



STATE OF MICHIGAN PROCUREMENT

Department Technology, Management and Budget

320 S Walnut Street, Lansing, MI 48933

P.O. Box 30026, Lansing, MI 48909

NOTICE OF CONTRACT

NOTICE OF CONTRACT NO. **250000000685**

between

THE STATE OF MICHIGAN

and

CONTRACTOR	Gesher Human Services
	29699 Southfield Rd.
	Southfield Michigan 48076
	James Willis, COO
	248-233-4220
	jwillis@geshermi.org
	CV0019417

STATE	Program Manager	Margaret Bustillo	DTMB
		313-456-1101	
		BustilloM@michigan.gov	
	Contract Administrator	Lisa Spitzley	DTMB
		(517) 249-0440	
		SpitzleyL4@michigan.gov	

CONTRACT SUMMARY			
DESCRIPTION: Janitorial Services at Cadillac Place			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
7/1/2025	6/30/2028	5 - 1 Year	6/30/2028
PAYMENT TERMS		DELIVERY TIMEFRAME	
2%Net30, Net 45		N/A	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
☐ P-card ☐ Payment Request (PRC) ☐ Other			☐ Yes ☒ No
MINIMUM DELIVERY REQUIREMENTS			
N/A			
MISCELLANEOUS INFORMATION			
THIS IS NOT AN ORDER. This Contract Agreement is awarded on the basis of the State's inquiry bearing the solicitation number RFP 250000001207. Orders for Delivery will be issued directly by the Departments through the issuance of a Delivery Order (DO).			
ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION			<u>\$6,187,975.00</u>

FOR THE CONTRACTOR:

Company Name

Authorized Agent Signature

Authorized Agent (Print or Type)

Date

FOR THE STATE:

Signature

Name and Title

Agency

Date

STANDARD CONTRACT TERMS

This STANDARD CONTRACT (“**Contract**”) is agreed to between the State of Michigan (the “**State**”) and Gesher Human Services (“**Contractor**”), a Michigan Non-Profit organization. This Contract is effective on July 1, 2025 (“**Effective Date**”), and unless terminated, will expire on June 30, 2028 (the “**Term**”).

This Contract may be renewed for up to 5 additional 1-year Renewal 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 (the “**Contract Activities**”) described in a Statement of Work, the initial Statement of Work is attached as Schedule A – Statement of Work. 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 unless otherwise specified in a Statement of Work.

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) 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; (i) comply with all State physical and IT security policies and standards which will be made available upon request; and (j) 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:
See Contract Administrator information shown below.	Ryan McKinney 29699 Southfield Rd Southfield, MI 48076

	rmckinney@geshermi.org 925.334.9448
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3. **Contract Administrator.** The Contract Administrator, or the individual duly authorized 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	James Willis 29699 Southfield Rd Southfield, MI 48076 jwillis@geshermi.org 248.233.4220

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:
Margaret Bustillo BustilloM@michigan.gov 313-456-1101	Ryan McKinney 29699 Southfield Rd Southfield, MI 48076 rmckinney@geshermi.org 925.334.9448

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 a Statement of Work) if, in the opinion of the State, it will ensure performance of the Contract.
6. **Insurance Requirements. See attached Schedule C.**
7. **Reserved.**
8. **Reserved.**
9. **Relationship of the Parties.** The relationship between the parties is that of independent contractors. 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. Neither party has authority to contract for nor bind the other party in any manner whatsoever.
10. **Intellectual Property Rights.** If a Statement of Work requires Contractor to create any intellectual property, Contractor hereby acknowledges that the State is and will be the sole and exclusive owner of all right, title, and interest in the Contract Activities and all associated intellectual property rights, if any. Such Contract Activities are works made for hire as defined in Section 101 of the Copyright Act of 1976. To the extent any Contract Activities and related intellectual property do not qualify as works made for hire under the Copyright Act, Contractor will, and hereby does, immediately on its creation, assign, transfer and otherwise convey to the State, irrevocably and in perpetuity, throughout the universe, all right, title and interest in and to the Contract Activities, including all intellectual property rights therein.

- 11. 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.
- 12. Staffing.** The State's Contract Administrator may require Contractor to remove or reassign personnel providing services by providing a notice to Contractor.
- 13. 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 a Statement of Work, 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.
- 14. 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.
- 15. Change of Control.** Contractor will notify the State, within 30 days of any public announcement or otherwise once legally permitted to do so, 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.
- 16. Ordering.** Contractor is not authorized to begin performance until receipt of authorization as identified in a Statement of Work.

- 17. 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 a Statement of Work. 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 24, 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.

- 18. 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 a Statement of Work. All containers and packaging become the State's exclusive property upon acceptance.
- 19. 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.
- 20. Warranty Period.** The warranty period, if applicable, for Contract Activities is a fixed period commencing on the date specified in a Statement of Work. If the Contract Activities do not function as warranted during the warranty period, the State may return such non-conforming Contract Activities to the Contractor for a full refund.
- 21. Invoices and 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 provided as specified in a Statement of Work. Invoices must include an itemized statement of all charges. The State is exempt from federal excise tax, state, and local sales taxes, and use taxes if the Contract Activities purchased under

this Contract are for the State's exclusive use. Contractor will not include the collection of taxes for which the State is exempt in any invoices or payments related to this Contract. The State is not responsible for taxes imposed or assessed on Contractor.

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.

Excluding federal government charges and terms, Contractor warrants and agrees that each of the fees, economic or product terms or warranties granted pursuant to this Contract are comparable to or better than the equivalent fees, economic or product term or warranty being offered to any commercial or government customer (including any public educational institution within the State of Michigan) of Contractor. If Contractor enters into any arrangements with another customer of Contractor to provide the products or services, available under this Contract, under more favorable prices, as the prices may be indicated on Contractor's current U.S. and International price list or comparable document, then this Contract will be deemed amended as of the date of such other arrangements to incorporate those more favorable prices, and Contractor will immediately notify the State of such fee and formally memorialize the new pricing in a change notice.

- 22. Liquidated Damages.** Liquidated damages, if applicable, will be assessed as described in a Statement of Work. The parties understand and agree that any liquidated damages (which includes but is not limited to applicable credits) set forth in this Contract are reasonable estimates of the State's damages in accordance with applicable law. The parties acknowledge and agree that Contractor could incur liquidated damages for more than 1 event. The assessment of liquidated damages will not constitute a waiver or release of any other remedy the State may have under this Contract for Contractor's breach of this Contract, including without limitation, the State's right to terminate this Contract for cause under Section 24 and the State will be entitled in its discretion to recover actual damages caused by Contractor's failure to perform its obligations under this Contract. However, the State will reduce such actual damages by the amounts of liquidated damages received for the same events causing the actual damages. Amounts due the State as liquidated damages may be set off against any fees payable to Contractor under this Contract, or the State may bill Contractor as a separate item and Contractor will promptly make payments on such bills.
- 23. 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.

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

(b) If the State terminates this Contract under this Section, the State will issue a termination notice specifying whether Contractor must: (i) cease performance immediately. Contractor must submit all invoices for Contract Activities accepted by the State within 30 days of the date of termination. Failure to submit an invoice within that timeframe will constitute a waiver by Contractor for any amounts due to Contractor for Contract Activities accepted by the State under this Contract or (ii) 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 25, 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. Contractor must promptly reimburse to the State any fees prepaid by the State prorated to the date of such termination, including any prepaid fees. 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.

- 25. Termination for Convenience.** The State may immediately terminate this Contract in whole or in part without penalty and for any reason or no 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. Contractor must submit all invoices for Contract Activities accepted by the State within 30 days of the date of termination. Failure to submit an invoice within that timeframe will constitute a waiver by Contractor for any amounts due Contractor for Contract Activities accepted by the State under this Contract, or (b) continue to perform the Contract Activities in accordance with Section 26, 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 to the extent the funds are available.
- 26. 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) 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 (d) 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.

27. Return of State Property. Upon termination or expiration of this Contract for any reason, Contractor must take 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 the Contractor by any entity, agent, vendor, or employee of the State.

28. 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, at its own cost and expense, if the State deems necessary. Contractor will not, without the State's prior 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.

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.

The State is constitutionally prohibited from indemnifying Contractor or any third parties.

- 29. 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.
- 30. 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.
- 31. 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 (3) any complaint filed in a legal or administrative proceeding alleging the Contractor or its subcontractors discriminated against its employees, subcontractors, vendors, or suppliers during the term of this Contract; or (e) a Proceeding involving any license that Contractor is required to possess in order to perform under this Contract.
- 32. 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 or commercial purposes.
- 33. Reserved.**
- 34. 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.
- 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; or, (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 or is: (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.

35. Reserved.

36. Reserved.

37. Reserved.

38. Records Maintenance, Inspection, Examination, and Audit. Pursuant to MCL 18.1470, 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 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 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.

39. Representations and Warranties. 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 24, Termination for Cause.

- 40. 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.
- 41. Compliance with Laws.** Contractor must comply with all federal, state and local laws, rules and regulations.
- 42. Prevailing Wage Act Statutory Provision.** Contractor must comply with prevailing wage requirements, to the extent applicable to this Contract. As required by MCL 408.1112, if the Michigan Prevailing Wage Act, MCL 408.1101 et seq. applies to this Contract, construction mechanics (as defined in MCL 408.1101 (b)) are intended beneficiaries of the contractual prevailing wage, fringe benefit, and nondiscrimination nonretaliation requirements of the Contract. Any construction mechanic aggrieved by the failure of a Contractor or subcontractor to pay prevailing wages or benefits as specified in this Contract, or by a violation of MCL 408.1107, in addition to any other remedies provided in Public Act 10 of 2023 or by law, may bring an action in a court of competent jurisdiction against the Contractor or subcontractor for damages or injunctive relief and may be awarded reinstatement or other appropriate relief, and all damages sustained, together with actual costs and attorney fees at trial and on appeal. If the Michigan Prevailing Wage Act, MCL 408.1101 et seq. applies to this Contract, the rates of wages and fringe benefits to be paid to each class of construction mechanic (as defined in MCL 408.1101 (b)) by Contractor and subcontractors must not be less than the wage and fringe benefit rates prevailing in the locality in which the work is performed.
- 43. Reserved.**
- 44. 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.
- 45. Unfair Labor Practice.** Under MCL 423.324, the State may void this Contract if the name of the Contractor, or the name of a subcontractor, manufacturer, or supplier of the Contractor, subsequently appears on the Unfair Labor Practice register compiled under MCL 423.322.

