Vendor #:91875A
Commodity code: 91039000000
Contract Amount: $90,855.00

STATE OF UTAH
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT
JANITORIAL SERVICE MAINTENANCE CONTRACT
OREM PUBLIC SAFETY
RX100 44M80000021
SOLICITATION NUMBER RF4075

046210

THIS AGREEMENT made and entered into between SANITORS, whose address is 1827 S. Fremont Drive, Salt Lake City, Utah 84104, hereinafter referred to as "CONTRACTOR", and the STATE OF UTAH, DEPARTMENT OF ADMINISTRATIVE SERVICES, DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT, hereinafter referred to as the "DIVISION".

WHEREIN IT IS MUTUALLY AGREED TO AS FOLLOWS:

THIS AGREEMENT consists of this executed contract document with the following exhibit(s) and attachment(s):

JANITORIAL SPECIFICATIONS
STANDARD TERMS AND CONDITIONS

THIS AGREEMENT shall commence on February 1, 2004, and continue until January 31, 2009. Either party may notify the other in writing at least sixty (60) days prior to canceling the contract.

W I T N E S S E T H

That the Contractor and the Division, for the consideration hereinafter named hereby covenants and agree to perform work, services and standards as thus stated:

ARTICLE 1. DESIGNATED WORK

The intent of this contract is to place with the Contractor the full and complete responsibility for professional janitorial services of a high degree of cleanliness and good appearance of the premises of any facility or location named herein, by performing for the Division the items of work set out in each separate Specification, Building Work Schedule and collectively on listed attachments attached hereto and made a part hereof.

Area Serviced

Orem Public Safety
759 North 1370 West
Orem, Utah
~13,205 sq. ft.

(a) Locations may be added or deleted from time to time, or changes made at particular location(s) by written agreement of the parties as evidenced by the execution of consecutively numbered amendments. Each consecutively numbered amendment shall list the added or deleted location, building, effective date, and net change in contract price per month for each location. If the amendment covers a new or deleted location, the full charge in monthly prices shall be shown.

(b) In addition to the above, the Contractor shall, when requested, in writing by a DFCM purchase order, perform such additional janitorial service work operations as may be designated by the Division, the contract price for which shall be agreed upon by the parties prior to the performance of such work.

(c) The Division shall have the right to let separate contracts for other work to be performed at or adjacent to the site of the Contractor's operation that is not covered in this agreement in which event the Contractor shall cooperate in all reasonable ways to facilitate the operations of other contractors and shall avoid unnecessary interference therewith.

(d) No direction or approval given by the Division, or any representative of the Division, which deviates in any respect from the specifications or other contract documents shall be valid or recognized unless and until same is reduced to writing and issued in the form of a written order over the signature of an authorized representative of the Division so as to become a contract document hereinbefore defined.

ARTICLE 2. CONTRACTUAL RELATIONSHIP

(a) The Contractor shall have full control and direction over the labor, mode and manner of doing the work according to the Contract and Specifications. All assigned work is to be done by the Contractor or the Contractor's employees and wholly at the risk of the Contractor. During its progress, the Contractor shall take all precautions for the safe performance of the work and the safety of the property and injury of persons present.

(b) The relationship the Contractor shall bear to the Division under this agreement shall be that of an independent contractor for any and all purposes and nothing herein contained shall be construed to be inconsistent with this relationship status.

(c) In accordance with the Division's policy with respect to contractor relationships, it is hereby stipulated by the undersigned representative of the Contractor, that to the best of his knowledge and belief the Contractor has not employed, retained, induced, or directed any person employed by the Division to solicit or secure this contract upon agreement, offer, understanding, or publication involving any form of remuneration whatsoever.
The Contractor shall have none of the rights or privileges available to officers or employees of the State of Utah. Every workman assigned to perform any work relating to this contract shall be fully trained by the contractor prior to working on the premises. In-service training shall also be provided to sustain an acceptable performance level.

(e) In the event of a work stoppage by employees of the Division or the Contractor or any other of the Division's contractors affecting any of the locations covered herein, Contractor shall furnish service required to keep location in satisfactory condition. In the event of danger to Contractor's employees, this service shall be performed by Contractor's management personnel, in cooperation with Division authorities.

(f) Provisions of this contract are pursuant to the authority set forth in 63-56, Utah Code Annotated, 1953, as amended, Utah State Procurement Rules (Utah Administrative Code Section R33), and related statutes which permit the Division to purchase certain specified services, and other approved purchases for the Division.

(g) The provisions of this contract shall be governed by the laws of the State of Utah.

(h) The Contractor shall maintain, or supervise the maintenance of all records necessary to properly account for the payments made to the Contractor for costs authorized by this contract. These records shall be retained by the Contractor for at least four years after the contract terminates, or until all audits initiated within the four years, have been completed, whichever is later.

(i) The Contractor agrees to allow Division and Federal auditors, and Division staff, access to all the records to this contract, for audit and inspection, and monitoring of services. Such access will be during normal business hours, or by appointment.

(j) Contractor represents that none of its officers or employees are officers or employees of the State of Utah, unless disclosure has been made in accordance with 67-16-8, Utah Code Annotated, 1953, as amended.

