



STATE OF MICHIGAN PROCUREMENT

Michigan Department of Transportation

Van Wagoner Bldg., 425 West Ottawa Street, Lansing, MI 48933

P.O. Box 30050, Lansing, MI 48909

NOTICE OF CONTRACT

NOTICE OF CONTRACT NO. **260000000270**

between

THE STATE OF MICHIGAN

and

Lawn and Snow Outdoor Maintenance
168 Caspian Cut Off Rd.
Iron River Michigan 49935
David Thomas
906-284-0206
Lawnandsnow4u@gmail.com
VS0193723

Program Manager	Kevin Gouza- Schoolcraft Jason Rinkinen - Baraga Co	Co MDOT
	(906) 293-5168 - Kevin (906) 241-5874 - Jason	
	GouzaK@michigan.gov Rinkinenj2@michigan.gov	
Contract Administrator	Mark Morrison	MDOT
	517-275-1834	
	morrisonm@michigan.gov	

CONTRACT SUMMARY

DESCRIPTION: Janitorial/Grounds services for 3 Roadside Parks in Baraga Co., and 3 Roadside Parks in Schoolcraft Co., Superior Region.

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
4/30/2026	4/29/2029	2- 1 Year	4/29/2029
PAYMENT TERMS		DELIVERY TIMEFRAME	
Net 45		n/a	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
☐	☐	☐ Other	☒
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 260000000410 and RFP 260000000946. This contract award was based on low bid, with the original contract dollar value determined based on estimated need.			
ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION			<u>\$364,020.00</u>

STANDARD CONTRACT TERMS

This STANDARD CONTRACT ("**Contract**") is agreed to between the State of Michigan (the "**State**") and Lawn and Snow Outdoor Maintenance ("**Contractor**") company. This Contract is effective on April 30, 2026 ("**Effective Date**"), and unless terminated, will expire on April 29, 2029 (the "**Term**").

This Contract may be renewed for up to 2 additional year period(s). Renewal is at the sole discretion of the State and will automatically extend the Term of this Contract. The State will document its exercise of renewal options via Contract Change Notice.

The parties agree as follows:

- 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.

- 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.	See Contract Administrator information shown below.

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:
Mark Morrison 425 W. Ottawa PO BOX 30050 Lansing, MI 489090 Morrisonm@michigan.gov [517-275-1835]	David Thomas 168 Caspian Cut Off Rd. Iron River, MI 49935 Lawnandsnow4u@gmail.com 906-284-0206

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:
Kevin Gouza - Schoolcraft Co GouzaK@michigan.gov 906-293-5168 Jason Rinkinen - Baraga Co. Rinkinenj2@michigan.gov - 906-241-5874	David Thomas 168 Caspian Cut Off Rd. Iron River, MI 49935 Lawnandsnow4u@gmail.com 906-284-0206

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.**

a. **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.

- **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.

a. **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.

b. **Claims-Made Coverage.** If any required policies provide claims-made coverage, Contractor must:

- (1) 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;

- (2) 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

e. Proof of Insurance

- (1) Insurance certificates showing evidence of coverage as required herein must be submitted to the Contract Administrator 10 days prior of the contract execution date.
- (2) Renewal insurance certificates must be provided on annual basis or as otherwise commensurate with the effective dates of coverage for any insurance required herein.
- (3) Insurance certificates must be in the form of a standard ACORD Insurance Certificate unless otherwise approved by DTMB Enterprise Risk Management.
- (4) All insurance certificates must clearly identify the Contract Number (e.g., notated under the Description of Operations on an ACORD form).
- (5) The State may require additional proofs of insurance or solvency, including but not limited to policy declarations, policy endorsements, policy schedules, self-insured certification or authorization, and audited financial statements.
- (6) In the event any required coverage is cancelled or not renewed, Contractor must provide written notice to the Contract Administrator no later than 5 business days following such cancellation or nonrenewal.

f. Subcontractors. Contractor is responsible for ensuring its subcontractors, if any, carry and maintain insurance coverage as applicable to the subcontracted service(s).

g. Limits of Coverage & Specific Endorsements. (See Table 6.1 Below)

TABLE 6.1

Required Limits	Additional Requirements
Commercial General Liability Insurance	
Minimum Limits: \$1,000,000 Each Occurrence \$1,000,000 Personal & Advertising Injury \$2,000,000 Products/Completed Operations \$2,000,000 General Aggregate	Contractor must have their policy endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds using endorsement CG 20 10 11 85, or both CG 20 10 12 19 and CG 20 37 12 19. Coverage must not have exclusions or limitations related to sexual abuse and molestation liability.
Automobile Liability Insurance	
Minimum Limits: \$1,000,000 Per Accident	Contractor must have their policy: (1) endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds; and (2) include Hired and Non-Owned Automobile coverage.
Workers' Compensation Insurance	

Required Limits	Additional Requirements
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	

h. Non-Waiver. This Section 6 is not intended to and is not to be construed in any manner as waiving, restricting or limiting the liability of either party for any obligations under this Contract, including any provisions hereof requiring Contractor to indemnify, defend and hold harmless the State.

7. Reserved.

8. Reserved.

9. 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.

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.

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. Reserved.

19. Reserved.

20. Reserved.

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 90 calendar days), provide all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the Contract Activities to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Contract Activities to the State or its designees. Such transition assistance may include, but is not limited to: (a) continuing to perform the Contract Activities at the established Contract rates; (b) taking all reasonable and necessary measures to transition performance of the work, including all applicable Contract Activities, training, equipment, software, leases, reports and other documentation, to the State or the State's designee; (c) 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. **Reserved.**

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.

- . **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.

- a. **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, sexual orientation, gender identity or expression, 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 Section 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 Terms and Conditions	Terms and Conditions
Schedule A	Scope
Schedule B.1	Janitorial Specifications
Schedule B.2	Ground Maintenance Specifications
Schedule B	Pricing
Schedule E	Location Specification Sheet (LSS)

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.

SCHEDULE A – STATEMENT OF WORK

Master Agreement (MA) No. 260000000270

Janitorial/Grounds Maintenance Services for 6 Roadside Parks in Superior Region

SCOPE

The Contractor shall provide janitorial and grounds maintenance services at the following roadside parks located in Schoolcraft and Baraga County:

- Green School Roadside Park - Schoolcraft Co.
- Manistique Roadside Park - Schoolcraft Co.
- Thompson Roadside Park - Schoolcraft Co.
- Baraga Cliff Roadside Park - Baraga Co.
- Canyon Falls Roadside Park - Baraga Co.
- Tioga Creek Roadside Park - Baraga Co.

Contract Activities shall be performed during the period roadside parks are open (the “season”) – typically mid-April to end of October. MDOT roadside parks are closed between the end of October to mid-April.

The State reserves the right to modify the services required under the Contract to meet future needs including adding locations to the agreement resulting in this solicitation.

Any location(s) awarded to a bidder that has already been awarded a Statewide Janitorial Contract in 2025 by the Michigan Department of Transportation will have the awarded location(s) added to the existing contract and contract base term years will remain the same as originally awarded.

REQUIREMENTS

The Contractor must provide all personnel, equipment, tools, materials, supervision and any other items and/or services necessary to perform the Contract Activities as specified herein. The objective is to maintain the facilities in such a manner that the location provides a clean, healthy, and safe environment for motorists and visitors.

1. General Requirements

1.1. Janitorial Specifications

The Contractor must provide janitorial services that meet the specifications as stated in Schedule B.1 Janitorial Specifications.

1.2. Grounds Maintenance Specifications

The Contractor must provide grounds maintenance services and equipment that meet the specifications as stated in Schedule B.2 Grounds Maintenance Specifications.

1.3. Call Backs for Extra Service

If the Program Manager or designee determines any portion of the Contract Activities become unacceptable due to public use (extensive or obscene graffiti, dirty/messy conditions, etc.), the Program Manager may “call back” the Contractor to resolve the complaint. The Contractor is expected to respond to a “call back” and correct the deficiency within 8 hours. A “call back” may require work outside of the normal hours detailed in the Contract. “Call backs” are expected to be infrequent in nature and shall be reimbursed at a lump sum per occurrence.

1.4. Other Requirements

- A. The Contractor will not display signs, displays or other advertising material promoting Contractor’s business.
- B. The Contractor and/or Contractor employees DO NOT have the authority to permit any use of the facility. The Contractor and/or employee shall report any activity of which they were not previously aware to the Program Manager upon discovery of the unauthorized activity.
- C. Contractor’s vehicle(s) are not allowed on sidewalk and lawn areas. Parking area will be designated by MDOT.
- D. Any requests for information by any news media organization (newspapers, TV stations, radio, etc.) shall immediately be directed to the Program Manager. The Contractor and/or his/her employees shall not speak on behalf of MDOT.

2. Service Requirements

2.1. Work Schedule

- A. All Contract Activities must be delivered according to the schedule of coverage specified in Schedule C - Location Specification Sheet (LSS). The Contractor shall adhere to the days and times of Contract Activities as detailed in the LSS.
- B. Equipment failure WILL NOT constitute an acceptable reason for failure to provide scheduled service.

2.2. Adjustments to Work Schedule

- A. Adjustments to the specified work schedule, including any weather-related deviations, must be approved by the Program Manager or designee and may result in a deduction for the adjustment to service on the next invoice.
- B. Equipment failure WILL NOT constitute an acceptable reason for deviating from the work schedule.
- C. Any other deviations to the schedule must be pre-approved by the Program Manager or designee.

2.3. Time Frames – Vault Pumping

If additional vault pumping is requested by the Program Manager, pumping must be completed within five business days.

2.4. Training

The Contractor must provide adequate, proper training for all general employees (Non-key Personnel).

The Contractor must explain training that is included in its proposal, as well as any additional training capabilities available.

2.5. Reporting

- A. Monthly Schedule. If requested by the Program Manager, the Contractor shall submit a schedule of the dates the mowing cycles will be performed. The schedules shall be submitted to the Program Manager by the first day of each month.
- B. Damage Reports. 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.
- C. Accident Reports.
 - 1) 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.
 - 2) The Contractor must provide a verbal report to the Program Manager or designee within one hour of the accident, and a written report within 24 hours of the accident.
- D. Time Keeping. If requested by the Program Manager, the Contractor shall provide monthly time sheets, submitted to the Program Manager or designee by the 15th of each month. The time sheets must include:
 - 1) Employee name
 - 2) Dates worked at Park
 - 3) Hours worked at Park – including starting and quitting times

2.6. Meetings

The Contractor must attend the following meetings:

- A. Kick-off meeting within 15 calendar days of the Effective Date.
- B. Annual meeting, prior to the beginning of each mowing season, to review the grounds and identify any existing damages to landscape items.
- C. Other meetings requested by the State as it deems appropriate.

3. Staffing

3.1. Contractor Representative

The Contractor must appoint one individual specifically assigned to State of Michigan accounts who will respond to State inquiries regarding the Contract Activities, answer questions related to ordering and delivery, etc. (the “Contractor Representative”).

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

<i>Bidder Response</i>	
Contractor Representative	Mariappa David Thomas
Physical Location Address	168 Caspian Cut off Rd
Phone Number:	906-284-0206
Email Address	Lawnandsnow4u@gmail.com
Days/Times Available:	M-F 8a-8p
Functions Performed:	Owner

3.2. Key Personnel

The Contractor must appoint at least one individual who will function as a full-time Project Manager or Site Supervisor (“Key Personnel”). Key Personnel shall act as the Contractor’s designated representative at the specified Contract locations. Key Personnel must be trained and qualified to directly supervise and be responsible for the day-to-day operations of the Contract. Key Personnel must be specifically assigned to the State account, be knowledgeable on the contractual requirements, and respond to State inquiries within eight business hours.

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. General employees or attendants are not acceptable as Key Personnel.

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.

The State reserves the right to approve Key Personnel and to require replacement of any Key Personnel found to be unacceptable at any time during the Contract term. The State may request a résumé and conduct an interview before approving the initial assignment or a change to Key Personnel. The State may require a 30-calendar day training period for replacement personnel.

<i>Bidder Response</i>	
Key Personnel	Mariappa David Thomas
Physical Location Address	168 Caspian Cut off Rd
Phone Number:	906-284-0206
Email Address	Lawnandsnow4u@gmail.com

Organizational Role:	Owner
Relevant Experience	22 years experience

3.3. Non-Key Personnel

The Contractor must provide adequate site staff (Non-key Personnel), during the hours specified and for the duration of the Contract term, to perform Contract Activities in an expeditious and professional manner.