- 46. Governing Law.** This Contract is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles. Contractor waives any objections, such as lack of personal jurisdiction or *forum non conveniens*. Contractor must appoint an agent in Michigan to receive service of process.
- 47. Non-Exclusivity.** Nothing contained in this Contract is intended nor is to be construed as creating any requirements contract with Contractor, nor does it provide Contractor with a right of first refusal for any future work. This Contract does not restrict the State or its agencies from acquiring similar, equal, or like Contract Activities from other sources.
- 48. 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.
- 49. 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.
- 50. 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 the prior written approval of the State, and then only in accordance with the explicit written instructions of the State.
- 51. 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:

Document Title	Document Description
Standard Contract Terms	Standard Contract Terms
Federal Provisions Addendum or Federal Addendum Notice	Federal Provisions Addendum or Federal Addendum Notice
Schedule A Statement of Work – included for all locations	Schedule A Statement of Work – included for all locations

Schedule A	Statement of Work
Schedule B	Pricing and Fees
Location Specification Sheet (LSS)	Location Specification Sheet (LSS)
Schedule C Insurance Requirements	Schedule C Insurance Requirements established by Risk Management
Schedule D	Equipment and Supplies List

- 52. Entire Agreement and Order of Precedence.** This Contract, which includes Statement of Work, and schedules and exhibits, is the entire agreement of the parties related to the Contract Activities. This Contract supersedes and replaces all previous understandings and agreements between the parties for the Contract Activities. If there is a conflict between documents, the order of precedence is: (a) first, this Contract, excluding its schedules, exhibits, and Statement of Work; (b) second, 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, OR DOCUMENTATION HEREUNDER, EVEN IF ATTACHED TO THE STATE'S DELIVERY OR PURCHASE ORDER, WILL CONSTITUTE A PART OR AMENDMENT OF THIS CONTRACT OR IS BINDING ON THE STATE OR ANY AUTHORIZED USER FOR ANY PURPOSE. ALL SUCH OTHER TERMS AND CONDITIONS HAVE NO FORCE AND EFFECT AND ARE DEEMED REJECTED BY THE STATE AND THE AUTHORIZED USER, EVEN IF ACCESS TO OR USE OF THE CONTRACT ACTIVITIES REQUIRES AFFIRMATIVE ACCEPTANCE OF SUCH TERMS AND CONDITIONS.
- 53. 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.
- 54. Waiver.** Failure to enforce any provision of this Contract will not constitute a waiver.
- 55. Survival.** Any right, obligation or condition that, by its express terms or nature and context is intended to survive, will survive the termination or expiration of this Contract; such rights, obligations, or conditions include, but are not limited to, those related to transition responsibilities; indemnification; disclaimer of damages and limitations of liability; State Data; non-disclosure of Confidential Information; representations and warranties; insurance and bankruptcy.
- 56. 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.

FEDERAL PROVISIONS ADDENDUM

NO IMMEDIATE FEDERAL FUNDING WILL BE USED TO FUND THE CONTRACT INITIALLY, BUT THERE IS REASON TO BELIEVE THAT FEDERAL FUNDING MAY BE USED AT A LATER DATE

Contractor acknowledges and agrees that the State may utilize funds obtained from the federal government which may have additional contractual requirements. Contractor agrees that, if the State determines that federal rules or regulations require the appendage of specific contractual language to this Contract related to specific types of federal funding, including but not limited to [Title 2 of the Code of Federal Regulations \(C.F.R.\) Part 200](#) and [Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#), Contractor agrees to, through a Contract Change Notice, append such required contractual language to this Contract if necessary to keep the State and Contractor in compliance with federal funding requirements and comply with the terms set forth therein.

SCHEDULE A – STATEMENT OF WORK

Contract No. 250000000685

Janitorial Services for Cadillac Place

This schedule identifies the anticipated requirements of Contract.

BACKGROUND/SCOPE

This Contract is for Janitorial Services for Department of Technology Management and Budget (DTMB) Cadillac Place.

This location is designated as a Community Rehabilitation Organization (CRO) Set Aside Location. Janitorial contract awards are subject to the Sheltered Workshop Sections of P.A. 431 of 1984 (MCL 18.1293 – 18.1297). Contractor pricing MUST indicate a profit.

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 recognized at Cadillac Place include:

New Year's Day
 Martin Luther King, Jr. Birthday
 Memorial Day
 Juneteenth Day
 Independence Day
 Labor Day

Thanksgiving Day (Thursday and Friday)
 Christmas Eve
 Christmas Day
 New Year's Eve

*Cadillac Place is open and requires janitorial services on
 President's Day, Election Day and Veteran's Day.

1.1. SPECIFICATIONS - Following is a list of general areas and general cleaning specifications.
 Refer to Location Specification Sheets detailing site-specific requirements.

Office Areas, Conference Rooms, Offices, Workstations, Etc.

High Touchpoints are to be cleaned daily and sanitized with approve cleaning solution,
 High touchpoints include but are not limited to light switches, doorknobs and push and
 pull bars or handles.

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, rider extractor or portable units which provide heat, pressure and extraction and approved chemicals at proper dilution must be used. (list equipment on Schedule D, Equipment and Supplies List).
- 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 with approved sanitizer, switches, door handles, knobs, etc.
- g. Clean kick plates, and dust baseboards / radiators.
- h. Dust window hangings or blinds with a vacuum tool.
- i. 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.

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 with approved cleaning solution 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 and sanitize counter tops, tabletops, front of cabinetry and outer surfaces of refrigerator.
- c. Wipe under all countertop 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. Clean slop sinks, ensuring no mop hair or other debris in the drains.
- 2. Keep equipment and supplies neat.

Do not stack items on or near water heaters or furnaces.

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

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

G. Materials, Treatment, Etc. - Chemicals, Cleaners and Finishes

All Cleaners, Chemicals and Finishes must be approved by the Program Manager or designee.

- 1. 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.
- 2. The use of powdered scouring cleansers is expressly prohibited.

3. 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.
4. 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.
5. 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.
6. 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.
7. The State reserves the right to reject any cleaners, chemicals, and finishes.
8. 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.
9. The Contractor agrees to accept sole responsibility for preserving and protecting State-owned or occupied property against damage or deterioration.

H. Replenishable Supplies

1. Please refer to each individual Location Specification sheet regarding responsibility of Replenishable Supplies
2. Do not fill paper towel sheets above the fill line.
3. All Relishable Supplies must be approved by the Program Manager or designee

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
 - xiii. Contractor owned equipment may be stored on site when not in use. Program Manager or designee will notify Contractor of proper storage location.
 - xiv. Contractor maintains sole responsibility for all Contractor property stored on site.

2.0. Damage to State-owned or Leased or Citizen-owned Property

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

2.1 Health, Safety and Environmental Protection

1. The Contractor agrees to conform to all applicable federal, state and local laws and to the requirements of the 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.
4. The Contractor must utilize Green Certified products when available. When Green Certified products are not available for use, the Contractor must research available products utilizing products that are the most environmentally friendly and non-hazardous for the environment as possible.

3.0 Roles and Responsibilities

A. Staffing

1. Contractor Representative

1. 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").
2. The Contractor must notify the Contract Administrator at least ten (10) calendar days before removing or assigning a new Contractor Representative.

Ryan McKinney
 4250 Woodward Ave
 Detroit, MI 48201
 Director of Contracts
 Rmckinney@geshermi.org
 313-446-8036 office
 925-334-9448 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.
- k. The State may require on-site cleaning supervisor hours be increased if it feels the need for more supervision is necessary. Contractor must provide the following information for key personnel to the program manager and contract administrator for review and approval.
 - i. A detailed description of your qualification requirements for Key Personnel.
 - ii. A detailed description of your training program for Key Personnel.
 - iii. A list of Key Personnel that will be assigned to this project which should include, at a minimum:
 1. Name
 2. Physical Location
 3. Contact Information
 4. Organizational Role
 5. Qualifications
 6. Relevant Experience
 7. Chronological Resume
 8. The anticipated scope of Key Personnel responsibilities
 9. Other contracts under Key Personnel supervision
 10. The geographic region covered
 11. The number of employees Key Personnel will supervise.

Contractor Key Personnel roles:

Site Manager and Assistant Site Manager

Site Manager:

Vicki Anderson

Physical Location: Cadillac Place

Office# 313-285-8805

Cell Phone# 248-752-0445

Email: vanderson@geshermi.org

Assistant Site Manager:

Jeanine Brown

Physical Location: Cadillac Place

Office# 313-285-8805

Cell Phone# 313-729-6390

Email:jbrown@geshermi.org

The scope of the Key Personnel includes, but is not limited to:

1. Recruit, train, supervise and evaluate designated staff
2. Prepare and maintain accurate records as required (payroll, administrative, and quality control).
3. Complete State Reports as required
4. Assign custodial/janitorial tasks and schedules to all personnel to accomplish all required contract activities.
5. Develop, coordinate and monitor quality control plan. Ensure quality of janitorial services performed in accordance with the quality control plan/contract requirements.
6. Develop, coordinate and monitor plans such as Green Cleaning, Recycling, Sub-Contracting, emergency preparedness, and Business Continuity as required.
7. Maintain orderly, clean and safe work areas.
8. Ensure each site has equipment and supplies necessary to perform contract activities.
9. Meet regularly with Program Manager and/or designee to review work plans and assess areas needing improvement.
10. Ensure all personnel are trained according to contract requirements.
11. Prepare quotations for Additional Services, i.e., emergency, or maintenance services as requested.

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.

At contract start Contractor identifies the following Sub-Contractor for Carpet Cleaning:

NBS Commercial Interiors
2595 Bellingham Dr, Troy, MI 48083
(248) 823-5400

NBS has been working with Gesher (FKA Jewish Vocational Services) for over two decades. NBS has been in business since 1948 serving parts of Ohio and Michigan. NBS has been utilized for carpet cleaning at some of our other sites, including our office in Southfield, Detroit and Cadillac Place. NBS employees are trained and follow guidelines given by the Carpet & Rug Institute. NBS uses High Performance Extraction, Low Moisture Encapsulation & Dry Powder Cleaning equipment.

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.

The following is Contractor's dress code policy; the term Agency in this paragraph represents the Contractor:

Dress Code Policy Agency to clients, visitors, co-workers, and family. For that reason, Gesher expects all employees to dress appropriately for their position, both on-site and when conducting Agency business off-site, and to comply with the Agency's dress code requirements and to maintain appropriate neatness, cleanliness, and personal hygiene. An employee's appearance and conduct will influence other's opinions of our Agency. It is the policy of the Agency to project a business-like image to clients, visitors, and co-workers. In line with this, the Agency requires that employees dress appropriately in clothing which complies with the Agency's dress code requirements and meets any special requirements established for safety reasons. Some programs or departments may have specific dress code guidelines.

An employee who is dressed inappropriately will be directed to leave work by their manager and may not return until the dress code is observed.

Gesher recognizes and respects the diversity of applicants and Gesher employees, therefore there may be circumstances when the Agency provides accommodations to this Dress Code Policy.

B. Training and Certifications

1. Contractor must provide contractor staff with site specific training and contractor must maintain task checklist onsite for each location.

