

STATE OF MICHIGAN  
DEPARTMENT OF STATE  
Department Services Administration  
Purchasing Services  
430 W. Allegan, 4<sup>th</sup> Floor  
Lansing, MI 48918

**CONTRACT NO. 231B7700029**  
**between**  
**THE DEPARTMENT OF STATE**  
**and**

NAME & ADDRESS OF VENDOR  <b>Hi-Tec Building Services, Inc.</b> <b>6578 Roger Dr.</b> <b>Jenison, MI 49428</b>		VENDOR CONTACT/PHONE #: Brian Hogan <b>616-662-2166</b>
		VENDOR FAX # <b>888-355-5415</b>
		AGENCY CONTACT/PHONE #: Leigh Holmes <b>517-335-2754</b>
Contract Administrator: <b>Nikki Renico - (810) 687-0003</b>		Vendor Email: <b>bhogan@hitec-services.com</b>
Description: #187 -- N. Genesee County Plus-4256 W. Vienna Rd., Clio, MI 48420		
CONTRACT PERIOD:                      From: 08/01/2017                      To: 07/31/2022		
TERMS  <b>Net 45 days</b>		
MISCELLANEOUS INFORMATION: The terms and conditions of this Contract are those of your quote dated 06/06/2017 and the attached "Standard Contract Terms document(s). The undersigned certifies that he/she agrees to furnish materials and/or service in accordance with the requirements, terms and conditions of this Contract, including any applicable information from the vendor's proposal dated 06/06/2017 . In the event of any conflicts between the specifications, terms and conditions indicated by the State and those indicated by the vendor, those of the State take precedence. Est. Contract Value: \$43,348.00		

FOR THE VENDOR:

Hi-Tec Building Services  
Firm Name  
Brian Hogan  
Authorized Agent Signature  
BRIAN HOGAN  
Authorized Agent (Print or Type)  
6-19-17  
Date

FOR THE STATE:

Leigh Holmes  
Signature  
Leigh Holmes  
Name  
Buyer - Department of State  
Title  
6/19/17  
Date



STATE OF MICHIGAN  
RUTH JOHNSON, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

June 16, 2017

Hi-Tec Building Services Inc.  
6578 Roger Dr.  
Jenison, MI 49428

Dear Mr. Hogan;

Enclosed is a copy of your contract with the Department of State for Branch 187, N. Genesee County Plus, located at 4256 W. Vienna Rd., Clio, MI 48420.

Also enclosed is a copy of the contract cover sheet which must be signed agreeing to the contract information. Please return the following documents to the address at the top of the contract cover sheet:

- Contract cover sheet (signed)
- Certificate of Liability Insurance

**This contract is not valid without your Certificate of Liability Insurance. All payments will be withheld until both the Certificate of Liability Insurance and signed contract cover sheet are received.**

In accordance with Public Act 533 of 2004, payments for the purchase of goods or services are required to be made by EFT for all State of Michigan contracts issued on or after October 1, 2005. This affects all payments to vendors for goods or services that provide a direct benefit to the State. Vendors/contractors are required to register to receive payments by EFT at [www.michigan.gov/cpexpress](http://www.michigan.gov/cpexpress) or contact the State of Michigan Help Desk at 888-734-9749.

If you have any concerns or questions regarding this contract I can be reached at the following phone number 517-335-2754 or email address at [holmesL2@michigan.gov](mailto:holmesL2@michigan.gov)

Sincerely,

Leigh Holmes  
Purchasing Unit

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## LOCATION SPECIFICATION SHEET (LSS) – JANITORIAL SERVICE

Consideration for award will be based on Work Plan, Price Quotation in accordance with the specifications, terms and conditions as stated within this solicitation. Janitorial contracting is also subject to the Sheltered Workshop Sections of P.A. 431 of 1984 (MCL 18.1293 – 18.1297). In order to receive further award consideration, your work plan data MUST indicate that you make a profit. Bids submitted indicating a loss will be considered non-responsive.

**PART I – PLACE OF PERFORMANCE**

**CONTRACT NUMBER: 231B7700029**

### CONTRACT INFORMATION

Contract start date:	08/01/2017	Contract end date:	07/31/2022
Terms:	Terms will be one to five years		
Contracting agency name:	Department of State		
Branch name and number:	Branch 187 – N. Genesee County		
Building address:	4256 W. Vienna Rd., Clio, MI 48420		
County:	Genesee County		

### PURCHASING CONTACT INFORMATION

Purchasing office name:	Michigan Department of State – Purchasing Unit		
Purchasing office contact name:	Leigh Holmes	Contact phone #:	(517) 335-2754
Purchasing office contact e-mail:	holmesL2@michigan.gov	Contact fax #:	(517) 373-2372

Contract Compliance Inspector (CCI) Facility Manager (FM) name:	Nikki Renico	Contact phone #:	(810) 687-0003
CCI / FM contact e-mail:	RenicoN@michigan.gov	Contact fax #:	(810) 687-3698

### BUILDING LOCATION INFORMATION

Official working days of building occupants:	M/T/W/Th/F	Official working hours of building occupants:	8 am-5 pm M,T, Th,F 11 am-7 pm Wed..
Number of workstations :	15		
Identify days of cleaning service: [Example: M/T/W/Th/F/Sa/Su]	M/T/W/Th/F	Identify hours of cleaning service: [Ex.: 5:30 p.m. to 8:30 p.m.] <i>Note: Include daytime services if applicable to this location.</i>	M,T,Th,& F After 7:00 pm - 7 am, Wed After 9 pm – 7am
Total building sq. Ft. To be cleaned:	3517 Sq. Ft.	Number of stories:	One

PART I – PLACE OF PERFORMANCE		CONTRACT NUMBER: 231B7700029	
Total sq. ft. of carpet to be cleaned:	3069 Sq. Ft		
Total sq. ft. of vinyl to be cleaned:	236 VCT - Breakroom		
Total sq. ft. of ceramic to be cleaned:	212 – no wax		
Number of restrooms:	4		
Number of total units for all building restroom (s): <i>Note: urinals, baby changing station, toilets, showers, sinks</i>	8		
Is window cleaning to be included on this contract?	Yes, wash all interior & exterior windows inside and outside (weather permitting).  <i>Note: Window cleaning which requires the erection of scaffolding must be contracted separately and is not made part of this specification; however, windows reachable by stepladder are included.</i>		
Minimum insurance coverage required.	See Standard Contract Terms document, (page 2)		
<b>ADDITIONAL INFORMATION:</b> Removal of salt stains from the carpeting is considered part of daily spot cleaning. <ul style="list-style-type: none"> <li>a. Salt stains may require the use of carpet cleaning equipment (extractors). Vendor must have equipment available to clean salt stains completely on a weekly basis.</li> <li>b. Cleaning of salt stains is not considered part of the semi-annual carpet cleaning.</li> </ul>			

<p style="text-align: center;"><b>PART II – CLEANING TASK FREQUENCIES</b> (for Secretary of State Branch Offices)</p>
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**DAILY SERVICES:**

**ROOM CLEANING (*Office Areas, File Rooms, Conference Rooms*)**

1. Empty waste receptacles and remove waste to designated area.
2. Wash or damp wipe, inside and outside, all waste receptacles presenting a soiled or odorous condition, as needed.
3. Replace liners when torn or soiled.
4. Dust mop all non-carpeted floors. Damp mop all spills. Buff vinyl tiled floors, applying spray wax (if needed.)
5. Thoroughly vacuum all carpeted floors including corners, and underneath partitions: (Refer to Task Definitions for quality of care expected.)
6. Spot clean all carpeted areas.
7. Remove all mats and runners and clean floor area underneath. Clean all mats and runners by best means. Replace all mats and runners.
8. Clean and disinfect drinking fountains.
9. Clean and polish all entrance glass.
10. Move all lobby chairs and clean floor area underneath and replace chairs in proper place.
11. Dust high and low, including clocks, all surfaces on which dust gathers.

**RESTROOMS**

1. Clean and sanitize all units. Clean pipes beneath all sinks.
2. Clean mirrors and counters and polish chrome.
3. Refill dispensers. \*\*see Replenishable Supplies
4. Empty and disinfect all sanitary napkin receptacles.
5. Sweep and damp mop floors with a germicidal solution paying special attention around wash bowls, toilets and urinals. (Note: Damp mops used in restrooms are not to be used for non-restroom areas).
6. Empty waste receptacles.
7. Clean switch, door and kick plates.
8. Maintain floor traps free of odor.
9. Clean and sanitize wall hand-dryers.

