

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 Integrated Public Safety Commission (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):

Integrated Public Safety Commission (IPSC),

Facility Name and Address:

IPSC Communications and Training Center
South Park Business Center
128 South Park Blvd
Greenwood IN 46143

Agency Site Designee Contact Information:

John Asher
317-450-0493

Facility Hours of Operation:

Facility Hours: 8:00AM – 4:00PM, Monday through Friday
Janitorial Hours: Monday and Thursdays anytime from 8am to 4pm.

Holidays observed not requiring janitorial services:

Standard State Holiday Schedule

Description of Facility:

Approx. 3500 square feet of office space. 2 bathrooms and a kitchenette in the break area. All office and work areas are carpet, the bathrooms are tile floors. All new built out space. There will be approx. 10 people there full time with the anticipation of holding training classes and having other workings floating in and out of the facility however there is no set amount of people that could be in or out in one day.

Service types: All full time staff at this location are radio techs and will be working to repair radios and other such electronic devices for our customers (State Police, INDOT, IDHS, etc.)

Site tour: Once the build out is complete we can schedule a tour of the facility. As of today, you would not be able to see the scope of work requested.

Parking: There is plenty of on-site parking in front of the building for staff and contractors.

Site access: Site (door) access badges can be issued for access to the facility.

Area of Service: Offices

Empty waste and replace liners	2x week
Dust mop hard surface flooring	2x/Week
Vacuum carpet and spot clean as needed	2x/Week
Dust desks, tables and other furnishings	2x/Week
Dust sills and ledges within hand reach	Weekly
Wash glass doors	2x/Week
Wash glass sidelights, partition glass, and desk tops	2x/Week
Clean and polish drinking fountains	2x week

Area of Service: Breakroom

Sink, countertop and table tops wiped and disinfected	2x week
Damp spot mop tile floor and remove spillage as needed	2x week
Disinfect and remove finger prints from door facings and from all frequently touched surfaces such as door facing, light switches, door handles, etc.	2x week
High dusting of wood and glass surfaces	Bi-Weekly
Low dusting of chairs, baseboards, and louver doors	Monthly
Damp mop hard surface flooring	2x week
Remove debris from parking lot, sidewalks, and landscaped areas	2xweek
Dust window blinds	Monthly
Polish hard surface flooring	Monthly
Dust grills and air diffusers	Quarterly
Shampoo Carpet	Semi-Annually

Area of Service: Lobby and Corridor

Vacuum and spot clean	2x week
Dust mop flooring and spot clean	2x week
Dust sills and ledges	Bi-Weekly
Spot clean painted doors, frames, and elevator doors	2x/Week
Spot wash entrance door glass and sidelights	2x week
Clean and polish drinking fountain	2x week
Empty, clean and polish receptacles	2x week
Clean and polish flooring	Monthly
Perform high and low dusting	Monthly
Dust or wash signs and signals	1x week
Spot wash walls, doors, frames, and baseboards	Weekly
Dust grills and diffusers	Quarterly
Shampoo Carpet	Semi-Annually

Area of Service: Restrooms

Empty, damp wipe, and polish receptacles	2x week
Restock, damp wipe, and polish dispensers	2x week
Wash, sanitize and polish dry all sinks, vanities, commodes, and urinals	2x week
Spot clean partition, doors and walls	1x week
Clean and polish brightwork	2x week
Wash and polish mirrors	1x week
Sweep and damp mop flooring	2x week
Dust sills and ledges	Weekly
Dust grills and vents	Weekly
Scrub hard surface flooring	1x week
Clean and polish resilient flooring	Monthly
Wash doors and partitions	1x week
Wash entrance doors	2x/Week

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:
 - eVerify program: The electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s. 403(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal

agency authorized to verify the work authorization status of newly-hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603). Federal Criminal History Records Information (CHRI) check: A nationwide criminal history database, access to which is limited by federal and state statutes. Under current law, applicants may obtain information on themselves from this data source. Criminal justice agencies and gaming and horse racing regulators have access to this information for employment purposes. Employees or volunteers who have contact with children are also eligible for these nationwide checks.

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: _____