

Sub-Agreement - Scope of Work

Represented as Exhibit C in the Master Services Agreement

Document Purpose: *This document is identified as the template referenced in Exhibit C. This sub-agreement template is to be utilized for adding additional scope of work during the contract period and shall provide a template that shall be completed by the Agency for the purpose of formality and confirmation of the expectations for the agency site location scope of work. The final version of this document shall be approved by the Agency, the Contractor, and the State, as part of this contract.*

This Sub-agreement Scope of Work (“this SOW”), entered into by and between the Indiana Department of Administration-Indiana Government Center (the “State Agency”) and the **VENDOR** (the “Contractor”), and reviewed for approval by Indiana Department of Administration on behalf of All State Agencies (the “State”), in consideration of those mutual undertakings and covenants, the parties agree as follows:

Agency Department(s):

Indiana Statehouse, Indiana Government Center North, Indiana Government Center South (including Department of Workforce Development), Indiana State Library, and Logistics Service Center

Facility Name and Address:

Indiana Government Center South & North
302 West Washington Street, Indianapolis, IN 46204

Indiana State Library
315 West Ohio Street, Indianapolis, IN 46202-3210

Logistics Service Center
402 W Washington St Room W-478
Indianapolis, IN 46204

Indiana State House
200 W Washington Street, Indianapolis, IN 46204

Agency Site Designee Contact Information:

Michael Mundy
302 W. Washington Street, Suite E024
Indianapolis, IN 46204
Office: 317-232-3126
Email: mmundy@IDOA.in.gov

Facility Hours of Operation:

Facility Hours: 6:00AM - 4:30PM, Monday through Friday
Janitorial Hours: 6:00AM - 5:00PM, Monday through Friday

Holidays observed not requiring janitorial services:

Standard State Holiday Schedule

Description of Facility:

	Square Footage
Statehouse	214,000
Government Center North	864,225
Government Center South	1,110,000
State Library	207,052
Logistics Service Center	386,000
TOTAL:	2,781,277

Average Daily Population:

Indiana Government Center North- 3,277

Indiana Government Center South- 3,048

Indiana State Library- 75

Indiana State House- 762

Department of Workforce Development- 547

Service types:

Area of Service: General (Including lobbies, entrance areas, halls, break rooms, all stairwells, and escalators, vending areas, elevators, etc.)

	Frequency
Empty all trash receptacles and replace liners as necessary	Daily
Remove all collected trash to compactors located in lower dock area	Daily
Remove all recycle paper and deposit in paper recycle compactor located in lower dock area	Daily
Spot clean all horizontal and vertical surfaces including elevator tracks, elevator cars. Removing all fingerprints, smudges, stains, and dirt from brightwork.	Daily
Remove all cardboard/cardboard boxes to the designated area located in the lower dock area. Break down cardboard boxes and prepare them for bailing.	Daily
Spot clean all partition glass	Daily
Hard surface floors – Dust mop daily removing scuff marks, spot mop and damp mop to remove spills and stains	Daily
Vacuum all common areas, elevator cars and all carpeted traffic areas to include all carpeted tunnels	Daily
Clean as needed – All switch plates, kick plates, and door knobs	Daily
Walls – Spot clean to remove marks and spills	Daily
Clean as needed – All entrance glass, partitions, and bright metal	Daily
Carpet – Clean by spot bonneting or extraction as needed	Daily
Break / Vending areas – Clean vending machine fronts, clean chairs, tables, countertops, etc. as needed.	Daily

Concrete floors in dock area and tunnels – Dust mop, damp mop as needed	Daily
Vacuum all carpeted areas and “walk off” mats used as transition areas to terrazzo, marble, etc.	Daily
All “Raised flooring” areas – Dust mop daily / Spot mop stains and spills as necessary	Daily
All Drinking fountains – Clean and polish	Daily
Carpeting – All office areas and “non-common areas” – vacuum wall to wall high traffic areas more frequently as defined by IDOA Facilities.	Twice (2x) Weekly
Door and Door Moldings – Dust and polish as needed	Twice (2x) Weekly
Horizontal Surfaces – Dust as needed	Twice (2x) Weekly
Upholstered furniture – Remove dust and loose material as needed	Twice (2x) Weekly
Vertical surfaces – Dust as needed	Twice (2x) Weekly
Buffing, East Entrance and Long Hallway at Logistics Service Center	Twice (2x) Weekly
Carpeting - Broom and “dust pan” all carpeted areas – Alternate days of vacuuming high traffic areas more frequently as defined by IDOA Facilities.	Three Times (3x) Weekly
Clean escalators and side glass partitions	Three Times (3x) Weekly
Dust all chair and table legs, baseboards, ledges, moldings, and other “low reach” areas	Weekly
Hard surface floors – Wet mop with neutral detergent	Weekly
Stair wells – All stair wells to be swept and dusted	Weekly
Dust and damp wipe window sills/ledges	Weekly
Diffusers, air returns and louvers – Dust and clean as necessary	Monthly
Venetian blinds / side-light glass – Clean as necessary	Monthly
High Dusting - Horizontal Surfaces (inconspicuous and non-used) – Dust, clean as needed	Monthly
Scrub and burnish all hard surface floors, spot wax as necessary. To be completed on a scheduled rotational basis.	Monthly
Debris removal from grounds w/in ten (10) feet of building entrances	Daily
Note: Computers and personal effects are excluded.	