**WEEKLY SERVICE:**

**ROOM CLEANING (*Office Areas, File Rooms, Conference Rooms, Lobby*)**

1. Clean all cleared desk and counter top areas with approved desk/counter cleaner.
2. Remove all cobwebs, clean baseboards.
3. Clean, spray wax and buff all vinyl tile floors.
4. Clean by most appropriate means all lobby furniture.

**RESTROOMS**

1. Clean partition walls and doors with germicidal solution, making sure to thoroughly rinse.
2. Thoroughly clean, scrub by agitation (with hand brush or mechanical machine) and disinfect ceramic tile floors, with special attention to grouting, corners of floor, baseboards, and stalls.
3. Spot clean walls around sinks, waste receptacles, behind urinals and toilets.
4. Dust radiators, grills, ledges, etc.

**PART II – CLEANING TASK FREQUENCIES**  
**(for Secretary of State Branch Offices)**

**MONTHLY SERVICE:**

**ROOM CLEANING** (Office Areas, File Rooms, Conference Rooms)

1. Dust/vacuum window hangings.
2. Clean all carpeted areas of heavy traffic showing noticeably greater soil than general area.
3. Spot clean walls, doors, etc., removing all cobwebs, finger prints, smears and stains.
4. Clean partition glass.
5. Vacuum exposed air vents and heating outlets.

**RESTROOMS**

1. Wash with germicidal solution entrance doorways, ledges, etc.

**WINDOWS**

1. Wash all exterior windows inside and outside (weather permitting).

Note: Window cleaning which requires the erection of scaffolding must be contracted separately and is not made part of this specification; however, windows reachable by stepladder are included.

**SEMI-ANNUAL SERVICE\***

**ROOM CLEANING** (*Office Areas, File Rooms, Conference Rooms*)

1. Shampoo or steam clean carpets by commercial methods: Full contract area.
2. Strip, seal, wax and buff all vinyl tile floors: Full contract area.
3. Clean light fixtures lenses.

**QUARTERLY SERVICE\***

Strip, seal, wax and buff all vinyl floors: heavy traffic areas (only for floors that are Not non-skid vinyl)

**SUPPLEMENTARY TASKS\***

1. Extra Carpet Cleaning [unforeseen customer accidents]
2. Renovation/Construction clean up
3. Bio-Hazard Clean up (blood, urine, feces, vomit, etc.)

- To be determined by Contract Compliance Inspector.

**NOTES/ADDITIONAL INFORMATION**

\* Schedule to be set up with Contract Compliance Inspector at beginning of contract period. Any deviation from established schedule must be pre-approved by Contract Compliance Inspector. This service is to be priced separately from estimated monthly cost.

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

Paper towels	<u>X</u> by agency	Toilet tissue	<u>X</u> by agency
Hand soap	<u>X</u> by agency	Plastic liners	<u>X</u> by agency
Sanitary napkins	<u>X</u> by contractor		

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

## PART III – VENDOR/CONTRACTOR OBLIGATIONS & EVALUATION CRITERIA

### 1. SCOPE OF WORK

#### a. In Scope

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform the janitorial (housekeeping) services as described in the specifications herein on a per location basis. The required objective is to maintain the facility(s) in such a manner that the locations provide a clean, healthy, and safe work environment for occupants and visitors of branch office facilities:

- Waste-receptacles (including ash-receptacles)
- Rubbish / Waste removal (to dumpster sites)
- Floors
- Air-vents / registers (the outside)
- Corridors (including drinking fountains)
- Entrance / Lobby
- Restrooms
- Staff Offices / work-stations
- Conference / Meeting rooms
- Furniture (including desks, tables, cabinets, work-surfaces, upholstery, etc.)
- Closets, File, and Storage-rooms
- 1<sup>st</sup> Floor, exterior windows
- Interior Windows
- Stairwells & Landings (if applicable)
- Lighting fixtures

#### b. Out-Of-Scope

The following tasks are **considered out-of-scope** (unless otherwise stated as a requirement on the Location Specification Sheet(s) (LSS)):

- Performance of personal chores for anyone (i.e., porter or courier service);
- Providing of transportation for agency staff or visitors (i.e., chauffeur service);
- Performance of non-janitorial tasks or tasks not specified in the Scope of Work
- Grounds maintenance (including landscaping, such as lawn mowing, etc.)
- Rubbish Removal from facility site
- Chemical, Hazardous, or Medical Rubbish / Waste removal
- Security Guard Services
- Pest Control
- Courier / Porter Services
- Laundry
- Snow Removal (other than walkways)
- Electrical maintenance (including changing light-bulbs, etc.)
- System Control maintenance (including air/venting filter changing, cooling and heating filter systems, elevators, etc.)

## PART III – VENDOR/CONTRACTOR OBLIGATIONS & EVALUATION CRITERIA

### 2. SUPERVISION

Competent supervision is to be furnished by the contractor, and these services shall be satisfactory to the State.

Keys to the building will be furnished by the State. **Any such keys shall not be duplicated.** Keys to the building **must be returned to the CCI when the Contract is complete or upon request.** MDOS will withhold final payment until all keys are returned. MDOS will change all locks and deduct cost thereof from the Contractor's final payment if keys are not returned.

The contractor shall maintain a secure environment while cleaning the facility. No one is allowed into the facility other than those individuals responsible for performing janitorial services. The contractor shall lock the building when leaving. In locations that include a security alarm system, the contractor shall also properly set the security alarm when leaving the building. Failure to maintain a secure environment, properly lock the building and the gates or set the security alarm (where applicable) will result in a complaint to vendor and possible cancellation of the contract. Any cost incurred from a security service or local police for false alarms caused by failure of the contractor to properly set the security alarm will be the responsibility of the contractor.

In addition, should the contract be cancelled for failure to lock the building, or properly set the security alarm, the cost of changing the building locks and re-coding the security alarm, if applicable, will be charged to the contractor. These costs may be deducted from the monthly payment due the contractor.

The Contractor shall exercise all supervisory control and general control over all day-to-day operations of his/her employees including control over all workers duties. The contractor shall also be responsible for payment of all wages to employees, taxes and fringe benefits, sick leave, pension benefits, vacations, medical benefits, life insurance, or unemployment compensation or the like. The contractor shall discipline his/her employees, as needed including firing and hiring.

### 3. REFERENCES

Bidder shall provide three (3) specific business references with their proposal  
(References shall be supplied on following page)

### 4. EVALUATION CRITERIA

Michigan Department of State reserves the right to establish the criteria by which it will evaluate each vendor's response, and by which it will determine the most responsive, capable, and qualified vendor(s). In addition to cost, other principal factors may be considered in evaluating bids relative to:

- Reliability and responsibility of Bidder
- Firm's past performance in similar contracts with the State
- Bidders ability to respond to all requirements outlined in the request for quotation
- Bidders ability to maintain a local presence in providing services



Contract will be awarded to the bidder whose bid is in the best interest of the Michigan Department of State. Michigan Department of State reserves the right to not award this bid.

**5. INVOICING AND PAYMENT PROCEDURES AND TERMS**

- a. To the extent there are any Services that are to be paid for on a monthly basis, the cost of such Services shall be pro-rated for any partial month, i.e., absences related to weather, illness, etc.

