Vendor #:12042H
Commodity code: 91039000000
Contract Amount: $388,366.16

STATE OF UTAH
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT
JANITORIAL SERVICE MAINTENANCE CONTRACT
MEDICAL DRIVE FACILITIES
RX100 44M80000033
SOLICITATION NUMBER RF4112

046282

THIS AGREEMENT made and entered into between R.B. DAVIS & COMPANY, whose address is 215 S. MOUNTAINLANDS DR. OREM, UTAH 84058, 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):

- Standard Terms and Conditions - Exhibit A
- Business license
- Insurance certificate
- Performance Bond
- Janitorial Plan
  - Cleaning products summary
  - Supervisor's resume
  - Quality program
  - Specifications
  - Performance log
  - Activity Task
  - References
  - Equipment
- Cost Proposal – price sheet and cost breakdown sheet
  - Minimum daily manhours

THIS AGREEMENT shall commence on April 1,2004, and continue until March 31, 2009.

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 thusly 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.

Areas Serviced

Family Health
44 N. Medical Drive
Salt Lake City, Utah

Medical Examiner
46 N. Medical Drive
Salt Lake City, Utah

Fraser Laboratory
48 N. Medical Drive
Salt Lake City, Utah

(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 to prevent 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.

(d) 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. Contractor shall not make duplicates of these keys. If additional keys are required, Contractor will contact DFCM Facility Coordinator. 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 Performance Bond in the amount of $76,367.76, which is one hundred percent (100%) of the current year contract amount. This Performance Bond shall be delivered to DFCM within fourteen (14) days of the contract award and prior to the commencement of work. The Performance Bond shall be required for each contract renewal year at 100% of the current renewal year contract amount.

April 1, 2004-March 31, 2005	$76,367.76
April 1, 2005-March 31, 2006	$76,367.76
April 1, 2006-March 31, 2007	$76,367.76
April 1, 2007-March 31, 2008	$77,131.44
April 1, 2008-March 31, 2009	$77,131.44

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, and containing provisions satisfactory to the Division, insurance including public contingent and employees liability compensation insurance, employee benefit acts; insurance from any and all claims for damage, for all personal injury and 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 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 in force 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/she 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, 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 6. LABOR, EQUIPMENT AND SUPPLIES

(a) The Contractor shall furnish all labor, tools, equipment, cleaning supplies, compounds, chemicals and materials necessary to perform the work under the contract unless otherwise specified in the Specification – Work Schedule, or otherwise directed on the Individual Building Specification – Work Schedule.

(b) The Contractor may store tools and equipment in an orderly manner on the Division's premises wholly at his/her 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 7. 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 without cause by giving written notice.

(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 8. 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 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 9. 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 10. 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 11. CONTRACT SUM PAYMENT

Family Health

For the period beginning April 1, 2004 through March 31, 2005, the Contractor agrees to accept for full performance under the contract the sum of Thirty-Five Thousand Eight Hundred Ninety-Two Dollars and 84/100 ($35,892.84) paid in monthly installments of Two Thousand Nine Hundred Ninety-One Dollars and 07/100 ($2,991.07) each, as payment for full services performed during that period.

For the period beginning April 1, 2005 through March 31, 2006, the Contractor agrees to accept for full performance under the contract the sum of Thirty-Five Thousand Eight Hundred Ninety-Two Dollars and 84/100 ($35,892.84) paid in monthly installments of Two Thousand Nine Hundred Ninety-One Dollars and 07/100 ($2,991.07) each, as payment for full services performed during that period.

For the period beginning April 1, 2006 through March 31, 2007, the Contractor agrees to accept for full performance under the contract the sum of Thirty-Five Thousand Eight Hundred Ninety-Two Dollars and 84/100 ($35,892.84) paid in monthly installments of Two Thousand Nine Hundred Ninety-One Dollars and 07/100 ($2,991.07) each, as payment for full services performed during that period.

For the period beginning April 1, 2007 through March 31, 2008, the Contractor agrees to accept for full performance under the contract the sum of Thirty-Six Thousand Two Hundred Fifty-One Dollars and 77/100 ($36,251.77) paid in monthly installments of Three Thousand Twenty Dollars and 98/100 ($3,020.98) each, as payment for full services performed during that period.

For the period beginning April 1, 2008 through March 31, 2009, the Contractor agrees to accept for full performance under the contract the sum of Thirty-Six Thousand Two Hundred Fifty-One Dollars and 77/100 ($36,251.77) paid in monthly installments of Three Thousand Twenty Dollars and 98/100 ($3,020.98) each, as payment for full services performed during that period.