(k) The Contractor agrees to abide by the provisions of Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age; and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities. Also, the Contractor agrees to abide by Utah's Executive Order, dated June 30, 1989, which prohibits sexual harassment in the work place.

(l) A declaration by any court, or by any other binding legal source, that any provision of this contract is illegal and void shall not affect the legality and enforceability of any other provision of this contract, unless the provisions are mutually dependent.

(m) This contract may be amended, modified, or supplemented only by written amendment to the contract, executed by the parties hereto, and attached to the original signed copy of the contract.

(n) The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the Contractor cannot certify this statement, attach a written explanation for review by the Division.

(o) Building keys shall be issued to the Contractor. All key replacements, for broken, lost or stolen keys, shall be charged to the Contractor. Cost to rekey building(s), including new bitting codes, due to lost, misplaced or stolen keys by the Contractor, will be the responsibility of said Contractor. Contractor will be responsible for property which is stolen during the time period it takes to rekey the building(s).

ARTICLE 3. PERMITS AND LICENSE

(a) The Contractor shall secure and pay for all governmental permits and licenses required by law with relation to any work covered by this contract, and shall give all notices, pay all fees and comply with all laws, ordinances, rules and regulations relating to the work specified.

ARTICLE 4. SURETY AND GUARANTEE

(a) The Contractor shall provide a Letter of Credit or a Performance Bond in the amount of $17,076.00, which is one hundred percent (100%) of the current year contract amount. This irrevocable letter of credit shall be delivered to DFCM within fourteen (14) days of the contract award and prior to the commencement of work. This Performance Bond shall be required for each contract renewal year at 100% of the current renewal year contract amount.

February 1, 2004-January 31, 2005 $2,561.40

February 1, 2005-January 31, 2006	$2,561.40
February 1, 2006-January 31, 2007	$2,638.20
February 1, 2007-January 31, 2008	$2,717.25
February 1, 2008-January 31, 2009	$2,775.00

ARTICLE 5. INSURANCE

(a) The Contractor shall take out, pay for, and at all times during the performance of work hereunder, maintain, through companies or agencies approved by the Division containing provisions satisfactory to the Division, such public, contingent and employees liability compensation insurance and other employee benefit acts and from any and all claims for damage for personal injury, including death, and from claims for property damage or loss thereof, which may arise in or result from the performance of the work covered by the contract or by failure or omission of the Contractor to comply with any of the provisions of the contract. Such insurance shall include comprehensive general liability and property damage, including automobile, products-completed, operations and blanket broad form contractual, with coverage adequate in the amounts to be determined by the contractor to be reasonably necessary to afford protection from such claims, but with minimum limits as to both bodily injury and property damage of not less than $1,000,000 each, which coverage shall be written on an occurrence basis.

(b) Certificates indicating such insurance to be enforce and effect and providing that they will not be canceled during the performance of the work under the contract without thirty (30) days prior written notice to the Division shall be filed with the Division prior to commencement of work hereunder; provided, however, that the Contractor shall at any time upon request, file duplicate copies of the policies of such insurance with the Division.

(c) The Contractor shall be liable for any and all personal injury and damage to the facilities, equipment and furnishings caused by his employees, whether such damage was accidental or intentional.

(d) The Contractor agrees that it/he shall at all times protect and indemnify and save harmless the State of Utah and all institutions, agencies, departments, authorities and instrumentalities of the State of Utah and any of their governing bodies or of their boards or commissions or any of their elected or appointed officers or any of their employees from any and all claims, damages of every kind and nature made, rendered or incurred by or in behalf of any person or corporation whatsoever, including the parties hereto and their employees that may arise, occur or grow out of any acts, actions, work or other activity done by the said contractor in the performance and execution of this contract.

ARTICLE 5. LABOR, EQUIPMENT AND SUPPLIES

(a) Unless otherwise specified in the Specification - Work Schedule, the Contractor shall furnish all labor, tools and equipment, cleaning compounds and chemicals or as directed on the Individual Building Specification - Work Schedule.

(b) The Contractor may store his tools and equipment in an orderly manner on the Division's premises wholly at his own risk when designated space is available, except that gasoline using equipment shall not be stored inside a building.

(c) The Contractor agrees to furnish all labor, materials and equipment to complete the work as required in the Specifications which are hereby made a part of this contract by reference. It is understood and agreed by the parties hereto that all work shall be performed as required in the Specifications and shall be subject to inspection and approval of the Division or its authorized representative. The relationship of the Contractor to the Division hereunder is that of an independent contractor.

ARTICLE 6. CANCELLATION, RENEWAL, CANCELLATION FOR CAUSE

(a) The contract shall remain in effect on the same terms and conditions. It may be terminated by either party by giving written notice with or without cause to the other party at least sixty (60) calendar days prior to the termination date under the contract. Any such termination shall be effected by delivery to Contractor of said written notice of termination specifying the extent to which performance of work under the agreement is terminated and the date upon which such termination becomes effective. The Contractor acknowledges that in the event of such termination, their total remedy and monetary recovery from the Owner is limited to full payment for all work performed under this contract up to the date of termination.

