

## 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 Veterans Home (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 Veterans’ Home (IVH)

### **Facility Name and Address:**

3851 N. River Road  
West Lafayette, IN 47906

### **Agency Site Designee Contact Information:**

Debra Birge, Maintenance Facilities Coordinator  
765-497-8524  
dbirge@ivh.in.gov

### **Facility Hours of Operation:**

Facility Hours: 24/7/365  
Janitorial Hours: 5:00 AM – 5:00 PM, Monday through Friday  
5:00 AM – 2:30 PM, Saturday and Sunday

### **Holidays observed not requiring janitorial services:**

Patient care areas, bathrooms, dining areas, etc. are open 24/7/365  
Office areas and employee work spaces in non-resident areas observe all State holidays and cleaning services would not be necessary for those areas.

### **Description of Facility:**

Square Footage: 248,228  
Average Daily Population Breakdown: Residents- 200, Staff- 200, Temporary Staffing- 100

### **Service types:**

#### **Area of Service: Medical Offices/ IVH Clinic/ Lounges/ Exam Rooms / Nurses Stations**

Empty all trash receptacles and replace liners	Daily
Replenish all soap and paper products	Daily
Dust mop and spot mop all hard surface flooring	Daily

Vacuum carpeted areas	Daily
Dust desk tops, table tops & file cabinets	Daily
Wipe off exposed countertop areas with disinfectant	Daily
Wash and disinfect all sinks and faucets	Daily
Spot clean to remove prints on walls and areas around light switches	Daily
Dust all horizontal surfaces not covered daily	Weekly
Dust TV's, TV shelves and mounts	Weekly
Damp wipe or dust all furniture including legs & sides	Weekly
Move and vacuum under and behind lounge room furniture	Weekly
Clean and polish kick plates on doors	Weekly
Dust windowsills, blinds, and baseboards	Weekly
Spot clean glass on entrance doors and sidelights	As needed
Wash waste baskets with a disinfectant solution	As needed
Vacuum heater and ventilation grills and diffusers	As needed
Burnish or polish hard surface floors	As needed
Top scrub and recoat hard surface floors	As needed
*Deep clean as requested	As needed

**Area of Service: Labs/ Storage Areas / Equipment Rooms/ Bio Hazard Areas**

Empty all trash receptacles	Daily
Replenish all soap and paper products	Daily
Dust mop and spot mop all hard surface flooring	Daily
Vacuum carpeted areas	Daily
Replace liners in trash receptacles	As needed
Vacuum heater and ventilation grills and diffusers	As needed
Spot clean and dust all horizontal and vertical surfaces	As needed
Top scrub and recoat hard surface floors	As needed
Burnish and polish hard surface floors if needed	As needed

**Area of Service: Restrooms**

Empty all trash receptacles and replace liners	Daily
Replenish all soap, personal hygiene, and paper products in dispensers	Daily
Wash, sanitize and polish sinks, fixtures, and faucets	Daily
Wash and dry all countertops	Daily
Wash and sanitize toilets, commodes, and urinals	Daily
Wipe off and polish all chrome/metal surfaces	Daily
Clean and polish mirrors	Daily

Dust mop and spot mop all hard surface flooring	Daily
Clean and polish kick plates on doors	Weekly
Dust all horizontal surfaces	Weekly
Top scrub and recoat hard surface floors	As needed
Vacuum heater and ventilation grills and diffusers	As needed
Hand wash/spot clean partitions, doors, and walls	As needed
Provide cleanup for any leaks or overflows	As needed
Wash waste baskets with a disinfectant solution	As needed
Clean and deodorize drains	As needed

#### **Area of Service: Common Areas/ Offices/ Hallways**

Empty all trash receptacles	Daily
Dust mop and damp mop hard surface flooring areas	Daily
Machine scrub and buff all hard surface hallway floors	Daily
Vacuum all carpeted flooring areas	Daily
Clean and dust baseboards	Weekly
Clean and polish kick plates on doors	Weekly
Replace liners in trash receptacles	As needed
Wash door glass and spot clean all other glass surfaces	As needed
Sweep and damp wipe thresholds	As needed
Spot clean walls	As needed
Dust horizontal surfaces, venetian and other blinds	As needed
Vacuum heater and ventilation grills and diffusers	As needed

#### **Area of Service: Resident's Rooms (Excluding Lincoln Building)**

Empty all trash receptacles and replace liners	Daily
Replenish all soap and paper products in dispensers	Daily
Clean and sanitize living areas and furnishings	Daily
Spot clean public and resident activity areas	Daily
*Deep Clean living areas and furnishings (touch everything in rooms)	Weekly
*Deep Clean public and resident activity areas (touch everything)	Weekly
*Deep clean rooms prior to new admission arrivals	As needed
Change personal privacy curtains	As needed
Change out anti-slip mats	As needed
Provide additional cleanings for rooms or furnishings due to accidents or spills	As needed
Strip and recoat floors	As needed

#### **Area of Service: Stairways**

Empty all trash receptacles	Daily
Sweep and damp mop all hard surface floors and steps	Daily
Sweep and damp mop all entryways at top and bottom of stairs	Daily
Wipe down and sanitize hand rails	Weekly
Dust all horizontal surfaces	Weekly
Replace liners in trash receptacles	As needed
Distribute/place newly cleaned mats	As needed during inclement weather
Sweep and mop entryways	As needed during inclement weather
Clear and clean any obstructions in doorways	As needed during inclement weather

#### **Area of Service: Elevators**

Sweep and clean all hard surface flooring	Daily
Vacuum all carpeted flooring	Daily
Vacuum inside elevator tracks	Daily
Top scrub and recoat hard surface floors	Monthly
Clean and polish surfaces inside and out to maintain good appearance	As needed
Dust all horizontal surfaces	As needed
Spot clean walls	As needed