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.
14. Have a weapon at the job site.

6. Rules and Regulations for Contracted Janitorial Staff

- A. Contractor and Contractor's personnel shall treat all tenants with the utmost courtesy and respect. Any problems or special requests from tenants are to be immediately reported and/or referred to the Program Manager. Contractor understands all activities performed under the scope of this Contract are to be coordinated solely by the Program Manager.
- B. Weapons, Alcohol, or drugs are not permitted or tolerated on the Property.
 1. Carrying and Possession Prohibited; An employee shall not carry or possess a firearm or explosive at a state workplace or during actual-duty-time.
 2. Requirement to Report Violations. An employee who becomes aware that any person possesses or is carrying a firearm or explosive in violation of this rule shall immediately report the matter to the appointing authority or the appointing authority's designee.

- C. Action by Appointing Authority. An appointing authority or designee who receive a credible report of a violation of this rule shall take reasonable actions to protect the safety of the employees.
1. Radios, personal stereos and the like are specifically prohibited from use on the property. Use of personal cell phones while on duty is prohibited.
 2. All of Contractor's personnel shall wear clean and neat clothing or uniforms supplied by the Contractor, always while working. Warm uniform jackets for winter responsibilities are to be provided by the Contractor to personnel with exterior duties.
 3. All Contractor employees must be clearly identifiable while on State property by wearing a State-issued badge, as required. Contractor employees are required to clearly identify themselves and the company they work for whenever contacting State personnel by telephone or other means.
 4. Contractor shall have employees sign-in upon arriving at the Property and receiving access cards and keys. On completion of work, Contractor employees shall sign-out with a brief description of service provided and return all access cards and keys.
 5. Contractor shall be responsible and shall reimburse the Department of Technology, Management and Budget for any and all damage to and /or pilferage of the Property or its contents by the employees, agents and subcontractors of the Contractor.
 6. Contractor shall have tenant spaces, common areas and sidewalks in clean and neat appearance, where applicable, during work and when Services are complete.
 7. Use of odor causing or particulate generating practices during business hours is prohibited.
 8. Contractor agrees not to enter any separate cleaning agreement or other service agreement with tenants without prior approval from the Program Manager.

7. Recruitment and Retention

1. Contractor must indicate if Site Staffing are direct employees or contracted staff. If contracted staff, please list information requested in Section 3.D., Sub-Contractors.

Contractor indicates, aside from carpet cleaning activities, all on-site staff are contractor employees. Contractor does not sub-contract out any direct labor at Cadillac Place. Sub-contractor information for carpet cleaning is identified in the sub-contracting section above.

2. When advertising for recruitment, the Contractor's name shall be specified, not the State of Michigan.

4.0 Project Plan Management

A. Project Work Plan

1. Contractor must provide final project plan to the Program Manager within 30 days of Contract start, which identifies transition in and out, recruitment, training, communication plan, approach to requirements, etc. Refer to Section 25 of the Standard Contract Terms for transition out responsibilities. Identify Staffing Role(s) responsible for each.
2. For Transition Out, Keys and key cards must be returned to the Program Manager or designee by the final date of service.
3. Any Unreturned, lost, stolen, etc., keys and key cards shall remain the Contractor's responsibility. The cost to replace or rekey will be deducted from subsequent or final invoice.
4. In the event the Contractor, or its employee(s) create(s) 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.

Details for Project Work Plan:

- a. Staffing Roles and Responsibilities
- b. Transition Plan
 - i. Transition In should include:
 1. Documentation of background checks and drug screening for proposed employees
 2. Introduction or employment of Key Personnel
 3. Documentation of training for all site employees on cleaning, MSDS, PPE, etc.
 4. Obtain keys or key cards from Program Manager or designee
 5. Obtain security screening / clearance
 6. Obtain State issued ID cards
 7. Building walk through with Program Manager or designee and site employees
 8. Lead time required to hire employees
 9. Lead time required to train employees
 10. Lead time required to perform background checks
 11. Lead time required to perform drug screening
 12. Demonstrate the ability of your company to provide the Contract Activities.
 - ii. Transition Out should include:
 3. Refer to Section 25 of the Standard Contract Terms for transition out responsibilities.
 4. Keys and key cards must be returned to the Program Manager or designee by the final date of service.
 5. 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.
 6. 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.

- c. Implementation Plan – Demonstrate the ability of your company to provide services for the location(s) covered under the contract.
 - i. What tasks or responsibilities will be assigned to each employee on this project?
 - ii. How many employees will be assigned to this location?
 - iii. What are the proposed man-hours for both workers and supervisors?
 - iv. What is the starting hourly wage per worker?
 - v. What is the hourly wage per supervisor?
- ci. Contingency Plan
 - i. What is your contingency plan when assigned staff cannot provide service?
 - ii. What is your contingency plan to deliver service during inclement weather?
 - iii. Do supervisors assist with cleaning tasks, or only supervise?

Additional Items:

- e. Organizational Chart detailing staff members by name, and title, and any subcontractors
- f. Quality Assurance Program
- g. Incentive Program(s), if applicable.

Contractor's Transition Plans:

Transition IN:

As the incumbent, Contractor is already well established at Cadillac Place. Contractor already possesses all necessary keys and key cards. All current staff have obtained necessary security clearances and State issued ID badges. The Program Manager and Facility Manger are already well acquainted with Key Personnel. An audit of existing State issued ID badges will be conducted to ensure necessary renewals. Existing staff are current on all required trainings; documentation of training will be provided to Program Manager upon request. Program Manager is already in possession of all current SDS documentation.

Hiring of any new staff requires a two week lead time for hiring process including drug testing and background checks. An additional two week lead time is required for training period of new staff. A file will be maintained in Human Resources for easy reference of completed background checks and drug screening documentation.

Transition OUT:

Upon termination or expiration of this Contract for any reason, Contractor agrees to for a period of time specified by the State (not to exceed 180 days), to perform Contract Activities as specified in Standard Contracts Terms, Transition Responsibilities section of this contract. All keys, key cards and State issued ID badges will be returned to the Program Manager upon completion of services on the final day of service.

Contractor's Quality Assurance Program:

Contractor will utilize inspections, quality control checklists, unusual findings logs, and complaint logs to monitor quality and to proactively address issues.

Inspections/Quality Control Checklists

Quality Control Checklists are used to evaluate all services outlined in Schedule B(LSS).

Quality issues are identified and documented on the checklists. There is also a comment section to provide an explanation as to what was done to immediately correct the defect and what will be done to prevent a reoccurrence of this defect.

The schedule of formal inspections shall be determined by supervision. Daily work in progress inspections will be performed using a random sampling method to inspect the facility. Visual inspections shall be performed in such a manner that all areas of the building in the LSS will be inspected at least once every week. Periodicals and sub-contracted work will be inspected immediately after completion. Supervision will conduct informal inspections daily in their assigned areas to ensure that the work performed meets acceptable quality standards. Inspections will be completed at an advantageous time for the customer and will normally occur shortly after the work has been completed. These inspections will allow the opportunity to correct areas in the process before they become defective service. In the event that an inspection is scheduled on a day when the installation is officially closed due to holiday or inclement weather, such inspection shall occur on the next day.

Contractor indicates the following will occur during each formal inspection:

- The inspector will utilize an in-depth quality control inspection checklist which will ensure accurate inspections are performed.
- A plan will be developed to correct any discrepancies. Areas that are habitually evaluated as unsatisfactory shall be inspected more frequently to monitor the service provided and to measure whether the recommended remedies are having the desired result of improving performance and quality.

Contractor will maintain:

Unusual Findings Log

Unrelated findings during inspections will be documented using an Unusual Findings Log. This could include maintenance issues such as a broken paper towel dispenser, graffiti on the exterior of the building or gum on the carpet. The corrective or preventative action is noted and whether the customer was contacted for further action.

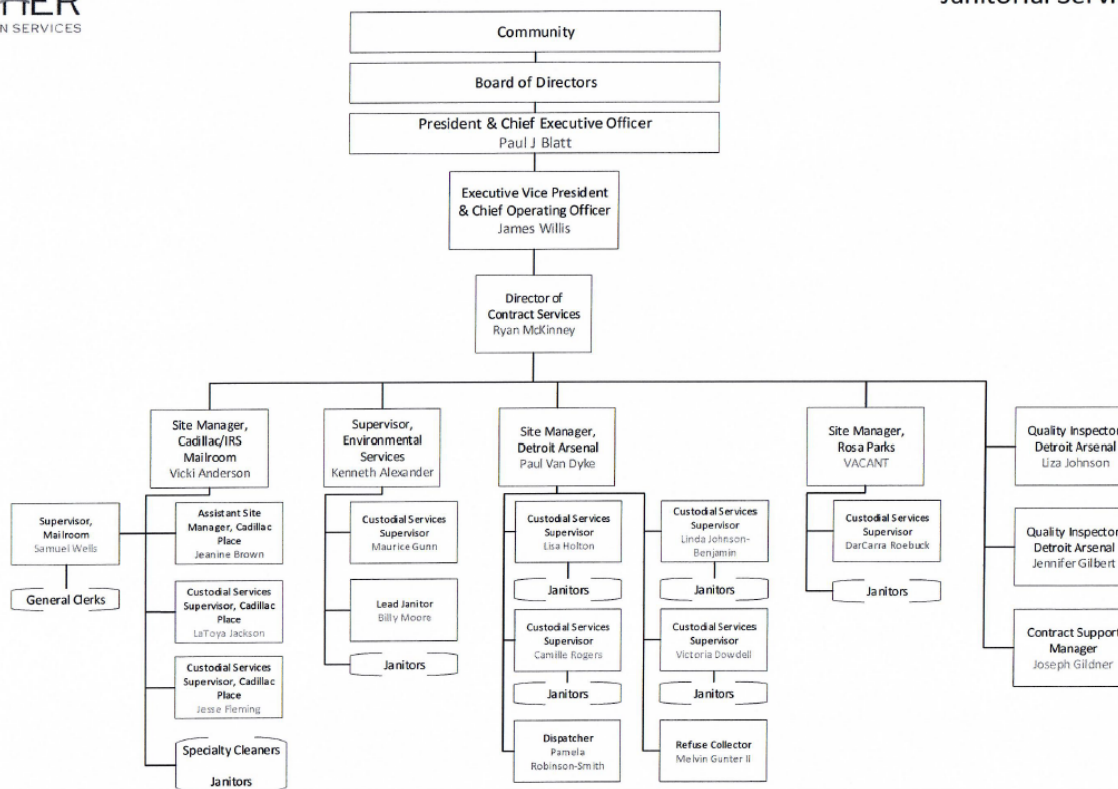
Complaint Log

Tenant complaints (expression of dissatisfaction regarding quality of service) should be directed to supervision who will log the complaint, noting the date/time the complaint was received, the individual's name, the location of the problem, and the nature of the request. Supervision will investigate and ensure that the problem is corrected within 24 hours and will document the day/time of completion on the log.