# TASK DEFINITIONS

## Minimum Cleaning Performance Standards

1. **Carpet /Rug Cleaning:** All carpets/rugs shall be clean, free of spots, gum, crusted material, spillages, and removable stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing of carpet. Carpet cleaning by hot water extraction (truck-mounted) is the preferred method.
2. **Carpet Spot Cleaning:** Buildup, spillage or crusted material shall have been removed along with spots, smears and stains. There shall be no evidence of fuzzing caused by harsh rubbing or brushing of carpet. Spot cleaned areas shall blend with adjacent areas.
3. **Carpet Cleaning by Thorough Vacuuming:** Carpets shall be clean and free from dust balls, dirt and other debris; nap on carpet shall lie in one direction upon completion of the vacuuming task. Note: Prior to vacuuming area, move and vacuum under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items moved. After vacuuming, leave all rugs clean, free from dust balls, dirt and other debris. Prior to vacuuming, broom all edges not reached by vacuum. Straight suction vacuuming is not acceptable. The agency requires that a motor driven Commercial grade vacuum with HEPA filtered exhaust or equipment that meet these standards be used exclusively in all carpeted areas where water and/or snow does not present a problem. Empty dust and dirt from vacuum cleaner into a plastic trash bag, tie off and remove to a Dumpster. As part of the vacuuming process, carpet spot cleaning is required on an ongoing basis.
4. **Carpet Cleaning/Salt Stains:** Salt stains shall be treated as spot cleaning and completed daily. During periods of heavy salt staining hot water extraction of salt stains will be required. This work should take place weekly over the weekend so that the carpets are dry for Monday morning opening.
5. **Dust Mop:** Thoroughly dust mops all non-carpeted areas. Move and dust mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items moved. Dust mops must be treated with water based dust control chemical. Place dust and dirt into plastic trash bag, tie off and remove to Dumpster.
6. **Damp Mop:** Thoroughly damp mops all non-carpeted areas. Move and damp mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items after floor has dried completely. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Approved proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak free.
7. **Floor Cleaning / Thorough Sweeping:** Floors shall be clean and free of trash and foreign matter. No dirt, dust shall be left in corners, behind radiators, under furniture or behind doors.
8. **Damp Mopping and Spray Buffing:** Floors shall be slip resistant, free of marks, skipped areas, streaks, and mop strands. Walls, baseboards and other surfaces shall be free of splashing and marks from the equipment. The finished area should have a uniform luster. There shall be no buildup of finish in corners. Dust mopping must be performed with a treated mop. After sweeping and damp mopping operation, all floors must be clean and free from strings, bristles and dirt streaks. Leave no dirt in corners, behind radiators, under furniture, behind doors, on stairs or landings. Leave no dirt where sweepings were picked up. Leave no dirt, trash, or foreign matter under desks, tables or chairs.
9. **Wet Mopping and Scrubbing:** The floors must be properly prepared, thoroughly swept to remove visible dirt and debris, wads of gum, tar and foreign substances from the floor surfaces. Upon completion of the wet mopping or scrubbing, the floor must be clean and free of dirt, water streaks, mop marks, strings; properly rinsed and dry mopped to present an overall appearance of cleanliness. All surfaces must be dry and corners and cracks clean after the wet mopping or scrubbing. Chairs, wastebaskets and other similar items must not be stacked on desks, tables or windowsills, nor used in place of stepladder. All furniture readily movable by one person and intended to be moved frequently must be moved during all floor cleaning operations and replaced in original positions upon completion. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.
10. **Wet Mopping:** Floors must be damp mopped and buffed between regular waxing operations. Prepare the floor by sweeping to remove all visible dirt and debris. The floor area will then be damp mopped and machine buffed to a polished appearance with a high-speed buffer.
11. **Damp Wiping:** This task consists of using a clean damp cloth or sponge to remove all dirt spots, streaks, from walls, glass and other specified surfaces and then drying to provide a polished appearance. The wetting solution must contain an appropriate cleaning agent. When damp wiping in toilet areas, use a multi-purpose disinfectant and deodorizer.
12. **Stripping and Sealing:** Completely remove all dirt, wax and other foreign substances in returning the floor to its original surface. Apply a thin coat of sealer with caution to prevent streaking or bleaching of floor surface. This application in preparation for waxing must be according to manufacturer's recommendations. The stripper, sealer and wax products used must be compatible for this activity, and wax must be a minimum of 25% solids.
13. **Waxing and Buffing:** Apply wax in a thin, even coat and machine buff with a high-speed buffer immediately after drying. The number of coats applied will depend on the type and condition of the floor. All waxed surfaces must be maintained so as to provide safe ANTI-SLIP walking conditions. Chairs, wastebaskets and other similar items must not be stacked on desks, tables or windowsills, nor used in place of stepladder. All furniture readily movable by one person and intended to be moved frequently must be moved during all floor cleaning operations and replaced in original positions upon completion. Baseboards, walls, furniture and equipment must in no way be splashed, disfigured or damaged during these operations, but rather left in a clean condition.
14. **Wet Mopping and Buffing:** Floors must be damp mopped and buffed between regular waxing operations. Prepare the floor by sweeping to remove all visible dirt and debris. The floor area will then be damp mopped and machine buffed to a polished appearance with a high-speed buffer.

15. **Empty Waste Receptacles:** Empty all containers that are provided for the disposal of waste i.e., waste baskets, torpedo type containers, sanitary napkin disposal bins, boxes, etc. into plastic bags, tie off and remove to dumpster. Dispose of items in waste containers only unless clearly marked for disposal. Liners must be used in all waste receptacles and must be changed as needed and no less than once per month. Waste containers in restrooms; break rooms, lunchrooms and conference rooms must be inspected daily and changed as needed.
16. **Restroom Cleaning:** When the Contract Administrator requests restroom cleaning during the day, an approved sign must be placed at the entrance warning tenants that the restroom is closed. A schedule for closing restrooms must be established with the Facility Manager in advance. The Facility Manager prior to any changes made must approve any changes in this schedule.
  - a. **Fill Dispensers (Restroom Cleaning):** Dispensers of all types must be checked daily and filled when necessary (soap, toilet tissue, paper towels, sanitary napkin, etc.). All public restrooms have electric hand dryers. The Facility Manager will identify the few private restrooms where paper towels are used.
  - b. **Dusting (Restroom Cleaning):** Completely dust all fixtures, ledges, edges, shelves, exposed pipes, partitions, or frames, tops of file cabinets, etc. Pay particular attention to the tops of these items. An approved dust cloth or dusting tool, treated with water based dust control chemical, must be used. Areas not cleared by office occupant are not to be dusted.
  - c. **Disinfect (Restroom Cleaning):** Clean and disinfect waste receptacles and dispensers inside and outside. Use proper chemicals for surface to be cleaned at proper dilution. After item has been cleaned completely, wipe item with approved \*disinfectant solution and allow to air dry.
  - d. **Clean and Disinfect Sinks (Restroom Cleaning):** Thoroughly clean all sinks, including bottom, faucets, and spigots, with approved crème cleanser. Rinse thoroughly as all crème cleanser residues must be removed. Then wipe each item with approved \*disinfectant solution and allow to air dry.
  - e. **Clean Glass and Mirrors (Restroom Cleaning):** Thoroughly clean all glass and mirrors using an approved alcohol based glass cleaner. Use a soft, clean cloth. Dry completely. Surface should be streak, smear, and smudge free. Make sure attached frames, edges, and shelves are also cleaned and dried as well as the glass surface. Squeegee may be used as needed.
  - f. **Clean and Disinfect Toilets and Urinals (Restroom Cleaning):** Thoroughly clean toilets, toilet seats, and urinals with approved acid free bowl cleaner, rinse thoroughly. (Approved acid cleaner may not be used more than once per month and should be used on the interior of toilet or urinal only. Great care must be taken to avoid any chrome when acid cleaner is used). Wipe each toilet, toilet seat and urinal completely with approved disinfectant solution. Buff dry to a streak, smear and smudge free "shine". Leave seats in a raised position.
  - g. **Clean and Disinfect Walls, Doors, Partitions and Handrails (Restroom Cleaning):** Thoroughly clean all walls (including switch and plug covers), doors (including entrance doors inside and outside), partitions and handrails with proper approved chemicals and proper approved dilution. Rinse thoroughly as needed, then wipe all areas with approved \*disinfectant solution and allow to air dry.
  - h. **Damp Mop - \*Disinfectant (Restroom Cleaning):** Thoroughly damp mops all non-carpeted areas. Move and damp mop under all easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.). Be sure to replace all items after floor has dried completely. Use a clean cotton mop head that is in good condition. Use clean water at all times (change water often). Mop head must be only damp. No excess water can be left behind. Approved proper chemicals at proper dilution must be used at all times. Finished floor must be clean and streak free. Thoroughly damp mop floor with approved \*disinfectant solution. Allow to air dry.