(b) In the event the Contractor, through the result of workmanship or his organization, fails to perform the services agreed to under this contract, the Division may serve written notice upon the contractor of its intentions to terminate said contract; and unless within ten (10) days after serving of such notice, such violations do not cease, the Division may terminate this contract for cause.

If grounds for a second ten-day notice exist within six months of the issuance of a prior appropriate ten-day notice, the Division may issue a termination notice under Article 6 (a) with the sixty day time frame being reduced to ten days.

(c) Contractor and Division both acknowledge that the Division cannot contract for payment of funds not yet appropriated by the Utah State Legislature. The Division, therefore, reserves the right for the above reason to terminate this contract by giving sixty (60) days notice in the manner heretofore stated in this contract.

ARTICLE 7. INSPECTION OF WORK

Inspection of the whole, or any part of the work, and of the supplies and materials furnished by the Contractor, may be made by the Division's representative, or other so authorized individual, at anytime.

The Contractor shall provide weekly written inspection reports of the facilities. Contractor shall accompany Division Facilities Coordinator or his designated representative on a monthly (more often, if necessary) inspection of facilities included in the contract.

ARTICLE 8. NON-ASSIGNMENT

The Contractor shall not assign or sell this contract or his rights or any monies due, or to become due hereunder, nor shall the Contractor subcontract any of its duties hereunder.

SUBCONTRACTOR - No part of the contract shall be sublet by the Contractor without the prior written approval of the Division.

The Contractor and the Division, for themselves, their heirs, successors, executors and administrators, hereby agree to full performance of the covenants herein contained.

ARTICLE 9. COST AND ATTORNEY'S FEES

In case of default in carrying out the terms and conditions of this contract, the party in default agrees to pay a reasonable attorney's fee and all costs of the other party in enforcing this contract.

ARTICLE 10. CONTRACT SUM PAYMENT

For the period beginning February 1, 2004 through January 31, 2005, the Contractor agrees to accept for full performance under the contract the sum of Seventeen Thousand Seventy-Six Dollars ($17,076.00), to be paid in monthly installments of One Thousand Four Hundred Twenty-Three Dollars ($1,423.00) each, as payment for full services performed during that period.

For the period beginning February 1, 2005 through January 31, 2006, the Contractor agrees to accept for full performance under the contract the sum of Seventeen Thousand Seventy-Six Dollars ($17,076.00), to be paid in monthly installments of One Thousand Four Hundred Twenty-Three Dollars ($1,423.00) each, as payment for full services performed during that period.

For the period beginning February 1, 2006 through January 31, 2007, the Contractor agrees to accept for full performance under the contract the sum of Seventeen Thousand Five Hundred Eighty-Eight Dollars ($17,588.00), to be paid in monthly installments of One Thousand Four Hundred Sixty-Five Dollars and 67/100 ($1,465.67) each, as payment for full services performed during that period.

For the period beginning February 1, 2007 through January 31, 2008, the Contractor agrees to accept for full performance under the contract the sum of Seventeen Thousand Four Hundred Twenty-Nine Dollars and 76/100 ($18,115.00), to be paid in monthly installments of One Thousand Five Hundred Nine Dollars and 58/100 ($1,509.58) each, as payment for full services performed during that period.

For the period beginning February 1, 2008 through January 31, 2009, the Contractor agrees to accept for full performance under the contract the sum of Eighteen Thousand Five Hundred Dollars ($18,500.00), to be paid in monthly installments of One Thousand Five Hundred Forty-One Dollars and 67/100 ($1,541.67) each, as payment for full services performed during that period.

Original Contract	$ 17,076.00	9/1/2004 – 8/31/2005
	$ 17,076.00	9/1/2005 – 8/31/2006
	$ 17,588.00	9/1/2006 – 8/31/2007
	$ 18,115.00	9/1/2007 – 8/31/2008
	$ 18,500.00	9/1/2008 – 8/31/2009
	$ 2,500.00	Tag items $500 per year for 5 years
Total for 5 years	$90,855.00	not to exceed, not guaranteed

All original time cards and sign-in-sheets shall be submitted to Division by Contractor with payment invoices. Failure to supply said documents may result in the delay of payments.

IN WITNESS WHEREOF, the parties have executed this Contract Agreement on the day and year first above written.

046210

CONTRACTOR:
SANITORS

Jan 28. 04
Name P. BRISTOW Date
Title:

ATTEST

1-28-04
Secretary/Officer/Witness Date

STATE OF UTAH/DIV. OF FACILITIES CONSTRUCTION AND MANAGEMENT

2/2/04
Jake Jacobson Date
Managing Facilities Coordinator

APPROVED/FUNDS AVAILABILITY:

1/30/04
David D. Williams, Jr. Date
Financial Manager

FEB 2 0 2004
Division of Purchasing Date

CONTRACT RECEIVED AND
PROCESSED BY
DIVISION OF FINANCE

FEB 2 0 2004
Division of Finance Date

XXX

ATTACHMENT A: STANDARD TERMS AND CONDITIONS

1. **AUTHORITY:** Provisions of this contract are pursuant to the authority set forth in 63-56, Utah Code Annotated, 1953, as amended, Utah State Procurement Rules (Utah Administrative Code Section R33), and related statutes which permit the State to purchase certain specified services, and other approved purchases for the State.