Contractor Organization Chart



Janitorial Services



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 credit for the adjustment to service on the next invoice.
2. Weather-related deviations will only be approved upon verification of K-12 school closing in the nearest school district.
3. Any other deviations to schedule must be pre-approved by the Program Manager or designee.
4. The state reserves the right to reduce the number of cleaning days if the state is under furlough days.

C. 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 the next qualified Contractor.

D. 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, changes to the scheduled times must be pre-approved by the Program Manager.

B. 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 4 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, an invoice credit(s), and / or contract cancellation. Refer to Section 6.0 for detail regarding invoice credits.

C. 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.

D. Escalation (Contract Compliance)

1. Initial issue:
 - 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 Monitoring Report and provide a copy to the Contractor.
2. Next Step in Escalation
 - a. If resolution is not achieved, or the issue arises again, the Program Manager or designee will contact the Contract Administrator to determine resolution procedures. Procedures

may include the following:

- 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 Contract Compliance Report or Vendor Performance Report.
- 3. If resolution is not achieved or the issue arises again, a written notice of breach may be sent to the Contractor. The contract may be terminated.
- 4. In the event a contract is cancelled, the State may award the contract to the next lowest qualified Contractor.

E. Unsatisfactory Conditions

- 1. The Program Manager or Designee is authorized to determine whether Contract Activities are satisfactory.
- 2. 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.
- 3. The Contractor must correct the unsatisfactory condition within four (4) business hours from notice of the deficiency, unless approved by the Program Manager.
- 4. Failure to correct the unsatisfactory condition within four (4) business hours may result in a \$25.00 invoice credit for the first day, and a \$25.00 deduction for each additional day.

F. Unstaffed / Unattended Conditions

- A. Contractor must inform the Program Manager or designee when Contractor staff absent from work. Failure to provide necessary staffing to perform the requirements may result in a \$250.00 invoice deduction for the first instance, and a \$500.00 invoice deduction for subsequent late arrival or absence at the same location, within the same month; with total credits not to exceed the monthly base rate. Incomplete or Missing Records or Reports
 - 1. Incomplete or missing MSDS records (Safety Data Sheets) may result in a \$150.00 per day invoice credit.
 - 2. Failure to complete and submit any required report or form within specified time may result in a \$150.00 per day invoice credit.
- B. Inadequate or Unapproved Supplies
 - 1. Inadequate supplies, or unapproved supplies found on site, may result in a \$150.00 per day invoice deduction.

G. 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.

6.0 Service Levels continued - Invoice Credits, Escalation and Vendor Performance

A. Failure to Respond to Emergency Situations

- 1. In the event of an emergency, the Program Manager or Designee will telephone the assigned Key Personnel. An emergency situation is a serious, unexpected, and often dangerous situation requiring immediate action as it could endanger the safety of persons or cause damage to the facility, if not completed timely. Examples of an emergency situation include but are not limited to toilets overflowing, flooding, trash overflow, spillage causing slippery floors, snow related emergencies (where contractor supported).
- 2. 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.

B. Incomplete or Missing Records or Reports

- 1. Incomplete or missing SDS records (Safety Data Sheets) may result in a \$150.00 per day invoice deduction.
- 2. Failure to complete and submit any required report or form within specified time may result in a \$150.00 per day invoice deduction.

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. 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

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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(s):
 - a. For DTMB, Stephanie Aynn, 517-930-4454, aynns2@michigan.gov
 - b. For DTMB, Jared Suits, 517-855-1780, SuitsJ@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. 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 Contractor 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 with timekeeping reports by e-mail at the close of each calendar month, with separate billings for Semi-Annual Services upon completion of the service. (Awarded contractor(s) will receive instructions on how to submit invoices following Award).
2. All invoices submitted to the State must include:
 - a. Contract Number
 - b. Dates of Service (i.e. January 1, 2023 – January 31, 2023)
 - c. Delivery Order number

- d. Quantity (where applicable)
- e. Description of the Contract Activities
- f. Unit price
- g. 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, credits 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 credits 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 credit for vacant space will be computed by the agency with an example as follows:
 - a. Daily Credit = ((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 Credit = (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 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.

E. Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)

1. The Contractor must disclose whether a product or its components contain intentionally added PFAS. If the product or its components contain intentionally added PFAS the Contractor must:
 - a. provide an explanation with respect to the intentionally added PFAS contents, including the purpose for which PFAS are used in the product or its components, the types of PFAS used in the product or its components, and the amount of each PFAS used in the product or its components.
 - b. indicate whether the product will be labeled or packaged with information about the intentionally added PFAS contents.
 - c. identify any alternative products that do not contain intentionally added PFAS.
 - d. provide any additional information that would further the Department's implementation of [ED 2021-08](#).
 - e. Indicate if no PFAS contained products will be used.

SCHEDULE B - PRICING

Contract No. 250000000685

Janitorial Services for Cadillac Place

1. Price proposals must be submitted using this **Schedule B and a completed Location Specification Sheet (LSS), Pricing document**. The pricing proposal documents must 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. Contractor 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: **2%** discount off invoice if paid within **30** days after receipt of invoice.

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

STATE OF MICHIGAN

Janitorial Services Cadillac Place (UPDATED 1/9/2025)

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 contractor's work plan and location pricing **MUST** indicate that you make a profit. Pricing proposals submitted indicating a loss will be considered non-responsive.

A. CONTRACT AND PROGRAM MANAGER INFORMATION

CONTRACT INFORMATION			
CONTRACT TERM:	Three (3) year	OPTIONS:	Five, One Year
CONTRACT START DATE:	7/1/2025	CONTRACT END DATE:	6/30/2028
CONTRACTING AGENCY:	DTMB – STATE FACILITIES ADMINISTRATION		
BUILDING NAME AND NUMBER:	CADILLAC PLACE		
BUILDING ADDRESS:	3044 W. Grand Boulevard, Detroit, MI 48202		
IS LOCATION ON CRO “SET ASIDE”? SCHEDULED TO BE IN FUTURE?	Yes ☒ No ☐ Yes ☐ No ☐		
PROSPERITY REGION and COUNTY:	Region: Detroit Metro (#10) County: Wayne		
PROCUREMENT CONTACT INFORMATION			
CONTACT	NAME	EMAIL	PHONE
DTMB BUYER:	Lisa Spitzley	SpitzleyL4@michigan.gov	517-249-0440
AGENCY BUYER:	Todd Perry	PerryT@michigan.gov	
PROGRAM MANAGER:	Marge Bustillo	BustilloM@michigan.gov	313-456-1101
BUILDING LOCATION INFORMATION			
WORKING DAYS OF BUILDING OCCUPANTS:	Mon - Fri	OFFICIAL WORKING HOURS OF BUILDING OCCUPANTS:	M-F 6 AM–7 PM
NUMBER OF EMPLOYEES:	600-1,200 day	APPROXIMATE DAILY VISITORS:	300-600 / day
DAYS OF CLEANING SERVICE:	Mon - Fri	IDENTIFY HOURS OF CLEANING SERVICE:	M-F 6 AM-8:30 PM
TOTAL SQ. FT. TO BE CLEANED:	1,085,934	NUMBER OF STORIES IN BUILDING:	15
SQ. FT. CARPET:	816,095	AREA(S): All carpeted floors/Office areas including cubicles, cubicle hallways/ conference rooms	
SQ. FT. HIGH TRAFFIC CARPET:	37,516	AREA(S): Office Hallways, Public Corridors, Elevator Lobbies, DTMB Conference Rooms and the First Floor Showroom	

SQ. FT. VINYL:	35,596	AREA(S): Kitchens / Break Rooms, Lactation Rooms, Secretary of State W. Grand Blvd. Entrance	
SQ. FT. CERAMIC:	30,158	AREA(S): Restrooms, 1st floor Annex entrances and locker rooms	
SQ. FT. CONCRETE:	8,112	AREA(S): Concourse Receiving Areas, Work Shop Areas & Annex Basement	
SQ. FT. OF MARBLE:	179,829	AREA(S): 1st Floor, Concourse and Intermediate Annex Common Areas, Elevator Lobbies, East & West Hallways Floors 2-13	
SQ. FT. SLATE:	10,144	AREA(S): Stairways	
SQ. FT. TERRAZO:	6,000	AREA(S): Tunnel between Fisher and Cadillac Place	
NUMBER OF RESTROOMS IN BUILDING:	132	ESTIMATED NUMBER OF TOTAL UNITS FOR BUILDING RESTROOM(S):	URINALS: 132 BABY CHNG: 12 TOILETS: 360 SHOWERS: 10 SINKS: 369 <i>NOTE, INCLUDES: URINALS, BABY CHANGING STATION, TOILETS, SHOWERS, SINKS</i>
NUMBER OF DTMB-DESIGNATED BREAK ROOMS IN BUILDING:	86		
Is window cleaning required? <i>NOTE: Specify if Interior and / or Exterior and Number of Floors – typically 1st Floor for Exterior.</i>	No PLEASE NOTE: <u>Interior</u> Glass Cleaning is a part of the overall task of lobby cleaning.		
Does location have child play area(s), gymnasium, locker room, etc.? If so, please identify along with cleaning standard.	No CHILD PLAY AREAS WORK OUT ROOM IN MSP POST LOCKER ROOMS IN MSP POST, CONCOURSE SHOP AREA, JANITORIAL AREA & SECURITY AREA		
Does location have a cafeteria/café?	No, ONLY 3 VENDING ROOMS WITHOUT SINKS OR COUNTERS		
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 Contractor should be aware of in performing janitorial services for this location):

CADILLAC PLACE:

1. Cleaning of leased retail space is NOT included in this Contract.

2. Cleaning Hours and Special Instructions:

Day Porters: Monday – Friday 6 AM to 3:30 PM

Day Cleaners: Monday – Friday 6 AM to 2:30 PM, Court of Appeals 7 AM to 3:30 PM

Afternoon Cleaners: Monday – Friday 11:30 AM to 8 PM

Michigan State Police may require call in for after hour emergency clean ups

Shift times and days of coverage can be modified at the Program Manager's (PM's) discretion. Total hours of coverage may be modified at PM's discretion.

Office cleaning must be completed by 8:30 p.m. and the lights turned off, unless tenant is working. Cleaners are required to note when an office area is occupied and they cannot turn off the lights. Utility cleaning, hallways, stairways and restrooms, are to be completed by 8:30 p.m. The cleaning supervisor shall submit to the building management office and to the building security nightly a list of occupied offices.

Work is to be performed so as not to interfere with tenants' regular operations.

