractor must: (a) perform the Contract Activities in a timely, professional, safe, and workmanlike manner consistent with standards in the trade, profession, or industry; (b) meet or exceed the performance and operational standards, and specifications of the Contract; (c) provide all Contract Activities in good quality, with no material defects; (d) not interfere with the State’s operations; (e) obtain and maintain all necessary licenses, permits or other authorizations necessary for the performance of the Contract; (f) cooperate with the State, including the State’s quality assurance personnel, and any third party to achieve the objectives of the Contract; (g) return to the State any State-furnished equipment or other resources in the same condition as when provided when no longer required for the Contract; (h) not make any media releases without prior written authorization from the State; (i) assign to the State any claims resulting from state or federal antitrust violations to the extent that those violations concern materials or services supplied by third parties toward fulfillment of the Contract; (j) comply with all State physical and IT security policies and standards which will be made available upon request; and (k) provide the State priority in performance of the Contract except as mandated by federal disaster response requirements. Any breach under this paragraph is considered a material breach.

Contractor must also be clearly identifiable while on State property by wearing identification issued by the State, and clearly identify themselves whenever making contact with the State.

- 2. Notices.** All notices and other communications required or permitted under this Contract must be in writing and will be considered given and received: (a) when verified by written receipt if sent by courier; (b) when actually received if sent by mail without verification of receipt; or (c) when verified by automated receipt or electronic logs if sent by facsimile or email.

If to State: Jared Ambrosier ambrosierj@michigan.gov 517-284-6398	If to Contractor: Adrianna Seitz Executive Administrator Road Runr Maintenance, Inc. 747 Orchard Lake Rd Pontiac MI 48341 Email - ad@roadrunr.com Office – 248-332-4242 Cell – 630-207-5137
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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: Jared Ambrosier ambrosierj@michigan.gov 517-284-6398	Contractor: Adrianna Seitz Executive Administrator Road Runr Maintenance, Inc. 747 Orchard Lake Rd Pontiac MI 48341 Email - ad@roadrunr.com Office – 248-332-4242 Cell – 630-207-5137
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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: See attached program manager list	Contractor: Adrianna Seitz Executive Administrator Road Runr Maintenance, Inc. 747 Orchard Lake Rd Pontiac MI 48341 Email - ad@roadrunr.com Office – 248-332-4242 Cell – 630-207-5137
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5. **Performance Guarantee.** Contractor must at all times have financial resources sufficient, in the opinion of the State, to ensure performance of the Contract and must provide proof upon request. The State may require a performance bond (as specified in Exhibit A) if, in the opinion of the State, it will ensure performance of the Contract.
6. **Insurance Requirements.** Contractor must maintain the insurances identified below and is responsible for all deductibles. All required insurance must: (a) protect the State from claims that may arise out of, are alleged to arise out of, or result from Contractor's or a subcontractor's performance; (b) be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the State; and (c) be provided by a company with an A.M. Best rating of "A" or better, and a financial size of VII or better.

Required Limits	Additional Requirements
Commercial General Liability Insurance	
<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.
Umbrella or Excess Liability Insurance	
<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.
Automobile Liability Insurance	
<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.
Workers' Compensation Insurance	
<u>Minimal Limits:</u> Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.
Employers Liability Insurance	
<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. Administrative Fee and Reporting.** Contractor must pay an administrative fee of 1% on all payments made to Contractor under the Contract including transactions with the State (including its departments, divisions, agencies, offices, and commissions), MiDEAL members, and other states (including governmental subdivisions and authorized entities). Administrative fee payments must be made by check payable to the State of Michigan and mailed to:

Department of Technology, Management and Budget
 Financial Services – Cashier Unit
 Lewis Cass Building
 320 South Walnut St.
 P.O. Box 30681
 Lansing, MI 48909

Contractor must submit an itemized purchasing activity report, which includes at a minimum, the name of the purchasing entity and the total dollar volume in sales. Reports should be mailed to DTMB-Procurement.

The administrative fee and purchasing activity report are due within 30 calendar days from the last day of each calendar quarter.

8. Reserved

- 9. Independent Contractor.** Contractor is an independent contractor and assumes all rights, obligations and liabilities set forth in this Contract. Contractor, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Contract.

Contractor, and not the State, is responsible for the payment of wages, benefits and taxes of Contractor's employees and any subcontractors. Prior performance does not modify Contractor's status as an independent contractor.

10. **Subcontracting.** Contractor may not delegate any of its obligations under the Contract without the prior written approval of the State. Contractor must notify the State at least 90 calendar days before the proposed delegation, and provide the State any information it requests to determine whether the delegation is in its best interest. If approved, Contractor must: (a) be the sole point of contact regarding all contractual matters, including payment and charges for all Contract Activities; (b) make all payments to the subcontractor; and (c) incorporate the terms and conditions contained in this Contract in any subcontract with a subcontractor. Contractor remains responsible for the completion of the Contract Activities, compliance with the terms of this Contract, and the acts and omissions of the subcontractor. The State, in its sole discretion, may require the replacement of any subcontractor.
11. **Staffing.** The State's Contract Administrator may require Contractor to remove or reassign personnel by providing a notice to Contractor.
12. **Background Checks.** Upon request, Contractor must perform background checks on all employees and subcontractors and its employees prior to their assignment. The scope is at the discretion of the State and documentation must be provided as requested. Contractor is responsible for all costs associated with the requested background checks. The State, in its sole discretion, may also perform background checks.
13. **Assignment.** Contractor may not assign this Contract to any other party without the prior approval of the State. Upon notice to Contractor, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Contract to any other party. If the State determines that a novation of the Contract to a third party is necessary, Contractor will agree to the novation and provide all necessary documentation and signatures.
14. **Change of Control.** Contractor will notify, at least 90 calendar days before the effective date, the State of a change in Contractor's organizational structure or ownership. For purposes of this Contract, a change in control means any of the following: (a) a sale of more than 50% of Contractor's stock; (b) a sale of substantially all of Contractor's assets; (c) a change in a majority of Contractor's board members; (d) consummation of a merger or consolidation of Contractor with any other entity; (e) a change in ownership through a transaction or series of transactions; (f) or the board (or the stockholders) approves a plan of complete liquidation. A change of control does not include any consolidation or merger effected exclusively to change the domicile of Contractor, or any transaction or series of transactions principally for bona fide equity financing purposes.

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

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

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

If Contractor is unable or refuses to correct the deficiency within the time response standards set forth in this Contract, the State may cancel the order in whole or in part. The State, or a third party identified by

the State, may perform the Contract Activities and recover the difference between the cost to cure and the Contract price plus an additional 10% administrative fee.

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

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

19. **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 Exhibit A.

22. **Stop Work Order.** The State may suspend any or all activities under the Contract at any time. The State will provide Contractor a written stop work order detailing the suspension. Contractor must comply with the stop work order upon receipt. Within 90 calendar days, or any longer period agreed to by Contractor, the State will either: (a) issue a notice authorizing Contractor to resume work, or (b) terminate the Contract or purchase order. The State will not pay for Contract Activities, Contractor's lost profits, or any additional compensation during a stop work period.

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

If the State terminates this Contract under this Section, the State will issue a termination notice specifying whether Contractor must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Contractor was not in breach of the Contract, the termination will be

deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Section 24, Termination for Convenience.

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

- 24. Termination for Convenience.** The State may immediately terminate this Contract in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. The termination notice will specify whether Contractor must: (a) cease performance of the Contract Activities immediately, or (b) continue to perform the Contract Activities in accordance with Section 25, Transition Responsibilities. If the State terminates this Contract for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Transition Responsibilities.
- 25. Transition Responsibilities.** Upon termination or expiration of this Contract for any reason, Contractor must, for a period of time specified by the State (not to exceed 90 calendar days), provide all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the Contract Activities to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Contract Activities to the State or its designees. Such transition assistance may include, but is not limited to: (a) continuing to perform the Contract Activities at the established Contract rates; (b) taking all reasonable and necessary measures to transition performance of the work, including all applicable Contract Activities, training, equipment, software, leases, reports and other documentation, to the State or the State's designee; (c) taking all necessary and appropriate steps, or such other action as the State may direct, to preserve, maintain, protect, or return to the State all materials, data, property, and confidential information provided directly or indirectly to Contractor by any entity, agent, vendor, or employee of the State; (d) transferring title in and delivering to the State, at the State's discretion, all completed or partially completed deliverables prepared under this Contract as of the Contract termination date; and (e) preparing an accurate accounting from which the State and Contractor may reconcile all outstanding accounts (collectively, "**Transition Responsibilities**"). This Contract will automatically be extended through the end of the transition period.
- 26. General Indemnification.** Contractor must defend, indemnify and hold the State, its departments, divisions, agencies, offices, commissions, officers, and employees harmless, without limitation, from and against any and all actions, claims, losses, liabilities, damages, costs, attorney fees, and expenses (including those required to establish the right to indemnification), arising out of or relating to: (a) any breach by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable) of any of the promises, agreements, representations, warranties, or insurance requirements contained in this Contract; (b) any infringement, misappropriation, or other violation of any intellectual property right or other right of any third party; (c) any bodily injury, death, or damage to real or tangible personal property occurring wholly or in part due to action or inaction by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable); and (d) any acts or omissions of Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable).

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

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

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

27. **Infringement Remedies.** If, in either party's opinion, any piece of equipment, software, commodity, or service supplied by Contractor or its subcontractors, or its operation, use or reproduction, is likely to become the subject of a copyright, patent, trademark, or trade secret infringement claim, Contractor must, at its expense: (a) procure for the State the right to continue using the equipment, software, commodity, or service, or if this option is not reasonably available to Contractor, (b) replace or modify the same so that it becomes non-infringing; or (c) accept its return by the State with appropriate credits to the State against Contractor's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.
28. **Limitation of Liability.** The State is not liable for consequential, incidental, indirect, or special damages, regardless of the nature of the action.
29. **Disclosure of Litigation, or Other Proceeding.** Contractor must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "**Proceeding**") involving Contractor, a subcontractor, or an officer or director of Contractor or subcontractor, that arises during the term of the Contract, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Contractor's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that Contractor is required to possess in order to perform under this Contract.
30. **State Data.** All data and information provided to Contractor by or on behalf of the State, and all data and information derived therefrom, is the exclusive property of the State ("**State Data**"); this definition is to be construed as broadly as possible. Upon request, Contractor must provide to the State, or a third party designated by the State, all State Data within 10 calendar days of the request and in the format requested by the State. Contractor will assume all costs incurred in compiling and supplying State Data. No State Data may be used for any marketing purposes.
31. **Reserved'**
32. **Non-Disclosure of Confidential Information.** The parties acknowledge that each party may be exposed to or acquire communication or data of the other party that is confidential, privileged communication not intended to be disclosed to third parties. The provisions of this Section survive the termination of this Contract.
- a. **Meaning of Confidential Information.** For the purposes of this Contract, the term "**Confidential Information**" means all information and documentation of a party that: (a) has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party; (b) if disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning; and, (c) should reasonably be recognized as confidential information of the disclosing party. The term "Confidential Information" does not include any information or documentation that was: (a) subject to disclosure under the Michigan Freedom of Information Act (FOIA); (b) already in the possession of the receiving party without an obligation of confidentiality; (c) developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights; (d) obtained from a source other than the disclosing party without an obligation of confidentiality; or, (e) publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party). For purposes of this Contract, in all cases and for all matters, State Data is deemed to be Confidential Information.
- b. **Obligation of Confidentiality.** The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Contract or to use such Confidential Information for any purposes whatsoever other than the performance of this Contract. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to a subcontractor is permissible where: (a) use of a subcontractor is authorized under this Contract; (b) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the subcontractor's responsibilities; and (c) Contractor obligates the subcontractor in a written contract to maintain the State's Confidential Information in confidence. At the State's request,

any employee of Contractor or any subcontractor may be required to execute a separate agreement to be bound by the provisions of this Section.

- c. Cooperation to Prevent Disclosure of Confidential Information. Each party must use its best efforts to assist the other party in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the foregoing, each party must advise the other party immediately in the event either party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Contract and each party will cooperate with the other party in seeking injunctive or other equitable relief against any such person.
- d. Remedies for Breach of Obligation of Confidentiality. Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other party, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of the State, at the sole election of the State, the immediate termination, without liability to the State, of this Contract or any Statement of Work corresponding to the breach or threatened breach.
- e. Surrender of Confidential Information upon Termination. Upon termination of this Contract or a Statement of Work, in whole or in part, each party must, within 5 calendar days from the date of termination, return to the other party any and all Confidential Information received from the other party, or created or received by a party on behalf of the other party, which are in such party's possession, custody, or control; provided, however, that Contractor must return State Data to the State following the timeframe and procedure described further in this Contract. Should Contractor or the State determine that the return of any Confidential Information is not feasible, such party must destroy the Confidential Information and must certify the same in writing within 5 calendar days from the date of termination to the other party. However, the State's legal ability to destroy Contractor data may be restricted by its retention and disposal schedule, in which case Contractor's Confidential Information will be destroyed after the retention period expires.

33. **Reserved**

34. **Reserved**

35. **Reserved**

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

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

This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Contract Activities in connection with this Contract.

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

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

38. **Conflicts and Ethics.** Contractor will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Contract; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Contract; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Contractor, any consideration contingent upon the award of the Contract. Contractor must immediately notify the State of any violation or potential violation of these standards. This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Contract Activities in connection with this Contract.
39. **Compliance with Laws.** Contractor must comply with all federal, state and local laws, rules and regulations.
40. **Reserved**
41. **Reserved**
42. **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.
43. **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.
44. **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.
45. **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.
46. **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.
47. **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.

48. **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.
49. **Website Incorporation.** The State is not bound by any content on Contractor's website unless expressly incorporated directly into this Contract.
50. **Entire Agreement and Order of Precedence.** This Contract, which includes Exhibit A – Statement of Work, and expressly incorporated schedules and exhibits, is the entire agreement of the parties related to the Contract Activities. This Contract supersedes and replaces all previous understandings and agreements between the parties for the Contract Activities. If there is a conflict between documents, the order of precedence is: (a) first, this Contract, excluding its schedules, exhibits, and Exhibit A – Statement of Work; (b) second, Exhibit A – Statement of Work as of the Effective Date; and (c) third, exhibits and schedules expressly incorporated into this Contract as of the Effective Date. NO TERMS ON CONTRACTOR'S INVOICES, ORDERING DOCUMENTS, WEBSITE, BROWSE-WRAP, SHRINK-WRAP, CLICK-WRAP, CLICK-THROUGH OR OTHER NON-NEGOTIATED TERMS AND CONDITIONS PROVIDED WITH ANY OF THE CONTRACT ACTIVITIES WILL CONSTITUTE A PART OR AMENDMENT OF THIS CONTRACT OR IS BINDING ON THE STATE FOR ANY PURPOSE. ALL SUCH OTHER TERMS AND CONDITIONS HAVE NO FORCE AND EFFECT AND ARE DEEMED REJECTED BY THE STATE, EVEN IF ACCESS TO OR USE OF THE CONTRACT ACTIVITIES REQUIRES AFFIRMATIVE ACCEPTANCE OF SUCH TERMS AND CONDITIONS.
51. **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.
52. **Waiver.** Failure to enforce any provision of this Contract will not constitute a waiver.
53. **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.
54. **Contract Modification.** This Contract may not be amended except by signed agreement between the parties (a "**Contract Change Notice**"). Notwithstanding the foregoing, no subsequent Statement of Work or Contract Change Notice executed after the Effective Date will be construed to amend this Contract unless it specifically states its intent to do so and cites the section or sections amended.

Exhibit A

STATEMENT OF WORK CONTRACT ACTIVITIES

SCOPE

This contract is for Janitorial Services within the Detroit Metro Region.

1. GENERAL REQUIREMENTS

- A. The Contractor must provide all personnel, equipment, tools, materials, supervision, and other items and/or services necessary to perform the Contract Activities as described in Section 1.1 Specifications, and 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 including adding additional locations within the regions.
- C. Refer to Location Specification Sheets for hours of basic janitorial cleaning.
- D. Refer to Location Specification Sheet for days and hours of periodic services.
- E. The State of Michigan will not pay for unperformed service as determined by its applicable Program Manager.
- 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

1.1. SPECIFICATIONS - Following is a list of general areas and general cleaning specifications. Refer to Location Specification Sheets detailing site-specific requirements, not every location requires all general clean specifications.

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 to 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. 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.

- b. 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.
 - c. 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.
 - d. Commercial grade equipment can include standard upright or canister vacuums (whichever provides the best value to the State).
 - e. Remove all floor mats and vacuum underneath, as required.
 - 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 moveable items and thoroughly vacuum area to be cleaned. Cleaning can be done by steam cleaning or agitation.
 - b. 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.
 - c. Steam clean carpet using truck-mounted and portable units which provide heat, pressure and extraction and approved chemicals at proper dilution must be used.
 - d. Agitate using an approved motor driven brush.
 - e. A minimum of three cleaning passes and two vacuuming passes must be used.
 - f. Ensure all dirt and stains have been removed during the extraction process.
 - g. Thoroughly spray all cleaned carpet with approved carpet fiber protector at approved dilution.
 - h. 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. 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.
 - b. Dust mop non-carpeted floors with a clean dust mop, treated with an approved water based dust control chemical.
 - c. 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.
 - d. Use only approved chemicals at proper dilution at all times.
 - 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.
- 5. Scrub and Reseal Hard Surface Floors**
- a. 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.
 - b. Chairs, wastebaskets and other items must not be stacked on desks, tables or windowsills, nor used in place of a stepladder.
 - c. Completely remove all dirt, wax and other foreign substances in returning the floor to its original surface. If top stripping, only remove the top layer of wax before reapplying.
 - d. 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.
 - e. The stripper, sealer and wax products used must be compatible for this activity.
 - f. Apply wax in a thin, even coat and machine buff with a high-speed buffer immediately after drying.
 - g. The number of coats applied will depend on the type and condition of the floor.
 - h. All waxed surfaces must be maintained so as to provide a safe ANTI-SLIP walking condition.
 - i. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.
 - j. Replace all moved items and carpet runners.
- 6. Wet Mop Areas**
- a. Sweep floor and remove visible dirt and debris, gum, tar or foreign substances from floor surface.
 - b. Scrub floor with approved chemicals at proper dilution. Mop head must be thoroughly wet with solution during mopping / scrubbing process.
 - c. Rinse with clean water.
 - d. Apply approved floor shine product unless cleaning solution contains floor shine.

- e. 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.
 - f. Dry mop floor to remove any residue, water streaks, mop marks, strings, etc.
 - g. 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 sanitizer 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. Sanitize 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.
 - 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 recyclables from recycling containers and remove to designated containers in the loading dock area. This does not include individual boxes on desks or in cubicles. Recyclables are not to be mixed included white and colored paper.
- 12. Air Bars and Vents**
- a. Vacuum dust and dirt from air bars and vents.
 - b. Damp wipe clean with approved sanitizer 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 Location Specification Sheets 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 toilets and 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 sanitizer 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 sanitizer 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 sanitizer 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 sanitize all sanitary napkin dispensers and waste receptacles.
 - g. Empty waste receptacles into plastic bags, tie off and remove to designated location.
 - h. Polish all chrome.
 - i. Check all dispensers (i.e. hand soap, paper towels, toilet paper, etc). Refill as necessary.
- 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 sanitizer solution and allow to air dry.
 - vi. Mops used in restrooms must never be used in other non-restroom areas.
 - vii. Empty used sanitizer down restroom floor drain.
 - b. Deep Cleaning / Scrub
 - i. Place approved “closed” sign at entrance to restroom and showers.
 - 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 sanitizer 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. Breakroom

1. Floors

- a. 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.
- b. Dust mop non-carpeted floors with a treated mop.
- c. Damp mop using clean water at all times minimum weekly or upon request. Mop head must be only damp. Leave no excess water on floor.
- d. Finished floor must be clean, streak free, and free from strings, bristles, or dust streaks.
- e. Damp mop all spills.
- f. Damp mop and shine all high traffic vinyl floors.

2. Other

- a. Clean, scour and sanitize sink.
- 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.
- f. Clean top of paper towel dispenser

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. Snow Removal

- a. DTMB managed buildings only. Hand shovel and salt main entrances out 25 feet upon request.

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 SDS for all chemicals, cleaners and finishes on site. Location of SDS 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. Please refer to each individual Location Specification sheet regarding responsibility of Replenishable Supplies
- 2. Do not fill paper towel sheets above the fill line.