Medical Examiner

For the period beginning April 1, 2004 through March 31, 2005, the Contractor agrees to accept for full performance under the contract the sum of Thirteen Thousand Seven Hundred Forty-Six Dollars and 24/100 ($13,746.24) paid in monthly installments of One Thousand One Hundred Forty-Five Dollars and 52/100 ($1,145.52) each, as payment for full services performed during that period.

For the period beginning April 1, 2005 through March 31, 2006, the Contractor agrees to accept for full performance under the contract the sum of Thirteen Thousand Seven Hundred Forty-Six Dollars and 24/100 ($13,746.24) paid in monthly installments of One Thousand One Hundred Forty-Five Dollars and 52/100 ($1,145.52) each, as payment for full services performed during that period.

For the period beginning April 1, 2006 through March 31, 2007, the Contractor agrees to accept for full performance under the contract the sum of Thirteen Thousand Seven Hundred Forty-Six Dollars and 24/100 ($13,746.24) paid in monthly installments of One Thousand One Hundred Forty-Five Dollars and 52/100 ($1,145.52) each, as payment for full services performed during that period.

For the period beginning April 1, 2007 through March 31, 2008, the Contractor agrees to accept for full performance under the contract the sum of Thirteen Thousand Eight Hundred Eighty-Three Dollars and 70/100 ($13,883.70) paid in monthly installments of One Thousand One Hundred Fifty-Six Dollars and 98/100 ($1,156.98) each, as payment for full services performed during that period.

For the period beginning April 1, 2008 through March 31, 2009, the Contractor agrees to accept for full performance under the contract the sum of Thirteen Thousand Eight Hundred Eighty-Three Dollars and 70/100 ($13,883.70) paid in monthly installments of One Thousand One Hundred Fifty-Six Dollars and 98/100 ($1,156.98) each, as payment for full services performed during that period.

Fraser Laboratory

For the period beginning April 1, 2004 through March 31, 2005, the Contractor agrees to accept for full performance under the contract the sum of Twenty-Six Thousand Seven Hundred Twenty-Eight Dollars and 68/100 ($26,728.68) paid in monthly installments of Two Thousand Two Hundred Twenty-Seven Dollars and 39/100 ($2,227.39) each, as payment for full services performed during that period.

For the period beginning April 1, 2005 through March 31, 2006, the Contractor agrees to accept for full performance under the contract the sum of Twenty-Six Thousand Seven Hundred Twenty-Eight Dollars and 68/100 ($26,728.68) paid in monthly installments of Two Thousand Two Hundred Twenty-Seven Dollars and 39/100 ($2,227.39) each, as payment for full services performed during that period.

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For the period beginning April 1, 2006 through March 31, 2007, the Contractor agrees to accept for full performance under the contract the sum of Twenty-Six Thousand Seven Hundred Twenty-Eight Dollars and 68/100 ($26,728.68) paid in monthly installments of Two Thousand Two Hundred Twenty-Seven Dollars and 39/100 ($2,227.39) each, as payment for full services performed during that period.

For the period beginning April 1, 2007 through March 31, 2008, the Contractor agrees to accept for full performance under the contract the sum of Twenty-Six Thousand Nine Hundred Ninety-Five Dollars and 97/100 ($26,995.97) paid in monthly installments of Two Thousand Two Hundred Forty-Nine Dollars and 66/100 ($2,249.66) each, as payment for full services performed during that period.

For the period beginning April 1, 2008 through March 31, 2009, the Contractor agrees to accept for full performance under the contract the sum of Twenty-Six Thousand Nine Hundred Ninety-Five Dollars and 97/100 ($26,995.97) paid in monthly installments of Two Thousand Two Hundred Forty-Nine Dollars and 66/100 ($2,249.66) each, as payment for full services performed during that period.

A not to exceed amount of $1,000 Dollars per year will be allowed for Article 1, Paragraph C, of this Contract.