State holidays when service is not required: New Year's Day, Martin Luther King, Jr. Holiday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

3. Reporting: Contractor is to report daily to the Program Manager or other on-site staff any damage, malfunctions, or anything unusual that is noted during the previous afternoon shift. Contractor is to report daily all suites occupied during the previous afternoon shift where lights cannot be turned off. Any security problems are to be reported to the Security Command Center immediately.

All DTMB Locations:

- 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.
- 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.

RULES AND REGULATIONS FOR CONTRACTED JANITORIAL STAFF

1. Contractor and Contractor's personnel shall treat all tenants with the utmost courtesy and respect. Any problems or special requests from tenants are to be immediately reported and/or referred to the Program Manager. Contractor understands all activities performed under the scope of this Contract are to be coordinated solely by PM.
2. Weapons, alcohol, or drugs are not permitted or tolerated on the Property.
3. Radios, personal stereos and the like are specifically prohibited from use on the Property. Use of personal cell phones while on duty is prohibited.
4. Contractor agrees that all personnel will have a criminal history background check and drug screening prior to assignment to Cadillac Place and a copy will be furnished to the PM and the DTMB-Office of Infrastructure Protection, Security Program Coordinator.
5. Contractor agrees to assign a competent supervisor who shall be in complete charge of work and will not leave the premises until all work is completed, all lights are turned out, and all issued keys are returned.
6. Contractor is responsible for the direct supervision of its personnel through its assigned supervisor. All employees shall be fully qualified to perform the work assigned to them.
7. All of Contractor's personnel shall wear clean and neat clothing or uniforms, supplied by the Contractor, at all times while working. Warm uniform jackets for winter responsibilities are to be provided by the Contractor to personnel with exterior duties.
8. All Contractor employees must be clearly identifiable while on State property by wearing a State-issued badge, as required. Contractor employees are required to clearly identify themselves and the company they work for whenever making contact with State personnel by telephone or other means.
9. Contractor shall have employees sign-in upon arriving at the Property and receiving access cards and keys. On completion of work, Contractor employees shall sign-out with a brief description of service provided and return all access cards and keys.
10. Contractor shall be responsible and shall reimburse the Department of Technology, Management and Budget for any and all damage to and /or pilferage of the Property or its contents by the employees, agents, and subcontractors of the Contractor.
11. Contractor shall have tenant spaces, common areas and sidewalks in clean and neat appearance, where applicable, during work and when Services are complete.
12. Use of odor causing or particulate generating practices during business hours is prohibited.
13. Contractor's personnel shall abide by all safety and security regulations for the Property as set forth by the DTMB-Office of Infrastructure Protection, Security Program Coordinator and all local, state and federal laws, rules and ordinances along with the safety and security procedures of individual tenants.
14. Contractor shall cooperate with DTMB-Office of Infrastructure Protection, Security Program Coordinator in ensuring that the Property, and every part thereof, is secure. If the PM or their designee elects to issue a temporary key to Contractor in order to gain access to the Property, Contractor is responsible for returning the key upon completion of the Services. In the event the key is not returned, the Michigan Department of Technology, Management and Budget may charge Contractor for costs associated with replacement of all lock cores throughout the Property, which fit key, issued to Contractor.

RULES AND REGULATIONS FOR CONTRACTED JANITORIAL STAFF – continued

15. Contractor's employees will be assigned by work area and shall not go to any other location not assigned to them. A copy of work assignments will be left in the Property Management office each night. The supervisor will submit signed inspection reports nightly to the Property Management office. Through the course of a week the entire cleanable area will have been inspected.
16. Contractor's personnel will be instructed to turn off all lights as they proceed from one cleaning area to the next unless the tenant is working at the time cleaning is performed. Contractor's personnel are to work behind locked doors.
17. Contractor's personnel shall not disturb papers on desks, file cabinets, or tables and shall not open drawers of file cabinets, use any telephones, radios, computers, typewriters, copy machines, fax machines, or any other office equipment. Also, the Contractor is responsible for the proper conduct of all its personnel and will be held responsible for proven misconduct or damage.
18. Contractor agrees not to enter into any separate cleaning agreement or other service agreement with tenants without prior approval from the PM.

C. DESCRIPTION OF SERVICE NEEDS

TASK AND FREQUENCIES

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 249 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 / 2 times per year)	Annual (Once Per Year)
BASIC SERVICES BASIC SERVICES-DAILY CLEANING TO INCLUDE ALL HIGHTOUCH POINTS (IE. THIS INCLUDES INTERIOR AND EXTERIOR HARDWARE, I.E., DOOR KNOBS, PUSH/PULL BARS, DOOR HANDLES, LEVERS AND HANDICAP ENTRY BUTTONS, LIGHT SWITCHES, HANDRAILS, ELEVATOR BUTTONS) WITH APPROVED INFECTIOUS DISEASE CLEANING (IDC) CHEMICAL WITH NO ADDITIONAL CHARGES FOR IDC FOR DAILY CLEANING. Check hand sanitizer levels in all lobby and entrance dispensers. Report empty or nearly empty dispensers to the PM. Hand sanitizer refills will be supplied by DTMB and the dispensers will be stocked by janitorial staff. ***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. Building Entrances and Public Areas						
a. Dust mop floors. Wax is never applied in these floors.	2x day (498 / yr)					
b. All glass lobby entrances (revolving doors, side doors, and skywalk doors) are to be cleaned once per morning and once per afternoon by the day shift. Only water should be used for this cleaning to prevent damage to the brass and the glass seals.	2x day (498 / yr)					
c. Wipe down all metal surfaces – door frames, door knobs/handles, railings, escalators, elevator lobbies and elevators on the afternoon shift with appropriate daily spot cleaning.	1x day (249 / yr)					
d. Dust and remove fingerprints and smudges all wall surfaces (excluding high work but including attached objects such as fire extinguishers, thermostats, etc.) on the afternoon shift.	1x day (249 / yr)					
e. Empty and clean waste receptacles and change liners on the afternoon shift.	1x day (249 / yr)					
f. High dust elevator exteriors.		1x wkly (52 / yr)				
g. Vacuum entrance floor mats and shampoo on a regular basis to be kept clean. Remove gum and other debris. Remove dirt from underneath each mat. Lay down and remove entrance floor mats. Mats will be provided by the State and appropriately placed when needed and when not in use, mats will be stored in designated areas. Such mats shall be stored, ready for use in a clean condition.	1x day (249 / yr)					
h. Shampoo entrance floor mats once a month during winter months – approx. November – April			1x mo (6 / yr)			

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 249 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 / 2 times per year)	Annual (Once Per Year)
i. Clean all 5 Security lobby desks, directory boards, literature racks, and desk equipment to maintain a clean appearance.	1x day (249 / yr)					
j. Vacuum all carpet in public areas. Spot cleaning to be performed as spots occur.	1x day (249 / yr)					
k. Clean cigarette urns and sand on the afternoon shift and as needed during the day shift.	1x day (249 / yr)					
2. Elevators & Escalators						
Note: Before cleaning the elevators, Security will park several elevators at a time on the 1st floor with the doors open. Elevator doors are not to be blocked or held open.						
a. Clean all elevator sills, hatch and cab doors, door frames, and directional lights at main entry lobby and concourse floors on the afternoon shift. Use only a clean, slightly damp soft cloth with gentle cleaner on the door detector on the elevator edges.	1x day (249 / yr)					
b. Elevator sills are to be vacuumed and cleaned on the afternoon shift.	1x day (249 / yr)					
c. Interior elevator wall surfaces of cab including wall panels, selector panels, bases, handrails and floor indicator panel are to be cleaned on the afternoon shift.	1x day (249 / yr)					
d. Passenger elevator floors are to be mopped on the afternoon shift, with spot cleaning to be performed as needed during the day.	1x day (249 / yr)					
e. Freight and service elevator floors are to be washed on the afternoon shift. Sills to be vacuumed and scrubbed with a green pad as needed on the afternoon shift. Walls to be wiped down as needed.	1x day (249 / yr)					
f. Elevator sills and thresholds on every floor are to be scrubbed on the afternoon shift with a steel wool pad to remove any debris. Polish sills and thresholds weekly.		1x wkly (52 / yr)				
g. Clean elevator ceilings and light covers		1x wkly (52 / yr)				
h. Escalator brass sides to be wiped with damp cloth with no cleaning chemicals	1x day (249 / yr)					
i. Escalator glass side panels to be spot cleaned	1x day (249 / yr)					
j. Dust escalator handrails	1x day (249 / yr)					
k. Dust far edges of escalator sides next to skywalk glass and remove trash from area next to curved skywalk glass	1x day (249 / yr)					
3. Public Corridors & Elevator Lobbies						
a. All low wall surfaces (below 72") are to be dusted at night. Remove all fingerprints and smudges.	1x day (249 / yr)					
b. Carpeted areas are to be vacuumed weekly and spot vacuumed as needed.		1x wkly (52 / yr)				

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 249 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 / 2 times per year)	Annual (Once Per Year)
c. All drinking fountains are to be cleaned, sanitized and all water marks removed nightly.	1x day (249 / yr)					
d. Marble or terrazzo floor surface – Mop daily	1x day (249 / yr)					
4. Building Stairways						
a. Unlocked Stairways - Sweep/dust mop to remove dust and debris on stairs and landings.	1x day (249 / yr)					
b. Internal locked Stairways - Sweep/dust mop to remove dust and debris on stairs and landings.		1x wkly (52 / yr)				
c. Report burned out light to building management	1x day (249 / yr)					
d. Wet mop stairs		1x wkly (52 / yr)				
e. Dust handrails and stringers		1x wkly (52 / yr)				
f. Check for general cleanliness on stairway doors on all floors. Remove finger marks, smudges, and other marks.		1x wkly (52 / yr)				
g. Dust walls, exit lights, light fixtures, risers and stand pipe			1x mo (12 / yr)			
h. Clean doorknobs w/ sanitizer & wipe dry		1x wkly (52 / yr)				
5. Occupied Office Areas, Nightly, Unless Otherwise Indicated						
a. Damp mop all stone, ceramic tile, terrazzo and other types of unwaxed flooring		2x wkly (104 / yr)				
b. Sweep and mop all vinyl and similar type of flooring using an approved method.		2x wkly (104 / yr)				
c. Remove all gum and foreign matter on sight. Spot clean resilient floor as necessary.	1x day (249 / yr)					
d. Empty and remove wastepaper and waste materials to a designated area. Furnish and install, as required, plastic liners in waste receptacles. All waste material shall be removed in a method that will not cause leaks or damage to floors or walls.		2x wkly (104 / yr)				
e. Empty and remove wastepaper and waste materials to a designated area (same as above) for all Court Offices.	1x day (249 / yr)					
f. Dispose of all recycling bin contents as per request; nightly or when containers are full.		2x wkly (104 / yr)				
g. Spot vacuum as necessary	1x day (249 / yr)					
h. Cleaning operations are to be scheduled so that an absolute minimum of lights are left on at all times. Upon completion of the cleaning, all lights must be turned off, unless the area is occupied.	1x day (249 / yr)					
6. Occupied Office Area – Weekly, Unless Otherwise Indicated						
a. Vacuum carpeted areas. 1/5 of each floor to be completed nightly so entire floor is vacuumed each		1x wkly (52 / yr)				