**\*Note:** All disinfectant solutions must be changed after each restroom cleaning. The disinfectant solution used for the damp mopping process is to be emptied down the floor drain in each restroom. This practice will help reduce unpleasant odors coming from the floor drains.
17. **Clean and disinfect Showers, shower walls and stalls (Restroom/Locker Room where applicable):** Thoroughly clean all showers, including bottom, faucets, and spigots, with approved crème cleanser. Thoroughly clean all walls, floors, (including plug covers), doors (including entrance doors inside and outside), partitions and handrails with proper approved chemicals and proper approved dilution. Rinse thoroughly as needed, then wipe all areas with approved \*disinfectant solution and allow to air dry.
18. **Service Restroom:** Visually check - dispensers must be filled, trash removed and restrooms spot cleaned as needed and as requested by the Facility Manager.
19. **Remove Carpet Runners (as applicable):** Carpet runners must be removed from floor to allow for proper cleaning, as needed. Be sure to remove excess water from runner with approved wet pick up vacuum before carpet runners are removed. Carpet runners must be extracted as specified during ice melt/salt usage, to maintain a clean appearance.
20. **Replace Carpet Runners (as applicable):** After floor has been properly cleaned and is completely dry, replace carpet runners in their original locations.
21. **Cleaning / Disinfecting Drinking Fountains:** Thoroughly clean entire exterior surface with approved cream cleanser. The grain of the stainless steel must be followed at all times. Rinse thoroughly as all cream cleanser must be removed. Wipe entire surface with approved disinfectant solution and wipe dry utilizing a clean, soft cloth and wipe item dry. The grain of the stainless steel must be followed.
22. **Stainless Steel (Brass) Cleaning (Elevators, Doors, Trim, Etc.):** Thoroughly clean all stainless steel (brass) not previously mentioned with approved cleaner and a clean soft cloth. Great care must be taken to follow the grain of the stainless steel at all times when cleaning.
23. **Cleaning, High Traffic Areas:** High traffic area is any area that would receive heavy traffic and that would require cleaning as specified. Areas would include: corridors, lobbies, waiting areas, conference rooms, or any area so designated by the Contract Administrator.

24. **Carpet Cleaning by Hot Water Extraction:** Perform vacuuming, and carpet cleaning by extraction method with commercial grade equipment only (preferably truck mounted equipment). Prior to carpet cleaning all carpeting, including carpet runners, must be thoroughly cleaned as follows:
- All movable items must be removed from area(s) to be cleaned (i.e., chairs, waster receptacles, all free standing tables, typing stands, boxes, plants, all temporary floor coverings, etc.) and area thoroughly vacuumed.
  - Thoroughly spray next area to be cleaned with approved pre-treats or carpets lane cleaner used at approved dilution. Spray must be applied so those fibers remain damp until cleaned. Chemical should be left to work for 10-15 minutes
  - Thoroughly extract all properly pretreated carpeted areas. Agitation is necessary, using an approved motor driven brush. A minimum of three cleaning passes and two vacuuming only must be used. Approved equipment and chemicals, at approved dilutions, must be used.
  - All stains must be removed during the extraction process, using approved chemicals. Great care must be taken to completely remove stain removal chemicals from carpet fiber.
  - Thoroughly spray all thoroughly cleaned carpet with approved carpet fiber protector at approved dilution. Application must be made with approved sprayer. Carpet track off mats and runners such as those found in building lobby areas, are exempt for this process.
  - Replace all items removed for cleaning. All items moved back into place that have metal of any type that come in contact with carpeting must be wood blocked or tabbed to keep the metal off the carpet fiber until thoroughly dry. All blocks or tabs should be removed during the next scheduled regular area cleaning, provided the carpet is thoroughly dry. This could take more than one day.
  - For weekly cleaning of salt stains, smaller, non-truck mounted equipment can be used.
25. **Spray Buff Hard Floors:** Hard floor must be properly prepared before spray buffing by removing carpet runners, dust mopping, and damp mopping hard floor areas. Begin spray buffing by lightly spraying area just to the left or right of approved floor machine (buffer) with approved spray buffing chemical, at approved dilution. Buffing pad must be approved and will depend on type of finish used. Rotary floor machine (buffer) will be worked back and forth over area lightly sprayed until floor has a high, streak free luster. Then proceed to the next area, until scheduled area is completed. Great care must be taken to avoid using "loaded" pad (pad full of dried finish and dirt). Flip pad over or change to another clean dry pad often. Great care must also be taken not to allow floor machine (buffer) to run in one spot for too long to avoid burning the floor. Floor shall be dust mopped after scheduled spray buffing is completed. Replace carpet runners to original position post-cleaning.
26. **Strip and Refinish:** Close and properly mark area "closed" with approved signage. Remove all movable objects from area.
- Apply approved stripping solution at approved dilutions to area to be stripped. Allow solution to stand according to approved manufacturer's recommendations. Do not allow solution to dry out or stand too long. Any finish or dirt must also be removed from walls, doors, baseboards, etc. at this time.
  - Thoroughly agitate all floor area to remove all old finish with approved strip pad.
  - Use wet vacuum to pick up old finish and stripper.
  - Thoroughly mop rinse areas with clean cotton mop and clean water. Make sure walls, doors, baseboards, etc. are also thoroughly rinsed.
  - Thoroughly mop rinses areas a second time with clean cotton mop and clean water with approved neutralizer/conditioner chemical at approved dilution. Make sure walls, doors, etc. are also thoroughly rinsed.
  - Allow floor to air dry.
  - If any old finish remains, repeat "a" through "f".
  - Continue "a" through "g" until scheduled area is properly stripped and/or rinsed.
  - Apply thin coat of approved sealer with approved clean nylon or rayon mop head or approved clean applicator. Stripping solution finish and sealer must not be slopped on walls, doors, etc. Allow sealer to thoroughly dry.
  - Apply second coat of sealer as described in "i" above. Allow sealer to thoroughly dry.
  - Apply top coating and second coat of approved floor finish.
27. **Scrub - Restroom Floors/Hard Surface Stairwell Floors:** Close restrooms. Remove all movable objects from area and place approved "closed" signage to area prior to completion of task.
- Apply approved cleaning solution at approved dilution to area to be scrubbed. Do not allow solution to dry.
  - Quickly agitate small section coated with solution with approved stiff bristle brush. Be sure grouting is clean.
  - Use wet vacuum to pick up dirty solution.
  - Thoroughly mop rinses area with clean cotton mop and clean water. Make sure all walls; doors, etc. are also thoroughly rinsed.
  - Thoroughly mop rinse a second time with clean cotton mop and clean water. Make sure all walls; doors, etc. are also thoroughly rinsed a second time.
  - After floor is thoroughly dry, replace all objects moved from area. Remove signs and reopen.
  - Scrub all walls including partitions