2. **CONTRACT JURISDICTION, CHOICE OF LAW, AND VENUE:** The provisions of this contract shall be governed by the laws of the State of Utah. The parties will submit to the jurisdiction of the courts of the State of Utah for any dispute arising out of this Contract or the breach thereof. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.

3. **LAWS AND REGULATIONS:** Any and all supplies, services and equipment furnished will comply fully with all applicable Federal and State laws and regulations.

4. **RECORDS ADMINISTRATION:** The Contractor shall maintain, or supervise the maintenance of all records necessary to properly account for the payments made to the Contractor for costs authorized by this contract. These records shall be retained by the Contractor for at least four years after the contract terminates, or until all audits initiated within the four years, have been completed, whichever is later. The Contractor agrees to allow State and Federal auditors, and State Agency Staff, access to all the records to this contract, for audit and inspection, and monitoring of services. Such access will be during normal business hours, or by appointment.

5. **CONFLICT OF INTEREST:** Contractor represents that none of its officers or employees are officers or employees of the State of Utah, unless disclosure has been made in accordance with 67-16-8, Utah Code Annotated, 1953, as amended.

6. **CONTRACTOR, AN INDEPENDENT CONTRACTOR:** The Contractor shall be an independent contractor, and as such, shall have no authorization, express or implied, to bind the State to any agreements, settlements, liability, or understanding whatsoever, and agrees not to perform any acts as agent for the State, except as herein expressly set forth. Compensation stated herein shall be the total amount payable to the Contractor by the State. The Contractor shall be responsible for the payment of all income tax and social security amounts due as a result of payments received from the State for these contract services. Persons employed by the State and acting under the direction of the State shall not be deemed to be employees or agents of the Contractor.

7. **INDEMNITY CLAUSE:** The Contractor agrees to indemnify, save harmless, and release the State OF UTAH, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits, and proceedings arising out of the performance of this contract which are caused in whole or in part by the negligence of the Contractor's officers, agents, volunteers, or employees, but not for claims arising from the State's sole negligence.

8. **EQUAL OPPORTUNITY CLAUSE:** The Contractor agrees to abide by the provisions of Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age; and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities. Also, the Contractor agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the work place.

9. **SEPARABILITY CLAUSE:** A declaration by any court, or any other binding legal source, that any provision of this contract is illegal and void shall not affect the legality and enforceability of any other provision of this contract, unless the provisions are mutually dependent.

10. **RENEGOTIATION OR MODIFICATIONS:** This contract may be amended, modified, or supplemented only by written amendment to the contract, executed by the same persons or by persons holding the same position as persons who signed the original agreement on behalf of the parties hereto, and attached to the original signed copy of the contract.

11. **DEBARMENT:** The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If the Contractor cannot certify this statement, attach a written explanation for review by the State. The Contractor must notify the State Director of Purchasing within 30 days if debarred by any governmental entity during the Contract period.

12. **TERMINATION:** Unless otherwise stated in the Special Terms and Conditions, this contract may be terminated, with cause by either party, in advance of the specified termination date, upon written notice being given by the other party. The party in violation will be given ten (10) working days after notification to correct and cease the violations, after which the contract may be terminated for cause. This contract may be terminated without cause, in advance of the specified expiration date, by either party, upon 90 days prior written notice being given the other party. On termination of this contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination.

13. **NONAPPROPRIATION OF FUNDS:** The Contractor acknowledges that the State cannot contract for the payment of funds not yet appropriated by the Utah State Legislature. If funding to the State is reduced due to an order by the Legislature or the Governor, or is required by State law, or if federal funding (when applicable) is not provided, the State may terminate this contract or proportionately reduce the services and purchase obligations and the amount due from the State upon 30 days written notice. In the case that funds are not appropriated or are reduced, the State will reimburse Contractor for products delivered or services performed through the date of cancellation or reduction, and the State will not be liable for any future commitments, penalties, or liquidated damages.

14. **SALES TAX EXEMPTION:** The State of Utah's sales and use tax exemption number is E33399. The tangible personal property or services being purchased are being paid from State funds and used in the exercise of that entity's essential functions. If the items being purchased are construction materials, they will be converted into real property by employees of this government entity, unless otherwise stated in the contract.

15. **WARRANTY:** The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah apply to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable

for any special purposes that the State has relied on the contractor's skill or judgment to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

16. **PUBLIC INFORMATION:** Contractor agrees that the contract will be a public document, and may be available for distribution. and Contractor gives the State express permission to make copies of the contract and/or of the response to the solicitation in accordance with the State of Utah Government Records Access and Management Act. The permission to make copies as noted will take precedence over any statements of confidentiality, proprietary information, copyright information, or similar notation.

17. **DELIVERY:** Unless otherwise specified in this contract, all deliveries will be F.O.B. destination with all transportation and handling charges paid by the Contractor. Responsibility and liability for loss or damage will remain with Contractor until final inspection and acceptance when responsibility will pass to the State except as to latent defects, fraud and Contractor's warranty obligations.

