



STATE OF MICHIGAN PROCUREMENT
 Department Technology, Management and Budget
 Central Procurement Services
 320 S Walnut Street Lansing, MI 48933
 P.O. Box 30026, Lansing, MI 48909

CONTRACT CHANGE NOTICE

Change Notice Number **10**
 to
 Contract Number **MA22000000271**

CONTRACTOR	LAKESTATE INDUSTRIES INC
	1830 North 21st Street
	Escanaba MI 49829
	Cheryl Ohman
	906-786-9212
	cherylo@lakestateindustries.org
	CV0023522

STATE	Program Manager	Various	Various
	Contract Administrator	Lisa Spitzley	DTMB
		(517) 249-0440	
		SpitzleyL4@michigan.gov	

CONTRACT SUMMARY

Janitorial Services - Statewide			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
January 3, 2022	January 2, 2025	2 - 1 Year	January 2, 2026
PAYMENT TERMS		DELIVERY TIMEFRAME	
NET 45, 1% NET 10		N/A	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-Card <input type="checkbox"/> Direct Voucher (PRC) <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 checked="" type="checkbox"/>	1 Year	<input type="checkbox"/>	N/A	January 2, 2027
CURRENT VALUE		VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE	
\$832,940.83		\$0.00	\$832,940.83	

DESCRIPTION

Effective October 13, 2025, the State is exercising the final 1-year option. The revised contract expiration date is January 2, 2027. All other terms, conditions, specifications, and pricing remain the same. Per Contractor and Agency agreement, and DTMB Procurement approval.

Attachment B1 Location Summary

Line	Contract Number TBD	Expiration Date After Options	Contractor	On CRO Set Aside	Location	Program Manager/ Contact	State	Agency	City	County	Prosperity Regions Serviced	Monthly Base Rate	Pricing Year 1	Pricing Year 2	Pricing Year 3	Base Year Estimated Total	Option Year 1 Estimated Annual Pricing	Option Year 2 Estimated Annual Pricing	Contract Estimated Total	Number of Locations
G	22*0271		LAKESTATE INDUSTRIES INC -CRO	YES	Location Name			Agency			Region 1 - Upper Peninsula					\$355,726.43		\$146,781.68	\$649,289.79	7
G1			LAKESTATE	CRO	Escanaba State Office Bldg.	Ben Johnson johnsonb29@michigan.gov		DTMB	Escanaba	Delta	R1	\$3,510.07	\$58,240.83	\$58,240.83	\$58,240.83	\$174,722.49	\$58,240.83	\$58,240.83	\$291,204.15	
G2			LAKESTATE	CRO	MRS Marquette	Danielle Bennett-Star bennettstard@michigan.gov		LEO	Marquette	Marquette	R1	\$561.45	\$10,237.45	\$10,237.45	\$10,237.45	\$30,712.35	\$10,237.45	\$10,237.45	\$51,187.25	
G3			LAKESTATE	CRO	MDOT Superior Region Office	Jason DeGrand DeGrandJ@michigan.gov		MDOT	Escanaba	Delta	R1	\$967.67	\$21,832.41	\$25,555.56	\$25,555.56	\$72,943.53	\$24,262.00	\$24,262.00	\$121,467.53	
G4			LAKESTATE	CRO	EGLE OGMD Core Facility	Joiene Melchiori MelchioriJ@michigan.gov		EGLE	Gwinn	Marquette	R1	\$387.94	\$6,304.33	\$6,304.33	\$6,586.00	\$19,194.66	\$6,586.00	\$6,586.00	\$32,366.66	
G5			LAKESTATE	CRO	DNR Escanaba Field Office	Tim Melco MelcoT@michigan.gov		DNR	Gladstone	Delta	R1	\$894.50	\$0.00	\$20,614.00	\$20,614.00	\$41,228.00	\$20,614.00	\$20,614.00	\$82,456.00	
G6			LAKESTATE	CRO	DNR MI Iron Museum (MIIM)	Barry James JamesB@michigan.gov		DNR	Negaunee	Marquette	R1	Seasonal - See LSS	\$0.00	\$0.00	\$16,925.40	\$16,925.40	\$16,925.40	\$50,776.20		
G7			LAKESTATE	CRO	DNR Ishpeming FO	Sean Sundholm		DNR	Ishpeming	Marquette	R1	\$449.25	\$0.00	\$0.00	\$0.00	\$0.00	\$9,916.00	\$9,916.00	\$19,832.00	

ADDITIONAL SERVICES Costs For All Locations on this contract - supersedes Additional Costs listed on individual LSS documents- FOR QUOTATION PURPOSES ONLY - Not included in the total price of the bid - Services performed must be preapproved by Location Program Manager

Description	Quote Per Hour
Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	\$ 50.00 per hour
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	\$ 50.00 per hour
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	\$ 0.25 per sq. ft.
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	\$ 3.00 per chair
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	\$ 50.00 per hour



STATE OF MICHIGAN ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget
320 S. Walnut Street 2nd Floor Lansing, MI 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

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to
Contract Number **MA22000000271**

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	906-786-9212
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STATE	Contract Administrator	Lisa Spitzley	

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PAYMENT TERMS		DELIVERY TIMEFRAME		
NET 45, 1% NET 10		N/A		
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING	
<input type="checkbox"/> P-Card <input type="checkbox"/> Direct Voucher (PRC) <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"/>	N/A	<input type="checkbox"/>	N/A	N/A
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$832,940.83	\$0.00	\$832,940.83		
DESCRIPTION				
Effective January 1, 2025, this contract is hereby updated as follows: 1. Decrease number of cleaning days and pricing for MDOT Superior Region Office, See attached LSS document and updated Attachment B1 Summary of Locations. All other terms, conditions, specifications and pricing remain the same. Per Contractor and Agency agreement, and DTMB Procurement approval.				

Attachment B1 Summary of Locations

Line	Contract Number	Expiration Date After Options	Contractor	On CRO Set Aside	Location	Program Manager/ Contact	State	Agency	City	County	Prosperity Regions Served	Monthly Base Rate	Pricing Year 1	Pricing Year 2	Pricing Year 3	Base Year Estimated Total	Option Year 1 Estimated Annual Pricing	Contract Estimated Total	Number of Locations
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G6			LAKESTATE	CRO	DNR MI Iron Museum (MIIM)	Barry James JamesB@michigan.gov		DNR	Negaunee	Marquette	R1	Seasonal - See LSS	\$0.00	\$0.00	\$16,925.40	\$16,925.40	\$16,925.40	\$33,850.80	
G7			LAKESTATE	CRO	DNR Ishpeming FO	Sean Sundholm		DNR	Ishpeming	Marquette	R1	\$449.25	\$0.00	\$0.00	\$0.00	\$0.00	\$9,916.00	\$9,916.00	

ADDITIONAL SERVICES Costs For All Locations on this contract - supersedes Additional Costs listed on individual LSS documents- FOR QUOTATION PURPOSES ONLY - Not included in the total price of the bid - Services performed must be preapproved by Location Program Manager

Description	Quote Per Hour
Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	\$ 50.00 per hour
Description	Quote Per Hour
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	\$ 50.00 per hour
Description	Quote Per Square Foot
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	\$ 0.25 per sq. ft.
Description	Quote Per Chair
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	\$ 3.00 per chair
Description	Quote Per Hour
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	\$ 50.00 per hour

Schedule B - Location Specification Sheet (LSS)

CONTRACT INFORMATION			
CONTRACT TERM:	See Contract		OPTIONS:
Service START DATE at new rate:	1/1/2025		CONTRACT END DATE:
CONTRACTING AGENCY:	Michigan Department of Transportation		
BUILDING NAME and NUMBER:	Superior Region Office		
BUILDING ADDRESS:	1818 3rd Ave N, Escanaba, MI 49829		
IS LOCATION ON CRO "SET ASIDE"?	Yes ___ No <u>x</u>		
SCHEDULED TO BE IN FUTURE?	Yes ___ No <u>x</u>		
PROSPERITY REGION and COUNTY:	Region: Upper Peninsula Prosperity Alliance County: Delta		

PROCUREMENT CONTACT INFORMATION

CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Lisa Spitzley	spitzleyL4@michigan.gov	517-249-0440
AGENCY BUYER:	Mark Morrison	morrisonm@michigan.gov	517-275-1834
PROGRAM MANAGER:	Jason DeGrand	degrandj@michigan.gov	906-241-0599

BUILDING LOCATION INFORMATION

WORKING DAYS of BUILDING OCCUPANTS:	Monday - Friday	OFFICIAL WORKING HOURS of BUILDING OCCUPANTS:	6:30 am - 5:30 pm
NUMBER of EMPLOYEES:	32	APPROXIMATE DAILY VISITORS:	1
DAYS of CLEANING SERVICE:	Tuesday, Thursday	IDENTIFY HOURS of CLEANING SERVICE:	After 6pm
TOTAL SQ. FT. to be CLEANED:	10,000	NUMBER of STORIES in BUILDING:	1
SQ. FT. CARPET:	7,550	AREA(S): Conference Rooms, Offices, Halls	
SQ. FT. HIGH TRAFFIC CARPET:	3,000	AREA(S): Entrances, Hallways, Conference Rooms	
SQ. FT. VINYL:	2,000	AREA(S): Entrances, Hallways, Break Room	
SQ. FT. CERAMIC:	0	AREA(S):	
SQ. FT. CONCRETE:	450	AREA(S): N/A	
SQ. FT. TERRAZO:	0	AREA(S):	
SQ. FT. RUBBER FLOORING:	0	AREA(S):	
NUMBER of RESTROOMS in BUILDING:	2	NUMBER of TOTAL UNITS for BUILDING RESTROOM(S): *see Additional Information Urinals: Toilets: Baby Changing Stations: Showers: Sinks:	
NUMBER of DESIGNATED BREAK ROOMS in BUILDING:			
<ul style="list-style-type: none"> • 1 			
Is window cleaning required? (Specify if Interior and / or Exterior and Number of Floors – typically 1st Floor for Exterior.)			
<ul style="list-style-type: none"> • Yes 			
Does location have child play area(s), gymnasium, locker room, etc.? If so, please identify along with cleaning standard.			
<ul style="list-style-type: none"> • No 			
Does location have a cafeteria/café/snack bar?			
<ul style="list-style-type: none"> • No 			
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] DTMB-OAS & AGENCY to determine			
<ul style="list-style-type: none"> • Proof of insurance due prior to contract award 			
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"> • Access card required to enter building 			

C. Description of Service Needs TASK AND FREQUENCIES

Services	Frequency					
	Daily (Each time scheduled to clean; 104 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Basic Services						
BASIC SERVICES-DAILY CLEANING TO INCLUDE ALL HIGHTOUCH POINTS (IE. DOOR KNOBS, PUSH/PULL BARS, DOOR HANDLES, LIGHT SWITCHES) WITH APPROVED INFECTIOUS DISEASE CLEANING (IDC) CHEMICAL WITH NO ADDITIONAL CHARGES FOR IDC for daily cleaning ***Removal of salt stains from the carpeting is considered part of daily spot cleaning - extremely important the carpet is spot cleaned daily***. A. Salt stains may require the use of carpet cleaning equipment(extractors). Vendor must have equipment available to clean salt stains completely on a weekly basis. B. Cleaning of salt stains is not considered part of the semi-annual cleaning.						
1. Office Cleaning						
(Note : The days office cleaning is to occur will be determined by the Facility Supervisor.)						
a.) Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.	X					
b.) Empty waste receptacles	X					
c.) Dust high and low, including all surfaces which gather dust. Do <u>not</u> dust desk surfaces or adjacent work surfaces.	X					
2. Restrooms						
a.) Close restroom	X					
b.) Empty waste receptacles	X					
c.) Fill dispensers ** See Replenishable Supplies	X					
d.) Dust	X					
e.) Clean and sanitize waste receptacles	X					
f.) Dust mop	X					
g.) Clean and sanitize sinks	X					
h.) Clean glass and mirrors	X					
i.) Clean and sanitize toilets and urinals	X					
j.) Empty and sanitize all sanitary napkins receptacles	X					
k.) Clean and sanitize wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.	X					
l.) Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.)	X					
m.) Vacuum carpet if applicable	X					
n.) Maintain floor drain(s)/traps free of odors	X					

o.) Service restrooms as requested by Facility Supervisor	X					
X						
a.) Clean, sanitize and wipe dry	N/A					
4. Lobbies and Corridors						
a.) Empty trash/ recyclable paper pick up	X					
b.) Pickup for miscellaneous recyclable materials	X					
c.) Remove carpet runners, clean floor underneath and replace runners	X					
d.) Vacuum carpet and runners	X					
e.) Dust mop			X			
f.) Damp mop or machine scrub	X					
g.) Maintain clean glass - includes entrance doors	X					
h.) 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 including visitor/breakout rooms.			X			
j.) Vacuum upholstered lobby furniture			X			
5. Wall /Partition Cleaning / Washing						
a.) Spot cleaning - including light switches			X			
6. Stairway Cleaning, including those in parking ramps						
a.) Vacuum/dust mop/sweep	N/A					
b.) Vacuum/dust mop/sweep - Winter (November 1 - April 1) for designated areas.	N/A					
c.) Dust	N/A					
d.) Clean w/ sanitizer & 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/damp mop	N/A					
8. Thoroughly Clean Store Rooms/Janitor Closets						

a.) Organize, tidy, and clean	X					
9. Designated Breakroom Cleaning						
a.) Empty food barrels/waste receptacles and clean receptacle covers	X					
b.) Sweep/dust mop/vacuum floors	X					
c.) Refill paper towel dispensers	X					
d.) Damp mop	X					
e.) Clean, scour and sanitize sinks	X					
f.) Damp wipe cabinetry, counter tops, table tops and outer surfaces of refrigerators	X					
g.) Clean under small counter top appliances	X					
h.) Clean top of paper towel dispensers	X					
i.) Damp mop spills	X					
j.) Damp mop and shine vinyl floors			X			
10. High Use Areas						
Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The facility supervisor reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet, empty waste receptacles and clean waste receptacle covers as applicable.						
a.) Cafeterias and cafes/snack bars	X					
b.) Clean tables and counter tops except for food serving and prep areas	X					
c.) Vending machine areas, concession stands, lounges and recreation areas	X					
d.) Empty food barrels	X					
e.) Conference rooms	X					
f.) Clean drawing boards in conference rooms	N/A					
11. Variable Procedures						
a.) Emergency stain/gum removal from carpet	X					
b.) Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.	X					
c.) Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.	X					
d.) Wash all waste receptacles (inside & out) which present a soiled or odorous condition & sanitize	X					

e.) Replace waste receptacle liner when soiled or worn	X					
f.) Assist in snow removal operations around main building entrances, staffing changes may be needed	N/A					
g.) Entry leaf removal/sweeping fall season	N/A					
12. Special – Building Specific Tasks						
Building Name:						
a.) Task	N/A					

Services	Frequency					
	Daily (Each time scheduled to clean; 104 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Periodic Services (the program manager's prior approval is <u>required</u> for these services.)						
13. General Tasks						
a.) Clean partition and interior glass				X		
b.) Dust walls high and low				X		
c.) Clean air bars and vents				X		
d.) Dust/clean baseboards				X		
e.) Dust/clean blinds, curtains, window treatments					X	
f.) Vacuum fabric upholstered furniture					X	
g.) Light fixture/lens cleaning					X	
h.) Additional/ Emergency services (including thorough wall/partition vacuuming and washing, after renovations or modifications as required)						As Needed Hourly Price
14. Intensive Floor Care						
a.) Spray buff finished hard surface floors - removing scuff marks included					X	
b.) Power scrub restroom floors					X	
c.) Clean carpet runners / mats					X	
d.) Clean carpet in high traffic areas, includes main hallways, cubicle/ office hallways, elevators, lobbies and cafeteria/cafes				X		
e.) Carpet Cleaning - entire floor including inside cubicles and offices					X	
f.) Scrub and refinish stairwell floors						
g.) Top strip & refinish floors					X	

h.) Strip & refinish all hard surface floors						X	
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Special – Additional Cleaning Procedures in Response to Infectious Disease – For Quotation Purposes Only

Services Hourly Quote for Additional Cleaning Procedures in Response to Infectious Disease	Frequency					
	Daily (Each time scheduled to clean; 104 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
a.) Thoroughly disinfect all interior and exterior entry door hardware. This includes all push/panic bars, door knobs, door levers and handicap entry buttons.	X					
b.) Thoroughly disinfect all handrails in building entries or other common areas.	X					
c.) Thoroughly disinfect all lobby mounted and cab mounted elevator call buttons. To avoid damage to elevator controls systems and other electrical components, the appropriate disinfectant must not be sprayed directly onto elevator call buttons or panels. The disinfectant should first be applied to a cloth then wiped on the surface to be disinfected.	X					
d.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on stairwell doors.	X					
e.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on restroom doors.	X					
f.) Check hand sanitizer levels in all lobby and entrance dispensers. Report empty or nearly empty dispensers to the Facility Supervisor. Hand sanitizer refills will be supplied by DTMB and the dispensers will be stocked by DTMB staff.	X					

NOTE:

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

SUPPLEMENTARY TASKS*

- To be determined by Program Manager.

NOTES AND ADDITIONAL INFORMATION

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

(Agencies should edit, add, delete, as needed to describe location needs):

****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
Hand sanitizer dispensers & refills	Agency
Air Fresheners	Agency

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

PRICE

Agency, Location, & Address: MDOT Superior Region Office, 1818 3rd Ave N, Escanaba, MI 49829									
Contract Base Term (yrs):					See Contract				
Contract Start Date:					2 days a week service begin 1/1/25				
Contract End Date:					See Contract				
BASIC JANITORIAL WAGES – Enter hourly PAY rate. Do not include taxes or insurance.									
	Employees		Hours		Rate		Days		Total
Daytime Cleaners		x		x		x	2	=	\$ -
Nighttime Cleaners	3	x	1	x	\$16	x	104	=	\$ 4,992.00
Supervisor Cleaning	1	x	1	x	\$21	x	104	=	\$ 2,184.00
Other		x		x		x	2	=	\$ -
Other		x		x		x	2	=	\$ -
BASIC ANNUAL JANITORIAL WAGES (A)									\$ 7,176.00

ANNUAL BUSINESS COSTS	Total(Bidder Complete)
Annual Cost for Cleaning Supplies and Equipment	\$ 350.00
Replenishment Supplies (not applicable for DHS locations)	
Insurance (General Liability and Worker's Compensation)	\$ 700.00
Wage Overhead - (A) Basic Annual Janitorial Wages x 19.26%	\$ 1,386.00
Other – (Provide detailed list. Insert rows as needed)	
Profit	\$ 2,000.00
TOTAL ANNUAL BUSINESS COST (B)	\$4,436.00
BASIC ANNUAL JANITORIAL WAGES (A)	\$ 7,176.00
+ TOTAL ANNUAL BUSINESS COSTS (B)	\$4,436.00
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 11,612.00
C ÷ 12 = TOTAL MONTHLY INVOICE AMOUNT	\$ 967.67

PERIODIC SERVICES	Annual = 1 Semi = 2 Tri = 3 Qrtly = 4		Price Per Service		ANNUAL PRICE
13. General Tasks					
a.) Clean partition and interior glass	4	x	\$ 25.00	=	\$ 100.00
b.) Dust walls high and low	4	x	\$ 100.00	=	\$ 400.00
c.) Clean air bars and vents	4	x	\$ 75.00	=	\$ 300.00
d.) Dust/clean baseboards	4	x	\$ 50.00	=	\$ 200.00
e.)Dust/clean blinds, curtains, window treatments	2	x	\$ 100.00	=	\$ 200.00
f.) Vacuum fabric upholstered furniture	2	x	\$ 75.00	=	\$ 150.00
g) Light fixture/lens cleaning	2	x	\$ 100.00	=	\$ 200.00
h) Additional/Emergency Services (quoted in hours): Additional cleaning services as requested, including emergency situations such as restrooms overflow, etc.	100	x	\$ 1.00	=	\$ 100.00
14. Intensive Floor Care					
a.) Spray buff finished hard surface floors - removing scuff marks included	2	x	\$ 350.00	=	\$ 700.00
b.) Power scrub restroom floors	2	x	\$ 450.00	=	\$ 900.00
c.) Clean carpet runners / mats	2	x	\$ 250.00	=	\$ 500.00
d.) Clean carpet in high traffic areas, includes main hallways, cubicle/office hallways, elevators, lobbies and cafeteria/cafes	4	x	\$ 750.00	=	\$ 3,000.00

e.) Carpet Cleaning - entire floor including inside cubicles and offices	2	x	\$ 2,000.00	=	\$ 4,000.00
f.) Scrub and refinish stairwell floors	0	x		=	\$ -
g.) Top strip & refinish floors	2	x	\$ 400.00	=	\$ 800.00
h.) Strip & refinish all hard surface floors	2	x	\$ 600.00	=	\$ 1,200.00
TOTAL ANNUAL PERIODIC SERVICES (D)					\$ 12,650.00

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 11,612.00
+ TOTAL ANNUAL PERIODIC SERVICES (D)	\$ 12,650.00
TOTAL QUOTE FOR ONE YEAR (E)	\$ 24,262.00
TOTAL QUOTE FOR CONTRACT (F)	\$ -

<u>Square Feet of Area to be cleaned:</u>		\$
TOTAL AVERAGE cost per square foot per month:	Basic Janitorial	\$ 0.10
TOTAL AVERAGE cost per square foot per year:	Basic Janitorial	\$ 1.16
TOTAL AVERAGE cost per square foot per month:	All Services	\$ 0.20
TOTAL AVERAGE cost per square foot per year:	All Services	\$ 2.42

SUBCONTRACTORS(Bidder Complete)	
Sub-contractor Total Costs	\$0.00

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

Description	Quote Per Hour
Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	\$ 50
Description	Quote Per Hour
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	\$ 50
Description	Quote Per Square Foot
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	\$ 0.25
Description	Quote Per Chair
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	\$ 3.00
Description	Quote Per Hour
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	\$ 50
Description	Quote Per Hour

Additional/ Emergency construction services: (Including thorough wall/partition vacuuming and washing, after renovations or modifications as required)	\$ 50
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Quick payment terms: _____ % discount off invoice if paid within _____ days after receipt of invoice.

Company	Lakestate Industries
Vendor ID	CV00235522
Vendor Signature	Cheryl Ohman
Date	12/20/2024
Telephone Number	906-786-9212
Cell Phone Number	906-280-2358
Email	cherylo@lakestateindustries.org



**STATE OF MICHIGAN
ENTERPRISE PROCUREMENT**

Department of Technology, Management, and Budget
320 S. Walnut Street 2nd Floor Lansing, MI 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **8**
to
Contract Number **MA22000000271**

CONTRACTOR	LAKESTATE INDUSTRIES INC
	1830 North 21st Street
	Escanaba MI 49829
	Cheryl Ohman
	906-786-9212
	cherylo@lakestateindustries.org
	CV0023522

STATE	Program Manager	Various	Various
STATE	Contract Administrator	Lisa Spitzley	DTMB
		(517) 249-0440	
		SpitzleyL4@michigan.gov	

CONTRACT SUMMARY				
Janitorial Services - Statewide				
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE	
January 3, 2022	January 2, 2025	2, 1-Year	January 2, 2026	
PAYMENT TERMS		DELIVERY TIMEFRAME		
NET 45, 1% NET 10		N/A		
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING	
<input type="checkbox"/> P-Card <input type="checkbox"/> Direct Voucher (PRC) <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"/>		
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$813,108.83	\$19,832.00	\$832,940.83		

DESCRIPTION

Effective January 1, 2025, this contract is hereby updated as follows:

1. Increased by \$19,832.00
2. Add DNR FOD Ishpeming Field Office (FO), See attached LSS document and updated Attachment B1 Summary of Locations

All other terms, conditions, specifications and pricing remain the same. Per Contractor and Agency agreement, and DTMB Procurement approval.

220000000271 Schedule B, Attachment 1 - Location Summary

Line	Contract Number	Expiration Date After Options	Contractor	On CRO Set Aside	Location	Program Manager/ Contact	State	Agency	City	County	Prosperity Regions Served	Monthly Base Rate	Pricing Year 1	Pricing Year 2	Pricing Year 3	Base Year Estimated Total	Option Year 1 Estimated Annual Pricing	Contract Estimated Total	Number of Locations
G	22*0271		LAKESTATE INDUSTRIES INC - CRO	YES	Location Name			Agency			Region 1 - Upper Peninsula					\$355,726.43		\$503,801.67	7
G1			LAKESTATE	CRO	Escanaba State Office Bldg.	Ben Johnson johnsonb29@michigan.gov		DTMB	Escanaba	Delta	R1	\$3,510.07	\$58,240.83	\$58,240.83	\$58,240.83	\$174,722.49	\$58,240.83	\$232,963.32	
G2			LAKESTATE	CRO	MRS Marquette	Danielle Bennett-Star bennettstard@michigan.gov		LEO	Marquette	Marquette	R1	\$561.45	\$10,237.45	\$10,237.45	\$10,237.45	\$30,712.35	\$10,237.45	\$40,949.80	
G3			LAKESTATE	CRO	MDOT Superior Region Office	Jason DeGrand DeGrandJ@michigan.gov		MDOT	Escanaba	Delta	R1	\$1,127.96	\$21,832.41	\$25,555.56	\$25,555.56	\$72,943.53	\$25,555.56	\$98,499.09	
G4			LAKESTATE	CRO	EGLE OGDMD Core Facility	Jolene Melchior MelchiorJ@michigan.gov		EGLE	Gwinn	Marquette	R1	\$387.94	\$6,304.33	\$6,304.33	\$6,586.00	\$19,194.66	\$6,586.00	\$25,780.66	
G5			LAKESTATE	CRO	DNR Escanaba Field Office	Tim Melco MelkoT@michigan.gov		DNR	Gladstone	Delta	R1	\$894.50	\$0.00	\$20,614.00	\$20,614.00	\$41,228.00	\$20,614.00	\$61,842.00	
G6			LAKESTATE	CRO	DNR MI Iron Museum (MIIM)	Barry James JamesB@michigan.gov		DNR	Negaunee	Marquette	R1	Seasonal - See LSS	\$0.00	\$0.00	\$16,925.40	\$16,925.40	\$16,925.40	\$33,850.80	
G7			LAKESTATE	CRO	DNR Ishpeming FO	Sean Sundholm		DNR	Ishpeming	Marquette	R1	\$449.25	\$0.00	\$0.00	\$0.00	\$0.00	\$9,916.00	\$9,916.00	

ADDITIONAL SERVICES Costs For All Locations on this contract - supersedes Additional Costs listed on individual LSS documents- FOR QUOTATION PURPOSES ONLY - Not included in the total price of the bid - Services performed must be preapproved by Location Program Manager

Description	Quote Per Hour
Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	\$ 50.00 per hour
Description	Quote Per Hour
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	\$ 50.00 per hour
Description	Quote Per Square Foot
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	\$ 0.25 per sq. ft.
Description	Quote Per Chair
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	\$ 3.00 per chair
Description	Quote Per Hour
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	\$ 50.00 per hour

Schedule B - Location Specification Sheet (LSS)

Janitorial contract awards are subject to the Sheltered Workshop Sections of P.A. 431 of 1984 (MCL 18.1293 – 18.1297). In order to receive further award consideration, a bidder's work plan and location pricing MUST indicate that you make a profit. Bids submitted indicating a loss will be considered non-responsive.