- A. Non-key Personnel shall be able to understand and speak the English language.
- B. The State reserves the right to approve Non-key Personnel and to require replacement of any Non-key Personnel found to be unacceptable at any time during the Contract term.
- C. The Contractor must notify the Contract Administrator at least 5-calendar days before removing or assigning non-key personnel.

3.4. Disclosure of Subcontractors

The Contractor must disclose if it intends to utilize subcontractors in the performance of Contract Activities. SUBCONTRACTED WORK IS LIMITED TO THE LAWN MAINTENANCE, VAULT PUMPING, AND/OR SPRING AND FALL CLEANUP ITEMS ONLY.

3.5. Security

The Contractor and/or Subcontractor's staff will be performing Contract Activities on State property. The Contractor must maintain a safe and secure working environment in State facilities and on State property.

- A. Drug Testing
 - 1) Pre-Employment Drug Testing. All applicants who are offered a job with the Contractor must be tested for drugs as part of the post job offer employment screening process.
 - 2) 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.
 - 3) 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 at home.
 - 4) 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.

- 5) 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. Background Checks

- 1) Contractor must perform criminal background checks on all employees, subcontractors, and subcontractor employees (collectively “personnel”) prior to their assignment. Contractor is responsible for all costs associated with processing the background checks. The State, in its sole discretion, may also perform background checks.
- 2) The scope of the background checks must be national and may include Michigan State Police background checks (ICHAT or LEIN) and National Crime Information Center (NCIC) fingerprints. For any personnel that is not a U.S. resident and that will work at a location within 25 miles of an international port of entry, the Contractor must also perform a Canadian criminal background check.
- 3) The State, in its sole discretion, may require any personnel to complete and submit RI-8 Fingerprint Cards for the NCIC fingerprint checks. Any personnel requested to submit an RI-8 Fingerprint Card for an NCIC Fingerprint Check who refuses or fails to do so must be replaced.
- 4) Upon request, the Contractor and subcontractors must provide documentation, including background check results, to the State of Michigan, including DTMB Office of Infrastructure, Security Program Coordinator, or their designee.
- 5) 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.
- 6) Failure to provide the requisite number of personnel required by this Contract, who satisfactorily pass the required background check, will be considered a material breach of this Contract. Contractor will ensure that no personnel will provide any services under this Contract who has:
 - (a.) a felony conviction(s) or pending felony charge(s) that are substantially related to the contracted activities or services; and
 - (b.) a conviction(s) or pending charge(s) that would otherwise be disqualifying under section 20173a(1) of the Public Health Code (MCL 333.20173a(1)), excluding subsections (a) and (i).

C. Subcontractors

- i) The Contractor is solely responsible for ensuring that all its subcontractors and subcontractor’s personnel, who will be providing services to the State under this Contract,

comply with the background check requirements in section 3 above. Failure of a subcontractor to comply with Section 3 shall constitute a material breach by Contractor of this Contract.

4. Pricing

4.1. Price Term

Pricing is firm for the initial term of the Contract. Adjustments may be requested, in writing, by either party at the time a renewal option is requested.

5. Ordering

5.1. Authorizing Document

The appropriate authorizing document to begin Contract Activities will be properly executed delivery order (DO).

5.2. Order Verification

The Contractor must have internal controls to ensure only authorized individuals place orders and must verify abnormal orders with the Program Manager.

6. Acceptance

6.1. Acceptance and Inspection

- A. The Program Manager or designee is the only individual authorized to determine whether the Contract Activities are acceptable.
- B. Acceptance of Contract Activities is pursuant to Section 14 of the Standard Contract Terms.
- C. The following process will be used by the State to determine Acceptance of the Contract Activities under this RFP.
 - 1) The Program Manager or designee will conduct routine inspections for compliance with Section 1.1 Specifications and site-specific requirements in compliance with the Location Specification Sheet, noting any deficiencies. The Program Manager or designee will make the final determination as to whether any task has been satisfactorily performed.
 - 2) If the Program Manager or designee determine any portion of the Contract Activities are unacceptable, the Program Manager or designee will immediately notify the Contractor Representative by telephone and follow up with written notice by email.
 - 3) 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, the day the complaint was received, and corrective actions the Contractor must take.
- D. The Contractor must make any necessary changes if the Program Manager or designee determines any task has not been performed adequately or satisfactorily. Contractor must correct the deficiency the next service day or, depending on the severity of the task, within the timeframe specified by the Program Manager or designee.

6.2. Contractual Deductions

Deductible Incidents include, but are not limited to:

A. Failure to Respond to Call Back Situations

- 1) In the event of an emergency requiring a “call back”, the Program Manager or designee will telephone the assigned Key Personnel.
- 2) Key Personnel failure to respond to the Program Manager or designee within 4 hours of the initial call may result in a \$100.00 invoice deduction and an additional deduction of \$50.00 for every ½ hour of delay.

B. 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 Program Manager or designee will immediately notify the Contractor of the unsatisfactory condition.
 - a. Unsatisfactory Janitorial Conditions:
 - i. Upon receipt of notification of deficiency, the Contractor must correct the deficiency within 6 hours.
 - ii. Failure to correct the unsatisfactory condition within the specified time frame may result in a \$50.00 per day invoice deduction for the first day, and a \$100.00 deduction for each additional continuous day the condition remains uncorrected.
 - iii. If the condition remains unaddressed, a meeting will be held with the Contractor Program Manager, Contractor Field Supervisor, and MDOT staff to discuss a remedy.
 - b. Unsatisfactory Grounds Conditions:
 - i. The Contractor must correct the deficiency within 48 hours from receipt of notice of deficiency.
 - ii. Failure to correct the unsatisfactory condition within the specified time frame may result in a \$50.00 per day invoice deduction for the first day, and a \$100.00 deduction for each additional day the condition remains uncorrected.

C. Inadequate or Unapproved Supplies

- 1) Inadequate supplies, or unapproved supplies used on site, may result in a \$50.00 per day invoice deduction.

6.3. Escalation

- A. First Instance. 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:
 - 1) the Program Manager or designee will verbally notify the Contractor of the situation or issue.

- a. Provide a description of the non-compliance or Deductible Incident or Condition.
 - b. Specify a date by which the issue must be resolved.
- 2) the Contractor should provide the Program Manager or designee with a verbal root cause analysis and corrective action plan.
- 3) 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.
- B. Second Instance. If resolution is not achieved, or the issue arises again, the Program Manager or designee will:
 - 1) Schedule an in-person meeting with the Contractor and provide, in writing:
 - a. A description of the specific problem
 - b. A description of the actions the Contractor is expected to take to resolve the problem
 - c. A date by which the Contractor is expected to resolve the problem
 - 2) Notify Contractor of the intent to exercise the Contractual Deduction
 - 3) Request, in writing, the Contractor's root cause and corrective action plan.
 - 4) Preserve a written record of the meeting, expectations and resolution for inclusion in the annual Contract Monitoring Report and provide a copy for the Contractor.
 - 5) Exercise the Contractual Deduction as a deduction from the next invoice.
 - 6) Enter a Vendor Performance Report.
- C. If resolution is not achieved or the issue arises again, a written notice of termination may be sent to the Contractor.
- D. In the event a contract is cancelled, the State may award the contract to the next lowest qualified bidder.

7. Invoice and Payment

7.1. Invoice Requirements

Invoicing must comply with the Standard Contract Terms, Section 20 Terms of Payment.

All invoices submitted to the State must include: (a) vendor-generated invoice number; (b) date; (c) Delivery Order number; (d) quantity; (e) description of the Contract Activities; (f) unit price; and (g) total price.

7.2. Payment Methods

The State will make payment for Contract Activities by Electronic Funds Transfer (EFT).

7.3. Procedure

Invoices must be submitted on a monthly basis. Invoices may be sent:

Schoolcraft Co Invoices sent: Via email to Jodie Postma – PostmaJ1@michigan.gov
 Baraga Co Invoices sent: Via email to Jennifer Wallace – Wallacej17@michigan.gov

8. Damages

8.1. Damage to Grounds

- A. Prior to the beginning of each mowing season, the Contractor and the Program Manager may review the grounds to identify any existing damages to landscape items.
- B. The Contractor will be held liable for all damage done, as a result of grounds maintenance operations, to fixed objects such as signs, posts, buildings, sprinkling system and all vegetation including turf, trees, shrubs, flower beds and desirable natural growth. Damage shall include among other things; skinning, scraping, breaking of tree limbs or gouging of trees or shrubs and rutting, scalping or tearing turf.
- C. Costs associated with damages caused by the Contractor to plant material will be assessed based on current Michigan Forestry and Park Association's Michigan Tree Evaluation Guidelines.
- D. The Contractor shall make all turf damage repairs.
 - 1) Seed shall meet purity and germination requirements as specified by the Program Manager.
 - 2) Only friable topsoil shall be used to fill any depressions, ruts, etc., prior to seeding.
 - 3) Seeding will only be allowed from April 15 through May 31, and August 15 through September 30, unless otherwise directed by the Program Manager.
- D. All other property damage will be assessed for actual replacement costs including labor, materials, and equipment.
- E. The Contractor will be billed for all costs related to the damages caused by his/her operation or be required to repair the damages as directed by the Program Manager.

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

- A. In all instances where State-owned or leased, or Citizen-owned property or equipment is damaged, the Contractor must notify the Program Manager or designee of the facts and extent of the damage.
 - 1) Verbal notification within one hour of the damage or discovery of damage, AND
 - 2) Written notification within 24 hours of the damage or discovery of damage.
- B. 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.
- C. In the event of Contractor liability for damages, the Contractor agrees:
 - 1) The State will repair, replace or cleanup the damage.
 - 2) The State will provide the Contractor with documentary evidence (e.g., invoices, etc.) of the costs associated with the repair, replacement or cleanup, and
 - 3) The Contractor will reimburse the State for the full amount of the repair, replacement, or cleanup either by:
 - a) Forwarding payment in full within 45 days of receipt of documentary evidence, or

- b) 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.

8.3. Liquidated Damages

Late or improper completion of the Contract Activities will cause loss and damage to the State and it would be impracticable and extremely difficult to fix the actual damage sustained by the State. Therefore, in addition to deductions stated in Section 6.2 Contractual Deductions, if there is late or improper completion of the Contract Activities the State is entitled to collect liquidated damages in the amount of \$500 and an additional \$100 per day for each day Contractor fails to remedy the late or improper completion of the Work.

9. Additional Requirements

9.1. Environmental and Energy Efficiency Product Standards

The Contractor must identify any energy efficient, bio-based, or otherwise environmentally friendly products used in the performance of Contract Activities. Contractor must include any relevant third-party certification, including the verification of a United States Department of Agriculture certified bio-based product label. Contractor must describe how products that meet these requirements are identified or otherwise labelled and list any exceptions to this requirement.

9.2. Hazardous Chemical Identification

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.

The Contractor must identify any hazardous chemicals that will be utilized under any resulting contract.

SCHEDULE B.1 – JANITORIAL SPECIFICATIONS

Master Agreement (MA) No. 2600000000270

**Janitorial/Grounds Maintenance Services for Six (6) Roadside Parks in
Superior Region**

ROADSIDE PARK JANITORIAL REQUIREMENTS

1. Daily (each service day) Tasks

1.1. Toilet building. Toilet building including floors, stools, seats, and walls must be cleaned and toilet tissue refilled prior to 10:00 a.m.

- A. Close building to public.
- B. Clean cobwebs from inside and outside of building.
- C. Sweep floor.
- D. Remove or cover toilet tissue to keep dry during cleanup.
- E. Wash inside walls with a non-abrasive detergent/disinfectant.
- F. Using a pump-up sprayer, spray toilet seat, lid, and toilet riser with detergent/disinfectant. Apply solution liberally; allow to dwell for five minutes.
- G. After five minutes dwell time, scrub inside and outside of toilet riser with a long handled, stiff bristle brush; if the interior is fiberglass use a cloth or sponge to remove disinfectant.
- H. Using the pump-up sprayer, rinse walls, toilet seat, lid and riser with clean water.
- I. Mop floor with detergent/disinfectant.
- J. Remove all excess water from floor surfaces.
- K. Remove and/or cover graffiti on walls by staining/painting on wood surfaces or using an acetone-based graffiti remover on fiberglass walls.
- L. Resupply toilet tissue.
- M. Refill hand sanitizer dispensers.
- N. Report any damages or problems to the MDOT Program Manager.