28. **Wall Spot Cleaning:** Thoroughly clean all spots, smudges, stains, etc. from walls, partitions and modular partitions using approved chemicals at approved dilutions. Wipe dry with clean soft cloth. Also thoroughly clean all interior glass with approved alcohol based glass cleaner and wipe dry with clean dry cloth. All surfaces must be dirt and streak free.
29. **Dusting:** There shall be no obvious dust streaks. Corners, crevices, molding and ledges (including heating) shall be free of all obvious dust. There shall be no oils, spots or smudges on desk or dusted surfaces. Thoroughly dust all vertical and horizontal surfaces in all cleanable areas with approved dust cloth or tool treated with an approved water based dust control chemical, up to and including ceiling vents, air bars, and lighting devices, window blinds, etc. Do not move dusting residue from spot to spot, but remove directly from the areas in which dirt lies by the most effective means appropriate; treated dusting cloths or vacuum tools.
  - a. Leave no dust streaks.
  - b. Leave corners, crevices, molding and ledges free of dust and cobwebs.
  - c. Leave no oil spots or smudges on dusted surfaces caused by dusting tools.
30. **Horizontal surfaces:** Include, but are not limited to, counter tops, file cabinets, tables, coat-racks, etc. Telephones, ashtrays, etc., must be lifted and dusted under. Do not disturb work papers. Dusting high and low includes, but is not be limited to, partition tops, pictures, chair rungs, etc. Window hangings are either Venetian blinds or drapes. Dust Venetian blinds. Lightly vacuum drapes.
31. **Remove Recyclable Paper (as applicable):** Pick up all recyclable paper from marked containers centrally located throughout the building and remove to designated containers in the loading dock area. This does not include individual boxes on desks.
32. **Clean Air Bars and Vents:** Vacuum excess dust and dirt from air bars. Damp wipes clean with approved disinfectant solution and wipe dry.
33. **Glass Cleaning (Lobby):** Glass Cleaning is a part of the overall task of lobby cleaning. Glass cleaning shall be performed as specified. It is expected that all lobby glass, including doors, revolving doors and windows (to the limit of reach from floor level) shall be spot cleaned inside and out. All handprints, smudges, and soil are to be removed during the performance of this task. If necessary, clean the entire door, revolving door or window to accomplish clean glass.
34. **Cleaning Ash Receptacles and Surrounding Areas:** Cigarette or cigar butts, matches and other discarded material shall be removed from the receptacle and the receptacle wiped so that it is free of dust, ashes, odors, tar, streaks and nicotine stains. Ashtrays placed on the exterior of the building shall be emptied and cleaned as needed to maintain a clean appearance. The areas immediately surrounding such ashtrays and adjacent building entrances are to be included as part of this cleaning task. Sweeping and removal of cigarette butts and emptying of ashtrays as needed to clean the area. Note: Sand or dry receptacles: Contents of ash receptacles must be disposed of in a safe manner. Clean sand by sifting out and disposing of debris and replacing and replenishing sand in urns.
35. **Emergency clean up (if included as part of contract(s)):** The Contract Compliance Inspector (CCI) shall assign, when and where needed, cleanup duties to the contractor when an emergency occurs. Cleaning tasks may include: dusting, vacuuming, mopping, carpets extraction, window washing, or other tasks defined in the Task Definitions herein.
36. **Rubbish Removal:** Rubbish from a central location is the responsibility of the State. Contractor must bag all waste material and place inside containers provided for that purpose.
37. **Replenishable Supplies:** The contractor is responsible for the purchase and supply of materials listed on the Location Specification Sheet (LSS). All profits from the sale of items (i.e., sanitary napkins) belong to the contractor.
38. **Hazardous Conditions:** Conditions that may be questionable or deemed Hazardous (i.e., such as burned out lights, loose railings, ceiling tiles, exposed wiring, broken windows, etc.) must be reported by janitorial staff to contract supervisor verbally followed by written notification to CCI or building manager with date of observation.
39. **Emergency Bio-Hazardous Clean-up:** Contract Compliance Inspector (CCI) will call in the event bio-hazardous substances, blood, urine, feces, vomit, etc... need to be cleaned. Person performing cleanup is expected to be trained in and compliant with, Michigan Occupational Safety and Health Administration (MIOSHA) regulations for cleaning blood-borne pathogens and proper disposal procedures. Vendor will need to decontaminate areas in branch offices during daily operations in which the potential exists for blood borne pathogen exposure as defined in MIOSHA PART 554.BLOODBORNE INFECTIOUS DISEASES (attached).



# STATE OF MICHIGAN

## STANDARD CONTRACT TERMS

This STANDARD CONTRACT ("Contract") is agreed to between the State of Michigan (the "State") and Hi-Tec Building Services (Contractor). This Contract is effective on August 1, 2017 ("Effective Date"), and unless terminated, expires on July 31, 2022.

The parties agree as follows:

1. **Duties of Contractor.** Contractor must perform the services and provide the deliverables described in **Location Specification Sheet** (the "Contract Activities"). An obligation to provide delivery of any commodity is considered a service and is a Contract Activity.

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

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

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

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

If to State:	If to Contractor:
Michigan Department of State Leigh Holmes 430 W. Allegan Lansing, MI 48918 holmesL2@michigan.gov 517-335-2754	Hi-Tec Building Services Brian Hogan 6578 Roger Drive Jenison, MI 49428 bhogan@hitec-services.com 888-345-5314

3. **Contract Administrator.** The Contract Administrator for each party is the only person authorized to modify any terms and conditions of this Contract (each a "Contract Administrator"):

State: Leigh Holmes	Contractor: Brian Hogan
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Michigan Department of State Leigh Holmes 430 W. Allegan Lansing, MI 48918 <a href="mailto:holmesL2@michigan.gov">holmesL2@michigan.gov</a> 517-335-2754	Hi-Tec Building Services Brian Hogan 6578 Roger Drive Jenison, MI 49428 <a href="mailto:bhogan@hitec-services.com">bhogan@hitec-services.com</a> 888-345-5314
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4. **Program Manager.** The Program Manager for each party will monitor and coordinate the day-to-day activities of the Contract (each a "Program Manager"):

State: Nikki Renico	Contractor: Brian Hogan
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5. **Performance Guarantee.** Contractor must at all times have financial resources sufficient, in the opinion of the State, to ensure performance of the Contract and must provide proof upon request. The State may require a performance bond (as specified in Exhibit A) if, in the opinion of the State, it will ensure performance of the Contract.
6. **Insurance Requirements.** Contractor must maintain the insurances identified below and is responsible for all deductibles. All required insurance must: (a) protect the State from claims that may arise out of, are alleged to arise out of, or result from Contractor's or a subcontractor's performance; (b) be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the State; and (c) be provided by an company with an A.M. Best rating of "A" or better and a financial size of VII or better.

Insurance Type	Additional Requirements
<b>Commercial General Liability Insurance</b>	
<u>Minimal Limits:</u> \$1,000,000 Each Occurrence Limit \$1,000,000 Personal & Advertising Injury Limit \$2,000,000 General Aggregate Limit \$2,000,000 Products/Completed Operations  <u>Deductible Maximum:</u> \$50,000 Each Occurrence	Contractor must have their policy endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds using endorsement CG 20 10 11 85, or both CG 2010 07 04 and CG 2037 07 0.
<b>Automobile Liability Insurance</b>	
<u>Minimal Limits:</u> \$1,000,000 Per Occurrence	
<b>Workers' Compensation Insurance</b>	
<u>Minimal Limits:</u> Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.
<b>Employers Liability Insurance</b>	
<u>Minimal Limits:</u> \$100,000 Each Accident \$100,000 Each Employee by Disease \$500,000 Aggregate Disease.	

If any of the required policies provide **claim-made** coverage, the Contractor must: (a) provide coverage with a retroactive date before the effective date of the contract or the beginning of contract work; (b) maintain coverage and provide evidence of coverage for at least three (3) years after completion of the contract of work; and (c) if coverage is canceled or not renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, Contractor must purchase extended reporting coverage for a minimum of three (3) years after completion of work.

Contractor must: (a) provide insurance certificates to the Contract Administrator, containing the agreement or purchase order number, at Contract formation and within 20 calendar days of the expiration date of the applicable policies; (b) require that subcontractors maintain the required insurances contained in this Section; (c) notify the Contract Administrator within 5 business days if any insurance is cancelled; and (d) waive all rights against the State for damages covered by insurance. Failure to maintain the required insurance does not limit this waiver.

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

**7. Reserved**

**8. Reserved**

- 9. Independent Contractor.** Contractor is an independent contractor and assumes all rights, obligations and liabilities set forth in this Contract. Contractor, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Contract. Contractor, and not the State, is responsible for the payment of wages, benefits and taxes of Contractor's employees and any subcontractors. Prior performance does not modify Contractor's status as an independent contractor.
- 10. Subcontracting.** Contractor may not delegate any of its obligations under the Contract without the prior written approval of the State. Contractor must notify the State at least 90 calendar days before the proposed delegation, and provide the State any information it requests to determine whether the delegation is in its best interest. If approved, Contractor must: (a) be the sole point of contact regarding all contractual matters, including payment and charges for all Contract Activities; (b) make all payments to the subcontractor; and (c) incorporate the terms and conditions contained in this Contract in any subcontract with a subcontractor. Contractor remains responsible for the completion of the Contract Activities, compliance with the terms of this Contract, and the acts and omissions of the subcontractor. The State, in its sole discretion, may require the replacement of any subcontractor.
- 11. Staffing.** The State's Contract Administrator may require Contractor to remove or reassign personnel by providing a notice to Contractor.
- 12. Background Checks.** Upon request, Contractor must perform background checks on all employees and subcontractors and its employees prior to their assignment. The scope is at the discretion of the State and documentation must be provided as requested. Contractor is responsible for all costs associated with the requested background checks. The State, in its sole discretion, may also perform background checks.
- 13. Assignment.** Contractor may not assign this Contract to any other party without the prior approval of the State. Upon notice to Contractor, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Contract to any other party. If the State determines that a novation of the Contract to a third party is necessary, Contractor will agree to the novation, provide all necessary documentation and signatures, and continue to perform, with the third party, its obligations under the Contract.
- 14. Change of Control.** Contractor will notify, at least 90 calendar days before the effective date, the State of a change in Contractor's organizational structure or ownership. For purposes of this Contract, a change in control means any of the following: (a) a sale of more than 50% of Contractor's stock; (b) a sale of substantially all of Contractor's assets; (c) a change in a majority of Contractor's board members; (d) consummation of a merger or consolidation of Contractor with any other entity; (e) a change in ownership through a transaction or series of transactions; (f) or the board (or the stockholders) approves a plan of complete liquidation. A change of control does not include any consolidation or merger effected exclusively to change the domicile of Contractor, or any transaction or series of transactions principally for bona fide equity financing purposes.