A. Contract and Program Manager Information

CONTRACT INFORMATION			
SERVICE BEGIN DATE:	Note Service Begin Date:		OPTIONS:
	1/1/2025		See Contract
		CONTRACT END DATE:	See Contract
CONTRACTING AGENCY:	Department of Natural Resources		
BUILDING NAME and NUMBER:	DNR Ishpeming Field Office		
BUILDING ADDRESS:	1985 US41 Highway West, Ishpeming, MI 49849		
IS LOCATION ON CRO "SET ASIDE"?	Yes X__ No __		
SCHEDULED TO BE IN FUTURE?	Yes X__ No .		
PROSPERITY REGION and COUNTY:	Prosperity Region: 1A - Upper Peninsula County: Marquette		

PROCUREMENT CONTACT INFORMATION			
CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Lisa Spitzley	spitzleyL4@michigan.gov	517-249-0440
AGENCY BUYER:	Brooke Jones	JonesB30@michigan.gov	517-388-6833
PROGRAM MANAGER:	Sean Sundholm	SundholmS@michigan.gov	906-362-1770

BUILDING LOCATION INFORMATION			
WORKING DAYS of BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS of BUILDING OCCUPANTS:	8:00 - 4:30
NUMBER of EMPLOYEES:	6	APPROXIMATE DAILY VISITORS:	
DAYS of CLEANING SERVICE:	1 day / week	IDENTIFY HOURS of CLEANING SERVICE:	6:00 p.m. - 6:00 a.m.
TOTAL SQ. FT. to be CLEANED:	2,800	NUMBER of STORIES in BUILDING:	1
SQ. FT. CARPET:	2,500	AREA(S):	Closed offices, cubicles, conference room, reception area
SQ. FT. HIGH TRAFFIC CARPET:		AREA(S):	
SQ. FT. VINYL:	0	AREA(S):	Restroom
SQ. FT. CERAMIC:	300	AREA(S):	Restrooms
SQ. FT. CONCRETE:		AREA(S):	Front entrance vestibule, mechanical room
SQ. FT. TERRAZO:	0	AREA(S):	
SQ. FT. RUBBER FLOORING:	0	AREA(S):	
NUMBER of RESTROOMS in BUILDING:	2	NUMBER of TOTAL UNITS for BUILDING RESTROOM(S):	*see Additional Information Urinals: 0 Toilets: 2 Sinks: 2
Is window cleaning required? (Specify if Interior and / or Exterior and Number of Floors – typically 1st Floor for Exterior.) • Yes, Interior and Exterior, Inside and Out			
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):			

C. Description of Service Needs TASK AND FREQUENCIES

Services	Frequency					
	Daily (Each time scheduled to clean)	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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Basic Services - Agency Complete Frequencies Below						
1. General Room Cleaning - All Contract Areas Except Restrooms						
(Note: The days office cleaning is to occur will be determined by the Facility Supervisor.)						
Vacuum carpet. Remove spots / stains from carpet.	X					
Sweep & damp mop hard surface floors.	X					
Empty and clean waste receptacles / replace liners	X					
Clean and disinfect drinking fountains, door handles, light switches	X					
Clean and disinfect all table tops and countertops	X					
Clean and polish all entrance and lobby glass.			X			
Spot clean walls, partitions, doors, switches, etc.	X					

Dust all easily reachable taxidermy mounts.			X			
Clean / disinfect lobby furniture hard surfaces, vacuum upholstery.	X					
Dust high and low, and all horizontal surfaces where dust gathers	X					
Remove all cobwebs	X					
Clean and disinfect all handrails and doorknobs	X					
Clean and disinfect sinks and faucets	X					

2. Restrooms						
Clean and disinfect toilets and urinals – Routine	X					
Clean and disinfect toilets and urinals – Monthly Deep Cleaning			X			
Clean and disinfect walls / partitions	X					
Clean and disinfect sinks, faucets, spigots	X					
Clean glass and mirrors	X					
Dust high and low, remove cobwebs	X					
Clean and disinfect all surfaces and touch points	X					
Maintain floor drain / trap free of odors	X					
Empty, clean and disinfect waste receptacles. Replace liners.	X					
Clean and disinfect door handles , light switches	X					
Clean, disinfect and fill dispensers	X					
Sweep and wet mop floor	X					
Replace waste receptacles and visually inspect restroom	X					

3. Breakroom or Kitchen Area						
Dust mop or sweep floor	X					
Damp Mop	X					
Clean/disinfect sink, faucet, counter, appliance handles/exteriors, etc.	X					
Clean, disinfect and fill dispensers	X					

4. Janitor Closet						
Rinse and clean mop buckets			X			
Check mop heads, replace as necessary			X			
Scrub sink and / or mop well			X			
Sweep and mop floor			X			
Keep drains clean and odor free			X			

5. Exterior						
Empty trash and ashtrays, replace trash liners	X					
Sweep and clean outside area and vestibule at all entrances	X					

Services	Frequency					
	Daily (Each time scheduled to clean; 52 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)

Periodic Services						
Carpet Cleaning – Full Contract Area						X
Spray Buff Hard Surface Floors – Full Contract Area					X	
Upholstered Furniture – Steam Clean						X
Dust and clean window blinds and ledges					X	
Dust and clean baseboards					X	
Dust and clean air bars and vents					X	
Clean ceiling light diffusers					X	
Clean Interior Walls and Wall Mounted Taxidermy					X	
Clean Interior Doors / Both Sides				X		
Deep Clean / Scrub Restroom Walls					X	
Deep Clean / Scrub Restroom Floors				X		
Clean Windows and Screens on Exterior Walls of building - inside and out					X	
Clean Windows on Interior of Building (inside and out)					X	

Special – Additional Cleaning Procedures in Response to Infectious Disease – For Quotation Purposes Only

In order to minimize the impact of infectious diseases in DNR owned facilities the following procedures, at the designated frequencies, may be requested and/or discontinued at the discretion of DNR. The contractor will be required to have sufficient staff in place to accomplish these additional tasks within five (5) working days of notification of the need for implementation by the Program Manager.

Disinfectants used for these procedures must meet the minimum standards set forth by the U. S. Government, Center for Disease Control and must be approved by the DNR Program Manager. The disinfectants used must not damage paint, metal finishes, electrical controllers, electronics or any other materials or surfaces. The contractor will be responsible for all costs associated with the repair of any damage resulting from the improper use of disinfectants which result in damage to paint, metal finishes or other surfaces

These cleaning procedures must be performed twice daily and at regularly scheduled starting times. The preferred start times are 9:00 a.m. and 1:30 p.m. These tasks will be performed on each regularly scheduled State of Michigan work day. Any adjustments or changes to the cleaning times must be approved by the Facility Supervisor for that location.

Services Quote for Additional Cleaning Procedures in Response to Infectious Disease	Frequency					
	Daily (Each time scheduled to clean; 52 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)

a.) Thoroughly disinfect all interior and exterior entry door hardware. This includes all push/panic bars, door knobs, door levers and handicap entry buttons.			1x/month			
b.) Thoroughly disinfect all handrails in building entries or other common areas.		1x/week				
c.) Thoroughly disinfect all lobby mounted and cab mounted elevator call buttons. To avoid damage to elevator controls systems and other electrical components, the appropriate disinfectant must not be sprayed directly onto elevator call buttons or panels. The disinfectant should first be applied to a cloth then wiped on the surface to be disinfected.			1x/month			
d.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on stairwell doors.			1x/month			
e.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on restroom doors.		1x/week				
f.) Check hand sanitizer levels in all lobby and entrance dispensers. Report empty or nearly empty dispensers to the Facility Supervisor. Hand sanitizer refills will be supplied by DNR and the dispensers will be stocked by DNR staff.	1x/day					

NOTE:

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

SUPPLEMENTARY TASKS*

- To be determined by Program Manager.

NOTES AND ADDITIONAL INFORMATION

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

(Agencies should edit, add, delete, as needed to describe location needs):

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

Replenishable Item	Provided by
Paper towels	DNR
Hand soap	DNR
Toilet tissue	DNR
Plastic Trash Can Liners	DNR
Hand sanitizer dispensers & refills	DNR
Air Fresheners	DNR

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

PRICE

Department of Natural Resources, Ishpeming Field Office, 1985 US 41 Highway West, Ishpeming, MI 49849									
Contract #					TBD				
Anticipated Service Start Date:					1/1/2025				
Contract End Date:					See Contract				
Option Years:					See Contract				
BASIC JANITORIAL WAGES – Enter hourly PAY rate. Do not include taxes or insurance.									
	Employees		Hours		Rate		Days		Total
Daytime Cleaners	2	x	1	x	17	x	52	=	\$ 1,768.00
Nighttime Cleaners		x		x		x	52	=	\$ -
Supervisor Cleaning	1	x	0.5	x	22	x		=	\$ -
Other		x		x		x		=	\$ -
Other		x		x		x		=	\$ -
BASIC ANNUAL JANITORIAL WAGES (A)									\$ 1,768.00

ANNUAL BUSINESS COSTS	Total(Bidder Complete)
Annual Cost for Cleaning Supplies and Equipment	\$ 1,000.00
Replenishment Supplies (not applicable for DHS locations)	
Insurance (General Liability and Worker's Compensation)	\$ 1,352.00
Wage Overhead - (A) Basic Annual Janitorial Wages x 19.26%	\$ 341.00
Other – (Provide detailed list. Insert rows as needed)	
Profit	\$ 930.00
TOTAL ANNUAL BUSINESS COST (B)	\$3,623.00
BASIC ANNUAL JANITORIAL WAGES (A)	\$ 1,768.00
+ TOTAL ANNUAL BUSINESS COSTS (B)	\$3,623.00
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 5,391.00
C ÷ 12 = TOTAL MONTHLY INVOICE AMOUNT	\$ 449.25

PERIODIC SERVICES	Annual = 1 Semi = 2 Tri = 3 Qrtly = 4		Price Per Service		ANNUAL PRICE
Carpet Cleaning – Full Contract Area	1	x	\$ 625.00	=	\$ 625.00
Spray Buff Hard Surface Floors – Full Contract Area	2	x	\$ 75.00	=	\$ 150.00
Upholstered Furniture – Steam Clean	1	x	\$ 150.00	=	\$ 150.00
Dust and clean window blinds and ledges	2	x	\$ 100.00	=	\$ 200.00
Dust and clean baseboards	2	x	\$ 50.00	=	\$ 100.00
Dust and clean air bars and vents	2	x	\$ 50.00	=	\$ 100.00
Clean ceiling light diffusers	2	x	\$ 100.00	=	\$ 200.00
Clean Interior Walls and Wall Mounted Taxidermy	2	x	\$ 200.00	=	\$ 400.00
Clean Interior Doors / Both Sides	4	x	\$ 100.00	=	\$ 400.00
Deep Clean / Scrub Restroom Walls	2	x	\$ 150.00	=	\$ 300.00
Deep Clean / Scrub Restroom Floors	4	x	\$ 125.00	=	\$ 500.00
Clean Windows and Screens on Exterior of building - inside and out	2	x	\$ 350.00	=	\$ 700.00
Clean Windows on Interior of Building (inside and out)	2	x	\$ 350.00	=	\$ 700.00
		x		=	\$ -
		x		=	\$ -
TOTAL ANNUAL PERIODIC SERVICES (D)					\$ 4,525.00

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 5,391.00
---------------------------------------	-------------

+ TOTAL ANNUAL PERIODIC SERVICES (D)	\$	4,525.00
TOTAL QUOTE FOR ONE YEAR (E)	\$	9,916.00
TOTAL QUOTE FOR CONTRACT (F)	\$	-

<u>Square Feet of Area to be cleaned:</u>		<u>\$</u>
TOTAL AVERAGE cost per square foot per month:	Basic Janitorial	\$ 0.16
TOTAL AVERAGE cost per square foot per year:	Basic Janitorial	\$ 1.92
TOTAL AVERAGE cost per square foot per month:	All Services	\$ 0.29
TOTAL AVERAGE cost per square foot per year:	All Services	\$ 3.54

SUBCONTRACTORS(Bidder Complete)	
Sub-contractor Total Costs	\$0.00

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

Description	Quote Per Hour
Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	50
Description	Quote Per Hour
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	30
Description	Quote Per Square Foot
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	0.25
Description	Quote Per Chair
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	3
Description	Quote Per Hour
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	40

Quick payment terms: 1 % discount off invoice if paid within 10 days after receipt of invoice.

Company	Lakestate Industries
Vendor ID	CV0023522
Vendor Signature	Cheryl Ohman
Date	10/1/2024
Telephone Number	906-786-9212
Cell Phone Number	906-280-2358
Email	cherylo@lakestateindustries.org



STATE OF MICHIGAN ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget
320 S. Walnut Street 2nd Floor Lansing, MI 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number 7
to
Contract Number MA22000000271

CONTRACTOR	LAKESTATE INDUSTRIES INC
	1830 North 21st Street
	Escanaba MI 49829
	Cheryl Ohman
	906-786-9212
	cherylo@lakestateindustries.org
	CV0023522

STATE	Program Manager	Various	Various
STATE	Contract Administrator	Lisa Spitzley	DTMB
		(517) 249-0440	
		SpitzleyL4@michigan.gov	

CONTRACT SUMMARY				
Janitorial Services - Statewide				
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE	
January 3, 2022	January 2, 2025	2 - 1 Year	January 2, 2025	
PAYMENT TERMS		DELIVERY TIMEFRAME		
NET 45, 1% NET 10		N/A		
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING	
<input type="checkbox"/> P-Card <input type="checkbox"/> Direct Voucher (PRC) <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 checked="" type="checkbox"/>	1 Year	<input type="checkbox"/>	N/A	January 2, 2026
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$813,108.83	\$0.00	\$813,108.83		

DESCRIPTION

Effective October 24, 2024, this Contract is hereby amended as follows:

1. Exercise the first, one-year option. The revised expiration date is January 2, 2026.
2. Update Statement of Work, Section 1.1. SPECIFICATIONS as follows:

Following is a list of general areas and general cleaning specifications.

Refer to Location Specification Sheets detailing site-specific requirements, adhering to the requirements and specifications within this Statement of Work. High Touchpoints at all locations are to be cleaned daily and sanitized with CDC approved disinfectant for environmental surfaces to prevent the spread of infectious diseases. High Touchpoints include but are not limited to light switches, doorknobs and push and pull bars or handles.

All other terms, conditions, specifications, and pricing remain the same. Per Contractor and Agency agreement, and DTMB Procurement approval.

22000000271 Schedule B, Attachment 1 - Location Summary

Line	Contract Number	Expiration Date After Options	Contractor	On CRO Set Aside	Location	Program Manager/ Contact	State	Agency	City	County	Prosperity Regions Served	Monthly Base Rate	Pricing Year 1	Pricing Year 2	Pricing Year 3	Base Year Estimated Total	Option Year 1 Estimated Annual Pricing	Contract Estimated Total	Number of Locations
G	22*0271		LAKESTATE INDUSTRIES INC - CRO	YES	Location Name			Agency			Region 1 - Upper Peninsula					\$355,726.43		\$493,885.67	6
G1			LAKESTATE	CRO	Escanaba State Office Bldg.	Ben Johnson johnsonb29@michigan.gov		DTMB	Escanaba	Delta	R1	\$3,510.07	\$58,240.83	\$58,240.83	\$58,240.83	\$174,722.49	\$58,240.83	\$232,963.32	
G2			LAKESTATE	CRO	MRS Marquette	Danielle Bennett-Star bennettstard@michigan.gov		LEO	Marquette	Marquette	R1	\$561.45	\$10,237.45	\$10,237.45	\$10,237.45	\$30,712.35	\$10,237.45	\$40,949.80	
G3			LAKESTATE	CRO	MDOT Superior Region Office	Jason DeGrand DeGrandJ@michigan.gov		MDOT	Escanaba	Delta	R1	\$1,127.96	\$21,832.41	\$25,555.56	\$25,555.56	\$72,943.53	\$25,555.56	\$98,499.09	
G4			LAKESTATE	CRO	EGLE OGM Core Facility	Jolene Melchior MelchiorJ@michigan.gov		MDOT	Gwinn	Marquette	R1	\$387.94	\$6,304.33	\$6,304.33	\$6,586.00	\$19,194.66	\$6,586.00	\$25,780.66	
G5			LAKESTATE	CRO	DNR Escanaba Field Office	Tim Melco MelkoT@michigan.gov		MDOT	Gladstone	Delta	R1	\$894.50	\$0.00	\$20,614.00	\$20,614.00	\$41,228.00	\$20,614.00	\$61,842.00	
G6			LAKESTATE	CRO	DNR MI Iron Museum (MIIM)	Barry James JamesB@michigan.gov		MDOT	Negaunee	Marquette	R1	Seasonal - See LSS	\$0.00	\$0.00	\$16,925.40	\$16,925.40	\$16,925.40	\$33,850.80	

ADDITIONAL SERVICES Costs For All Locations on this contract - supersedes Additional Costs listed on individual LSS documents- FOR QUOTATION PURPOSES ONLY - Not included in the total price of the bid - Services performed must be preapproved by Location Program Manager

Description	Quote Per Hour
Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	\$ 50.00 per hour
Description	Quote Per Hour
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	\$ 50.00 per hour
Description	Quote Per Square Foot
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	\$ 0.25 per sq. ft.
Description	Quote Per Chair
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	\$ 3.00 per chair
Description	Quote Per Hour
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	\$ 50.00 per hour



STATE OF MICHIGAN ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget
320 S. Walnut Street 2nd Floor Lansing, MI 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **6**
to
Contract Number **MA22000000271**

CONTRACTOR	LAKESTATE INDUSTRIES INC
	1830 North 21st Street
	Escanaba MI 49829
	Cheryl Ohman
	906-786-9212
	cherylo@lakestateindustries.org
	CV0023522

STATE	Program Manager	Various	Various
STATE	Contract Administrator	Lisa Spitzley	DTMB
		(517) 249-0440	
		SpitzleyL4@michigan.gov	

CONTRACT SUMMARY				
Janitorial Services - Statewide				
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE	
January 3, 2022	January 2, 2025	2, 1-Year	January 2, 2025	
PAYMENT TERMS		DELIVERY TIMEFRAME		
NET 45, 1% NET 10		N/A		
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING	
<input type="checkbox"/> P-Card <input type="checkbox"/> Direct Voucher (PRC) <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"/>	N/A	<input type="checkbox"/>	N/A	N/A
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$811,474.83	\$1,634.00	\$813,108.83		
DESCRIPTION				
Effective August 1, 2024, this contract is hereby updated to add increase of \$1,634.00 and increase number of cleaning days and pricing for the EGLE OGM Core Facility, See attached updated Schedule B, Attachment B1 Location List Summary and added LSS document. Please note Program Manager, for the State is updated to Jolene Melchiori, See Attachment B1 and attached LSS for contact information.				
All other terms, conditions, specifications and pricing remain the same. Per Contractor and Agency agreement, and DTMB Procurement approval.				

Attachment B1, Location and Pricing Summary

Line	Contract Number	Expiration Date After Options	Contractor	On CRO Set Aside	Location	Program Manager/ Contact	State	Agency	City	County	Prosperity Regions Serviced	Monthly Base Rate	Pricing Year 1	Pricing Year 2	Pricing Year 3	Three Year Total	Number of Locations
G	22*0271		LAKESTATE INDUSTRIES INC - CRO	YES	Location Name			Agency			Region 1 - Upper Peninsula					\$355,726.03	6
G1			LAKESTATE	CRO	Escanaba State Office Bldg.	Ben Johnson johnsonb29@michigan.gov		DTMB	Escanaba	Delta	R1	\$3,510.07	\$58,240.83	\$58,240.83	\$58,240.83	\$174,722.49	
G2			LAKESTATE	CRO	MRS Marquette	Danielle Bennett-Star bennettstard@michigan.gov		LEO	Marquette	Marquette	R1	\$561.45	\$10,237.45	\$10,237.45	\$10,237.45	\$30,712.35	
G3			LAKESTATE	CRO	MDOT Superior Region Office	Jason DeGrand DeGrandJ@michigan.gov		MDOT	Escanaba	Delta	R1	\$1,127.96	\$21,832.41	\$25,555.56	\$25,555.56	\$72,943.53	
G4			LAKESTATE	CRO	EGLE OGMD Core Facility	Jolene Melchiori MelchioriJ@michigan.gov		MDOT	Gwinn	Marquette	R1	\$387.94	\$6,304.33	\$6,304.33	\$6,586.00	\$19,194.66	
G5			LAKESTATE	CRO	DNR Escanaba Field Office	Tim Melco MelkoT@michigan.gov		MDOT	Gladstone	Delta	R1	\$894.50	\$0.00	\$20,614.00	\$20,614.00	\$41,228.00	
G6			LAKESTATE	CRO	DNR MI Iron Museum (MIIM)	Barry James JamesB@michigan.gov		MDOT	Negaunee	Marquette	R1	Seasonal - See LSS	\$0.00	\$0.00	\$16,925.00	\$16,925.00	

ADDITIONAL SERVICES Costs For All Locations on this contract - supersedes Additional Costs listed on individual LSS documents-- FOR QUOTATION PURPOSES ONLY – Not included in the total price of the bid - Services performed must be preapproved by Location Program Manager

Description	Quote Per Hour
Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	\$ 50.00 per hour
Description	Quote Per Hour
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	\$ 50.00 per hour
Description	Quote Per Square Foot
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	\$ 0.25 per sq. ft.
Description	Quote Per Chair
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	\$ 3.00 per chair
Description	Quote Per Hour
Miscellaneous facility maintenance services: (includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	\$ 50.00 per hour

Janitorial contract awards are subject to the Sheltered Workshop Sections of P.A. 431 of 1984 (MCL 18.1293 – 18.1297). In order to receive further award consideration, a bidder's work plan and location pricing MUST indicate that you make a profit. Bids submitted indicating a loss will be considered non-responsive.

A. Contract and Program Manager Information

CONTRACT INFORMATION				
CONTRACT TERM:	See Contract		OPTIONS:	See Contract
Service START DATE:	8/1/2024		CONTRACT END DATE:	See Contract
CONTRACTING AGENCY:	Department of Technology, Management, and Budget			
BUILDING NAME and NUMBER:	OGMD Core Facility			
BUILDING ADDRESS:	416 Avenue C, Building 522, Gwinn, MI 49841			
IS LOCATION ON CRO "SET ASIDE"?	Yes ___ No <u>x</u>			
SCHEDULED TO BE IN FUTURE?	Yes <u>x</u> No ___			
PROSPERITY REGION and COUNTY:	Region: 1b Central UP		County: Marquette	

PROCUREMENT CONTACT INFORMATION

CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Lisa Spitzley	spitzleyl4@michigan.gov	517-249-0440
AGENCY BUYER:	Lisa VanOstran	vanostranl@michigan.gov	517-599-7680
PROGRAM MANAGER:	Jolene Melchiori	MelchioriJ@michigan.gov	906-250-2076

BUILDING LOCATION INFORMATION

WORKING DAYS of BUILDING OCCUPANTS:	TBD	OFFICIAL WORKING HOURS of BUILDING OCCUPANTS:	TBD
NUMBER of EMPLOYEES:	1 to 10	APPROXIMATE DAILY VISITORS:	Variable
DAYS of CLEANING SERVICE:	2x weekly	IDENTIFY HOURS of CLEANING SERVICE:	Tuesday 9a-4p; Thursday 9a-4p
TOTAL SQ. FT. to be CLEANED:	2,800	NUMBER of STORIES in BUILDING:	1
SQ. FT. CARPET:	2400	AREA(S): Offices, Hallway, open area, ob. Rooms	
SQ. FT. HIGH TRAFFIC CARPET:	NA	AREA(S):	
SQ. FT. VINYL:	200	AREA(S): Break Room, bathroom	
SQ. FT. CERAMIC:	200	AREA(S): hallway, entrance way	
SQ. FT. CONCRETE:	NA	AREA(S):	
SQ. FT. TERRAZO:	NA	AREA(S):	
SQ. FT. RUBBER FLOORING:	NA	AREA(S):	
NUMBER of RESTROOMS in BUILDING:	1	NUMBER of TOTAL UNITS for BUILDING RESTROOM(S): *see Additional Information Urinals: 0 Toilets: 1 Baby Changing Stations: 0 Showers: 0 Sinks: 1	

NUMBER of DTMB-DESIGNATED BREAK ROOMS in BUILDING:

- 1

Is window cleaning required? (Specify if Interior and / or Exterior and Number of Floors – typically 1st Floor for Exterior.)

No

Does location have child play area(s), gymnasium, locker room, etc.? If so, please identify along with cleaning standard.

No

Does location have a cafeteria/café/snack bar?

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):

C. Description of Service Needs TASK AND FREQUENCIES

Services	Frequency					
	Daily (Each time scheduled to clean; 248 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Basic Services						
1. Office Cleaning						
(Note : The days office cleaning is to occur will be determined by the Facility Supervisor.)						
a.) Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		2x/week				
b.) Empty waste receptacles		2x/week				
c.) Dust high and low, including all surfaces which gather dust. Do <u>not</u> dust desk surfaces or adjacent work surfaces.			1x/month			
2. Restrooms						
a.) Close restroom		No				
b.) Empty waste receptacles		2x/week				
c.) Fill dispensers ** See Replenishable Supplies		2x/week				
d.) Dust		2x/week				
e.) Clean and sanitize waste receptacles		2x/week				
f.) Dust mop		2x/week				
g.) Clean and sanitize sinks		2x/week				

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

i.) Damp wipe all non-upholstered furniture, tables & counter areas including visitor/breakout rooms.						
j.) Vacuum upholstered lobby furniture						
5. Wall /Partition Cleaning / Washing						
a.) Spot cleaning - including light switches			1x/month			
6. Stairway Cleaning, including those in parking ramps NA						
a.) Vacuum/dust mop/sweep						
b.) Vacuum/dust mop/sweep - Winter (November 1 - April 1) for designated areas.						
c.) Dust						
d.) Clean w/ sanitizer & 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 NA						
a.) Clean door guide tracks						
b.) Dust, damp wipe and wipe dry handrails, cab walls, doors						
c.) Vacuum carpet/damp mop						
8. Thoroughly Clean Store Rooms/Janitor Closets						
a.) Organize, tidy, and clean			1x/month			
9. Designated Breakroom Cleaning						
a.) Empty food barrels/waste receptacles and clean receptacle covers		2x/week				
b.) Sweep/dust mop/vacuum floors		2x/week				
c.) Refill paper towel dispensers		2x/week				
d.) Damp mop		2x/week				
e.) Clean, scour and sanitize sinks			1x/month			

f.) Damp wipe cabinetry, counter tops, table tops and outer surfaces of refrigerators			1x/month			
g.) Clean under small counter top appliances			1x/month			
h.) Clean top of paper towel dispensers			1x/month			
i.) Damp mop spills		2x/week				
j.) Damp mop and shine vinyl floors			1x/month			
10. High Use Areas						
Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The facility supervisor reserves the right to schedule the activities listed in this section.						
Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet, empty waste receptacles and clean waste receptacle covers as applicable.						
a.) Cafeterias and cafes/snack bars						
b.) Clean tables and counter tops except for food serving and prep areas						
c.) Vending machine areas, concession stands, lounges and recreation areas						
d.) Empty food barrels						
e.) Conference rooms						
f.) Clean drawing boards in conference rooms						
11. Variable Procedures						
a.) Emergency stain/gum removal from carpet		As Needed				
b.) Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		2x/week				
c.) Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		2x/week				
d.) Wash all waste receptacles (inside & out) which present a soiled or odorous condition & sanitize			1x/month			

e.) Replace waste receptacle liner when soiled or worn						
f.) Assist in snow removal operations around main building entrances, staffing changes may be needed						
g.) Entry leaf removal/sweeping fall season		2x/week				

12. Special – Building Specific Tasks

Building Name:

a.) Task						
----------	--	--	--	--	--	--

Services	Frequency					
	Daily (Each time scheduled to clean; <u>XX</u> 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)

Periodic Services

13. General Tasks

a.) Clean partition and interior glass					2x/yr	
b.) Dust walls high and low					2x/yr	
c.) Clean air bars and vents					2x/yr	
d.) Dust/clean baseboards				4x/yr		
e.) Dust/clean blinds, curtains, window treatments					2x/yr	
f.) Vacuum fabric upholstered furniture						1x/yr
g.) Light fixture/lens cleaning					2x/yr	
h.) Thorough wall / partition vacuuming and washing, after renovations or modifications as required						As Needed
i.) Additional/ Emergency services						As Needed

14. Intensive Floor Care

a.) Spray buff finished hard surface floors - removing scuff marks included				As needed		
b.) Power scrub restroom floors						
c.) Clean carpet runners / mats					2x/yr	

d.) Clean carpet in high traffic areas, includes main hallways, cubicle/ office hallways, elevators, lobbies and cafeteria/cafes						1x/yr
e.) Carpet Cleaning - entire floor including inside cubicles and offices						1x/yr
f.) Scrub and refinish stairwell floors						
g.) Top strip & refinish floors						
h.) Strip & refinish all hard surface floors						

Special – Additional Cleaning Procedures in Response to Infectious Disease – For Quotation Purposes Only

In order to minimize the impact of infectious diseases in DTMB owned facilities the following procedures, at the designated frequencies, may be requested and/or discontinued at the discretion of DTMB. The contractor will be required to have sufficient staff in place to accomplish these additional tasks within five (5) working days of notification of the need for implementation by the Program Manager.

Disinfectants used for these procedures must meet the minimum standards set forth by the U. S. Government, Center for Disease Control and must be approved by the DTMB Program Manager. The disinfectants used must not damage paint, metal finishes, electrical controllers, electronics or any other materials or surfaces. The contractor will be responsible for all costs associated with the repair of any damage resulting from the improper use of disinfectants which result in damage to paint, metal finishes or other surfaces

These cleaning procedures must be performed twice daily and at regularly scheduled starting times. The preferred start times are 9:00 a.m. and 1:30 p.m. These tasks will be performed on each regularly scheduled State of Michigan work day. Any adjustments or changes to the cleaning times must be approved by the Facility Supervisor for that location.

Services	Frequency					
	Daily (Each time scheduled to clean; <u>XX</u> 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
a.) Thoroughly disinfect all interior and exterior entry door hardware. This includes all push/panic bars, door knobs, door levers and handicap entry buttons.			1x/month			
b.) Thoroughly disinfect all handrails in building entries or other common areas.		2x/week				

<p>c.) Thoroughly disinfect all lobby mounted and cab mounted elevator call buttons. To avoid damage to elevator controls systems and other electrical components, the appropriate disinfectant must not be sprayed directly onto elevator call buttons or panels. The disinfectant should first be applied to a cloth then wiped on the surface to be disinfected.</p>			<p>1x/month</p>			
<p>d.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on stairwell doors.</p>			<p>1x/month</p>			
<p>e.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on restroom doors.</p>		<p>2x/week</p>				
<p>f.) Check hand sanitizer levels in all lobby and entrance dispensers. Report empty or nearly empty dispensers to the Facility Supervisor. Hand sanitizer refills will be supplied by DTMB and the dispensers will be stocked by DTMB staff.</p>		<p>2x/week</p>				

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

SUPPLEMENTARY TASKS*

- To be determined by Program Manager.