1.2. Grounds Cleaning

- A. Pick up litter and debris, including paper, cigarette butts, and animal droppings, from the grounds and parking areas and/or parking lots. Properly dispose of debris.

SCHEDULE B.1 – JANITORIAL SPECIFICATIONS

- B. Sweep curb.
- C. Empty trash barrels; disinfect barrels if soiled. Replace plastic bags/liners in trash barrels.
- D. Clean picnic tables and park benches with detergent/disinfectant and rinse.
- E. Remove ashes and clean picnic grills/stoves. Properly dispose of ashes.
- F. Sweep concrete slabs in picnic areas.

1.3. Map Case

- A. Clean plexiglass with a mild soap and water. Do not use harsh chemicals or abrasive materials – DO NOT scratch plexiglass.
- B. Remove any notices that have been placed by individuals or businesses that are not official MDOT materials.
- C. Remove cobwebs in and around structures.
- D. Sweep concrete around display structure.
- E. Remove or cover graffiti on stained/painted surfaces and plexiglass.

1.4. Well Shelter

- A. Clean the hand pump (or faucet/basin if present).
- B. Clean and sanitize drinking fountain (if present).
- C. Clean concrete slab and pump base.
- D. Remove cobwebs from structure.
- E. Cover graffiti on stained/painted surfaces.

1.5. Sidewalks

- A. Sweep all paved sidewalk surfaces clean of debris.
- B. Remove weeds or grass growing in sidewalk cracks. Weeds must be hand pulled.

2. Weekly Tasks

2.1. Toilet building

- A. Scrub concrete floor with a stiff swivel scrub brush and detergent/disinfectant. Rinse floor thoroughly with clean water.
- B. Clean all louvers.

3. Bi-weekly Tasks

SCHEDULE B.1 – JANITORIAL SPECIFICATIONS

3.1. Vault deodorant

- A. For each toilet vault, apply vault deodorant per the instructions on the vault deodorizer container. Use separate sprayers for applying vault deodorants and cleaner/disinfectants. Frequency and amount of product may be adjusted by the Program Manager.
- B. Vault toilet deodorant chemical will be supplied by the State. Contractor is responsible for picking up product at a location determined by the Program Manager. A Safety Data Sheet (SDS) will be provided by the Program Manager or their designee. The Contractor is responsible for following all label directions and instructions detailed in the Contract. The Program Manager reserves the right to increase or decrease the product amount to be used if odorous conditions persist

4. Miscellaneous Activities

4.1. Graffiti

- A. The Contractor must cover and/or remove all graffiti on toilet building and other structures, posts, signs, etc. Graffiti must be covered or removed each service day.
 - 1) Graffiti on stained or painted surfaces must be stained or painted. The stain or paint shall be applied in a professional manner. The Contractor shall post signs warning visitors of wet stain or paint. The State or Program Manager will supply the stain or paint required.
 - 2) Ink and marker graffiti on fiberglass surfaces shall be removed with an acetone-based paint remover. All paint remover residue must be immediately cleaned/rinsed off from fiberglass surfaces. Abrasive cleaners shall not be used for graffiti removal.

4.2. Trash removal and disposal

- A. The Contractor must provide all trash container bags/liners; liners must be of adequate size for use in 55-gallon trash barrels (furnished by the State).
- B. Trash barrels must be emptied each service day and bags of trash must be disposed of by the Contractor. Dumpsters are not provided at the park; bags of trash/refuse must be removed each service day and may not be kept in the park overnight.
- C. The Contractor must dispose of trash/refuse at a registered Class II landfill. Proof of disposal at a licensed Class II landfill must be provided to the Program Manager upon request.

4.3. Toilet vaults

SCHEDULE B.1 – JANITORIAL SPECIFICATIONS

- A. The Contractor is responsible for pumping toilet vaults and disposal of effluent. Pumping of the vaults must be performed at the end of the season, and as requested by the Program Manager during the season. When requested by the Program Manager, vault pumping shall be completed within five (5) business days of request.
 - 1) Contractor (or subcontractor, if applicable) must be licensed through Michigan Department of Environment, Great Lakes, and Energy (MDEGLE) to remove and transport septage waste.
 - 2) Removing a concrete lid to access the clean-out port is often required. If there is no clean-out port, the vault shall be pumped through the opening inside the toilet building.
 - 3) Any solid matter, such as rocks, bottles, cans, etc., shall be removed as much as possible and properly disposed of by the Contractor.
 - 4) Disposal of all effluent shall be through a MDEGLE approved septage waste receiving facility in accordance with state and federal laws.
 - B. The Contractor is responsible for “recharging” the toilet vaults after each pumping that may occur during the season. This shall be considered incidental to the Contract unit price for Roadside Park Janitorial and Maintenance. “Recharging” procedure:
 - 1) Add approximately two inches of fresh water to cover the bottom of the vault (approximately 100 gallons) after each pumping.
 - 2) Mix a half (1/2) gallon of vault deodorant with two and a half (2-1/2) gallons of water and spray inside the vault after each pumping during the season. Spray the entire mixture inside the vault.
 - 3) Add a quarter gallon of vault deodorant directly into the 100 gallons of water in the tank.
5. Spring/Fall clean-up
- 5.1. Grounds Cleaning – Spring and Fall
 - A. Sweep building roofs in the spring and fall to remove dirt, leaves, needles, etc.
 - 5.2. Toilet vaults – Spring
 - A. Before opening in the spring, add to the vault approximately two inches (approximately 100 gallons) of fresh water to cover the bottom of the tank.
 - B. For each vault, mix a half (1/2) gallon of vault deodorant with two and a half (2-1/2) gallons of water and spray inside the vault during the first day of opening.

SCHEDULE B.1 – JANITORIAL SPECIFICATIONS

5.3. Toilet vaults – Fall

- A. Pump the vault dry.
- B. For each vault, mix a half (1/2) gallon of vault deodorant with two and a half (2-1/2) gallons of water and spray inside the vault.

6. Supplies and Equipment Requirements

6.1. Cleaning Supplies

- A. The Contractor shall provide all cleaning supplies and materials.
- B. All supplies and materials necessary for cleaning must meet the Program Manager's approval.
- C. The Program Manager shall have the right to inspect all cleaning supplies and materials used in performing Contract Activities. Any supplies or materials which do not comply with local, state and federal codes, or with the Contract, may be rejected.

6.2. Replenishable supplies

The party responsible for providing replenishable supplies is as follows:

Replenishable Item	Provided by
Toilet tissue	Contractor
Plastic Trash Can Liners	Contractor
Deodorant/Disinfectant	Contractor
Other graffiti removal/coverage products	Agency
Hand sanitizer; must be at least 65% alcohol	Agency
Vault toilet deodorant chemical	Agency
Paint/stain for covering graffiti	Agency

7. Equipment Requirements

- A. The Contractor shall furnish, operate and maintain suitable and adequate equipment necessary to perform all tasks in an acceptable manner. Equipment includes, but is not limited to, mops, buckets, brooms, brushes, and pump-up sprayers.
- B. The Program Manager shall have the right to inspect all equipment to be used in performing Contract Activities. Equipment which does not comply with local, state, and federal codes, or with the Contract, may be rejected.

SCHEDULE B.1 – JANITORIAL SPECIFICATIONS

8. MDOT Approved Material List

The following materials list has been compiled by MDOT for Contractor use. Contractor must select products that meet the following use and specifications. Products used that do not meet specifications and use outlined in this table will be considered a default of Contract due to non-compliance.

MATERIAL	TYPICAL USE	SPECIFICATIONS	*ESTIMATED QUANTITY
Toilet Paper	Jumbo Toilet Paper Containers	toilet tissue dispenser roll, single-ply, white, non-perforated, 4" wide, 3" core, 2100/roll, 12/rolls per	13 Cases
	Regular Toilet Paper Containers	toilet tissue rolls, bleached, 2-ply, wrapped 4 Y2" x 4 Y2" 100 sheet/roll	None
Plastic Bag, Barrel Liners (55 gal)	All Large Trash	55-gallon capacity, minimum size 36" x 60", mil thickness 0.4 mm	1040 Bags
Deodorant/Disinfectant	Toilet Seats, Risers, Floors	E.P.A. registered detergents/disinfectants shall be quaternary ammonium compounds	50 Gallons
Portable Pump-up Sprayer	Apply Vault Toilet Odor Control Product	2.5-gallon capacity compressed air sprayer composed of high density, chemical resistant tank, corrosion resistant pump cylinder, and plunger cup, 15-to-16-inch brass wand with adjustable brass nozzle and flat fan nozzle	1
Graffiti Remover	Remove Pen and Marker Ink, Pencil and Crayon Graffiti	water based acetone marker remover, must be safe for use on fiberglass	60 Cans

*Estimated Quantity is annually

SCHEDULE B.2 – GROUNDS MAINTENANCE SPECIFICATIONS

Master Agreement (MA) No. 260000000270

Janitorial/Grounds Maintenance Services for Six (6) Roadside Parks in Superior Region

ROADSIDE PARK GROUNDS MAINTENANCE SPECIFICATIONS

1. Mowing Season

- A. The regular mowing season is defined as starting the 1st of May and ending in mid-October - approximately 26 lawn maintenance cycles. Any mowing cycles before May 1 or after October 31 will require PRIOR WRITTEN APPROVAL from the Program Manager.
- B. Prior to the beginning of each mowing season, the Contractor and the Program Manager may review the grounds to identify any existing damages to landscape items.

2. Lawn Maintenance Cycle

- A. A lawn maintenance cycle includes grass mowing, trimming, and edging, and proper removal/disposal of lawn litter, including trash, and landscape debris such as leaves, sticks, grass clippings and organic debris.
- B. A lawn maintenance cycle shall be completed approximately once a week. The approximate number of Lawn Maintenance Cycles per year is listed on the Location Specification Sheet (LSS). The number of cycles may be increased or decreased due to weather conditions or as directed by the Program Manager.
- C. Any additional mowing beyond once per week must be approved by the Program Manager, or designee, prior to mowing. Any additional mowing will not be paid for unless approved, and if approved, will be paid at the contract price.
- D. A lawn maintenance cycle shall not be done on Saturdays, Sundays or holidays unless approved in advance by the Program Manager or designee.
- E. All elements of the lawn maintenance cycle shall be COMPLETED THE SAME DAY they are started. No partial mowing/trimming/edging will be allowed unless the weather forces delays. If rain or wet turf conditions exist, the Contractor shall finish the cycle as soon as favorable conditions exist.
- F. The Contractor shall use discretion when working near the public. The lawn maintenance cycle shall begin on vacated grounds first and then continue so

SCHEDULE B.2 – GROUNDS MAINTENANCE SPECIFICATIONS

as not to inconvenience the visitors. The safety of visitors shall not be jeopardized while performing the lawn maintenance cycle.

3. Mowing and Trimming

- A. Limbs and debris shall be removed from the mowing area. Debris shall include any litter in the mowing area. Debris must be removed prior to mowing.
- B. Grass shall be mowed when it reaches an average height of five inches and shall be cut to an average height of three inches. At no time shall more than 50% of the grass blade length be cut in one cycle. The initial mowing at the beginning of the mowing season may require an additional cycle.
- C. Grass shall not be mowed when wet.
- D. Grass shall not be mowed during drought conditions, when grass is not growing, unless directed and approved by the Program Manager.
- E. Clippings shall be removed, if visible, after mowing.
- F. All clippings shall be removed from all sidewalks, concrete picnic table pads, parking areas and flower and shrub beds.
- G. Grass shall be trimmed around all fixed objects and trees at every mowing. Extreme care shall be used to prevent injury to MDOT fixed objects and trees
- H. All clippings, edging debris, leaves and other debris shall be removed from the site and disposed of properly by the Contractor. No debris shall be disposed of on MDOT property.

4. Edging

- A. Edging along all walks and curb areas shall be performed once per month.
- B. An edger shall be used – string trimmers are not to be used for edging.
- C. Edging shall be no wider than one inch from edge of sidewalk/curb to lawn surface.