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



15. **Ordering.** Contractor is not authorized to begin performance until receipt of signed contract cover is received by Michigan Department of State.

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

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

If Contractor is unable or refuses to correct the deficiency within the time response standards set forth in this Contract, the State may cancel the order in whole or in part. The State, or a third party identified by the State, may perform the Contract Activities and recover the difference between the cost to cure and the Contract price plus an additional 10% administrative fee.

17. **Reserved**

18. **Reserved**

19. **Reserved**

20. **Terms of Payment.** Invoices must conform to the requirements communicated from time-to-time by the State. All undisputed amounts are payable within 45 days of the State's receipt. Contractor may only charge for Contract Activities performed as specified in Exhibit A. Invoices must include an itemized statement of all charges. The State is exempt from State sales tax for direct purchases and may be exempt from federal excise tax, if Services purchased under this Agreement are for the State's exclusive use. Notwithstanding the foregoing, all prices are inclusive of taxes, and Contractor is responsible for all sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any federal, state, or local governmental entity on any amounts payable by the State under this Contract.

The State has the right to withhold payment of any disputed amounts until the parties agree as to the validity of the disputed amount. The State will notify Contractor of any dispute within a reasonable time. Payment by the State will not constitute a waiver of any rights as to Contractor's continuing obligations, including claims for deficiencies or substandard Contract Activities. Contractor's acceptance of final payment by the State constitutes a waiver of all claims by Contractor against the State for payment under this Contract, other than those claims previously filed in writing on a timely basis and still disputed.

The State will only disburse payments under this Contract through Electronic Funds Transfer (EFT). Contractor must register with the State at <http://www.michigan.gov/cpexpress> to receive electronic fund transfer payments. If Contractor does not register, the State is not liable for failure to provide payment. Without prejudice to any other right or remedy it may have, the State reserves the right to set off at any time any amount then due and owing to it by Contractor against any amount payable by the State to Contractor under this Contract.

21. **Reserved**

22. **Stop Work Order.** The State may suspend any or all activities under the Contract at any time. The State will provide Contractor a written stop work order detailing the suspension. Contractor must comply with the stop work order upon receipt. Within 90 calendar days, or any longer period agreed to by Contractor, the State will either: (a) issue a notice authorizing Contractor to resume work, or (b)

terminate the Contract or purchase order. The State will not pay for Contract Activities, Contractor's lost profits, or any additional compensation during a stop work period.

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

If the State terminates this Contract under this Section, the State will issue a termination notice specifying whether Contractor must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Contractor was not in breach of the Contract, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Section 24, Termination for Convenience.

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

24. **Termination for Convenience.** The State may immediately terminate this Contract in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. The termination notice will specify whether Contractor must: (a) cease performance of the Contract Activities immediately, or (b) continue to perform the Contract Activities in accordance with Section 25, Transition Responsibilities. If the State terminates this Contract for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Transition Responsibilities.

25. **Transition Responsibilities.** Upon termination or expiration of this Contract for any reason, Contractor must, for a period of time specified by the State (not to exceed 90 calendar days), provide all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the Contract Activities to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Contract Activities to the State or its designees. Such transition assistance may include, but is not limited to: (a) continuing to perform the Contract Activities at the established Contract rates; (b) taking all reasonable and necessary measures to transition performance of the work, including all applicable Contract Activities, training, equipment, software, leases, reports and other documentation, to the State or the State's designee; (c) taking all necessary and appropriate steps, or such other action as the State may direct, to preserve, maintain, protect, or return to the State all materials, data, property, and confidential information provided directly or indirectly to Contractor by any entity, agent, vendor, or employee of the State; (d) transferring title in and delivering to the State, at the State's discretion, all completed or partially completed deliverables prepared under this Contract as of the Contract termination date; and (e) preparing an accurate accounting from which the State and Contractor may reconcile all outstanding accounts (collectively, "Transition Responsibilities"). This Contract will automatically be extended through the end of the transition period.

26. **General Indemnification.** Contractor must defend, indemnify and hold the State, its departments, divisions, agencies, offices, commissions, officers, and employees harmless, without limitation, from and against any and all actions, claims, losses, liabilities, damages, costs, attorney fees, and expenses (including those required to establish the right to indemnification), arising out of or relating to: (a) any breach by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable) of any of the promises, agreements, representations, warranties, or insurance requirements contained in this Contract; (b) any infringement, misappropriation, or other violation of any intellectual property right or other right of any third party; (c) any bodily injury, death, or damage to real or tangible personal property occurring wholly or in part due to action or inaction by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable); and (d) any acts or omissions of Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable).

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

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

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

27. **Infringement Remedies.** If, in either party's opinion, any piece of equipment, software, commodity, or service supplied by Contractor or its subcontractors, or its operation, use or reproduction, is likely to become the subject of a copyright, patent, trademark, or trade secret infringement claim, Contractor must, at its expense: (a) procure for the State the right to continue using the equipment, software, commodity, or service, or if this option is not reasonably available to Contractor, (b) replace or modify the same so that it becomes non-infringing; or (c) accept its return by the State with appropriate credits to the State against Contractor's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.
28. **Limitation of Liability.** The State is not liable for consequential, incidental, indirect, or special damages, regardless of the nature of the action.
29. **Disclosure of Litigation, or Other Proceeding.** Contractor must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") involving Contractor, a subcontractor, or an officer or director of Contractor or subcontractor, that arises during the term of the Contract, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Contractor's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that Contractor is required to possess in order to perform under this Contract.
30. **Reserved**
31. **Reserved**
32. **Non-Disclosure of Confidential Information.** The parties acknowledge that each party may be exposed to or acquire communication or data of the other party that is confidential, privileged communication not intended to be disclosed to third parties. The provisions of this Section survive the termination of this Contract.
  - a. **Meaning of Confidential Information.** For the purposes of this Contract, the term "Confidential Information" means all information and documentation of a party that: (a) has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party; (b) if disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning; and, (c) should reasonably be recognized as confidential information of the disclosing party. The term "Confidential Information" does not include any information or documentation that was: (a) subject to disclosure under the Michigan Freedom of Information Act (FOIA); (b) already in the possession of the receiving party without an obligation of confidentiality; (c) developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights; (d) obtained from a source other than the disclosing party

without an obligation of confidentiality; or, (e) publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party). For purposes of this Contract, in all cases and for all matters, State Data is deemed to be Confidential Information.

- b. Obligation of Confidentiality. The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Contract or to use such Confidential Information for any purposes whatsoever other than the performance of this Contract. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to a subcontractor is permissible where: (a) use of a subcontractor is authorized under this Contract; (b) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the subcontractor's responsibilities; and (c) Contractor obligates the subcontractor in a written contract to maintain the State's Confidential Information in confidence. At the State's request, any employee of Contractor or any subcontractor may be required to execute a separate agreement to be bound by the provisions of this Section.
  - c. Cooperation to Prevent Disclosure of Confidential Information. Each party must use its best efforts to assist the other party in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the foregoing, each party must advise the other party immediately in the event either party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Contract and each party will cooperate with the other party in seeking injunctive or other equitable relief against any such person.
  - d. Remedies for Breach of Obligation of Confidentiality. Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other party, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of the State, at the sole election of the State, the immediate termination, without liability to the State, of this Contract or any Statement of Work corresponding to the breach or threatened breach.
  - e. Surrender of Confidential Information upon Termination. Upon termination of this Contract or a Statement of Work, in whole or in part, each party must, within 5 calendar days from the date of termination, return to the other party any and all Confidential Information received from the other party, or created or received by a party on behalf of the other party, which are in such party's possession, custody, or control; provided, however, that Contractor must return State Data to the State following the timeframe and procedure described further in this Contract. Should Contractor or the State determine that the return of any non-State Data Confidential Information is not feasible, such party must destroy the non-State Data Confidential Information and must certify the same in writing within 5 calendar days from the date of termination to the other party.
33. **Reserved**
34. **Reserved**
35. **Reserved**
36. **Records Maintenance, Inspection, Examination, and Audit**. The State or its designee may audit Contractor to verify compliance with this Contract. Contractor must retain, and provide to the State or its designee and the auditor general upon request, all financial and accounting records related to the Contract through the term of the Contract and for 4 years after the latter of termination, expiration, or final payment under this Contract or any extension ("**Audit Period**"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Contractor must retain the records until all issues are resolved.