NOTES AND ADDITIONAL INFORMATION

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

- 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 PM or their designee pursuant to the schedule as approved by the PM.

(Agencies should edit, add, delete, as needed to describe location needs):

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

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

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

PRICE

Agency, Location, & Address: OGMD Core Facility 416 Avenue C, Building 522, Gwinn, MI 49841	
Contract Base Term (yrs):	See Contract
Contract Start Date:	8/1/20224 (updated pricing)
Contract End Date:	See Contract

To be completed by Agency
To be complete by Vendor

BASIC JANITORIAL WAGES – Enter hourly PAY rate. Do not include taxes or insurance.									
	Employees		Hours		Rate		Days		Total
Daytime Cleaners	1	x	1	x	13	x	104	=	\$ 1,352.00
Nighttime Cleaners		x		x		x		=	\$ -
Supervisor Cleaning	1	x	1	x	15	x	52	=	\$ 780.00
Other		x		x		x		=	\$ -
Other		x		x		x		=	\$ -
BASIC ANNUAL JANITORIAL WAGES (A)									\$ 2,132.00

ANNUAL BUSINESS COSTS	Total(Bidder Complete)
Annual Cost for Cleaning Supplies and Equipment	\$ 590.00
Replenishment Supplies (not applicable for DHS locations)	\$ 185.00
Insurance (General Liability and Worker's Compensation)	\$ 548.91
Wage Overhead - (A) Basic Annual Janitorial Wages x 19.26%	\$ 280.42
Other – (Provide detailed list. Insert rows as needed)	
Profit	\$ 919.00
TOTAL ANNUAL BUSINESS COST (B)	\$2,523.33
BASIC ANNUAL JANITORIAL WAGES (A)	\$ 2,132.00
+ TOTAL ANNUAL BUSINESS COSTS (B)	\$2,523.33
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 4,655.33
C ÷ 12 = TOTAL MONTHLY INVOICE AMOUNT	\$ 387.94

PERIODIC SERVICES	Annual = 1 Semi = 2 Tri = 3 Qtrly = 4		Price Per Service		ANNUAL PRICE
13. General Tasks					
a.) Clean partition and interior glass	2	x	\$ 50.00	=	\$ 100.00
b.) Dust walls high and low	2	x	\$ 25.00	=	\$ 50.00
c.) Clean air bars and vents	2	x	\$ 25.00	=	\$ 50.00
d.) Dust/clean baseboards	4	x	\$ 15.00	=	\$ 60.00
e.)Dust/clean blinds, curtains, window treatments	2	x	\$ 25.00	=	\$ 50.00
f.) Vacuum fabric upholstered furniture	1	x	\$ 15.00	=	\$ 15.00
g) Light fixture/lens cleaning	2	x	\$ 50.00	=	\$ 100.00
14. Intensive Floor Care					
a.) Spray buff finished hard surface floors - removing scuff marks included	4	x	\$ 50.00	=	\$ 200.00
b.) Power scrub restroom floors	4	x	\$ 25.00	=	\$ 100.00
c.) Clean carpet runners / mats	2	x		=	\$ -
d.) Clean carpet in high traffic areas, includes main hallways, cubicle/office hallways, elevators, lobbies and cafeteria/cafes	1	x	\$ 400.00	=	\$ 400.00
e.) Carpet Cleaning - entire floor including inside cubicles and offices	1	x	\$ 600.00	=	\$ 600.00
f.) Scrub and refinish stairwell floors	1	x		=	\$ -
g.) Top strip & refinish floors	2	x	\$ 180.00	=	\$ 360.00
h.) Strip & refinish all hard surface floors	1	x	\$ 240.00	=	\$ 240.00
TOTAL ANNUAL PERIODIC SERVICES (D)					\$ 2,325.00

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 4,655.33
+ TOTAL ANNUAL PERIODIC SERVICES (D)	\$ 2,325.00
TOTAL QUOTE FOR ONE YEAR (E)	\$ 6,980.33
TOTAL QUOTE FOR CONTRACT (F)	\$ -

<u>Square Feet of Area to be cleaned:</u>		\$
TOTAL AVERAGE cost per square foot per month:	Basic Janitorial	\$ 0.12
TOTAL AVERAGE cost per square foot per year:	Basic Janitorial	\$ 1.42
TOTAL AVERAGE cost per square foot per month:	All Services	\$ 0.19
TOTAL AVERAGE cost per square foot per year:	All Services	\$ 2.25

SUBCONTRACTORS(Bidder Complete)

Sub-contractor Total Costs	\$6,304.00
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ADDITIONAL SERVICES – FOR QUOTATION PURPOSES ONLY – Do not include in the total price of the bid

Description	Quote Per Hour
Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	\$50
Description	Quote Per Month
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	\$50
Description	Quote Per Square Foot
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	\$0.25
Description	Quote Per Chair
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	\$3
Description	Quote Per Hour
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	\$50

Quick payment terms: ___1___ % discount off invoice if paid within ___10___ days after receipt of invoice.

Company	Lakestate Industries
Vendor ID	CV0023522
Vendor Signature	Cheryl Ohman
Date	12/2/2020
Telephone Number	906-786-9212
Cell Phone Number	906-280-2358
Email	cherylo@lakestateindustries.org



STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
 Department of Technology, Management, and Budget
 320 S. WALNUT ST., LANSING, MICHIGAN 48933
 P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **5**
 to
 Contract Number **220000000271**

CONTRACTOR	LAKESTATE INDUSTRIES INC
	1830 North 21st Street
	Escanaba, MI 49829
	Cheryl Ohman
	906-786-9212
	cherylo@lakestateindustries.org
	CV0023522

STATE	Program Manager	Various	SW
	Contract Administrator	Lisa Spitzley (517) 249-0440 spitzleyl4@michigan.gov	DTMB

CONTRACT SUMMARY

JANITORIAL SERVICES - STATEWIDE

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
January 3, 2022	January 2, 2025	2 - 1 Year	January 2, 2025
PAYMENT TERMS		DELIVERY TIMEFRAME	
NET 45, 1% NET 10		N/A	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-Card <input type="checkbox"/> PRC <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"/>	N/A	<input type="checkbox"/>	N/A	N/A
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$750,874.83	\$60,600.00	\$811,474.83		

DESCRIPTION

Effective March 1, 2024, this contract is hereby updated to add increase of \$60,600.00 and the following location:

- DNR Michigan Iron Industry Museum, See attached updated Schedule B, Attachment B1 Location List Summary and added LSS document.

All other terms, conditions, specifications and pricing remain the same. Per Contractor and Agency agreement, and DTMB Procurement approval.

Attachment B1, Location and Pricing Summary

Line	Contract Number	TBD	Expiration Date After Options	Contractor	On CRO Set Aside	Location	Program Manager/ Contact	State	Agency	City	County	Prosperity Regions Serviced	Monthly Base Rate	Pricing Year 1	Pricing Year 2	Pricing Year 3	Three Year Total	Number of Locations
G	22*0271			LAKESTATE INDUSTRIES INC - CRO	YES	Location Name			Agency			Region 1 - Upper Peninsula					\$355,444.36	6
G1				LAKESTATE	CRO	Escanaba State Office Bldg.	Ben Johnson johnsonb29@michigan.gov		DTMB	Escanaba	Delta	R1	\$3,510.07	\$58,240.83	\$58,240.83	\$58,240.83	\$174,722.49	
G2				LAKESTATE	CRO	MRS Marquette	Danielle Bennett-Star bennettstarrd@michigan.gov		LEO	Marquette	Marquette	R1	\$561.45	\$10,237.45	\$10,237.45	\$10,237.45	\$30,712.35	
G3				LAKESTATE	CRO	MDOT Superior Region Office	Jason DeGrand DeGrandJ@michigan.gov		MDOT	Escanaba	Delta	R1	\$1,127.96	\$21,832.41	\$25,555.56	\$25,555.56	\$72,943.53	
G4				LAKESTATE	CRO	EGLE OGMD Core Facility	Melanie Humphrey HumphreyM@michigan.gov		MDOT	Gwinn	Marquette	R1	\$331.61	\$6,304.33	\$6,304.33	\$6,304.33	\$18,912.99	
G5				LAKESTATE	CRO	DNR Escanaba Field Office	Tim Melco MelkoT@michigan.gov		MDOT	Gladstone	Delta	R1	\$894.50	\$0.00	\$20,614.00	\$20,614.00	\$41,228.00	
G6				LAKESTATE	CRO	DNR MI Iron Museum (MIIM)	Barry James JamesB@michigan.gov		MDOT	Negaunee	Marquette	R1	Seasonal - See LSS	\$0.00	\$0.00	\$16,925.00	\$16,925.00	

ADDITIONAL SERVICES Costs For All Locations on this contract - supersedes Additional Costs listed on individual LSS documents-- FOR QUOTATION PURPOSES ONLY – Not included in the total price of the bid - Services performed must be preapproved by Location Program Manager

Description	Quote Per Hour
Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	\$ 50.00 per hour
Description	Quote Per Hour
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	\$ 50.00 per hour
Description	Quote Per Square Foot
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	\$ 0.25 per sq. ft.
Description	Quote Per Chair
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	\$ 3.00 per chair
Description	Quote Per Hour
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	\$ 50.00 per hour

Schedule B - Location Specification Sheet (LSS)

Janitorial contract awards are subject to the Sheltered Workshop Sections of P.A. 431 of 1984 (MCL 18.1293 – 18.1297). In order to receive further award consideration, a bidder's work plan and location pricing MUST indicate that you make a profit. Bids submitted indicating a loss will be considered non-responsive.

A. Contract and Program Manager Information

CONTRACT INFORMATION			
SERVICE BEGIN DATE:	Note Service Begin Date:		OPTIONS: See Contract
	3/1/2024		CONTRACT END DATE: See Contract
CONTRACTING AGENCY:	Department of Natural Resources		
BUILDING NAME and NUMBER:	Michigan Iron Industry Museum (MIIM)		
BUILDING ADDRESS:	73 Forge Road, Negaunee, MI 49866		
IS LOCATION ON CRO "SET ASIDE"?	Yes ___ No <u>X</u>		
SCHEDULED TO BE IN FUTURE?	Yes ___ No <u>X</u>		
PROSPERITY REGION and COUNTY:	Prosperity Region: 1A - Upper Peninsula County: Marquette		

PROCUREMENT CONTACT INFORMATION			
CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Lisa Spitzley	spitzleyL4@michigan.gov	517-249-0440
AGENCY BUYER:	Lisa Crozier-Green	CrozierGreenL@michigan.gov	517-388-6626
PROGRAM MANAGER:	Barry James	JamesB@michigan.gov	906-475-7857

BUILDING LOCATION INFORMATION			
WORKING DAYS of BUILDING OCCUPANTS:	Sun-Sat: 5/1 - 10/31 Mon-Fri: 11/1 - 4/30	OFFICIAL WORKING HOURS of BUILDING OCCUPANTS:	9:30 - 4:30
NUMBER of EMPLOYEES:	4 during summer	APPROXIMATE DAILY VISITORS:	30
DAYS of CLEANING SERVICE:	5 / week, M-F: 5/1 - 10/31 2 / week, T/Th: 4/1 - 11/1 1 / week, Wed: 12/1 - 3/31	IDENTIFY HOURS of CLEANING SERVICE:	7:30 a.m. - 9:00 a.m.
TOTAL SQ. FT. to be CLEANED:	9,015	NUMBER of STORIES in BUILDING:	1
SQ. FT. CARPET:	8,700	AREA(S):	All areas except restrooms
SQ. FT. HIGH TRAFFIC CARPET:		AREA(S):	
SQ. FT. VINYL:	0	AREA(S):	
SQ. FT. CERAMIC:	315	AREA(S):	Restrooms
SQ. FT. CONCRETE:		AREA(S):	Front entrance vestibule, mechanical room
SQ. FT. TERRAZO:	0	AREA(S):	
SQ. FT. RUBBER FLOORING:	0	AREA(S):	
NUMBER of RESTROOMS in BUILDING:	2	NUMBER of TOTAL UNITS for BUILDING RESTROOM(S): *see Additional Information Urinals: 1 Toilets: 3 Sinks: 4	
NUMBER of DTMB-DESIGNATED BREAK ROOMS in BUILDING:			
Is window cleaning required? (Specify if Interior and / or Exterior and Number of Floors – typically 1st Floor for Exterior.) <ul style="list-style-type: none"> • YES, INTERIOR AND EXTERIOR. ALL WINDOWS AND GLASS ON THE EXTERIOR BUILDING PERIMETER ARE INCLUDED ON THIS CONTRACT. WINDOW CLEANING INCLUDES CLEANING ON BOTH SIDES (INSIDE AND OUTSIDE). WINDOW/GLASS CLEANING INCLUDES ALL HIGH WINDOWS AND THE WALL COMPRISED OF 5 WINDOWS ALONG THE RAMP ON THE WEST SIDE OF THE BUILDING. SPECIAL EQUIPMENT (EXTENSION POLES, STEP/EXTENSION LADDERS, ETC.) MAY BE NECESSARY TO REACH HIGH WINDOWS. 			
Does location have a cafeteria/café/snack bar? <ul style="list-style-type: none"> • no 			
What is the RECOMMENDED Level of Insurance Risk for this Contract? <ul style="list-style-type: none"> • 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): ALL BASIC SERVICE TASKS MUST BE ACCOMPLISHED WITHIN A 1- TO 1-1/2 HOUR WINDOW. ALL TASKS MUST BE COMPLETED, AND EQUIPMENT/SUPPLIES REMOVED BY 9:30 AM, WHEN THE MUSEUM OPENS FOR BUSINESS. A TEAM COMPRISED OF MINIMUM 2 PERSONS IS REQUIRED TO PERFORM BASIC SERVICES WITHIN THE TIME ALLOWED. BASIC JANITORIAL SERVICES WILL BE SUBJECT TO THE FOLLOWING SEASONAL SCHEDULE: MAY 1 – OCTOBER 31: SERVICES PERFORMED FIVE (5) DAYS PER WEEK, MONDAY – FRIDAY APRIL AND NOVEMBER: SERVICES PERFORMED TWO (2) DAYS PER WEEK, TUESDAY AND THURSDAY DECEMBER 1 - MARCH 31: SERVICES PERFORMED ONE (1) DAY PER WEEK, WEDNESDAY			

C. Description of Service Needs TASK AND FREQUENCIES

Services	Frequency					
	Daily (Each time scheduled to clean)	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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Basic Services - Agency Complete Frequencies Below						
1. General Room Cleaning - All Contract Areas Except Restrooms						
(Note : The days office cleaning is to occur will be determined by the Facility Supervisor.)						

Vacuum carpet. Remove spots / stains from carpet.	X					
Sweep & damp mop hard surface floors.	X					
Empty and clean waste receptacles / replace liners	X					
Clean and disinfect drinking fountains, door handles, light switches	X					
Clean and disinfect all table tops and countertops	X					
Clean and polish all entrance and lobby glass.	X					
Spot clean walls, partitions, doors, switches, etc.	X					
Dust all easily reachable taxidermy mounts.	N/A					
Clean / disinfect lobby furniture hard surfaces, vacuum upholstery.	X					
Dust high and low, and all horizontal surfaces where dust gathers	X					
Remove all cobwebs	X					
Clean and disinfect all handrails and doorknobs	X					
Clean and disinfect sinks and faucets	X					
Empty paper recycling containers. Move contents to designated area.	X					
2. Restrooms						
Clean and disinfect toilets and urinals – Routine	X					
Clean and disinfect toilets and urinals – Monthly Deep Cleaning				X		
Clean and disinfect walls / partitions - all surfaces inside and out	X					
Clean and disinfect sinks and faucets	X					
Clean glass and mirrors	X					
Dust high and low, remove cobwebs	X					
Clean and disinfect all surfaces and touch points	X					
Maintain floor drain / trap free of odors	X					
Empty, clean and disinfect waste receptacles. Replace liners.	X					
Clean and disinfect door handles and light switches	X					
Clean, disinfect and fill dispensers	X					
Sweep and wet mop floor	X					
Replace waste receptacles and visually inspect restroom	X					
3. Breakroom or Kitchen Area						
Dust mop or sweep floor	X					
Damp Mop	X					
Clean/disinfect sink, faucet, counter, appliance handles/exteriors, etc.	X					
Clean, disinfect and fill dispensers	X					
Disinfect door handles and light switches	X					
4. Janitor Closet						
Rinse and clean mop buckets				X		
Check mop heads, replace as necessary				X		
Scrub sink and / or mop well				X		
Clean exterior of refrigerator			X			
Sweep and mop floor				X		
Keep drains clean and odor free				X		
5. Exterior						
Empty trash and recyclable paper pick up. Empty ashtrays. Rreplace trash liners	X					
Sweep and clean outside area at front and back door entrances, removing all leaves, dirt, debris, etc.	X					
6. Ramp Cleaning						
Dust all surfaces on which dust gathers	X					
Disinfect and wipe wooden handrails and doorknobs	X					
Periodic Services	Frequency					
	Daily (Each time scheduled to clean)	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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Periodic Services						
Carpet Cleaning – Full Contract Area					X	
Scrub Restroom Floors					X	
Seal Restroom Floors					X	
Upholstered Furniture – Steam Clean						
Dust and clean window blinds and ledges						
Dust and clean baseboards						
Dust and clean air bars and vents in EXHIBIT AREA						X
Clean ceiling light diffusers					X	
Clean Interior Doors / Both Sides				X		
Deep Clean / Scrub Restroom Walls					X	
Deep Clean / Scrub Restroom Floors				X		
Clean Windows and Screens on Exterior Walls of building - inside and out					X	
Clean Windows Lower Public / Staff - Inside and Out - Summer ONLY			X			
Special – Additional Cleaning Procedures in Response to Infectious Disease – For Quotation Purposes Only						
In order to minimize the impact of infectious diseases in DTMB owned facilities the following procedures, at the designated frequencies, may be requested and/or discontinued at the discretion of DTMB. The contractor will be required to have sufficient staff in place to accomplish these additional tasks within five (5) working days of notification of the need for implementation by the Program Manager.						
Disinfectants used for these procedures must meet the minimum standards set forth by the U. S. Government, Center for Disease Control and must be approved by the DTMB Program Manager. The disinfectants used must not damage paint, metal finishes, electrical controllers, electronics or any other materials or surfaces. The contractor will be responsible for all costs associated with the repair of any damage resulting from the improper use of disinfectants which result in damage to paint, metal finishes or other surfaces						
These cleaning procedures must be performed twice daily and at regularly scheduled starting times. The preferred start times are 9:00 a.m. and 1:30 p.m. These tasks will be performed on each regularly scheduled State of Michigan work day. Any adjustments or changes to the cleaning times must be approved by the Facility Supervisor for that location.						
Services	Frequency					

Quote for Additional Cleaning Procedures in Response to Infectious Disease	Daily (Each time scheduled to clean; <u>XX</u> 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
a.) Thoroughly disinfect all interior and exterior entry door hardware. This includes all push/panic bars, door knobs, door levers and handicap entry buttons.			1x/month			
b.) Thoroughly disinfect all handrails in building entries or other common areas.		1x/week				
c.) Thoroughly disinfect all lobby mounted and cab mounted elevator call buttons. To avoid damage to elevator controls systems and other electrical components, the appropriate disinfectant must not be sprayed directly onto elevator call buttons or panels. The disinfectant should first be applied to a cloth then wiped on the surface to be disinfected.			1x/month			
d.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on stairwell doors.			1x/month			
e.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on restroom doors.		1x/week				
f.) Check hand sanitizer levels in all lobby and entrance dispensers. Report empty or nearly empty dispensers to the Facility Supervisor. Hand sanitizer refills will be supplied by DTMB and the dispensers will be stocked by DNR staff.	1x/day					

NOTE:

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

SUPPLEMENTARY TASKS*

- To be determined by Program Manager.

NOTES AND ADDITIONAL INFORMATION

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

• 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 PM or their designee pursuant to the schedule as approved by the PM.

(Agencies should edit, add, delete, as needed to describe location needs):

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

Replenishable Item	Provided by
Paper towels	Agency
Hand soap	Agency
Toilet tissue	Agency
Plastic Trash Can Liners	Agency
Hand sanitizer dispensers & refills	Agency
Air Fresheners	Agency

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

PRICE

Department of Natural Resources, Michigan Iron Industry Museum, 73 Forge Road, Negaunee, MI 49866					
Contract #		*220000000271			
Anticipated Service Start Date:		3/1/2024			
Contract End Date:		See Contract			
Option Years:		See Contract			
MAY 1 - OCTOBER 31 CLEANING - 5 DAYS PER WEEK - MONDAY - FRIDAY					
	Unit Price / Month		Annual Quantity		
DAILY SERVICE tasks performed 5 times per week					
WEEKLY SERVICE tasks performed 1 time per week	\$ 875.00	x	6	=	\$ 5,250.00
MONTHLY SERVICE tasks performed 1 time per month					
APRIL AND NOVEMBER - 2 DAYS PER WEEK - TUESDAY AND THURSDAY					
DAILY SERVICE tasks performed 2 times per week					
WEEKLY SERVICE tasks performed 1 time per week	\$ 321.60	x	2	=	\$ 643.20
MONTHLY SERVICE tasks performed 1 time per month					
DECEMBER 1 - MARCH 31 - 1 DAY PER WEEK - WEDNESDAY					
DAILY SERVICE tasks performed 1 time per week					
WEEKLY SERVICE tasks performed 1 time per week	\$ 160.80	x	4	=	\$ 643.20
MONTHLY SERVICE tasks performed 1 time per month					
BASIC ANNUAL JANITORIAL WAGES (A)					\$ 6,536.40

ANNUAL BUSINESS COSTS	Total(Bidder Complete)
Annual Cost for Cleaning Supplies and Equipment	\$ 200.00
Replenishment Supplies (not applicable for DHS locations)	\$ -
Insurance (General Liability and Worker's Compensation)	\$ 250.00
Wage Overhead - (A) Basic Annual Janitorial Wages x 19.26%	\$ 1,259.00
Other - (Provide detailed list. Insert rows as needed)	
Profit	
TOTAL ANNUAL BUSINESS COST (B)	\$ 1,709.00
BASIC ANNUAL JANITORIAL WAGES (A)	\$ 6,536.40
+ TOTAL ANNUAL BUSINESS COSTS (B)	\$ 1,709.00
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 8,245.40

PERIODIC SERVICES	Annual = 1 Semi = 2 Tri = 3 Qrtly = 4		Price Per Service		ANNUAL PRICE
Carpet Cleaning – Full Contract Area	2	x	\$ 2,300.00	=	\$ 4,600.00
Scrub Restroom Floors	2	x	\$ 200.00	=	\$ 400.00
Seal Restroom Floors	2	x	\$ 300.00	=	\$ 600.00
Dust and clean air bars and vents in EXHIBIT AREA	1	x	\$ 210.00	=	\$ 210.00
Clean ceiling light diffusers	2	x	\$ 370.00	=	\$ 740.00
Clean Windows and Screens on Exterior of building - inside and out	2	x	\$ 375.00	=	\$ 750.00
Clean Windows Lower Public / Staff - Inside and Out - Summer ONLY	6	x	\$ 230.00	=	\$ 1,380.00
		x		=	\$ -
		x		=	\$ -
TOTAL ANNUAL PERIODIC SERVICES (D)					\$ 8,680.00

sub-contractor
sub-contractor
sub-contractor
sub-contractor

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 8,245.40
+ TOTAL ANNUAL PERIODIC SERVICES (D)	\$ 8,680.00
TOTAL QUOTE FOR ONE YEAR (E)	\$ 16,925.40
TOTAL QUOTE FOR CONTRACT (F)	\$ 50,776.20

Square Feet of Area to be cleaned:		\$
TOTAL AVERAGE cost per square foot per month:	Basic Janitorial	\$ 0.04
TOTAL AVERAGE cost per square foot per year:	Basic Janitorial	\$ 0.46
TOTAL AVERAGE cost per square foot per month:	All Services	\$ 0.08
TOTAL AVERAGE cost per square foot per year:	All Services	\$ 0.93

SUBCONTRACTORS(Bidder Complete)	
Sub-contractor Total Costs	3080\

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

Description	Quote Per Hour
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Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	\$ 50.00
Description	Quote Per Hour
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	\$50
Description	Quote Per Square Foot
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	\$0.25
Description	Quote Per Chair
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	\$3.00
Description	Quote Per Hour
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	\$50.00

Quick payment terms: _____ % discount off invoice if paid within _____ days after receipt of invoice.

Company	Lakestate Industries
Vendor ID	CV0023522
Vendor Signature	Cheryl Ohman
Date	12/27/2023
Telephone Number	906-786-9212
Cell Phone Number	906-280-2358
Email	cherylo@lakestateindustries.org



STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
 Department of Technology, Management, and Budget
 320 S. WALNUT ST., LANSING, MICHIGAN 4893
 P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **4**
 to
 Contract Number **22000000271**

CONTRACTOR	LAKESTATE INDUSTRIES INC
	1830 North 21st Street
	Escanaba, MI 49829
	Cheryl Ohman
	906-786-9212
	cherylo@lakestateindustries.org
	CV0023522

STATE	Program Manager	Various	SW
	Contract Administrator	Lisa Spitzley (517) 249-0440 spitzleyl4@michigan.gov	DTMB

CONTRACT SUMMARY

JANITORIAL SERVICES - STATEWIDE

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
January 3, 2022	January 2, 2025	2 - 1 Year	January 2, 2025
PAYMENT TERMS		DELIVERY TIMEFRAME	
NET 45, 1% NET 10		N/A	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-Card <input type="checkbox"/> PRC <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"/>	N/A	<input type="checkbox"/>	N/A	N/A
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$650,874.83	\$100,000.00	\$750,874.83		

DESCRIPTION

Effective April 11, 2023, this Contract is increased by \$100,000.00 for Statewide use. All other terms, conditions, specifications, and pricing remain the same. Per Contractor and Agency agreement, DTMB Procurement approval, and State Administrative Board approval on April 11, 2023.

**Program Managers
for
Multi-Agency and Statewide Contracts**

AGENCY	NAME	PHONE	EMAIL
DTMB	Benjamin Johnson	231-922-5204	johnsonb29@michigan.gov
LEO	Danielle Bennett Starr	906-227-5550	bennettstarrd@michigan.gov
MDOT	Jason DeGrand	906-786-1830	DeGrandJ@michigan.gov
EGLE	Melanie Humphrey	906-250-7564	HumphreyM@michigan.gov
DNR	Timothy Melko	906-226-1332	MelkoT@michigan.gov



STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
 Department of Technology, Management, and Budget
 320 S. WALNUT ST., LANSING, MICHIGAN 48933
 P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **3**
 to
 Contract Number **22000000271**

CONTRACTOR	LAKESTATE INDUSTRIES INC
	1830 North 21st Street
	Escanaba, MI 49829
	Cheryl Ohman
	906-786-9212
	cherylo@lakestateindustries.org
	CV0023522

STATE	Program Manager	Various	SW
	Contract Administrator	Lisa Spitzley	DTMB
		(517) 249-0440 spitzleyl4@michigan.gov	

CONTRACT SUMMARY

JANITORIAL SERVICES - STATEWIDE

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
January 3, 2022	January 2, 2025	2 - 1 Year	January 2, 2025
PAYMENT TERMS		DELIVERY TIMEFRAME	
NET 45, 1% NET 10		N/A	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-Card <input type="checkbox"/> PRC <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"/>		N/A
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$650,874.83	\$0.00	\$650,874.83		

DESCRIPTION

Effective March 1, 2023, DNR Escanaba Field Office location is added to this contract, See Attachment B1 and Location Specification Sheet (LSS). All other terms, conditions, specifications and pricing remain the same. Per Contractor and Agency agreement, and DTMB Procurement approval.

Attachment B1, Location and Pricing Summary

Line	Contract Number	TBD	Expiration Date After Options	Contractor	On CRO Set Aside	Location	Program Manager/ Contact	State	Agency	City	County	Prosperity Regions Serviced	Monthly Base Rate	Pricing Year 1	Pricing Year 2	Pricing Year 3	Three Year Total	Number of Locations
G	22*0271			LAKESTATE INDUSTRIES INC - CRO	YES	Location Name			Agency			Region 1 - Upper Peninsula					\$338,519.36	5
G1				LAKESTATE	CRO	Escanaba State Office Bldg.	Ben Johnson johnsonb29@michigan.gov		DTMB	Escanaba	Delta	R1	\$3,510.07	\$58,240.83	\$58,240.83	\$58,240.83	\$174,722.49	
G2				LAKESTATE	CRO	MRS Marquette	Danielle Bennett-Star bennettstarrd@michigan.gov		LEO	Marquette	Marquette	R1	\$561.45	\$10,237.45	\$10,237.45	\$10,237.45	\$30,712.35	
G3				LAKESTATE	CRO	MDOT Superior Region Office	Jason DeGrand DeGrandJ@michigan.gov		MDOT	Escanaba	Delta	R1	\$1,127.96	\$21,832.41	\$25,555.56	\$25,555.56	\$72,943.53	
G4				LAKESTATE	CRO	EGLE OGMD Core Facility	Melanie Humphrey HumphreyM@michigan.gov		MDOT	Gwinn	Marquette	R1	\$331.61	\$6,304.33	\$6,304.33	\$6,304.33	\$18,912.99	
G5				LAKESTATE	CRO	DNR Escanaba Field Office	Tim Melco MelkoT@michigan.gov		MDOT	Gladstone	Delta	R1	\$894.50	\$0.00	\$20,614.00	\$20,614.00	\$41,228.00	

ADDITIONAL SERVICES Costs For All Locations on this contract - supersedes Additional Costs listed on individual LSS documents- FOR QUOTATION PURPOSES ONLY – Not included in the total price of the bid - Services performed must be preapproved by Location Program Manager

Description	Quote Per Hour
Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	\$ 50.00 per hour
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	\$ 50.00 per hour
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	\$ 0.25 per sq. ft.
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	\$ 3.00 per chair
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	\$ 50.00 per hour

Schedule B - Location Specification Sheet (LSS)

Janitorial contract awards are subject to the Sheltered Workshop Sections of P.A. 431 of 1984 (MCL 18.1293 – 18.1297). In order to receive further award consideration, a bidder's work plan and location pricing MUST indicate that you make a profit. Bids submitted indicating a loss will be considered non-responsive.