Original Contract	$383,366.16	
Tag Items	$ 5,000.00	One Thousand a Year for Five Years
Total Contracted Amount	$388,366.16	not to exceed, not guaranteed

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

CONTRACTOR:
RB DAVIS & COMPANY

MAR 22, 2004

Shaun Davis — Date
Regional Manager

ATTEST

Secretary/Officer/Witness — Date

STATE OF UTAH/DIV. OF FACILITIES CONSTRUCTION AND MANAGEMENT

3/22/04

Jake Jacobson — Date
Managing Facilities Coordinator

APPROVED/FUNDS AVAILABILITY

3/22/04

David D. Williams, Jr. — Date
Financial Manager

MAR 29 2004

Division of Purchasing — Date

CONTRACT RECEIVED AND PROCESSED BY DIVISION OF FINANCE

MAR 29 2004

Division of Finance — Date

XXX

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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)

RB DAVIS & CO. ACTIVITY/TASK SCHEDULE

Building/Area: _____

Name:

	Mon	Tues	Wed	Thur	Fri
Daily	**M/L**	**T/M**	**W/M**	**R/J**	**F/V**
Empty all trash receptacles					
Vaciar todas las basusas					
Replace liners as needed					
Cambiar las bolsas si es necessario					
Vacuum all carpeted areas (incl. elevators & mats)					
Aspirar todas las areas de carpeta incluyendo tapetes					
Spot clean all walls especially public areas					
Limpiar todas las paredas poniendo especial atencion a areas publicas					
Clean all conference/committee room tables					
Limpiar todas las mesas de los cuartes de conferencias y comite					
Reset chairs/tables in conference/committee rooms					
Poner sillas y mesas en su lugar en cuartos de conferencias y comite					
Clean fingerprints from door frames & light switches					
Limpiar huellas de los marcos de puertas y apagadores					
Spot clean class doors, partitions & desk tops					
Limpiar inpecablemente las siguientes areas: Puertas de vidrio, vidrios, escritorio de vidrio					
Damp wipe tables in break rooms & kitchens					
Limpiar mesas en cuarto de descanso y cocina					
Spot clean chairs in break rooms & kitchens					
Limpiar sillas del cuarto de descanso y cocina					
Dust and/or wipe spills from vending machines					
Sacudir/limpiar alrededor de maquinas de mercancia					
Spot clean all carpeted areas					
Limpiar manchas en carpetas					
Report large/difficult carpet spots to supervisor					
Reportar manchas grande y dificiles al supervisor de la noche					
Keep Janitor closets neat & clean					
Mantener los cuartos del conserje limpios y ordenados					
Empty all trash receptacles/replace as needed					
Vaciar todas las basuras/cambia si necesita					
Clean fingerprints from door frames & light switches					
Limpiar huellas de los marros de puertas y apagadores					
Clean & disinfect toilets & urinals					
Limpiar y disinfectar los inodores y urinarios					
Clean & disinfect restroom basins & attached fixtures					

RB DAVIS & CO. ACTIVITY/TASK SCHEDULE

	Mon	Tues	Wed	Thur	Fri
	M/L	T/M	W/M	R/J	F/V
Limpiar y disinfectar bases y conecciones en los banos					
Completely clean, disenfect, and mop all holding cells					
Limpia completamente y disenfectar y mopear las celdas					
Wash all walls around dispensers & toilets					
Lavar paredes alrededor de depositos e inodores					
Fill Paper Products					
Rellenar de Products de Papel					
* Toilet Tissue					
* Papel Higienico					
* Seat Covers					
* Cubridor de iondoros					
* Paper Towel					
* Toallas de Papel					
* Hand Soap					
* Jabon de manos					
Clean Mirrors					
Limpiar los Espejos					
Polish Bright Work					
Pulir dar Brillo					
* Chrome Fixtures					
* Llaves de Acero					
* Door Handles					
* Chapas de Puertas					
* Dispensers					
* Maquinas					
* Railings					
* Agarraderas					
* Kick Plates					
* Metal de Patear en Base					
Keep all equipment clean and in working order					
Mantener todo el equipo limpio y trabajando correctamente					
Turn off all lights upon completion of work					
Apagar todos las luces al termino el trabajo					
Lock all requested doors					
Cerrar con seguro todos las puertas requeridas					
Report any maintenance issues to Supervisor					
Reportar qualquier problemas de mantenimiento al Supervisor					
Return building keys & access cards to Supervisor					
Regresar las llaves y targetas de acceso al Supervisor					
Dust in a rotating fashion with the following areas to be completed at the end of every week					