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 249 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 / 2 times per year)	Annual (Once Per Year)
week. Spot clean as necessary. Move and vacuum clean underneath all furniture that can reasonably be moved. Cleaners are <u>not</u> to use electrical outlets where computers are plugged in.						
b. Remove finger prints, marks from wall surfaces near light switches, entrance doors, kick plates, door moldings, partitions, etc.			1x mo (12 / yr)			
c. High dusting – Dust tops of cubicles, filing cabinets, door frames and wall hangings.			1x mo (12 / yr)			
d. Buff all vinyl and similar type of flooring monthly.			1x mo (12 / yr)			
e. Spot clean interior glass – interior office door glass, windows between offices, glass walls as needed.		1x wkly (52 / yr)				
f. Dust window sills that have been cleared of objects monthly.			1x mo (12 / yr)			
7. Restrooms – Afternoon Shift						
a. Empty waste receptacles daily. Remove all waste products to a designated area and provide plastic liner in receptacles.	1x day (249 / yr)					
b. Clean and wash waste receptacles and dispensers.	1x day (249 / yr)					
c. Wash and sanitize all floors and base. (Note: Damp mops used in restrooms are not to be used for non-restroom areas.)	1x day (249 / yr)					
d. Wash all mirrors and shelves.	1x day (249 / yr)					
e. Wash and polish all bright work.	1x day (249 / yr)					
f. Wash wall surfaces subject to splashing.	1x day (249 / yr)					
g. Clean and sanitize sinks	1x day (249 / yr)					
h. Report all needed repairs daily (lights out, leaks, broken dispensers, fixtures, etc.) Cleaners shall report to the cleaning supervisor and the supervisor shall report to the building office.	1x day (249 / yr)					
i. Wash and sanitize all toilet seats, both sides.	1x day (249 / yr)					
j. Scour wash and sanitize all basins, bowls and urinals both sides.	1x day (249 / yr)					
k. Fill toilet tissue holders, soap, sanitary napkin, paper towel dispensers and seat cover dispensers where provided.	1x day (249 / yr)					
l. Empty and clean sanitary disposal receptacles and provide wax bags in receptacle.	1x day (249 / yr)					
m. Remove fingerprints from painted surfaces.	1x day (249 / yr)					

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 249 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 / 2 times per year)	Annual (Once Per Year)
n. Remove graffiti from walls and partitions	1x day (249 / yr)					
o. Dust and clean partitions and walls	1x day (249 / yr)					
p. Clean and wash all partitions		1x wkly (52 / yr)				
q. Inspect all toilets and restrooms once each day during the day shift and keep same in neat and clean condition. Empty any receptacle or fill any dispenser as required.	1x day (249 / yr)					
r. Hand dust, clean and wash all tile/marble walls once each month, more often if necessary.			1x mo (12 / yr)			
s. High dusting to be done each month which includes lights, wall.			1x mo (12 / yr)			
8. Building Service Areas						
a. Slop sink rooms, storage rooms, locker rooms, employee toilet rooms and lunch rooms are to be kept neat, clean and orderly at all times. Walls and lockers shall be cleaned and washed as needed. Floors shall be cleaned, washed and/or waxed as required.	1x day (249 / yr)					
b. Freight elevator areas are to be kept neat, clean and orderly at all times.	1x day (249 / yr)					
c. Resilient floor surfaces in service corridors are to be washed and buffed and/or waxed as required, approximately twice a month.			2x mo (24 / yr)			
d. All wall surfaces in service corridors are to be dusted weekly. Fingerprints, graffiti and smudges are to be removed.			2x mo (24 / yr)			
e. Rubbish transport equipment to be washed.		1x wkly (52 / yr)				
f. Loading dock and trash rooms areas are to be swept daily and floor areas are to be hosed down as required.	1x day (249 / yr)					
g. Loading dock and trash room area wall surfaces are to be cleaned twice monthly.			2x mo (24 / yr)			
h. Loading dock and trash room area overhead equipment is to be dusted monthly.			1x mo (12 / yr)			
i. Building engineering areas and engineering office areas (excluding machine rooms) empty trash daily, wipe down work surfaces, mop floors.	1x day (249 / yr)					
j. Building engineering areas and engineering office areas clean and sanitize restroom (see Restroom Specifications). Clean and sanitize showers daily, wipe down lockers, including tops of lockers as needed, clean and sanitize the floors daily.	1x day (249 / yr)					
k. Building engineering areas and engineering office areas lunchroom wipe down table daily, clean chairs as needed.	1x day (249 / yr)					

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 249 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 / 2 times per year)	Annual (Once Per Year)
I. Building engineering areas and engineering office areas lunchroom vacuum floor weekly, spot clean carpet as spots occur.		2x wkly (104 / yr)				
9. Exterior Duties of Day Personnel						
a. At the beginning of the day shift police the exterior of the building and remove trash and weeds from sidewalk areas and landscape areas.	1x day (249 / yr)					
b. Remove snow and ice as soon as possible from all entrances using approved snow melting chemicals where practical. (Nov. 1 – April 1)	1x day (124 / yr)					
c. Gum and other foreign matter to be removed as needed. (April 1 – Nov. 1)		2x wkly (104 / yr)				
d. Empty all trash receptacles.	1x day (249 / yr)					
e. Clean cigarette urns	1x day (249 / yr)					
10. General Duties of Day Personnel – The following is a general list of functions only, other functions are previously described.						
a. Check all public areas constantly, removing foreign matter on sight.	1x day (249 / yr)					
b. Vacuum entrance mats daily after the morning rush hour.	1x day (249 / yr)					
c. Sweep or mop lobby as required, five (5) days per week, using an approved chemically treated mop.	1x day (249 / yr)					
d. In the winter a walk behind floor machine shall be used to clean salt from marble lobby floor. (Nov. 15 – March 15)	1x day (100 / yr)					
e. Elevator cab floors are to be cleaned at least once a day and more frequently when needed.	1x day (249 / yr)					
f. Wipe clean and remove fingerprints from all metal bright work throughout the building lobby daily, polish bright work as necessary.	1x day (249 / yr)					
g. Sweep all public staircases as required.	1x day (249 / yr)					
h. Remove debris and sweep the drive between main building and Annex daily.	1x day (249 / yr)					
i. When compactors / open top dumpsters are removed for dumping, the area underneath shall be swept.		2x wkly (104 / yr)				
j. Hose down dock/dumpster area weekly when dumpsters are pulled, weather permitting.		1x wkly (52 / yr)				
11. Restrooms – Day Personnel						
a. Fill toilet tissue, soap, towel and seat cover dispensers as required. Ensure full roll of toilet paper is used – Do NOT discard partial rolls.	1x day (249 / yr)					
b. Service sanitary napkin dispensers as necessary.	1x day (249 / yr)					
c. Mop floor if necessary.	1x day					

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 249 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 / 2 times per year)	Annual (Once Per Year)
(Note: Damp mops used in restrooms are not to be used for non-restroom areas.)	(249 / yr)					
d. 1 st floor public restrooms – clean sinks, counters and toilets periodically throughout the day. Ensure full roll of toilet paper is used – Do NOT discard partial rolls.	2x day (498 / yr)					
12. Cleaning Equipment – All cleaning equipment/machinery shall be efficient and kept in working order.						
13. DTMB-Designated Breakroom Cleaning						
a. Office break rooms & lunch rooms – Empty waste materials daily to a designated area. Furnish and install, as required, plastic liners in waste receptacles. If applicable clean receptacle covers. All waste material shall be removed in a method that will not cause leaks or damage to floors or walls.	1x day (249 / yr)					
b. Clean counter tops and table tops daily.	1x day (249 / yr)					
c. Clean, scour and sanitize sinks	1x day (249 / yr)					
d. Sweep/dust mop/vacuum floors	1x day (249 / yr)					
e. Refill paper towel dispensers as needed	1x day (249 / yr)					
f. Damp mop floors		2x wkly (104 / yr)				
g. Damp wipe smears and smudges off cabinetry and outer surfaces of refrigerators weekly		1x wkly (52 / yr)				
h. Clean under small counter top appliances		1x wkly (52 / yr)				
i. Clean top of paper towel dispensers		1x wkly (52 / yr)				
j. Damp mop spills		As needed				
k. Damp mop and shine vinyl floors			1x mo (12 / yr)			
14. DTMB-Designated Conference Room and Lactation Area Cleaning						
a. Conference rooms – Empty waste materials daily, this includes dumping trash receptacles and removing any waste materials left in room. Furnish and install, as required, plastic liners in waste receptacles. If applicable clean receptacle covers. All waste material shall be removed in a method that will not cause leaks or damage to floors or walls.	1x day (249 / yr)					
b. Clean counter tops and table tops daily.	1x day (249 / yr)					
c. Clean, scour and sanitize sinks	1x day (249 / yr)					
d. Sweep/dust mop/vacuum floors	1x day (249 / yr)					
e. Refill paper towel dispensers as needed	1x day					

SERVICES	FREQUENCY					
	Daily (Each time scheduled to clean; 249 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 / 2 times per year)	Annual (Once Per Year)
	(249 / yr)					
f. Damp mop floors		2x wkly (104 / yr)				
g. Damp wipe smears and smudges off cabinetry weekly		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)			

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)	Tri (or) Bi- Annual (3 / 2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES						
1. General Tasks						
a. Building Entrances and Public Areas: Dust all air conditioning diffusers and ceilings.					2X/yr	
b. High Traffic Carpet Areas: Shampoo carpet in public areas including agency lobby areas, hallways, outside locked offices, elevator lobbies					3X/yr	
c. All Carpeted Floors: Shampoo carpet - entire floor including inside cubicles, offices, cubicle hallways and conference rooms						1X/yr
d. Public Corridors & Elevator Lobbies: High dust or wash all air conditioning diffusers within arm's length.						1X/yr
e. Elevators & Escalators: Escalator brush to be used to clean escalator steps. This cleaning needs to be scheduled with the Elevator contractor.				4X/yr		
f. Elevators & Escalators: Passenger elevator floors are to be thoroughly washed and sealed on the afternoon shift to maintain a clean appearance and protect the tile floor. Care must be taken not to get sealer or cleaning residue on the brass kickplates.						1X/yr
g. Building Stairways: Wash stairwell walls						1X/yr
h. Building Service Areas: High dust all electrical and air conditioning ceiling fixtures.						1X/yr
i. Building Service Areas: Vacant areas will be cleaned on occasion per request by Program Manager.				4X/yr		
j. Additional/Emergency Services: Additional cleaning services as requested, including emergency situations such as restrooms overflow, etc.						200 hrs/yr
2. Occupied Office Areas – Periodicals						
a. Hand dust all door louvers and other ventilating louvers within reach.					3X/yr	
b. Dust all chair rails, trim arms and legs.					2X/yr	
c. Low dusting – Dust all baseboards twice a year.					2X/yr	
d. Dust all vertical surfaces (to nine feet) such as walls, partitions, door and other surfaces not reached in nightly cleaning quarterly.						1X/yr
e. Dust exterior of lighting fixtures						1X/yr
f. Dust all venetian blinds.					2X/yr	

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)	Tri (or) Bi- Annual (3 / 2 times per year)	Annual (Once Per Year)
PERIODIC SERVICES						
g. Dust all air conditioning louvers, grills, etc. not reached in nightly cleaning.				4X/yr		
h. Fabric upholstered chairs and arms and sofas in the Court of Appeals office are to be spot whisked four times a year.				4X/yr		
i. Fabric upholstered chairs and arms and sofas are to be spot whisked in all other occupied office areas once a year.						1X/yr
j. Strip, wash and refinish all vinyl and similar type flooring once a year.						1X/yr
3. DTMB-Designated Breakrooms – Periodicals						
a. Strip, wash and refinish all vinyl and similar type flooring in DTMB-Designated breakrooms twice a year.					2X/yr	
4. Restrooms – Periodicals						
a. Machine scrub floors as necessary but not more than 6 times a year.			6X/yr			
b. Vacuum ventilation grills			6X/yr			
c. Wash toilet lighting fixtures					2X/yr	

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 PM.