A. Contract and Program Manager Information

CONTRACT INFORMATION			
SERVICE BEGIN DATE:	Note Service Begin Date:	OPTIONS:	See Contract
	3/1/2023	CONTRACT END DATE:	See Contract
CONTRACTING AGENCY:	Department of Natural Resources		
BUILDING NAME and NUMBER:	DNR Escanaba CSC / Field Office		
BUILDING ADDRESS:	6833 US-2, 41 and M-35, Gladstone, MI 49837		
IS LOCATION ON CRO "SET ASIDE"?	Yes ___ No <u>X</u>		
SCHEDULED TO BE IN FUTURE?	Yes ___ No <u>X</u>		
PROSPERITY REGION and COUNTY:	Prosperity Region: 1A - Upper Peninsula County: Delta		

PROCUREMENT CONTACT INFORMATION			
CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Lisa Spitzley	spitzleyL4@michigan.gov	517-249-0440
AGENCY BUYER:	Lisa Crozier-Green	CrozierGreenL@michigan.gov	517-388-6626
PROGRAM MANAGER:	Tim Melko	MelkoT@michigan.gov	906-226-1332

BUILDING LOCATION INFORMATION			
WORKING DAYS of BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS of BUILDING OCCUPANTS:	8:00 - 5:00
NUMBER of EMPLOYEES:	15	APPROXIMATE DAILY VISITORS:	
DAYS of CLEANING SERVICE:	2 Days / Week Tuesday and Friday	IDENTIFY HOURS of CLEANING SERVICE:	4:00 p.m. - 7:00 a.m. only
TOTAL SQ. FT. to be CLEANED:	8,000	NUMBER of STORIES in BUILDING:	1
SQ. FT. CARPET:	6,550	AREA(S):	Offices, Cubicles, Conference Room, Reception Area, Kitchen
SQ. FT. HIGH TRAFFIC CARPET:	0	AREA(S):	
SQ. FT. VINYL:	0	AREA(S):	
SQ. FT. CERAMIC:	700	AREA(S):	Restrooms, Lab, Utility Room, Janitor Closet
SQ. FT. CONCRETE:	750	AREA(S):	Utility Room
SQ. FT. TERRAZO:	0	AREA(S):	
SQ. FT. RUBBER FLOORING:	0	AREA(S):	
NUMBER of RESTROOMS in BUILDING:	2	NUMBER of TOTAL UNITS for BUILDING RESTROOM(S): *see Additional Information	Urinals: 1 Toilets: 2 Sinks: 3
NUMBER of DTMB-DESIGNATED BREAK ROOMS in BUILDING:			
Is window cleaning required? (Specify if Interior and / or Exterior and Number of Floors – typically 1st Floor for Exterior.)			
<ul style="list-style-type: none"> Yes, Interior and Exterior, Inside and Out including window screens 			
Does location have child play area(s), gymnasium, locker room, etc.? If so, please identify along with cleaning standard.			
<ul style="list-style-type: none"> no 			
Does location have a cafeteria/café/snack bar?			
<ul style="list-style-type: none"> no 			
What is the RECOMMENDED Level of Insurance Risk for this Contract?			
<ul style="list-style-type: none"> 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):			

C. Description of Service Needs TASK AND FREQUENCIES

Services	Frequency					
	Daily (Each time scheduled to clean; 104 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Basic Services - Agency Complete Frequencies Below						
1. General Room Cleaning - All Contract Areas Except Restrooms						
(Note : The days office cleaning is to occur will be determined by the Facility Supervisor.)						
Vacuum carpet. Remove spots / stains from carpet.	X					
Sweep & damp mop hard surface floors.	X					
Empty and clean waste receptacles / replace liners	X					

Clean and disinfect drinking fountains, door handles, light switches	X					
Clean and disinfect all table tops and countertops (no desks)	X					
Clean and polish all entrance and lobby glass.			X			
Spot clean walls, partitions, doors, switches, etc.			X			
Dust all easily reachable taxidermy mounts.			X			
Clean / disinfect lobby furniture hard surfaces, vacuum upholstery.	X					
Dust high and low, and all horizontal surfaces where dust gathers	X					
Remove all cobwebs			X			
Spot clean walls, partitions, doors, switches, etc.			X			
Clean and disinfect all handrails and doorknobs			X			
Clean and disinfect sinks and faucets			X			
2. Restrooms						
Clean and disinfect toilets and urinals – Routine	X					
Clean and disinfect toilets and urinals – Monthly Deep Cleaning			X			
Clean and disinfect walls / partitions	X					
Clean and disinfect sinks, faucets, spigots	X					
Clean glass and mirrors	X					
Dust high and low, remove cobwebs	X					
Clean and disinfect all surfaces and touch points	X					
Maintain floor drain / trap free of odors	X					
Empty, clean and disinfect waste receptacles. Replace liners.	X					
Clean and disinfect door handles , light switches	X					
Clean, disinfect and fill dispensers	X					
Sweep and wet mop floor	X					
Replace waste receptacles and visually inspect restroom	X					
3. Breakroom or Kitchen Area						
Dust mop or sweep floor	X					
Damp Mop	X					
Clean/disinfect sink, faucet, counter, appliance handles/exteriors, etc.	X					
Clean, disinfect and fill dispensers	X					
4. Janitor Closet						
Rinse and clean mop buckets			X			
Check mop heads, replace as necessary			X			
Scrub sink and / or mop well			X			
Sweep and mop floor			X			
Keep drains clean and odor free			X			
4. Exterior						
Empty trash and ashtrays, replace trash liners	X					
Sweep and clean outside area and vestibule at all entrances	X					
Services	Daily (Each time scheduled to clean; XX 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Periodic Services						
Carpet Cleaning – Full Contract Area						X
Spray Buff Hard Surface Floors – Full Contract Area					X	
Upholstered Furniture – Steam Clean						X
Dust and clean window blinds and ledges					X	
Dust and clean baseboards					X	
Dust and clean air bars and vents					X	
Clean ceiling light diffusers					X	
Clean Interior Walls and Wall Mounted Taxidermy					X	
Clean Interior Doors / Both Sides				X		
Deep Clean / Scrub Restroom Walls					X	
Deep Clean / Scrub Restroom Floors				X		
Clean Windows and Screens on Exterior Walls of building (1st floor - inside and out) and garage door windows					X	
Clean Windows on Interior of Building (inside and out)					X	
Special – Additional Cleaning Procedures in Response to Infectious Disease – For Quotation Purposes Only						
<p>In order to minimize the impact of infectious diseases in DTMB owned facilities the following procedures, at the designated frequencies, may be requested and/or discontinued at the discretion of DTMB. The contractor will be required to have sufficient staff in place to accomplish these additional tasks within five (5) working days of notification of the need for implementation by the Program Manager.</p> <p>Disinfectants used for these procedures must meet the minimum standards set forth by the U. S. Government, Center for Disease Control and must be approved by the DTMB Program Manager. The disinfectants used must not damage paint, metal finishes, electrical controllers, electronics or any other materials or surfaces. The contractor will be responsible for all costs associated with the repair of any damage resulting from the improper use of disinfectants which result in damage to paint, metal finishes or other surfaces</p> <p>These cleaning procedures must be performed twice daily and at regularly scheduled starting times. The preferred start times are 9:00 a.m. and 1:30 p.m. These tasks will be performed on each regularly scheduled State of Michigan work day. Any adjustments or changes to the cleaning times must be approved by the Facility Supervisor for that location.</p>						
Services	Frequency					

Quote for Additional Cleaning Procedures in Response to Infectious Disease	Daily (Each time scheduled to clean; XX 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
a.) Thoroughly disinfect all interior and exterior entry door hardware. This includes all push/panic bars, door knobs, door levers and handicap entry buttons.			1x/month			
b.) Thoroughly disinfect all handrails in building entries or other common areas.		1x/week				
c.) Thoroughly disinfect all lobby mounted and cab mounted elevator call buttons. To avoid damage to elevator controls systems and other electrical components, the appropriate disinfectant must not be sprayed directly onto elevator call buttons or panels. The disinfectant should first be applied to a cloth then wiped on the surface to be disinfected.			1x/month			
d.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on stairwell doors.			1x/month			
e.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on restroom doors.		1x/week				
f.) Check hand sanitizer levels in all lobby and entrance dispensers. Report empty or nearly empty dispensers to the Facility Supervisor. Hand sanitizer refills will be supplied by DTMB and the dispensers will be stocked by DNR staff.	1x/day					

NOTE:

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

SUPPLEMENTARY TASKS*

- To be determined by Program Manager.

NOTES AND ADDITIONAL INFORMATION

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

(Agencies should edit, add, delete, as needed to describe location needs):

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

Replenishable Item	Provided by
Paper towels	Agency
Hand soap	Agency
Toilet tissue	Agency
Plastic Trash Can Liners	Agency
Hand sanitizer dispensers & refills	Agency
Air Fresheners	Agency

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

PRICE

Department of Natural Resources, ESCANABA CSC - Field Office, 6833 US-2, 41 and M-35, Gladstone, MI 49837								
				Contract # *22000000271*				
Anticipated Service Start Date:				TBD				
Contract End Date:				See Contract				
Option Years:				See Contract				
BASIC JANITORIAL WAGES – Enter hourly PAY rate. Do not include taxes or insurance.								
	Employees		Hours		Rate		Days	Total
Daytime Cleaners	x	x		x			=	\$ -
Nighttime Cleaners	3	x	1	x	15	x	104	\$ 4,680.00
Supervisor Cleaning	1	x	1	x	23	x	104	\$ 2,392.00
Other	x	x		x			=	\$ -
Other	x	x		x			=	\$ -
BASIC ANNUAL JANITORIAL WAGES (A)								\$ 7,072.00

To be completed by Agency
To be complete by Vendor

ANNUAL BUSINESS COSTS	Total(Bidder Complete)
Annual Cost for Cleaning Supplies and Equipment	\$ 300.00
Replenishment Supplies (not applicable for DHS locations)	
Insurance (General Liability and Worker's Compensation)	\$ 600.00
Wage Overhead - (A) Basic Annual Janitorial Wages x 19.26%	\$ 1,362.00
Other – (Provide detailed list. Insert rows as needed)	
Profit	\$ 1,400.00
TOTAL ANNUAL BUSINESS COST (B)	\$3,662.00
BASIC ANNUAL JANITORIAL WAGES (A)	\$ 7,072.00
+ TOTAL ANNUAL BUSINESS COSTS (B)	\$3,662.00
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 10,734.00
C ÷ 12 = TOTAL MONTHLY INVOICE AMOUNT	\$ 894.50

PERIODIC SERVICES	Annual = 1 Semi = 2 Tri = 3 Qrtly = 4		Price Per Service		ANNUAL PRICE
Carpet Cleaning – Full Contract Area	1	x	\$ 1,650.00	=	\$ 1,650.00
Spray Buff Hard Surface Floors – Full Contract Area	2	x	\$ 365.00	=	\$ 730.00
Upholstered Furniture – Steam Clean	1	x	\$ 200.00	=	\$ 200.00
Dust and clean window blinds and ledges	2	x	\$ 350.00	=	\$ 700.00
Dust and clean baseboards	2	x	\$ 100.00	=	\$ 200.00
Dust and clean air bars and vents	2	x	\$ 250.00	=	\$ 500.00
Clean ceiling light diffusers	2	x	\$ 300.00	=	\$ 600.00
Clean Interior Walls and Wall Mounted Taxidermy	2	x	\$ 250.00	=	\$ 500.00
Clean Interior Doors / Both Sides	4	x	\$ 250.00	=	\$ 1,000.00
Deep Clean / Scrub Restroom Walls	2	x	\$ 200.00	=	\$ 400.00
Deep Clean / Scrub Restroom Floors	4	x	\$ 300.00	=	\$ 1,200.00
Clean Windows and Screens on Exterior Walls of building (1st floor - inside and out) and garage door windows	2	x	\$ 800.00	=	\$ 1,600.00
Clean Windows on Interior of Building (inside and out)	2	x	\$ 300.00	=	\$ 600.00
		x		=	\$ -
		x		=	\$ -
TOTAL ANNUAL PERIODIC SERVICES (D)					\$ 9,880.00

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 10,734.00
+ TOTAL ANNUAL PERIODIC SERVICES (D)	\$ 9,880.00
TOTAL QUOTE FOR ONE YEAR (E)	\$ 20,614.00
TOTAL QUOTE FOR CONTRACT (F)	\$ -

<u>Square Feet of Area to be cleaned:</u>		\$
TOTAL AVERAGE cost per square foot per month:	Basic Janitorial	\$ 0.11
TOTAL AVERAGE cost per square foot per year:	Basic Janitorial	\$ 1.34
TOTAL AVERAGE cost per square foot per month:	All Services	\$ 0.21
TOTAL AVERAGE cost per square foot per year:	All Services	\$ 2.57

SUBCONTRACTORS(Bidder Complete)	
Sub-contractor Total Costs	\$0.00

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

Description	Quote Per Hour
-------------	----------------

Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	\$ 50
Description	Quote Per Hour
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	\$ 50
Description	Quote Per Square Foot
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	\$.25
Description	Quote Per Chair
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	\$ 3
Description	Quote Per Hour
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	\$ 50

Quick payment terms: __1__ % discount off invoice if paid within __10__ days after receipt of invoice.

Company	Lakestate Industries
Vendor ID	CV00235522
Vendor Signature	Cheryl Ohman
Date	11/7/2022
Telephone Number	906-786-9212
Cell Phone Number	906-280-2358
Email	cherylo@lakestateindustries.org



STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
 Department of Technology, Management, and Budget
 320 S. WALNUT ST., LANSING, MICHIGAN 48933
 P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **2**
 to
 Contract Number **22000000271**

CONTRACTOR	LAKESTATE INDUSTRIES INC
	1830 North 21st Street
	Escanaba, MI 49829
	Cheryl Ohman
	906-786-9212
	cherylo@lakestateindustries.org
	CV0023522

STATE	Program Manager	Various	SW
	Contract Administrator	Lisa Spitzley	DTMB
		(517) 249-0440 spitzleyl4@michigan.gov	

CONTRACT SUMMARY

JANITORIAL SERVICES - STATEWIDE

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
January 3, 2022	January 2, 2025	2 - 1 Year	January 2, 2025
PAYMENT TERMS		DELIVERY TIMEFRAME	
NET 45, 1% NET 10		N/A	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-Card <input type="checkbox"/> PRC <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"/>	N/A	<input type="checkbox"/>	N/A	N/A
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$525,874.83	\$125,000.00	\$650,874.83		

DESCRIPTION

Effective May 1, 2022, this contract is hereby updated as follows:

- Increased by \$125,000.00,
- EGLE location Core Facility, Gwinn is added effective January 3, 2022, see attached Schedule B, LSS document. Schedule B Pricing LSS document
- LSS for MDOT Superior Region Office is updated effective 6/1/22 as services are increased to 3 days per week, see attached LSS document.
- Section 1.G, State Holidays is updated to include Juneteenth Day, reducing the number of days of service from 248 to 247 for 5 day a week service locations. Contractor agrees to provide a credit on June Invoice for Juneteenth Holiday for all locations priced at 248 days. All other terms, conditions, specifications, and pricing remain the same.

All other terms, conditions, specifications and pricing remain the same. Per Contractor and Agency agreement, and DTMB Procurement approval.

Line	Contract Number	TBD	Expiration Date After Options	Contractor	On CRO Set Aside	Location	Program Manager/ Contact	State	Agency	City	County	Prosperity Regions Serviced	Monthly Base Rate	Pricing Year 1	Pricing Year 2	Pricing Year 3	Three Year Total	Number of Locations
G	22*0271			LAKESTATE INDUSTRIES INC - CRO	YES	Location Name			Agency			Region 1 - Upper Peninsula					\$297,291.36	4
G1				LAKESTATE	CRO	Escanaba State Office Bldg.	Ben Johnson johnsonb29@michigan.gov		DTMB	Escanaba	Delta	R1	\$3,510.07	\$58,240.83	\$58,240.83	\$58,240.83	\$174,722.49	
G2				LAKESTATE	CRO	MRS Marquette	Danielle Bennett-Star bennettstard@michigan.gov		LEO	Marquette	Marquette	R1	\$561.45	\$10,237.45	\$10,237.45	\$10,237.45	\$30,712.35	
G3				LAKESTATE	CRO	MDOT Superior Region Office	Jason DeGrand DeGrandJ@michigan.gov		MDOT	Escanaba	Delta	R1	\$1,127.96	\$21,832.41	\$25,555.56	\$25,555.56	\$72,943.53	
G4				LAKESTATE	CRO	EGLE OGMD Core Facility	Melanie Humphrey HumphreyM@michigan.gov		MDOT	Gwinn	Marquette	R1	\$331.61	\$6,304.33	\$6,304.33	\$6,304.33	\$18,912.99	

Janitorial contract awards are subject to the Sheltered Workshop Sections of P.A. 431 of 1984 (MCL 18.1293 – 18.1297). In order to receive further award consideration, a bidder's work plan and location pricing MUST indicate that you make a profit. Bids submitted indicating a loss will be considered non-responsive.

A. Contract and Program Manager Information

CONTRACT INFORMATION				
CONTRACT TERM:	3 yrs		OPTIONS:	2-1 yr
CONTRACT START DATE:	1/3/2022 Service Start date		CONTRACT END DATE:	See contract
CONTRACTING AGENCY:	Department of Technology, Management, and Budget			
BUILDING NAME and NUMBER:	OGMD Core Facility			
BUILDING ADDRESS:	416 Avenue C, Building 522, Gwinn, MI 49841			
IS LOCATION ON CRO "SET ASIDE"?	Yes ___ No <u>x</u>			
SCHEDULED TO BE IN FUTURE?	Yes <u>x</u> No ___			
PROSPERITY REGION and COUNTY:	Region: 1b Central UP		County: Marquette	

PROCUREMENT CONTACT INFORMATION			
CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Lisa Spitzley	spitzleyl4@michigan.gov	517-249-0440
AGENCY BUYER:	Lisa VanOstran	vanostranl@michigan.gov	517-599-7680
PROGRAM MANAGER:	Melanie Humphrey	humphreym@michigan.gov	906-250-7564

BUILDING LOCATION INFORMATION			
WORKING DAYS of BUILDING OCCUPANTS:	TBD	OFFICIAL WORKING HOURS of BUILDING OCCUPANTS:	TBD
NUMBER of EMPLOYEES:	1 to 5	APPROXIMATE DAILY VISITORS:	
DAYS of CLEANING SERVICE:	1x weekly	IDENTIFY HOURS of CLEANING SERVICE:	TBD
TOTAL SQ. FT. to be CLEANED:	2,800	NUMBER of STORIES in BUILDING:	1
SQ. FT. CARPET:	2400	AREA(S): Offices, Hallway, open area, ob. Rooms	
SQ. FT. HIGH TRAFFIC CARPET:	NA	AREA(S):	
SQ. FT. VINYL:	200	AREA(S): Break Room, bathroom	
SQ. FT. CERAMIC:	200	AREA(S): hallway, entrance way	
SQ. FT. CONCRETE:	NA	AREA(S):	
SQ. FT. TERRAZO:	NA	AREA(S):	
SQ. FT. RUBBER FLOORING:	NA	AREA(S):	
NUMBER of RESTROOMS in BUILDING:	1	NUMBER of TOTAL UNITS for BUILDING RESTROOM(S): *see Additional Information Urinals: 0 Toilets: 1 Baby Changing Stations: 0 Showers: 0 Sinks: 1	
NUMBER of DTMB-DESIGNATED BREAK ROOMS in BUILDING:			
• 1			
Is window cleaning required? (Specify if Interior and / or Exterior and Number of Floors – typically 1st Floor for Exterior.)			

No

Does location have child play area(s), gymnasium, locker room, etc.? If so, please identify along with cleaning standard.

No

Does location have a cafeteria/café/snack bar?

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):

Renew Snow from access.

C. Description of Service Needs TASK AND FREQUENCIES

Services	Frequency					
	Daily (Each time scheduled to clean; <u>248</u> 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Basic Services						
1. Office Cleaning						
(Note : The days office cleaning is to occur will be determined by the Facility Supervisor.)						
a.) Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		1x/week				
b.) Empty waste receptacles		1x/week				
c.) Dust high and low, including all surfaces which gather dust. Do <u>not</u> dust desk surfaces or adjacent work surfaces.			1x/month			
2. Restrooms						
a.) Close restroom		No				
b.) Empty waste receptacles		1x/week				
c.) Fill dispensers ** See Replenishable Supplies		1x/week				
d.) Dust		1x/week				
e.) Clean and sanitize waste receptacles		1x/week				
f.) Dust mop		1x/week				
g.) Clean and sanitize sinks		1x/week				
h.) Clean glass and mirrors		1x/week				
i.) Clean and sanitize toilets and urinals		1x/week				

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

6. Stairway Cleaning, including those in parking ramps NA						
a.) Vacuum/dust mop/sweep						
b.) Vacuum/dust mop/sweep - Winter (November 1 - April 1) for designated areas.						
c.) Dust						
d.) Clean w/ sanitizer & 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 NA						
a.) Clean door guide tracks						
b.) Dust, damp wipe and wipe dry handrails, cab walls, doors						
c.) Vacuum carpet/damp mop						
8. Thoroughly Clean Store Rooms/Janitor Closets						
a.) Organize, tidy, and clean			1x/month			
9. Designated Breakroom Cleaning						
a.) Empty food barrels/waste receptacles and clean receptacle covers		1x/week				
b.) Sweep/dust mop/vacuum floors		1x/week				
c.) Refill paper towel dispensers		1x/week				
d.) Damp mop		1x/week				
e.) Clean, scour and sanitize sinks			1x/month			
f.) Damp wipe cabinetry, counter tops, table tops and outer surfaces of refrigerators			1x/month			
g.) Clean under small counter top appliances			1x/month			
h.) Clean top of paper towel dispensers			1x/month			
i.) Damp mop spills		1x/week				
j.) Damp mop and shine vinyl floors			1x/month			
10. High Use Areas						

Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The facility supervisor reserves the right to schedule the activities listed in this section.

Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet, empty waste receptacles and clean waste receptacle covers as applicable.

a.) Cafeterias and cafes/snack bars						
b.) Clean tables and counter tops except for food serving and prep areas						
c.) Vending machine areas, concession stands, lounges and recreation areas						
d.) Empty food barrels						
e.) Conference rooms						
f.) Clean drawing boards in conference rooms						

11. Variable Procedures

a.) Emergency stain/gum removal from carpet		As Needed				
b.) Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x/week				
c.) Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		1x/week				
d.) Wash all waste receptacles (inside & out) which present a soiled or odorous condition & sanitize			1x/month			
e.) Replace waste receptacle liner when soiled or worn						
f.) Assist in snow removal operations around main building entrances, staffing changes may be needed						
g.) Entry leaf removal/sweeping fall season		1x/week				

12. Special – Building Specific Tasks

Building Name:

a.) Task						
----------	--	--	--	--	--	--

Services | **Frequency**

	Daily (Each time scheduled to clean; <u>XX</u> 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 (or) Bi- Annual (3 (or) 2 times per year)	Annual (Once Per Year)
--	--	---	--	--	---	------------------------------

Periodic Services

(the program manager's prior approval is required for these services.)

13. General Tasks

a.) Clean partition and interior glass					2x/yr	
b.) Dust walls high and low					2x/yr	
c.) Clean air bars and vents					2x/yr	
d.) Dust/clean baseboards				4x/yr		
e.) Dust/clean blinds, curtains, window treatments					2x/yr	
f.) Vacuum fabric upholstered furniture						1x/yr
g.) Light fixture/lens cleaning					2x/yr	
h.) Thorough wall / partition vacuuming and washing, after renovations or modifications as required						As Needed
i.) Additional/ Emergency services						As Needed

14. Intensive Floor Care

a.) Spray buff finished hard surface floors - removing scuff marks included				As needed		
b.) Power scrub restroom floors						
c.) Clean carpet runners / mats					2x/yr	
d.) Clean carpet in high traffic areas, includes main hallways, cubicle/ office hallways, elevators, lobbies and cafeteria/cafes						1x/yr
e.) Carpet Cleaning - entire floor including inside cubicles and offices						1x/yr
f.) Scrub and refinish stairwell floors						
g.) Top strip & refinish floors						
h.) Strip & refinish all hard surface floors						

Special – Additional Cleaning Procedures in Response to Infectious Disease – For Quotation Purposes Only

In order to minimize the impact of infectious diseases in DTMB owned facilities the following procedures, at the designated frequencies, may be requested and/or discontinued at the discretion of DTMB. The contractor will be required to have sufficient staff in place to accomplish these additional tasks within five (5) working days of notification of the need for implementation by the Program Manager.

Disinfectants used for these procedures must meet the minimum standards set forth by the U. S. Government, Center for Disease Control and must be approved by the DTMB Program Manager. The disinfectants used must not damage paint, metal finishes, electrical controllers, electronics or any other materials or surfaces. The contractor will be responsible for all costs associated with the repair of any damage resulting from the improper use of disinfectants which result in damage to paint, metal finishes or other surfaces

These cleaning procedures must be performed twice daily and at regularly scheduled starting times. The preferred start times are 9:00 a.m. and 1:30 p.m. These tasks will be performed on each regularly scheduled State of Michigan work day. Any adjustments or changes to the cleaning times must be approved by the Facility Supervisor for that location.

Services	Frequency					
	Daily (Each time scheduled to clean; <u>XX</u> 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Monthly Quote for Additional Cleaning Procedures in Response to Infectious Disease						
a.) Thoroughly disinfect all interior and exterior entry door hardware. This includes all push/panic bars, door knobs, door levers and handicap entry buttons.			1x/month			
b.) Thoroughly disinfect all handrails in building entries or other common areas.		1x/week				
c.) Thoroughly disinfect all lobby mounted and cab mounted elevator call buttons. To avoid damage to elevator controls systems and other electrical components, the appropriate disinfectant must not be sprayed directly onto elevator call buttons or panels. The disinfectant should first be applied to a cloth then wiped on the surface to be disinfected.			1x/month			
d.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on stairwell doors.			1x/month			

e.) Thoroughly disinfect all push/ panic bars, door knobs, door levers or other door opening devices on restroom doors.		1x/week				
f.) Check hand sanitizer levels in all lobby and entrance dispensers. Report empty or nearly empty dispensers to the Facility Supervisor. Hand sanitizer refills will be supplied by DTMB and the dispensers will be stocked by DTMB staff.		1x/day				

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

SUPPLEMENTARY TASKS*
 - To be determined by Program Manager.