RB DAVIS & CO. ACTIVITY/TASK SCHEDULE

	Mon	Tues	Wed	Thur	Fri
	M/L	T/M	W/M	R/J	F/V
Limpiar en forma rotacional con las siguientes areas al fin de cada semana					
* Tops of cubicles					
* Arriba de cubiculos					
* Filing Cabinets					
* Archivos					
* Furniture tops & sides					
* Muebles, arriba y a los lados					
* Wall Molding					
* Moldeadura de la pared					
* Baseboards					
* Bases					
* Window sills					
* Sellos de ventanas					
* Book cases					
* Libreros					
* Chair legs					
* Patas de sillas					
* Fixtures					
* Llaves de Acero					
Clean white boards in conference/committee rooms ONLY IF CLEARED OF ALL WRITING					
Limpiar las bases blancos en los cuartos de conferencia/comite, SOLO SI ESTAN LIMPIO DE ESCRITO					
Sweep all floors					
Barrer los Pisos					
Mop all Floors using disinfectant					
Trapear los Pisos de con desinfectante					
Spot clean walls & partitions					
Limpiar las paredes y establos					
Clean shower rooms					
Limpiar rejaderas					
Clean & polish drinking fountains					
Limpiar y Pulir las Fuentas de Agua					
Keep Janitor closet neat & clean					
Mantener los cuartos del Conserje Limpios y Ordenados					
Turn off all lights upon completion of work					
Apagar todas las luces al terminar trabajo					
Lock all requested doors					

RB DAVIS & CO. ACTIVITY/TASK SCHEDULE

	Mon	Tues	Wed	Thur	Fri
	M/L	T/M	W/M	R/J	F/V
Cerrar con seguro todas las puertas requeridas					
Report any maintenance problems to your Supervisor					
Reportar qualquier problemas de mantenimiento al Supervisor					
Return building keys & access cards to your Supervisor					
Regresar las llaves y targetas de acceso al Supervisor					
Sweep and spot mop all public and employee stairwells					
Barre y mopear manchas en las escaleras de publico y empleado					
Machine scrub with autoscrubber one marble floor each night					
Limpia con el autoscrubber un piso de marmol cada noche					
Weekly					
Pour water down all floor drains					
Vaciar agua por las coladeras del piso					
Dust ceiling vents					
Sacudir las ventilaciones de los techos					
Mop all stairwells/Mopear las escaleras					
Fill all femine napkin and tampon dispensers					
Llene los sultidores de productos feminos					
Spray buff all VCT tile floors					
Pulir todos los pisos de VCT					
Monthly					
Detail vacuum corners/edges of all carpeted areas					
Aspirar los esquinas y bordes en las areas de carpetas					
Dust and/or vacuum ceiling vents					
Secudir o aspirar las ventilaciones de los teches					
Dust venetian blinds					
Secudir las persianas venusianas					
Vacuum all upholstery					
Aspirar todas los sillones y alfrombras					
Damp Wipe all vinyl & leather chairs & couches					
Con toalla mojada limpiar todo lo de vinil y piel sillas siliones					
Dust Walls					
Sacudir Pareds					
Machine scrub all restroom floors					
Limpia los pisos en todos los banos					
Clean inside and out of all display glass					
Limpia adentro del vidrio del los cuadros					
Sweep and mop all prisoner stairwells					
Barre y mopear las escaleras de prision					
Mop and burnish all polished marble floors					

RB DAVIS & CO. ACTIVITY/TASK SCHEDULE

Mopear y pulir los pisos de marmol pulido					
Polish all brass handrails and trimwork					
Pulir con braso las manijas y bordes de braso de metal					
Semi-Annual					
Clean the interior of all windows					
limpia la parte adentro de todos los vidrios					
Strip/wax all VCT tile floors					
Quita y poner acera nueva en los pisos de VCT					
Clean all the woodwork in the building					
Limpia la madera (ehchipado) en todo el edificio					
Annual					
Wash out the inside of all garbage cans					
Limpia adentro de todos los botes de basura					
Clean all light fixtures					
Limpia adentro de todos los botes de basura					

DAY PORTERS DAY-TIME TASK BREAKDOWN WORKSHEET

DAY SHIFT SCHEDULES (6:00AM TO 3:00PM, 7:00AM TO 4:00PM AND 8:00AM TO 5:00PM)

DAILY:

EMPTY ALL WASTEBASKETS AND REPLACE SOILED LINERS

PLACE ALL TRASH IN 44 GALLON BARREL, TIE KNOTS IN TOPS OF GARBAGE BAGS, AND TAKE OUT TO THE DUMPSTER

DUST THE TOPS OF ALL FILING CABINETS, CREDENZAS, BOOKSHELFS, WINDOW SILLS, FURNITURE TOPS AND SIDES, FIXTURES, AND BASEBOARDS