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

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

37. **Warranties and Representations.** Contractor represents and warrants: (a) Contractor is the owner or licensee of any Contract Activities that it licenses, sells, or develops and Contractor has the rights necessary to convey title, ownership rights, or licensed use; (b) all Contract Activities are delivered free from any security interest, lien, or encumbrance and will continue in that respect; (c) the Contract Activities will not infringe the patent, trademark, copyright, trade secret, or other proprietary rights of any third party; (d) Contractor must assign or otherwise transfer to the State or its designee any manufacturer's warranty for the Contract Activities; (e) the Contract Activities are merchantable and fit for the specific purposes identified in the Contract; (f) the Contract signatory has the authority to enter into this Contract; (g) all information furnished by Contractor in connection with the Contract fairly and accurately represents Contractor's business, properties, finances, and operations as of the dates covered by the information, and Contractor will inform the State of any material adverse changes; and (h) all information furnished and representations made in connection with the award of this Contract is true, accurate, and complete, and contains no false statements or omits any fact that would make the information misleading. A breach of this Section is considered a material breach of this Contract, which entitles the State to terminate this Contract under Section 23, Termination for Cause.
38. **Conflicts and Ethics.** Contractor will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Contract; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Contract; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Contractor, any consideration contingent upon the award of the Contract. Contractor must immediately notify the State of any violation or potential violation of these standards. This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Contract Activities in connection with this Contract.
39. **Compliance with Laws.** Contractor must comply with all federal, state and local laws, rules and regulations.
40. **Reserved**
41. **Nondiscrimination.** Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, *et seq.*, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, *et seq.*, Contractor and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or mental or physical disability. Breach of this covenant is a material breach of this Contract.
42. **Unfair Labor Practice.** Under MCL 423.324, the State may void any Contract with a Contractor or subcontractor who appears on the Unfair Labor Practice register compiled under MCL 423.322.
43. **Governing Law.** This Contract is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Contract are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Contract must be resolved in Michigan Court of Claims. Contractor consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or *forum non conveniens*. Contractor must appoint agents in Michigan to receive service of process.
44. **Non-Exclusivity.** Nothing contained in this Contract is intended nor will be construed as creating any requirements contract with Contractor. This Contract does not restrict the State or its agencies from acquiring similar, equal, or like Contract Activities from other sources.

45. **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.

46. **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.

47. **Media Releases.** News releases (including promotional literature and commercial advertisements) pertaining to the Contract or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

48. **Website Incorporation.** The State is not bound by any content on Contractor's website unless expressly incorporated directly into this Contract.

49. **Order of Precedence.** In the event of a conflict between the terms and conditions of the Contract, the exhibits, a purchase order, or an amendment, the order of precedence is: (a) the purchase order; (b) the amendment; (c) Exhibit A; (d) any other exhibits; and (e) the Contract.

50. **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.

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

52. **Survival.** The provisions of this Contract that impose continuing obligations, including warranties and representations, termination, transition, insurance coverage, indemnification, and confidentiality, will survive the expiration or termination of this Contract.

53. **Entire Contract and Modification.** This Contract is the entire agreement and replaces all previous agreements between the parties for the Contract Activities. This Contract may not be amended except by signed agreement between the parties (a "Contract Change Notice").

Standard Terms and Conditions:

- Right to proceed may be terminated by written notice, if the State determines that the Company, its agent, or its representative has offered or gave a gratuity, kickback, money, gift, or anything of value to an officer, official, or employee of the State intended, by the gratuity, to obtain a contract or favorable treatment under a contract.
- Right to proceed may be terminated by written notice, if the State determines that the Company, its agent, or its representative has offered or gave a gratuity, kickback, money, gift, or anything of value to a State official, officer, or employee intended to effectuate the awarding of a contract or favorable treatment under a contract.
- By signing a bid, the Company certifies to the best of its knowledge that no funds or other items/services of value have been given to any State officer, official, or employee for influencing or attempting to influence the officer, official, or employee to obtain a contract or favorable treatment under a contract.
- For any bid or proposal, the Company will notify the State if it or any of its Subcontractors, or their officers, directors, or key personnel has assisted with the drafting of the solicitation, either in whole or in part. This includes the conducting or drafting of surveys designed to establish a system inventory, and/or arrive at an estimate for the value of the solicitation.
- The Company certifies that it will not respond to any solicitation for which the Company assisted in the development.
- The Company will provide a listing of all materials provided by the State to the Company containing information relevant to a solicitation but not posted with materials provided to all Companies as part of the bid/proposal on the State's bid site. Such materials may include but are not limited to: questionnaires, requirements lists, budgetary figures, assessments, white papers, presentations, and solicitation draft documents. Respondent must also provide the assigned buyer with a list of all State employees with whom any of its personnel, and/or Subcontractors' personnel has discussed a solicitation after the issuance date of the solicitation.
- The Michigan Department of State in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level or limited English proficiency, in consideration for an award.

**ATTACHMENT A**  
**REFERENCES AND PRICING SUMMARY SHEET**  
 (INFORMATION SHEET TO BE CUSTOMIZED BY AGENCY & PRICING PROVIDED BY BIDDER)

Mt. Morris # 187  
 11960 N Saginaw St  
 Mt. Morris MI 48458  
 Contract Period: 8/1/2010 through 7/31/xxxx

Hi-Tec Building Services, Inc.

**REFERENCE INFORMATION:**

<b>Reference Name:</b>	<b>Telephone Number:</b>
<b>Reference #1</b>	<b>Phone No.</b>
<b>Reference #2</b>	<b>Phone No.</b>
<b>Reference #3</b>	<b>Phone No.</b>

**DAILY/WEEKLY/MONTHLY SERVICES**

DESCRIPTION (Basic Janitorial services for Michigan Department of State include: DAILY, WEEKLY, MONTHLY SERVICES)	ANNUAL PRICE / SERVICE Year 1	ANNUAL PRICE / SERVICE Year 2	ANNUAL PRICE / SERVICE Year 3	ANNUAL PRICE / SERVICE Year 4	ANNUAL PRICE / SERVICE Year 5
Room cleaning (office areas, file rooms, conference rooms, lobby):	12 months X 445.00	12 months X 445.00	12 months X 445.00	12 months X 445.00	0 months X 0.00
<b>TOTAL ANNUAL COST</b>	\$5,340.00	\$5,340.00	\$5,340.00	\$5,340.00	\$0.00

**SEMI-ANNUAL SERVICES**

DESCRIPTION	ANNUAL PRICE / SERVICE Year 1	ANNUAL PRICE / SERVICE Year 2	ANNUAL PRICE / SERVICE Year 3	ANNUAL PRICE / SERVICE Year 4	ANNUAL PRICE / SERVICE Year 5
1. Shampoo or steam clean carpets by commercial methods: Full contract area	2 X 75.00	2 X 75.00	2 X 75.00	2 X 75.00	0 X
2. Clean light fixture lenses.	2 X 0.00	2 X 0.00	2 X 0.00	2 X 0.00	0 X 0.00
<b>TOTAL SEMI-ANNUAL COST</b>	\$150.00	\$150.00	\$150.00	\$150.00	\$0.00