NOTES AND ADDITIONAL INFORMATION

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

(Agencies should edit, add, delete, as needed to describe location needs):

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

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

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

PRICE

Agency, Location, & Address: DTMB, Lansing HQ, 1234 State Blvd, Lansing, MI 48913	
Contract Base Term (yrs):	3 yrs
Contract Start Date:	1/1/2010
Contract End Date:	12/31/2013

To be completed by Agency
To be complete by Vendor

BASIC JANITORIAL WAGES – Enter hourly PAY rate. Do not include taxes or insurance.									
	Employees		Hours		Rate		Days		Total
Daytime Cleaners	1	x	1	x	13	x	52	=	\$ 676.00
Nighttime Cleaners		x		x		x		=	\$ -
Supervisor Cleaning	1	x	1	x	15	x	52	=	\$ 780.00
Other		x		x		x		=	\$ -
Other		x		x		x		=	\$ -
BASIC ANNUAL JANITORIAL WAGES (A)									\$ 1,456.00

ANNUAL BUSINESS COSTS	Total(Bidder Complete)
Annual Cost for Cleaning Supplies and Equipment	\$ 590.00
Replenishment Supplies (not applicable for DHS locations)	\$ 185.00
Insurance (General Liability and Worker's Compensation)	\$ 548.91
Wage Overhead - (A) Basic Annual Janitorial Wages x 19.26%	\$ 280.42
Other – (Provide detailed list. Insert rows as needed)	
Profit	\$ 919.00
TOTAL ANNUAL BUSINESS COST (B)	\$2,523.33
BASIC ANNUAL JANITORIAL WAGES (A)	\$ 1,456.00
+ TOTAL ANNUAL BUSINESS COSTS (B)	\$2,523.33
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 3,979.33
C ÷ 12 = TOTAL MONTHLY INVOICE AMOUNT	\$ 331.61

PERIODIC SERVICES	Annual = 1 Semi = 2 Tri = 3 Qrtly = 4		Price Per Service		ANNUAL PRICE
13. General Tasks					
a.) Clean partition and interior glass	2	x	\$ 50.00	=	\$ 100.00
b.) Dust walls high and low	2	x	\$ 25.00	=	\$ 50.00
c.) Clean air bars and vents	2	x	\$ 25.00	=	\$ 50.00
d.) Dust/clean baseboards	4	x	\$ 15.00	=	\$ 60.00
e.) Dust/clean blinds, curtains, window treatments	2	x	\$ 25.00	=	\$ 50.00
f.) Vacuum fabric upholstered furniture	1	x	\$ 15.00	=	\$ 15.00
g.) Light fixture/lens cleaning	2	x	\$ 50.00	=	\$ 100.00
14. Intensive Floor Care					
a.) Spray buff finished hard surface floors - removing scuff marks included	4	x	\$ 50.00	=	\$ 200.00
b.) Power scrub restroom floors	4	x	\$ 25.00	=	\$ 100.00
c.) Clean carpet runners / mats	2	x		=	\$ -
d.) Clean carpet in high traffic areas, includes main hallways, cubicle/office hallways, elevators, lobbies and cafeteria/cafes	1	x	\$ 400.00	=	\$ 400.00
e.) Carpet Cleaning - entire floor including inside cubicles and offices	1	x	\$ 600.00	=	\$ 600.00
f.) Scrub and refinish stairwell floors	1	x		=	\$ -
g.) Top strip & refinish floors	2	x	\$ 180.00	=	\$ 360.00
h.) Strip & refinish all hard surface floors	1	x	\$ 240.00	=	\$ 240.00
TOTAL ANNUAL PERIODIC SERVICES (D)					\$ 2,325.00

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 3,979.33
+ TOTAL ANNUAL PERIODIC SERVICES (D)	\$ 2,325.00
TOTAL QUOTE FOR ONE YEAR (E)	\$ 6,304.33
TOTAL QUOTE FOR CONTRACT (F)	\$ -

Square Feet of Area to be cleaned:		\$
TOTAL AVERAGE cost per square foot per month:	Basic Janitorial	\$ 0.12
TOTAL AVERAGE cost per square foot per year:	Basic Janitorial	\$ 1.42
TOTAL AVERAGE cost per square foot per month:	All Services	\$ 0.19
TOTAL AVERAGE cost per square foot per year:	All Services	\$ 2.25

SUBCONTRACTORS(Bidder Complete)	
Sub-contractor Total Costs	\$6,304.00

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

Description	Quote Per Hour
Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	30
Description	Quote Per Month
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	20
Description	Quote Per Square Foot
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	0.25
Description	Quote Per Chair
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	4
Description	Quote Per Hour
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	30

Quick payment terms: ___1___ % discount off invoice if paid within ___10___ days after receipt of invoice.

Company	Lakestate Industries
Vendor ID	CV0023522
Vendor Signature	Cheryl Ohman
Date	12/2/2020
Telephone Number	906-786-9212
Cell Phone Number	906-280-2358
Email	cherylo@lakestateindustries.org

Schedule B - Location Specification Sheet (LSS)
Request For Proposal (RFP) 171 180000XXXXX

Janitorial contract awards are subject to the Sheltered Workshop Sections of P.A. 431 of 1984 (MCL 18.1293 – 18.1297). In order to receive further award consideration, a bidder's work plan and location pricing MUST indicate that you make a profit. Bids submitted indicating a loss will be considered non-responsive.

A. Contract and Program Manager Information

CONTRACT INFORMATION			
CONTRACT TERM:	3	OPTIONS:	2
CONTRACT START DATE:	1/3/2022	CONTRACT END DATE:	1/2/2025
CONTRACTING AGENCY:	Michigan Department of Transportation		
BUILDING NAME and NUMBER:	Superior Region Office		
BUILDING ADDRESS:	1818 3rd Ave N, Escanaba, MI 49829		
IS LOCATION ON CRO "SET ASIDE"?	Yes ___ No <u>x</u>		
SCHEDULED TO BE IN FUTURE?	Yes ___ No <u>x</u>		
PROSPERITY REGION and COUNTY:	Region: Upper Peninsula Prosperity Alliance County: Delta		

PROCUREMENT CONTACT INFORMATION			
CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Lisa Spitzley	spitzleyl4@michigan.gov	517-249-0440
AGENCY BUYER:	Mark Morrison	morrisonm@michigan.gov	517-275-1834
PROGRAM MANAGER:	Bradley Schoff	schoffb@michigan.gov	906-399-8236

BUILDING LOCATION INFORMATION			
WORKING DAYS of BUILDING OCCUPANTS:	Monday - Friday	OFFICIAL WORKING HOURS of BUILDING	6:30 am - 5:30 pm
NUMBER of EMPLOYEES:	32	APPROXIMATE DAILY VISITORS:	1
DAYS of CLEANING SERVICE:	Mon, Wed, Friday	IDENTIFY HOURS of CLEANING SERVICE:	After 6pm
TOTAL SQ. FT. to be CLEANED:	10,000	NUMBER of STORIES in BUILDING:	1
SQ. FT. CARPET:	7,550	AREA(S):	Conference Rooms, Offices, Halls
SQ. FT. HIGH TRAFFIC CARPET:	3,000	AREA(S):	Entrances, Hallways, Conference Rooms
SQ. FT. VINYL:	2,000	AREA(S):	Entrances, Hallways, Break Room
SQ. FT. CERAMIC:	0	AREA(S):	
SQ. FT. CONCRETE:	450	AREA(S):	N/A
SQ. FT. TERRAZO:	0	AREA(S):	
SQ. FT. RUBBER FLOORING:	0	AREA(S):	
NUMBER of RESTROOMS in BUILDING:	2	NUMBER of TOTAL UNITS for BUILDING RESTROOM(S): *see Additional Information Urinals: Toilets: Baby Changing Stations: Showers: Sinks:	
NUMBER of DESIGNATED BREAK ROOMS in BUILDING: • 1			
Is window cleaning required? (Specify if Interior and / or Exterior and Number of Floors – typically 1st Floor for Exterior.) • Yes			
Does location have child play area(s), gymnasium, locker room, etc.? If so, please identify along with cleaning standard. • No			
Does location have a cafeteria/café/snack bar? • No			
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] DTMB-OAS & AGENCY to determine • Proof of insurance due prior to contract award			
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): • Access card required to enter building			

C. Description of Service Needs TASK AND FREQUENCIES

Services	Frequency					
	Daily (Each time scheduled to clean; 156 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Basic Services						
1. Office Cleaning						
(Note: The days office cleaning is to occur will be determined by the Facility Supervisor.)						
a.) Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.	X					
b.) Empty waste receptacles	X					
c.) Dust high and low, including all surfaces which gather dust. Do <u>not</u> dust desk surfaces or adjacent work surfaces.	X					
2. Restrooms						
a.) Close restroom	X					
b.) Empty waste receptacles	X					
c.) Fill dispensers ** See Replenishable Supplies	X					
d.) Dust	X					

Price Proposal Directions

1. The tab titled "XXXXX LSS" lists the services and frequencies required at this location from this RFP.

2. The tab titled "XXXXXX Pricing" is where the bidder fills in the appropriate fields, highlighted in blue, to provide their price quote for this RFP.

e.) Clean and sanitize waste receptacles	X					
f.) Dust mop	X					
g.) Clean and sanitize sinks	X					
h.) Clean glass and mirrors	X					
i.) Clean and sanitize toilets and urinals	X					
j.) Empty and sanitize all sanitary napkins receptacles	X					
k.) Clean and sanitize wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.	X					
l.) Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.)	X					
m.) Vacuum carpet if applicable	X					
n.) Maintain floor drain(s)/traps free of odors	X					
o.) Service restrooms as requested by Facility Supervisor	X					
X						
a.) Clean, sanitize and wipe dry	N/A					
4. Lobbies and Corridors						
a.) Empty trash/ recyclable paper pick up	X					
b.) Pickup for miscellaneous recyclable materials	X					
c.) Remove carpet runners, clean floor underneath and replace	X					
d.) Vacuum carpet and runners	X					
e.) Dust mop			X			
f.) Damp mop or machine scrub	X					
g.) Maintain clean glass - includes entrance doors	X					
h.) 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 including visitor/breakout rooms			X			
j.) Vacuum upholstered lobby furniture			X			
5. Wall /Partition Cleaning / Washing						
a.) Spot cleaning - including light switches			X			
6. Stairway Cleaning, including those in parking ramps						
a.) Vacuum/dust mop/sweep	N/A					
b.) Vacuum/dust mop/sweep - Winter (November 1 - April 1) for designated areas.	N/A					
c.) Dust	N/A					
d.) Clean w/ sanitizer & 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	N/A					
b.) Dust, damp wipe and wipe dry handrails, cab walls, doors	N/A					
c.) Vacuum carpet/damp mop	N/A					
8. Thoroughly Clean Store Rooms/Janitor Closets						
a.) Organize, tidy, and clean	X					
9. Designated Breakroom Cleaning						
a.) Empty food barrels/waste receptacles and clean receptacle	X					
b.) Sweep/dust mop/vacuum floors	X					
c.) Refill paper towel dispensers	X					
d.) Damp mop	X					

e.) Clean, scour and sanitize sinks	X					
f.) Damp wipe cabinetry, counter tops, table tops and outer surfaces of refrigerators	X					
g.) Clean under small counter top appliances	X					
h.) Clean top of paper towel dispensers	X					
i.) Damp mop spills	X					
j.) Damp mop and shine vinyl floors			X			
10. High Use Areas						
Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The facility supervisor reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet, empty waste receptacles and clean waste receptacle covers as applicable.						
a.) Cafeterias and cafes/snack bars	X					
b.) Clean tables and counter tops except for food serving and prep	X					
c.) Vending machine areas, concession stands, lounges and recreation areas	X					
d.) Empty food barrels	X					
e.) Conference rooms	X					
f.) Clean drawing boards in conference rooms	N/A					
11. Variable Procedures						
a.) Emergency stain/gum removal from carpet	X					
b.) Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.	X					
c.) Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.	X					
d.) Wash all waste receptacles (inside & out) which present a soiled or odorous condition & sanitize	X					
e.) Replace waste receptacle liner when soiled or worn	X					
f.) Assist in snow removal operations around main building entrances, staffing changes may be needed	N/A					
g.) Entry leaf removal/sweeping fall season	N/A					
12. Special – Building Specific Tasks						
Building Name:						
a.) Task	N/A					

Services	Frequency					
	Daily (Each time scheduled to clean; xx 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 (or) Bi- Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Periodic Services (the program manager's prior approval is required for these services.)						
13. General Tasks						
a.) Clean partition and interior glass				X		
b.) Dust walls high and low				X		
c.) Clean air bars and vents				X		
d.) Dust/clean baseboards				X		
e.) Dust/clean blinds, curtains, window treatments					X	
f.) Vacuum fabric upholstered furniture					X	
g.) Light fixture/lens cleaning					X	
h.) Additional/ Emergency services (including thorough wall/partition vacuuming and washing, after renovations or modifications as required)						As Needed Hourly Price
14. Intensive Floor Care						
a.) Spray buff finished hard surface floors - removing scuff marks included					X	
b.) Power scrub restroom floors					X	
c.) Clean carpet runners / mats					X	
d.) Clean carpet in high traffic areas, includes main hallways, cubicle/ office hallways, elevators, lobbies and cafeteria/cafes				X		
e.) Carpet Cleaning - entire floor including inside cubicles and offices					X	
f.) Scrub and refinish stairwell floors						
g.) Top strip & refinish floors					X	
h.) Strip & refinish all hard surface floors					X	

Special – Additional Cleaning Procedures in Response to Infectious Disease – For Quotation Purposes Only						
Services	Frequency					
	Daily (Each time scheduled to clean; 156 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 (or) Bi- Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Monthly Quote for Additional Cleaning Procedures in Response to Infectious Disease						
a.) Thoroughly disinfect all interior and exterior entry door hardware. This includes all push/panic bars, door knobs, door levers and handicap entry buttons.	X					
b.) Thoroughly disinfect all handrails in building entries or other common areas.	X					
c.) Thoroughly disinfect all lobby mounted and cab mounted elevator call buttons. To avoid damage to elevator controls systems and other electrical components, the appropriate disinfectant must not be sprayed directly onto elevator call buttons or panels. The disinfectant should first be applied to a cloth then wiped on the surface to be disinfected.	X					
d.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on stairwell doors.	X					
e.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on restroom doors.	X					

f.) Check hand sanitizer levels in all lobby and entrance dispensers. Report empty or nearly empty dispensers to the Facility Supervisor. Hand sanitizer refills will be supplied by DTMB and the dispensers will be stocked by DTMB staff.	X					
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NOTE:

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

SUPPLEMENTARY TASKS*

- To be determined by Program Manager.

NOTES AND ADDITIONAL INFORMATION

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

(Agencies should edit, add, delete, as needed to describe location needs):

****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
Hand sanitizer dispensers & refills	Agency
Air Fresheners	Agency

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

PRICE

Agency, Location, & Address: MDOT Supeior Region Office, 1818 3rd Ave N, Escanaba, MI 49829	
Contract Base Term (yrs):	3 years with 2 - 1 year extensions
Contract Start Date:	1/3/2022 - updated to 3 days a week cleaning effective
Contract End Date:	1/2/2025

To be completed by Agency
To be completed by Vendor

BASIC JANITORIAL WAGES – Enter hourly PAY rate. Do not include taxes or insurance.									
	Employees		Hours		Rate		Days		Total
Daytime Cleaners		x		x		x	3	=	\$ -
Nighttime Cleaners	3	x	1	x	15	x	156	=	\$ 7,020.00
Supervisor Cleaning	1	x	1	x	20	x	156	=	\$ 3,120.00
Other		x		x		x	3	=	\$ -
Other		x		x		x	3	=	\$ -
BASIC ANNUAL JANITORIAL WAGES (A)									\$ 10,140.00

ANNUAL BUSINESS COSTS	Total(Bidder Complete)	
Annual Cost for Cleaning Supplies and Equipment	\$ 530.00	
Replenishment Supplies (not applicable for DHS locations)		
Insurance (General Liability and Worker's Compensation)	\$ 912.60	
Wage Overhead - (A) Basic Annual Janitorial Wages x 19.26%	\$ 1,952.96	
Other – (Provide detailed list. Insert rows as needed)		
Profit		
TOTAL ANNUAL BUSINESS COST (B)		\$3,395.56
BASIC ANNUAL JANITORIAL WAGES (A)		\$ 10,140.00
+ TOTAL ANNUAL BUSINESS COSTS (B)		\$3,395.56
TOTAL ANNUAL JANITORIAL BASE RATE (C)		\$ 13,535.56
C ÷ 12 = TOTAL MONTHLY INVOICE AMOUNT		\$ 1,127.96

PERIODIC SERVICES	Annual = 1 Semi = 2 Tri = 3 Qrtly = 4		Price Per Service		ANNUAL PRICE
13. General Tasks					
a.) Clean partition and interior glass	4	x	\$ 25.00	=	\$ 100.00
b.) Dust walls high and low	4	x	\$ 100.00	=	\$ 400.00
c.) Clean air bars and vents	4	x	\$ 75.00	=	\$ 300.00
d.) Dust/clean baseboards	4	x	\$ 50.00	=	\$ 200.00
e.)Dust/clean blinds, curtains, window treatments	2	x	\$ 75.00	=	\$ 150.00
f.) Vacuum fabric upholstered furniture	2	x	\$ 50.00	=	\$ 100.00
g) Light fixture/lens cleaning	2	x	\$ 100.00	=	\$ 200.00
h) Additional/Emergency Services (quoted in hours): Additional cleaning services as requested, including emergency situations such as restrooms overflow, etc.	100	x	\$ 1.00	=	\$ 100.00
14. Intensive Floor Care					
a.) Spray buff finished hard surface floors - removing scuff marks included	2	x	\$ 300.00	=	\$ 600.00
b.) Power scrub restroom floors	2	x	\$ 400.00	=	\$ 800.00
c.) Clean carpet runners / mats	2	x	\$ 200.00	=	\$ 400.00
d.) Clean carpet in high traffic areas, includes main hallways, cubicle/office hallways, elevators, lobbies and cafeteria/cafes	4	x	\$ 750.00	=	\$ 3,000.00
e.) Carpet Cleaning - entire floor including inside cubicles and offices	2	x	\$ 1,885.00	=	\$ 3,770.00
f.) Scrub and refinish stairwell floors	0	x		=	\$ -
g.) Top strip & refinish floors	2	x	\$ 400.00	=	\$ 800.00
h.) Strip & refinish all hard surface floors	2	x	\$ 600.00	=	\$ 1,200.00
TOTAL ANNUAL PERIODIC SERVICES (D)					\$ 12,020.00

TOTAL ANNUAL JANITORIAL BASE RATE (C)		\$ 13,535.56
+ TOTAL ANNUAL PERIODIC SERVICES (D)		\$ 12,020.00
TOTAL QUOTE FOR ONE YEAR (E)		\$ 25,555.56
TOTAL QUOTE FOR CONTRACT (F)		\$ -

<u>Square Feet of Area to be cleaned:</u>		\$
TOTAL AVERAGE cost per square foot per month:	Basic Janitorial	\$ 0.11
TOTAL AVERAGE cost per square foot per year:	Basic Janitorial	\$ 1.35
TOTAL AVERAGE cost per square foot per month:	All Services	\$ 0.21
TOTAL AVERAGE cost per square foot per year:	All Services	\$ 2.55

SUBCONTRACTORS(Bidder Complete)

Sub-contractor Total Costs	\$0.00
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ADDITIONAL SERVICES – FOR QUOTATION PURPOSES ONLY – Do not include in the total price of the bid

Description	Quote Per Hour
Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	\$50
Description	Quote Per Month
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	\$200
Description	Quote Per Square Foot
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	\$0.25
Description	Quote Per Chair
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	\$3.00
Description	Quote Per Hour
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	\$50
Description	Quote Per Hour
Additional/ Emergency construction services: (Including thorough wall/partition vacuuming and washing, after renovations or modifications as required)	\$50

Quick payment terms: 1 % discount off invoice if paid within 10 days after receipt of invoice.

Company	Lakestate Industries
Vendor ID	CV0023522
Vendor Signature	
Date	6/17/2022
Telephone Number	906-786-9212
Cell Phone Number	906-280-2358
Email	cherylo@lakestateindustries.org

Change Notice 2, SOM Contract 22000000271

Update to Schedule A, Statement of Work Section 1. General Requirements

G. State Holidays include:

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



STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
 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 1
 to
 Contract Number 220000000271

CONTRACTOR	LAKESTATE INDUSTRIES INC
	1830 North 21st Street
	Escanaba, MI 49829
	Cheryl Ohman
	906-786-9212
	cherylo@lakestateindustries.org
	CV0023522

STATE	Program Manager	VARIOUS	SW
		See Schedule B/LSS for PM Contact Information	
	Contract Administrator	Lisa Spitzley	DTMB
		(517) 249-0440 spitzleyl4@michigan.gov	

CONTRACT SUMMARY

JANITORIAL SERVICES - STATEWIDE

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
January 3, 2022	January 2, 2025	2 - 1 Year	January 2, 2025
PAYMENT TERMS		DELIVERY TIMEFRAME	
Net 45, 1% Net 10		N/A	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-Card <input type="checkbox"/> PRC <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"/>	N/A	<input type="checkbox"/>	N/A	N/A
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$400,874.83	\$125,000.00	\$525,874.83		

DESCRIPTION

Effective January 3, 2022, this contract is hereby updated as follows:
 1. Increased by \$125,000.00,
 2. Schedule B Pricing LSS document for LEO MRS Marquette is updated, see attached LSS document, and
 3. MDOT Superior Region Office is added, see attached Schedule B, LSS document.
 All other terms, conditions, specifications and pricing remain the same. Per Contractor and Agency agreement, and DTMB Procurement approval.

Line	Contract Number	TBD	Expiration Date After Options	Contractor	On CRO Set Aside	Location	Program Manager/ Contact	State	Agency	City	County	Prosperity Regions Serviced	Monthly Base Rate	Pricing Year 1	Pricing Year 2	Pricing Year 3	Three Year Total	Number of Locations
G	22*0271			LAKESTATE INDUSTRIES INC - CRO	YES	Location Name			Agency			Region 1 - Upper Peninsula					\$255,294.60	3
G1				LAKESTATE	CRO	Escanaba State Office Bldg.	Ben Johnson johnsonb29@michigan.gov		DTMB	Escanaba	Delta	R1	\$3,510.07	\$58,240.83	\$58,240.83	\$58,240.83	\$174,722.49	
G2				LAKESTATE	CRO	MRS Marquette	Danielle Bennett-Star bennettstard@michigan.gov		LEO	Marquette	Marquette	R1	\$561.45	\$10,237.45	\$10,237.45	\$10,237.45	\$30,712.35	
G3				LAKESTATE	CRO	MDOT Superior Region Office	Jason DeGrand DeGrandJ@michigan.gov		MDOT	Escanaba	Delta	R1	\$343.33	\$16,619.92	\$16,619.92	\$16,619.92	\$49,859.76	

Janitorial contract awards are subject to the Sheltered Workshop Sections of P.A. 431 of 1984 (MCL 18.1293 – 18.1297). In order to receive further award consideration, a bidder's work plan and location pricing MUST indicate that you make a profit. Bids submitted indicating a loss will be considered non-responsive.

A. Contract and Program Manager Information

CONTRACT INFORMATION			
CONTRACT TERM:			OPTIONS:
CONTRACT START DATE:	1/3/2022		CONTRACT END DATE:
CONTRACTING AGENCY:	Department of Labor and Economic Opportunity		
BUILDING NAME and NUMBER:	MRS Marquette		
BUILDING ADDRESS:	1498 O'Dovero Dr., Suite A, Marquette, MI 49855		
IS LOCATION ON CRO "SET ASIDE"?	Yes ___ No <u>X</u>		
SCHEDULED TO BE IN FUTURE?	Yes ___ No <u>X</u>		
PROSPERITY REGION and COUNTY:	Region: 1b Central Upper Peninsula (UP) County: Marquette		

PROCUREMENT CONTACT INFORMATION			
CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Lisa Spitzley	spitzleyL4@michigan.gov	517-249-0440
AGENCY BUYER:	Jennifer Frank	frankj4@michigan.gov	517-719-9798
PROGRAM MANAGER:	Danielle Bennett-Starr	bennettstarrd@michigan.gov	906-227-5550

BUILDING LOCATION INFORMATION			
WORKING DAYS of BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS of BUILDING OCCUPANTS:	7:00 - 6:00
NUMBER of EMPLOYEES:	16	APPROXIMATE DAILY VISITORS:	30
DAYS of CLEANING SERVICE:	M-F	IDENTIFY HOURS of CLEANING SERVICE:	after 6p.m.
TOTAL SQ. FT. to be CLEANED:	3,672 sq. ft.	NUMBER of STORIES in BUILDING:	1
SQ. FT. CARPET:	3,672 sq. ft.	AREA(S): Offices, Hallways, Conference rooms	
SQ. FT. HIGH TRAFFIC CARPET:	0	AREA(S):	
SQ. FT. VINYL:	0	AREA(S):	
SQ. FT. CERAMIC:	0	AREA(S):	
SQ. FT. CONCRETE:	0	AREA(S):	
SQ. FT. TERRAZO:	0	AREA(S):	
SQ. FT. RUBBER FLOORING:	0	AREA(S):	
NUMBER of RESTROOMS in BUILDING:	0	NUMBER of TOTAL UNITS for BUILDING RESTROOM(S): Note* This is a shared facility and LEO/MRS is not responsible for the Restrooms in this facility.	
NUMBER of DTMB-DESIGNATED BREAK ROOMS in BUILDING: •			
Is window cleaning required? (Specify if Interior and / or Exterior and Number of Floors – typically 1st Floor for Exterior.) • Interior and Exterior			
Does location have child play area(s), gymnasium, locker room, etc.? If so, please identify along with cleaning standard. •No			
Does location have a cafeteria/café/snack bar? •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): • Security area glass windows to be cleaned daily. Some staff have chemical sensitivities. Contractor should note that if the cleaning products used have odors, the products may need to be changed as directed by the Program Manager.			

C. Description of Service Needs TASK AND FREQUENCIES

Services	Frequency					
	Daily (Each time scheduled to clean; 248 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Basic Services						
1. Office Cleaning						
(Note : The days office cleaning is to occur will be determined by the Facility Supervisor.)						
a.) Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.	1x/day					
b.) Empty waste receptacles	1x/day					
c.) Dust high and low, including all surfaces which gather dust. Do <u>not</u> dust desk surfaces or adjacent work surfaces.			1x/month			
2. Restrooms						
a.) Close restroom						
b.) Empty waste receptacles						
c.) Fill dispensers ** See Replenishable Supplies						
d.) Dust						
e.) Clean and sanitize waste receptacles						
f.) Dust mop						
g.) Clean and sanitize sinks						
h.) Clean glass and mirrors						
i.) Clean and sanitize toilets and urinals						
j.) Empty and sanitize all sanitary napkins receptacles						
k.) Clean and sanitize wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.						
l.) Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.)						
m.) Vacuum carpet if applicable						
n.) Maintain floor drain(s)/traps free of odors						
o.) Service restrooms as requested by Facility Supervisor						
3. Drinking Fountains						
a.) Clean, sanitize and wipe dry						
4. Lobbies and Corridors						
a.) Empty trash/ recyclable paper pick up	1x/day					
b.) Pickup for miscellaneous recyclable materials	1x/day					

c.) Remove carpet runners, clean floor underneath and replace runners			2x/mo			
d.) Vacuum carpet and runners		2x/week				
e.) Dust mop			1x/mo			
f.) Damp mop or machine scrub			1x/mo			
g.) Maintain clean glass - includes entrance doors	1x/day					
h.) Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		1x/week				
i.) Damp wipe all non-upholstered furniture, tables & counter areas including visitor/breakout rooms.		1x/week				
j.) Vacuum upholstered lobby furniture		1x/week				
5. Wall /Partition Cleaning / Washing						
a.) Spot cleaning - including light switches		1x/week				
6. Stairway Cleaning, including those in parking ramps						
a.) Vacuum/dust mop/sweep						
b.) Vacuum/dust mop/sweep - Winter (November 1 - April 1) for designated areas.						
c.) Dust						
d.) Clean w/ sanitizer & 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/damp mop						
8. Thoroughly Clean Store Rooms/Janitor Closets						
a.) Organize, tidy, and clean			1x/month			
9. Designated Breakroom Cleaning						
a.) Empty food barrels/waste receptacles and clean receptacle covers						
b.) Sweep/dust mop/vacuum floors						
c.) Refill paper towel dispensers						
d.) Damp mop						
e.) Clean, scour and sanitize sinks						
f.) Damp wipe cabinetry, counter tops, table tops and outer surfaces of refrigerators						
g.) Clean under small counter top appliances						

h.) Clean top of paper towel dispensers						
i.) Damp mop spills						
j.) Damp mop and shine vinyl floors						
10. High Use Areas						
Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The facility supervisor reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet, empty waste receptacles and clean waste receptacle covers as applicable.						
a.) Cafeterias and cafes/snack bars						
b.) Clean tables and counter tops except for food serving and prep areas	1x/day					
c.) Vending machine areas, concession stands, lounges and recreation areas	N/A					
d.) Empty food barrels	N/A					
e.) Conference rooms		3x/week				
f.) Clean drawing boards in conference rooms	Not Clean Boards					
11. Variable Procedures						
a.) Emergency stain/gum removal from carpet		As Needed				
b.) Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.						
c.) Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.						
d.) Wash all waste receptacles (inside & out) which present a soiled or odorous condition & sanitize			1x/mo			
e.) Replace waste receptacle liner when soiled or worn			1x/mo			
f.) Assist in snow removal operations around main building entrances, staffing changes may be needed						
g.) Entry leaf removal/sweeping fall season						
12. Special – Building Specific Tasks						
Building Name:						
a.) Task						

Services	Frequency					
	Daily (Each time scheduled to clean; XX 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Periodic Services						
13. General Tasks						

a.) Clean partition and interior glass				4x/yr		
b.) Dust walls high and low				4x/yr		
c.) Clean air bars and vents				4x/yr		
d.) Dust/clean baseboards				4x/yr		
e.) Dust/clean blinds, curtains, window treatments				4x/yr		
f.) Vacuum fabric upholstered furniture						1x/yr
g.) Light fixture/lens cleaning				4x/yr		
h.) Thorough wall / partition vacuuming and washing, after renovations or modifications as required						As Needed
i.) Additional/ Emergency services						As Needed
14. Intensive Floor Care						
a.) Spray buff finished hard surface floors - removing scuff marks included						
b.) Power scrub restroom floors						
c.) Clean carpet runners / mats						3x/yr
d.) Clean carpet in high traffic areas, includes main hallways, cubicle/ office hallways, elevators, lobbies and cafeteria/cafes						3x/yr
e.) Carpet Cleaning - entire floor including inside cubicles and offices						1x/yr
f.) Scrub and refinish stairwell floors						
g.) Top strip & refinish floors						
h.) Strip & refinish all hard surface floors						

Special – Additional Cleaning Procedures in Response to Infectious Disease – For Quotation Purposes Only						
<p>In order to minimize the impact of infectious diseases in DTMB owned facilities the following procedures, at the designated frequencies, may be requested and/or discontinued at the discretion of DTMB. The contractor will be required to have sufficient staff in place to accomplish these additional tasks within five (5) working days of notification of the need for implementation by the Program Manager.</p> <p>Disinfectants used for these procedures must meet the minimum standards set forth by the U. S. Government, Center for Disease Control and must be approved by the DTMB Program Manager. The disinfectants used must not damage paint, metal finishes, electrical controllers, electronics or any other materials or surfaces. The contractor will be responsible for all costs associated with the repair of any damage resulting from the improper use of disinfectants which result in damage to paint, metal finishes or other surfaces</p> <p>These cleaning procedures must be performed twice daily and at regularly scheduled starting times. The preferred start times are 9:00 a.m. and 1:30 p.m. These tasks will be performed on each regularly scheduled State of Michigan work day. Any adjustments or changes to the cleaning times must be approved by the Facility Supervisor for that location.</p>						
Services	Frequency					
	Daily (Each time scheduled to clean; <u>XX</u> 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Quote for Additional Cleaning Procedures in Response to Infectious Disease						

a.) Thoroughly disinfect all interior and exterior entry door hardware. This includes all push/panic bars, door knobs, door levers and handicap entry buttons.						
b.) Thoroughly disinfect all handrails in building entries or other common areas.						
c.) Thoroughly disinfect all lobby mounted and cab mounted elevator call buttons. To avoid damage to elevator controls systems and other electrical components, the appropriate disinfectant must not be sprayed directly onto elevator call buttons or panels. The disinfectant should first be applied to a cloth then wiped on the surface to be disinfected.						
d.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on stairwell doors.						
e.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on restroom doors.						
f.) Check hand sanitizer levels in all lobby and entrance dispensers. Report empty or nearly empty dispensers to the Facility Supervisor. Hand sanitizer refills will be supplied by DTMB and the dispensers will be stocked by DTMB staff.						