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

- i. The Contractor agrees to furnish all mechanical and / or power equipment required to perform the Contract Activities.
- ii. 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
- iii. Contractor owned equipment may be stored on site when not in use. Program Manager or designee will notify Contractor of proper storage location.
- iv. 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 (State Business Hours)
 - b. Periodic Services – deficiency must be addressed 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.

2.0. Warranties

1. 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:
 - b. Verbally – within one hour of the damage or discovery of damage, and
 - c. 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:
 - d. The State will repair, replace or cleanup the damage.
 - e. The State will provide the Contractor with documentary evidence (i.e. invoices, etc.) of the costs associated with the repair, replacement or cleanup, and
 - f. The Contractor will reimburse the State for the full amount of the repair, replacement or cleanup either by:
 - 1) Forwarding payment in full within 45 days of receipt of documentary evidence, or
 - a. 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.

2. 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.

3.0 Roles and Responsibilities

A. Staffing

1. Contractor Representative

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

Adrianna Seitz
 Email - ad@roadrunr.com
 Office – 248-332-4242
 Cell – 630-207-5137

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.
- b. Key Personnel must 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.

All key and non-key personnel will be required to Contractor's training program:

The contractor conducts monthly training sessions for employees, supervisors, and other team members. Training consists of classroom training, videos, workbooks and lectures. These sessions cover a wide variety of topics, some sessions can be more technical in nature and some concentrate on specific job tasks and duties.

Some of the topics covered include:

Cleaning Techniques
Chemical & Supply Usage
Work Place Safety
Office Cleaning Performance Expectations
Building Security
Restroom Cleaning
Job Duties & Responsibilities
Fire Safety
Floor Care Procedures
Ground Rules
Bloodborne Pathogens
Carpet Maintenance
Quality Control
Company Philosophy
Equip. Care & Maintenance
Customer Relations & Satisfaction
Policies & Procedures

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. Employee Requirements

- A. Uniform
 1. Contractor will require all employees' appearance to be clean, serviceable and neat. All employees are required to wear a uniform consisting of matching or color coordinated, shirt and slack.
 2. A standard of dress will be considered a uniform, if utilizing a standard of dress it must be approved by the Program Manager.
- B. Prohibited activities
 1. Perform personal chores for anyone.
 2. Smoke while performing job duties
 3. Read newspapers, magazines, books or other matter other than State or contractor issued directives.
 4. Use personal electronic devices these include but are not limited to: Smart phones, music/media players, gaming devices, tablets, laptop computers
 5. Have pets at work unless a certified service animal must be approved by program manager
 6. Consume alcoholic beverages or narcotics or be under their influence when reporting for or while on duty

7. Have relatives or personal visitors
8. Sleep or give the appearance thereof
9. Consume food or beverages in public view
10. Play radios or televisions
11. Initiate or receive personal telephone calls on facility telephones. The contractor shall be responsible for all unauthorized telephone calls placed on State telephone lines.
12. Fraternizing with agency staff, clients, tenants, or visitors to the building or unnecessarily disrupt tenants from their work while performing their contractual duties.
13. Use any State Computers

4.0 Project Plan Management

A. Project Work Plan

1. Refer to Section 25 of the Standard Contract Terms for transition out responsibilities.
2. Keys and key cards must be returned to the Program Manager or designee by the final date of service.
3. 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.
4. 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.

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.
4. The state reserves the right to reduce the number of cleaning days if the state is under furlough days.

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 may be grounds for immediate contract termination.

E. Equipment Failure

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

5.0 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 on Location Specification Sheet
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 1.1 Specifications and site specific requirements in compliance with the Location Specification Sheets, noting any deficiencies. The Program Manager or designee will make the final determination as to whether any task has been satisfactorily performed.
 - b. The Program Manager or designee will maintain a record of complaints from the agency or departmental staff and provide record of complaints to the Contractor. 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.

- c. The Contractor must remain responsible to make any necessary changes if the Program Manager or designee determines that any task has not been performed adequately or satisfactorily. Contractor must 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 Facility or 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. 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.
6. 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
 - a. Provide a description of the non-compliance or Deductible Incident or Condition.
 - b. 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
3. If resolution is not achieved or the issue arises again, a written notice of breach may be sent to the Contractor. The contract may be terminated.
 4. In the event a contract is cancelled, the State may award the contract to the next lowest qualified Contractor.

The contractor has a customer service email address for all customers to use. The email address is customerservice@roadrunr.com. The state is instructed to use this email address for any and all issues that arise regarding their account. This includes requests, complaints, communications or anything that pertains to their account.

7.0 Contract Management

A. Reporting

1. Reports and Forms

- a. The Contractor agrees to provide all required reports and complete all required forms.
- b. Reports and forms may include, but are not limited to:
 - i. Weekly Time Keeping Reports
 - ii. Monthly Task Report
- c. 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 shall comply with State of Michigan, OSHA, and other regulatory agency requirements for record keeping and reporting of all accidents resulting in death, trauma, or occupational illness.
- b. The Contractor must 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 or designee by the 15th of each month the state prefers these to be sent by email. The time sheets must include:
 - i. Employee name
 - ii. Dates worked
 - iii. Area worked
 - iv. Hours worked – including starting and quitting times

5. SDS Forms

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

B. Meetings

1. The Contractor must attend the following meetings:
 - a. Kick-off meeting within 30 calendar days of the Effective Date of the contract.
 - b. Annual Service Review and Progress Meeting
 - c. Quarterly Program Manager Meeting
2. 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.

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

8.0 Security

A. Contractor Responsibilities

1. The Contractor and / or Sub-contractor's staff will be performing Contract Activities in State facilities and on State property must maintain a safe and secure working environment.
2. Drug Testing
 - a. Upon request, the Contractor and/or sub-contractors must share drug testing records / documentation with DTMB Office of Infrastructure, Security Program Coordinator or their designee.
 - b. The following drug testing procedures will be in place for the life of the contract:
 - a. **Pre-Employment Drug Testing.** All applicants who are offered a job with the contractor will be tested for drugs as part of the post job offer employment screening process
 - b. Random Drug Testing. The contractor's employees may be selected at random for drug testing at any time. These tests are unannounced and unexpected by employees.
 - c. For Cause Drug Tests. The contractor's Employees may be required to submit to a drug test if the contractor believes an employee may be under the influence of drugs or alcohol on the job, if unexcused absence from work or lateness is an issue, or if performance appears to be impacted by drug or alcohol abuse. For cause drug testing is not just to test for drug use on the job, but also during off-work hours such as a lunch hour or even use at home.
 - d. Post-Accident Drug Test. Any of the contractor's employees involved in an on-the-job accident or injury may be tested for drug or alcohol use. These accidents can include driver negligence, injury with medical treatment on or away from the scene, disabling damage, or car removal.
3. Background Checks
 - a. Contractor must perform background checks on all employees and subcontractors and its employees prior to their assignment. Documentation must be provided upon request to the State of Michigan. Contractor is responsible for all costs associated with the processing the background checks. The State, in its sole discretion, may also perform background checks.
 - b. Upon request, the Contractor and/or sub-contractors must share background check results / documentation with DTMB Office of Infrastructure, Security Program Coordinator or their designee.
 - c. 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.
 - d. The 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
 - e. Upon request of the State, the contractor shall only appoint employees or prospective employees to work at the location if they have cleared the LEIN and other security checks and do not have a felony conviction or misdemeanor drug offense.
 1. The Contractor shall obtain permission for LEIN checks of all prospective workers for the location. The permission slip is to include:
 1. Employees Full Name
 2. Social Security Number
 3. Date of Birth
 4. Michigan Drivers License Number or State ID Number
 5. Employee Signature
 2. The Contractor shall replace the janitorial worker assigned immediately at the State's request if the janitorial worker is found with contraband in his/her possession.
 3. The Contractor shall maintain an adequate pool of trained and LEIN cleared relief personnel to substitute for absent regular employees.
4. Sub-Contractors

- a. The Contractor shall ensure background checks and drug testing requirements of sub-contractor employees are adhered to as if the workers were the Contractors employees when engaged in State projects.
- 5. Identification Badges
 - a. All Contractor and sub-contractor staff will display State credentials while performing work on State premises.

B. DTMB Office of Infrastructure, Security Program Coordinator (SPC) Responsibilities

- 1. The SPC or designee is the sole contact to view background check or drug testing results on behalf of the State.
- 2. DTMB Security Contact Person is:
 - a. Jeff Pratt, 517-241-4391. prattj@michigan.gov

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: T/B/D at Contract.

D. Keys, Codes and Key Cards

- 1. Keys or key cards will be furnished by the State and **MUST NOT BE DUPLICATED**.
- 2. Contractor agrees to maintain a secure environment while cleaning the facility. Building lock up to include:
 - a. Include any building security expectations here:
 - b. Turn off bathroom exhaust fans
 - c. Turn off all interior lights
 - d. Check and lock all entrance doors, gates, or other access into the building
 - e. 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.
- 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 Contractors 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.

9.0 Pricing

A. Price Term

- 1. Pricing is firm for the base period and any option years of the Contract adjustments may be considered for economic reasons.

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 Contractor.

9.1 Ordering

A. Authorizing Document

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

9.2 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

B. Payment Methods

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

10.0 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.

11.0 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.

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.

CONTRACT INFORMATION

CONTRACTING AGENCY:	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
BUILDING NAME AND NUMBER:	WC-CLARK ST. / SOUTHWEST SERVICE CENTER
BUILDING ADDRESS:	2524 Clark ST Detroit MI 48209
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: Detroit Metro County: Wayne

PROCUREMENT CONTACT INFORMATION

CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Jared Ambrosier	AmbrosierJ@michigan.gov	517-284-6398
AGENCY BUYER:	Jennifer Frank	Frankj4@michigan.gov	517-241-6563
PROGRAM MANAGER:	Germaine Harville	HarvilleG@michigan.gov	313-554-8353

BUILDING LOCATION INFORMATION

WORKING DAYS OF BUILDING OCCUPANTS:	M/T/W/TH/F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	7am to 5:30pm
NUMBER OF EMPLOYEES:	120	APPROXIMATE DAILY VISITORS:	320
DAYS OF CLEANING SERVICE:	M/T/W/TH/F	IDENTIFY HOURS OF CLEANING SERVICE:	1 to 2 hours of daytime service 5:30 pm and 8:30 pm
TOTAL SQ. FT. TO BE CLEANED:	27,120	NUMBER OF STORIES IN BUILDING:	1
SQ. FT. CARPET:	22,000	AREA(S): Resource Room, Hearing Room, Conference Rooms, Registration, Kitchen, Intake, Offices, Teaming Room, Fiscal, Cubicles and Aisles	
SQ. FT. HIGH TRAFFIC CARPET:	6726	AREA(S): Intake, Registration, Aisles, Rear Conference Room, Resource Room, Hearings Rooms and Reception	
SQ. FT. VINYL:	200	AREA(S): Loading Area, kitchen, stockroom, Closed Files, Conference Room	
SQ. FT. CERAMIC:	3100	AREA(S): Restrooms, Employee Entrance, Main Entrance, Lobby, Reception, Mail Room	

SQ. FT. CONCRETE:	N/a	AREA(S):
SQ. FT. TERRAZO:	N/a	AREA(S):
SQ. FT. RUBBER FLOORING:	N/a	AREA(S):
NUMBER OF RESTROOMS IN BUILDING:	4	<p>NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S):</p> <p>5 URINALS, 2BABY CHANGER, 12 TOILETS, 10 SINKS</p> <p><i>NOTE, INCLUDES: URINALS, TOILETS, SINKS ADD ADDITIONAL IF APPLICABLE, I.E. BABY-CHANGING STATIONS, SHOWERS, ETC.</i></p>
Is window cleaning required? Specify if Interior and / or Exterior and Number of Floors – typically 1 st Floor for Exterior.	<p>LOBBY WINDOWS – INTERIOR/EXTERIOR</p> <p>LOBBY DOORS – INTERIOR/EXTERIOR</p> <p>EMPLOYEE ENTRANCE DOORS – INTERIOR/EXTERIOR</p> <p>CLIENT/RECEPTION WINDOWS IN AND OUT</p> <p>PERIMETER OF BUILDING 1ST FLOOR, INTERIOR AND EXTERIOR</p>	
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	No	
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] DTMB-OAS & AGENCY to determine	LOW	
<p>ADDITIONAL INFORMATION: (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):</p> <ul style="list-style-type: none"> Some staff within facility has chemical sensitivities. Vendors should note that if the cleaning products used have odors, the products may need to be changed as directed by the Contract Compliance Inspector. The contractor must notify the CCI in writing at least two weeks in advance of the date that any periodic services will be performed. Contractor must receive approval of the date from the CCI before performing any periodic services. Failure to adhere to this requirement could delay payment for these services. The contractor and contractor's employees will be expected to perform with professional and courteous behavior. Square footage of full contract carpet area includes the high traffic carpet area. 		

C. DESCRIPTION OF SERVICE NEEDS TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 248 times per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi-Annual (2 times per year)	Annual (Once Per Year)
BASIC SERVICES						
1. Office Cleaning M/T/W/T/F						
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet	1 x day (248 / yr)					

b. Empty waste receptacles. Replace liners when torn or soiled.	1 x day (248 / yr)					
2. Restrooms						
a. Close restroom	1 x day (248 / yr)					
b. Empty waste receptacles	2 x day (248 / yr)					
c. Refill dispensers. ** See Replenishable Supplies.	2 x day (248 / yr)					
d. Dust .	1 x day (248 / yr)					
e. Clean and disinfect waste receptacles.	1 x day (248 / yr)					
f. Dust mop.	1 x day (248 / yr)					
g. Clean and disinfect sinks.	2 x day (248 / yr)					
h. Clean glass and mirrors.	1 x day (248 / yr)					
i. Clean and disinfect toilets and urinals	2 x day (248 / yr)					
j. Empty and disinfect all sanitary napkins receptacles	2 x day (248 / yr)					
k. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.	1 x day (248 / yr)					
m. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas)	2 x day (248 / yr)					
n. Vacuum carpet if applicable	1 x day (248 / yr)					
k. Maintain floor drain(s)/traps free of odors	1 x day (248 / yr)					
l. Service restrooms as requested by Program Manager	1 x day (248 / yr)					
3. Drinking Fountains						
a. Clean, disinfect and wipe dry.	1 x day (248 / yr)					
4. Lobbies and Corridors						
a. Empty trash/recyclable paper pick up	1 x day (248 / yr)					
b. Remove carpet runners, clean floor and replace runners	1 x day (248 / yr)					
c. Vacuum carpet and runners	1 x day (248 / yr)					
d. Dust mop	1 x day					

	(248 / yr)					
e. Damp mop or machine scrub	1 x day (248 / yr)					
f. Maintain clean glass includes entrance doors	1 x day (248 / yr)					
g. Completely dust all fixtures includes ledges, edges, shelves, exposed pipe, furniture, partitions door-frames etc.	1 x day (248 / yr)					
h. Damp wipe all non-upholstered furniture, tables & counter areas	1 x day (248 / yr)					
5. Wall/Partition Cleaning/Washing						
a. Spot cleaning – including light switches		1x wkly (52/yr)				
b. Thorough wall/partition vacuuming and washing, as required		1x wkly (52/yr)				
c. Clean partition/glass windows		1x wkly (52/yr)				
6. Stairway Cleaning, including those in parking ramps	N/A					
a. Vacuum/dust mop						
b. Vacuum/dust mop – Winter (November 1 – April 1)						
c. Dust						
d. Clean w/ disinfectant & wipe dry handrails & doorknobs						
e. Damp mop						
f. Damp mop Winter (November 1 – April 1) for designated areas						
g. Spot clean walls and glass						
7. Elevator Cleaning	N/A					
a. Clean door guide tracks						
b. Dust, damp wipe and wipe dry handrails, cab walls, doors						
c. Vacuum carpet						
8. Thoroughly Clean Store Rooms Janitor Closets						
9. High Use Areas Special attention must be given to the areas listed below both schedules & duties will be conducted as indicated. The Program Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep and damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
a. Conference Rooms	1 x day (248 / yr)					
b. Clean drawing boards in conference rooms	1 x day (248 / yr)					
c. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation	1 x day (248 / yr)					

areas, computer rooms & adjacent office areas. Clean metal cover of east receptacle.						
d. Includes cleaning of table, counter tops and microwaves	1 x day (248 / yr)					
10. Variable Procedures						
a. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during Winter months of November 1 – April 1	1 x day (248 / yr)					
b. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during summer months April 1-October 1	1 x day (248 / yr)					
c. Entry leaf removal/sweeping fall season	1 x day (248 / yr)					
d. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect	1 x day (248 / yr)					
e. Replace waste receptacle liner when soiled or worn	1 x day (248 / yr)					
PERIODIC SERVICES						
1. General						
a. Clean air bars and vents					2x/yr	
a. Dust/clean baseboards					2x/yr	
b. Dust clean blinds, curtains, window treatments				4x/yr		
c. Vacuum fabric upholstered furniture						1x/yr
d. Additional/Emergency services					2x/yr	
2. Intensive Floor Care						
a. Emergency stain / gum removal from carpet				4x/yr		
b. Remove scuff marks /spray buff hard floors				4x/yr		
c. Scrub restroom floors				4x/yr		
d. Clean carpet in high traffic areas					2x/yr	
e. Carpet Cleaning – whole contract area					2x/yr	
f. Scrub stairwell floors						
g. Clean Light Fixtures					2x/yr	
h. Strip & refinish all hard surface floors				4x/yr		
3. Windows						
a. Clean windows on Exteriors walls of building (inside and outside)				4x/yr		
b. Clean windows on Interiors walls of building (inside and outside)				4x/yr		

NOTES AND ADDITIONAL INFORMATION

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

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

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	N/A

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

11/1/16 – 1/1/17

DEPARTMENT OF Health And Human Services
WC-CLARK STREET / SOUTHWEST SERVICE
CENTER

BASIC JANITORIAL WAGES									
	Em p		Hour s		Rate		Days		Total
Daytime Cleaners	1	x	2	x	\$8.50	x	248	=	\$4,216.00
Nighttime Cleaners	1	x	2.5	x	\$8.50	x	248	=	\$5,270.00
Supervisor Cleaning	1	x	2.5	x	\$10.00	x	248	=	\$6,200.00
Other		x		x	\$8.50	x		=	\$0.00
Other		x		x	\$8.50	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$15,686.00
ANNUAL BUSINESS COSTS									Total
Annual Cost for Cleaning Supplies and Equipment									\$392.15
Replenishment Supplies (not applicable for DHS locations)									\$0.00
Insurance (General Liability and Worker's Compensation)									\$941.16
Wage Overhead - (A) Basic Annual Janitorial Wages									\$1,952.91
Other – (Provide detailed list. Insert rows as needed)									\$0.00
Profit									\$2,352.90
TOTAL ANNUAL BUSINESS COST (B)									\$5,639.12

	BASIC ANNUAL JANITORIAL WAGES (A)	\$15,686.00
	TOTAL ANNUAL BUSINESS COSTS (B)	\$5,639.12
	TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$21,325.12
	12 = TOTAL MONTHLY INVOICE AMOUNT	\$1,777.09

PERIODIC SERVICES	times to perform	Price Per Service			ANNUAL PRICE
		x	inc	x	
Clean air bars and vents	2	x	inc	x	0
Dust/clean baseboards	2	x	inc	x	0
Dust clean vertical blinds	4	x	inc	x	0
Vacuum fabric upholstered furniture	1	x	inc	x	0
Remove scuff marks/spray buff hard floors	4	x	50	x	200
Power scrub restroom floors	4	x	200	x	800
Strip and refinish all vinyl floors	4	x	75	x	300
Clean building windows (inside/out)	4	x	100	x	400
Clean carpet – full contract area	2	x	800	x	1600
Clean carpet - high traffic areas	2	x	300	x	600
Clean Light Lenses	2	x	75	x	150
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					4050

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$21,325.12
TOTAL ANNUAL PERIODIC SERVICES (D)	\$4,050.00
TOTAL QUOTE FOR ONE YEAR	\$25,375.12

	Hourly Rate		Equip/Supplies	Total
Emergency Services	\$45.00		\$0.00	\$45.00
Infectious Disease Control / Disinfection Services	\$45.00		\$25.00	\$70.00
Miscellaneous facility maintenance services	\$45.00		\$0.00	\$45.00