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, PM. 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 PM for that location.

SERVICES	FREQUENCIES					
	Daily (Each time scheduled to clean; XX per month)	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 / 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.	2x day (40 / mo)					
b. Thoroughly disinfect all handrails in building entries or other common areas.	2x day (40 / mo)					
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.	2x day (40 / mo)					
d. Thoroughly disinfect all push/panic bars, door knobs, door levers or other door opening devices on stairwell doors.	2x day (40 / mo)					
e. Thoroughly disinfect 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 PM. Hand sanitizer refills will be supplied by DTMB and the dispensers will be stocked by janitorial staff.	2x day (40 / mo)					

NOTE:

Services requested by the PM 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 PM.

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.

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

Replenishable Item	Provided by
Paper towels	State Agency
Hand soap	Contractor
Feminine sanitary vending supplies	State Agency
Feminine sanitary disposal bags	Contractor
Toilet tissue	State Agency
Plastic trash can liners	Contractor
Toilet Seat Covers	State Agency
Hand sanitizer dispensers & refills	State Agency
Air fresheners	N/A

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

GESHER HUMAN SERVICES

Y1 Pricing 7/1/25-9/30/26

PRICE

Michigan Department of Technology, Management & Budget (DTMB)
Cadillac Place, 3044 W. Grand Boulevard, Detroit, MI 48202

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

	Employees		Hours		Rate		Days		Total
Daytime									
Cleaners - PT	10	x	4	x	16.47	x	250	=	164,700.00
Cleaners - FT	3	x	7	x	16.47	x	250	=	86,467.50
Specialty Cleaners	4	x	7.75	x	17.55	x	250	=	136,012.50
Assistant Site Manager	1	x	8	x	23.5	x	250	=	47,000.00
Site Manager	1	x	8	x	30.17	x	250	=	60,340.00
Nighttime									
Cleaners- PT	11	x	4	x	16.47	x	250	=	181,170.00
Cleaners- PT	1	x	5	x	16.47	x	250	=	20,587.50
Cleaners- PT	1	x	6	x	16.47	x	250	=	24,705.00
Specialty Cleaners	3	x	7.67	x	17.55	x	250	=	100,912.94
Supervisor Cleaning Time	2	x	4	x	21.05	x	250	=	42,100.00
Supervisor Non-Cleaning Time	2	x	4	x	21.05	x	250	=	42,100.00
*Utilize listed titles or add titles as needed for your quote. – note if full-time or part-time									
BASIC ANNUAL JANITORIAL WAGES (A)									906,095.44

ANNUAL BUSINESS COSTS	Total
Daytime & Nighttime (M-F)	
Annual Cost for Cleaning Supplies and Equipment	24,400.00
Replenishment Supplies (not applicable for DHS locations)	34,104.00
Insurance (General Liability and Worker's Compensation)	26,521.00
Employer Taxes and other Fringes on Direct Staff	221,709.00
Support Staff Wages, Taxes, and other Fringes	57,878.00
Administrative Wages, Taxes, and other Fringes	129,234.00
Profit	81,548.59
TOTAL ANNUAL BUSINESS COST (DAYTIME & NIGHTTIME (M-F)) B1	575,394.59
BASIC ANNUAL JANITORIAL WAGES (A)	906,095.44
TOTAL ANNUAL BUSINESS COSTS (B)	575,394.59
TOTAL ANNUAL JANITORIAL BASE RATE (C)	1,481,490.03
÷ C 12 = TOTAL MONTHLY INVOICE AMOUNT	123,457.50

PERIODIC SERVICES	Annual = 1 Semi = 2 Tri = 3 Qtrly = 4		Price Per Service		ANNUAL PRICE Year 1
14. General Tasks					
a. Building Entrances and Public Areas: Dust all air conditioning diffusers and ceilings.	2	x	340	=	\$ 680.00
b. High Traffic Carpet Areas: Shampoo carpet in public areas including agency lobby areas, hallways, outside locked offices, elevator lobbies	3	x	4980	=	\$ 14,940.00
All Carpeted Floors: Shampoo carpet - entire floor including inside cubicles, offices, cubicle hallways and conference rooms	1	x	119,640	=	\$ 119,640.00
c. Public Corridors & Elevator Lobbies: High dust or wash all air conditioning diffusers within arm's length.	1	x	147	=	\$ 147.00
d. Elevators & Escalators: Escalator brush to be used to clean escalator steps. This cleaning needs to be scheduled with the Elevator contractor.	4	x	620	=	\$ 2,480.00
e. Elevators & Escalators: Passenger elevator floors are to be thoroughly washed and sealed on the afternoon shift to maintain a clean appearance and protect the tile floor. Care must be taken not to get sealer or cleaning residue on the brass kickplates.	1	x	1880	=	\$ 1,880.00
f. Building Stairways: Wash stairwell walls	1	x	712	=	\$ 712.00
g. Building Service Areas: High dust all electrical and air conditioning ceiling fixtures.	1	x	147	=	\$ 147.00
h. Building Service Areas: Vacant areas will be cleaned on occasion per request by Program Manager.	4	x	142	=	\$ 568.00
i. Additional/Emergency Services: (hours) Additional cleaning services as requested, including emergency situations such as restrooms overflow, etc.	200	x	24.7	=	\$ 4,940.00
15. Occupied Office Areas – Periodicals					
a. Hand dust all door louvers and other ventilating louvers within reach.	3	x	718	=	\$ 2,154.00
b. Dust all chair rails, trim arms and legs.	2	x	1522	=	\$ 3,044.00
c. Low dusting – Dust all baseboards twice a year.	2	x	702	=	\$ 1,404.00
d. Dust all vertical surfaces (to nine feet) such as walls, partitions, door and other surfaces not reached in nightly cleaning quarterly.	1	x	801	=	\$ 801.00
e. Dust exterior of lighting fixtures	1	x	430	=	\$ 430.00
f. Dust all venetian blinds.	1	x	1571	=	\$ 1,571.00
g. Dust all air conditioning louvers, grills, etc. not reached in nightly cleaning.	4	x	703	=	\$ 2,812.00
h. Fabric upholstered chairs and arms and sofas in the Court of Appeals office are to be spot whisked four times a year.	4	x	51	=	\$ 204.00
i. Fabric upholstered chairs and arms and sofas are to be spot whisked in all other occupied office areas once a year.	1	x	612	=	\$ 612.00
j. Strip, wash and refinish all vinyl and similar type flooring once a year.	1	x	1310	=	\$ 1,310.00
16. DTMB-Designated Breakrooms – Periodicals					
a. Strip, wash and refinish all vinyl and similar type flooring in DTMB-Designated breakrooms twice a year.	2	x	9360	=	\$ 18,720.00
17. Restrooms – Periodicals					
a. Machine scrub floors as necessary but not more than 6 times a year.	6	x	1907	=	\$ 11,442.00
b. Vacuum ventilation grills	6	x	272	=	\$ 1,632.00
c. Wash toilet lighting fixtures	2	x	486	=	\$ 972.00
TOTAL ANNUAL PERIODIC SERVICES (D)					\$ 193,242.00

		Y1 Pricing	Y2 Pricing 3% Increase to Base Rate	Y3 Pricing 2.85% Increase to Base Rate
TOTAL ANNUAL JANITORIAL BASE RATE (C)	\$	1,481,490.03	\$ 1,525,960.29	\$ 1,569,469.31
TOTAL ANNUAL PERIODIC SERVICES (D)	\$	193,242.00	\$ 193,242.00	\$ 193,242.00
TOTAL QUOTE FOR ONE YEAR	\$	1,674,732.03	\$ 1,719,202.29	\$ 1,762,711.31
(3 YR) TOTAL QUOTE FOR CONTRACT				\$ 5,156,645.63

ADDITIONAL SERVICES – FOR QUOTATION PURPOSES ONLY – Not included in the total price. Additional Services must be pre-approved by Program Manager before work scheduled/completed.

Description	Quote Per Hour
Emergency Services: (Includes cleaning services for emergency situations such as restrooms overflow, etc.)	\$ 24.70
Description	Quote Per Hour
Infectious Disease Control: (Refer to Attachment A SOW for a complete description)	\$ 16.47
Description	Quote Per Square Foot
Additional Carpet Cleaning: Carpet shampooing of tenant areas upon request, per square foot	\$0.14
Description	Quote Per Chair
Requested Chair Cleaning: Shampooing/cleaning/stain removal of upholstered fabric chairs upon request	\$ 1.26
Description	Quote Per Hour
Miscellaneous facility maintenance services: (Includes light maintenance such as hanging paper towel dispensers or hanging storage shelves)	\$ 16.47

Quick payment terms: __2__% discount off invoice if paid within __30__ days after receipt of invoice.