NOTE:

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

SUPPLEMENTARY TASKS*

- To be determined by Program Manager.

NOTES AND ADDITIONAL INFORMATION

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

(Agencies should edit, add, delete, as needed to describe location needs):

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

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

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

PRICE

Agency, Location, & Address: MRS Marquette 1498 O'Dovero Dr., Suite A, Marquette, MI 49855									
Contract #					*22000000271				
Anticipated Service Start Date:					Insert Date (Agency)				
Contract End Date:					1/2/2025				
Remaining Option Years on Contract									
BASIC JANITORIAL WAGES – Enter hourly PAY rate. Do not include taxes or insurance.									
	Employees		Hours		Rate		Days		Total
Daytime Cleaners		x		x				=	\$ -
Nighttime Cleaners	1	x	1	x	12		248	=	\$ 2,976.00
Supervisor Cleaning	1	x	1	x	16		100	=	\$ 1,600.00
Other		x		x				=	\$ -
Other		x		x				=	\$ -
BASIC ANNUAL JANITORIAL WAGES (A)									\$ 4,576.00

To be completed by Agency
To be complete by Vendor

ANNUAL BUSINESS COSTS	Total(Bidder Complete)
Annual Cost for Cleaning Supplies and Equipment	\$ 430.00
Replenishment Supplies (not applicable for DHS locations)	
Insurance (General Liability and Worker's Compensation)	267.68
Wage Overhead - (A) Basic Annual Janitorial Wages x 19.26%	\$ 560.85
Other – (Provide detailed list. Insert rows as needed)	\$ 1,170.60
Profit	
TOTAL ANNUAL BUSINESS COST (B)	\$2,161.45
BASIC ANNUAL JANITORIAL WAGES (A)	\$ 4,576.00
+ TOTAL ANNUAL BUSINESS COSTS (B)	\$2,161.45
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 6,737.45
C ÷ 12 = TOTAL MONTHLY INVOICE AMOUNT	\$ 561.45

PERIODIC SERVICES	Annual = 1 Semi = 2 Tri = 3 Qrtly = 4		Price Per Service		ANNUAL PRICE
13. General Tasks					
a.) Clean partition and interior glass	2	x	\$ 25.00	=	\$ 50.00
b.) Dust walls high and low	2	x	\$ 25.00	=	\$ 50.00
c.) Clean air bars and vents	2	x	\$ 25.00	=	\$ 50.00
d.) Dust/clean baseboards	4	x		=	included
e.) Dust/clean blinds, curtains, window treatments	2	x		=	included
f.) Vacuum fabric upholstered furniture	1	x		=	included
g.) Light fixture/lens cleaning	2	x	\$ 50.00	=	\$ 100.00
14. Intensive Floor Care					
a.) Spray buff finished hard surface floors - removing scuff marks included	4	x	\$ 300.00	=	\$ 1,200.00
b.) Power scrub restroom floors	4	x		=	N/A
c.) Clean carpet runners / mats	2	x	\$ 500.00	=	\$ 1,000.00
d.) Clean carpet in high traffic areas, includes main hallways, cubicle/office hallways, elevators, lobbies and cafeteria/cafes	1	x	\$ 300.00	=	\$ 300.00
e.) Carpet Cleaning - entire floor including inside cubicles and offices	1	x	\$ 750.00	=	\$ 750.00
f.) Scrub and refinish stairwell floors	1	x		=	\$ -
g.) Top strip & refinish floors	2	x		=	\$ -
h.) Strip & refinish all hard surface floors	1	x		=	\$ -
TOTAL ANNUAL PERIODIC SERVICES (D)				\$	3,500.00

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 6,737.45
+ TOTAL ANNUAL PERIODIC SERVICES (D)	\$ 3,500.00
TOTAL QUOTE FOR ONE YEAR (E)	\$ 10,237.45
TOTAL QUOTE FOR CONTRACT (F)	\$ 29,752.35

Square Feet of Area to be cleaned:		\$
TOTAL AVERAGE cost per square foot per month:	Basic Janitorial	\$ 0.14
TOTAL AVERAGE cost per square foot per year:	Basic Janitorial	\$ 1.69
TOTAL AVERAGE cost per square foot per month:	All Services	\$ 0.21
TOTAL AVERAGE cost per square foot per year:	All Services	\$ 2.50

SUBCONTRACTORS(Bidder Complete)	
Sub-contractor Total Costs	\$29,752.35

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

Description	Quote Per Hour
Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	\$50
Description	Quote Per Hour
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	\$50
Description	Quote Per Square Foot
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	0.25
Description	Quote Per Chair
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	\$3
Description	Quote Per Hour
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	\$50

Quick payment terms: 1 % discount off invoice if paid within 10 days after receipt of invoice.

Company	Lakeestate Industries
Vendor ID	CV0023522
Vendor Signature	
Date	8/30/2021
Telephone Number	906-786-9212
Cell Phone Number	906-280-2358
Email	cherylo@lakestateindustries.org

Schedule B - Location Specification Sheet (LSS)

Janitorial contract awards are subject to the Sheltered Workshop Sections of P.A. 431 of 1984 (MCL 18.1293 – 18.1297). In order to receive further award consideration, a bidder's work plan and location pricing MUST indicate that you make a profit. Bids submitted indicating a loss will be considered non-responsive.

A. Contract and Program Manager Information

CONTRACT INFORMATION			
CONTRACT TERM:	3		OPTIONS: 2
CONTRACT START DATE:	1/3/2022		CONTRACT END DATE: 1/2/2025
CONTRACTING AGENCY:	Michigan Department of Transportation		
BUILDING NAME and NUMBER:	Superior Region Office		
BUILDING ADDRESS:	1818 3rd Ave N, Escanaba, MI 49829		
IS LOCATION ON CRO "SET ASIDE"?	Yes ___ No <u>x</u>		
SCHEDULED TO BE IN FUTURE?	Yes ___ No <u>x</u>		
PROSPERITY REGION and COUNTY:	Region: Upper Peninsula Prosperity Alliance County: Delta		

PROCUREMENT CONTACT INFORMATION

CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Lisa Spitzley	spitzleyL4@michigan.gov	517-249-0440
AGENCY BUYER:	Mark Morrison	morrisonm@michigan.gov	517-275-1834
PROGRAM MANAGER:	Jason DeGrand	degrandj@michigan.gov	906-241-0599

BUILDING LOCATION INFORMATION

WORKING DAYS of BUILDING OCCUPANTS:	Monday - Friday	OFFICIAL WORKING HOURS of BUILDING OCCUPANTS:	6:30 am - 5:30 pm
NUMBER of EMPLOYEES:	32	APPROXIMATE DAILY VISITORS:	1
DAYS of CLEANING SERVICE:	Friday	IDENTIFY HOURS of CLEANING SERVICE:	After 6pm
TOTAL SQ. FT. to be CLEANED:	10,000	NUMBER of STORIES in BUILDING:	1
SQ. FT. CARPET:	7,550	AREA(S):	Conference Rooms, Offices, Halls
SQ. FT. HIGH TRAFFIC CARPET:	3,000	AREA(S):	Entrances, Hallways, Conference Rooms
SQ. FT. VINYL:	2,000	AREA(S):	Entrances, Hallways, Break Room
SQ. FT. CERAMIC:	0	AREA(S):	
SQ. FT. CONCRETE:	450	AREA(S):	N/A
SQ. FT. TERRAZO:	0	AREA(S):	
SQ. FT. RUBBER FLOORING:	0	AREA(S):	
NUMBER of RESTROOMS in BUILDING:	2	NUMBER of TOTAL UNITS for BUILDING RESTROOM(S): *see Additional Information Urinals: Toilets: Baby Changing Stations: Showers: Sinks:	
NUMBER of DESIGNATED BREAK ROOMS in BUILDING:			
<ul style="list-style-type: none"> 1 			
Is window cleaning required? (Specify if Interior and / or Exterior and Number of Floors – typically 1st Floor for Exterior.)			
<ul style="list-style-type: none"> Yes 			
Does location have child play area(s), gymnasium, locker room, etc.? If so, please identify along with cleaning standard.			
<ul style="list-style-type: none"> No 			
Does location have a cafeteria/café/snack bar?			
<ul style="list-style-type: none"> No 			
What is the RECOMMENDED Level of Insurance Risk for this Contract? [EXAMPLE: LOW, MODERATE OR HIGH] DTMB-OAS & AGENCY to determine			
<ul style="list-style-type: none"> Proof of insurance due prior to contract award 			
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):			

C. Description of Service Needs TASK AND FREQUENCIES

Services	Frequency					
	Daily (Each time scheduled to clean; <u>XX</u> 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Basic Services						
1. Office Cleaning						
(Note : The days office cleaning is to occur will be determined by the Facility Supervisor.)						
a.) Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		X				
b.) Empty waste receptacles		X				
c.) Dust high and low, including all surfaces which gather dust. Do <u>not</u> dust desk surfaces or adjacent work surfaces.		X				
2. Restrooms						
a.) Close restroom		X				
b.) Empty waste receptacles		X				
c.) Fill dispensers ** See Replenishable Supplies		X				
d.) Dust		X				
e.) Clean and sanitize waste receptacles		X				
f.) Dust mop		X				
g.) Clean and sanitize sinks		X				
h.) Clean glass and mirrors		X				
i.) Clean and sanitize toilets and urinals		X				
j.) Empty and sanitize all sanitary napkins receptacles		X				
k.) Clean and sanitize wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.		X				
l.) Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.)		X				
m.) Vacuum carpet if applicable		X				
n.) Maintain floor drain(s)/traps free of odors		X				
o.) Service restrooms as requested by Facility Supervisor		X				
3. Drinking Fountains						
a.) Clean, sanitize and wipe dry	N/A					
4. Lobbies and Corridors						
a.) Empty trash/ recyclable paper pick up		X				
b.) Pickup for miscellaneous recyclable materials		X				

c.) Remove carpet runners, clean floor underneath and replace runners		X				
d.) Vacuum carpet and runners		X				
e.) Dust mop			X			
f.) Damp mop or machine scrub		X				
g.) Maintain clean glass - includes entrance doors		X				
h.) 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 including visitor/breakout rooms.			X			
j.) Vacuum upholstered lobby furniture			X			
5. Wall /Partition Cleaning / Washing						
a.) Spot cleaning - including light switches			X			
6. Stairway Cleaning, including those in parking ramps						
a.) Vacuum/dust mop/sweep	N/A					
b.) Vacuum/dust mop/sweep - Winter (November 1 - April 1) for designated areas.	N/A					
c.) Dust	N/A					
d.) Clean w/ sanitizer & 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/damp mop	N/A					
8. Thoroughly Clean Store Rooms/Janitor Closets						
a.) Organize, tidy, and clean		X				
9. Designated Breakroom Cleaning						
a.) Empty food barrels/waste receptacles and clean receptacle covers		X				
b.) Sweep/dust mop/vacuum floors		X				
c.) Refill paper towel dispensers		X				
d.) Damp mop		X				
e.) Clean, scour and sanitize sinks		X				
f.) Damp wipe cabinetry, counter tops, table tops and outer surfaces of refrigerators		X				
g.) Clean under small counter top appliances		X				

h.) Clean top of paper towel dispensers		X				
i.) Damp mop spills		X				
j.) Damp mop and shine vinyl floors			X			
10. High Use Areas						
Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The facility supervisor reserves the right to schedule the activities listed in this section.						
Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet, empty waste receptacles and clean waste receptacle covers as applicable.						
a.) Cafeterias and cafes/snack bars		X				
b.) Clean tables and counter tops except for food serving and prep areas		X				
c.) Vending machine areas, concession stands, lounges and recreation areas		X				
d.) Empty food barrels		X				
e.) Conference rooms		X				
f.) Clean drawing boards in conference rooms	N/A					
11. Variable Procedures						
a.) Emergency stain/gum removal from carpet		X				
b.) Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		X				
c.) Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		X				
d.) Wash all waste receptacles (inside & out) which present a soiled or odorous condition & sanitize		X				
e.) Replace waste receptacle liner when soiled or worn		X				
f.) Assist in snow removal operations around main building entrances, staffing changes may be needed	N/A					
g.) Entry leaf removal/sweeping fall season	N/A					
12. Special – Building Specific Tasks						
Building Name:						
a.) Task	N/A					

Services	Frequency					
	Daily (Each time scheduled to clean; XX 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Periodic Services (the program manager's prior approval is required for these services.)						
13. General Tasks						

a.) Clean partition and interior glass				X		
b.) Dust walls high and low				X		
c.) Clean air bars and vents				X		
d.) Dust/clean baseboards				X		
e.) Dust/clean blinds, curtains, window treatments					X	
f.) Vacuum fabric upholstered furniture					X	
g.) Light fixture/lens cleaning					X	
h.) Additional/ Emergency services (including thorough wall/partition vacuuming and washing, after renovations or modifications as required)						As Needed Hourly Price

14. Intensive Floor Care

a.) Spray buff finished hard surface floors - removing scuff marks included					X	
b.) Power scrub restroom floors					X	
c.) Clean carpet runners / mats					X	
d.) Clean carpet in high traffic areas, includes main hallways, cubicle/ office hallways, elevators, lobbies and cafeteria/cafes				X		
e.) Carpet Cleaning - entire floor including inside cubicles and offices					X	
f.) Scrub and refinish stairwell floors						
g.) Top strip & refinish floors					X	
h.) Strip & refinish all hard surface floors					X	

Special – Additional Cleaning Procedures in Response to Infectious Disease – For Quotation Purposes Only

Services	Frequency					
	Daily (Each time scheduled to clean; XX 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
a.) Thoroughly disinfect all interior and exterior entry door hardware. This includes all push/panic bars, door knobs, door levers and handicap entry buttons.		X				
b.) Thoroughly disinfect all handrails in building entries or other common areas.		X				

c.) Thoroughly disinfect all lobby mounted and cab mounted elevator call buttons. To avoid damage to elevator controls systems and other electrical components, the appropriate disinfectant must not be sprayed directly onto elevator call buttons or panels. The disinfectant should first be applied to a cloth then wiped on the surface to be disinfected.		X				
d.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on stairwell doors.		X				
e.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on restroom doors.		X				
f.) Check hand sanitizer levels in all lobby and entrance dispensers. Report empty or nearly empty dispensers to the Facility Supervisor. Hand sanitizer refills will be supplied by DTMB and the dispensers will be stocked by DTMB staff.		X				

NOTE:

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

SUPPLEMENTARY TASKS*

- To be determined by Program Manager.

NOTES AND ADDITIONAL INFORMATION

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

(Agencies should edit, add, delete, as needed to describe location needs):

****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
Hand sanitizer dispensers & refills	Agency
Air Fresheners	Agency

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

PRICE

Agency, Location, & Address: MDOT Supeior Region Office, 1818 3rd Ave N, Escanaba, MI 49829									
Contract Base Term (yrs):					3 years with 2 - 1 year extensions				
Contract Start Date:					1/3/2021				
Contract End Date:					1/2/2025				
BASIC JANITORIAL WAGES – Enter hourly PAY rate. Do not include taxes or insurance.									
	Employees		Hours		Rate		Days		Total
Daytime Cleaners		x		x			1	=	\$ -
Nighttime Cleaners	4	x	1	x	12	x	52	=	\$ 2,496.00
Supervisor Cleaning	1	x	1	x	16	x	52	=	\$ 832.00
Other		x		x		x	1	=	\$ -
Other		x		x		x	1	=	\$ -
BASIC ANNUAL JANITORIAL WAGES (A)									\$ 3,328.00

To be completed by Agency
To be complete by Vendor

ANNUAL BUSINESS COSTS	Total(Bidder Complete)
Annual Cost for Cleaning Supplies and Equipment	\$ 525.00
Replenishment Supplies (not applicable for DHS locations)	
Insurance (General Liability and Worker's Compensation)	\$ 254.60
Wage Overhead - (A) Basic Annual Janitorial Wages x 19.26%	\$ 12.32
Other – (Provide detailed list. Insert rows as needed)	
Profit	
TOTAL ANNUAL BUSINESS COST (B)	\$ 791.92
BASIC ANNUAL JANITORIAL WAGES (A)	\$ 3,328.00
+ TOTAL ANNUAL BUSINESS COSTS (B)	\$ 791.92
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 4,119.92
C ÷ 12 = TOTAL MONTHLY INVOICE AMOUNT	\$ 343.33

PERIODIC SERVICES	Annual = 1 Semi = 2 Tri = 3 Qrtly = 4		Price Per Service		ANNUAL PRICE
13. General Tasks					
a.) Clean partition and interior glass	4	x	\$ 50.00	=	\$ 200.00
b.) Dust walls high and low	4	x	\$ 150.00	=	\$ 600.00
c.) Clean air bars and vents	4	x	\$ -	=	\$ -
d.) Dust/clean baseboards	4	x	\$ -	=	\$ -
e.) Dust/clean blinds, curtains, window treatments	2	x	\$ 125.00	=	\$ 250.00
f.) Vacuum fabric upholstered furniture	2	x	\$ 75.00	=	\$ 150.00
g.) Light fixture/lens cleaning	2	x	\$ 100.00	=	\$ 200.00
h) Additional/Emergency Services (quoted in hours): Additional cleaning services as requested, including emergency situations such as restrooms overflow, etc.	100	x	\$ -	=	\$ -
14. Intensive Floor Care					
a.) Spray buff finished hard surface floors - removing scuff marks included	2	x	\$ 200.00	=	\$ 400.00
b.) Power scrub restroom floors	2	x	\$ 250.00	=	\$ 500.00
c.) Clean carpet runners / mats	2	x	\$ 400.00	=	\$ 800.00
d.) Clean carpet in high traffic areas, includes main hallways, cubicle/office hallways, elevators, lobbies and cafeteria/cafes	4	x	\$ 900.00	=	\$ 3,600.00
e.) Carpet Cleaning - entire floor including inside cubicles and offices	2	x	\$ 1,700.00	=	\$ 3,400.00
f.) Scrub and refinish stairwell floors	0	x	\$ -	=	\$ -
g.) Top strip & refinish floors	2	x	\$ 400.00	=	\$ 800.00
h.) Strip & refinish all hard surface floors	2	x	\$ 800.00	=	\$ 1,600.00
TOTAL ANNUAL PERIODIC SERVICES (D)				\$	12,500.00

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 4,119.92
+ TOTAL ANNUAL PERIODIC SERVICES (D)	\$ 12,500.00
TOTAL QUOTE FOR ONE YEAR (E)	\$ 16,619.92
TOTAL QUOTE FOR CONTRACT (F)	\$ -

<u>Square Feet of Area to be cleaned:</u>		\$
TOTAL AVERAGE cost per square foot per month:	Basic Janitorial	\$ 0.03
TOTAL AVERAGE cost per square foot per year:	Basic Janitorial	\$ 0.41
TOTAL AVERAGE cost per square foot per month:	All Services	\$ 0.14
TOTAL AVERAGE cost per square foot per year:	All Services	\$ 1.66

SUBCONTRACTORS(Bidder Complete)

Sub-contractor Total Costs	\$0.00
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ADDITIONAL SERVICES – FOR QUOTATION PURPOSES ONLY – Do not include in the total price of the bid

Description	Quote Per Hour
Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	\$ 50
Description	Quote Per Hour
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	\$50
Description	Quote Per Square Foot
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	\$.25
Description	Quote Per Chair
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	\$ 3
Description	Quote Per Hour
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	\$ 50
Description	Quote Per Hour
Additional/ Emergency construction services: (Including thorough wall/partition vacuuming and washing, after renovations or modifications as required)	\$ 50

Quick payment terms: 1 % discount off invoice if paid within 10 days after receipt of invoice.

Company	Lakestate Industries
Vendor ID	CV00235522
Vendor Signature	Cheryl Ohman
Date	11/24/2021
Telephone Number	906-786-9212
Cell Phone Number	906-280-2358
Email	cherylo@lakestateindustries.org



STATE OF MICHIGAN PROCUREMENT

320 S Walnut Street, Lansing, MI 48933
 P.O. Box 30026, Lansing, MI 48909

NOTICE OF CONTRACT

NOTICE OF CONTRACT NO. **22000000271**

between
 THE STATE OF MICHIGAN
 and

CONTRACTOR	Lakestate Industries, Inc.
	1830 North 21 st Street
	Escanaba, MI 49829
	Cheryl Ohman
	906-786-9212
	cherylo@lakestateindustries.org
	CV0023522

STATE	Program Manager	Various	Various
		See Schedule B/LSS for PM Contact Information	
STATE	Contract Administrator	Lisa Spitzley	DTMB
		517-249-0440	
		spitzleyL4@michigan.gov	

CONTRACT SUMMARY			
DESCRIPTION: Janitorial Services - Statewide			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
1/3/2022	1/2/2025	2, One-Year	
PAYMENT TERMS		DELIVERY TIMEFRAME	
Net 45, 1% Net 10		N/A	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-card <input type="checkbox"/> Payment Request (PRC) <input type="checkbox"/> Other			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS			
N/A			
MISCELLANEOUS INFORMATION			
This contract is a result of RFP 21000002211. This contract will serve as a statewide contract for Janitorial Services.			
ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION			\$ 400,874.83

FOR THE CONTRACTOR:

Company Name

Authorized Agent Signature

Authorized Agent (Print or Type)

Date

FOR THE STATE:

Signature

Name & Title

Agency

Date

STANDARD CONTRACT TERMS

This STANDARD CONTRACT (“**Contract**”) is agreed to between the State of Michigan (the “**State**”) and Lakestate Industries, (“**Contractor**”), a 501c3 Non Profit Organization. This Contract is effective on January 3, 2022 (“**Effective Date**”), and unless terminated, expires on January 2, 2025.

This Contract may be renewed for up to 2 additional one-year option 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 **Schedule 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 Schedule A.

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

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

- 2. Notices.** All notices and other communications required or permitted under this Contract must be in writing and will be considered given and received: (a)

when verified by written receipt if sent by courier; (b) when actually received if sent by mail without verification of receipt; or (c) when verified by automated receipt or electronic logs if sent by facsimile or email.

If to State:	If to Contractor:
Lisa Spitzley spitzleyL4@michigan.gov 517-249-0440	Cheryl Ohman Lakestate Industries 1830 North 21 st Street/P.O. Box 279 Escanaba, MI 49829 cherylo@lakestateindustries.org 906-786-9212

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

State:	Contractor:
Lisa Spitzley spitzleyL4@michigan.gov 517-249-0440	Cheryl Ohman Lakestate Industries 1830 North 21 st Street/P.O. Box 279 Escanaba, MI 49829 cherylo@lakestateindustries.org 906-786-9212

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

State:	Contractor:
See attached program manager list.	Cheryl Ohman Lakestate Industries 1830 North 21 st Street/P.O. Box 279 Escanaba, MI 49829 cherylo@lakestateindustries.org 906-786-9212

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 Schedule A – Statement of Work) if, in the opinion of the State, it will ensure performance of the Contract.

6. Insurance Requirements. Contractor, at its sole expense, must maintain the insurance coverage identified below. All required insurance must: (a) protect the State from claims that may arise out of, are alleged to arise out of, or otherwise 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	
Minimum Limits: \$1,000,000 Each Occurrence \$1,000,000 Personal & Advertising Injury \$2,000,000 Products/Completed Operations \$2,000,000 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 using endorsement CG 20 10 11 85, or both CG 20 10 12 19 and CG 20 37 12 19. Coverage must not have exclusions or limitations related to sexual abuse and molestation liability.
Automobile Liability Insurance	
Minimum Limits: \$1,000,000 Per Accident	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	
Minimum Limits: Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.
Employers Liability Insurance	
Minimum Limits: \$500,000 Each Accident \$500,000 Each Employee by Disease \$500,000 Aggregate Disease	

If any of the required policies provide **claims-made** coverage, the Contractor must: (a) provide coverage with a retroactive date before the Effective Date of the Contract or the beginning of Contract Activities; (b) maintain coverage and provide evidence of coverage for at least three (3) years after completion of the Contract Activities; and (c) if coverage is cancelled 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 delivery order number, at Contract formation and within twenty (20) calendar days of the expiration date of the applicable policies; (b) require that subcontractors maintain the required insurance contained in this Section; (c) notify the Contract Administrator within five (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 to be construed in any manner as waiving, restricting or limiting the liability of either party for any obligations under this Contract (including any provisions hereof requiring Contractor to indemnify, defend and hold harmless the State).

7. **Reserved.**
8. **Reserved.**
9. **Independent Contractor.** Contractor is an independent contractor and assumes all rights, obligations and liabilities set forth in this Contract. Contractor, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Contract. Contractor, and not the State, is responsible for the payment of wages, benefits and taxes of Contractor's employees and any subcontractors. Prior performance does not modify Contractor's status as an independent contractor.
10. **Subcontracting.** Contractor may not delegate any of its obligations under the Contract without the prior written approval of the State. Contractor must notify the State at least 90 calendar days before the proposed delegation and provide the State any information it requests to determine whether the delegation is in its best interest. If approved, Contractor must: (a) be the sole point of contact regarding all contractual matters, including payment and charges for all Contract Activities; (b) make all payments to the subcontractor; and (c) incorporate the terms and conditions contained in this Contract in any subcontract with a subcontractor. Contractor remains responsible for the completion of the Contract Activities, compliance with the terms of this Contract, and the acts and omissions of the subcontractor. The State, in its sole discretion, may require the replacement of any subcontractor.
11. **Staffing.** The State's Contract Administrator may require Contractor to remove or reassign personnel by providing a notice to Contractor.
12. **Background Checks.** Pursuant to Michigan law, all agencies subject to IRS Pub. 1075 are required to ask the Michigan State Police to perform fingerprint background checks on all employees, including Contractor and Subcontractor employees, who may have access to any database of information maintained by the federal government that contains confidential or personal information, including, but not limited to, federal tax information. Further, pursuant to Michigan law, any agency described above is prohibited from providing Contractors or Subcontractors with the result of such background check. For more information, please see Michigan Public Act 427 of 2018. Upon request, or as may be specified in Schedule A, 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 within 30 days of any public announcement or otherwise once legally permitted to do so, 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 Schedule A.
- 16. Acceptance.** Contract Activities are subject to inspection and testing by the State within 30 calendar days of the State's receipt of them ("**State Review Period**"), unless otherwise provided in Schedule 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 Schedule A. All containers and packaging become 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 Schedule 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. All prices are exclusive 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/SIGMAVSS> to receive electronic fund transfer payments. If Contractor does not register, the State is not liable for failure to provide payment. Without prejudice to any other right or remedy it may have, the State reserves the right to set off at any time any amount then due and owing to it by Contractor against any amount payable by the State to Contractor under this Contract.