18. **ORDERING AND INVOICING:** All orders will be shipped promptly in accordance with the delivery schedule. The Contractor will promptly submit invoices (within 30 days of shipment or delivery of services) to the State. The State contract number and/or the agency purchase order number shall be listed on all invoices, freight tickets, and correspondence relating to the contract order. The prices paid by the State will be those prices listed in the contract. The State has the right to adjust or return any invoice reflecting incorrect pricing.

19. **PAYMENT:** Payments are normally made within 30 days following the date the order is delivered or the date a correct invoice is received, whichever is later. All payments to the Contractor will be remitted by mail unless paid by the State of Utah's Purchasing Card.

20. **PATENTS, COPYRIGHTS, ETC.:** The Contractor will release, indemnify and hold the State, its officers, agents and employees harmless from liability of any kind or nature, including the Contractor's use of any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, article or appliance furnished or used in the performance of this contract.

21. **ASSIGNMENT/SUBCONTRACT:** Contractor will not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this contract, in whole or in part, without the prior written approval of the State.

22. **DEFAULT AND REMEDIES:** Any of the following events will constitute cause for the State to declare Contractor in default of the contract: 1. Nonperformance of contractual requirements; 2. A material breach of any term or condition of this contract. The State will issue a written notice of default providing a ten (10) day period in which Contractor will have an opportunity to cure. Time allowed for cure will not diminish or eliminate Contractor's liability for damages. If the default remains, after Contractor has been provided the opportunity to cure, the State may do one or more of the following: 1. Exercise any remedy provided by law; 2. Terminate this contract and any related contracts or portions thereof; 3. Impose liquidated damages, if liquidated damages are listed in the contract; 4. Suspend Contractor from receiving future solicitations.

23. **FORCE MAJEURE:** Neither party to this contract will be held responsible for delay or default caused by fire, riot, acts of God and/or war which is beyond that party's reasonable control. The State may terminate this contract after determining such delay or default will reasonably prevent successful performance of the contract.

24. **PROCUREMENT ETHICS**: The Contractor understands that a person who is interested in any way in the sale of any supplies, services, construction, or insurance to the State of Utah is violating the law if the person gives or offers to give any compensation, gratuity, contribution, loan or reward, or any promise thereof to any person acting as a procurement officer on behalf of the State, or who in any official capacity participates in the procurement of such supplies, services, construction, or insurance, whether it is given for their own use or for the use or benefit of any other person or organization (63-56-73, Utah Code Annotated, 1953, as amended).

25. **CONFLICT OF TERMS:** Contractor Terms and Conditions that apply must be in writing and attached to the contract. No other Terms and Conditions will apply to this contract including terms listed or referenced on a Contractor's website, terms listed in a Contractor quotation/sales order, etc. In the event of any conflict in the contract terms and conditions, the order of precedence shall be: 1. State Standard Terms and Conditions; 2. State Special Terms and Conditions; 3. Contractor Terms and Conditions.

(Revision date: Nov 21, 2003)

SPECIFICATIONS
JANITORIAL SERVICE CONTRACT
Orem Drivers License & Highway Patrol
759 North 1370 West
Orem, Utah
RX 100 44M80000021
RF4075

046210

This specification details the requirements to be followed in providing janitorial services as itemized below. Failure to fully comply with all of the following specifications may be basis for the automatic rejection and disqualification of the entire proposal. The building for which services shall be provided is:

Orem Drivers License & Orem Highway Patrol 759 North 1370 West Orem, Utah	~13,205 square feet

These specifications are minimum requirements and must be met in every respect unless otherwise specifically stipulated to in writing by the State of Utah, Department of Administrative Services, Division of Facilities Construction and Management, hereinafter referred to as Division.

SPECIFIC STIPULATIONS

I. Special Areas

Included in the listed square footage figures, but to be cleaned under DFCM supervision. These specific areas are:

ALL LOCKED VAULTS
Mechanical and Equipment Areas
Designated Supply and Storage Rooms
Telephone Equipment Rooms

II. Security

1. Each work person shall be uniformed in a common uniform representing and identifying the Contractor. Work persons and supervisors shall at all times wear this identifying uniform on the premises.

2. The Division shall require that all work persons receive security clearance through building security. It is the responsibility of the Contractor to provide employees who will pass such a security clearance. Must be 18 years or older.

3. There will be **no visitors (friends, children, etc.)** of work persons allowed on the premises during working hours

III. Safety

1. The Contractor shall make every effort to protect and keep safe anyone in the facility while janitorial services are being performed.

2. The Contractor shall provide and use safety barriers, signs, etc., when doing floor or overhead work to properly block off unsafe areas and warn and protect from hazard all passersby.

3. The Contractor shall provide all safety apparatus necessary to protect employees so they may operate equipment safely. The Contractor is further obligated to ascertain that all equipment is operated safely and according to current OSHA standards.

4. The Contractor shall be responsible for the safe operation of all equipment and shall properly train all employees in the safe operation of all equipment before allowing them to use said equipment.

5. The Contractor shall be responsible for insuring that they and their employees are in compliance with the requirements of the Federal Regulations 29 CFR 1910.1030 Bloodborne Pathogens Standard.

