

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, Division of Research

Facility Name and Address:

Research Division
1205 Montgomery Street
West Lafayette, IN 47906

Agency Site Designee Contact Information:

Kirk Germond, Facilities Manager
765-463-1521, Ext. 259
kgermond@indot.in.gov

Facility Hours of Operation:

Facility Hours: 7:30AM - 4:00PM, Monday - Friday
Janitorial Hours: 4:00PM - 11:00PM, Wednesday; 4:00PM - 11:00PM, Friday; 8:00AM - 11:00PM, Saturday and Sunday

Holidays observed not requiring janitorial services:

Standard State Holiday Schedule

Description of Facility:

The Research Division is approximately 20,000 square feet and includes offices and laboratory space. The facility is comprised of a variety of floor surfaces including (but not limited to) carpet, tile, and concrete. Janitorial service shall be provided in the office areas of the building and laboratory restrooms. All other laboratory space does not require service.

The estimated average daily population of this building is approximately 40 people.

Service types:**Area of Service:** Office Area

• Empty all trash receptacles and replace liners as necessary.	Twice per week
• Dust/damp-mop all hard surface floors as needed.	Twice per week
• Detail vacuum all carpeted flooring.	Twice per week
• Spot clean glass doors (within reach).	Twice per week
• Clean and de-scale drinking fountains.	Twice per week
• Clean conference room tables.	Twice per week
• Spot clean desktops (where accessible).	Twice per week
• Spot clean carpet as needed.	Twice per week
• Dust horizontal surfaces within reach.	Weekly
• Spot clean side-light glass as needed (within reach).	Weekly
• Spot clean walls, partitions, light switches, doors (and kick plates) and window ledges (within reach).	Weekly
• Dust chair legs, rungs, table legs, etc., (low dusting)	Weekly
• Dust door frames, pictures, vents, etc., (high dusting)	Weekly
• Dust window blinds (within reach).	Monthly
• Damp wipe baseboards	Monthly

Area of Service: Break Room

• Clean and disinfect tables and countertops.	Twice per week
• Clean, disinfect and polish stainless steel sinks and faucets	Twice per week
• Clean and disinfect appliance exterior surfaces, polish stainless steel.	Twice per week
• Empty waste receptacles, replace liners, wash or damp wipe and dry inside and outside when soiled or odorous.	Twice per week
• Clean and disinfect appliance interior surfaces, polish stainless steel and metal, as needed	Twice per week
• Dust/damp mop resilient floor	Twice per week
• Clean vinyl base and baseboards with approved products.	Monthly
• Machine scrub resilient floor and buff.	Quarterly
• Strip, clean and wax resilient floor according to manufacturer's instructions, with approved products.	Annually

Area of Service: Main Lobby & Corridors

• Clean entrance door glass (interior and exterior within reach) and spot clean other glass.	Twice per week
• Clean threshold plates.	Twice per week
• Clean and de-scale water fountains.	Twice per week

• Vacuum carpeted flooring and mats.	Twice per week
• Dust/damp mop hard surface flooring as needed.	Twice per week
• Clean entry area and door tracks.	Twice per week
• Collect and remove exterior trash within 10ft of doors.	Twice per week
• Empty trash, replace liners and spot clean all exterior waste receptacles.	Twice per week
• Spot clean walls (within reach).	Twice per week
• Spot clean carpet as needed.	Twice per week
• Dust furnishings, sills, and ledges (low and high within reach).	Twice per week
• Spot clean light switches or as needed.	Weekly
• Dust and spot clean vinyl baseboards.	Monthly
• Dust grills and diffusers (within reach).	Monthly

Area of Service: Restrooms (including lab restrooms)

• Empty and wipe down trash containers.	Twice per week
• Damp wipe receptacles.	Twice per week
• Empty and clean sanitary napkin dispensers.	Twice per week
• Clean and restock all restroom dispensers.	Twice per week
• Clean sinks, urinals, and commodes.	Twice per week
• Clean/polish accessible brightwork and mirrors.	Twice per week
• Sweep and damp mop hard surface flooring.	Twice per week
• Spot clean partitions, entry doors, kick plates and frames, walls, and light switches.	Twice per week
• Dust partitions and framing.	Twice per week
• Clean entire partitions next to urinals and spot clean walls.	Twice per week
• Clean main restroom doors, dust baseboards.	Weekly
• Clean exhaust vents or as needed.	Monthly
• Machine scrub hard surface flooring.	Monthly
• Clean baseboards.	Monthly

General needs:

- Janitorial service shall be provided for the facility twice weekly, after normal business hours and before 11:00pm. One service shall be on Wednesday evening and one service shall be on Friday evening or Saturday or Sunday.
- **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:
 - 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)
- 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 Contractor shall provide all cleaning equipment and chemicals. Cleaning equipment and chemicals must be approved by INDOT prior to use.
- INDOT shall provide all paper products, feminine hygiene products, waste receptacle liners, and soaps.

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:_____