

**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, Office of Material Management

**Facility Name and Address:**

Office of Materials Management  
120 South Shortridge Road  
Indianapolis, IN 46219

**Agency Site Designee Contact Information:**

Seth Estep, Lab Manager  
317-671-4351  
[SEstep@indot.IN.gov](mailto:SEstep@indot.IN.gov)

**Facility Hours of Operation:**

Facility Hours: 8:00AM – 5:00PM, Monday – Friday  
Janitorial Hours: Any time between 8:00AM – 5:00PM, Monday-Friday

**Holidays observed not requiring janitorial services:**

Standard State Holiday Schedule

**Description of Facility:**

The Office of Material Management is approximately 65,000 square feet and includes office and laboratory space. The facility is comprised of a variety of floor surfaces including (but not limited to) carpet, tile, and concrete.

The estimated average daily population of this building is approximately 90 people.

**Service types:**

Service will be required 5 day per week and will be as follows:

**Area of Service:**

|                         |       |
|-------------------------|-------|
| Empty Waste Receptacles | Daily |
|-------------------------|-------|

|  |           |
|--|-----------|
| Replace Waste Receptacle Liners  | Daily     |
| Mop Restroom Floors with Disinfectant  | Daily     |
| Clean and Disinfect Restroom Surfaces (including toilets, urinals, sinks, counters, mirrors, partitions, etc.) | Daily     |
| Replenish Restroom Soap and Paper Products   | Daily     |
| Vacuum Entrance Door Runners   | Daily     |
| Clean and Disinfect Break Room Surfaces (including tables and counters)  | Daily     |
| Vacuum All Carpeted Areas  | Weekly    |
| Sweep and Mop All Other Non-Carpeted Floors  | Weekly    |
| Dust all surfaces to include furniture, window sills, cabinets, heating units, doors, walls etc.               | Monthly   |
| Clean Windows, Glass Doors, Other Glass Surfaces   | Monthly   |
| Remove Spills and Stains from carpet and floors  | As Needed |
| Spot Clean Windows, Glass Doors, Other Glass Surfaces to remove marks, smudges, etc.                           | As Needed |

**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:

- 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.
  - Cleaning Supplies: The vendor shall provide all cleaning equipment and chemicals. Cleaning equipment and chemicals must be approved by INDOT prior to use.
  - Disposables: INDOT shall provide paper products, feminine hygiene products, waste receptacle liners, and soaps.
  - The vendor is not responsible for cleaning lab equipment, surfaces, or floors. However, the vendor will provide trash removal and will replace trash receptacle liners in the lab areas.
  - Staffing Requests:
    - 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 vendor shall provide staffing five hours daily during business hours.

### **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: \_\_\_\_\_