6. Building keys shall be picked up at the beginning of each shift and upon completion of each days work returned to Protective Services by Contractor's supervisors. All key replacements, for broken, lost or stolen keys, shall be charged to the Contractor. Cost to rekey building(s), including new bitting codes, due to lost, misplaced or stolen keys by the Contractor, will be the responsibility of said Contractor. Contractor will be responsible for property which is stolen during the time period it takes to rekey the building(s).

IV. Supplies

1. All chemicals used will be properly labeled by the Contractor and shall be approved in writing by the Division. A list of all chemicals to be used shall be submitted in writing for approval by the Division at least fifteen (15) days before beginning the work. All chemicals used must have Materials Safety Data Sheets (MSDS) attached. **These sheets are to be in a log in each area chemicals are stored.**

2. All washroom and toilet supplies such as paper and cloth towels, hand soap, toilet paper, shall be supplied by the Division and installed by the Contractor.

3. The Contractor shall supply liners for all trash receptacles and replace them as needed.

4. The Contractor shall maintain an accurate perpetual inventory of all materials turned over to him and shall keep records of the rate of usage of these supplies.

V. Employee Performance

Certain conduct cannot be tolerated on the premises. The Contractor shall enforce these conduct requirements strictly such as, but not limited to:

1. Theft, abuse or misuse of supplies or equipment at any location in the facility;

2. Verbal or physical abuse of any person, either employee, visitor or otherwise;

3. Use of, or displaying the effect of, alcohol or drugs during work hours;

4. Failure to follow specific security instructions;

5. Deliberate or habitual failure to follow safety instructions;

6. Consistent failure to wear the proper and designated work uniform in a clean, well-maintained condition;

7. All *"No Smoking"* ordinances, rules and policies shall be strictly observed in the facility included as a part of this janitorial contract.

VI. Equipment

1. All high grade equipment used shall be supplied by the Contractor. Only commercial vacuums, cleaners and buffers which thoroughly clean, polish and buff shall be used.

2. Equipment shall be kept in good repair. Equipment which is in such a state of repair as to potentially damage either the structure or anything therein shall not be used or allowed on the premises, i.e: defective or missing bumper cords, housing covers, etc.

VII. Extra

4. Other services may be requested as necessary. The cost of all extra services shall be negotiated between parties, unless stipulated in the proposal. The cost of labor shall be based per hour or cost as established by this contract, unless otherwise agreed to. *Federal Minimum Wage Regulations apply.*

2. As part of this contract, the Contractor shall provide cleanup services after any function scheduled, including cleaning up of debris, spot cleaning floor, spilled drink cleanup, putting away any equipment used for the function and buffing or vacuuming floor in the area. These services shall be provided prior to 8:00 a.m. the following day. These services shall be performed after the scheduled function in lieu of providing full services in the affected areas before the function.

VIII. Special Work Required

1. The Contractor shall coordinate with the Division's representative so as to perform all work under this contact without disrupting any special function scheduled in offices or committee rooms.

IX. Work Required

CLEANING SCHEDULE: Schedules or calendars of all periodic work shall be turned in to the Facilities Manager weekly (or updated weekly).

		FREQUENCY
1.	GENERAL OFFICE MAINTENANCE	
A.	Empty all trash receptacles and replace liners	Daily
B.	Remove all collected trash to designated area.	Daily
C.	Wash all trash containers.	2 times per year or as needed
D.	Dust all furniture, fixtures, equipment, and accessories.	1 weekly
E.	Dust all horizontal surfaces, clearing cobwebs, etc.;	1 weekly
F.	Dust high and low areas (pictures, clocks, etc.)	1 monthly
G.	Damp-wipe and polish desktops which are clear.	Only if cleared
H.	Spot-clean all wall, light switches and doors.	Daily
I.	Disinfect all telephones including ear and mouth piece.	Daily
J.	Dust and or vacuum Venetian blinds.	1 monthly
K.	Polish all conference room tables.	Daily
L.	Clean all HVAC ceiling grills.	4 times yearly
M.	Clean and polish drinking fountains.	Daily
N.	Clean doors and door frames.	Daily
O.	Clean all expo boards in offices with Expo cleaner, **if erased.**	Daily
P.	Re-set chairs to standard positions in meeting rooms.	Daily
Q.	Clean conference room table bases.	4 times yearly
R.	Polish bright work (kick plates and door hardware) areas often touched.	As needed
S.	Dust and clean mopboards.	1 monthly
T.	Dust and clean tops of partitions.	1 weekly
U.	Vacuum draperies.	1 time per year
2.	LUNCHROOM MAINTENANCE	
A.	Dust and spot-wipe chairs.	Daily
B.	Rearrange furniture neatly.	Daily
C.	Damp-wipe tables.	2 times daily
D.	Dust all horizontal surfaces.	1 weekly
E.	Clean microwave ovens, inside and out.	Daily
F.	Clean fronts of vending machines.	Daily
G.	Clean coffee makers.	Per request
H.	Clean sinks, countertops.	Daily
I.	Spot-clean cabinets.	1 weekly
J.	Clean outside of refrigerators, ice makers.	Daily
K.	Wash waste containers.	2 times yearly
	Change liners.	If dirty or torn
L.	Clean stoves, ovens. (If present)	As needed