1/1/17-12/31/17

**MICHIGAN DEPARTMENT OF Health And Human Services
WC-CLARK STREET / SOUTHWEST SERVICE
CENTER**

BASIC JANITORIAL WAGES									
	Emp		Hours		Rate		Days		Total
Daytime Cleaners	1	x	2	x	\$8.90	x	248	=	\$4,414.40
Nighttime Cleaners	1	x	2.5	x	\$8.90	x	248	=	\$5,518.00
Supervisor Cleaning	1	x	2.5	x	\$10.50	x	248	=	\$6,510.00
Other		x		x	\$8.90	x		=	\$0.00
Other		x		x	\$8.90	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$16,442.40
ANNUAL BUSINESS COSTS									
Annual Cost for Cleaning Supplies and Equipment									\$411.06
Replenishment Supplies (not applicable for DHS locations)									\$0.00
Insurance (General Liability and Worker's Compensation)									\$986.54
Wage Overhead - (A) Basic Annual Janitorial Wages									\$2,047.08
Other – (Provide detailed list. Insert rows as needed)									\$0.00
Profit									\$2,466.36
TOTAL ANNUAL BUSINESS COST (B)									\$5,911.04
BASIC ANNUAL JANITORIAL WAGES (A)									\$16,442.40
TOTAL ANNUAL BUSINESS COSTS (B)									\$5,911.04
TOTAL ANNUAL JANITORIAL BASE RATE (C)									\$22,353.44
12 = TOTAL MONTHLY INVOICE AMOUNT									\$1,862.79
PERIODIC SERVICES					times to perform		Price Per Service		ANNUAL PRICE
Clean air bars and vents					2	x	inc	x	0
Dust/clean baseboards					2	x	inc	x	0
Dust clean vertical blinds					4	x	inc	x	0
Vacuum fabric upholstered furniture					1	x	inc	x	0
Remove scuff marks/spray buff hard floors					4	x	50	x	200
Power scrub restroom floors					4	x	175	x	800
Strip and refinish all vinyl floors					4	x	75	x	300

Clean building windows (inside/out)	4	x	100	x	400
Clean carpet – full contract area	2	x	800	x	1600
Clean carpet - high traffic areas	2	x	300	x	600
Clean Light Lenses	2	x	75	x	150
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					4050
WC-CLARK STREET / SOUTHWEST SERVICE CENTER					

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$22,353.44
TOTAL ANNUAL PERIODIC SERVICES (D)	\$4,050.00
TOTAL QUOTE FOR ONE YEAR	\$26,403.44

1/1/18-11/30/20

MICHIGAN DEPARTMENT OF Health And Human Services WC-CLARK STREET / SOUTHWEST SERVICE CENTER

BASIC JANITORIAL WAGES									
	Emp		Hours		Rate		Days		Total
Daytime Cleaners	1	x	2	x	\$9.25	x	248	=	\$4,588.00
Nighttime Cleaners	1	x	2.5	x	\$9.25	x	248	=	\$5,735.00
Supervisor Cleaning	1	x	2.5	x	\$10.50	x	248	=	\$6,510.00
Other		x		x	\$9.25	x		=	\$0.00
Other		x		x	\$9.25	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$16,833.00
ANNUAL BUSINESS COSTS									
Annual Cost for Cleaning Supplies and Equipment									\$420.83
Replenishment Supplies (not applicable for DHS locations)									\$0.00
Insurance (General Liability and Worker's Compensation)									\$1,009.98
Wage Overhead - (A) Basic Annual Janitorial Wages									\$2,095.71
Other – (Provide detailed list. Insert rows as needed)									\$0.00
Profit									\$2,524.95
TOTAL ANNUAL BUSINESS COST (B)									\$6,051.46
BASIC ANNUAL JANITORIAL WAGES (A)									\$16,833.00
TOTAL ANNUAL BUSINESS COSTS (B)									\$6,051.46
TOTAL ANNUAL JANITORIAL BASE RATE (C)									\$22,884.46

12 = TOTAL MONTHLY INVOICE AMOUNT	\$1,907.04
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PERIODIC SERVICES	times to perform	Price Per Service			ANNUAL PRICE
Clean air bars and vents	2	x	inc	x	0
Dust/clean baseboards	2	x	inc	x	0
Dust clean vertical blinds	4	x	inc	x	0
Vacuum fabric upholstered furniture	1	x	inc	x	0
Remove scuff marks/spray buff hard floors	4	x	50	x	200
Power scrub restroom floors	4	x	175	x	800
Strip and refinish all vinyl floors	4	x	75	x	300
Clean building windows (inside/out)	4	x	100	x	400
Clean carpet – full contract area	2	x	800	x	1600
Clean carpet - high traffic areas	2	x	300	x	600
Clean Light Lenses	2	x	75	x	150
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					4050

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$22,884.46
TOTAL ANNUAL PERIODIC SERVICES (D)	\$4,050.00
TOTAL QUOTE FOR ONE YEAR	\$26,934.46

CONTRACT INFORMATION

CONTRACTING AGENCY:	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
BUILDING NAME AND NUMBER:	GRANDMONT SERVICE CENTER
BUILDING ADDRESS:	17455 Grand River, Detroit, MI 48227
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: Detroit Metro County: Wayne

PROCUREMENT CONTACT INFORMATION

CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Jared Ambrosier	AmbrosierJ@michigan.gov	517-284-6398
AGENCY BUYER:	Jennifer Frank	Frankj4@michigan.gov	517-241-6563
PROGRAM MANAGER:	Cleo Spates	SpatesC@michigan.gov	313-493-7805

BUILDING LOCATION INFORMATION

WORKING DAYS OF BUILDING OCCUPANTS:	M/T/W/TH/F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	8:00AM to 5:00PM
NUMBER OF EMPLOYEES:	86	APPROXIMATE DAILY VISITORS:	250
DAYS OF CLEANING SERVICE:	M/T/W/TH/F	IDENTIFY HOURS OF CLEANING SERVICE:	2 Hours of day time service for lobby and restrooms other areas services between 5:30-8:30
TOTAL SQ. FT. TO BE CLEANED:	23,140	NUMBER OF STORIES IN BUILDING:	1
SQ. FT. CARPET:	19000	AREA(S):	Entry, hallways, conference rooms, cubicles
SQ. FT. HIGH TRAFFIC CARPET:	8000	AREA(S):	Conference Room and Hallways
SQ. FT. VINYL:	2500	AREA(S):	Lobby, lunchroom
SQ. FT. CERAMIC:	1500	AREA(S):	Restrooms

SQ. FT. CONCRETE:	N/A	AREA(S):
SQ. FT. TERRAZO:	N/a	AREA(S):
SQ. FT. RUBBER FLOORING:	140	AREA(S): CHILDREN'S CORNER
NUMBER OF RESTROOMS IN BUILDING:	4	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): <i>NOTE, INCLUDES: URINALS, TOILETS, SINKS ADD ADDITIONAL IF APPLICABLE, I.E. BABY-CHANGING STATIONS, SHOWERS, ETC.</i>
Is window cleaning required? Specify if Interior and / or Exterior and Number of Floors – typically 1 st Floor for Exterior.	FIRST FLOOR – INTERIOR AND EXTERIOR	
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	YES, CHILDREN'S TOILET, PADDED FLOOR TO BE VACUUMED DAILY, LARGE GLASS WINDOW REQUIRING DAILY CLEANING	
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] DTMB-OAS & AGENCY to determine	LOW	
ADDITIONAL INFORMATION: (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): <ul style="list-style-type: none"> Some staff within facility has chemical sensitivities. Vendors should note that if the cleaning products used have odors, the products may need to be changed as directed by the Contract Compliance Inspector. The contractor must notify the CCI in writing at least two weeks in advance of the date that any periodic services will be performed. Contractor must receive approval of the date from the CCI before performing any periodic services. Failure to adhere to this requirement could delay payment for these services. The contractor and contractor's employees will be expected to perform with professional and courteous behavior. Square footage of full contract carpet area includes the high traffic carpet area. 		

C. DESCRIPTION OF SERVICE NEEDS TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 248 times per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi-Annual (2 times per year)	Annual (Once Per Year)
BASIC SERVICES						
1. Office Cleaning M/T/W/T/F						
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet	X					
b. Empty waste receptacles. Replace liners when torn or soiled.	X					
2. Restrooms						
a. Clean restroom	X					

b. Empty waste receptacles	X					
c. Refill dispensers. ** See Replenishable Supplies.	X					
d. Dust .	X					
i. Clean and disinfect waste receptacles.	X					
j. Dust mop.	X					
k. Clean and disinfect sinks.	X					
h. Clean glass and mirrors.	X					
i. Clean and disinfect toilets and urinals	X					
j. Empty and disinfect all sanitary napkins receptacles	X					
k. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.	X					
m. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas)	X					
n. Vacuum carpet if applicable	X					
m. Maintain floor drain(s)/traps free of odors	X					
n. Service restrooms as requested by Program Manager	X					
3. Drinking Fountains						
a. Clean, disinfect and wipe dry.	X					
4. Lobbies and Corridors						
a. Empty trash/recyclable paper pick up	X					
b. Remove carpet runners, clean floor and replace runners	X					
c. Vacuum carpet and runners	X					
d. Dust mop	X					
e. Damp mop or machine scrub	X					
f. Maintain clean glass includes entrance doors	X					
g. Completely dust all fixtures includes ledges, edges, shelves, exposed pipe, furniture, partitions door-frames etc.	X					
i. Damp wipe all non-upholstered furniture, tables & counter areas	X					
5. Wall/Partition Cleaning/Washing						
a. Spot cleaning – including light switches	X					
b. Thorough wall/partition vacuuming and washing, as required	X					
c. Clean partition/glass windows	X					
6. Stairway Cleaning, including those in parking ramps	N/A					
a. Vacuum/dust mop	N/A					

b. Vacuum/dust mop – Winter (November 1 – April 1)	N/A					
c. Dust	N/A					
d. Clean w/ disinfectant & wipe dry handrails & doorknobs	N/A					
e. Damp mop	N/A					
f. Damp mop Winter (November 1 – April 1) for designated areas	N/A					
g. Spot clean walls and glass	N/A					
7. Elevator Cleaning						
a. Clean door guide tracks	N/A					
b. Dust, damp wipe and wipe dry handrails, cab walls, doors	N/A					
c. Vacuum carpet	N/A					
8. Thoroughly Clean Store Rooms Janitor Closets			X			
9. High Use Areas Special attention must be given to the areas listed below both schedules & duties will be conducted as indicated. The Program Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep and damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
a. Conference Rooms		X				
b. Clean drawing boards in conference rooms		X				
c. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas. Clean metal cover of east receptacle.	X					
d. Includes cleaning of table, counter tops and microwaves	X					
10. Variable Procedures						
a. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during Winter months of November 1 – April 1	X					
b. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during summer months April 1-October 1	X					
c. Entry leaf removal/sweeping fall season	X					
d. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect	X					
e. Replace waste receptacle liner when soiled or worn	X					
PERIODIC SERVICES						
1. General						
a. Clean air bars and vents		X				
e. Dust/clean baseboards		X				
f. Dust clean blinds, curtains, window treatments				X		

g. Vacuum fabric upholstered furniture					X	
h. Additional/Emergency services	X					
2. Intensive Floor Care						
a. Emergency stain / gum removal from carpet	X					
b. Remove scuff marks /spray buff hard floors	X					
c. Scrub restroom floors		X				
d. Clean carpet in high traffic areas				X		
e. Carpet Cleaning – whole contract area					X	
f. Scrub stairwell floors	N/A					
g. Clean Light Fixtures			X			
h. Strip & refinish all hard surface floors					X	
3. Windows						
a. Clean windows on Exteriors walls of building (inside and outside)				X		
b. Clean windows on Interiors walls of building (inside and outside)				X		

NOTES AND ADDITIONAL INFORMATION

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

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

Replenishable Item	Provided by
Paper towels	Agency
Hand soap	Agency
Feminine Sanitary vending supplies & Disposal bags	Contractor
Toilet tissue	Agency
Plastic Trash Can Liners	Agency
Air Fresheners	N/A

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

BASIC JANITORIAL WAGES 11/1/16 – 12/31/16									
	Empl oyee		Hour s		Rate		Days		Total
Daytime Cleaners	1	x	2	x	\$8.50	x	248	=	\$4,216.00
Nighttime Cleaners	1	x	2	x	\$8.50	x	248	=	\$4,216.00
Supervis or Cleaning	1	x	2	x	\$10.0 0	x	248	=	\$4,960.00
Other		x		x	\$8.50	x		=	\$0.00
Other		x		x	\$8.50	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$13,392.00
ANNUAL BUSINESS COSTS									
Annual Cost for Cleaning Supplies and Equipment									\$334.80
Replenishment Supplies (not applicable for DHS locations)									\$0.00
Insurance (General Liability and Worker's Compensation)									\$803.52
Wage Overhead - (A) Basic Annual Janitorial Wages									\$1,667.30
Other – (Provide detailed list. Insert rows as needed)									\$0.00
Profit									\$2,008.80
TOTAL ANNUAL BUSINESS COST (B)									\$4,814.42
BASIC ANNUAL JANITORIAL WAGES (A)									\$13,392.00
TOTAL ANNUAL BUSINESS COSTS (B)									\$4,814.42
TOTAL ANNUAL JANITORIAL BASE RATE (C)									\$18,206.42
12 = TOTAL MONTHLY INVOICE AMOUNT									\$1,517.20

PERIODIC SERVICES	times to perform	Price Per Service			ANNUAL PRICE
Clean air bars and vents	52	x	inc	x	0
Dust/clean baseboards	52	x	inc	x	0
Dust clean vertical blinds	4	x	inc	x	0
Vacuum fabric upholstered furniture	2	x	inc	x	0
Remove scuff marks/spray buff hard floors	248	x	inc	x	0
Power scrub and refinish ceramic floors	52	x	inc	x	0
Strip and refinish all vinyl floors	2	x	400	x	800

Clean building windows (inside/out)	4	x	125	x	500
Clean carpet – full contract area	2	x	800	x	1600
Clean carpet - high traffic areas	4	x	300	x	1200
Clean carpet – cafeteria area	0	x	0	x	0
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					4100

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$18,206.42
TOTAL ANNUAL PERIODIC SERVICES (D)	\$4,100.00
TOTAL QUOTE FOR ONE YEAR	\$22,306.42

	Hourly Rate	Equip/Supplies	Total
Emergency Services	\$45.00	\$0.00	\$45.00
Infectious Disease Control / Disinfection Services	\$45.00	\$25.00	\$70.00
Miscellaneous facility maintenance services	\$45.00	\$0.00	\$45.00
Subcontractor			\$0.00

BASIC JANITORIAL WAGES – 1/1/17-12/31/17									
	Emp		Hours		Rate		Days		Total
Daytime Cleaners	1	x	2	x	\$8.90	x	248	=	\$4,414.40
Nighttime Cleaners	1	x	2	x	\$8.90	x	248	=	\$4,414.40
Supervisor or Cleaning	1	x	2	x	\$10.50	x	248	=	\$5,208.00
Other		x		x	\$8.90	x		=	\$0.00
Other		x		x	\$8.90	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$14,036.80
ANNUAL BUSINESS COSTS									
Annual Cost for Cleaning Supplies and Equipment									\$350.92
Replenishment Supplies (not applicable for DHS locations)									\$0.00

Insurance (General Liability and Worker's Compensation)	\$842.21
Wage Overhead - (A) Basic Annual Janitorial Wages	\$1,747.58
Other – (Provide detailed list. Insert rows as needed)	\$0.00
Profit	\$2,105.52
TOTAL ANNUAL BUSINESS COST (B)	\$5,046.23
BASIC ANNUAL JANITORIAL WAGES (A)	\$14,036.80
TOTAL ANNUAL BUSINESS COSTS (B)	\$5,046.23
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$19,083.03
12 = TOTAL MONTHLY INVOICE AMOUNT	\$1,590.25

PERIODIC SERVICES	times to perform	Price Per Service			ANNUAL PRICE
Clean air bars and vents	52	x	inc	x	0
Dust/clean baseboards	52	x	inc	x	0
Dust clean vertical blinds	4	x	inc	x	0
Vacuum fabric upholstered furniture	2	x	inc	x	0
Remove scuff marks/spray buff hard floors	248	x	inc	x	0
Power scrub and refinish ceramic floors	52	x	inc	x	0
Strip and refinish all vinyl floors	2	x	400	x	800
Clean building windows (inside/out)	4	x	125	x	500
Clean carpet – full contract area	2	x	800	x	1600
Clean carpet - high traffic areas	4	x	300	x	1200
Clean carpet – cafeteria area	0	x	0	x	0
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					4100

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$19,083.03
TOTAL ANNUAL PERIODIC SERVICES (D)	\$4,100.00
TOTAL QUOTE FOR ONE YEAR	\$23,183.03

BASIC JANITORIAL WAGES 1/1/18-11/30/20									
	Emp		Hour s		Rate		Days		Total
Daytime Cleaners	1	x	2	x	\$9.25	x	248	=	\$4,588.00
Nighttime Cleaners	1	x	2	x	\$9.25	x	248	=	\$4,588.00
Supervis or Cleaning	1	x	2	x	\$10.50	x	248	=	\$5,208.00
Other		x		x	\$9.25	x		=	\$0.00
Other		x		x	\$9.25	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$14,384.00
ANNUAL BUSINESS COSTS									
Annual Cost for Cleaning Supplies and Equipment									\$359.60
Replenishment Supplies (not applicable for DHS locations)									\$0.00
Insurance (General Liability and Worker's Compensation)									\$863.04
Wage Overhead - (A) Basic Annual Janitorial Wages									\$1,790.81
Other – (Provide detailed list. Insert rows as needed)									\$0.00
Profit									\$2,157.60
TOTAL ANNUAL BUSINESS COST (B)									\$5,171.05
BASIC ANNUAL JANITORIAL WAGES (A)									\$14,384.00
TOTAL ANNUAL BUSINESS COSTS (B)									\$5,171.05
TOTAL ANNUAL JANITORIAL BASE RATE (C)									\$19,555.05
12 = TOTAL MONTHLY INVOICE AMOUNT									\$1,629.59

PERIODIC SERVICES	times to perfor m	Price Per Service			ANNUAL PRICE
		x	inc	x	
Clean air bars and vents	52	x	inc	x	0
Dust/clean baseboards	52	x	inc	x	0
Dust clean vertical blinds	4	x	inc	x	0
Vacuum fabric upholstered furniture	2	x	inc	x	0
Remove scuff marks/spray buff hard floors	248	x	inc	x	0
Power scrub and refinish ceramic floors	52	x	inc	x	0
Strip and refinish all vinyl floors	2	x	400	x	800
Clean building windows (inside/out)	4	x	125	x	500

Clean carpet – full contract area	2	x	800	x	1600
Clean carpet - high traffic areas	4	x	300	x	1200
Clean carpet – cafeteria area	0	x	0	x	0
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					4100

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$19,555.05
TOTAL ANNUAL PERIODIC SERVICES (D)	\$4,100.00
TOTAL QUOTE FOR ONE YEAR	\$23,655.05

CONTRACT INFORMATION			
CONTRACTING AGENCY:	MICHIGAN DEPARTMENT OF CORRECTIONS		
BUILDING NAME AND NUMBER:	LAWTON PLACE		
BUILDING ADDRESS:	5300 Lawton, Detroit, Michigan 48208		
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: Detroit Metro County: Wayne		
PROCUREMENT CONTACT INFORMATION			
CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Jared Ambrosier	AmbrosierJ@michigan.gov	517-284-6398
AGENCY BUYER:	Ethan Todd	todde1@michigan.gov	517-241-5056
PROGRAM MANAGER:	Michele Jackson-Hornes	hornesmd@michigan.gov	313-972-4440
BUILDING LOCATION INFORMATION			
WORKING DAYS OF BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	7 a. m. – 5: 30 p.m.
NUMBER OF EMPLOYEES:	160	APPROXIMATE DAILY VISITORS:	350
DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	M-F 5 p.m. – 9 – p.m.
TOTAL SQ. FT. TO BE CLEANED:	33,494	NUMBER OF STORIES IN BUILDING:	1
SQ. FT. CARPET:	22, 100	AREA(S): General office area, lunch room, offices, cubicle areas, hallways	
SQ. FT. HIGH TRAFFIC CARPET:	1155	AREA(S): Hallway aisles	
SQ. FT. VINYL:	8255	AREA(S): Hallways, Lobby, Storage, Closets	
SQ. FT. CERAMIC:	876	AREA(S): Bathroom	
SQ. FT. CONCRETE:	0	AREA(S):	
SQ. FT. TERRAZO:	0	AREA(S):	