5. Spring and Fall Clean Up

- A. Prior to the first mowing and after the last mowing of the season, all leaves, sticks, trash, and other debris shall be raked/swept/blown from the park grounds, removed from the site, and disposed of properly by the Contractor.
- B. Fall Clean up shall not be performed until directed by the Program Manager and may take place after park closure to ensure that the majority of the leaves have fallen.

6. Landscaping, Herbicides, and Fertilization

SCHEDULE B.2 – GROUNDS MAINTENANCE SPECIFICATIONS

- A. The use of herbicides by the Contractor for any work task is strictly prohibited.
- B. Landscaping, weed spray, fertilization or other work performed by MDOT, contract agencies or other contractors may occur during the mowing season. The Contractor shall coordinate operations with other activities as directed by the Program Manager.

7. Equipment

- A. The Contractor shall furnish all grounds maintenance equipment, including, but not limited to:
 - 1) Mowers with mulching blades
 - 2) Edging machines
 - 3) String trimmers
 - 4) Portable blowers
 - 5) Brooms, leaf rakes and other hand tools as needed
- B. The Contractor shall furnish, operate, and maintain suitable and adequate equipment necessary to perform all tasks in an acceptable manner.
 - 1) Equipment must be in good repair and shall be maintained so as to produce a clean, sharp cut to the grass at all times.
 - 2) Equipment that, in any way, pulls or rips grass or damages the turf is not allowed.
 - 3) All equipment must be of such a type so that the height of cut can be adjusted to three inches.
- C. Under no circumstances shall the State be responsible for any theft, vandalism, or damage to the Contractor's equipment.
- D. The Contractor's equipment WILL NOT be stored on State property for any reason. If poor weather prohibits finishing a lawn maintenance cycle in one working day, the equipment shall be removed from State property until such time as the weather permits completing the cycle.
- E. The Program Manager shall have the right to inspect all equipment which is to be used in carrying out the terms of the Contract. Any equipment which does not comply with local, state, and federal codes, or with the Contract, may be rejected.

Lawn and Snow Outdoor Maintenance

SCHEDULE B - PRICING

Master Agreement No. 260000000270

Janitorial/Grounds for 6 Roadside parks – Schoolcraft Co. and Baraga Co. – Superior Region

PARK:	Janitorial Services	Grounds Services	1 YEAR TOTAL PRICE
Green School Park	\$15,140.00	\$4,300.00	\$19,440.00
Manistique Park	\$17,240.00	\$4,400.00	\$21,640.00
Thompson Park	\$15,140.00	\$4,400.00	\$19,540.00
Baraga Cliff Park	\$20,740.00	\$4,400.00	\$25,140.00
Canyon Falls Park	\$16,540.00	\$4,400.00	\$20,940.00
Tioga Creek Park	\$14,440.00	\$4,400.00	\$18,840.00

6 Parks Combined Total- 3 YEAR TOTAL:	\$364,020.00
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Schedule C.1- Location Specification Sheet (LSS)

Janitorial & Grounds Maintenance Services for MDOT Roadside Park **Canyon Falls Roadside Park**

Note to Bidder: This Service Specifications worksheet tab is for informational purposes. Worksheet tabs 2. and 3. must be completed and the entire Schedule C workbook attached with your bid proposal.

I. CONTRACT and AGENCY CONTACT INFORMATION				
Contract Information				
CONTRACT TERM:	# OF YEARS	OPTIONS:	# OF OPTIONS	OPTION
	3		2, 1-year Options	
CONTRACT START DATE:	4/30/2026	CONTRACT END DATE:	4/29/2029	
CONTRACTING DIVISION / OFFICE:	Department of Transportation			
ROADSIDE PARK NAME/NUMBER:	Canyon Falls Roadside Park 2P09			
DESCRIPTION OF PARK LOCATION	9 miles south of L'Anse on US-41			
MDOT REGIONAL SERVICE AREA:	Superior	COUNTY:	Baraga	
Procurement Contact Information				
CONTACT	NAME	EMAIL	PHONE	
CONTRACT ADMINISTRATOR	Mark Morrison	MorrisonM@michigan.gov	517-241-2343	
PROGRAM MANAGER:	Jason Rinkinen	rinkinenj2@michigan.gov	906-241-5874	
INVOICE SUBMITTED TO:	Jennifer Wallace	Wallacej17@michigan.gov	906-280-4286	
II. LOCATION INFORMATION				
Roadside Park Location Information				
DAYS JANITORIAL TASKS WILL BE PERFORMED	7 Days per week	WORK HOURS TASKS WILL BE PERFORMED	Prior to 10:00 a.m.	
NUMBER OF TOILET BUILDINGS	1	NUMBER OF TOILET TISSUE HOLDERS	2	
NUMBER OF HAND SANITIZER DISPENSERS	2	NUMBER OF TRASH BARRELS	4	
NUMBER OF PICNIC TABLES	12	NUMBER OF PICNIC GRILLS/STOVES	12	
HAND PUMP OR FAUCET/BASIN	Yes (1)	DRINKING FOUNTAIN	Yes (1)	
NUMBER OF TOILET VAULTS	2	APPROX VAULT CAPACITY	2000 (1000 gallons each)	
APPROX AREA TO BE MOWN	2 Acres			
ADDITIONAL INFORMATION:	None			
III. Description of Service Needs TASK AND FREQUENCIES				
Basic Janitorial Services				
Services	Frequency			
	Daily (7 per week; Approx 7 Months per year)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)
A. Toilet Building				
1 Clean cobwebs from inside and outside of building.	x			
2 Sweep floor.	x			
3 Wash inside walls.	x			
4 Spray, scrub, and rinse toilet seat, lid, and toilet riser.	x			
5 Mop and remove excess water from floor.	x			
6 Remove/cover graffiti on walls.	x			
7 Resupply toilet tissue.	x			
8 Refill hand sanitizer dispenser	x			
9 Scrub and rinse concrete floor.		x		
10 Clean louvers.		x		
11 Apply vault deodorant			x	
B. Grounds Cleaning				

1	Pickup and dispose of all litter and debris from grounds and parking areas.	x			
2	Sweep curb.	x			
3	Empty trash barrels; disinfect barrel if soiled; replace plastic bag/liner.	x			
4	Clean benches and picnic tables.	x			
5	Remove and dispose of ashes from grills/stoves. Clean grills/stoves.	x			
6	Sweep concrete slabs in picnic areas.	x			
C. Map Case					
1	Clean plexiglass	x			
2	Remove non-official MDOT notices.	x			
3	Remove cobwebs in and around structures.	x			
4	Sweep concrete around display structure.	x			
5	Cover/remove graffiti	x			
D. Well Shelter					
1	Clean hand pump or faucet/basin.	x			
2	Clean and sanitize drinking fountain (if present)	x			
3	Clean concrete slab and pump base.	x			
4	Remove cobwebs from structure.	x			
5	Cover graffiti	x			
E. Sidewalks					
1	Sweep all sidewalks	x			
2	Remove weeds or grass in cracks.	x			
Periodic Janitorial Services					
Services		Frequency			
		Semi-Annual (2 times per year)	Annual (1 time Per Year)		
F. Toilet Vaults					
1	Prepare toilet vaults for park opening (service to cover pumping and recharging both vaults)		x		
2	Prepare toilet vaults for park closure (service to cover pumping and recharging both vaults)		x		
3	Pump and "recharge" toilet vaults (service to cover pumping and recharging both vaults)	As requested by Program Manager			
G. Grounds Cleanup					
1	Sweep building roofs	x			
Basic Grounds Maintenance Services					
Services		Frequency			
		Daily (XX per week; XX per year)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)
H. Mowing and Trimming					
1	Pickup and remove limbs, litter, and debris from mowing area prior to mowing.		x		
2	Mow grass.		x		
3	Remove clippings, if visible, in grass areas.		x		
4	Remove clippings from sidewalks, concrete pads, parking areas, flower and shrub beds.		x		
5	Trim grass around all fixed objects.		x		
I. Edging					
1	Edge along all sidewalks and curb areas.		x		
2	Remove all edging debris		x		
Periodic Grounds Maintenance Services					
		Frequency			

Services		Semi-Annual (2 times per year)	Annual (1 time Per Year)	
J. Spring and Fall Cleanup				
1	Rake/sweep/blow all leaves, sticks, litter, and debris from all grounds; remove from site.	x		

NOTE :

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

SUPPLEMENTARY TASKS*

- To be determined by Program Manager.

NOTES AND ADDITIONAL INFORMATION

- All cleaning/mowing 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
Toilet tissue	Contractor
Plastic Trash Can Liners	Contractor
Deodorant/Disinfectant	Contractor
Hand sanitizer dispensers & refills	MDOT
Vault Toilet deodorant chemical	MDOT
Other graffiti removal/coverage products	MDOT
Stain/Paint for Graffiti Covering	MDOT

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

Reminder to Bidder: Complete spreadsheets (tabs) 2. and 3.

Schedule C.2 - Price

To be completed by Agency

To be completed by Bidder

Agency	Michigan Department of Transportation				
Division / Location	Department of Transportation				
Roadside Park Name/Number	Canyon Falls Roadside Park 2P09				
Roadside Park Location	9 miles south of L'Anse on US-41				
Contract Base Term (years):		3			
Contract Start Date:		4/30/2026			
Contract End Date:		4/29/2029			
JANITORIAL SERVICES					
	Annual Quantity		Price per Month		ANNUAL PRICE
BASIC JANITORIAL SERVICES includes: Daily Tasks performed 7 times per week Weekly Tasks performed 1 time per week Bi-Weekly Tasks performed every 2 weeks Monthly Tasks performed 1 time per month Refuse Disposal	7	x	2200	=	\$ 15,400.00
PERIODIC JANITORIAL SERVICES					
	Annual Service Quantity		Price Per Service		ANNUAL PRICE
Toilet Vaults					
1 Prepare toilet vaults for park opening (Price per service to cover pumping and recharging both vaults)	1	x	\$ 100.00	=	\$ 100.00
2 Prepare toilet vaults for park opening (Price per service to cover pumping and recharging both vaults)	1	x	\$ 100.00	=	\$ 100.00
3 Pump and "recharge" toilet vault; as requested by Program Manager. (Price per service to cover pumping and recharging both vaults) Quantity is estimated for calculating total amount.	2	x	\$ 350.00	=	\$ 700.00
7. Grounds Cleanup					
1 Sweep building roofs	2	x	\$ 120.00	=	\$ 240.00
TOTAL ANNUAL PRICE FOR PERIODIC JANITORIAL SERVICES					\$ 1,140.00
TOTAL ANNUAL PRICE FOR ALL JANITORIAL SERVICES					\$ 16,540.00
GROUNDS MAINTENANCE SERVICES					
	Estimated Annual Quantity		Price per Grounds Maint. Cycle		ANNUAL PRICE
BASIC GROUNDS MAINTENANCE SERVICES includes: Mowing and Trimming Edging Price is per complete Grounds Maintenance Cycle (per occurrence)	26	x	150	=	\$ 3,900.00
PERIODIC GROUNDS MAINTENANCE SERVICES					
	Annual Quantity		Price Per Service		ANNUAL PRICE
Spring and Fall Clean Up					
1 Rake/blow, remove, and dispose of leaves, sticks, trash, and all other debris.	2	x	\$ 250.00	=	\$ 500.00
TOTAL ANNUAL PRICE FOR PERIODIC GROUNDS MAINTENANCE SERVICES					\$ 500.00
TOTAL ANNUAL PRICE FOR ALL GROUNDS MAINTENANCE SERVICES					\$ 4,400.00

CALL BACKS FOR EXTRA SERVICE					
	Estimated Annual Quantity		Lump Sum Price Per Service		ANNUAL PRICE
1 "Call back" for additiional services due to public use. (Note: Call backs due to Contractor's unacceptable performance are at no cost to the State and not included in this line item.)	1	x		=	\$ -
TOTAL ANNUAL PRICE FOR CALL BACKS FOR EXTRA SERVICES					\$ -
TOTAL QUOTE FOR ONE YEAR				\$	20,940.00
NUMBER OF YEARS IN CONTRACT TERM					3
TOTAL QUOTE FOR CONTRACT				\$	62,820.00

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

Bidder	
SIGMA VSS Vendor ID	
Name of Bidder's representative/agent who approved price quote	
Date	
Telephone Number	
Cell Phone Number	
Email	

Schedule E - Location Specification Sheet (LSS)

Janitorial & Grounds Maintenance Services for MDOT Roadside Park Tioga Creek **Roadside Park**

Note to Bidder: This Service Specifications worksheet tab is for informational purposes. Worksheet tabs 2. and 3. must be completed and the entire Schedule C workbook attached with your bid proposal.