3. RESTROOM MAINTENANCE

A.	Clean, disinfect toilets & urinals.	Daily
B.	Clean and polish sinks and chrome.	Daily
C.	Dust all horizontal restroom surfaces.	1 weekly
D.	Clean and disinfect shower stalls & shower. (If present)	Daily
E.	Wash walls around dispensers, toilets.	Daily
F.	Sweep floors.	Daily
G.	Mop floors with disinfectant.	Daily
	Fill floor drain.	2 weekly
H.	Fill respective toilet tissue, paper towel, hand soap and air freshener dispensers.	2 weekly (or more frequent as needed
I.	Polish mirrors, stainless steel dispensers.	Daily
J.	Strip and wax restroom ceramic floors.	3 times yearly
K.	Furnish and stock feminine hygiene products in dispensers located in women's restrooms.	As needed

4. MAINTENANCE OF LOBBIES

A.	Dust chairs, tables, counters.	Daily
	Baseboards, ledges, all horizontal surfaces.	1 monthly
	Office equipment and furniture.	1 weekly
B.	Spot-clean doors, walls, door frames.	Daily
C.	Vacuum upholstered furniture.	2 monthly
D.	Clean entrance doors, both sides of glass.	2 times daily
E.	Shake and clean all entry walk-off mats.	2 times daily

5. MAINTENANCE OF STAIRWELLS

A.	Dust handrails.	1 weekly
B.	Wipe handrails.	1 weekly
C.	Clean stairwells.	2 weekly
D.	Clean stairways between floors.	Daily

6. UPHOLSTERY MAINTENANCE

A.	Vacuum all paneled workstations.	1 yearly
B.	Extract all paneled workstations.	When dirty
C.	Vacuum office chairs, love seats, sofas.	2 monthly
D.	Extract chairs, love seats, sofas.	When dirty

7. CARPET MAINTENANCE

A.	Vacuum carpet in office areas.	Daily
B.	Vacuum corridors, traffic lanes.	Daily
C.	Vacuum conference rooms.	Daily
D.	Detail vacuum corners edges of carpet and under desks.	2 monthly
E.	**Spot-clean carpet.**	**Daily**

8. FLOOR MAINTENANCE

A.	Sweep and damp-mop VCT floors.	Daily
B.	High-speed buff (burnish) all VCT floors.	2 times weekly
C.	Strip and coat all VCT.	3 times yearly

9. WINDOWS MAINTENANCE

A.	Clean all entrance doors.	2 times daily
B.	Clean partition glass.	monthly
C.	Clean interior perimeter glass. **interior glass to be cleaned during May and October**	2 times yearly
E.	Dust and clean window sills.	1 weekly

10. OTHER MAINTENANCE

A.	Keep janitor closets clean, neat. Keep stocked with proper equipment, supplies.	1 weekly
B.	Sweep and pick up rubbish at all outside entrances to the sidewalk in front and the parking terrace in the rear.	2 times daily
C.	Empty and clean all out side trash containers, ashtrays and sand urns.	2 times daily
D.	Keep area around trash dumpster clean.	Daily
E.	Turn off all lights.	At end of pm shift
F.	Lock all interior and exterior doors at the completion of work.	At end of pm shift
G.	Clean all light fixtures.	1 yearly

11. WOODWORK CARE (do not use silicone products)

A.	Wash all wooden walls with the proper product.	2 times yearly
B.	Polish all wood surfaces.	1 weekly
C.	Spot clean all wood	Daily

12. SPECIAL INSTRUCTIONS

A. Tank vacuums will be used on chairs, cloth walls and detail vacuuming. Vacuums with brushes should be avoided on cloth type upholstery/walls.

B. All chemicals will be OSHA approved and water based.

C. No solvents, abrasive sponges or tools of such type will be used.

D. Both parties to the contract will agree on cleaning method for Marble floors and counters, prior to cleaning.

E. Contractor will supply a list of major products used and will be submitted prior to commencement of cleaning.

13. HOURLY SET UP OF FACILITY

A. The Contractor shall provide sufficient workmen and **Supervisor**, on a five (5) day week basis, Monday through Friday, to adequately perform the work. It is required to have at least one worker in the building during the day that speaks and understands English. Contractor will need to supply this worker with a pager in order to be able to notify this person in case of an emergency or an urgent need. Work shall be accomplished between the hours of 6:00 a.m. and 6:00 p.m. Authorized state holidays shall be excluded. The Contractor shall provide time cards to verify hours worked. CONTRACTOR SHALL PROVIDE A TIME CLOCK AT EACH LOCATION FOR THE PURPOSE OF RECORDING AND VERIFYING HOURS WORKED. All original time cards and sign-in sheets shall be submitted to Division by Contractor with payment invoices. The

minimum hourly rate for this contract shall be in accordance with the Federal Minimum Wage Regulations.

B. The Contractor shall provide the following minimum man-hours per day:
5 ½ Hours of Work Each Day.

There shall be one (1) supervisor for every ten (10) employees on a five (5) day a week basis, Monday through Friday, to adequately perform the work. If the Contractor fails to provide the labor man-hours agreed to, the number of hours shorted shall be deducted from contract payment.