SQ. FT. RUBBER FLOORING:	0	AREA(S):
NUMBER OF RESTROOMS IN BUILDING:	8	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): URINALS, BABY CHANGER, TOILETS, SINKS
Is window cleaning required? Specify if Interior and / or Exterior and Number of Floors – typically 1 st Floor for Exterior.	ONLY DOOR WINDOWS/INSIDE OUT FIRST FLOOR ONLY	
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	No	
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] DTMB-OAS & AGENCY to determine	LOW	
ADDITIONAL INFORMATION: (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): <ul style="list-style-type: none"> Some staff within facility has chemical sensitivities. Vendors should note that if the cleaning products used have odors, the products may need to be changed as directed by the Contract Compliance Inspector. The contractor must notify the CCI in writing at least two weeks in advance of the date that any periodic services will be performed. Contractor must receive approval of the date from the CCI before performing any periodic services. Failure to adhere to this requirement could delay payment for these services. The contractor and contractor's employees will be expected to perform with professional and courteous behavior. Square footage of full contract carpet area includes the high traffic carpet area. Alarm system, building keys to specific areas 		

C. DESCRIPTION OF SERVICE NEEDS TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 248 times per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi-Annual (2 times per year)	Annual (Once Per Year)
BASIC SERVICES						
1. Office Cleaning M/T/W/T/F						
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet	1x day					
b. Empty waste receptacles. Replace liners when torn or soiled.	1x day					
2. Restrooms						
a. Close restroom	1x day					
b. Empty waste receptacles	1x day					
c. Refill dispensers. ** See Replenishable Supplies.	1x day					

d. Dust .	1x day					
m. Clean and disinfect waste receptacles.	1x day					
n. Dust mop.	1x day					
o. Clean and disinfect sinks.	1x day					
h. Clean glass and mirrors.	1x day					
i. Clean and disinfect toilets and urinals	1x day					
j. Empty and disinfect all sanitary napkins receptacles	1x day					
k. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.	1x day					
m. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas)	1x day					
n. Vacuum carpet if applicable	1x day					
o. Maintain floor drain(s)/traps free of odors	1x day					
p. Service restrooms as requested by Program Manager	1x day					
3. Drinking Fountains						
a. Clean, disinfect and wipe dry.	1x day					
4. Lobbies and Corridors						
a. Empty trash/recyclable paper pick up	1x day					
b. Remove carpet runners, clean floor and replace runners		2x wkly				
c. Vacuum carpet and runners	1x day					
d. Dust mop		2X wkly				
e. Damp mop or machine scrub		2X wkly				
f. Maintain clean glass includes entrance doors		2X wkly				
g. Completely dust all fixtures includes ledges, edges, shelves, exposed pipe, furniture, partitions door-frames etc.		2X wkly				
p. Damp wipe all non-upholstered furniture, tables & counter areas		2X wkly				
5. Wall/Partition Cleaning/Washing						

a. Spot cleaning – including light switches			1x mo			
b. Thorough wall/partition vacuuming and washing, as required			1x mo			
c. Clean partition/glass windows			1x mo			
6. Stairway Cleaning, including those in parking ramps						
a. Vacuum/dust mop		1x wkly				
b. Vacuum/dust mop – Winter (November 1 – April 1)		2x wkly				
c. Dust		1x wkly				
d. Clean w/ disinfectant & wipe dry handrails & doorknobs		1x wkly				
e. Damp mop		1x wkly				
f. Damp mop Winter (November 1 – April 1) for designated areas		2x wkly				
g. Spot clean walls and glass		1x wkly				
7. Elevator Cleaning						
a. Clean door guide tracks		3x wkly				
b. Dust, damp wipe and wipe dry handrails, cab walls, doors		3x wkly				
c. Vacuum carpet		3x wkly				
8. Thoroughly Clean Store Rooms Janitor Closets			1x mo			
9. High Use Areas Special attention must be given to the areas listed below both schedules & duties will be conducted as indicated. The Program Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep and damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
a. Conference Rooms		2x wkly				
b. Clean drawing boards in conference rooms		2x wkly				
c. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas. Clean metal cover of east receptacle.	1x day					
d. Includes cleaning of table, counter tops and microwaves		2x wkly				

10. Variable Procedures						
a. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during Winter months of November 1 – April 1		1x wk				
b. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during summer months April 1-October 1		3x wk				
c. Entry leaf removal/sweeping fall season		1x wk (or more if needed)				
d. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			1x mo (or more if needed)			
e. Replace waste receptacle liner when soiled or worn			[12/yr]			
PERIODIC SERVICES						
1. General						
a. Clean air bars and vents						4X/yr
i. Dust/clean baseboards						1X/yr
j. Dust clean blinds, curtains, window treatments						1X/yr
k. Vacuum fabric upholstered furniture						1X/yr
l. Additional/Emergency services						As needed or as requested
2. Intensive Floor Care						
a. Emergency stain / gum removal from carpet						As needed or as requested
b. Remove scuff marks /spray buff hard floors						12X/yr
c. Scrub restroom floors				4X/yr		
d. Clean carpet in high traffic areas					4X/yr	
e. Carpet Cleaing – whole contract area					4X/yr	
f. Scrub stairwell floors					2X/yr	
g. Clean Light Fixtures					2X/yr	

h. Strip & refinish all hard surface floors						2X/yr
3. Windows						
a. Clean windows on Exteriors walls of building (inside and outside)						1X/yr
b. Clean windows on Interiors walls of building (inside and outside)					4X/yr	

NOTES AND ADDITIONAL INFORMATION

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Any deviation from the established schedule must be pre-approved by the CCI.

- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

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

Replenishable Item	Provided by
Paper towels	Contractor
Hand soap	Contractor
Feminine Sanitary vending supplies & Disposal bags	N/A
Toilet tissue	Contractor
Plastic Trash Can Liners	Contractor
Air Fresheners	Contractor

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

MICHIGAN DEPARTMENT OF CORRECTIONS

LAWTON PLACE

BASIC JANITORIAL WAGES – 11/1/16 – 12/31/16									
	Emp		Hour s		Rate		Days		Total
Daytime Cleaners	0	x	0	x	\$8.50	x	248	=	\$0.00
Nighttime Cleaners	1	x	3.5	x	\$8.50	x	248	=	\$7,378.00
Supervisor Cleaning	1	x	3.5	x	\$10.00	x	248	=	\$8,680.00
Other		x		x	\$8.50	x		=	\$0.00
Other		x		x	\$8.50	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$16,058.00

ANNUAL BUSINESS COSTS	Total
Annual Cost for Cleaning Supplies and Equipment	\$701.45
Replenishment Supplies (not applicable for DHS locations)	\$0.00
Insurance (General Liability and Worker's Compensation)	\$963.48
Wage Overhead - (A) Basic Annual Janitorial Wages	\$1,999.22
Other – (Provide detailed list. Insert rows as needed)	\$0.00
Profit	\$2,408.70
TOTAL ANNUAL BUSINESS COST (B)	\$6,072.85
BASIC ANNUAL JANITORIAL WAGES (A)	\$16,058.00
TOTAL ANNUAL BUSINESS COSTS (B)	\$6,072.85
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$22,130.85
12 = TOTAL MONTHLY INVOICE AMOUNT	\$1,844.24

PERIODIC SERVICES	times to perform	Price Per Service			ANNUAL PRICE
Clean air bars and vents	4	x	inc	x	0
Dust/clean baseboards	1	x	inc	x	0
Dust clean vertical blinds	1	x	inc	x	0
Vacuum fabric upholstered furniture	1	x	inc	x	0
Remove scuff marks/spray buff hard floors	12	x	inc	x	0
Power scrub restroom floors	4	x	200	x	800
Strip and refinish all vinyl floors	2	x	1200	x	2400

Clean building windows (inside)	4	x	150	x	600
Clean building windows (out)	1	x	150	x	150
Clean carpet – full contract area	4	x	800	x	3200
Clean carpet - high traffic areas	4	x	200	x	800
Clean Light Lenses	2	x	75	x	150
Scrub Sairwell floors	2	x	200	x	400
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					8500

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$22,130.85
TOTAL ANNUAL PERIODIC SERVICES (D)	\$8,500.00
TOTAL QUOTE FOR ONE YEAR	\$30,630.85

	Hourly Rate	Equip/Supplies	Total
Emergency Services	\$45.00	\$0.00	\$45.00
Infectious Disease Control / Disinfection Services	\$45.00	\$25.00	\$70.00
Miscellaneous facility maintenance services	\$45.00	\$0.00	\$45.00
Subcontractor			\$0.00

BASIC JANITORIAL WAGES 1/1/17-12/31/17									
	Emp		Hours		Rate		Days		Total
Daytime Cleaners	0	x	0	x	\$8.90	x	248	=	\$0.00
Nighttime Cleaners	1	x	3.5	x	\$8.90	x	248	=	\$7,725.20
Supervisor Cleaning	1	x	3.5	x	\$10.50	x	248	=	\$9,114.00
Other		x		x	\$8.90	x		=	\$0.00
Other		x		x	\$8.90	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$16,839.20

ANNUAL BUSINESS COSTS	Total
Annual Cost for Cleaning Supplies and Equipment	\$720.98
Replenishment Supplies (not applicable for DHS locations)	\$0.00
Insurance (General Liability and Worker's Compensation)	\$1,010.35

Wage Overhead - (A) Basic Annual Janitorial Wages	\$2,096.48
Other – (Provide detailed list. Insert rows as needed)	\$0.00
Profit	\$2,525.88
TOTAL ANNUAL BUSINESS COST (B)	\$6,353.69
BASIC ANNUAL JANITORIAL WAGES (A)	\$16,839.20
TOTAL ANNUAL BUSINESS COSTS (B)	\$6,353.69
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$23,192.89
12 = TOTAL MONTHLY INVOICE AMOUNT	\$1,932.74

PERIODIC SERVICES	times to perform	Price Per Service			ANNUAL PRICE
Clean air bars and vents	4	x	inc	x	0
Dust/clean baseboards	1	x	inc	x	0
Dust clean vertical blinds	1	x	inc	x	0
Vacuum fabric upholstered furniture	1	x	inc	x	0
Remove scuff marks/spray buff hard floors	12	x	inc	x	0
Power scrub restroom floors	4	x	200	x	800
Strip and refinish all vinyl floors	2	x	1200	x	2400
Clean building windows (inside)	4	x	150	x	600
Clean building windows (out)	1	x	150	x	150
Clean carpet – full contract area	4	x	800	x	3200
Clean carpet - high traffic areas	4	x	200	x	800
Clean Light Lenses	2	x	75	x	150
Scrub Sairwell floors	2	x	200	x	400
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					8500
TOTAL ANNUAL JANITORIAL BASE RATE (C)					\$23,192.89
TOTAL ANNUAL PERIODIC SERVICES (D)					\$8,500.00
TOTAL QUOTE FOR ONE YEAR					\$31,692.89

BASIC JANITORIAL WAGES 1/1/18-11/30/20									
	Emp		Hours		Rate		Days		Total
Daytime Cleaners	0	x	0	x	\$9.25	x	248	=	\$0.00
Nighttime Cleaners	1	x	3.5	x	\$9.25	x	248	=	\$8,029.00
Supervisor Cleaning	1	x	3.5	x	\$10.50	x	248	=	\$9,114.00
Other		x		x	\$9.25	x		=	\$0.00
Other		x		x	\$9.25	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$17,143.00
ANNUAL BUSINESS COSTS									Total
Annual Cost for Cleaning Supplies and Equipment									\$728.58
Replenishment Supplies (not applicable for DHS locations)									\$0.00
Insurance (General Liability and Worker's Compensation)									\$1,028.58
Wage Overhead - (A) Basic Annual Janitorial Wages									\$2,134.30
Other – (Provide detailed list. Insert rows as needed)									\$0.00
Profit									\$2,571.45
TOTAL ANNUAL BUSINESS COST (B)									\$6,462.91
BASIC ANNUAL JANITORIAL WAGES (A)									\$17,143.00
TOTAL ANNUAL BUSINESS COSTS (B)									\$6,462.91
TOTAL ANNUAL JANITORIAL BASE RATE (C)									\$23,605.91
12 = TOTAL MONTHLY INVOICE AMOUNT									\$1,967.16
PERIODIC SERVICES					times to perform	Price Per Service			ANNUAL PRICE
Clean air bars and vents					4	x	inc	x	0
Dust/clean baseboards					1	x	inc	x	0
Dust clean vertical blinds					1	x	inc	x	0
Vacuum fabric upholstered furniture					1	x	inc	x	0
Remove scuff marks/spray buff hard floors					12	x	inc	x	0
Power scrub restroom floors					4	x	200	x	800
Strip and refinish all vinyl floors					2	x	1200	x	2400
Clean building windows (inside)					4	x	150	x	600
Clean building windows (out)					1	x	150	x	150

Clean carpet – full contract area	4	x	800	x	3200
Clean carpet - high traffic areas	4	x	200	x	800
Clean Light Lenses	2	x	75	x	150
Scrub Sairwell floors	2	x	200	x	400
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					8500

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$23,605.91
TOTAL ANNUAL PERIODIC SERVICES (D)	\$8,500.00
TOTAL QUOTE FOR ONE YEAR	\$32,105.91

CONTRACT INFORMATION

CONTRACTING AGENCY:	MICHIGAN DEPARTMENT OF TRANSPORTATION
BUILDING NAME AND NUMBER:	METRO REGION OFFICE,
BUILDING ADDRESS:	18101 W. Nine Mile Road, Southfield, MI 48075
IS LOCATION ON CRO "SET ASIDE"? SCHEDULED TO BE IN FUTURE?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
PROSPERITY REGION and COUNTY:	Region: Detroit Metro County: Oakland

PROCUREMENT CONTACT INFORMATION

CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Jared Ambrosier	AmbrosierJ@michigan.gov	517-284-6398
AGENCY BUYER:	Laura Dotson	DotsonL2@michigan.gov	517-373-2134
PROGRAM MANAGER:	Dawn Campbell	Campbelld2@michigan.gov	248-483-5105

BUILDING LOCATION INFORMATION

WORKING DAYS OF BUILDING OCCUPANTS:	7	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	6:00 am-6:00 pm
NUMBER OF EMPLOYEES:	90	APPROXIMATE DAILY VISITORS:	20-40
DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	M-F 5:00 pm-9:00 pm
TOTAL SQ. FT. TO BE CLEANED:	22047	NUMBER OF STORIES IN BUILDING:	2
SQ. FT. CARPET:	20459	AREA(S): 1st and 2nd floors	
SQ. FT. HIGH TRAFFIC CARPET:	19886	AREA(S): 1st and 2nd floors	
SQ. FT. VINYL:	1588	AREA(S): 1st and 2nd floors	
SQ. FT. CERAMIC:	n/a	AREA(S):	
SQ. FT. CONCRETE:	n/a	AREA(S):	
SQ. FT. TERRAZO:	n/a	AREA(S):	
SQ. FT. RUBBER FLOORING:	n/a	AREA(S):	

NUMBER OF RESTROOMS IN BUILDING:	5 (3 ON 1ST FLR- 2 ON 2ND FLR)	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S):	24
Is window cleaning required? Specify if Interior and / or Exterior and Number of Floors – typically 1 ST Floor for Exterior.	1ST FLOOR INTERIOR LOBBY ONLY		
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	No		
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] DTMB-OAS & AGENCY to determine	HIGH		
ADDITIONAL INFORMATION: (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): <ul style="list-style-type: none"> Some staff within facility has chemical sensitivities. Vendors should note that if the cleaning products used have odors, the products may need to be changed as directed by the Contract Compliance Inspector. The contractor must notify the CCI in writing at least two weeks in advance of the date that any periodic services will be performed. Contractor must receive approval of the date from the CCI before performing any periodic services. Failure to adhere to this requirement could delay payment for these services. The contractor and contractor's employees will be expected to perform with professional and courteous behavior. Square footage of full contract carpet area includes the high traffic carpet area. 			

C. DESCRIPTION OF SERVICE NEEDS TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 248 times per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi-Annual (2 times per year)	Annual (Once Per Year)
BASIC SERVICES				N/A	N/A	N/A
1. Office Cleaning M/T/W/T/F						
a. Vacuum carpet, sweep & damp mop hard surface floors; remove spots/stains from carpet as directed and clean tables and counter tops in the following areas: <ul style="list-style-type: none"> Offices and cubicles (full building) No Vacuuming until after 5:00 p.m. Conference rooms Note: Service "High Use" areas as noted in Sections 2, 3 and 9	1x Daily (248/yr)					
b. Empty waste receptacles. Replace liners when torn or soiled.	1x Daily (248/yr)					
2. Restrooms						
a. Clean restroom	1x day (248 / yr)					

b. Empty waste receptacles	1x day (248 / yr)					
c. Wipe off and refill dispensers ** See Replenishable Supplies	1x day (248 / yr)					
d. Dust	1x day (248 / yr)					
e. Clean and disinfect waste receptacles	1x day (248 / yr)					
f. Dust mop/sweep floors	1x day (248 / yr)					
g. Clean and disinfect sinks, counters and handles	1x day (248 / yr)					
h. Clean glass and mirrors	1x day (248 / yr)					
i. Clean and disinfect toilets and urinals.	1x day (248 / yr)					
j. Empty and disinfect all sanitary napkin receptacles	1x day (248 / yr)					
k. Clean and disinfect wall around toilets and urinals, stalls and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.	1x day (248 / yr)					
l. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas)	1x day (248 / yr)					
m. Vacuum carpet if applicable	N/A					
n. Maintain floor drain(s)/traps free of odors, including pouring water into trap	1x day (248 / yr)					
o. Service restrooms as requested by Program Manager (i.e...overflows, drain clogs, toilet clogs, etc...)	1x day (248 / yr)					
3. Breakrooms/Kitchens						
Empty waste receptacles	1x day (248 / yr)					
Wipe off and fill dispensers	1x day (248 / yr)					
Dust	1x day (248 / yr)					
Clean and disinfect waste receptacles	1x day (248 / yr)					
Dust mop/sweep floors	1x day (248 / yr)					
Clean and disinfect sinks, tables, counters and handles	1x day (248 / yr)					
Damp mop	1x day (248 / yr)					
Vacuum carpet if applicable	1x day (248 / yr)					
Clean all appliance surfaces	1x day (248 / yr)					
4. Drinking Fountains						

a. Clean, disinfect and wipe dry.	1x day (248 / yr)					
5. Lobbies and Corridors						
a. Empty trash	1x day (248 / yr)					
b. Remove carpet runners, clean floor and replace runners	1x day (248 / yr)					
c. Vacuum carpet and runners	1x day (248 / yr)					
d. Dust mop	1x day (248 / yr)					
e. Damp mop or machine scrub	1x day (248 / yr)					
f. Maintain clean glass includes entrance doors	1x day (248 / yr)					
g. Completely dust all fixtures includes ledges, edges, shelves, exposed pipe, furniture, partition door-frames, etc.	1x day (248 / yr)					
h. Damp wipe all non-upholstered furniture, tables & counter areas	1x day (248 / yr)					
6. Wall/Partition Cleaning/Washing						
a. Spot cleaning – including light switches		2x wkly (104 / yr)				
b. Thorough wall/partition vacuuming and washing, as required		2x wkly (104 / yr)				
c. Clean partition/glass windows		2x wkly (104 / yr)				
7. Stairway Cleaning, including those in parking ramps						
a. Vacuum/dust mop		2x wkly (104 / yr)				
b. Vacuum/dust mop – Winter (November 1 – April 1)	1x day (248 / yr)					
c. Dust		2x wkly (104 / yr)				
d. Clean w/ disinfectant & wipe dry handrails & doorknobs		2x wkly (104 / yr)				
e. Damp mop		2x wkly (104 / yr)				
f. Damp mop Winter (November 1 – April 1) for designated areas	1x day (248 / yr)					
g. Spot clean walls and glass		1x wkly (52 / yr)				
7. Elevator Cleaning						
a. Clean door guide tracks		3x wkly (156 / yr)				
b. Dust, damp wipe and wipe dry handrails, cab walls, doors		3x wkly (156 / yr)				
c. Vacuum carpet		3x wkly (156 / yr)				

8. Thoroughly Clean Store Rooms Janitor Closets			1x mo (12 / yr)			
9. High Use Areas Special attention must be given to the items/areas listed below. Both schedules & duties are to be conducted as indicated. The Program Manager reserves the right to schedule the activities listed in this section. Cleaning to include: Vacuum carpet and carpeted mates, sweep & damp mop hard surface floors; remove spots/stains from carpet as directed, empty waste receptacles and clean tables, counter tops & appliance surfaces.						
a. High Use Areas: <ul style="list-style-type: none"> o Conference Rooms o Lunch/Break Rooms o Coffee Areas o Vending Machine Areas o Hallways and Corridors o Copier Areas o Adjacent Office Areas <p>Note: No Vacuuming until after 5:00 p.m.</p>	1x day (248 / yr)					
b. Clean drawing boards in conference rooms (unless marked "SAVE") <p>Note: Check drawing boards each weekday; provide services whenever there is evidence of use.</p>	1x day (248 / yr)					
c. Clean interior windows, sills and doors in vestibule, lobby and reception area.	1x day (248 / yr)					
10. Variable Procedures						
a. Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during winter months of November 1 - April 1.		1x wk (52 / yr)				
b. Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during summer months of April 1 - October 31.		3x wk (156 / yr)				
c. Leaf removal/sweeping in entryway during fall season		1x wk (or more if needed) [52 / yr]				
d. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect		1x wk (or more if needed) [52 / yr]				
e. Replace waste receptacle liner when soiled or worn	1x daily (248/ yr)					
PERIODIC SERVICES	N/A	N/A	N/A			
1. General						
a. Clean air diffusers, and vents and spot clean					2x/ yr	

nearby walls (particularly in confined spaces like restrooms)						
b. Dust/clean baseboards, woodwork and top of cubicle walls						2x/ yr
c. Dust/clean blinds, curtains, window treatments						2x/ yr
d. Dust/clean sound panels						2x/ yr
e. Dust/clean light fixture lenses						2x/ yr
f. Vacuum cubicle partition walls						2x/ yr
g. Vacuum fabric upholstered furniture						2x/ yr
h. Wash all waste receptacles (inside & out) to avoid soiled or odorous condition						2x/ yr
i. Additional/Emergency services						As needed or as requested
2. Intensive Floor Care						
a. Emergency stain / gum removal from carpet						As needed or as requested
b. Remove scuff marks/spray buff hard floors						2x/ yr
c. Scrub restroom floors						2x/ yr
d. Clean carpet in high traffic areas						2x/ yr
e. Carpet Cleaning – whole contract area						2x/ yr
f. Scrub stairwell floors						2x/ yr
g. Strip & refinish all hard surface floors					4x/yr	
3. Windows						
a. Clean Windows in Interior of building, all areas not described under Basic Services.						As needed or as requested
b. Spot clean Exterior windows, lower level entry ways and stairways.						As needed or as requested

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

SUPPLEMENTARY TASKS*
- To be determined by Contract Compliance Inspector.