Company	Gesher Human Services
Vendor ID	CV0019417
Vendor Signature	
Date	4/14/2025
Telephone Number	313-446-8036
Cell Phone Number	925-334-9448
Email	

GESHER HUMAN SERVICES

Y2 Pricing 10/1/26-9/30/27

PRICE

Michigan Department of Technology, Management & Budget (DTMB)

Cadillac Place, 3044 W. Grand Boulevard, Detroit, MI 48202

BASIC JANITORIAL WAGES – Enter hourly PAY rate. Do not include taxes or insurance.									
	Employees		Hours		Rate		Days		Total
Daytime									
Cleaners - PT	10	x	4	x	16.96	x	250	=	169,600.00
Cleaners - FT	3	x	7	x	16.96	x	250	=	89,040.00
Specialty Cleaners	4	x	7.75	x	18.08	x	250	=	140,120.00
Assistant Site Manager	1	x	8	x	24.21	x	250	=	48,420.00
Site Manager	1	x	8	x	31.08	x	250	=	62,160.00
Nighttime									
Cleaners- PT	11	x	4	x	16.96	x	250	=	186,560.00
Cleaners- PT	1	x	5	x	16.96	x	250	=	21,200.00
Cleaners- PT	1	x	6	x	16.96	x	250	=	25,440.00
Specialty Cleaners	3	x	7.67	x	18.08	x	250	=	103,960.45
Supervisor Cleaning Time	2	x	4	x	21.68	x	250	=	43,360.00
Supervisor Non-Cleaning Time	2	x	4	x	21.68	x	250	=	43,360.00
*Utilize listed titles or add titles as needed for your quote. – note if full-time or part-time									
BASIC ANNUAL JANITORIAL WAGES (A)									933,220.45

ANNUAL BUSINESS COSTS	Total
Daytime & Nighttime (M-F)	
Annual Cost for Cleaning Supplies and Equipment	22,200.00
Replenishment Supplies (not applicable for DHS locations)	35,086.00
Insurance (General Liability and Worker's Compensation)	27,317.00
Employer Taxes and other Fringes on Direct Staff	231,218.00
Support Staff Wages, Taxes, and other Fringes	59,826.00
Administrative Wages, Taxes, and other Fringes	133,103.00
Profit	83,989.84
TOTAL ANNUAL BUSINESS COST (DAYTIME & NIGHTTIME (M-F)) B1	592,739.84
Annual Cost for Cleaning Supplies and Equipment	
Replenishment Supplies (not applicable for DHS locations)	
Insurance (General Liability and Worker's Compensation)	
Employer Taxes and other Fringes on Direct Staff	
Support Staff Wages, Taxes, and other Fringes	
Administrative Wages, Taxes, and other Fringes	
Profit	
TOTAL ANNUAL BUSINESS COST (B= B1+B2)	592,739.84
BASIC ANNUAL JANITORIAL WAGES (A)	933,220.45
TOTAL ANNUAL BUSINESS COSTS (B)	592,739.84
TOTAL ANNUAL JANITORIAL BASE RATE (C)	1,525,960.29
÷ C 12 = TOTAL MONTHLY INVOICE AMOUNT	127,163.36

GESHER HUMAN SERVICES

Y3 Pricing 10/1/27-6/30/28 (will continue through 9/30/28, if option year exercised)

PRICE

Michigan Department of Technology, Management & Budget (DTMB)

Cadillac Place, 3044 W. Grand Boulevard, Detroit, MI 48202

BASIC JANITORIAL WAGES – Enter hourly PAY rate. Do not include taxes or insurance.									
	Employees		Hours		Rate		Days		Total
Daytime									
Cleaners - PT	10	x	4	x	17.47	x	250	=	174,700.00
Cleaners - FT	3	x	7	x	17.47	x	250	=	91,717.50
Specialty Cleaners	4	x	7.75	x	18.62	x	250	=	144,305.00
Assistant Site Manager	1	x	8	x	24.94	x	250	=	49,880.00
Site Manager	1	x	8	x	32.01	x	250	=	64,020.00
Nighttime									
Cleaners- PT	11	x	4	x	17.47	x	250	=	192,170.00
Cleaners- PT	1	x	5	x	17.47	x	250	=	21,837.50
Cleaners- PT	1	x	6	x	17.47	x	250	=	26,205.00
Specialty Cleaners	3	x	7.67	x	18.62	x	250	=	107,065.47
Supervisor Cleaning Time	2	x	4	x	22.33	x	250	=	44,660.00
Supervisor Non-Cleaning Time	2	x	4	x	22.33	x	250	=	44,660.00
*Utilize listed titles or add titles as needed for your quote. – note if full-time or part-time									
BASIC ANNUAL JANITORIAL WAGES (A)									961,220.47

ANNUAL BUSINESS COSTS	Total
Daytime & Nighttime (M-F)	
Annual Cost for Cleaning Supplies and Equipment	18,300.00
Replenishment Supplies (not applicable for DHS locations)	36,097.00
Insurance (General Liability and Worker's Compensation)	28,137.00
Employer Taxes and other Fringes on Direct Staff	240,322.00
Support Staff Wages, Taxes, and other Fringes	61,786.00
Administrative Wages, Taxes, and other Fringes	137,097.00
Profit	86,509.84
TOTAL ANNUAL BUSINESS COST (DAYTIME & NIGHTTIME (M-F)) B1	608,248.84
Annual Cost for Cleaning Supplies and Equipment	
Replenishment Supplies (not applicable for DHS locations)	
Insurance (General Liability and Worker's Compensation)	
Employer Taxes and other Fringes on Direct Staff	
Support Staff Wages, Taxes, and other Fringes	
Administrative Wages, Taxes, and other Fringes	
Profit	
TOTAL ANNUAL BUSINESS COST (B= B1+B2)	608,248.84
BASIC ANNUAL JANITORIAL WAGES (A)	961,220.47
TOTAL ANNUAL BUSINESS COSTS (B)	608,248.84
TOTAL ANNUAL JANITORIAL BASE RATE (C)	1,569,469.31
÷ C 12 = TOTAL MONTHLY INVOICE AMOUNT	130,789.11

SCHEDULE C - INSURANCE REQUIREMENTS

Contract No. 250000000685
Janitorial Services

- 1. General Requirements.** Contractor, at its sole expense, must maintain the insurance coverage as specified herein for the duration of the Term. Minimum limits may be satisfied by any combination of primary liability, umbrella or excess liability, and self-insurance coverage. To the extent damages are covered by any required insurance, Contractor waives all rights against the State for such damages. Failure to maintain required insurance does not limit this waiver.
- 2. Qualification of Insurers.** Except for self-insured coverage, all policies must be written by an insurer with an A.M. Best rating of A- VII or higher unless otherwise approved by DTMB Enterprise Risk Management.
- 3. Primary and Non-Contributory Coverage.** All policies for which the State of Michigan is required to be named as an additional insured must be on a primary and non-contributory basis.
- 4. Claims-Made Coverage.** If any required policies provide claims-made coverage, Contractor must:
 - a. Maintain coverage and provide evidence of coverage for at least 3 years after the later of the expiration or termination of the Contract or the completion of all its duties under the Contract;
 - b. Purchase extended reporting coverage for a minimum of 3 years after completion of work if coverage is cancelled or not renewed, and not replaced with another claims-made policy form with a retroactive date prior to the Effective Date of this Contract.
- 5. Proof of Insurance.**
 - a. Insurance certificates showing evidence of coverage as required herein must be submitted to DTMB-RiskManagement@michigan.gov within 10 days of the contract execution date.
 - b. Renewal insurance certificates must be provided on annual basis or as otherwise commensurate with the effective dates of coverage for any insurance required herein.
 - c. Insurance certificates must be in the form of a standard ACORD Insurance Certificate unless otherwise approved by DTMB Enterprise Risk Management.
 - d. All insurance certificates must clearly identify the Contract Number (e.g., notated under the Description of Operations on an ACORD form).
 - e. The State may require additional proofs of insurance or solvency, including but not limited to policy declarations, policy endorsements, policy schedules, self-insured certification/authorization, and balance sheets.
 - f. In the event any required coverage is cancelled or not renewed, Contractor must provide written notice to DTMB Enterprise Risk Management no later than 5 business days following such cancellation or nonrenewal.
- 6. Subcontractors.** Contractor is responsible for ensuring its subcontractors carry and maintain insurance coverage.

7. Limits of Coverage & Specific Endorsements.

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.	
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			
Crime (Fidelity) Insurance			
Minimum Limits: \$1,000,000 Employee Theft Per Loss		Contractor must have their policy: (1) cover forgery and alteration, theft of money and securities, robbery and safe burglary, computer fraud, funds transfer fraud, money order and counterfeit currency, and (2) endorsed to add “the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents” as Loss Payees.	

8. **Non-Waiver.** This Schedule C 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.

Gesher Human Services Schedule D Equipment and Supplies List

EQUIPMENT / SUPPLIES	MAKE/MODEL	MANUFACTURER	APPROXIMATE AGE OF EQUIPMENT & OWNED OR RENTED
Micro-Rider Floor Scrubber	T7/331040	Tennant	15 yrs
Floor Scrubber	Adfinity 20D /9087164020	Advance	9 yrs
Floor Scrubber	Adfinity 20D /9087164020	Advance	9 yrs
Floor Machine	P-Series/97562	Tornado	9 yrs
Floor Maching	P-Series/97562	Tornado	9 yrs
Glazer	P-Series/98482	Tornado	9 yrs
Vacuum	CV 30/1 /91449	Tornado	3-5 yrs
Room Dryer	Windshear Downdraft/98784	Tornado	2 yrs
Wet/Dry Vac	VBV1612CL	Channellock	1-2 yrs

ADDITIONAL SUPPLIES used for cleaning (Miscellaneous)			
Wet Mop		Unifirst	
Dry Mop		Unifirst	
Janitorial Carts		Marino	2-6 yrs
Mop Sticks		Nexstep	1-3 yrs
Dusters			
Angle Brooms			
Com Brooms			
Dust pans			
Short Handle Scrub Brush			
Spray Bottles			
Utility Brush and Holder			
Squeegees			

Gesher Human Services Schedule D Equipment and Supplies List

Scraper			
Putty Knife			
Mop Bucket and Wringer		Rubbermaid	1-2 yrs
44 Gal Trash Can		Rubbermaid	3-9 yrs
14 Gal Bucket		Rubbermaid	6 yrs
Cotton Towels		Unifirst	

Chemical Used by Bidder		
Cleaning Agent	Description of Use	Brand
Quaternary Ammonium Compound	General Disinfectant	Lemon Fresh NutraQuat
Alcohol Ethoxylate Isopropanol	Glass Cleaner	Concentrated Glass Cleaner
Sodium Metasilicate Butoxyethanol Sodium Hydroxide Sodium Nitrite Sodium Xylene Sulfonate Biodegradable Chelants Alkylbenzene sulfonic acid	Degreasers	Heavy Duty Degreasers – Brands Vary
Hydrogen Peroxide	Multi-Purpose Cleaner	Citrus H202
Ethylenediaminetetraacetic acid Sodium Xylene Sulfonate Isopropyl Alcohol	Neutral Cleaners	Aro-Neu
Monoethanolamine 2-Butoxyethanol	Floor Stripper	Big Easy Stripper
Quartz Dodecylbenzene sulfonic acid	Mild Abrasive	Emerel