I. CONTRACT and AGENCY CONTACT INFORMATION				
Contract Information				
CONTRACT TERM:	# OF YEARS	OPTIONS:	# OF OPTIONS	OPTION
	3		2, 1-year Options	
CONTRACT START DATE:	4/30/2026	CONTRACT END DATE:	4/29/2029	
CONTRACTING DIVISION / OFFICE:	Department of Transportation			
ROADSIDE PARK NAME/NUMBER:	Tioga Creek Roadside Park 2P11			
DESCRIPTION OF PARK LOCATION	19 miles south of L'Anse on US-41			
MDOT REGIONAL SERVICE AREA:	Superior	COUNTY:	Baraga	
Procurement Contact Information				
CONTACT	NAME	EMAIL	PHONE	
CONTRACT ADMINISTRATOR	Mark Morrison	MorrisonM@michigan.gov	517-241-2343	
PROGRAM MANAGER:	Jason Rinkinen	rinkinenj2@michigan.gov	906-241-5874	
INVOICE SUBMITTED TO:	Jennifer Wallace	Wallacej17@michigan.gov	906-280-4286	
II. LOCATION INFORMATION				
Roadside Park Location Information				
DAYS JANITORIAL TASKS WILL BE PERFORMED	7 Days per week	WORK HOURS TASKS WILL BE PERFORMED	Prior to 10:00 a.m.	
NUMBER OF TOILET BUILDINGS	1	NUMBER OF TOILET TISSUE HOLDERS	2	
NUMBER OF HAND SANITIZER DISPENSERS	2	NUMBER OF TRASH BARRELS	3	
NUMBER OF PICNIC TABLES	12	NUMBER OF PICNIC GRILLS/STOVES	12	
HAND PUMP OR FAUCET/BASIN	Yes (1)	DRINKING FOUNTAIN	Yes (1)	
NUMBER OF TOILET VAULTS	2	APPROX VAULT CAPACITY	2000 (1000 gallons each)	
APPROX AREA TO BE MOWN	2 Acres			
ADDITIONAL INFORMATION:	None			
III. Description of Service Needs TASK AND FREQUENCIES				
Basic Janitorial Services				
Services	Frequency			
	Daily (7 per week; Approx 7 Months per year)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)
A. Toilet Building				
1 Clean cobwebs from inside and outside of building.	x			
2 Sweep floor.	x			
3 Wash inside walls.	x			
4 Spray, scrub, and rinse toilet seat, lid, and toilet riser.	x			
5 Mop and remove excess water from floor.	x			
6 Remove/cover graffiti on walls.	x			
7 Resupply toilet tissue.	x			
8 Refill hand sanitizer dispenser	x			
9 Scrub and rinse concrete floor.		x		
10 Clean louvers.		x		
11 Apply vault deodorant			x	
B. Grounds Cleaning				

1	Pickup and dispose of all litter and debris from grounds and parking areas.	x			
2	Sweep curb.	x			
3	Empty trash barrels; disinfect barrel if soiled; replace plastic bag/liner.	x			
4	Clean benches and picnic tables.	x			
5	Remove and dispose of ashes from grills/stoves. Clean grills/stoves.	x			
6	Sweep concrete slabs in picnic areas.	x			
C. Map Case					
1	Clean plexiglass	x			
2	Remove non-official MDOT notices.	x			
3	Remove cobwebs in and around structures.	x			
4	Sweep concrete around display structure.	x			
5	Cover/remove graffiti	x			
D. Well Shelter					
1	Clean hand pump or faucet/basin.	x			
2	Clean and sanitize drinking fountain (if present)	x			
3	Clean concrete slab and pump base.	x			
4	Remove cobwebs from structure.	x			
5	Cover graffiti	x			
E. Sidewalks					
1	Sweep all sidewalks	x			
2	Remove weeds or grass in cracks.	x			
Periodic Janitorial Services					
Services		Frequency			
		Semi-Annual (2 times per year)	Annual (1 time Per Year)		
F. Toilet Vaults					
1	Prepare toilet vaults for park opening (service to cover pumping and recharging both vaults)		x		
2	Prepare toilet vaults for park closure (service to cover pumping and recharging both vaults)		x		
3	Pump and "recharge" toilet vaults (service to cover pumping and recharging both vaults)	As requested by Program Manager			
G. Grounds Cleanup					
1	Sweep building roofs	x			
Basic Grounds Maintenance Services					
Services		Frequency			
		Daily (XX per week; XX per year)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)
H. Mowing and Trimming					
1	Pickup and remove limbs, litter, and debris from mowing area prior to mowing.		x		
2	Mow grass.		x		
3	Remove clippings, if visible, in grass areas.		x		
4	Remove clippings from sidewalks, concrete pads, parking areas, flower and shrub beds.		x		
5	Trim grass around all fixed objects.		x		
I. Edging					
1	Edge along all sidewalks and curb areas.		x		
2	Remove all edging debris		x		
Periodic Grounds Maintenance Services					
		Frequency			

Services		Semi-Annual (2 times per year)	Annual (1 time Per Year)	
J. Spring and Fall Cleanup				
1	Rake/sweep/blow all leaves, sticks, litter, and debris from all grounds; remove from site.	x		

NOTE :

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

SUPPLEMENTARY TASKS*

- To be determined by Program Manager.

NOTES AND ADDITIONAL INFORMATION

- All cleaning/mowing 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
Toilet tissue	Contractor
Plastic Trash Can Liners	Contractor
Deodorant/Disinfectant	Contractor
Hand sanitizer dispensers & refills	MDOT
Vault Toilet deodorant chemical	MDOT
Other graffiti removal/coverage products	MDOT
Stain/Paint for Graffiti Covering	MDOT

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

Reminder to Bidder: Complete spreadsheets (tabs) 2. and 3.

Schedule E - Location Specification Sheet (LLS)

To be completed by Agency

To be completed by Bidder

Agency	Michigan Department of Transportation				
Division / Location	Department of Transportation				
Roadside Park Name/Number	Tioga Creek Roadside Park 2P11				
Roadside Park Location	19 miles south of L'Anse on US-41				
Contract Base Term (years):		3			
Contract Start Date:		4/30/2026			
Contract End Date:		4/29/2029			
JANITORIAL SERVICES					
	Annual Quantity		Price per Month		ANNUAL PRICE
BASIC JANITORIAL SERVICES includes: Daily Tasks performed 7 times per week Weekly Tasks performed 1 time per week Bi-Weekly Tasks performed every 2 weeks Monthly Tasks performed 1 time per month Refuse Disposal	7	x	1900	=	\$ 13,300.00
PERIODIC JANITORIAL SERVICES					
	Annual Service Quantity		Price Per Service		ANNUAL PRICE
Toilet Vaults					
1 Prepare toilet vaults for park opening (Price per service to cover pumping and recharging both vaults)	1	x	\$ 100.00	=	\$ 100.00
2 Prepare toilet vault for park closure (Price per service to cover pumping and recharging both vaults)	1	x	\$ 100.00	=	\$ 100.00
3 Pump and "recharge" toilet vault; as requested by Program Manager. (Price per service to cover pumping and recharging both vaults) Quantity is estimated for calculating total amount.	2	x	\$ 350.00	=	\$ 700.00
7. Grounds Cleanup					
1 Sweep building roofs	2	x	\$ 120.00	=	\$ 240.00
TOTAL ANNUAL PRICE FOR PERIODIC JANITORIAL SERVICES					\$ 1,140.00
TOTAL ANNUAL PRICE FOR ALL JANITORIAL SERVICES					\$ 14,440.00
GROUNDS MAINTENANCE SERVICES					
	Estimated Annual Quantity		Price per Grounds Maint. Cycle		ANNUAL PRICE
BASIC GROUNDS MAINTENANCE SERVICES includes: Mowing and Trimming Edging Price is per complete Grounds Maintenance Cycle (per occurrence)	26	x	150	=	\$ 3,900.00
PERIODIC GROUNDS MAINTENANCE SERVICES					
	Annual Quantity		Price Per Service		ANNUAL PRICE
Spring and Fall Clean Up					
1 Rake/blow, remove, and dispose of leaves, sticks, trash, and all other debris.	2	x	\$ 250.00	=	\$ 500.00
TOTAL ANNUAL PRICE FOR PERIODIC GROUNDS MAINTENANCE SERVICES					\$ 500.00
TOTAL ANNUAL PRICE FOR ALL GROUNDS MAINTENANCE SERVICES					\$ 4,400.00

CALL BACKS FOR EXTRA SERVICE					
	Estimated Annual Quantity		Lump Sum Price Per Service		ANNUAL PRICE
1 "Call back" for additiional services due to public use. (Note: Call backs due to Contractor's unacceptable performance are at no cost to the State and not included in this line item.)	1	x		=	\$ -
TOTAL ANNUAL PRICE FOR CALL BACKS FOR EXTRA SERVICES					\$ -
TOTAL QUOTE FOR ONE YEAR					\$ 18,840.00
NUMBER OF YEARS IN CONTRACT TERM					3
TOTAL QUOTE FOR CONTRACT					\$ 56,520.00

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

Bidder	Lawn and Snow Outdoor Maintenance LLC
SIGMA VSS Vendor ID	VS0193723
Name of Bidder's representative/agent who approved price quote	Mariappa David Thomas
Date	2/8/2026
Telephone Number	906-284-0206
Cell Phone Number	906-284-0206
Email	lawnandsnow4u@gmail.com

Schedule E- Location Specification Sheet (LSS)

Janitorial & Grounds Maintenance Services for MDOT Roadside Park Baraga Cliff Roadside Park

Note to Bidder: This Service Specifications worksheet tab is for informational purposes. Worksheet tabs 2. and 3. must be completed and the entire Schedule C workbook attached with your bid proposal.

I. CONTRACT and AGENCY CONTACT INFORMATION				
Contract Information				
CONTRACT TERM:	# OF YEARS	OPTIONS:	# OF OPTIONS	OPTION
	3		2, 1-year Options	
CONTRACT START DATE:	4/30/2026	CONTRACT END DATE:	4/29/2029	
CONTRACTING DIVISION / OFFICE:	Department of Transportation			
ROADSIDE PARK NAME/NUMBER:	Baraga Cliffs Roadside Park 2P10			
DESCRIPTION OF PARK LOCATION	6 miles north of Baraga on US-41			
MDOT REGIONAL SERVICE AREA:	Superior	COUNTY:	Baraga	
Procurement Contact Information				
CONTACT	NAME	EMAIL	PHONE	
CONTRACT ADMINISTRATOR	Mark Morrison	MorrisonM@michigan.gov	517-241-2343	
PROGRAM MANAGER:	Jason Rinkinen	rinkinenj2@michigan.gov	906-241-5874	
INVOICE SUBMITTED TO:	Jennifer Wallace	Wallacej17@michigan.gov	906-280-4286	
II. LOCATION INFORMATION				
Roadside Park Location Information				
DAYS JANITORIAL TASKS WILL BE PERFORMED	7 Days per week	WORK HOURS TASKS WILL BE PERFORMED	Prior to 10:00 a.m.	
NUMBER OF TOILET BUILDINGS	1	NUMBER OF TOILET TISSUE HOLDERS	2	
NUMBER OF HAND SANITIZER DISPENSERS	2	NUMBER OF TRASH BARRELS	2	
NUMBER OF PICNIC TABLES	6	NUMBER OF PICNIC GRILLS/STOVES	6	
HAND PUMP OR FAUCET/BASIN	Yes (1)	DRINKING FOUNTAIN	Yes (1)	
NUMBER OF TOILET VAULTS	2	APPROX VAULT CAPACITY	2000 (1000 gallons each)	
APPROX AREA TO BE MOWN	1 Acre			
ADDITIONAL INFORMATION:	None			
III. Description of Service Needs TASK AND FREQUENCIES				
Basic Janitorial Services				
Services	Frequency			
	Daily (7 per week; Approx 7 Months per year)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)
A. Toilet Building				
1 Clean cobwebs from inside and outside of building.	x			
2 Sweep floor.	x			
3 Wash inside walls.	x			
4 Spray, scrub, and rinse toilet seat, lid, and toilet riser.	x			
5 Mop and remove excess water from floor.	x			
6 Remove/cover graffiti on walls.	x			
7 Resupply toilet tissue.	x			
8 Refill hand sanitizer dispenser	x			
9 Scrub and rinse concrete floor.		x		
10 Clean louvers.		x		
11 Apply vault deodorant			x	
B. Grounds Cleaning				