#### **Area of Service: Lincoln Building**

Empty trash receptacles	Daily
Sweep and clean all common areas, lounges, laundry room, and entryways	Daily
Replenish all soap and paper products in all dispensers	Daily
Dust mop and damp mop hard surface flooring in common areas	Daily
Clean, wipe down, sanitize and mop shower rooms	Daily
*Deep clean occupied domicile rooms and common bathrooms	Weekly
Replace liners in trash receptacles	As needed
Clean up accidents or spills that occur in domicile rooms or common areas	As needed
Top scrub and recoat hard surface floors	As needed

#### **Area of Service: VA Clinic (Dewey Building, 1st Floor)**

Clean all offices, bathrooms, common areas, waiting rooms, and entryways	Daily (Monday Through Friday)
Empty trash receptacles	Daily (Monday Through Friday)
Replenish all soap and paper products in all dispensers	Daily (Monday Through Friday)
Dust mop and damp mop hard surface flooring in common areas	Daily (Monday Through Friday)
Vacuum all carpeted flooring	Daily (Monday Through Friday)
Deep clean medical offices and waiting rooms	Quarterly
Replace liners in trash receptacles	As needed

#### **Area of Service: Motel**

Replace bedding, towels, linens, and rugs	Daily (Occupied Rooms)
Empty trash receptacles	Daily (Occupied Rooms)
Replenish all soap and paper products	Daily (Occupied Rooms)
Clean and sanitize bathroom and shower	Daily (Occupied Rooms)
Clean bedroom/living area (change linens and bath towels, wipe down: refrigerator, dressers, stands, chairs, tv, window sill, sweep/mop floors and floor mats.)	Daily (Occupied Rooms)
Clean and polish mirrors	Daily (Occupied Rooms)
Vacuum carpeted flooring	Daily (Occupied Rooms)
Dust mop and spot mop all hard surface flooring	Daily (Occupied Rooms)
Laundry dirty bedding, towels, linens, and rugs (equipment provided by IVH)	Daily (Occupied Rooms)
Replace liners in trash receptacles	As needed

**Area of Service: Other Areas (Beauty shop, Mitchell Cafeteria, Auditorium, Chapel)**

Beauty Shop (when open)- spot clean, empty trash receptacles	Daily
Mitchell Cafeteria- dust mop floor and wipe down window sills	Daily
Auditorium- clean and dust mop floor, empty trash receptacles	Daily
Chapel – clean common areas and offices	Weekly
Distribute/place newly cleaned mats	Weekly
Replace liners in trash receptacles	As needed
Beauty Shop- launder towels, fold, and return to shop (equipment provided by IVH)	As needed
Auditorium- provide additional cleaning after all events or meetings (floor care, sweeping, mopping, empty trash and replace trash liners, disinfect all vertical and horizontal hard surfaces)	As needed

**Area of Service: Laundry Services**

Dirty laundry will be put in laundry bags by nurse aides and sent down laundry chutes to each resident building's lowest floor collection bins (provided by IVH).	Daily
Retrieve dirty laundry from the chutes throughout facility and take to laundry room.	Daily
Unload, sort, and separate laundry by type (personal, linens, special handling)	Daily
Put laundry in bins for pick up by laundry contractor (separately).	Daily
Move loaded bins to designated pick up areas in hallway.	Daily
Once laundry is cleaned and returned to IVH, deliver the clean linens to the designated nursing units	Daily
Deliver resident personal clothing to resident rooms, drawers, or closets.	Daily
Deliver cases of laundry liners (provided by IVH) to all floors when requested by nursing department.	As needed

**Area of Service: Other Housekeeping Services**

Breakdown and remove all cardboard or boxes and put in dumpsters	As needed
Clean all switch plates, light switches, door knobs and locks	As needed
Clean all entrance glass, accessible windows, and door glass	As needed
All Drinking fountains – Clean and polish	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.

**\*Deep clean is defined as follows:**

**Bathroom:** Mop Walls, Clean/wipe down the following: Sink inside, Sink underneath, Soap dispenser underneath, Vents/Lights/Mirror, Handrails/walls around toilet, Door jams/doors, Toilets underneath, Chrome pipe (no green or white build-up), Trash cans – inside/outside/under, Sanitize floor drains (with enzyme & two cups water).

**Resident Room:** Pull items out from wall, mop walls/wipe baseboards, raise bed/clean bed/bed frame, clean: windows/blinds, dust top/under radios, all surfaces, register/grill under window, trash can inside/outside/under, tv's., cords/plugs/call lights/remotes, vents/lights/nightlight/outlet, doors/doorframes, curtains – clean and straighten-proper hanging, bedside tables – top/under/legs, change rugs, spray everything with alcohol, floors – sweep/mop/corners to no debris no dirt line at exit/behind doors.

**Unique needs:**

- IVH operates an 8 room motel on site for resident families and guests as needed. Usually no more than 1 or 2 rooms are occupied at any time.
- Laundry support services will be performed every day between the hours of 5:00 a.m. and 5:00 p.m. on Monday through Friday and up to 4 hours/day on Saturdays, Sundays, and Holidays.
- **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.
- **Supplies & Equipment**
  - Contractor will provide all necessary chemicals and equipment (except as indicated above) to complete the above listed services.
  - IVH Facility will provide washing machine and dryer
- **Disposables**
  - All paper products, hygiene items, trash liners and soap will be provided by IVH unless otherwise agreed in advance by both parties.
- **Safety**
  - 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 will ensure at own cost that all its staff have Tuberculosis and Influenza vaccines prior to beginning work at IVH and annually as needed.
  - All cleaning carts and cleaning materials will be kept monitored and/or secured at all times.

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