**QUARTERLY SERVICES**

DESCRIPTION	ANNUAL PRICE / SERVICE Year 1	ANNUAL PRICE / SERVICE Year 2	ANNUAL PRICE / SERVICE Year 3	ANNUAL PRICE / SERVICE Year 4	ANNUAL PRICE / SERVICE Year 5
1. Strip, seal, wax & buff hard floors: High traffic areas	0 X 0.00	0 X 0.00	0 X 0.00	0 X 0.00	0 X 0.00
<b>TOTAL QUARTERLY COST</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Year 1	Year 2	Year 3	Year 4	Year
<b>GRAND TOTAL COST PER YEAR</b>	\$5,490.00	\$5,490.00	\$5,490.00	\$5,490.00	\$0.00
<b>CUMMULATIVE COST</b>	\$5,490.00	\$10,980.00	\$16,470.00	\$21,960.00	\$21,960.00

**ADDITIONAL SERVICES**

DESCRIPTION	COST PER HOUR Year 1	COST PER HOUR Year 2	COST PER HOUR Year 3	COST PER HOUR Year 4	COST PER HOUR Year 5
1. Extra Carpet Cleaning (unforeseen customer accidents)	21.95	21.95	21.95	21.95	21.95
2. Renovation/Construction clean up	21.95	21.95	21.95	21.95	21.95



**Quote 00023604 - HI-Tec Building Services, Inc.**

General Items Questions Subcontractors Terms & Conditions Attachments(2) Evaluations Preference Reminders Summary

General Evaluations

Sort by Column:  ☐ Sort Descending

Item #	Print Sequence	Questions Exist	Description							
			Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid
1	1.0	No	YEAR 1: Basic Janitorial Services for Michigan Department of State - Daily, weekly, monthly Room Cleaning - See Part II-... <a href="#">View Detail</a>							
			1.0	YR	\$7,380.00	0.0%		\$0.00	\$7380.00	<input type="checkbox"/>
Alternate Description:										
2	2.0	No	YEAR 2: Basic Janitorial Services for Michigan Department of State - Daily, weekly, monthly Room Cleaning - See Part II-... <a href="#">View Detail</a>							
			1.0	YR	\$7,380.00	0.0%		\$0.00	\$7380.00	<input type="checkbox"/>
Alternate Description:										
3	3.0	No	YEAR 3: Basic Janitorial Services for Michigan Department of State - Daily, weekly, monthly Room Cleaning - See Part II-... <a href="#">View Detail</a>							
			1.0	YR	\$7,380.00	0.0%		\$0.00	\$7380.00	<input type="checkbox"/>
Alternate Description:										
4	4.0	No	YEAR 4: Basic Janitorial Services for Michigan Department of State - Daily, weekly, monthly Room Cleaning - See Part II-... <a href="#">View Detail</a>							
			1.0	YR	\$7,380.00	0.0%		\$0.00	\$7380.00	<input type="checkbox"/>
Alternate Description:										
5	5.0	No	YEAR 5: Basic Janitorial Services for Michigan Department of State - Daily, weekly, monthly Room Cleaning - See Part II-... <a href="#">View Detail</a>							
			1.0	YR	\$7,380.00	0.0%		\$0.00	\$7380.00	<input type="checkbox"/>
Alternate Description:										
6	6.0	No	Year 1 - Semi Annual Services - Shampoo or Steam Clean Carpets by commercial methods: Full Contract Area. See semi-annu... <a href="#">View Detail</a>							
			2.0	EA	\$370.00	0.0%		\$0.00	\$740.00	<input type="checkbox"/>
Alternate Description:										
7	7.0	No	Year 2 - Semi Annual Services - Shampoo or Steam Clean Carpets by commercial methods: Full Contract Area. See semi-a... <a href="#">View Detail</a>							
			2.0	EA	\$370.00	0.0%		\$0.00	\$740.00	<input type="checkbox"/>
Alternate Description:										
8	8.0	No	Year 3 - Semi Annual Services - Shampoo or Steam Clean Carpets by commercial methods: Full Contract Area. See semi-a... <a href="#">View Detail</a>							
			2.0	EA	\$370.00	0.0%		\$0.00	\$740.00	<input type="checkbox"/>
Alternate Description:										
9	9.0	No	Year 4 - Semi Annual Services - Shampoo or Steam Clean Carpets by commercial methods: Full Contract Area. See semi-annu... <a href="#">View Detail</a>							
			2.0	EA	\$370.00	0.0%		\$0.00	\$740.00	<input type="checkbox"/>
Alternate Description:										
10	10.0	No								

			Year 5 - Semi Annual Services - Shampoo or Steam Clean Carpets by commercial methods: Full Contract Area. See semi-an... <a href="#">View Detail</a>							
			2.0	EA	\$370.00	0.0%	\$0.00	\$740.00	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Description:										
<a href="#">11</a>	11.0	No	Year 1 - Semi Annual Services - Clean Light Fixture Lenses - See semi-annual services in location specification sheet. ... <a href="#">View Detail</a>							
			2.0	EA	\$50.00	0.0%	\$0.00	\$100.00	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Description:										
<a href="#">12</a>	12.0	No	Year 2 - Semi Annual Services - Clean Light Fixture Lenses - See semi-annual services in location specification sheet. ... <a href="#">View Detail</a>							
			2.0	EA	\$50.00	0.0%	\$0.00	\$100.00	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Description:										
<a href="#">13</a>	13.0	No	Year 3 - Semi Annual Services - Clean Light Fixture Lenses - See semi-annual services in location specification sheet. ... <a href="#">View Detail</a>							
			2.0	EA	\$50.00	0.0%	\$0.00	\$100.00	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Description:										
<a href="#">14</a>	14.0	No	Year 4 - Semi Annual Services - Clean Light Fixture Lenses - See semi-annual services in location specification sheet. ... <a href="#">View Detail</a>							
			2.0	EA	\$50.00	0.0%	\$0.00	\$100.00	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Description:										
<a href="#">15</a>	15.0	No	Year 5 - Semi Annual Services - Clean Light Fixture Lenses - See semi-annual services in location specification sheet. ... <a href="#">View Detail</a>							
			2.0	EA	\$50.00	0.0%	\$0.00	\$100.00	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Description:										
<a href="#">16</a>	16.0	No	years 1 - 5 Additional Services - Extra Carpet Cleaning Due to large Unforeseen Accidents. This does not include require... <a href="#">View Detail</a>							
			1.0	HR	\$16.00	0.0%	\$0.00	\$16.00	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Description:										
<a href="#">17</a>	17.0	No	years 1 - 5 Additional Services Renovation/ Construction Clean up. Requires prior approval from the branch manager. Ple... <a href="#">View Detail</a>							
			1.0	HR	\$16.00	0.0%	\$0.00	\$16.00	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Description:										
<a href="#">18</a>	18.0	No	Years 1 - 5 Additional Services -Emergency Bio-Hazard Clean-up (urine, blood, feces, vomit). Please put in your per ho... <a href="#">View Detail</a>							
			1.0	HR	\$16.00	0.0%	\$0.00	\$16.00	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Description:										
<a href="#">19</a>	19.0	No	Year 1 - Quarterly Services as listed in Task Definitions - Strip, Seal, Wax and Buff VCT Flooring.							
			4.0	EA	\$110.00	0.0%	\$0.00	\$440.00	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Description:										
<a href="#">20</a>	20.0	No	Year 2 Quarterly Services as listed in Task Definitions - Strip, Seal, Wax and Buff VCT Flooring.							
			4.0	EA	\$110.00	0.0%	\$0.00	\$440.00	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Description:										
<a href="#">21</a>	21.0	No	Year 3 Quarterly Services as listed in Task Definitions - Strip, Seal, Wax and Buff VCT Flooring.							
			4.0	EA	\$110.00	0.0%	\$0.00	\$440.00	<input type="checkbox"/>	<input type="checkbox"/>

Alternate Description:											
<u>22</u>	22.0	No	Year 4 - Quarterly Services as listed in Task Definitions - Strip, Seal, Wax and Buff VCT Flooring.								
			4.0	EA	\$110.00	0.0%	\$0.00	\$440.00	<input type="checkbox"/>	<input type="checkbox"/>	
Alternate Description:											
<u>23</u>	23.0	No	Year 5 - Quarterly Services as listed in Task Definitions - Strip, Seal, Wax and Buff VCT Flooring.								
			4.0	EA	\$110.00	0.0%	\$0.00	\$440.00	<input type="checkbox"/>	<input type="checkbox"/>	
Alternate Description:											
										Quote Response Total	\$43348.00

 Discount only quotes indicate discount amount off of list catalog price.

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