1	Pickup and dispose of all litter and debris from grounds and parking areas.	x			
2	Sweep curb.	n/a			
3	Empty trash barrels; disinfect barrel if soiled; replace plastic bag/liner.	x			
4	Clean benches and picnic tables.	x			
5	Remove and dispose of ashes from grills/stoves. Clean grills/stoves.	x			
6	Sweep concrete slabs in picnic areas.	x			
C. Map Case					
1	Clean plexiglass	x			
2	Remove non-official MDOT notices.	x			
3	Remove cobwebs in and around structures.	x			
4	Sweep concrete around display structure.	x			
5	Cover/remove graffiti	x			
D. Well Shelter					
1	Clean hand pump or faucet/basin.	x			
2	Clean and sanitize drinking fountain (if present)	x			
3	Clean concrete slab and pump base.	x			
4	Remove cobwebs from structure.	x			
5	Cover graffiti	x			
E. Sidewalks					
1	Sweep all sidewalks	x			
2	Remove weeds or grass in cracks.	x			
Periodic Janitorial Services					
Services		Frequency			
		Semi-Annual (2 times per year)	Annual (1 time Per Year)		
F. Toilet Vaults					
1	Prepare toilet vaults for park opening (service to cover pumping and recharging both vaults)		x		
2	Prepare toilet vaults for park closure (service to cover pumping and recharging both vaults)		x		
3	Pump and "recharge" toilet vaults (service to cover pumping and recharging both vaults)	As requested by Program Manager			
G. Grounds Cleanup					
1	Sweep building roofs		x		
Basic Grounds Maintenance Services					
Services		Frequency			
		Daily (XX per week; XX per year)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)
H. Mowing and Trimming					
1	Pickup and remove limbs, litter, and debris from mowing area prior to mowing.		x		
2	Mow grass.		x		
3	Remove clippings, if visible, in grass areas.		x		
4	Remove clippings from sidewalks, concrete pads, parking areas, flower and shrub beds.		x		
5	Trim grass around all fixed objects.		x		
I. Edging					
1	Edge along all sidewalks and curb areas.		x		
2	Remove all edging debris		x		
Periodic Grounds Maintenance Services					

Services	Frequency		
	Semi-Annual (2 times per year)	Annual (1 time Per Year)	
J. Spring and Fall Cleanup			
1 Rake/sweep/blow all leaves, sticks, litter, and debris from all grounds; remove from site.	x		

NOTE :

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

SUPPLEMENTARY TASKS*

- To be determined by Program Manager.

NOTES AND ADDITIONAL INFORMATION

- All cleaning/mowing 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
Toilet tissue	Contractor
Plastic Trash Can Liners	Contractor
Deodorant/Disinfectant	Contractor
Hand sanitizer dispensers & refills	MDOT
Vault Toilet deodorant chemical	MDOT
Other graffiti removal/coverage products	MDOT
Stain/Paint for Graffiti Covering	MDOT

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

Reminder to Bidder: Complete spreadsheets (tabs) 2. and 3.

Schedule E - Price

To be completed by Agency

To be completed by Bidder

Agency	Michigan Department of Transportation				
Division / Location	Department of Transportation				
Roadside Park Name/Number	Baraga Cliffs Roadside Park 2P10				
Roadside Park Location	6 miles north of Baraga on US-41				
Contract Base Term (years):		3			
Contract Start Date:		4/30/2026			
Contract End Date:		4/29/2029			
JANITORIAL SERVICES					
	Annual Quantity		Price per Month		ANNUAL PRICE
BASIC JANITORIAL SERVICES includes:					
Daily Tasks performed 7 times per week	7	x	1900	=	\$ 13,300.00
Weekly Tasks performed 1 time per week					
Bi-Weekly Tasks performed every 2 weeks					
Monthly Tasks performed 1 time per month					
Refuse Disposal					
PERIODIC JANITORIAL SERVICES					
	Annual Service Quantity		Price Per Service		ANNUAL PRICE
Toilet Vaults					
1 Prepare toilet vaults for park opening (Price per service to cover pumping and recharging both vaults)	1	x	\$ 100.00	=	\$ 100.00
2 Prepare toilet vault for park closure (Price per service to cover pumping and recharging both vaults)	1	x	\$ 100.00	=	\$ 100.00
3 Pump and "recharge" toilet vault; as requested by Program Manager. (Price per service to cover pumping and recharging both vaults) Quantity is estimated for calculating total amount.	2	x	\$ 350.00	=	\$ 700.00
7. Grounds Cleanup					
1 Sweep building roofs	2	x	\$ 120.00	=	\$ 240.00
TOTAL ANNUAL PRICE FOR PERIODIC JANITORIAL SERVICES					\$ 1,140.00
TOTAL ANNUAL PRICE FOR ALL JANITORIAL SERVICES					\$ 14,440.00
GROUNDS MAINTENANCE SERVICES					
	Estimated Annual Quantity		Price per Grounds Maint. Cycle		ANNUAL PRICE
BASIC GROUNDS MAINTENANCE SERVICES includes:					
Mowing and Trimming	26	x	150	=	\$ 3,900.00
Edging					
Price is per complete Grounds Maintenance Cycle (per occurrence)					
PERIODIC GROUNDS MAINTENANCE SERVICES					
	Annual Quantity		Price Per Service		ANNUAL PRICE
Spring and Fall Clean Up					
1 Rake/blow, remove, and dispose of leaves, sticks, trash, and all other debris.	2	x	\$ 250.00	=	\$ 500.00
TOTAL ANNUAL PRICE FOR PERIODIC GROUNDS MAINTENANCE SERVICES					\$ 500.00
TOTAL ANNUAL PRICE FOR ALL GROUNDS MAINTENANCE SERVICES					\$ 4,400.00

CALL BACKS FOR EXTRA SERVICE					
	Estimated Annual Quantity		Lump Sum Price Per Service		ANNUAL PRICE
1 "Call back" for additiional services due to public use. (Note: Call backs due to Contractor's unacceptable performance are at no cost to the State and not included in this line item.)	1	x	\$ -	=	\$ -
TOTAL ANNUAL PRICE FOR CALL BACKS FOR EXTRA SERVICES					\$ -
TOTAL QUOTE FOR ONE YEAR					\$ 18,840.00
NUMBER OF YEARS IN CONTRACT TERM					3
TOTAL QUOTE FOR CONTRACT					\$ 56,520.00

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

Bidder	Lawn and Snow Outdoor Maintenance LLC
SIGMA VSS Vendor ID	VS0193723
Name of Bidder's representative/agent who approved price quote	Mariappa David Thomas
Date	2/8/2026
Telephone Number	906-284-0206
Cell Phone Number	906-284-0206
Email	lawnandsnow4u@gmail.com

Schedule E - Location Specification Sheet (LSS)
Janitorial & Grounds Maintenance Services for MDOT Roadside Park **Green School Roadside Park**

Reminder to Bidder: Complete all spreadsheets (tabs) included in this workbook

A. CONTRACT and AGENCY CONTACT INFORMATION						
Contract Information						
CONTRACT TERM:	3 Years		OPTIONS:		2, 1-year Options	
CONTRACT START DATE:	4/30/2026		CONTRACT END DATE:		4/29/2029	
CONTRACTING DIVISION / OFFICE:	Department of Transportation					
ROADSIDE PARK NAME/NUMBER:	Green School Roadside Park 210-P - 2P60					
DESCRIPTION OF PARK LOCATION	US-2, SW of Blaney Jct 3 miles, southside					
MDOT REGIONAL SERVICE AREA:	Superior		COUNTY:		Schoolcraft	
Procurement Contact Information						
CONTACT	NAME		EMAIL		PHONE	
CONTRACT ADMINISTRATOR	Mark Morrison		MorrisonM@michigan.gov		517-241-2343	
PROGRAM MANAGER:	Kevin Gouza		GouzaK@michigan.gov		906-293-5168	
B. LOCATION INFORMATION						
Roadside Park Location Information						
DAYS TASKS WILL BE PERFORMED	7 Days - Week		WORK HOURS TASKS WILL BE PERFORMED		Prior to 10:00 a.m.	
NUMBER OF TOILET BUILDINGS	1		NUMBER OF TOILET TISSUE HOLDERS		2	
NUMBER OF HAND SANITIZER DISPENSERS	2		NUMBER OF TRASH BARRELS		2	
NUMBER OF PICNIC TABLES	6		NUMBER OF PICNIC GRILLS/STOVES		6	
NUMBER OF BENCHES	0					
NUMBER OF TOILET VAULTS	2		APPROX VAULT CAPACITY		1000 Gal Each; total 2000	
APPROX AMOUNT OF MULCH NEEDED	n/a		APPROX AREA TO BE MOWN		1.63 acres	
ADDITIONAL INFORMATION: <i>[Note additional information, including known environmental issues that Bidder should be aware of in performing services for this location]</i> - None						
C. Description of Service Needs TASK AND FREQUENCIES						
Basic Janitorial Services						
Services	Frequency					
	Daily (7 per week)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)	Semi-Annual (2 times per year)	Annual (1 time Per Year)
1. Toilet Building						
a.) Clean cobwebs from inside and outside of building.	x					
b.) Sweep floor.	x					
c.) Wash inside walls.	x					
d.) Spray, scrub, and rinse toilet seat, lid, and toilet riser.	x					
e.) Mop and remove excess water from floor.	x					
f.) Remove/cover graffiti on walls.	x					
g.) Resupply toilet tissue.	x					
h.) Refill hand sanitizer dispenser	x					
i.) Scrub and rinse concrete floor.		x				
j.) Clean louvers.		x				
k.) Apply vault deodorant - a.) Per vault, mix a quarter (¼) gallon of vault toilet product with two and a quarter (2¼) gallons of water in the pump-up sprayer. Spray the solution into the vault and onto the interior vault sides. Empty the entire contents of the sprayer into the vault. Use separate sprayers for applying vault deodorants and cleaner/disinfectants. Frequency and amount of product may be adjusted by the PM.		x				
2. Grounds Cleaning						
a.) Pickup and dispose of all litter, including animal droppings and debris from grounds and parking areas.	x					
b.) Sweep curb.	n/a					
c.) Empty trash barrels; disinfect barrel if soiled; replace plastic bag/liner.	x					
d.) Clean benches and picnic tables.	x					
e.) Remove and dispose of ashes from grills/stoves. Clean grills/stoves.	x					

f.) Sweep concrete slabs in picnic areas.	x					
g.) Water new landscape plantings.	n/a					
h.) Maintain and weed landscaped beds, flowerbeds, and mulched areas.	n/a					
3. Map Case						
a.) Clean plexiglass	x					
b.) Remove non-official MDOT notices.	x					
c.) Remove cobwebs in and around structures.	x					
d.) Sweep concrete around display structure.	x					
e.) Cover/remove graffiti	x					
4. Well Shelter						
a.) Clean hand pump or faucet/basin.	x					
b.) Clean concrete slab and pump base.	x					
c.) Remove cobwebs from structure.	x					
d.) Cover graffiti	x					
5. Sidewalks						
a.) Sweep all sidewalks	x					
b.) Remove weeds or grass in cracks.	x					
6 Drinking Fountains						
a.) Clean, sanitize and wipe dry	x					
Periodic Janitorial Services						
Services	Frequency					
	Daily (XX per week; XX per year)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)	Semi-Annual (3 times per year)	Annual (1 time Per Year)
7. Toilet Vaults						
a.) Prepare toilet vault for park opening					x	
b.) Prepare toilet vault for park closure					x	
c.) Pump and "recharge" toilet vault					As requested by Program Manager	
8. Grounds Cleanup						
a.) Sweep building roofs					x	
Basic Grounds Maintenance Services						
Services	Frequency					
	Daily (XX per week; XX per year)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)	Semi-Annual (2 times per year)	Annual (1 time Per Year)
9. Mowing and Trimming						
a.) Pickup and remove limbs, litter, and debris from mowing area prior to mowing.		x				
b.) Rake mulch outside mulch areas back into the original mulched areas.	n/a	n/a	n/a	n/a	n/a	n/a
c.) Mow grass.		x				
d.) Remove clippings, if visible, in grass areas.		x				
e.) Remove clippings from sidewalks, concrete pads, parking areas, flower and shrub beds.		x				
f.) Trim grass around all fixed objects.		x				
10. Edging						
a.) Edge along all sidewalks and curb areas.		x				
b.) Remove all edging debris.		x				
Periodic Grounds Maintenance Services						
Services	Frequency					
	Daily (XX per week; XX per year)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)	Semi-Annual (2 times per year)	Annual (1 time Per Year)
11. Mulch						
a.) Furnish and place shredded mulch in designated areas	n/a	n/a	n/a	n/a	n/a	n/a
12. Aeration						
a.) Aerate turf in picnic areas.	n/a		n/a		n/a	n/a
13. Spring and Fall Cleanup						
a.) Rake/sweep/blow all leaves, sticks, litter, and debris from all grounds; remove from site. (1 Spring - 1 Fall)					x	

NOTE :

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

SUPPLEMENTARY TASKS*

- To be determined by Program Manager.