- 21. Liquidated Damages.** Liquidated damages, if applicable, will be assessed as described in Schedule A.
- 22. Stop Work Order.** The State may suspend any or all activities under the Contract at any time. The State will provide Contractor a written stop work order detailing the suspension. Contractor must comply with the stop work order upon receipt. Within 90 calendar days, or any longer period agreed to by Contractor, the State will either: (a) issue a notice authorizing Contractor to resume work, or (b) terminate the Contract or delivery 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 **180** 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 and Disclaimer of Damages. IN NO EVENT WILL THE STATE'S AGGREGATE LIABILITY TO CONTRACTOR UNDER THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR BY STATUTE OR OTHERWISE, FOR ANY CLAIM RELATED TO OR ARISING UNDER THIS CONTRACT, EXCEED THE MAXIMUM AMOUNT OF FEES PAYABLE UNDER THIS CONTRACT.** 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;(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; and that (i) Contractor is neither currently engaged in nor will engage in the boycott of a person based in or doing business with a strategic partner as described in 22 USC 8601 to 8606. 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.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, *et seq.*, and [Executive Directive 2019-09](#). 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 (as defined in Executive Directive 2019-09), height, weight, marital status, partisan considerations, any mental or physical disability, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. 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. Schedules. All Schedules and Exhibits that are referenced herein and attached hereto are hereby incorporated by reference. The following Schedules are attached hereto and incorporated herein:

Standard Contract Terms and Conditions	Standard Contract Terms and Conditions
Schedule A	Statement of Work – included for all locations other than Blue Water Bridge Complex
Schedule B	Pricing and Fees Summary of locations and pricing Location Specification Sheets and Pricing (LSS)
Exhibit A-1	Prosperity Map
Federal Provisions Addendum	Federal Provisions Addendum

51. Entire Agreement and Order of Precedence. This Contract, which includes Schedule A – Statement of Work, and schedules and exhibits which are hereby expressly incorporated, 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 Schedule A – Statement of Work; (b) second, Schedule A – Statement of Work as of the Effective Date; and (c) third, 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.**

52. 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.

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

- 54. 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.
- 55. 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.

SCHEDULE A – STATEMENT OF WORK CONTRACT ACTIVITIES

Janitorial Services - Statewide

BACKGROUND

This Contract is for Janitorial Services for locations through-out all 10 Regions of the State of Michigan, see attached Exhibit A-1, Prosperity Map and Location Specification Sheets (LSS), (LSS documents to be included in Schedule B in final contract).

This Contract contains locations that are designated as a Community Rehabilitation Organization (CRO) and are CRO Set Aside.

Janitorial contract awards are subject to the Sheltered Workshop Sections of P.A. 431 of 1984 (MCL 18.1293 – 18.1297). Location pricing MUST indicate a profit.

Schedule A Janitorial Services

STATEMENT OF WORK CONTRACT ACTIVITIES

SCOPE

This contract is for Janitorial Services Statewide, covering all Regions (see attached Prosperity Region Map, Exhibit A-1 and Locations List, Exhibit A2). Each location may contain all or some of the General Requirements, depending on the location type. Please Note there is an alternate Statement of Work, Schedule A1, containing Contract Activities specific to the Blue Water Bridge complex locations. Please Statement of Work, Schedule A if bidding on any location other than the Blue Water Bridge Complex.

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 Sheets 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, Workstations, 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 windowsills, 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.
 - i. Acid may be applied only on the interior of porcelain toilet or urinal.

- ii. 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 (where applicable)

- a. DTMB managed buildings and some MDOT locations. 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.
- j. DMVA facilities require environmentally conscious "Green Friendly" products.

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

1. The Contractor agrees to furnish all mechanical and / or power equipment required to perform the Contract Activities.
 - a. Equipment may include, but is not limited to:

- i. Vacuums
 - ii. Floor machines
 - iii. Snow blowers
 - iv. Shovels
 - v. Hoses
 - vi. Rakes
 - vii. Gloves
 - viii. Eyewash
 - ix. Wet floor signs
 - x. Cotton mop heads and handles
 - xi. Mop buckets
 - xii. Scrub pads
- b. Contractor owned equipment may be stored on site when not in use. Program Manager or designee will notify Contractor of proper storage location.
 - c. 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. The State reserves the right to require additional warranties other than those identified by the Contractor.
- 2. **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

- i. 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.

3. 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 must:
 - 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.
- c. Employees may be required to go through site specific training.

The Contractor Representative is:

Cheryl Ohman
cherylo@lakestateindustries.org
906-786-9212 office
906-280-2358 cell

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.

Key Personnel is:

Crystal Sarasin, Mobile Crew Supervisor
906-786-9212 office
906-241-2016 cell

3. Non-Key Personnel - Site Staffing

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

4. Sub-Contractors

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

The Contractor does not intend to utilize subcontractors.

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. Training and Certifications

The Contractor must provide the following but not limited to, training, to site staff:

- **Blood-borne Pathogen Training and Universal Precautions**
- **Cleaning Techniques**

C. 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.

6. Recruitment and Retention

1. When advertising for recruitment, the Contractor's name shall be specified, not the State of Michigan. Contractor must provide detailed description of the manner in which they recruit quality employees.

2. Contractor must provide starting wage information and average wage information of Site-Staffing:

4.0 Project Plan Management

A. Transition 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.
5. The Contractor must main a day-porter on staff to serve as a back-up to other assigned on-site cleaning staff.

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.
2. If the contract is cancelled, the contract may be awarded to another qualified Contractor.

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

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:
 - i. **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
 - ii. **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.
 - iii. **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.
 - iv. **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 Program Manager or designee where the work is being performed. Contractor is responsible for all costs associated with the processing the background checks. The State, in its sole discretion, may also perform background checks and request identifying information to complete background check for all contractors including owners/workers who may be accessing a State of Michigan facility and/or leased building to complete the background check. At no time shall a contractor/worker bring a person that has not been identified by the Contractor as a worker performing contracted duties.
 - 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 Law Enforcement Information Network (LEIN) background check and other security checks and do not have a felony conviction or misdemeanor drug offense.
 - i. 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 Driver's License Number or State ID Number
 5. Employee Signature
 - ii. 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.
 - iii. 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 and other Agencies

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:
 - a. For DTMB, Jeff Pratt, 517-241-4391. pratti@michigan.gov
3. Other Agency Security Contact Persons:
 - a. For MDOS, the Office of Investigative Services will review, Contact info TBD at time of Contract.
 - b. All other Agencies, see Program Manager listed on LSS.

C. Additional Security Requirements for MDOC locations only

The Contractor will be subject to the following security procedures:

1. No active police warrant or pending charges on any staff assigned to this contract, including subcontractors.
2. MDOC reserves the right to approve, decline, or remove Contractor and subcontractor staff from providing services on this Contract.
3. Contractor staff that provide direct services under this contract, or provides supervisory services to staff performing these functions, must complete the Law Enforcement Information Network (LEIN) Form at the start of the contract and annually thereafter, as directed by the Michigan Department of Corrections.
4. The completed LEIN Information Form must be sent to the MDOC-PMCD-FOA-LEINS@michigan.gov and approved by MDOC prior to Contract staff working with MDOC offenders. There is no cost associated with the LEIN. The LEIN form will be provided to the Contractor. Any Contractor/subcontractor staff with an identified felony conviction must receive approval through the MDOC Deputy Director or designee.
5. The Contractor must conduct a background check on subcontractor staff that provide direct services to offenders (prisoner, parolee, probationer), handle or may have access to offender records, or provides supervisory services to staff performing these functions, at the start of the contract and annually thereafter. The background check must include the Michigan State Police Internal Criminal History Access Tool (ICHAT), or the municipal/federal equivalent. The Contractor must report back to the MDOC Contract Manager, or designee, any findings. The Contractor must maintain a copy of the background check(s) for auditing purposes.
6. Contractor staff may be required to complete and submit an RI-8 Fingerprint Card for Fingerprint Checks to the MDOC.
7. The Contractor and subcontractor must verify and document whether a staff member assigned to the Contract is related to or acquainted with an offender receiving services under this Contract. For staff who are related

to or acquainted with an offender, the Contractor's staff member must complete the Offender Contact Exception Request (CAJ-202) and submit it to the MDOC Program Manager or designee. The Contractor must ensure its staff complete the form and notify the MDOC Program Manager of any changes throughout the contract term. The Contractor must maintain a copy of the form in the employee's personnel file for auditing purposes.

8. Vendor Handbook

9. The Contractor and subcontractor(s) will require all of its employees providing services under this contract, to read and sign the MDOC Vendor Handbook, upon award of Contract. The purpose of the MDOC Vendor Handbook is to provide the Contractor with general information regarding basic requirements of working within the MDOC, provide notice of work rules and consequences of rule violations. The awarded Contractor must provide copies of each signed Employee Acknowledgment to the MDOC Program Manager, at the completion of the employee's orientation.

10. Prison Rape Elimination Act of 2003 (PREA), 42 U.S.C. § 15601
The Contractor must report any information concerning violations of PREA as soon as made aware of the alleged occurrence to the MDOC Supervising Agent, Program Manager and Contract Monitor.

D. 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.

E. 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. Turn off bathroom exhaust fans
 - b. Turn off all interior lights
 - c. Check and lock all entrance doors, gates, or other access into the building
 - d. Properly set security alarm, if applicable.
3. Only Contractor employees are allowed on site. Contractor employees must not bring friends or family members on site.
4. Contractor must lock the facility when leaving.
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 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 Delivery 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. Delivery 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.

C. Reduction of Space (Temporary)

1. When blocks of space totaling 3,500 square feet (325 square meters) or more are expected to remain unoccupied for 30 calendar days or longer, deductions will be made from the monthly payments due the Contractor.
2. The CCI Program Manager will give the Contractor or his representative notification no less than ten (10) full working days in advance stating when the areas are to be dropped from or returned to normal cleaning schedule. The period for deductions will begin on the effective date of the notice and end on the day before cleaning is resumed.
3. Subsequent blocks of space less than 3,500 square feet (325 square meters) may be added after the initial 3,500 square feet (325 square meters) threshold is met.
4. Periodic Services will be deducted as required due to the unoccupied space.
5. The deduction for vacant space will be computed by the agency with an example as follows:
 - a. Daily Deduction = ((Monthly Contract Price Basic Janitorial Services) / (Cleanable Square Foot of Building)) / 21 Workdays
 Monthly contract price for Basic Janitorial Services divided by building cleaning area (Cleanable square foot on Location Specification Sheet); further divided by 21 workdays, regardless of the actual number of workdays in the applicable month.
 - b. Monthly Deduction = (Year Contract Price Basic Janitorial Services) / (Cleanable Square Foot of Building) / 12 months
 Yearly contract price for Basic Janitorial Services divided by building cleaning area (Cleanable square feet on Location Specification Sheet); further divided by 12 (months).

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 environmentally 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.

SCHEDULE B - PRICING

Contract No. 220000000271
Janitorial Services - Statewide

1. The Contractor must provide a pricing schedule for the proposed Contract Activities using attached Schedule B, Pricing Spreadsheet showing all locations and LSS Pricing, document for each location. The pricing schedule should be submitted in a modifiable format (e.g., Microsoft Word or Excel).
2. Price proposals must include all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).
3. The Contractor is encouraged to offer quick payment terms. The number of days must not include processing time for payment to be received by the Contractor's financial institution.

Quick payment terms: 1 % discount off invoice if paid within 10 days after receipt of invoice.

4. The Contractor certifies that the prices were arrived at independently, and without consultation, communication, or agreement with any other Contractor.

Summary of Contracts 22000000271

Line	Contract Number TBD	Expiration Date After Options	Contractor	On CRO Set Aside	Location	Program Manager/ State Contact	Agency	City	County	Prosperity Regions Served	Monthly Base Rate	Pricing Year 1	Pricing Year 2	Pricing Year 3	Three Year Total	Number of Locations
G	22*XXX	11/30/2026	LAKESTATE INDUSTRIES INC - CRO	YES	Location Name		Agency			Region 1 - Upper Peninsula					\$200,442.84	2
G1			LAKESTATE	CRO	Escanaba State Office Bldg	Ben Johnson johnsonb29@michigan.gov	DTMB	Escanaba	Delta	R1	\$3,510.07	\$58,240.83	\$58,240.83	\$58,240.83	\$174,722.49	
G2			LAKESTATE	CRO	MRS Marquette	Danielle Bennett-Star bennettstard@michigan.gov	LEO	Marquette	Marquette	R1	\$422.79	\$8,573.45	\$8,573.45	\$8,573.45	\$25,720.35	

Janitorial contract awards are subject to the Sheltered Workshop Sections of P.A. 431 of 1984 (MCL 18.1293 – 18.1297). In order to receive further award consideration, a bidder's work plan and location pricing MUST indicate that you make a profit. Bids submitted indicating a loss will be considered non-responsive.

A. Contract and Program Manager Information

CONTRACT INFORMATION			
CONTRACT TERM:		OPTIONS:	
CONTRACT START DATE:	1/3/2022	CONTRACT END DATE:	1/2/2025
CONTRACTING AGENCY:	DTMB - State Facilities Administration		
BUILDING NAME and NUMBER:	Escanaba State Office Building		
BUILDING ADDRESS:	305 Ludington, Escanaba, MI 49829		
IS LOCATION ON CRO "SET ASIDE"?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
SCHEDULED TO BE IN FUTURE?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
PROSPERITY REGION and COUNTY:	Region: Upper Peninsula - Central UP Prosperity		County: Delta

PROCUREMENT CONTACT INFORMATION

CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Lisa Spitzley	spitzley4@michigan.gov	517-249-0440
AGENCY BUYER:	Rob Telesz	teleszr1@michigan.gov	517-241-5539
PROGRAM MANAGER:	Ben Johnson	johnsonb29@michigan.gov	231-218-0256

BUILDING LOCATION INFORMATION

WORKING DAYS of BUILDING OCCUPANTS:	M - F - Except State Holidays	OFFICIAL WORKING HOURS of BUILDING OCCUPANTS:	7:00AM - 5:00PM
NUMBER of EMPLOYEES:	75	APPROXIMATE DAILY VISITORS:	500-700
DAYS of CLEANING SERVICE:	M - F	IDENTIFY HOURS of CLEANING SERVICE:	7:00AM - 10:00PM Daytime - 1 Person 7:30am - 2:00pm Nighttime 6:00pm-10:00pm
TOTAL SQ. FT. to be CLEANED:	23,324	NUMBER of STORIES in BUILDING:	2
SQ. FT. CARPET:	19,700	AREA(S): Total Carpet on all floors including cubicles	
SQ. FT. HIGH TRAFFIC CARPET:	5,910	AREA(S): All Floors excluding cubicles	
SQ. FT. VINYL:	1,300	AREA(S): Secretary of State/South & West Entrances, 2nd Floor Break Room	
SQ. FT. CERAMIC:	0	AREA(S):	
SQ. FT. CONCRETE:	1,296	AREA(S): Basement Areas	
SQ. FT. TERRAZO:	928	AREA(S): 1st, 2nd Floor Restrooms, East End Stairwell	
SQ. FT. RUBBER FLOORING:	100	AREA(S): West End Stairs	
NUMBER of RESTROOMS in BUILDING:	4	NUMBER of TOTAL UNITS for BUILDING RESTROOM(S): 25 *see Additional Information Urinals: 2 Toilets:10 Baby Changing Stations: 3 Showers:0 Sinks:10	
NUMBER of DTMB-DESIGNATED BREAK ROOMS in BUILDING: • 3			
Is window cleaning required? (Specify if Interior and / or Exterior and Number of Floors – typically 1st Floor for Exterior.) • No			
Does location have child play area(s), gymnasium, locker room, etc.? If so, please identify along with cleaning standard. • DHHS has a supervised child play area on the 2nd floor, cleaned once per day			
Does location have a cafeteria/café/snack bar? • 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):

- The Contractor must lock and secure the building when completed at night.
 1. Before leaving building:
 - A. Turn off all interior lights.
 - B. Check and lock all entrance doors, gates or any other access to the building.
 - C. Make sure all windows are closed.

Secretary of State -Because this area averages over 330 customers a day and in some months up to 500 a day, the main lobby (vinyl tiles) for the Secretary of State needs to be wet mopped daily from October 1 through April 30, because of the snow, ice melt, and wet conditions brought into this area.

North, South & West Entrances - From October 1st through April 30th the North, South and West entrances need to be mopped on a daily basis due the amount of traffic and the wet and dirty conditions caused by snow, rain and salt; from May 1 through September 30 these entrances can be put on the regular schedule.

Notes and Additional Information

- All cleaning schedules are to be established with and approved by the Program Manager (PM) at the beginning of the contract period. Service delivery begin date will be determined by PM. Any deviation from the established schedule must be pre approved by the PM.
- Services requested by the Facility Supervisor 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 are to be determined by Program Manager.
- Square footage of full contract carpet area includes the high traffic carpet area.
- In DTMB-Managed buildings high traffic carpet cleaning areas includes the main hallways, cubicle/office hallways, elevators, lobbies and cafeteria/cafes.
- In DTMB-designated breakrooms the Contractor is NOT to clean the microwave ovens.
- The Contractor may be requested to provide occasional assistance with snow removal operations around main building entrances, no more than 25 ft. out. Staffing changes and cleaning frequency changes may be needed to accommodate this service.
- Remove Recyclable Paper in all DTMB-Managed locations: Pick up all recyclable paper from marked containers centrally located throughout the building and remove to designated containers in the loading dock area or other area as designated by the facility supervisor. Grades of recycled paper, mixed and white, which are separated at the centrally located collection points, MUST NEVER be mixed into one container while being picked up. Janitorial staff does not collect paper from individual containers on desks or in cubicles.
- All waste bins must be weighed prior to placing waste in the dumpsters. A scale is located near the dumpsters for this purpose. Directions for operating the scale are attached to the equipment and training is also provided by the DTMB Facilities Supervisor or designee.

B. Description of Service Needs; Tasks and Frequencies

Basic Services

Services	Frequency					
	Daily (Each time scheduled to clean; XX 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)

1. Office Cleaning (Note: The days office cleaning is to occur will be determined by the Facility Supervisor.)

a.) Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.		1x wkly (52/ yr)				
b.) Empty waste receptacles		2x wkly (104/yr)				
c.) Dust high and low, including all surfaces which gather dust. Do <u>not</u> dust desk surfaces or adjacent work surfaces.			1x mo (12/yr)			

2. Restrooms

a.) Close restroom	1x day (248/yr)					
b.) Empty waste receptacles	1x day (248/yr)					

c.) Fill dispensers ** See Replenishable Supplies	1x day (248/yr)					
d.) Dust	1x day (248/yr)					
e.) Clean and sanitize waste receptacles	1x day (248/yr)					
f.) Dust mop	1x day (248/yr)					
g.) Clean and sanitize sinks	1x day (248/yr)					
h.) Clean glass and mirrors	1x day (248/yr)					
i.) Clean and sanitize toilets and urinals	1x day (248/yr)					
j.) Empty and sanitize all sanitary napkins receptacles	1x day (248/yr)					
k.) Clean and sanitize wall around toilets and urinals, stall 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	1x day (248/yr)					
n.) Maintain floor drain(s)/traps free of odors	1x day (248/yr)					
o.) Service restrooms as requested by Facility Supervisor	1x day (248/yr)					
3. Drinking Fountains						
a.) Clean, sanitize and wipe dry	1x day (248/yr)					
4. Lobbies and Corridors						
a.) Empty trash/ recyclable paper pick up		3x wkly (156/yr)				
b.) Pickup for miscellaneous recyclable materials		1x wkly (52/yr)				
c.) Remove carpet runners, clean floor underneath and replace runners		3x wkly (156/yr)				
d.) Vacuum carpet and runners	1x day (248/yr)					
e.) Dust mop		3x wkly (156/yr)				
f.) Damp mop or machine scrub		3x wkly (156/yr)				
g.) Maintain clean glass - includes entrance doors	1x day (248/yr)					
h.) Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		3x wkly (156/yr)				
i.) Damp wipe all non-upholstered furniture, tables & counter areas including visitor/breakout rooms.	1x day (248/yr)					
j.) Vacuum upholstered lobby furniture			1x mo (12/yr)			
5. Wall /Partition Cleaning / Washing						
a.) Spot cleaning - including light switches			1x mo (12/yr)			

6. Stairway Cleaning, including those in parking ramps						
a.) Vacuum/dust mop/sweep		1x wkly (52/yr)				
b.) Vacuum/dust mop/sweep - Winter (November 1 - April 1) for designated areas.		3x wkly (156/yr)				
c.) Dust		1x wkly (52/yr)				
d.) Clean w/ sanitizer & wipe dry handrails & doorknobs		1x wkly (52/yr)				
e.) Damp mop		1x wkly (52/yr)				
f.) Damp mop - Winter (November 1 - April 1) for designated areas.		3x wkly (156/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	1x day (248/yr)					
c.) Vacuum carpet/damp mop		3x wkly (156/yr)				
8. Thoroughly Clean Store Rooms/Janitor Closets						
a.) Organize, tidy, and clean			1x mo (12/yr)			
9. Designated Breakroom Cleaning						
a.) Empty food barrels/waste receptacles and clean receptacle covers	1x day (248/yr)					
b.) Sweep/dust mop/vacuum floors	1x day (248/yr)					
c.) Refill paper towel dispensers		3x wkly (156/yr)				
d.) Damp mop		2x wkly (104/yr)				
e.) Clean, scour and sanitize sinks		1x wkly (52/yr)				
f.) Damp wipe cabinetry, counter tops, table tops and outer surfaces of refrigerators		1x wkly (52/yr)				
g.) Clean under small counter top appliances		1x wkly (52/yr)				
h.) Clean top of paper towel dispensers		1x wkly (52/yr)				
i.) Damp mop spills		As Needed				
j.) Damp mop and shine vinyl floors			1x mo (12/yr)			
10. High Use Areas						
Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The facility supervisor reserves the right to schedule the activities listed in this section. Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet, empty waste receptacles and clean waste receptacle covers as applicable.						
a.) Cafeterias and cafes/snack bars	1x day (248/yr)					
b.) Clean tables and counter tops except for food serving and prep areas	1x day (248/yr)					
c.) Vending machine areas, concession stands, lounges and recreation areas	1x day (248/yr)					

d.) Empty food barrels	1x day (248/yr)					
e.) Conference rooms - Tables and chairs with hard surfaces must be wiped down/disinfected 3x a week, during the normal conference room cleaning.		3x wkly (156/yr)				
f.) Clean drawing boards in conference rooms		3x wkly (156/yr)				
11. Variable Procedures						
a.) Emergency stain/gum removal from carpet		As Needed				
b.) Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.		1x wkly (26/yr)				
c.) Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.		3x wkly (78/yr)				
d.) Wash all waste receptacles (inside & out) which present a soiled or odorous condition & sanitize			As Needed 1x mo (12/yr)			
e.) Replace waste receptacle liner when soiled or worn			As Needed 2x mo (24/yr)			
f.) Assist in snow removal operations around main building entrances, staffing changes may be needed		N/A Done by DTMB STAFF				
g.) Entry leaf removal/sweeping fall season		As Needed 1x wk (16/yr)				
12. Special – Building Specific Tasks						
Building Name: Escanaba State Office Building						
a.) Secretary of State Main Lobby - Mop Lobby Floor Daily From October 1 through April 30	1x day (124/yr)					
b.) South and West Entrances - Mop Floors daily from October 1 through October 30	1x day (124/yr)					
c.) Clean and sanitize the DHHS supervised children's play area on the 2nd floor	1x day (248/yr)					
Day Duties: Contractor will provide one (1) janitor to conduct daytime activities. The tasks are listed below and are not limited to these duties only. Additional duties are included within these specifications under high use and high traffic area. Service will be provided between: 7:30am to 2:00pm Daily.						
d.) Clean all lobbies and pick up boxes.	1x day (248/yr)					
e.) Tidy up all restrooms and check paper products	1x day (248/yr)					

f.) Clean all entrances	1x day (248/yr)					
g.) Clean all entrance glass doors and corridor doors	1x day (248/yr)					
h.) Clean Facility Office Area						
1. Remove Trash and recycle paper	1x day (248/yr)					
2. Dust (High and Low) areas that gather dust	1x day (248/yr)					
3. Wipe off and sanitize counter tops	1x day (248/yr)					
h.) Mop basement floor		3x wkly (156/yr)				
i.) Clean, sanitize and wipe dry all lobby tables and chairs as needed.	1x day (248/yr)					
h.) Emergency Clean-up during Daytime Hours: Includes but is not limited to coffee, spills, body fluids, waste clean-up, blood clean-up, etc.	1x day (248/yr)					

Periodic Services Notes and Additional Information

- 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 PM or their designee pursuant to the schedule as approved by the PM.
- The contractor must notify the PM 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 PM before performing any periodic services. Failure to adhere to this requirement could delay payment for these services.

Periodic Services (The Program Manager's prior approval is required for these services.)

Services	Frequency					
	Daily (Each time scheduled to clean; XX 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)

13. General Tasks

a.) Clean partition and interior glass				1x/qtr		
b.) Dust walls high and low				1x/qtr		
c.) Clean air bars and vents					2x/yr	
d.) Dust/clean baseboards						1x/yr
e.) Dust/clean blinds, curtains, window treatments						1x/yr
f.) Vacuum fabric upholstered furniture						1x/yr
g.) Light fixture/lens cleaning					2x/yr	
h.) Additional/ Emergency services						100 hr/yr

14. Intensive Floor Care

a.) Spray buff finished hard surface floors - removing scuff marks included						12x/yr
b.) Power scrub restroom floors				4x/qtr		
c.) Clean carpet runners / mats					3x/yr	
d.) Clean carpet in high traffic areas, includes main hallways, cubicle/ office hallways, elevators, lobbies and cafeteria/cafes					2x/yr	
e.) Carpet Cleaning - entire floor including inside cubicles and offices					2x/yr	

f.) Scrub and refinish stairwell floors						1x/yr
g.) Top strip & refinish floors						1x/yr
h.) Strip & refinish all hard surface floors						1x/yr

Special – Additional Cleaning Procedures in Response to Infectious Disease

- In order to minimize the impact of infectious diseases in DTMB owned facilities the following procedures, at the designated frequencies, may be requested and/or discontinued at the discretion of DTMB. The contractor will be required to have sufficient staff in place to accomplish these additional tasks within five (5) working days of notification of the need for implementation by the Program Manager.
- Disinfectants/Sanitizers used for these procedures must meet the minimum standards set forth by the U. S. Government, Center for Disease Control and must be approved by the DTMB Program Manager. The disinfectants/sanitizers used must not damage paint, metal finishes, electrical controllers, electronics or any other materials or surfaces. The contractor will be responsible for all costs associated with the repair of any damage resulting from the improper use of disinfectants/sanitizers which result in damage to paint, metal finishes or other surfaces
- These cleaning procedures must be performed twice daily and at regularly scheduled starting times. The preferred start times are 9:00 a.m. and 1:30 p.m. These tasks will be performed on each regularly scheduled State of Michigan work day. Any adjustments or changes to the cleaning times must be approved by the Facility Supervisor for that location.