NOTES AND ADDITIONAL INFORMATION

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Any deviation from the established schedule must be pre-approved by the CCI.

- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

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

Replenishable Item	Provided by
Paper towels	Agency
Hand soap	Agency
Feminine Sanitary Disposal bags	Contractor
Toilet tissue	Agency
Plastic Trash Can Liners	Agency
Air Fresheners	Agency

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

MICHIGAN DEPARTMENT OF TRANSPORTATION

METRO REGION OFFICE

BASIC JANITORIAL WAGES 11/1/16 – 12/31/16									
	Emp		Hours		Rate		Days		Total
Daytime Cleaners	0	x	0	x	\$8.50	x	248	=	\$0.00
Nighttime Cleaners	1	x	2	x	\$8.50	x	248	=	\$4,216.00
Supervisor Cleaning	1	x	2	x	\$10.00	x	248	=	\$4,960.00
Other		x		x	\$8.50	x		=	\$0.00
Other		x		x	\$8.50	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$9,176.00
ANNUAL BUSINESS COSTS									Total
Annual Cost for Cleaning Supplies and Equipment									\$229.40
Replenishment Supplies (not applicable for DHS locations)									\$0.00
Insurance (General Liability and Worker's Compensation)									\$550.56
Wage Overhead - (A) Basic Annual Janitorial Wages									\$1,142.41
Other – (Provide detailed list. Insert rows as needed)									\$0.00
Profit									\$1,835.20
TOTAL ANNUAL BUSINESS COST (B)									\$3,757.57

BASIC ANNUAL JANITORIAL WAGES (A)	\$9,176.00
TOTAL ANNUAL BUSINESS COSTS (B)	\$3,757.57
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$12,933.57
12 = TOTAL MONTHLY INVOICE AMOUNT	\$1,077.80

PERIODIC SERVICES	times to perform	Price Per Service			ANNUAL PRICE
Clean air bars and vents	2	x	inc	x	0
Dust/clean baseboards	2	x	inc	x	0
Dust clean vertical blinds	2	x	inc	x	0
Vacuum fabric upholstered furniture	2	x	inc	x	0
Remove scuff marks/spray buff hard floors	2	x	75	x	150
Power scrub and refinish ceramic floors	2	x	inc	x	0
Strip and refinish all vinyl floors	4	x	200	x	800
Clean building windows (inside/out)	4	x	100	x	400
Clean carpet – full contract area	2	x	600	x	1200
Clean carpet - high traffic areas	2	x	500	x	1000
Clean carpet – cafeteria area	0	x	0	x	0
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					3550

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$12,933.57
TOTAL ANNUAL PERIODIC SERVICES (D)	\$3,550.00
TOTAL QUOTE FOR ONE YEAR	\$16,483.57

	Hourly Rate	Equip/Supplies	Total
Emergency Services	\$45.00	\$0.00	\$45.00
Infectious Disease Control / Disinfection Services	\$45.00	\$25.00	\$70.00
Miscellaneous facility maintenance services	\$45.00	\$0.00	\$45.00
Subcontractor			\$0.00

BASIC JANITORIAL WAGES – 1/1/17-12/31/17									
	Emp		Hours		Rate		Days		Total
Daytime Cleaners	0	x	0	x	\$8.90	x	248	=	\$0.00
Nighttime Cleaners	1	x	2	x	\$8.90	x	248	=	\$4,414.40

Supervisor Cleaning	1	x	2	x	\$10.50	x	248	=	\$5,208.00
Other		x		x	\$8.90	x		=	\$0.00
Other		x		x	\$8.90	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$9,622.40
ANNUAL BUSINESS COSTS									Total
Annual Cost for Cleaning Supplies and Equipment									\$240.56
Replenishment Supplies (not applicable for DHS locations)									\$0.00
Insurance (General Liability and Worker's Compensation)									\$577.34
Wage Overhead - (A) Basic Annual Janitorial Wages									\$1,197.99
Other – (Provide detailed list. Insert rows as needed)									\$0.00
Profit									\$1,924.48
TOTAL ANNUAL BUSINESS COST (B)									\$3,940.37
BASIC ANNUAL JANITORIAL WAGES (A)									\$9,622.40
TOTAL ANNUAL BUSINESS COSTS (B)									\$3,940.37
TOTAL ANNUAL JANITORIAL BASE RATE (C)									\$13,562.77
12 = TOTAL MONTHLY INVOICE AMOUNT									\$1,130.23

PERIODIC SERVICES	times to perform	Price Per Service			ANNUAL PRICE
Clean air bars and vents	2	x	inc	x	0
Dust/clean baseboards	2	x	inc	x	0
Dust clean vertical blinds	2	x	inc	x	0
Vacuum fabric upholstered furniture	2	x	inc	x	0
Remove scuff marks/spray buff hard floors	2	x	75	x	150
Power scrub and refinish ceramic floors	2	x	inc	x	0
Strip and refinish all vinyl floors	4	x	200	x	800
Clean building windows (inside/out)	4	x	100	x	400
Clean carpet – full contract area	2	x	600	x	1200
Clean carpet - high traffic areas	2	x	500	x	1000
Clean carpet – cafeteria area	0	x	0	x	0
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					3550

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$13,562.77
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TOTAL ANNUAL PERIODIC SERVICES (D)	\$3,550.00
TOTAL QUOTE FOR ONE YEAR	\$17,112.77

BASIC JANITORIAL WAGES 1/1/18-11/30/20									
	Emp		Hours		Rate		Days		Total
Daytime Cleaners	0	x	0	x	\$8.90	x	248	=	\$0.00
Nighttime Cleaners	1	x	2	x	\$8.90	x	248	=	\$4,414.40
Supervisor Cleaning	1	x	2	x	\$10.50	x	248	=	\$5,208.00
Other		x		x	\$8.90	x		=	\$0.00
Other		x		x	\$8.90	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$9,622.40
ANNUAL BUSINESS COSTS									Total
Annual Cost for Cleaning Supplies and Equipment									\$240.56
Replenishment Supplies (not applicable for DHS locations)									\$0.00
Insurance (General Liability and Worker's Compensation)									\$577.34
Wage Overhead - (A) Basic Annual Janitorial Wages									\$1,197.99
Other – (Provide detailed list. Insert rows as needed)									\$0.00
Profit									\$1,924.48
TOTAL ANNUAL BUSINESS COST (B)									\$3,940.37
BASIC ANNUAL JANITORIAL WAGES (A)									\$9,622.40
TOTAL ANNUAL BUSINESS COSTS (B)									\$3,940.37
TOTAL ANNUAL JANITORIAL BASE RATE (C)									\$13,562.77
12 = TOTAL MONTHLY INVOICE AMOUNT									\$1,130.23

PERIODIC SERVICES	times to perform	Price Per Service			ANNUAL PRICE
Clean air bars and vents	2	x	inc	x	0
Dust/clean baseboards	2	x	inc	x	0
Dust clean vertical blinds	2	x	inc	x	0
Vacuum fabric upholstered furniture	2	x	inc	x	0
Remove scuff marks/spray buff hard floors	2	x	75	x	150
Power scrub and refinish ceramic floors	2	x	inc	x	0
Strip and refinish all vinyl floors	4	x	200	x	800
Clean building windows (inside/out)	4	x	100	x	400
Clean carpet – full contract area	2	x	600	x	1200

Clean carpet - high traffic areas	2	x	500	x	1000
Clean carpet – cafeteria area	0	x	0	x	0
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					3550
TOTAL ANNUAL JANITORIAL BASE RATE (C)					\$13,562.77
TOTAL ANNUAL PERIODIC SERVICES (D)					\$3,550.00
TOTAL QUOTE FOR ONE YEAR					\$17,112.77

CONTRACT INFORMATION

CONTRACTING AGENCY:	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
BUILDING NAME AND NUMBER:	MICHIGAN REHABILITATION SERVICES - GRAND RIVER OFFICE BUILDING
BUILDING ADDRESS:	17411 Grand River, Detroit, MI 48227
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: Detroit Metro County: Wayne

PROCUREMENT CONTACT INFORMATION

CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Jared Ambrosier	AmbrosierJ@michigan.gov	517-284-6398
AGENCY BUYER:	Jennifer Frank	Frankj4@michigan.gov	517-241-6563
PROGRAM MANAGER:	Wendy Chapman	Chapmanw2@michigan.gov	313-270-3800

BUILDING LOCATION INFORMATION

WORKING DAYS OF BUILDING OCCUPANTS:	M/T/W/TH/F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	7am to 6:30pm
NUMBER OF EMPLOYEES:	27	APPROXIMATE DAILY VISITORS:	45-55
DAYS OF CLEANING SERVICE:	M/W/F	IDENTIFY HOURS OF CLEANING SERVICE:	3:00PM-5:00PM
TOTAL SQ. FT. TO BE CLEANED:	8110	NUMBER OF STORIES IN BUILDING:	1
SQ. FT. CARPET:	5000	AREA(S): Offices, Hallways, Break, Conference and Resource Room.	
SQ. FT. HIGH TRAFFIC CARPET:	2000	AREA(S): Conference Room and Hallways	
SQ. FT. VINYL:	555	AREA(S): LAN, Storage, Break, Custodial Room	
SQ. FT. CERAMIC:	555	AREA(S): Vestibules (front & Back), Rest Rooms	
SQ. FT. CONCRETE:	N/a	AREA(S):	
SQ. FT. TERRAZO:	N/a	AREA(S):	

SQ. FT. RUBBER FLOORING:	N/a	AREA(S):
NUMBER OF RESTROOMS IN BUILDING:	3	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 10 <i>NOTE, INCLUDES: URINALS, TOILETS, SINKS ADD ADDITIONAL IF APPLICABLE, I.E. BABY-CHANGING STATIONS, SHOWERS, ETC.</i>
Is window cleaning required? Specify if Interior and / or Exterior and Number of Floors – typically 1 st Floor for Exterior.	FIRST FLOOR – INTERIOR AND EXTERIOR	
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	No	
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] DTMB-OAS & AGENCY to determine	LOW	
ADDITIONAL INFORMATION: (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): <ul style="list-style-type: none"> ▪ Some staff within facility has chemical sensitivities. Vendors should note that if the cleaning products used have odors, the products may need to be changed as directed by the Contract Compliance Inspector. ▪ The contractor must notify the CCI in writing at least two weeks in advance of the date that any periodic services will be performed. Contractor must receive approval of the date from the CCI before performing any periodic services. Failure to adhere to this requirement could delay payment for these services. ▪ The contractor and contractor's employees will be expected to perform with professional and courteous behavior. ▪ Square footage of full contract carpet area includes the high traffic carpet area. ▪ 		

C. DESCRIPTION OF SERVICE NEEDS TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 248 times per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi-Annual (2 times per year)	Annual (Once Per Year)
BASIC SERVICES						
1. Office Cleaning M/T/W/T/F						
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet	X					
b. Empty waste receptacles. Replace liners when torn or soiled.	X					
2. Restrooms						
a. Close restroom	X					
b. Empty waste receptacles	X					

c. Refill dispensers. ** See Replenishable Supplies.	X					
d. Dust .	X					
q. Clean and disinfect waste receptacles.	X					
r. Dust mop.	X					
s. Clean and disinfect sinks.	X					
h. Clean glass and mirrors.	X					
i. Clean and disinfect toilets and urinals	X					
j. Empty and disinfect all sanitary napkins receptacles	X					
k. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.	X					
m. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas)	X					
n. Vacuum carpet if applicable	X					
q. Maintain floor drain(s)/traps free of odors	X					
r. Service restrooms as requested by Program Manager	X					
3. Drinking Fountains						
a. Clean, disinfect and wipe dry.	X					
4. Lobbies and Corridors						
a. Empty trash/recyclable paper pick up	X					
b. Remove carpet runners, clean floor and replace runners	X					
c. Vacuum carpet and runners	X					
d. Dust mop	X					
e. Damp mop or machine scrub	X					
f. Maintain clean glass includes entrance doors	X					
g. Completely dust all fixtures includes ledges, edges, shelves, exposed pipe, furniture, partitions door-frames etc.	X					
t. Damp wipe all non-upholstered furniture, tables & counter areas	X					
5. Wall/Partition Cleaning/Washing						
a. Spot cleaning – including light switches	X					
b. Thorough wall/partition vacuuming and washing, as required				X		
c. Clean partition/glass windows			X			
6. Stairway Cleaning, including those in parking ramps						

a. Vacuum/dust mop						
b. Vacuum/dust mop – Winter (November 1 – April 1)						
c. Dust						
d. Clean w/ disinfectant & wipe dry handrails & doorknobs						
e. Damp mop						
f. Damp mop Winter (November 1 – April 1) for designated areas						
g. Spot clean walls and glass						
7. Elevator Cleaning						
a. Clean door guide tracks						
b. Dust, damp wipe and wipe dry handrails, cab walls, doors						
c. Vacuum carpet						
8. Thoroughly Clean Store Rooms Janitor Closets						X
9. High Use Areas Special attention must be given to the areas listed below both schedules & duties will be conducted as indicated. The Program Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep and damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
a. Conference Rooms	X					
b. Clean drawing boards in conference rooms						
c. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas. Clean metal cover of east receptacle.	X					
d. Includes cleaning of table, counter tops and microwaves	X					
10. Variable Procedures						
a. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during Winter months of November 1 – April 1						
b. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during summer months April 1-October 1						
c. Entry leaf removal/sweeping fall season					X	
d. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect					X	
e. Replace waste receptacle liner when soiled or worn	X					

PERIODIC SERVICES						
1. General						
a. Clean air bars and vents				X		
m. Dust/clean baseboards				X		
n. Dust clean blinds, curtains, window treatments				X		
o. Vacuum fabric upholstered furniture				X		
p. Additional/Emergency services					X	
2. Intensive Floor Care						
a. Emergency stain / gum removal from carpet			X			
b. Remove scuff marks /spray buff hard floors				X		
c. Scrub restroom floors				X		
d. Clean carpet in high traffic areas				X		
e. Carpet Cleaing – whole contract area					X	
f. Scrub stairwell floors						
g. Clean Light Fixtures						
h. Strip & refinish all hard surface floors					X	
3. Windows						
a. Clean windows on Exteriors walls of building (inside and outside)					X	
b. Clean windows on Interiors walls of building (inside and outside)					X	

NOTES AND ADDITIONAL INFORMATION

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

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

Replenishable Item	Provided by
Paper towels	Agency
Hand soap	Agency
Feminine Sanitary vending supplies & Disposal bags	Contractor
Toilet tissue	Agency
Plastic Trash Can Liners	Agency
Air Fresheners	N/A

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

MICHIGAN DEPARTMENT OF Health And Human Services

MRS - GRAND RIVER OFFICE BUILDING

BASIC JANITORIAL WAGES – 11/1/16 – 12/31/16								
	Emp		Hours		Rate		Days	Total
Daytime Cleaners	0	x	0	x	\$8.50	x	248	= \$0.00
Nighttime Cleaners	0	x	0	x	\$8.50	x	248	= \$0.00
Supervisor Cleaning	1	x	2	x	\$10.00	x	248	= \$4,960.00
Other		x		x	\$8.50	x		= \$0.00
Other		x		x	\$8.50	x		= \$0.00
BASIC ANNUAL JANITORIAL WAGES (A)								\$4,960.00
ANNUAL BUSINESS COSTS								
Annual Cost for Cleaning Supplies and Equipment								\$124.00
Replenishment Supplies (not applicable for DHS locations)								\$0.00
Insurance (General Liability and Worker's Compensation)								\$297.60
Wage Overhead - (A) Basic Annual Janitorial Wages								\$617.52
Other – (Provide detailed list. Insert rows as needed)								\$0.00
Profit								\$744.00
TOTAL ANNUAL BUSINESS COST (B)								\$1,783.12
BASIC ANNUAL JANITORIAL WAGES (A)								\$4,960.00
TOTAL ANNUAL BUSINESS COSTS (B)								\$1,783.12
TOTAL ANNUAL JANITORIAL BASE RATE (C)								\$6,743.12
12 = TOTAL MONTHLY INVOICE AMOUNT								\$561.93
PERIODIC SERVICES				times to perform	Price Per Service	ANNUAL PRICE		
Clean air bars and vents				4	x inc	x	0	
Dust/clean baseboards				4	x inc	x	0	
Dust clean vertical blinds				4	x inc	x	0	
Vacuum fabric upholstered furniture				2	x inc	x	0	
Remove scuff marks/spray buff hard floors				4	x inc	x	0	
Power scrub and refinish ceramic floors				4	x inc	x	0	
Strip and refinish all vinyl floors				2	x 250	x	500	
Clean building windows (inside/out)				4	x 100	x	400	
Clean carpet – full contract area				2	x 300	x	600	
Clean carpet - high traffic areas				4	x 200	x	800	

BASIC ANNUAL JANITORIAL WAGES (A)							\$5,208.00
TOTAL ANNUAL BUSINESS COSTS (B)							\$1,872.28
TOTAL ANNUAL JANITORIAL BASE RATE (C)							\$7,080.28
12 = TOTAL MONTHLY INVOICE AMOUNT							\$590.02
PERIODIC SERVICES			times to perform		Price Per Service		ANNUAL PRICE
Clean air bars and vents			4	x	inc	x	0
Dust/clean baseboards			4	x	inc	x	0
Dust clean vertical blinds			4	x	inc	x	0
Vacuum fabric upholstered furniture			2	x	inc	x	0
Remove scuff marks/spray buff hard floors			4	x	inc	x	0
Power scrub and refinish ceramic floors			4	x	inc	x	0
Strip and refinish all vinyl floors			2	x	250	x	500
Clean building windows (inside/out)			4	x	100	x	400
Clean carpet – full contract area			2	x	300	x	600
Clean carpet - high traffic areas			4	x	200	x	800
Clean carpet – cafeteria area			0	x	0	x	0
			0	x	0	x	0
			0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)							2300

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$7,080.28
TOTAL ANNUAL PERIODIC SERVICES (D)	\$2,300.00
TOTAL QUOTE FOR ONE YEAR	\$9,380.28

BASIC JANITORIAL WAGES 1/1/18-11/30/20									
	Emp		Hours		Rate		Days		Total
Daytime Cleaners	0	x	0	x	\$9.25	x	248	=	\$0.00
Nighttime Cleaners	0	x	0	x	\$9.25	x	248	=	\$0.00
Supervisor Cleaning	1	x	2	x	\$10.50	x	248	=	\$5,208.00
Other		x		x	\$9.25	x		=	\$0.00
Other		x		x	\$9.25	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$5,208.00