Area of Service: Restrooms

	Frequency
All dispensers (soap, lotion, paper towel, toilet paper, feminine products, etc.) – restock	Daily
Toilet bowls, including seats – Clean and sanitize	Daily
Metal fixtures and brightwork to include “hand dryers” – Clean and polish	Daily
Sinks – Clean and polish	Daily
Urinals – Clean and polish	Daily

Sanitary napkin disposals – Clean and sanitize	Daily
Mirrors – Clean	Daily
Tops of mirrors – Dust	Daily
Walls, partitions, etc. – Spot clean noticeable marks and spills	Daily
Partition doors & hardware – Clean	Daily
Waste receptacles – Empty, damp wipe externally and polish, replace liners.	Daily
Hard surface floors – Wet mop and sanitize with neutral detergent	Daily
Waste receptacles – Wash and sanitize inside and out	Weekly
Traps and exposed plumbing under sinks – Clean	Monthly
Diffusers, air returns and louvers – clean as necessary	Monthly
Deep clean ceramic tile flooring to include grout using germicidal detergent.	Monthly
Light Fixtures – Wash and sanitize	Quarterly
Partitions – Wash and sanitize	Quarterly
Tile Walls – Wash and sanitize	Quarterly

Area of Service: All 1st Floor and Lower Level Lobbies, Tunnels and Corridors

	Frequency
Concrete floors in dock area's and tunnels – Dust mop, damp mop as needed	Daily
Vacuum all common areas with carpeted floors – (EG. All elevator common areas, South Building Lower Level & tunnels to Statehouse and Washington St. Garage. Carpeted areas and “walk off” mats used as transitioning to hard surface flooring.)	Daily
Hard surface flooring – Dust mop and spot clean as necessary by wet mopping with neutral detergent solution, ensuring removal of scuff marks	Daily
Spot clean all vertical surfaces, removing fingerprints, smudges and stains.	Daily
Dust all horizontal surfaces	Daily
Spot clean inside glass of all entrances and exit doors and revolving doors	Daily
Wastebaskets – Empty and replace liners as needed.	Three Times (3x) Weekly
Storage shelving (available) – Dust	Weekly
Concrete floors in dock area's and tunnels – Dust mop, damp mop or machine scrub	Weekly
High Dusting – On a daily rotational basis; maintain a schedule for “high dusting” to ensure all areas are completed weekly	Monthly
Carpet cleaning – On a rotational basis by area; maintain a schedule to ensure all carpet within complex is cleaned by “extraction method” minimum two (2) occurrences annually.	Twice Annually

All Public Areas must be inspected and cleaned as needed a minimum of 3 times per day	Three Times /Day
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Area of Service: Inspection Determined Service

	Frequency
Carpet Service – Spotting cleaning by Bonneting or Extracting	As needed
Finished Floor Service - Dust Mopping, Wet Mopping, Burnishing, Scrubbing and Stripping	As needed
Unfinished Floor Service - Dust Mopping, Wet Mopping and Scrubbing	As needed

Area of Service: Supplies Ordering, Management and Handling

	Frequency
Order, manage, receive and distribute supplies. The choice of supplier is the responsibility of the Vendor as are all price negotiations with the vendor.	As needed
Vendor or their selected supplier shall inventory and deliver all supplies to the designated drop-off points on campus and stock at these locations.	As needed
Provide reports quarterly or as requested by Facilities Management/IDOA on usage costs, inventory levels, or other related information.	Quarterly

General needs:

- At every service clean and disinfect all frequently touched hard surfaces such as doors, restroom fixtures and partitions, tables and chairs, counters, appliances, etc. If surfaces are dirty, clean them using a detergent or soap and water before disinfecting them.
- **Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Cleaning is typically performed using soap, detergents, cleansers and clean water before using a disinfecting method.
- **Disinfecting** refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Disinfecting is typically performed using approved commercial or household disinfecting solutions.

Unique needs specific to your facility:

- Background Checks: The Department of Administration requires assurances in its Quantity Purchase Agreements (QPA) for temporary personnel that the backgrounds of those

temporary personnel do not reveal relevant past criminality or dishonesty. In addition, agencies should not utilize the services of contractual personnel who do not satisfy the agency's criteria for employment. As such, the following background checks need to be successfully completed for each Contractor personnel assigned to the facilities detailed in this SOW:

- N/A
- Disposables: Please see Attachment for the list of Supplies and annual quantities currently being used. Vendor shall provide products per this listing or of requested quality as determined at the sole discretion of Facilities Management.
- Staffing Requests:
 - A contractor staff member with the authority to oversee daily staff, respond to on demand requests for in scope tasks, resolve issues and follow the issue escalation policies is requested to be onsite during all stated janitorial hours.
 - A contractor staff member that is able to respond to daily on demand requests for in scope tasks is requested to be onsite during all stated janitorial hours.
- The Indiana Statehouse is currently cleaned on an as-needed basis, with some work in the process of being transitioned from in-house to vendor-run. This is subject to change over the course of the contract and may lead to changes in this Scope (to be agreed upon at a future date).

Non-Collusion and Acceptance

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Contractor, or that the undersigned is the properly authorized representative, agent, member or officer of the Contractor. Further, to the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Contractor, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Contract other than that which appears upon the face hereof. Furthermore, if the undersigned has knowledge that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in the Contract, the Contractor attests to compliance with the disclosure requirements in IC 4-2-6-10.5.

In Witness Whereof, Contractor and the State have, through their duly authorized representatives, entered into this Sub-agreement Scope of Work, as represented from the Master Services Agreement for **QPA# XXXXX**. The parties, having read and understood the foregoing terms of this agreement, do by their respective signatures dated below hereby agree to the requirements thereof.

Contractor:
VENDOR

State of Indiana Agency:

Signature: _____
Printed Name: _____
Title: _____
Date: _____

Signature: _____
Printed Name: _____
Title: _____
Date: _____

Indiana Department of Administration

Vendor Contract Manager

Date: _____