Services	Frequency					
	Daily (Each time scheduled to clean; <u>XX</u> 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Monthly Quote for Additional Cleaning Procedures in Response to Infectious Disease						
a.) Thoroughly sanitize all interior and exterior entry door hardware. This includes all push/panic bars, door knobs, door levers and handicap entry buttons.	2x day (40/mo)					
b.) Thoroughly sanitize all handrails in building entries or other common areas.	2x day (40/mo)					
c.) Thoroughly sanitize all lobby mounted and cab mounted elevator call buttons, ATM buttons and vending machine buttons. To avoid damage to elevator controls systems and other electrical components, ATM's and vending machines, the appropriate disinfectant must not be sprayed directly onto elevator call buttons or panels, ATM buttons and vending machine buttons. The disinfectant should first be applied to a cloth then wiped on the surface to be disinfected.	2x day (40/mo)					
d.) Thoroughly sanitize all push/panic bars, door knobs, door levers or other door opening devices on stairwell doors.	2x day (40/mo)					
e.) Thoroughly sanitize all push/panic bars, door knobs, door levers or other door opening devices on restroom doors.	2x day (40/mo)					

f.) Check hand sanitizer levels in all lobby and entrance dispensers. Report empty or nearly empty dispensers to the Facility Supervisor. Hand sanitizer refills will be supplied by DTMB and the dispensers will be stocked by DTMB staff.	2x day (40/mo)					
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Responsibility for Replenishable Supplies
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Replenishable Item	Provided by
Paper towels	Agency
Hand soap	Contractor
Feminine Sanitary vending supplies & Disposal bags	Contractor
Toilet tissue	Agency
Plastic Trash Can Liners	Contractor
Hand sanitizer dispensers & refills	Agency
Air Fresheners	N/A

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

PRICE

Agency, Location, & Address: Escanaba State Office Building - 305 Ludington, Escanaba, MI 49829									
Contract #									
Anticipated Start Date:					1/3/2022				
Contract End Date:					1/2/2025				
Remaining Option Years on Contract									
BASIC JANITORIAL WAGES – Enter hourly PAY rate. Do not include taxes or insurance.									
	Employees		Hours		Rate		Days		Total
Daytime Cleaners	1	x	6	x	12	x	248	=	\$ 17,856.00
Nighttime Cleaners	2	x	1	x	12	x	248	=	\$ 5,952.00
Supervisor Cleaning	1	x	1	x	16	x	248	=	\$ 3,968.00
Other		x		x		x		=	\$ -
Other		x		x		x		=	\$ -
BASIC ANNUAL JANITORIAL WAGES (A)									\$ 27,776.00

To be completed by Agency
To be completed by Vendor

ANNUAL BUSINESS COSTS	Total(Bidder Complete)
Annual Cost for Cleaning Supplies and Equipment	\$ 900.00
Replenishment Supplies (not applicable for DHHS locations)	\$ 450.00
Insurance (General Liability and Worker's Compensation)	\$ 922.00
Wage Overhead - (A) Basic Annual Janitorial Wages x 19.26%	\$ 5,922.83
Other – (Provide detailed list. Insert rows as needed)	
Profit	\$ 6,150.00
TOTAL ANNUAL BUSINESS COST (B)	\$14,344.83
BASIC ANNUAL JANITORIAL WAGES (A)	\$ 27,776.00
+ TOTAL ANNUAL BUSINESS COSTS (B)	\$14,344.83
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 42,120.83
C ÷ 12 = TOTAL MONTHLY INVOICE AMOUNT	\$ 3,510.07

PERIODIC SERVICES	Annual = 1 Semi = 2 Tri = 3 Qtrly = 4		Price Per Service		ANNUAL PRICE
13. General Tasks					
a.) Clean partition and interior glass	4	x	\$ 275.00	=	\$ 1,100.00
b.) Dust walls high and low	4	x	\$ 250.00	=	\$ 1,000.00
c.) Clean air bars and vents	2	x	\$ 85.00	=	\$ 170.00
d.) Dust/clean baseboards	1	x	\$ 135.00	=	\$ 135.00
e.) Dust/clean blinds, curtains, window treatments	1	x	\$ 200.00	=	\$ 200.00
f.) Vacuum fabric upholstered furniture	1	x	\$ 120.00	=	\$ 120.00
g.) Light fixture/lens cleaning	2	x	\$ 350.00	=	\$ 700.00
14. Intensive Floor Care					
a.) Spray buff finished hard surface floors - removing scuff marks included	12	x	\$ 150.00	=	\$ 1,800.00
b.) Power scrub restroom floors	4	x	\$ 225.00	=	\$ 900.00
c.) Clean carpet runners / mats	3	x	\$ 95.00	=	\$ 285.00
d.) Clean carpet in high traffic areas, includes main hallways, cubicle/office hallways, elevators, lobbies and cafeteria/cafes	2	x	\$ 1,550.00	=	\$ 3,100.00
e.) Carpet Cleaning - entire floor including inside cubicles and offices	1	x	\$ 5,000.00	=	\$ 5,000.00
f.) Scrub and refinish stairwell floors	1	x	\$ 125.00	=	\$ 125.00
g.) Top strip & refinish floors	1	x	\$ 625.00	=	\$ 625.00
h.) Strip & refinish all hard surface floors	1	x	\$ 760.00	=	\$ 760.00
TOTAL ANNUAL PERIODIC SERVICES (D)			\$		16,020.00

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 42,120.83
+ TOTAL ANNUAL PERIODIC SERVICES (D)	\$ 16,020.00
TOTAL QUOTE FOR ONE YEAR (E)	\$ 58,140.83
TOTAL QUOTE FOR CONTRACT (F)	\$ 174,422.49

Square Feet of Area to be cleaned:		\$
TOTAL AVERAGE cost per square foot per month:	Basic Janitorial	\$ 0.15
TOTAL AVERAGE cost per square foot per year:	Basic Janitorial	\$ 1.80
TOTAL AVERAGE cost per square foot per month:	All Services	\$ 0.21
TOTAL AVERAGE cost per square foot per year:	All Services	\$ 2.49

SUBCONTRACTORS(Bidder Complete)	
Sub-contractor Total Costs	\$174,422.49

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

Description	Quote Per Hour
Additional/Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	\$50
Description	Quote Per Hour
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	\$50
Description	Quote Per Square Foot
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	\$0.25
Description	Quote Per Chair
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	\$3.00
Description	Quote Per Hour
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	\$50
Description	Quote Per Table
Conference Room Cleaning: Wiping down/disinfecting of the tables	\$1
Description	Quote Per Chair
Conference Room Cleaning: Wiping down/disinfecting of the hard surface chairs	\$3

Quick payment terms: 1 % discount off invoice if paid within 10 days after receipt of invoice.

Company	Lakestate Industries
Vendor ID	CV0023522
Vendor Signature	Cheryl Ohman
Date	8/30/2021
Telephone Number	906-786-9212
Cell Phone Number	906-280-2358
Email	cherylo@lakestateindustries.org

Janitorial contract awards are subject to the Sheltered Workshop Sections of P.A. 431 of 1984 (MCL 18.1293 – 18.1297). In order to receive further award consideration, a bidder's work plan and location pricing MUST indicate that you make a profit. Bids submitted indicating a loss will be considered non-responsive.

A. Contract and Program Manager Information

CONTRACT INFORMATION			
CONTRACT TERM:		OPTIONS:	2, 1-year
CONTRACT START DATE:	1/3/2022	CONTRACT END DATE:	1/2/2025
CONTRACTING AGENCY:	Department of Labor and Economic Opportunity		
BUILDING NAME and NUMBER:	MRS Marquette		
BUILDING ADDRESS:	1498 O'Dovero Dr., Suite A, Marquette, MI 49855		
IS LOCATION ON CRO "SET ASIDE"?	Yes ___ No <u>X</u>		
SCHEDULED TO BE IN FUTURE?	Yes ___ No <u>X</u>		
PROSPERITY REGION and COUNTY:	Region: 1b Central Upper Peninsula (UP) County: Marquette		

PROCUREMENT CONTACT INFORMATION			
CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Lisa Spitzley	spitzleyL4@michigan.gov	517-249-0440
AGENCY BUYER:	Jennifer Frank	frankj4@michigan.gov	517-719-9798
PROGRAM MANAGER:	Danielle Bennett-Starr	bennettstarrd@michigan.gov	906-227-5550

BUILDING LOCATION INFORMATION			
WORKING DAYS of BUILDING OCCUPANTS:	M-F	OFFICIAL WORKING HOURS of BUILDING OCCUPANTS:	7:00 - 6:00
NUMBER of EMPLOYEES:	16	APPROXIMATE DAILY VISITORS:	30
DAYS of CLEANING SERVICE:	M-F	IDENTIFY HOURS of CLEANING SERVICE:	after 6p.m.
TOTAL SQ. FT. to be CLEANED:	3,672 sq. ft.	NUMBER of STORIES in BUILDING:	1
SQ. FT. CARPET:	3,672 sq. ft.	AREA(S): Offices, Hallways, Conference rooms	
SQ. FT. HIGH TRAFFIC CARPET:	0	AREA(S):	
SQ. FT. VINYL:	0	AREA(S):	
SQ. FT. CERAMIC:	0	AREA(S):	
SQ. FT. CONCRETE:	0	AREA(S):	
SQ. FT. TERRAZO:	0	AREA(S):	
SQ. FT. RUBBER FLOORING:	0	AREA(S):	
NUMBER of RESTROOMS in BUILDING:	0	NUMBER of TOTAL UNITS for BUILDING RESTROOM(S): Note* This is a shared facility and LEO/MRS is not responsible for the Restrooms in this facility.	
NUMBER of DTMB-DESIGNATED BREAK ROOMS in BUILDING: •			
Is window cleaning required? (Specify if Interior and / or Exterior and Number of Floors – typically 1st Floor for Exterior.) • Interior and Exterior			
Does location have child play area(s), gymnasium, locker room, etc.? If so, please identify along with cleaning standard. •No			
Does location have a cafeteria/café/snack bar? •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): • Security area glass windows to be cleaned daily. Some staff have chemical sensitivities. Contractor should note that if the cleaning products used have odors, the products may need to be changed as directed by the Program Manager.			

C. Description of Service Needs TASK AND FREQUENCIES

Services	Frequency					
	Daily (Each time scheduled to clean; 248 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Basic Services						
1. Office Cleaning						
(Note : The days office cleaning is to occur will be determined by the Facility Supervisor.)						
a.) Vacuum carpet, sweep & damp mop hard surface floor if applicable. Remove spots/stains from carpet.	1x/day					
b.) Empty waste receptacles	1x/day					
c.) Dust high and low, including all surfaces which gather dust. Do <u>not</u> dust desk surfaces or adjacent work surfaces.			1x/month			
2. Restrooms						
a.) Close restroom						
b.) Empty waste receptacles						
c.) Fill dispensers ** See Replenishable Supplies						
d.) Dust						
e.) Clean and sanitize waste receptacles						
f.) Dust mop						
g.) Clean and sanitize sinks						
h.) Clean glass and mirrors						
i.) Clean and sanitize toilets and urinals						
j.) Empty and sanitize all sanitary napkins receptacles						
k.) Clean and sanitize wall around toilets and urinals, stall and entry doors, and partitions between toilets, urinals and sinks. Also perform any obvious spot cleaning.						
l.) Damp mop (Note: Damp mops used in restrooms are not to be used for non-restroom areas.)						
m.) Vacuum carpet if applicable						
n.) Maintain floor drain(s)/traps free of odors						
o.) Service restrooms as requested by Facility Supervisor						
3. Drinking Fountains						
a.) Clean, sanitize and wipe dry						
4. Lobbies and Corridors						
a.) Empty trash/ recyclable paper pick up	1x/day					
b.) Pickup for miscellaneous recyclable materials	1x/day					

c.) Remove carpet runners, clean floor underneath and replace runners			2x/mo			
d.) Vacuum carpet and runners		2x/week				
e.) Dust mop			1x/mo			
f.) Damp mop or machine scrub			1x/mo			
g.) Maintain clean glass - includes entrance doors	1x/day					
h.) Completely dust all fixtures - includes ledges, edges, shelves, exposed pipe, furniture, partitions, door-frames, etc.		1x/week				
i.) Damp wipe all non-upholstered furniture, tables & counter areas including visitor/breakout rooms.		1x/week				
j.) Vacuum upholstered lobby furniture		1x/week				
5. Wall /Partition Cleaning / Washing						
a.) Spot cleaning - including light switches		1x/week				
6. Stairway Cleaning, including those in parking ramps						
a.) Vacuum/dust mop/sweep						
b.) Vacuum/dust mop/sweep - Winter (November 1 - April 1) for designated areas.						
c.) Dust						
d.) Clean w/ sanitizer & 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/damp mop						
8. Thoroughly Clean Store Rooms/Janitor Closets						
a.) Organize, tidy, and clean			1x/month			
9. Designated Breakroom Cleaning						
a.) Empty food barrels/waste receptacles and clean receptacle covers						
b.) Sweep/dust mop/vacuum floors						
c.) Refill paper towel dispensers						
d.) Damp mop						
e.) Clean, scour and sanitize sinks						
f.) Damp wipe cabinetry, counter tops, table tops and outer surfaces of refrigerators						
g.) Clean under small counter top appliances						

h.) Clean top of paper towel dispensers						
i.) Damp mop spills						
j.) Damp mop and shine vinyl floors						
10. High Use Areas						
Special attention must be given to the areas listed below. Both schedules & duties will be conducted as indicated. The facility supervisor reserves the right to schedule the activities listed in this section.						
Cleaning to include: vacuum carpet, sweep & damp mop hard surface floors, remove spots/stains from carpet, empty waste receptacles and clean waste receptacle covers as applicable.						
a.) Cafeterias and cafes/snack bars						
b.) Clean tables and counter tops except for food serving and prep areas	1x/day					
c.) Vending machine areas, concession stands, lounges and recreation areas	N/A					
d.) Empty food barrels	N/A					
e.) Conference rooms		3x/week				
f.) Clean drawing boards in conference rooms	Not Clean Boards					
11. Variable Procedures						
a.) Emergency stain/gum removal from carpet		As Needed				
b.) Empty exterior ashtrays/trash receptacles & clean all general areas including entrances, during Winter months of November 1 - April 1.						
c.) Empty exterior ashtrays / trash receptacles & clean all general areas including entrances, during Summer months of April 1 - October 31.						
d.) Wash all waste receptacles (inside & out) which present a soiled or odorous condition & sanitize			1x/mo			
e.) Replace waste receptacle liner when soiled or worn			1x/mo			
f.) Assist in snow removal operations around main building entrances, staffing changes may be needed						
g.) Entry leaf removal/sweeping fall season						
12. Special – Building Specific Tasks						
Building Name:						
a.) Task						

Services	Frequency					
	Daily (Each time scheduled to clean; XX 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Periodic Services						
13. General Tasks						

a.) Clean partition and interior glass				4x/yr		
b.) Dust walls high and low				4x/yr		
c.) Clean air bars and vents				4x/yr		
d.) Dust/clean baseboards				4x/yr		
e.) Dust/clean blinds, curtains, window treatments				4x/yr		
f.) Vacuum fabric upholstered furniture						1x/yr
g.) Light fixture/lens cleaning				4x/yr		
h.) Thorough wall / partition vacuuming and washing, after renovations or modifications as required						As Needed
i.) Additional/ Emergency services						As Needed
14. Intensive Floor Care						
a.) Spray buff finished hard surface floors - removing scuff marks included						
b.) Power scrub restroom floors						
c.) Clean carpet runners / mats						3x/yr
d.) Clean carpet in high traffic areas, includes main hallways, cubicle/ office hallways, elevators, lobbies and cafeteria/cafes						3x/yr
e.) Carpet Cleaning - entire floor including inside cubicles and offices						1x/yr
f.) Scrub and refinish stairwell floors						
g.) Top strip & refinish floors						
h.) Strip & refinish all hard surface floors						

Special – Additional Cleaning Procedures in Response to Infectious Disease – For Quotation Purposes Only						
<p>In order to minimize the impact of infectious diseases in DTMB owned facilities the following procedures, at the designated frequencies, may be requested and/or discontinued at the discretion of DTMB. The contractor will be required to have sufficient staff in place to accomplish these additional tasks within five (5) working days of notification of the need for implementation by the Program Manager.</p> <p>Disinfectants used for these procedures must meet the minimum standards set forth by the U. S. Government, Center for Disease Control and must be approved by the DTMB Program Manager. The disinfectants used must not damage paint, metal finishes, electrical controllers, electronics or any other materials or surfaces. The contractor will be responsible for all costs associated with the repair of any damage resulting from the improper use of disinfectants which result in damage to paint, metal finishes or other surfaces</p> <p>These cleaning procedures must be performed twice daily and at regularly scheduled starting times. The preferred start times are 9:00 a.m. and 1:30 p.m. These tasks will be performed on each regularly scheduled State of Michigan work day. Any adjustments or changes to the cleaning times must be approved by the Facility Supervisor for that location.</p>						
Services	Frequency					
	Daily (Each time scheduled to clean; <u>XX</u> 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 (or) Bi-Annual (3 (or) 2 times per year)	Annual (Once Per Year)
Monthly Quote for Additional Cleaning Procedures in Response to Infectious Disease						

a.) Thoroughly disinfect all interior and exterior entry door hardware. This includes all push/panic bars, door knobs, door levers and handicap entry buttons.						
b.) Thoroughly disinfect all handrails in building entries or other common areas.						
c.) Thoroughly disinfect all lobby mounted and cab mounted elevator call buttons. To avoid damage to elevator controls systems and other electrical components, the appropriate disinfectant must not be sprayed directly onto elevator call buttons or panels. The disinfectant should first be applied to a cloth then wiped on the surface to be disinfected.						
d.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on stairwell doors.						
e.) Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on restroom doors.						
f.) Check hand sanitizer levels in all lobby and entrance dispensers. Report empty or nearly empty dispensers to the Facility Supervisor. Hand sanitizer refills will be supplied by DTMB and the dispensers will be stocked by DTMB staff.						

NOTE:

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

SUPPLEMENTARY TASKS*

- To be determined by Program Manager.

NOTES AND ADDITIONAL INFORMATION

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

(Agencies should edit, add, delete, as needed to describe location needs):

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

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

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

PRICE

Agency, Location, & Address: Add INfo									
Contract #									
Anticipated Service Start Date:					1/3/2022				
Contract End Date:					1/2/2025				
Remaining Option Years on Contract									
BASIC JANITORIAL WAGES – Enter hourly PAY rate. Do not include taxes or insurance.									
	Employees		Hours		Rate		Days		Total
Daytime Cleaners		x		x		x		=	\$ -
Nighttime Cleaners	1	x	1	x	12	x	104	=	\$ 1,248.00
Supervisor Cleaning	1	x	1	x	16	x	104	=	\$ 1,664.00
Other		x		x		x		=	\$ -
Other		x		x		x		=	\$ -
BASIC ANNUAL JANITORIAL WAGES (A)									\$ 2,912.00

To be completed by Agency
To be completed by Vendor

ANNUAL BUSINESS COSTS	Total(Bidder Complete)
Annual Cost for Cleaning Supplies and Equipment	\$ 430.00
Replenishment Supplies (not applicable for DHS locations)	
Insurance (General Liability and Worker's Compensation)	267.68
Wage Overhead - (A) Basic Annual Janitorial Wages x 19.26%	\$ 560.85
Other – (Provide detailed list. Insert rows as needed)	\$ 1,170.60
Profit	
TOTAL ANNUAL BUSINESS COST (B)	\$2,161.45
BASIC ANNUAL JANITORIAL WAGES (A)	\$ 2,912.00
+ TOTAL ANNUAL BUSINESS COSTS (B)	\$2,161.45
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 5,073.45
C ÷ 12 = TOTAL MONTHLY INVOICE AMOUNT	\$ 422.79

PERIODIC SERVICES	Annual = 1 Semi = 2 Tri = 3 Qrty = 4		Price Per Service		ANNUAL PRICE
13. General Tasks					
a.) Clean partition and interior glass	2	x	\$ 25.00	=	\$ 50.00
b.) Dust walls high and low	2	x	\$ 25.00	=	\$ 50.00
c.) Clean air bars and vents	2	x	\$ 25.00	=	\$ 50.00
d.) Dust/clean baseboards	4	x		=	included
e.) Dust/clean blinds, curtains, window treatments	2	x		=	included
f.) Vacuum fabric upholstered furniture	1	x		=	included
g.) Light fixture/lens cleaning	2	x	\$ 50.00	=	\$ 100.00
14. Intensive Floor Care					
a.) Spray buff finished hard surface floors - removing scuff marks included	4	x	\$ 300.00	=	\$ 1,200.00
b.) Power scrub restroom floors	4	x		=	N/A
c.) Clean carpet runners / mats	2	x	\$ 500.00	=	\$ 1,000.00
d.) Clean carpet in high traffic areas, includes main hallways, cubicle/office hallways, elevators, lobbies and cafeteria/cafes	1	x	\$ 300.00	=	\$ 300.00
e.) Carpet Cleaning - entire floor including inside cubicles and offices	1	x	\$ 750.00	=	\$ 750.00
f.) Scrub and refinish stairwell floors	1	x		=	\$ -
g.) Top strip & refinish floors	2	x		=	\$ -
h.) Strip & refinish all hard surface floors	1	x		=	\$ -
TOTAL ANNUAL PERIODIC SERVICES (D)					\$ 3,500.00

TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$ 5,073.45
+ TOTAL ANNUAL PERIODIC SERVICES (D)	\$ 3,500.00
TOTAL QUOTE FOR ONE YEAR (E)	\$ 8,573.45
TOTAL QUOTE FOR CONTRACT (F)	\$ 25,719.00

Square Feet of Area to be cleaned:		\$
TOTAL AVERAGE cost per square foot per month:	Basic Janitorial	\$ 0.12
TOTAL AVERAGE cost per square foot per year:	Basic Janitorial	\$ 1.38
TOTAL AVERAGE cost per square foot per month:	All Services	\$ 0.19
TOTAL AVERAGE cost per square foot per year:	All Services	\$ 2.33

SUBCONTRACTORS(Bidder Complete)	
Sub-contractor Total Costs	\$25,719.00

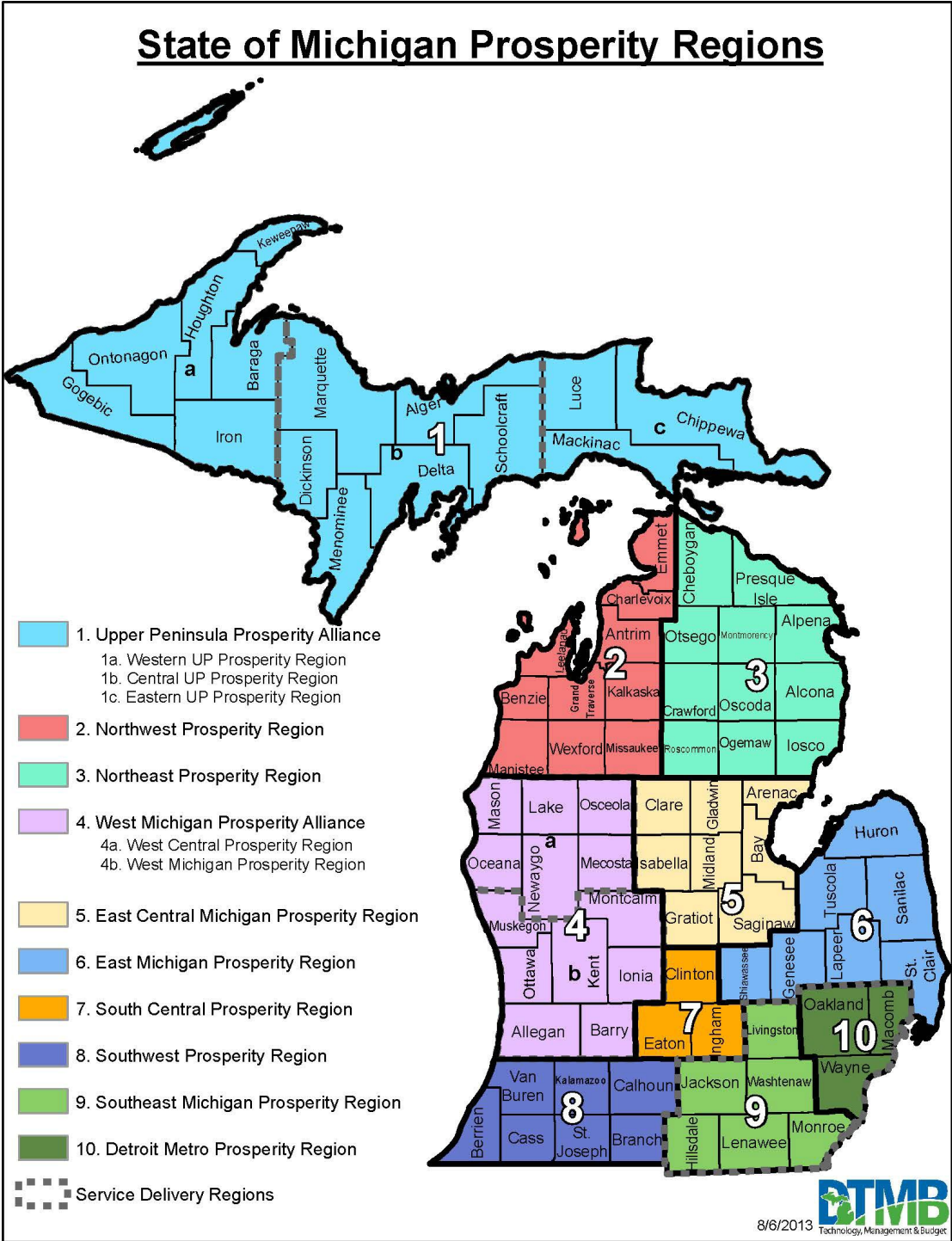
ADDITIONAL SERVICES – FOR QUOTATION PURPOSES ONLY – Do not include in the total price of the bid

Description	Quote Per Hour
Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	\$50
Description	Quote Per Hour
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	\$50
Description	Quote Per Square Foot
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	0.25
Description	Quote Per Chair
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	\$3
Description	Quote Per Hour
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	\$50

Quick payment terms: 1 % discount off invoice if paid within 10 days after receipt of invoice.

Company	Lakeestate Industries
Vendor ID	CV0023522
Vendor Signature	
Date	8/30/2021
Telephone Number	906-786-9212
Cell Phone Number	906-280-2358
Email	cherylo@lakestateindustries.org

Exhibit A-1 Prosperity Map



FEDERAL PROVISIONS ADDENDUM

This addendum applies to purchases that will be paid for in whole or in part with funds obtained from the federal government. The provisions below are required, and the language is not negotiable. If any provision below conflicts with the State's terms and conditions, including any attachments, schedules, or exhibits to the State's Contract, the provisions below take priority to the extent a provision is required by federal law; otherwise, the order of precedence set forth in the Contract applies. Hyperlinks are provided for convenience only; broken hyperlinks will not relieve Contractor from compliance with the law.

1. Equal Employment Opportunity

If this Contract is a “**federally assisted construction contract**” as defined in [41 CFR Part 60-1.3](#), and except as otherwise may be provided under [41 CFR Part 60](#), then during performance of this Contract, the Contractor agrees as follows:

- 1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- 2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- 3) The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an

investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

- 4) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 5) The Contractor will comply with all provisions of [Executive Order 11246](#) of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 6) The Contractor will furnish all information and reports required by [Executive Order 11246](#) of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 7) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in [Executive Order 11246](#) of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in [Executive Order 11246](#) of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 8) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of [Executive Order 11246](#) of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, that if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

2. Davis-Bacon Act (Prevailing Wage)

If this Contract is a **prime construction contract** in excess of \$2,000, the Contractor (and its Subcontractors) must comply with the Davis-Bacon Act ([40 USC 3141-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"), and during performance of this Contract the Contractor agrees as follows:

- 1) All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141- 3144, and 3146-3148) and the requirements of 29C.F.R. pt. 5 as may be applicable. The contractor shall

comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.

- 2) Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- 3) Additionally, contractors are required to pay wages not less than once a week.

3. Copeland “Anti-Kickback” Act

If this Contract is a contract for construction or repair work in excess of \$2,000 where the Davis-Bacon Act applies, the Contractor must comply with the Copeland “Anti-Kickback” Act ([40 USC 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”), which prohibits the Contractor and subrecipients from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled, and during performance of this Contract the Contractor agrees as follows:

- 1) **Contractor.** The Contractor shall comply with 18 U.S.C. §874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
- 2) **Subcontracts.** The Contractor or Subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA or the applicable federal awarding agency may by appropriate instructions require, and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- 3) **Breach.** A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a Contractor and Subcontractor as provided in 29 C.F.R. § 5.12.

4. Contract Work Hours and Safety Standards Act

If the Contract is **in excess of \$100,000** and **involves the employment of mechanics or laborers**, the Contractor must comply with [40 USC 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)), as applicable, and during performance of this Contract the Contractor agrees as follows:

- 1) **Overtime requirements.** No Contractor or Subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to

work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

- 2) Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in paragraph (1) of this section the Contractor and any Subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and Subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- 3) Withholding for unpaid wages and liquidated damages.** The State shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or Subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- 4) Subcontracts.** The Contractor or Subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

5. Rights to Inventions Made Under a Contract or Agreement

If the Contract is funded by a federal “funding agreement” as defined under [37 CFR §401.2 \(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing

regulations issued by the awarding agency.

6. Clean Air Act and the Federal Water Pollution Control Act

If this Contract is **in excess of \$150,000**, the Contractor must comply with all applicable standards, orders, and regulations issued under the Clean Air Act ([42 USC 7401-7671q](#)) and the Federal Water Pollution Control Act ([33 USC 1251-1387](#)), and during performance of this Contract the Contractor agrees as follows:

Clean Air Act

1. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
2. The Contractor agrees to report each violation to the State and understands and agrees that the State will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency or the applicable federal awarding agency, and the appropriate Environmental Protection Agency Regional Office.
3. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA or the applicable federal awarding agency.

Federal Water Pollution Control Act

1. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. The Contractor agrees to report each violation to the State and understands and agrees that the State will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency or the applicable federal awarding agency, and the appropriate Environmental Protection Agency Regional Office.
3. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA or the applicable federal awarding agency.

7. Debarment and Suspension

A “contract award” (see [2 CFR 180.220](#)) must not be made to parties listed on the government-wide exclusions in the [System for Award Management](#) (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement [Executive Orders 12549](#) ([51 FR 6370; February 21, 1986](#)) and [12689](#) ([54 FR 34131; August 18, 1989](#)), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than [Executive Order 12549](#).

- 1) This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- 2) The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- 3) This certification is a material representation of fact relied upon by the State. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the State, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment
- 4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

8. **Byrd Anti-Lobbying Amendment**

Contractors who apply or bid for an award of **\$100,000 or more** shall file the required certification in Exhibit 1 – Byrd Anti-Lobbying Certification below. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

9. **Procurement of Recovered Materials**

Under [2 CFR 200.322](#), Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

- 1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:
 - a. Competitively within a timeframe providing for compliance with the contract performance schedule;
 - b. Meeting contract performance requirements; or

- c. At a reasonable price.
- 2) Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
- 3) The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

10. Additional FEMA Contract Provisions.

The following provisions apply to purchases that will be paid for in whole or in part with funds obtained from the Federal Emergency Management Agency (FEMA):

- 1) **Access to Records.** The following access to records requirements apply to this contract:
 - a. The Contractor agrees to provide the State, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions
 - b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed
 - c. The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract
 - d. In compliance with the Disaster Recovery Act of 2018, the State and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.
- 2) **Changes.**
See the provisions regarding modifications or change notice in the Contract Terms.
- 3) **DHS Seal Logo and Flags.**
The Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.
- 4) **Compliance with Federal Law, Regulations, and Executive Orders.**
This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The Contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

5) No Obligation by Federal Government.

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the State, Contractor, or any other party pertaining to any matter resulting from the Contract.”

6) Program Fraud and False or Fraudulent Statements or Related Acts

The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor’s actions pertaining to this contract.

EXHIBIT 1

BYRD ANTI-LOBBYING CERTIFICATION

Contractor must complete this certification if the purchase will be paid for in whole or in part with funds obtained from the federal government and the purchase is greater than \$100,000.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Lakestate Industries, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Cheryl Ohman, Executive Director
Name and Title of Contractor's Authorized Official

Date