ANNUAL BUSINESS COSTS	Total
Annual Cost for Cleaning Supplies and Equipment	\$130.20
Replenishment Supplies (not applicable for DHS locations)	\$0.00
Insurance (General Liability and Worker's Compensation)	\$312.48
Wage Overhead - (A) Basic Annual Janitorial Wages	\$648.40
Other – (Provide detailed list. Insert rows as needed)	\$0.00
Profit	\$781.20
TOTAL ANNUAL BUSINESS COST (B)	\$1,872.28
BASIC ANNUAL JANITORIAL WAGES (A)	\$5,208.00
TOTAL ANNUAL BUSINESS COSTS (B)	\$1,872.28
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$7,080.28
12 = TOTAL MONTHLY INVOICE AMOUNT	\$590.02

PERIODIC SERVICES	times to perform	Price Per Service			ANNUAL PRICE
Clean air bars and vents	4	x	inc	x	0
Dust/clean baseboards	4	x	inc	x	0
Dust clean vertical blinds	4	x	inc	x	0
Vacuum fabric upholstered furniture	2	x	inc	x	0
Remove scuff marks/spray buff hard floors	4	x	inc	x	0
Power scrub and refinish ceramic floors	4	x	inc	x	0
Strip and refinish all vinyl floors	2	x	250	x	500
Clean building windows (inside/out)	4	x	100	x	400
Clean carpet – full contract area	2	x	300	x	600
Clean carpet - high traffic areas	4	x	200	x	800
Clean carpet – cafeteria area	0	x	0	x	0
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					2300

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$7,080.28
TOTAL ANNUAL PERIODIC SERVICES (D)	\$2,300.00
TOTAL QUOTE FOR ONE YEAR	\$9,380.28

CONTRACT INFORMATION

CONTRACTING AGENCY:	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
BUILDING NAME AND NUMBER:	OAKLAND COUNTY
BUILDING ADDRESS:	235 Saginaw St. Pontiac, MI. 48342
IS LOCATION ON CRO "SET ASIDE"? SCHEDULED TO BE IN FUTURE?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
PROSPERITY REGION and COUNTY:	Region: Detroit Metro County: Oakland

PROCUREMENT CONTACT INFORMATION

CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Jared Ambrosier	AmbrosierJ@michigan.gov	517-284-6398
AGENCY BUYER:	Jennifer Frank	Frankj4@michigan.gov	517-241-6563
PROGRAM MANAGER:	Shannon Ritch	ritchs@michigan.gov	248-975-5292

BUILDING LOCATION INFORMATION

WORKING DAYS OF BUILDING OCCUPANTS:	7	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	6:00 am-6:00 pm
NUMBER OF EMPLOYEES:	100	APPROXIMATE DAILY VISITORS:	50-100
DAYS OF CLEANING SERVICE:	M-F	IDENTIFY HOURS OF CLEANING SERVICE:	M-F 5:30 pm-9:00 pm
TOTAL SQ. FT. TO BE CLEANED:	22047	NUMBER OF STORIES IN BUILDING:	2
SQ. FT. CARPET:	22588	AREA(S):	
SQ. FT. HIGH TRAFFIC CARPET:	500	AREA(S): Enterances & hallways	
SQ. FT. VINYL:	2117	Kitchen, Stock room, Mailroom and Computer room	
SQ. FT. CERAMIC:	2838	AREA(S): bathrooms , lobby and vestibule	
SQ. FT. CONCRETE:		AREA(S):	
SQ. FT. TERRAZO:		AREA(S):	
SQ. FT. RUBBER FLOORING:		AREA(S):	

NUMBER OF RESTROOMS IN BUILDING:	4	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 4 <i>NOTE, INCLUDES: URINALS, TOILETS, SINKS</i>
Is window cleaning required? Specify if Interior and / or Exterior and Number of Floors – typically 1 st Floor for Exterior.	EXTERIOR WINDOW CLEANING – INSIDE AND OUTSIDE – OPTIONAL DELETE IF NOT APPLICABLE	
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	NO	
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] DTMB-OAS & AGENCY to determine	LOW	
ADDITIONAL INFORMATION: (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):		
<ul style="list-style-type: none"> ▪ Some staff within facility has chemical sensitivities. Vendors should note that if the cleaning products used have odors, the products may need to be changed as directed by the Contract Compliance Inspector. ▪ The contractor must notify the CCI in writing at least two weeks in advance of the date that any periodic services will be performed. Contractor must receive approval of the date from the CCI before performing any periodic services. Failure to adhere to this requirement could delay payment for these services. ▪ The contractor and contractor's employees will be expected to perform with professional and courteous behavior. ▪ Square footage of full contract carpet area includes the high traffic carpet area. 		

C. DESCRIPTION OF SERVICE NEEDS TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 248 times per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi-Annual (2 times per year)	Annual (Once Per Year)
BASIC SERVICES	X					
1. Office Cleaning M/T/W/T/F	X					
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet	X					
b. Empty waste receptacles. Replace liners when torn or soiled.	X					
2. Restrooms	X					
a. Close restroom	X					
b. Empty waste receptacles	X					
c. Refill dispensers. ** See Replenishable Supplies.	X					
d. Dust .	X					
u. Clean and disinfect waste receptacles.	X					
v. Dust mop.	X					

w. Clean and disinfect sinks.	X					
h. Clean glass and mirrors.	X					
i. Clean and disinfect toilets and urinals	X					
j. Empty and disinfect all sanitary napkins receptacles	X					
k. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.	X					
m. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas)	X					
n. Vacuum carpet if applicable	X					
s. Maintain floor drain(s)/traps free of odors	X					
t. Service restrooms as requested by Program Manager	X					
3. Drinking Fountains	X					
a. Clean, disinfect and wipe dry.	X					
4. Lobbies and Corridors	X					
a. Empty trash/recyclable paper pick up	X					
b. Remove carpet runners, clean floor and replace runners	X					
c. Vacuum carpet and runners	X					
d. Dust mop	X					
e. Damp mop or machine scrub	X					
f. Maintain clean glass includes entrance doors	X					
g. Completely dust all fixtures includes ledges, edges, shelves, exposed pipe, furniture, partitions door-frames etc.	X					
x. Damp wipe all non-upholstered furniture, tables & counter areas	X					
5. Wall/Partition Cleaning/Washing						
a. Spot cleaning – including light switches		X				
b. Thorough wall/partition vacuuming and washing, as required		X				
c. Clean partition/glass windows		X				
6. Stairway Cleaning, including those in parking ramps	X					
a. Vacuum/dust mop	X					
b. Vacuum/dust mop – Winter (November 1 – April 1)	X					
c. Dust	X					

d. Clean w/ disinfectant & wipe dry handrails & doorknobs	X					
e. Damp mop	X					
f. Damp mop Winter (November 1 – April 1) for designated areas	X					
g. Spot clean walls and glass	X					
7. Elevator Cleaning	N/A					
a. Clean door guide tracks	N/A					
b. Dust, damp wipe and wipe dry handrails, cab walls, doors	N/A					
c. Vacuum carpet	N/A					
8. Thoroughly Clean Store Rooms Janitor Closets		X				
9. High Use Areas Special attention must be given to the areas listed below both schedules & duties will be conducted as indicated. The Program Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep and damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.		X				
a. Conference Rooms	X					
b. Clean drawing boards in conference rooms	X					
c. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas. Clean metal cover of east receptacle.		X				
d. Includes cleaning of table, counter tops and microwaves		X				
10. Variable Procedures						
a. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during Winter months of November 1 – April 1		X				
b. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during summer months April 1-October 1		X				
c. Entry leaf removal/sweeping fall season	X					
d. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect		X				
e. Replace waste receptacle liner when soiled or worn		X				
PERIODIC SERVICES						
1. General						
a. Clean air bars and vents		X				

q. Dust/clean baseboards			X				
r. Dust clean blinds, curtains, window treatments			XX				
s. Vacuum fabric upholstered furniture			X				
t. Additional/Emergency services							
2. Intensive Floor Care						X	
a. Emergency stain / gum removal from carpet						X	
b. Remove scuff marks /spray buff hard floors						X	
c. Scrub restroom floors			X				
d. Clean carpet in high traffic areas						X	
e. Carpet Cleaing – whole contract area						X	
f. Scrub stairwell floors						N/A	
g. Clean Light Fixtures						X	
h. Strip & refinish all hard surface floors					X		
3. Windows							
a. Clean windows on Exteriors walls of building (inside and outside)					X		
b. Clean windows on Interiors walls of building (inside and outside)					X		

NOTES AND ADDITIONAL INFORMATION

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

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

Replenishable Item	Provided by
Paper towels	Agency
Hand soap	Agency
Feminine Sanitary vending supplies & Disposal bags	N/A
Toilet tissue	Agency
Plastic Trash Can Liners	Agency
Air Fresheners	N/A

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

**MICHIGAN DEPARTMENT OF Health And Human Services
OAKLAND COUNTY**

BASIC JANITORIAL WAGES – 11/1/16 – 12/31/16									
	Emp		Hour s		Rate		Days		Total
Daytime Cleaners	0	x	0	x	\$8.50	x	248	=	\$0.00
Nighttime Cleaners	1	x	2.5	x	\$8.50	x	248	=	\$5,270.00
Supervisor Cleaning	1	x	2.5	x	\$10.00	x	248	=	\$6,200.00
Other		x		x	\$8.50	x		=	\$0.00
Other		x		x	\$8.50	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$11,470.00
ANNUAL BUSINESS COSTS									
Annual Cost for Cleaning Supplies and Equipment									\$286.75
Replenishment Supplies (not applicable for DHS locations)									\$0.00
Insurance (General Liability and Worker's Compensation)									\$917.60
Wage Overhead - (A) Basic Annual Janitorial Wages									\$1,428.02
Other – (Provide detailed list. Insert rows as needed)									\$0.00
Profit									\$2,294.00
TOTAL ANNUAL BUSINESS COST (B)									\$4,926.37
BASIC ANNUAL JANITORIAL WAGES (A)									\$11,470.00
TOTAL ANNUAL BUSINESS COSTS (B)									\$4,926.37
TOTAL ANNUAL JANITORIAL BASE RATE (C)									\$16,396.37
12 = TOTAL MONTHLY INVOICE AMOUNT									\$1,366.36
PERIODIC SERVICES									
					times to perform		Price Per Service		ANNUAL PRICE
Clean air bars and vents					52	x	inc	x	0
Dust/clean baseboards					52	x	inc	x	0
Dust clean vertical blinds					52	x	inc	x	0
Vacuum fabric upholstered furniture					52	x	inc	x	0
Remove scuff marks/spray buff hard floors					2	x	75	x	150
Power scrub and refinish ceramic floors					52	x	inc	x	0
Strip and refinish all vinyl floors					4	x	350	x	1400
Clean building windows (inside/out)					4	x	50	x	200

Clean carpet – full contract area	2	x	800	x	1600
Clean carpet - high traffic areas	2	x	200	x	400
Clean carpet – cafeteria area	0	x	0	x	0
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					3750

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$16,396.37
TOTAL ANNUAL PERIODIC SERVICES (D)	\$3,750.00
TOTAL QUOTE FOR ONE YEAR	\$20,146.37

	Hourly Rate	Equip/Supplies	Total
Emergency Services	\$45.00	\$0.00	\$45.00
Infectious Disease Control / Disinfection Services	\$45.00	\$25.00	\$70.00
Miscellaneous facility maintenance services	\$45.00	\$0.00	\$45.00
Subcontractor			\$0.00

BASIC JANITORIAL WAGES 1/1/17-12/31/17									
	Emp		Hours		Rate		Days		Total
Daytime Cleaners	0	x	0	x	\$8.90	x	248	=	\$0.00
Nighttime Cleaners	1	x	2.5	x	\$8.90	x	248	=	\$5,518.00
Supervisor Cleaning	1	x	2.5	x	\$10.50	x	248	=	\$6,510.00
Other		x		x	\$8.90	x		=	\$0.00
Other		x		x	\$8.90	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$12,028.00
ANNUAL BUSINESS COSTS									
									Total
Annual Cost for Cleaning Supplies and Equipment									\$300.70
Replenishment Supplies (not applicable for DHS locations)									\$0.00
Insurance (General Liability and Worker's Compensation)									\$962.24
Wage Overhead - (A) Basic Annual Janitorial Wages									\$1,497.49
Other – (Provide detailed list. Insert rows as needed)									\$0.00

Profit	\$2,405.60
TOTAL ANNUAL BUSINESS COST (B)	\$5,166.03
BASIC ANNUAL JANITORIAL WAGES (A)	\$12,028.00
TOTAL ANNUAL BUSINESS COSTS (B)	\$5,166.03
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$17,194.03
12 = TOTAL MONTHLY INVOICE AMOUNT	\$1,432.84

PERIODIC SERVICES	times to perform	Price Per Service			ANNUAL PRICE
Clean air bars and vents	52	x	inc	x	0
Dust/clean baseboards	52	x	inc	x	0
Dust clean vertical blinds	52	x	inc	x	0
Vacuum fabric upholstered furniture	52	x	inc	x	0
Remove scuff marks/spray buff hard floors	2	x	75	x	150
Power scrub and refinish ceramic floors	52	x	inc	x	0
Strip and refinish all vinyl floors	4	x	350	x	1400
Clean building windows (inside/out)	4	x	50	x	200
Clean carpet – full contract area	2	x	800	x	1600
Clean carpet - high traffic areas	2	x	200	x	400
Clean carpet – cafeteria area	0	x	0	x	0
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					3750

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$17,194.03
TOTAL ANNUAL PERIODIC SERVICES (D)	\$3,750.00
TOTAL QUOTE FOR ONE YEAR	\$20,944.03

BASIC JANITORIAL WAGES 1/1/18-11/30/20									
	Emp		Hours		Rate		Days		Total
Daytime Cleaners	0	x	0	x	\$9.25	x	248	=	\$0.00
Nighttime Cleaners	1	x	2.5	x	\$9.25	x	248	=	\$5,735.00

Supervisor Cleaning	1	x	2.5	x	\$10.50	x	248	=	\$6,510.00
Other		x		x	\$9.25	x		=	\$0.00
Other		x		x	\$9.25	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$12,245.00
ANNUAL BUSINESS COSTS								Total	
Annual Cost for Cleaning Supplies and Equipment								\$306.13	
Replenishment Supplies (not applicable for DHS locations)								\$0.00	
Insurance (General Liability and Worker's Compensation)								\$979.60	
Wage Overhead - (A) Basic Annual Janitorial Wages								\$1,524.50	
Other – (Provide detailed list. Insert rows as needed)								\$0.00	
Profit								\$2,449.00	
TOTAL ANNUAL BUSINESS COST (B)								\$5,259.23	
BASIC ANNUAL JANITORIAL WAGES (A)								\$12,245.00	
TOTAL ANNUAL BUSINESS COSTS (B)								\$5,259.23	
TOTAL ANNUAL JANITORIAL BASE RATE (C)								\$17,504.23	
12 = TOTAL MONTHLY INVOICE AMOUNT								\$1,458.69	
PERIODIC SERVICES				times to perform		Price Per Service			ANNUAL PRICE
Clean air bars and vents				52	x	inc	x		0
Dust/clean baseboards				52	x	inc	x		0
Dust clean vertical blinds				52	x	inc	x		0
Vacuum fabric upholstered furniture				52	x	inc	x		0
Remove scuff marks/spray buff hard floors				2	x	75	x		150
Power scrub and refinish ceramic floors				52	x	inc	x		0
Strip and refinish all vinyl floors				4	x	350	x		1400

Clean building windows (inside/out)	4	x	50	x	200
Clean carpet – full contract area	2	x	800	x	1600
Clean carpet - high traffic areas	2	x	200	x	400
Clean carpet – cafeteria area	0	x	0	x	0
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					3750

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$17,504.23
TOTAL ANNUAL PERIODIC SERVICES (D)	\$3,750.00
TOTAL QUOTE FOR ONE YEAR	\$21,254.23

CONTRACT INFORMATION

CONTRACTING AGENCY:	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
BUILDING NAME AND NUMBER:	TAYLOR SERVICE CENTER
BUILDING ADDRESS:	25637 Ecorse Road, Taylor, MI
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: Detroit Metro County: Wayne

PROCUREMENT CONTACT INFORMATION

CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Jared Ambrosier	AmbrosierJ@michigan.gov	517-284-6398
AGENCY BUYER:	Jennifer Frank	Frankj4@michigan.gov	517-241-6563
PROGRAM MANAGER:	Mike Jackson II	Jacksonm8@michigan.gov	313-375-2627

BUILDING LOCATION INFORMATION

WORKING DAYS OF BUILDING OCCUPANTS:	M/T/W/TH/F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	8AM – 5PM
NUMBER OF EMPLOYEES:	125	APPROXIMATE DAILY VISITORS:	250
DAYS OF CLEANING SERVICE:	M/T/W/TH/F	IDENTIFY HOURS OF CLEANING SERVICE:	2 hours of daytime service M/T/W/TH/F for lobby and restrooms.. Other areas serviced between 5:30 pm and 8:30 pm
TOTAL SQ. FT. TO BE CLEANED:	31,000	NUMBER OF STORIES IN BUILDING:	1
SQ. FT. CARPET:	25,640	AREA(S): Hallways, Conference Rooms, Cubicles,	
SQ. FT. HIGH TRAFFIC CARPET:		AREA(S): Hallways, Conference Rooms	
SQ. FT. VINYL:	3,370	AREA(S): Lobby, Mail, Storage areas, Breakroom	
SQ. FT. CERAMIC:	1,690	AREA(S): Restrooms, Children's Area	

SQ. FT. CONCRETE:	300	AREA(S): Closets
SQ. FT. TERRAZO:		AREA(S):
SQ. FT. RUBBER FLOORING:		AREA(S):
NUMBER OF RESTROOMS IN BUILDING:	7	<p>NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 45</p> <p>URINALS, BABY CHANGER, TOILETS, SINKS</p> <p><i>NOTE, INCLUDES: URINALS, TOILETS, SINKS</i></p>
<p>Is window cleaning required? Specify if Interior and / or Exterior and Number of Floors – typically 1st Floor for Exterior.</p>	<p>LOBBY WINDOWS-INTERIOR/EXTERIOR LOBBY DOORS – INTERIOR/EXTERIOR EMPLOYEE ENTRANCE DOORS- INTERIOR/EXTERIOR CLIENT/RECEPTION WINDOWS IN AND OUT</p>	
<p>Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.</p>	YES	
<p>What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] DTMB-OAS & AGENCY to determine</p>	LOW	
<p>ADDITIONAL INFORMATION: (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):</p> <ul style="list-style-type: none"> ▪ Some staff within facility has chemical sensitivities. Vendors should note that if the cleaning products used have odors, the products may need to be changed as directed by the Contract Compliance Inspector. ▪ The contractor must notify the CCI in writing at least two weeks in advance of the date that any periodic services will be performed. Contractor must receive approval of the date from the CCI before performing any periodic services. Failure to adhere to this requirement could delay payment for these services. ▪ The contractor and contractor's employees will be expected to perform with professional and courteous behavior. ▪ Square footage of full contract carpet area includes the high traffic carpet area. ▪ 		

C. DESCRIPTION OF SERVICE NEEDS TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 248 times per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi-Annual (2 times per year)	Annual (Once Per Year)
BASIC SERVICES						
1. Office Cleaning M/T/W/T/F						
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet	x					

b. Empty waste receptacles. Replace liners when torn or soiled.	x					
2. Restrooms						
a. Close restroom	x					
b. Empty waste receptacles	x					
c. Refill dispensers. ** See Replenishable Supplies.	x					
d. Dust .		x				
y. Clean and disinfect waste receptacles.		x				
z. Dust mop.		x				
aa. Clean and disinfect sinks.	x					
h. Clean glass and mirrors.	x					
i. Clean and disinfect toilets and urinals	x					
j.Empty and disinfect all sanitary napkins receptacles	x					
k. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		x				
m. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas)	x					
n. Vacuum carpet if applicable	x					
u. Maintain floor drain(s)/traps free of odors		x				
v. Service restrooms as requested by Program Manager	x					
3. Drinking Fountains						
a. Clean, disinfect and wipe dry.	x					
4. Lobbies and Corridors						
a. Empty trash/recyclable paper pick up	x					
b. Remove carpet runners, clean floor and replace runners		x				
c. Vacuum carpet and runners	x					
d. Dust mop	x					
e. Damp mop or machine scrub	x					
f. Maintain clean glass includes entrance doors	x					
g. Completely dust all fixtures includes ledges, edges, shelves, exposed pipe, furniture, partitions door-frames etc.		x				
bb. Damp wipe all non-upholstered furniture, tables & counter areas		x				

5. Wall/Partition Cleaning/Washing						
a. Spot cleaning – including light switches			x			
b. Thorough wall/partition vacuuming and washing, as required			x			
c. Clean partition/glass windows			x			
6. Stairway Cleaning, including those in parking ramps						
a. Vacuum/dust mop	x					
b. Vacuum/dust mop – Winter (November 1 – April 1)	x					
c. Dust		x				
d. Clean w/ disinfectant & wipe dry handrails & doorknobs		x				
e. Damp mop		x				
f. Damp mop Winter (November 1 – April 1) for designated areas		x				
g. Spot clean walls and glass		x				
7. Elevator Cleaning						
a. Clean door guide tracks	n/a					
b. Dust, damp wipe and wipe dry handrails, cab walls, doors	n/a					
c. Vacuum carpet	n/a					
8. Thoroughly Clean Store Rooms Janitor Closets			x			
9. High Use Areas Special attention must be given to the areas listed below both schedules & duties will be conducted as indicated. The Program Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep and damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						
a. Conference Rooms	x					
b. Clean drawing boards in conference rooms		x				
c. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas. Clean metal cover of east receptacle.	x					
d. Includes cleaning of table, counter tops and microwaves	x					
10. Variable Procedures						
a. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during Winter months of November 1 – April 1	x					
b. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during summer months April 1-October 1	x					

c. Entry leaf removal/sweeping fall season	x					
d. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect			x			
e. Replace waste receptacle liner when soiled or worn	x					
PERIODIC SERVICES						
1. General						
a. Clean air bars and vents				x		
b. Dust/clean baseboards			x			
c. Dust clean blinds, curtains, window treatments				x		
d. Vacuum fabric upholstered furniture				x		
e. Additional/Emergency services				x		
2. Intensive Floor Care						
a. Emergency stain / gum removal from carpet	x					
b. Remove scuff marks /spray buff hard floors			x			
c. Scrub restroom floors						
d. Clean carpet in high traffic areas				x		
e. Carpet Cleaing – whole contract area				x		
f. Scrub stairwell floors				x		
g. Clean Light Fixtures				x		
h. Strip & refinish all hard surface floors				x		
3. Windows						
a. Clean windows on Exteriors walls of building (inside and outside)				x		
b. Clean windows on Interiors walls of building (inside and outside)				x		

NOTES AND ADDITIONAL INFORMATION

- All cleaning schedules are to be established with and approved by the Contract Compliance Inspector (CCI) at the beginning of the contract period. Any deviation from the established schedule must be pre-approved by the CCI.

