

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 Transportation (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 Department of Transportation

Facility Name and Address:

Indiana Department of Transportation – Crawfordsville District Complex
41 West 300 North
Crawfordsville, IN 47933

Agency Site Designee Contact Information:

Carl Rochelle, District Facilities Manager
crochelle@indot.in.gov
(765)361-5264

Melody A. Coleman, Logistics Director
mcoleman@indot.in.gov
(765)361-5275

Facility Hours of Operation:

Facility Hours: 8:00AM – 4:00PM, Monday through Friday

Janitorial Hours: No earlier than 5:00PM, Tuesday, Wednesday, and Friday

Holidays observed not requiring janitorial services:

Standard State Holiday Schedule

Description of Facility:

- Service is to be provided at three buildings on the Crawfordsville Complex: Crawfordsville Administration, Traffic, and Testing Buildings.
 - An additional building is under construction. SOW will be updated upon completion.
- Crawfordsville Administration is a two-story office building, approximately 21,888 square feet. The estimated average daily population of this building is approximately 100 people.
- Crawfordsville Traffic is a one-story office/garage building with janitorial service only required in the office area, approximately 6,600 square feet. The estimated average daily population of this building is approximately 12 people.
- Crawfordsville Testing is a one-story lab/office building, approximately 6,000 square feet. Approximately 50% of the building is lab space and 50% is other space (these breakdowns are

estimates). The estimated average daily population of this building is approximately 10 people.

Service types:

Area of Service: General Areas

All waste receptacles shall be emptied and liners replaced.	Daily
All recycling containers shall be emptied and placed in the appropriate outside containers.	Daily
Tops of partitions, filing cabinets, shelving and furniture (where accessible) shall be dusted.	Daily
Remove all cigarette butts from all urns.	Daily
The break room, including the microwave oven, refrigerator, sinks, stove, other major appliances, cabinets and tables shall be thoroughly cleaned on the surface.	Daily
All drinking fountains shall be cleaned and polished.	Daily
Vacuum floor mats. Replace as needed, except for Logo Special Order Mats, INDOT will replace these.	Daily
All floor and stairs shall be damp mopped. Baseboards, corners and edges of floor shall be kept free of all splash marks and dirt build-up.	Daily
All floors shall be inspected and special cleaning shall be provided as needed to remove unnecessary marks, dirt and grime.	Daily
All high traffic carpeted areas (including elevator) shall be vacuumed.	Daily
Glass entry doors shall be cleaned inside.	Daily
Spot clean all walls, molding and doors.	Daily
High speed buffing shall be performed on all corridors.	Weekly
Dust all window ledges.	Weekly
Dust/wipe sides of counter top and polish stainless steel panels.	Weekly
The stainless-steel doors and walls in the elevator shall be polished.	Weekly
All cobwebs shall be removed, including stairwells.	Weekly
All stairwell ledges shall be dusted.	Weekly
All outside smoking urns next to main district office building (4) shall emptied and cleaned.	Weekly
The terrazzo floors shall be stripped, resealed and waxed twice annually.	Twice Annually

All high traffic carpeted areas shall be shampooed quarterly.	Quarterly
Clean the inside of all windows twice annually with a nonabrasive non-streaking cleaner.	Twice Annually
All entry doors shall be cleaned outside monthly.	Monthly
Thoroughly clean wall molding and doors annually with an acceptable disinfectant cleaner.	Annually

Area of Service: Restrooms

All commodes and urinals shall be thoroughly cleaned. Commodes are to be thoroughly disinfected, including both sides of the toilet seat and dried. Special care shall be taken to thoroughly clean porcelain toilet bases around floor areas taking care of spillage on tile floors. The contractor shall develop a schedule for the use of acidic bowl cleaner which will be provided to the INDOT District Office.	Daily
All floors shall be wet mopped with a disinfectant.	Daily
All restroom waste receptacles shall be cleaned.	Daily
All mirrors shall be cleaned (top, bottom, and edges) and polished.	Daily
All toilet partitions shall be polished using a non-streaking cleaner. Special care shall be taken to clean bottom partition near floor. Care shall be taken to prevent toilet bowl cleaner from splashing onto the sides of the partitions to prevent discoloration of the laminate.	Daily
Wet or damp mop floors. Baseboards, corners and edges of floor must be kept free of all splash marks and dirt build-up, especially in areas around and behind commodes.	Daily
Receptacle liners in the feminine disposal units shall be emptied. Units shall be thoroughly cleaned with a disinfectant cleaner daily. Liners must be placed in the disposal units.	Daily
All brightwork and external plumbing shall be cleaned.	Weekly
All walls, moldings and doors shall be thoroughly washed with an appropriate disinfectant weekly.	Weekly
All lavatories/sinks, fixtures and countertops shall be cleaned and disinfected weekly (Do not	Weekly

use abrasive or corrosive cleaners on lavatory faucets).	
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Area of Service: Misc.