NOTES AND ADDITIONAL INFORMATION

- All cleaning/mowing 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.

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

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

All Cleaning supplies must be pre-approved by the Program Manager or designee.

Material Safety Data Sheets (MSDS) must be provided to the Program Manager or Designee and maintained on site in designated location.

Reminder to Bidder: Complete all spreadsheets (tabs) included in this workbook

Schedule E - Location Specification Sheet

To be completed by Agency

To be completed by Bidder

Agency	Michigan Department of Transportation				
Divison / Location	Department of Transportation				
Roadside Park Name/Number	Green School Roadside Park 210-P - 2P60				
Roadside Park Location	US-2, SW of Blaney Jct 3 miles, southside				
Contract Base Term (years):		3 Years with 2, 1-year Options			
Contract Start Date:		4/30/2026			
Contract End Date:		4/29/2029			
JANITORIAL SERVICES					
	Price per Month		Annual Quantity		ANNUAL PRICE
BASIC JANITORIAL SERVICES includes: Daily Tasks performed 7 times per week Weekly Tasks performed 1 time per week Bi-Weekly Tasks performed every 2 weeks Monthly Tasks performed 1 time per month		1900	x	7	= \$ 13,300.00
PERIODIC JANITORIAL SERVICES					
	Annual = 1 Semi = 2		Price Per Service		ANNUAL PRICE
6. Toilet Vaults					
a.) Prepare toilet vault for park opening	1	x	\$ 100.00	=	\$ 100.00
b.) Prepare toilet vault for park closure	1	x	\$ 100.00	=	\$ 100.00
c.) Pump and "recharge" toilet vault; as requested by Program Manager. Quantity is estimated for calculating total amount. (both tanks are considered as one service)	4	x	\$ 350.00	=	\$ 1,400.00
7. Grounds Cleanup					
a.) Sweep building roofs	2	x	\$ 120.00	=	\$ 240.00
TOTAL ANNUAL PRICE FOR PERIODIC JANITORIAL SERVICES					\$ 1,840.00
TOTAL ANNUAL PRICE FOR ALL JANITORIAL SERVICES					\$ 15,140.00
GROUNDS MAINTENANCE SERVICES					
	Price per Grounds Maint. Cycle		Annual Quantity		ANNUAL PRICE
BASIC GROUNDS MAINTENANCE SERVICES includes: Mowing and Trimming Edging Price is per complete Grounds Maintenance Cycle (per occurrence)		150	x	26	= \$ 3,900.00
PERIODIC JANITORIAL SERVICES					
	Annual = 1 Semi = 2		Price Per Service		ANNUAL PRICE
		x		=	
		x		=	\$ -
7. Spring and Fall Clean Up					
a.) Rake/blow, remove, and dispose of leaves, sticks, trash, and all other debris.	2	x	\$ 200.00	=	\$ 400.00
TOTAL ANNUAL PRICE FOR PERIODIC GROUNDS MAINTENANCE SERVICES					\$ 400.00
TOTAL ANNUAL PRICE FOR ALL GROUNDS MAINTENANCE SERVICES					\$ 4,300.00
TOTAL QUOTE FOR ONE YEAR					\$ 19,440.00
TOTAL QUOTE FOR 3 YEAR CONTRACT					\$ 58,320.00

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

Bidder	Lawn and Snow Outdoor Maintenance LLC
SIGMA VSS Vendor ID	VS0193723
Name of Bidder's representative/agent who approved price quote	Mariappa David Thomas
Date	12/13/2025
Telephone Number	906-284-0206
Cell Phone Number	906-284-0206
Email	lawnandsnow4u@gmail.com

Schedule E - Location Specification Sheet (LSS)

Janitorial & Grounds Maintenance Services for MDOT Roadside Park Manistique River Roadside Park

Reminder to Bidder: Complete all spreadsheets (tabs) included in this workbook

A. CONTRACT and AGENCY CONTACT INFORMATION						
Contract Information						
CONTRACT TERM:	3 Years	OPTIONS:		2, 1-year Options		
CONTRACT START DATE:	4/30/2026	CONTRACT END DATE:		4/29/2029		
CONTRACTING DIVISION / OFFICE:	Department of Transportation					
ROADSIDE PARK NAME/NUMBER:	Manistique River Roadside Park 210-P - 2P61					
DESCRIPTION OF PARK LOCATION	M-77 - S. of Germfask 1 mile, eastside					
MDOT REGIONAL SERVICE AREA:	Superior	COUNTY:		Schoolcraft		
Procurement Contact Information						
CONTACT	NAME	EMAIL		PHONE		
CONTRACT ADMINISTRATOR	Mark Morrison	MorrisonM@michigan.gov		517-241-2343		
PROGRAM MANAGER:	Kevin Gouza	GouzaK@michigan.gov		906-293-5168		
B. LOCATION INFORMATION						
Roadside Park Location Information						
DAYS TASKS WILL BE PERFORMED	7 Days - Week	WORK HOURS TASKS WILL BE PERFORMED		Prior to 10:00 a.m.		
NUMBER OF TOILET BUILDINGS	1	NUMBER OF TOILET TISSUE HOLDERS		2		
NUMBER OF HAND SANITIZER DISPENSERS	2	NUMBER OF TRASH BARRELS		2		
NUMBER OF PICNIC TABLES	7	NUMBER OF PICNIC GRILLS/STOVES		4		
NUMBER OF BENCHES	0					
NUMBER OF TOILET VAULTS	2	APPROX VAULT CAPACITY		1000 EACH;	TOTAL 2000 Gal	
APPROX AMOUNT OF MULCH NEEDED	n/a	APPROX AREA TO BE MOWN		2.12		
ADDITIONAL INFORMATION: <i>[Note additional information, including known environmental issues that Bidder should be aware of in performing services for this location]</i> - None						
C. Description of Service Needs TASK AND FREQUENCIES						
Basic Janitorial Services						
Services	Frequency					
	Daily (7 per week; <u>XX</u> per year)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)	Semi-Annual (2 times per year)	Annual (1 time Per Year)
1. Toilet Building						
a.) Clean cobwebs from inside and outside of building.	x					
b.) Sweep floor.	x					
c.) Wash inside walls.	x					
d.) Spray, scrub, and rinse toilet seat, lid, and toilet riser.	x					
e.) Mop and remove excess water from floor.	x					
f.) Remove/cover graffiti on walls.	x					
g.) Resupply toilet tissue.	x					
h.) Refill hand sanitizer dispenser	x					
i.) Scrub and rinse concrete floor.		x				
j.) Clean louvers.		x				
k.) Apply vault deodorant -		x				
a.) Per vault, mix a quarter (¼) gallon of vault toilet product with two and a quarter (2¼) gallons of water in the pump-up sprayer. Spray the solution into the vault and onto the interior vault sides. Empty the entire contents of the sprayer into the vault. Use separate sprayers for applying vault deodorants and cleaner/disinfectants. Frequency and amount of product may be adjusted by the PM.						
2. Grounds Cleaning						
a.) Pickup and dispose of all litter, including animal droppings and debris from grounds and parking areas.	x					
b.) Sweep curb.	n/a					
c.) Empty trash barrels; disinfect barrel if soiled; replace plastic bag/liner.	x					
d.) Clean benches and picnic tables.	x					
e.) Remove and dispose of ashes from grills/stoves. Clean grills/stoves.	x					
f.) Sweep concrete slabs in picnic areas.	x					

g.) Water new landscape plantings.	n/a					
h.) Maintain and weed landscaped beds, flowerbeds, and mulched areas.	n/a					
3. Map Case						
a.) Clean plexiglass	x					
b.) Remove non-official MDOT notices.	x					
c.) Remove cobwebs in and around structures.	x					
d.) Sweep concrete around display structure.	x					
e.) Cover/remove graffiti	x					
4. Well Shelter						
a.) Clean hand pump or faucet/basin.	x					
b.) Clean concrete slab and pump base.	x					
c.) Remove cobwebs from structure.	x					
d.) Cover graffiti	x					
5. Sidewalks						
a.) Sweep all sidewalks	x					
b.) Remove weeds or grass in cracks.	x					
6 Drinking Fountains						
a.) Clean, sanitize and wipe dry	x					
Periodic Janitorial Services						
Services	Frequency					
	Daily (XX per week; XX per year)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)	Semi-Annual (3 times per year)	Annual (1 time Per Year)
7. Toilet Vaults						
a.) Prepare toilet vault for park opening					x	
b.) Prepare toilet vault for park closure					x	
c.) Pump and "recharge" toilet vault					As requested by Program Manager	
8. Grounds Cleanup						
a.) Sweep building roofs					x	
Basic Grounds Maintenance Services						
Services	Frequency					
	Daily (XX per week; XX per year)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)	Semi-Annual (2 times per year)	Annual (1 time Per Year)
9. Mowing and Trimming						
a.) Pickup and remove limbs, litter, and debris from mowing area prior to mowing.		x				
b.) Rake mulch outside mulch areas back into the original mulched areas.	n/a	n/a	n/a	n/a	n/a	n/a
c.) Mow grass.		x				
d.) Remove clippings, if visible, in grass areas.		x				
e.) Remove clippings from sidewalks, concrete pads, parking areas, flower and shrub beds.		x				
f.) Trim grass around all fixed objects.		x				
10. Edging						
a.) Edge along all sidewalks and curb areas.		x				
b.) Remove all edging debris.		x				
Periodic Grounds Maintenance Services						
Services	Frequency					
	Daily (XX per week; XX per year)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)	Semi-Annual (2 times per year)	Annual (1 time Per Year)
11. Mulch						
a.) Furnish and place shredded mulch in designated areas	n/a	n/a	n/a	n/a	n/a	n/a
12. Aeration						
a.) Aerate turf in picnic areas.					x	
13. Spring and Fall Cleanup						
a.) Rake/sweep/blow all leaves, sticks, litter, and debris from all grounds; remove from site. (1 Spring - 1 Fall)					x	

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

SUPPLEMENTARY TASKS*

- To be determined by Program Manager.

NOTES AND ADDITIONAL INFORMATION

- All cleaning/mowing 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.

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

*** ALL CLEANING SUPPLIES ARE TO BE PROVIDED BY THE CONTRACTOR ***
All Cleaning supplies must be pre-approved by the Program Manager or designee.

Material Safety Data Sheets (MSDS) must be provided to the Program Manager or Designee and maintained on site in designated location.