- All periodic services must be priced and invoiced separately from the basic services. Delivery and performance of all periodic services must be pre-approved by the CCI or their designee pursuant to the schedule as approved by the CCI.

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

Replenishable Item	Provided by
Paper towels	Agency
Hand soap	Agency
Feminine Sanitary vending supplies & Disposal bags	Contractor
Toilet tissue	Agency
Plastic Trash Can Liners	Agency
Air Fresheners	N/A

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

**MICHIGAN DEPARTMENT OF Health And Human Services
TAYLOR SERVICE
CENTER**

BASIC JANITORIAL WAGES – 11/1/16 – 12/31/16									
	Employee		Hours		Rate		Days		Total
Daytime Cleaners	1	x	2	x	\$8.50	x	248	=	\$4,216.00
Nighttime Cleaners	1	x	2.5	x	\$8.50	x	248	=	\$5,270.00
Supervisor or Cleaning	1	x	2.5	x	\$10.00	x	248	=	\$6,200.00
Other		x		x	\$8.50	x		=	\$0.00
Other		x		x	\$8.50	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$15,686.00
ANNUAL BUSINESS COSTS								Total(Bidder Complete)	
Annual Cost for Cleaning Supplies and Equipment								\$470.58	
Replenishment Supplies (not applicable for DHS locations)								\$0.00	
Insurance (General Liability and Worker's Compensation)								\$941.16	
Wage Overhead - (A) Basic Annual Janitorial Wages								\$1,952.91	
Other – (Provide detailed list. Insert rows as needed)								\$0.00	
Profit								\$3,137.20	
TOTAL ANNUAL BUSINESS COST (B)								\$6,501.85	
BASIC ANNUAL JANITORIAL WAGES (A)								\$15,686.00	
TOTAL ANNUAL BUSINESS COSTS (B)								\$6,501.85	
TOTAL ANNUAL JANITORIAL BASE RATE (C)								\$22,187.85	
12 = TOTAL MONTHLY INVOICE AMOUNT								\$1,848.99	
PERIODIC SERVICES				times to perform		Price Per Service		ANNUAL PRICE	
Clean air bars and vents				4	x	inc	x	0	
Dust/clean baseboards				12	x	inc	x	0	
Dust clean vertical blinds				4	x	inc	x	0	
Vacuum fabric upholstered furniture				4	x	inc	x	0	
Remove scuff marks/spray buff hard floors				12	x	inc	x	0	
Power scrub and refinish ceramic floors				4	x	150	x	600	
Strip and refinish all vinyl floors				4	x	600	x	2400	

Clean building windows (inside/out)	4	x	150	x	600
Clean carpet – full contract area	4	x	800	x	3200
Clean carpet - high traffic areas	4	x	300	x	1200
Clean carpet – cafeteria area		x	0	x	0
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					8000

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$22,187.85
TOTAL ANNUAL PERIODIC SERVICES (D)	\$8,000.00
TOTAL QUOTE FOR ONE YEAR	\$30,187.85

	Hourly Rate	Equip/Supplies	Total
Emergency Services	\$45.00	\$0.00	\$45.00
Infectious Disease Control / Disinfection Services	\$45.00	\$25.00	\$70.00
Miscellaneous facility maintenance services	\$45.00	\$0.00	\$45.00

BASIC JANITORIAL WAGES – 1/1/17-12/31/17									
	Employees		Hours		Rate		Days		Total
Daytime Cleaners	1	x	2	x	\$8.90	x	248	=	\$4,414.40
Nighttime Cleaners	1	x	2.5	x	\$8.90	x	248	=	\$5,518.00
Supervisor Cleaning	1	x	2.5	x	\$10.50	x	248	=	\$6,510.00
Other		x		x	\$8.90	x		=	\$0.00
Other		x		x	\$8.90	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$16,442.40
ANNUAL BUSINESS COSTS									Total
Annual Cost for Cleaning Supplies and Equipment									\$493.27

Replenishment Supplies (not applicable for DHS locations)	\$0.00
Insurance (General Liability and Worker's Compensation)	\$986.54
Wage Overhead - (A) Basic Annual Janitorial Wages	\$2,047.08
Other – (Provide detailed list. Insert rows as needed)	\$0.00
Profit	\$3,288.48
TOTAL ANNUAL BUSINESS COST (B)	\$6,815.37
BASIC ANNUAL JANITORIAL WAGES (A)	\$16,442.40
TOTAL ANNUAL BUSINESS COSTS (B)	\$6,815.37
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$23,257.77
12 = TOTAL MONTHLY INVOICE AMOUNT	\$1,938.15

PERIODIC SERVICES			times to perform		Price Per Service		ANNUAL PRICE
Clean air bars and vents			4	x	inc	x	0
Dust/clean baseboards			12	x	inc	x	0
Dust clean vertical blinds			4	x	inc	x	0
Vacuum fabric upholstered furniture			4	x	inc	x	0
Remove scuff marks/spray buff hard floors			12	x	inc	x	0
Power scrub and refinish ceramic floors			4	x	150	x	600
Strip and refinish all vinyl floors			4	x	600	x	2400
Clean building windows (inside/out)			4	x	150	x	600
Clean carpet – full contract area			4	x	800	x	3200
Clean carpet - high traffic areas			4	x	300	x	1200
Clean carpet – cafeteria area				x	0	x	0
			0	x	0	x	0
			0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)							8000

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$23,257.77
TOTAL ANNUAL PERIODIC SERVICES (D)	\$8,000.00
TOTAL QUOTE FOR ONE YEAR	\$31,257.77

BASIC JANITORIAL WAGES 1/1/18-11/30/20									
	Employees		Hours		Rate		Days		Total
Daytime Cleaners	1	x	2	x	\$9.25	x	248	=	\$4,588.00
Nighttime Cleaners	1	x	2.5	x	\$9.25	x	248	=	\$5,735.00

Supervisor Cleaning	1	x	2.5	x	\$10.50	x	248	=	\$6,510.00
Other		x		x	\$9.25	x		=	\$0.00
Other		x		x	\$9.25	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$16,833.00
ANNUAL BUSINESS COSTS									Total
Annual Cost for Cleaning Supplies and Equipment									\$504.99
Replenishment Supplies (not applicable for DHS locations)									\$0.00
Insurance (General Liability and Worker's Compensation)									\$1,009.98
Wage Overhead - (A) Basic Annual Janitorial Wages									\$2,095.71
Other – (Provide detailed list. Insert rows as needed)									\$0.00
Profit									\$3,366.60
TOTAL ANNUAL BUSINESS COST (B)									\$6,977.28
BASIC ANNUAL JANITORIAL WAGES (A)									\$16,833.00
TOTAL ANNUAL BUSINESS COSTS (B)									\$6,977.28
TOTAL ANNUAL JANITORIAL BASE RATE (C)									\$23,810.28
12 = TOTAL MONTHLY INVOICE AMOUNT									\$1,984.19

PERIODIC SERVICES	times to perform	Price Per Service			ANNUAL PRICE
		x	inc	x	
Clean air bars and vents	4	x	inc	x	0
Dust/clean baseboards	12	x	inc	x	0
Dust clean vertical blinds	4	x	inc	x	0
Vacuum fabric upholstered furniture	4	x	inc	x	0
Remove scuff marks/spray buff hard floors	12	x	inc	x	0
Power scrub and refinish ceramic floors	4	x	150	x	600
Strip and refinish all vinyl floors	4	x	600	x	2400
Clean building windows (inside/out)	4	x	150	x	600
Clean carpet – full contract area	4	x	800	x	3200
Clean carpet - high traffic areas	4	x	300	x	1200
Clean carpet – cafeteria area		x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					8000

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$23,810.28
TOTAL ANNUAL PERIODIC SERVICES (D)	\$8,000.00
TOTAL QUOTE FOR ONE YEAR	\$31,810.28

CONTRACT INFORMATION

CONTRACTING AGENCY:	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
BUILDING NAME AND NUMBER:	WC GRAND RIVER/WARREN DISTRICT
BUILDING ADDRESS:	5131 GRAND RIVER, DETROIT, MI
IS LOCATION ON CRO "SET ASIDE"?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
SCHEDULED TO BE IN FUTURE?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PROSPERITY REGION and COUNTY:	Region: Detroit Metro County: Wayne

PROCUREMENT CONTACT INFORMATION

CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Jared Ambrosier	AmbrosierJ@michigan.gov	517-284-6398
AGENCY BUYER:	Jennifer Frank	Frankj4@michigan.gov	517-241-6563
PROGRAM MANAGER:	Melissa Montgomery	MontgomeryM2@michigan.gov	313-361-7396

BUILDING LOCATION INFORMATION

WORKING DAYS OF BUILDING OCCUPANTS:	M/T/W/TH/F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	7:00 AM – 6:00 pm
NUMBER OF EMPLOYEES:	115	APPROXIMATE DAILY VISITORS:	800
DAYS OF CLEANING SERVICE:	M/T/W/TH/F	IDENTIFY HOURS OF CLEANING SERVICE:	2 hours of daytime service M/T/W/TH/F for lobby and restrooms.. Other office areas serviced between 5:30 pm and 8:30 pm
TOTAL SQ. FT. TO BE CLEANED:	22459	NUMBER OF STORIES IN BUILDING:	1
SQ. FT. CARPET:	17496	AREA(S): Lobby, Entry, hallways, Breakroom, Conference Rooms, Cubicles, Offices	
SQ. FT. HIGH TRAFFIC CARPET:	5249	AREA(S): Lobby, hallways, Breakroom, Conference Rooms	

SQ. FT. VINYL:	1516	AREA(S): KITCHEN, STOCKROOM, JANITORIAL CLOSET
SQ. FT. CERAMIC:	3077	AREA(S): LOBBY, ENTRANCES, INTAKE AREA ENTRANCE, RESTROOMS
SQ. FT. CONCRETE:	NA	AREA(S):
SQ. FT. TERRAZO:	NA	AREA(S):
SQ. FT. RUBBER FLOORING:	370	AREA(S): CHILDREN'S ROOM
NUMBER OF RESTROOMS IN BUILDING:	7	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 40 <i>NOTE, INCLUDES: URINALS, TOILETS, SINKS ,</i>
Is window cleaning required? Specify if Interior and / or Exterior and Number of Floors – typically 1 st Floor for Exterior.	LOBBY WINDOWS-INTERIOR/EXTERIOR LOBBY DOORS – INTERIOR/EXTERIOR EMPLOYEE ENTRANCE DOORS- INTERIOR/EXTERIOR CLIENT/RECEPTION WINDOWS IN AND OUT	
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	CHILD PLAY AREA – RUBBER	
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] DTMB-OAS & AGENCY to determine	LOW	
ADDITIONAL INFORMATION: (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): <ul style="list-style-type: none"> Some staff within facility has chemical sensitivities. Vendors should note that if the cleaning products used have odors, the products may need to be changed as directed by the Contract Compliance Inspector. The contractor must notify the CCI in writing at least two weeks in advance of the date that any periodic services will be performed. Contractor must receive approval of the date from the CCI before performing any periodic services. Failure to adhere to this requirement could delay payment for these services. The contractor and contractor's employees will be expected to perform with professional and courteous behavior. Square footage of full contract carpet area includes the high traffic carpet area. 		

C. DESCRIPTION OF SERVICE NEEDS TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 248 times per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi-Annual (2 times per year)	Annual (Once Per Year)
BASIC SERVICES				N/A	N/A	N/A

1. Office Cleaning M/T/W/T/F						
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet	1x day (248/yr)					
b. Empty waste receptacles. Replace liners when torn or soiled.	1x day (248/yr)					
2. Restrooms						
a. Close restroom	n/a					
b. Empty waste receptacles	1x day (248/yr)					
c. Refill dispensers. ** See Replenishable Supplies.	1x day (248/yr)					
d. Dust .						
cc. Clean and disinfect waste receptacles.	1x day (248/yr)					
dd. Dust mop.		1x wkly (52/yr)				
ee. Clean and disinfect sinks.	1x day (248/yr)					
h. Clean glass and mirrors.	1x day (248/yr)					
i. Clean and disinfect toilets and urinals	1x day (248/yr)					
j. Empty and disinfect all sanitary napkins receptacles	1x day (248/yr)					
k. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		1x wkly (52/yr)				
m. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas)	1x day (248/yr)					
n. Vacuum carpet if applicable	N/A					
w. Maintain floor drain(s)/traps free of odors	1x day (248/yr)					
x. Service restrooms as requested by Program Manager		1x wkly (52/yr)				
3. Drinking Fountains						
a. Clean, disinfect and wipe dry.	1x day (248/yr)					
4. Lobbies and Corridors						
a. Empty trash/recyclable paper pick up	1x day (248/yr)					

b. Remove carpet runners, clean floor and replace runners	1x day (248/yr)					
c. Vacuum carpet and runners	1x day (248/yr)					
d. Dust mop			1x wkly (52/yr)			
e. Damp mop or machine scrub						
f. Maintain clean glass includes entrance doors	1x day (248/yr)					
g. Completely dust all fixtures includes ledges, edges, shelves, exposed pipe, furniture, partitions door-frames etc.				1x mo (12/yr)		
ff. Damp wipe all non-upholstered furniture, tables & counter areas				1x mo (12/yr)		
5. Wall/Partition Cleaning/Washing						
a. Spot cleaning – including light switches				1x mo (12/yr)		
b. Thorough wall/partition vacuuming and washing, as required				1x mo (12/yr)		
c. Clean partition/glass windows						
6. Stairway Cleaning, including those in parking ramps	n/a					
a. Vacuum/dust mop						
b. Vacuum/dust mop – Winter (November 1 – April 1)						
c. Dust						
d. Clean w/ disinfectant & wipe dry handrails & doorknobs						
e. Damp mop						
f. Damp mop Winter (November 1 – April 1) for designated areas						
g. Spot clean walls and glass						
7. Elevator Cleaning	n/a					
a. Clean door guide tracks						
b. Dust, damp wipe and wipe dry handrails, cab walls, doors						
c. Vacuum carpet						
8. Thoroughly Clean Store Rooms Janitor Closets						
9. High Use Areas Special attention must be given to the areas listed below both schedules & duties will be conducted as indicated. The Program Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep and damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.						

a. Conference Rooms	1x day (248/yr)					
b. Clean drawing boards in conference rooms	n/a					
c. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas. Clean metal cover of east receptacle.	1x day (248/yr)					
d. Includes cleaning of table, counter tops and microwaves	n/a					
10. Variable Procedures						
a. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during Winter months of November 1 – April 1	1x day (248/yr)					
b. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during summer months April 1-October 1	1x day (248/yr)					
c. Entry leaf removal/sweeping fall season	n/a					
d. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect	1x day (248/yr)					
e. Replace waste receptacle liner when soiled or worn	1x/day (248/yr)					
PERIODIC SERVICES						
1. General						
a. Clean air bars and vents						1x/yr
u. Dust/clean baseboards			1x mo (12/yr)			
v. Dust clean blinds, curtains, window treatments	n/a					
w. Vacuum fabric upholstered furniture	n/a					
x. Additional/Emergency services						
2. Intensive Floor Care						
a. Emergency stain / gum removal from carpet			1x mo (12/yr)			
b. Remove scuff marks /spray buff hard floors	n/a					
c. Scrub restroom floors						
d. Clean carpet in high traffic areas						1x/yr
e. Carpet Cleaing – whole contract area					2x/yr	
f. Scrub stairwell floors	n/a					
g. Clean Light Fixtures						1x/yr
h. Strip & refinish all hard surface floors	n/a					
3. Windows						

a. Clean windows on Exteriors walls of building (inside and outside)				4x/yr		
b. Clean windows on Interiors walls of building (inside and outside)				4x/yr		

NOTES AND ADDITIONAL INFORMATION

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

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

Replenishable Item	Provided by
Paper towels	Agency
Hand soap	Agency
Feminine Sanitary vending supplies & Disposal bags	Contractor
Toilet tissue	Agency
Plastic Trash Can Liners	Agency
Air Fresheners	N/A

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

MICHIGAN DEPARTMENT OF Health And Human Services

WC GRAND RIVER / WARREN DISTRICT

BASIC JANITORIAL WAGES 11/1/16 – 12/31/16									
	Employees		Hours		Rate		Days		Total
Daytime Cleaners	1	x	2	x	\$8.50	x	248	=	\$4,216.00
Nighttime Cleaners	1	x	2	x	\$8.50	x	248	=	\$4,216.00
Supervisor Cleaning	1	x	2	x	\$10.00	x	248	=	\$4,960.00
Other		x		x	\$8.50	x		=	\$0.00
Other		x		x	\$8.50	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$13,392.00
ANNUAL BUSINESS COSTS									Total
Annual Cost for Cleaning Supplies and Equipment									\$401.76
Replenishment Supplies (not applicable for DHS locations)									\$0.00
Insurance (General Liability and Worker's Compensation)									\$803.52
Wage Overhead - (A) Basic Annual Janitorial Wages									\$1,667.30
Other – (Provide detailed list. Insert rows as needed)									\$0.00
Profit									\$2,678.40
TOTAL ANNUAL BUSINESS COST (B)									\$5,550.98
BASIC ANNUAL JANITORIAL WAGES (A)									\$13,392.00
TOTAL ANNUAL BUSINESS COSTS (B)									\$5,550.98
TOTAL ANNUAL JANITORIAL BASE RATE (C)									\$18,942.98
12 = TOTAL MONTHLY INVOICE AMOUNT									\$1,578.58
PERIODIC SERVICES					times to perform		Price Per Service		ANNUAL PRICE
Clean air bars and vents					1	x	inc	x	0
Dust/clean baseboards					12	x	inc	x	0
Dust clean vertical blinds					1	x	inc	x	0
Vacuum fabric upholstered furniture					1	x	inc	x	0
Remove scuff marks/spray buff hard floors					1	x	inc	x	0
Power scrub and refinish ceramic floors					4	x	175	x	700
Strip and refinish all vinyl floors					4	x	200	x	800

Clean building windows (inside/out)	4	x	175	x	700
Clean carpet – full contract area	2	x	600	x	1200
Clean carpet - high traffic areas	1	x	300	x	300
		x	0	x	0
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					3700