C. Tenant requests shall be made through the Division representative, except for minor cleaning requests which may be made directly to the workman using a communication system jointly agreed upon by the Division and the Contractor.

XIII. Schedule of Performance

This schedule itemizes, by frequency category, the tasks expected in the regular cleaning of the facility, and shall be the minimum acceptable performance. Tasks have been defined to allow more efficient inspection of task performance. The Contractor shall provide a detailed schedule of the task or area to be serviced on a given date. Changes in the frequencies, or days of performance of any duty, shall be made by mutual agreement with the Division and shall be specified in writing.

XXX

Cost Price Sheet
RF4075

Contract Name/Company
Address and Phone

Orem Drivers License
& Highway Patrol
759 North 1370 West
Orem, Utah

Submitted By: PATRICK BRISTOW
SANITORS
1827 S. FREMONT DR
S.L.C. UT. 84104.

1. CONTRACT

Cost for janitorial service in adherence to all contract documents and work schedules shall be:

1st Contract Year $ 17,076
2nd Contract Year $ 17,076
3rd Contract Year $ 17,588
4th Contract Year $ 18,115
5th Contract Year $ 18,500

Total cost for 5 years $ 88,355

Payments shall be made in monthly installments. Contractor's billing shall be submitted to the Facility Coordinator within five (5) days following each periods completed work, **along with the timesheets for that period.**

A complete breakdown of all costs for labor (by classification, hourly wage), equipment, overhead, profit, other, etc. for each year <u>IS REQUIRED</u> with this proposal.

2. CONTRACT LABOR

For extra work, unscheduled emergency or additional services not included in the above quoted price, the rate per hour (including all loaded payroll costs) and markup will be as follows:

Building Supervisor	$ 18.00	Lead Person	$ 14.00
Porter or Matron	$ 14.00	Janitor	$ 12.00
Floor Person	$ 14.00	Utility	$ 12.00
Other	$ 14.00	Other	$ 12.00

XXX

Sanitors, Inc.

COST & PRICING WORKSHEET

ACCOUNT Orem Public Safety Buildin **#**

ADDRESS 759 N 1370 W Orem, UT **ZIP** 84057

Mgmt. Co.

BILLING ADDRESS State of Utah, Division of Purchasing,3150 State Office Building, Suite # 0

Salt Lake City (City) UT (State) 84114 (Zip)

CITY: Salt Lake City

DATE: 13-Nov-03

CONTACT: Cathy Baker

PHONE A/C: (801) 431-5559 Telephone Fax

PRESENT CONTRACTOR Executive Janitorial

Full Building SQ. FT. 13,205

Net Rentable SQ. FT. 13,205

DAILY LABOR COSTS

2636

HOURLY PERSONNEL	NUMBER		HOURS / DAY		TOTAL HOURS		COST / HR		COST / DAY
Supervisor	1	x	5.50	=	5.50	x $	7.00	= $	38.50
Floor	0	x		=		x $	7.00	= $	
Maid	0	x		=		x $	6.25	= $	
Trash	0	X		=		x $	6.25	= $	
Utility		x		=		x $	6.25	= $	
RR Cleaner	0	x		=		x $	6.50	= $	
Day Porters	0	x		=		x $	7.50	= $	
		x		=		x $		= $	
		x		=		x $		= $	

TOTAL DAILY DIRECT LABOR COST $ 38.50

REGULAR MONTHLY DIRECT LABOR COST: 5-DAY work week (Previous line X 21.67) $ 834.17

TOTAL MONTHLY PROJECT WORK $ 10.00

SALARIED PERSONNEL

	Hourly Rate	Hours / Month	
Account Manager	Monthly Salary		$

TOTAL MONTHLY HOURLY AND SALARIED COSTS $ 844.17 **A**

PAYROLL RELATED BENEFITS COSTS

B PAYROLL RELATED COSTS @ 15.75% = $132.96

C BENEFITS MONTHLY COSTS = =

D OTHER MONTHLY COSTS = = $19.00

TOTAL MONTHLY PAYROLL RELATED AND BENEFITS COSTS (Total of B,C, & D) $ 151.96 **E**

MATERIAL COSTS (Monthly)

DIRECT MATERIALS @ 15.00% = 126.63

CONTRACT SUPPLIES 13,205 sqft X =

TOTAL MONTHLY MATERIALS COST $ 126.63 **F**

Subcontracts & Special Costs

Type of Service	Annual Frequency		Cost / Job		Yearly Cost
	10828.1	X		=	
		X		=	
Special Equipment Costs (C 2500	0.275	Years Depreciation)		=	687.50
Repair & Maintenance Cost for Special Equipment (Annual Cost)				=	68.75
Total Annual Subcontract and Special Cost					756.25

Total MONTHLY Subcontract and Special Cost (Previous Line / by 12) $ 63.02 **G**

TOTAL DIRECT COST PER MONTH $ 1,185.77 **H**

SELLING PRICE -- Line H / by fa 120.00% = $ 1,422.92 **I**

GROSS MARGIN -- Line I -- Line H = $ 237.15 **J**

Target Total

0

-1185.769

-1