Reminder to Bidder: Complete all spreadsheets (tabs) included in this workbook

Schedule E - Location Specification Sheet

To be completed by Agency

To be completed by Bidder

Agency	Michigan Department of Transportation				
Divison / Location	Department of Transportation				
Roadside Park Name/Number	Manistique River Roadside Park 210-P - 2P61				
Roadside Park Location	M-77 - S. of Germfask 1 mile, eastside				
Contract Base Term (years):		3 years with 2, 1-year options to extend			
Contract Start Date:		4/30/2026			
Contract End Date:		4/29/2029			
JANITORIAL SERVICES					
	Price per Month		Annual Quantity		ANNUAL PRICE
BASIC JANITORIAL SERVICES includes: Daily Tasks performed 7 times per week Weekly Tasks performed 1 time per week Bi-Weekly Tasks performed every 2 weeks Monthly Tasks performed 1 time per month	2200	x	7	=	\$ 15,400.00
PERIODIC JANITORIAL SERVICES					
	Annual = 1 Semi = 2		Price Per Service		ANNUAL PRICE
6. Toilet Vaults					
a.) Prepare toilet vault for park opening	1	x	\$ 100.00	=	\$ 100.00
b.) Prepare toilet vault for park closure	1	x	\$ 100.00	=	\$ 100.00
c.) Pump and "recharge" toilet vault; as requested by Program Manager. Quantity is estimated for calculating total amount.	4	x	\$ 350.00	=	\$ 1,400.00
7. Grounds Cleanup					
a.) Sweep building roofs	2	x	\$ 120.00	=	\$ 240.00
TOTAL ANNUAL PRICE FOR PERIODIC JANITORIAL SERVICES					\$ 1,840.00
TOTAL ANNUAL PRICE FOR ALL JANITORIAL SERVICES					\$ 17,240.00
GROUNDS MAINTENANCE SERVICES					
	Price per Grounds Maint. Cycle		Annual Quantity		ANNUAL PRICE
BASIC GROUNDS MAINTENANCE SERVICES includes: Mowing and Trimming Edging Price is per complete Grounds Maintenance Cycle (per occurrence)	150	x	26	=	\$ 3,900.00
PERIODIC JANITORIAL SERVICES					
	Annual = 1 Semi = 2		Price Per Service		ANNUAL PRICE
		x		=	
		x		=	\$ -
7. Spring and Fall Clean Up					
a.) Rake/blow, remove, and dispose of leaves, sticks, trash, and all other debris.	2	x	\$ 250.00	=	\$ 500.00
TOTAL ANNUAL PRICE FOR PERIODIC GROUNDS MAINTENANCE SERVICES					\$ 500.00
TOTAL ANNUAL PRICE FOR ALL GROUNDS MAINTENANCE SERVICES					\$ 4,400.00
TOTAL QUOTE FOR ONE YEAR					\$ 21,640.00
TOTAL QUOTE FOR 3 YEAR CONTRACT					\$ 64,920.00

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

Bidder	Lawn and Snow Outdoor Maintenance LLC
SIGMA VSS Vendor ID	VS0193723
Name of Bidder's representative/agent who approved price quote	Mariappa David Thomas
Date	12/13/2025
Telephone Number	906-284-0206
Cell Phone Number	906-284-0206
Email	lawnandsnow4u@gmail.com

Schedule E - Location Specification Sheet (LSS)

Janitorial & Grounds Maintenance Services for MDOT Roadside Park Thompson Roadside Park

Reminder to Bidder: Complete all spreadsheets (tabs) included in this workbook

A. CONTRACT and AGENCY CONTACT INFORMATION						
Contract Information						
CONTRACT TERM:	3 Years	OPTIONS:		Options	2, 1 YR	
CONTRACT START DATE:	4/30/2026	CONTRACT END DATE:		4/29/2029		
CONTRACTING DIVISION / OFFICE:	Department of Transportation					
ROADSIDE PARK NAME/NUMBER:	Thompson Roadside Park 2P59					
DESCRIPTION OF PARK LOCATION	US-2, 4 miles W of Manistique southside					
MDOT REGIONAL SERVICE AREA:	Superior	COUNTY:		Schoolcraft		
Procurement Contact Information						
CONTACT	NAME	EMAIL			PHONE	
CONTRACT ADMINISTRATOR	Mark Morrison	MorrisonM@michigan.gov			517-241-2343	
PROGRAM MANAGER:	Kevin Gouza	GouzaK@michigan.gov			906-293-5168	
B. LOCATION INFORMATION						
Roadside Park Location Information						
DAYS TASKS WILL BE PERFORMED	7 Days - Week	WORK HOURS TASKS WILL BE PERFORMED		Prior to 10:00 a.m.		
NUMBER OF TOILET BUILDINGS	2	NUMBER OF TOILET TISSUE HOLDERS		4		
NUMBER OF HAND SANITIZER DISPENSERS	4	NUMBER OF TRASH BARRELS		4		
NUMBER OF PICNIC TABLES	12	NUMBER OF PICNIC GRILLS/STOVES		14		
NUMBER OF BENCHES	0	NUMBER OF DRINKING FOUNTAINS		2		
NUMBER OF TOILET VAULTS	4	APPROX VAULT CAPACITY		1000 Gal Each; total 2000 each building		
APPROX AMOUNT OF MULCH NEEDED	n/a	APPROX AREA TO BE MOWN		1.95 acres		
ADDITIONAL INFORMATION: <i>[Note additional information, including known environmental issues that Bidder should be aware of in performing services for this location]</i> - None						
C. Description of Service Needs TASK AND FREQUENCIES						
Basic Janitorial Services						
Services	Frequency					
	Daily (7 per week)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)	Semi-Annual (2 times per year)	Annual (1 time Per Year)
1. Toilet Building						
a.) Clean cobwebs from inside and outside of building.	x					
b.) Sweep floor.	x					
c.) Wash inside walls.	x					
d.) Spray, scrub, and rinse toilet seat, lid, and toilet riser.	x					
e.) Mop and remove excess water from floor.	x					
f.) Remove/cover graffiti on walls.	x					
g.) Resupply toilet tissue.	x					
h.) Refill hand sanitizer dispenser	x					
i.) Scrub and rinse concrete floor.		x				
j.) Clean louvers.		x				
k.) Apply vault deodorant -		x				
a.) Per vault, mix a quarter (¼) gallon of vault toilet product with two and a quarter (2¼) gallons of water in the pump-up sprayer. Spray the solution into the vault and onto the interior vault sides. Empty the entire contents of the sprayer into the vault. Use separate sprayers for applying vault deodorants and cleaner/disinfectants. Frequency and amount of product may be adjusted by the PM.						
2. Grounds Cleaning						
a.) Pickup and dispose of all litter, including animal droppings and debris from grounds and parking areas.	x					
b.) Sweep curb.	n/a					
c.) Empty trash barrels; disinfect barrel if soiled; replace plastic bag/liner.	x					
d.) Clean benches and picnic tables.	x					
e.) Remove and dispose of ashes from grills/stoves. Clean grills/stoves.	x					

f.) Sweep concrete slabs in picnic areas.	x					
g.) Water new landscape plantings.	n/a					
h.) Maintain and weed landscaped beds, flowerbeds, and mulched areas.	n/a					
3. Map Case						
a.) Clean plexiglass	x					
b.) Remove non-official MDOT notices.	x					
c.) Remove cobwebs in and around structures.	x					
d.) Sweep concrete around display structure.	x					
e.) Cover/remove graffiti	x					
4. Well Shelter						
a.) Clean hand pump or faucet/basin.	x					
b.) Clean concrete slab and pump base.	x					
c.) Remove cobwebs from structure.	x					
d.) Cover graffiti	x					
5. Sidewalks						
a.) Sweep all sidewalks	x					
b.) Remove weeds or grass in cracks.	x					
6 Drinking Fountains						
a.) Clean, sanitize and wipe dry	x					
Periodic Janitorial Services						
Services	Frequency					
	Daily (XX per week; XX per year)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)	Semi-Annual (3 times per year)	Annual (1 time Per Year)
7. Toilet Vaults						
a.) Prepare toilet vault for park opening					x	
b.) Prepare toilet vault for park closure					x	
c.) Pump and "recharge" toilet vault					As requested by Program Manager	
8. Grounds Cleanup						
a.) Sweep building roofs					x	
Basic Grounds Maintenance Services						
Services	Frequency					
	Daily (XX per week; XX per year)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)	Semi-Annual (2 times per year)	Annual (1 time Per Year)
9. Mowing and Trimming						
a.) Pickup and remove limbs, litter, and debris from mowing area prior to mowing.		x				
b.) Rake mulch outside mulch areas back into the original mulched areas.	n/a	n/a	n/a	n/a	n/a	n/a
c.) Mow grass.		x				
d.) Remove clippings, if visible, in grass areas.		x				
e.) Remove clippings from sidewalks, concrete pads, parking areas, flower and shrub beds.		x				
f.) Trim grass around all fixed objects.		x				
10. Edging						
a.) Edge along all sidewalks and curb areas.		x				
b.) Remove all edging debris.		x				
Periodic Grounds Maintenance Services						
Services	Frequency					
	Daily (XX per week; XX per year)	Weekly (Approx 30 times per year)	Bi-Weekly (Approx 15 times per year)	Monthly (7 times per year)	Semi-Annual (2 times per year)	Annual (1 time Per Year)
11. Mulch						
a.) Furnish and place shredded mulch in designated areas	n/a	n/a	n/a	n/a	n/a	n/a
12. Aeration						
a.) Aerate turf in picnic areas.	n/a		n/a		n/a	n/a
13. Spring and Fall Cleanup						
a.) Rake/sweep/blow all leaves, sticks, litter, and debris from all grounds; remove from site. (1 Spring - 1 Fall)					x	

NOTE :

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

SUPPLEMENTARY TASKS*

- To be determined by Program Manager.

NOTES AND ADDITIONAL INFORMATION

- All cleaning/mowing 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.

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

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

All Cleaning supplies must be pre-approved by the Program Manager or designee.

Material Safety Data Sheets (MSDS) must be provided to the Program Manager or Designee and maintained on site in designated location.

Reminder to Bidder: Complete all spreadsheets (tabs) included in this workbook

Schedule E - Location Specification Sheet (LSS)

To be completed by Agency

To be completed by Bidder

Agency	Michigan Department of Transportation				
Divison / Location	Department of Transportation				
Roadside Park Name/Number	Thompson Roadside Park 2P59				
Roadside Park Location	US-2, 4 miles W of Manistique southside				
Contract Base Term (years):		3 Years with 2, 1-year Options			
Contract Start Date:		4/30/2026			
Contract End Date:		4/29/2029			
JANITORIAL SERVICES					
	Price per Month		Annual Quantity		ANNUAL PRICE
BASIC JANITORIAL SERVICES includes: Daily Tasks performed 7 times per week Weekly Tasks performed 1 time per week Bi-Weekly Tasks performed every 2 weeks Monthly Tasks performed 1 time per month	1900	x	7	=	\$ 13,300.00
PERIODIC JANITORIAL SERVICES	Annual = 1 Semi = 2		Price Per Service		ANNUAL PRICE
6. Toilet Vaults					
a.) Prepare toilet vault for park opening	1	x	\$ 100.00	=	\$ 100.00
b.) Prepare toilet vault for park closure	1	x	\$ 100.00	=	\$ 100.00
c.) Pump and "recharge" toilet vault; as requested by Program Manager. Quantity is estimated for calculating total amount. (both tanks are considered as one service)	4	x	\$ 350.00	=	\$ 1,400.00
7. Grounds Cleanup					
a.) Sweep building roofs	2	x	\$ 120.00	=	\$ 240.00
TOTAL ANNUAL PRICE FOR PERIODIC JANITORIAL SERVICES					\$ 1,840.00
TOTAL ANNUAL PRICE FOR ALL JANITORIAL SERVICES					\$ 15,140.00
GROUNDS MAINTENANCE SERVICES					
	Price per Grounds Maint. Cycle		Annual Quantity		ANNUAL PRICE
BASIC GROUNDS MAINTENANCE SERVICES includes: Mowing and Trimming Edging Price is per complete Grounds Maintenance Cycle (per occurrence)	150	x	26	=	\$ 3,900.00
PERIODIC JANITORIAL SERVICES	Annual = 1 Semi = 2		Price Per Service		ANNUAL PRICE
		x		=	
		x		=	\$ -
7. Spring and Fall Clean Up					
a.) Rake/blow, remove, and dispose of leaves, sticks, trash, and all other debris.	2	x	\$ 250.00	=	\$ 500.00
TOTAL ANNUAL PRICE FOR PERIODIC GROUNDS MAINTENANCE SERVICES					\$ 500.00
TOTAL ANNUAL PRICE FOR ALL GROUNDS MAINTENANCE SERVICES					\$ 4,400.00
TOTAL QUOTE FOR ONE YEAR					\$ 19,540.00
TOTAL QUOTE FOR 3 YEAR CONTRACT					\$ 58,620.00

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

Bidder	Lawn and Snow Outdoor Maintenance LLC
SIGMA VSS Vendor ID	VS0193723
Name of Bidder's representative/agent who approved price quote	Mariappa David Thomas
Date	12/13/2025
Telephone Number	906-284-0206
Cell Phone Number	906-284-0206
Email	lawnandsnow4u@gmail.com