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$18,942.98
TOTAL ANNUAL PERIODIC SERVICES (D)	\$3,700.00
TOTAL QUOTE FOR ONE YEAR	\$22,642.98

	Hourly Rate	Equip/Supplies	Total
Emergency Services	\$45.00	\$0.00	\$45.00
Infectious Disease Control / Disinfection Services	\$45.00	\$25.00	\$70.00
Miscellaneous facility maintenance services	\$45.00	\$0.00	\$45.00

BASIC JANITORIAL WAGES 1/1/17-12/31/17									
	Employees		Hours		Rate		Days		Total
Daytime Cleaners	1	x	2	x	\$8.90	x	248	=	\$4,414.40
Nighttime Cleaners	1	x	2	x	\$8.90	x	248	=	\$4,414.40
Supervisor Cleaning	1	x	2	x	\$10.50	x	248	=	\$5,208.00
Other		x		x	\$8.90	x		=	\$0.00
Other		x		x	\$8.90	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$14,036.80
ANNUAL BUSINESS COSTS									Total
Annual Cost for Cleaning Supplies and Equipment									\$421.10
Replenishment Supplies (not applicable for DHS locations)									\$0.00
Insurance (General Liability and Worker's Compensation)									\$842.21
Wage Overhead - (A) Basic Annual Janitorial Wages									\$1,747.58

Other – (Provide detailed list. Insert rows as needed)	\$0.00
Profit	\$2,807.36
TOTAL ANNUAL BUSINESS COST (B)	\$5,818.25
BASIC ANNUAL JANITORIAL WAGES (A)	\$14,036.80
TOTAL ANNUAL BUSINESS COSTS (B)	\$5,818.25
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$19,855.05
12 = TOTAL MONTHLY INVOICE AMOUNT	\$1,654.59

PERIODIC SERVICES	times to perform		Price Per Service		ANNUAL PRICE
Clean air bars and vents	1	x	inc	x	0
Dust/clean baseboards	12	x	inc	x	0
Dust clean vertical blinds	1	x	inc	x	0
Vacuum fabric upholstered furniture	1	x	inc	x	0
Remove scuff marks/spray buff hard floors	1	x	inc	x	0
Power scrub and refinish ceramic floors	4	x	175	x	700
Strip and refinish all vinyl floors	4	x	200	x	800
Clean building windows (inside/out)	4	x	175	x	700
Clean carpet – full contract area	2	x	600	x	1200
Clean carpet - high traffic areas	1	x	300	x	300
		x	0	x	0
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					3700

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$19,855.05
TOTAL ANNUAL PERIODIC SERVICES (D)	\$3,700.00
TOTAL QUOTE FOR ONE YEAR	\$23,555.05

BASIC JANITORIAL WAGES 1/1/18-11/30/20									
	Employees		Hours		Rate		Days		Total
Daytime Cleaners	1	x	2	x	\$9.25	x	248	=	\$4,588.00
Nighttime Cleaners	1	x	2	x	\$9.25	x	248	=	\$4,588.00
Supervisor Cleaning	1	x	2	x	\$10.50	x	248	=	\$5,208.00

Other		x		x	\$9.25	x	=	\$0.00
Other		x		x	\$9.25	x	=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)								\$14,384.00
ANNUAL BUSINESS COSTS								
								Total
Annual Cost for Cleaning Supplies and Equipment								\$431.52
Replenishment Supplies (not applicable for DHS locations)								\$0.00
Insurance (General Liability and Worker's Compensation)								\$863.04
Wage Overhead - (A) Basic Annual Janitorial Wages								\$1,790.81
Other – (Provide detailed list. Insert rows as needed)								\$0.00
Profit								\$2,876.80
TOTAL ANNUAL BUSINESS COST (B)								\$5,962.17
BASIC ANNUAL JANITORIAL WAGES (A)								\$14,384.00
TOTAL ANNUAL BUSINESS COSTS (B)								\$5,962.17
TOTAL ANNUAL JANITORIAL BASE RATE (C)								\$20,346.17
12 = TOTAL MONTHLY INVOICE AMOUNT								\$1,695.51

PERIODIC SERVICES			times to perform		Price Per Service		ANNUAL PRICE
Clean air bars and vents			1	x	inc	x	0
Dust/clean baseboards			12	x	inc	x	0
Dust clean vertical blinds			1	x	inc	x	0
Vacuum fabric upholstered furniture			1	x	inc	x	0
Remove scuff marks/spray buff hard floors			1	x	inc	x	0
Power scrub and refinish ceramic floors			4	x	175	x	700
Strip and refinish all vinyl floors			4	x	200	x	800
Clean building windows (inside/out)			4	x	175	x	700
Clean carpet – full contract area			2	x	600	x	1200
Clean carpet - high traffic areas			1	x	300	x	300
				x	0	x	0
			0	x	0	x	0
			0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)							3700

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$20,346.17
TOTAL ANNUAL PERIODIC SERVICES (D)	\$3,700.00
TOTAL QUOTE FOR ONE YEAR	\$24,046.17

CONTRACT INFORMATION

CONTRACTING AGENCY:	MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
BUILDING NAME AND NUMBER:	WAYNE COUNTY GRATIOT/SEVEN MILE DISTRICT
BUILDING ADDRESS:	14061 LAPPIN, DETROIT, MI 48205
IS LOCATION ON CRO "SET ASIDE"?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
SCHEDULED TO BE IN FUTURE?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PROSPERITY REGION and COUNTY:	Region: Detroit Metro County: Wayne

PROCUREMENT CONTACT INFORMATION

CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Jared Ambrosier	AmbrosierJ@michigan.gov	517-284-6398
AGENCY BUYER:	Jennifer Frank	Frankj4@michigan.gov	517-241-6563
PROGRAM MANAGER:	Kelly Worthy	WorthyK@michigan.gov	313-372-6306

BUILDING LOCATION INFORMATION

WORKING DAYS OF BUILDING OCCUPANTS:	M/T/W/TH/F	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	7:00 AM – 6:00 pm
NUMBER OF EMPLOYEES:	174	APPROXIMATE DAILY VISITORS:	700
DAYS OF CLEANING SERVICE:	M/T/W/TH/F	IDENTIFY HOURS OF CLEANING SERVICE:	2 hours of daytime service M/T/W/TH/F for lobby and restrooms. Other office areas serviced between 5:30 pm and 8:30 pm
TOTAL SQ. FT. TO BE CLEANED:	36,239	NUMBER OF STORIES IN BUILDING:	1
SQ. FT. CARPET:	29765	AREA(S):	Lobby, Entry, hallways, Break room, Conference Rooms, Cubicles, Offices
SQ. FT. HIGH TRAFFIC CARPET:	1300	AREA(S):	Lobby, hallways, Break room, Conference Rooms

SQ. FT. VINYL:	1790	AREA(S): WIC EXAM & STORAGE ROOMS, STOCKROOM, CLOSE FILE ROOM
SQ. FT. CERAMIC:	1153	AREA(S): RESTROOMS
SQ. FT. CONCRETE:	3161	AREA(S): LOBBY, VESTIBULES, LUNCH ROOM
SQ. FT. TERRAZO:	NA	AREA(S):
SQ. FT. RUBBER FLOORING:	370	AREA(S): CHILDREN'S ROOM
NUMBER OF RESTROOMS IN BUILDING:	5	NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S): 35 URINALS, 5 BABY CHANGER, 0 TOILETS, 17 SINKS 12
Is window cleaning required? Specify if Interior and / or Exterior and Number of Floors – typically 1 st Floor for Exterior.	LOBBY WINDOWS-INTERIOR/EXTERIOR LOBBY DOORS – INTERIOR/EXTERIOR EMPLOYEE ENTRANCE DOORS- INTERIOR/EXTERIOR CLIENT/RECEPTION WINDOWS IN AND OUT	
Does location have child play area(s), gymnasium, locker room, etc? If so, please identify along with cleaning standard.	YES	
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] DTMB-OAS & AGENCY to determine	LOW	
ADDITIONAL INFORMATION: (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):		
<ul style="list-style-type: none"> ▪ Some staff within facility has chemical sensitivities. Vendors should note that if the cleaning products used have odors, the products may need to be changed as directed by the Contract Compliance Inspector. ▪ The contractor must notify the CCI in writing at least two weeks in advance of the date that any periodic services will be performed. Contractor must receive approval of the date from the CCI before performing any periodic services. Failure to adhere to this requirement could delay payment for these services. ▪ The contractor and contractor's employees will be expected to perform with professional and courteous behavior. ▪ Square footage of full contract carpet area includes the high traffic carpet area. ▪ 		

C. DESCRIPTION OF SERVICE NEEDS TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 248 times per year)	Weekly (Once per week; 52 times per year)	Monthly (Once per month; 12 times per year)	Quarterly (Once per Quarter; 4 times per year)	Semi-Annual (2 times per year)	Annual (Once Per Year)
BASIC SERVICES						

1. Office Cleaning M/T/W/T/F	X					
a. Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet	X					
b. Empty waste receptacles. Replace liners when torn or soiled.	X					
2. Restrooms						
a. Close restroom	X					
b. Empty waste receptacles	X					
c. Refill dispensers. ** See Replenishable Supplies.	X					
d. Dust .	X					
gg. Clean and disinfect waste receptacles.	X					
hh. Dust mop.	X					
ii. Clean and disinfect sinks.	X					
h. Clean glass and mirrors.	X					
i. Clean and disinfect toilets and urinals	X					
j. Empty and disinfect all sanitary napkins receptacles	X					
k. Clean and disinfect wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.	X					
m. Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas)	X					
n. Vacuum carpet if applicable	X					
y. Maintain floor drain(s)/traps free of odors	X					
z. Service restrooms as requested by Program Manager	X					
3. Drinking Fountains						
a. Clean, disinfect and wipe dry.	X					
4. Lobbies and Corridors						
a. Empty trash/recyclable paper pick up	X					
b. Remove carpet runners, clean floor and replace runners		X				
c. Vacuum carpet and runners	X					
d. Dust mop	X					
e. Damp mop or machine scrub	X					
f. Maintain clean glass includes entrance doors	X					

g. Completely dust all fixtures includes ledges, edges, shelves, exposed pipe, furniture, partitions door-frames etc.	X					
jj. Damp wipe all non-upholstered furniture, tables & counter areas	X					
5. Wall/Partition Cleaning/Washing						
a. Spot cleaning – including light switches	X					
b. Thorough wall/partition vacuuming and washing, as required	X					
c. Clean partition/glass windows	X					
6. Stairway Cleaning, including those in parking ramps	N/A					
a. Vacuum/dust mop	N/A					
b. Vacuum/dust mop – Winter (November 1 – April 1)	N/A					
c. Dust	N/A					
d. Clean w/ disinfectant & wipe dry handrails & doorknobs	N/A					
e. Damp mop	N/A					
f. Damp mop Winter (November 1 – April 1) for designated areas	N/A					
g. Spot clean walls and glass	N/A					
7. Elevator Cleaning	N/A					
a. Clean door guide tracks	N/A					
b. Dust, damp wipe and wipe dry handrails, cab walls, doors	N/A					
c. Vacuum carpet	N/A					
8. Thoroughly Clean Store Rooms Janitor Closets						
9. High Use Areas Special attention must be given to the areas listed below both schedules & duties will be conducted as indicated. The Program Manager reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep and damp mop hard surface floors, remove spots/stains from carpet and empty waste receptacles as applicable.	X					
a. Conference Rooms	X					
b. Clean drawing boards in conference rooms	X					
c. Lunch/break rooms, coffee areas, vending machine areas, concession stands, lounges, recreation areas, computer rooms & adjacent office areas. Clean metal cover of east receptacle.	X					
d. Includes cleaning of table, counter tops and microwaves	X					
10. Variable Procedures	X					

a. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during Winter months of November 1 – April 1	X					
b. Empty exterior ashtrays, trash receptacles & clean all general areas including entrances, during summer months April 1-October 1	X					
c. Entry leaf removal/sweeping fall season	X					
d. Wash all waste receptacles (inside & out) which present a soiled or odorous condition & disinfect	X					
e. Replace waste receptacle liner when soiled or worn	X					
PERIODIC SERVICES						
1. General						
a. Clean air bars and vents				X		
y. Dust/clean baseboards	X					
z. Dust clean blinds, curtains, window treatments	X					
aa. Vacuum fabric upholstered furniture	X					
bb. Additional/Emergency services	X					
2. Intensive Floor Care						
a. Emergency stain / gum removal from carpet	X					
b. Remove scuff marks /spray buff hard floors				X		
c. Scrub restroom floors						
d. Clean carpet in high traffic areas	X					
e. Carpet Cleaing – whole contract area				X		
f. Scrub stairwell floors	N/A					
g. Clean Light Fixtures				X		
h. Strip & refinish all hard surface floors				X		
3. Windows						
a. Clean windows on Exteriors walls of building (inside and outside)				X		
b. Clean windows on Interiors walls of building (inside and outside)				X		

NOTES AND ADDITIONAL INFORMATION

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

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

Replenishable Item	Provided by
Paper towels	Agency
Hand soap	Agency
Feminine Sanitary vending supplies & Disposal bags	Contractor
Toilet tissue	Agency
Plastic Trash Can Liners	Agency
Air Fresheners	N/A

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

MICHIGAN DEPARTMENT OF Health And Human Services

WAYNE COUNTY GRATIOT / SEVEN MILE DISTRICT

BASIC JANITORIAL WAGES 11/1/16 – 12/31/16									
	Employees		Hours		Rate		Days		Total
Daytime Cleaners	1	x	2	x	\$9.00	x	248	=	\$4,464.00
Nighttime Cleaners	1	x	3	x	\$8.50	x	248	=	\$6,324.00
Supervisor Cleaning	1	x	3	x	\$10.00	x	248	=	\$7,440.00
Other		x		x	\$8.50	x		=	\$0.00
Other		x		x	\$8.50	x		=	\$0.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$18,228.00

ANNUAL BUSINESS COSTS	Total
Annual Cost for Cleaning Supplies and Equipment	\$546.84
Replenishment Supplies (not applicable for DHS locations)	\$0.00
Insurance (General Liability and Worker's Compensation)	\$1,093.68
Wage Overhead - (A) Basic Annual Janitorial Wages	\$2,269.39
Other – (Provide detailed list. Insert rows as needed)	\$0.00
Profit	\$3,645.60
TOTAL ANNUAL BUSINESS COST (B)	\$7,555.51
BASIC ANNUAL JANITORIAL WAGES (A)	\$18,228.00
TOTAL ANNUAL BUSINESS COSTS (B)	\$7,555.51
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$25,783.51
12 = TOTAL MONTHLY INVOICE AMOUNT	\$2,148.63

PERIODIC SERVICES		times to perform		Price Per Service		ANNUAL PRICE
Clean air bars and vents		4	x	inc	x	0
Dust/clean baseboards		258	x	inc	x	0
Dust clean vertical blinds		258	x	inc	x	0
Vacuum fabric upholstered furniture		258	x	inc	x	0
Remove scuff marks/spray buff hard floors		4	x	50	x	200
Power scrub and refinish ceramic floors		4	x	175	x	700
Strip and refinish all vinyl floors		4	x	250	x	1000

Clean building windows (inside/out)	4	x	100	x	400
Clean carpet – full contract area	4	x	1000	x	4000
Clean carpet - high traffic areas	4	x	250	x	1000
Clean carpet – cafeteria area		x	0	x	0
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					7300

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$25,783.51
TOTAL ANNUAL PERIODIC SERVICES (D)	\$7,300.00
TOTAL QUOTE FOR ONE YEAR	\$33,083.51

	Hourly Rate	Equip/Supplies	Total
Emergency Services	\$45.00	\$0.00	\$45.00
Infectious Disease Control / Disinfection Services	\$45.00	\$25.00	\$70.00
Miscellaneous facility maintenance services	\$45.00	\$0.00	\$45.00

BASIC JANITORIAL WAGES 1/1/17-12/31/17								
	Employees		Hours	Rate		Days		Total
Daytime Cleaners	1	x	2	\$8.90	x	248	=	\$4,414.40
Nighttime Cleaners	1	x	3	\$8.90	x	248	=	\$6,621.60
Supervisor Cleaning	1	x	3	\$10.50	x	248	=	\$7,812.00
BASIC ANNUAL JANITORIAL WAGES (A)								\$18,848.00

ANNUAL BUSINESS COSTS	Total
Annual Cost for Cleaning Supplies and Equipment	\$565.44
Replenishment Supplies (not applicable for DHS locations)	\$0.00
Insurance (General Liability and Worker's Compensation)	\$1,130.88
Wage Overhead - (A) Basic Annual Janitorial Wages	\$2,346.58
Other – (Provide detailed list. Insert rows as needed)	\$0.00

Profit					\$3,769.60
TOTAL ANNUAL BUSINESS COST (B)					\$7,812.50
BASIC ANNUAL JANITORIAL WAGES (A)					\$18,848.00
TOTAL ANNUAL BUSINESS COSTS (B)					\$7,812.50
TOTAL ANNUAL JANITORIAL BASE RATE (C)					\$26,660.50
12 = TOTAL MONTHLY INVOICE AMOUNT					\$2,221.71
PERIODIC SERVICES	times to perform		Price Per Service		ANNUAL PRICE
Clean air bars and vents	4	x	inc	x	0
Dust/clean baseboards	258	x	inc	x	0
Dust clean vertical blinds	258	x	inc	x	0
Vacuum fabric upholstered furniture	258	x	inc	x	0
Remove scuff marks/spray buff hard floors	4	x	50	x	200
Power scrub and refinish ceramic floors	4	x	175	x	700
Strip and refinish all vinyl floors	4	x	250	x	1000
Clean building windows (inside/out)	4	x	100	x	400
Clean carpet – full contract area	4	x	1000	x	4000
Clean carpet - high traffic areas	4	x	250	x	1000
Clean carpet – cafeteria area		x	0	x	0
	0	x	0	x	0
	0	x	0	x	0
TOTAL ANNUAL PERIODIC SERVICES (D)					7300

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$26,660.50
TOTAL ANNUAL PERIODIC SERVICES (D)	\$7,300.00
TOTAL QUOTE FOR ONE YEAR	\$33,960.50

BASIC JANITORIAL WAGES – 1/1/18-11/30/20									
	Employees		Hours		Rate		Days		Total
Daytime Cleaners	1	x	2	x	\$9.25	x	248	=	\$4,588.00
Nighttime Cleaners	1	x	3	x	\$9.25	x	248	=	\$6,882.00
Supervisor Cleaning	1	x	3	x	\$10.50	x	248	=	\$7,812.00
BASIC ANNUAL JANITORIAL WAGES (A)									\$19,282.00
ANNUAL BUSINESS COSTS									Total
Annual Cost for Cleaning Supplies and Equipment									\$578.46
Replenishment Supplies (not applicable for DHS locations)									\$0.00
Insurance (General Liability and Worker's Compensation)									\$1,156.92
Wage Overhead - (A) Basic Annual Janitorial Wages									\$2,400.61
Other – (Provide detailed list. Insert rows as needed)									\$0.00
Profit									\$3,856.40
TOTAL ANNUAL BUSINESS COST (B)									\$7,992.39
BASIC ANNUAL JANITORIAL WAGES (A)									\$19,282.00
TOTAL ANNUAL BUSINESS COSTS (B)									\$7,992.39
TOTAL ANNUAL JANITORIAL BASE RATE (C)									\$27,274.39
12 = TOTAL MONTHLY INVOICE AMOUNT									\$2,272.87
PERIODIC SERVICES					times to perform	Price Per Service			ANNUAL PRICE
Clean air bars and vents	4	x	inc	x	0				
Dust/clean baseboards	258	x	inc	x	0				
Dust clean vertical blinds	258	x	inc	x	0				
Vacuum fabric upholstered furniture	258	x	inc	x	0				
Remove scuff marks/spray buff hard floors	4	x	50	x	200				
Power scrub and refinish ceramic floors	4	x	175	x	700				
Strip and refinish all vinyl floors	4	x	250	x	1000				
Clean building windows (inside/out)	4	x	100	x	400				
Clean carpet – full contract area	4	x	1000	x	4000				
Clean carpet - high traffic areas	4	x	250	x	1000				
Clean carpet – cafeteria area		x	0	x	0				
	0	x	0	x	0				
	0	x	0	x	0				
TOTAL ANNUAL PERIODIC SERVICES (D)									7300

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$27,274.39
TOTAL ANNUAL PERIODIC SERVICES (D)	\$7,300.00
TOTAL QUOTE FOR ONE YEAR	\$34,574.39