Any observed malfunctions of the mechanical equipment or electrical systems should be reported to the appropriate INDOT representative as soon as it is discovered.	As needed
Check and clean all floor drains weekly with a biodegradable, non-corrosive, antibacterial mixture.	Weekly
Keep supply area neat and orderly at all times. Thoroughly clean each week.	On going
Clean all exhaust fans and heat or air exchange vents weekly.	Weekly

Area of Service: Lab Space

The cleaning of lab rest rooms should follow guidelines provided above	See above Area of Service: Restrooms
All waste receptacles shall be emptied and liners replaced.	Daily
All recycling containers shall be emptied and placed in the appropriate outside containers.	Daily
Lab equipment and surfaces are excluded from cleaning services	N/A

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:

- Service Days: 3 days per week, (Tuesday, Wednesday, and Friday) at Crawfordsville Administration, Traffic, and Testing Building. These scheduled days may be altered in advance based on State holiday schedules or operational need.
- Service will be provided no earlier than 5:00pm
- 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:
 - SSN Trace
 - Admitted Convictions (they have an opportunity to self-disclose)
 - Criminal County Felony/Misdemeanor
 - Criminal National W/Fraud & Abuse
 - State of Indiana –Initial Screen (this includes Indiana State Policy Search & National Sex Offender Registry)
- Disposables: All disposables are to be provided by the contractor. Disposables include, but are not limited to, cleaning products/supplies, paper towels, toilet paper, lady disposable bags, trash bags, hand soap, etc.
- INDOT definitions of House Service Terms have been provided in RFP Attachment BB-INDOT- Definition of Terms.
- A sign-in/sign-out sheet shall be kept in the storage areas and shall be maintained by the Contractor.
- Cleaning Supplies: Contractor shall furnish all supplies, materials & equipment necessary for the cleaning of the District Office.
 - All supplies provided by the Contractor must meet with the approval of INDOT. An inventory log of Contractor's consumable supplies must be maintained for security and work purposes. INDOT reserves the right to obtain copies of the inventory log, upon request. MSDS sheets are to be kept on site for all consumable supplies. The Contractor's supervisor must be trained in the use of MSDS sheets.
- Contractor will supply temporary signs for wet floors, out of order, etc. Hand written signs are neither acceptable nor allowed.
- Smoking is permitted in signed smoking areas ONLY. This includes vaping, dip, etc. as referenced by the INDOT smoking policy.
- Contractor's employees will comply with applicable INDOT safety standards to avoid injury to INDOT or Contractor's personnel or damage to equipment. There will be no deviation from INDOT's safety standards without specific written consent of INDOT's representative. INDOT Safety Standards have been provided in RFP Attachment AA- INDOT Safety Procedures.

- The operation and servicing of all electrical, mechanical and water fixtures shall be the responsibility of INDOT.
- The Contractor will meet once a month with a representative of INDOT to review contract performance, special work assignments, problems or anything that would impact on the satisfactory performance of the Contract. Copies of the inspection report will be sent to the Contractor, INDOT's District Office and IDOA.
- Except for local and extended area calls necessary in the performance of services hereunder, Contractor's employees shall not use telephones, fax machines or copiers on INDOT premises. Contractor shall comply with all applicable security & secrecy of telephone communications regulations.
- Contractor's employees will comply with applicable INDOT safety standards to avoid injury to INDOT or Contractor's personnel or damage to equipment. There will be no deviation from INDOT's safety standards without specific written consent of INDOT's representative.
- All incidents shall be reported to the Contractor, INDOT's District Office, and IDOA vendor manager in accordance with the stated issue escalation process.
- INDOT will advise the Contractor of any scheduled work which is omitted, or found to be unacceptable. The standard escalation process outlined in the contract should be followed.

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:_____