SPOT CLEAN WALLS

VACUUM ALL CARPETED AREAS

DISINFECT ALL TABLES AND CHAIRS IN BREAKROOM AND KITCHENS

CLEAN AND DISINFECT ALL EXAM ROOMS, WAITING ROOMS, AND RESTROOMS

CLEAN AND DISINFECT TOILETS AND URINALS, LAVATORY FIXTURES, SHOWER WALLS. POLISH ALL BRIGHTWORK

POLISH ALL METAL AND MIRRORS

MOP AND SANITIZE ALL FLOORS

CLEAN MICROWAVES INSIDE AND OUT

RESET ALL CHAIRS IN CONFERENCE ROOMS

WIPE CLEAN ALL WHITEBOARDS THAT HAVE BEEN CLEARED OF ALL WRITING

SPOT CLEAN INTERIOR GLASS

WIPE CLEAN AND POLISH ALL DRINKING FOUNTAINS

SPOT CLEAN CARPETS. REPORT ANY LARGE SPILLS TO WORKING SUPERVISOR

CLEAN ALL LAB ROOMS

CLEAN ALL ELEVATORS

SWEEP AND MOP ALL FLOORS

LOCK ALL DESIGNATED INTERIOR AND EXTERIOR DOORS

TURN OFF ALL LIGHTS

KEEP ALL JANITOR CLOSETS CLEAN AND TIDY

REPORT ANY MAINTENANCE ITEMS TO SUPERVISOR

RETURN ALL KEYS TO SECURITY

CLEAN AND DISINFECT ALL HANDRAILS

CLEAN AND DISINFECT THE FOLLOWING: TILE MOLDINGS, LOBBY CHAIRS, COFFEE TABLES

SPOT CLEAN CARPETS

SWEEP AND MOP STAIRWELLS; WIPE DOWN HANDRAILS

WEEKLY:

FILL ALL FLOOR DRAINS

DUST WINDOW SILLS AND LEDGES

CLEAN THE TOPS OF ALL WHITEBOARDS, PICTURE FRAMES, AND DOOR FRAME MOLDINGS

SPOT CLEAN AROUND WALL SWITCHES

DUST TELEPHONES AND MACHINES

PERFORM LOW DUSTING, INCLUDING VERTICAL SIDES OF DESKS, CHAIRS, ETC.

PERFORM ALL HIGH DUSTING

MONTHLY:

POLISH ALL BRASS HANDRAILS AND TRIMWORK

DUST ALL CEILING VENTS

DUST LEDGES, PICTURE FRAMES AND DECORATIVE WOODWORK AND ALL CHAIR LEGS

SPOT CLEAN WALLS

SPOT CLEAN UPHOLSTERED FURNITURE

PANIC HARDWARE ON GLASS DOORS AND OTHER BRIGHTWORK AREAS OFTEN TOUCHED

DELIME DRINKING FOUNTAINS, SINKS, FIXTURES, AND SHOWER STALLS

CLEAN THRESHOLDS AT BOTTOM OF DOORS

EDGE VACUUM ALL CARPET

BRUSH DOWN CEILING VENTS

CLEAN ALL ELEVATOR TRACKS

DUST ALL VENETIAN BLINDS

DUST AND CLEAN ALL MOPBOARDS

CLEAN THE DISPLAY CASES INSIDE AND OUT

REFILL AND STOCK FEMININE NAPKIN/TAMPON PRODUCTS IN WOMENS RESTROOMS

DAMP WIPE ALL VINYL AND LEATHER CHAIRS/COUCHES

DUST ALL FAKE SILK PLANTS

CLEAN THE VAULT/FILE AREAS

MACHINE SCRUB LOBBY FLOOR AND RESTROOOM FLOORS

SEMI-ANNUAL DUTIES:

THOROUGHLY VACUUM UPHOLSTERED FURNITURE

SQUEEZE CLEAN ALL INTERIOR GLASS IN APRIL AND OCTOBER

WIPE DOWN ALL WOODWORK

ANNUAL DUTIES:

CLEAN ALL LIGHT FIXTURES

WASH OUT ALL GARBAGE CANS

VCT FLOOR/CARPET TECHNICIAN TASK BREAKDOWN WORKSHEET

NIGHT SHIFT SCHEDULE (2:00PM TO 6:00PM)

DAILY:

SWEEP AND MOP ALL VCT TILE FLOORS

BURNISH ONE-FIFTH OF ALL VCT TILE FLOORS FOLLOWING THE SCHEDULE BELOW THE FIRST WEEK OF EACH MONTH:

MONDAY:	**SPRAY BUFF FHS 1ST FLOOR**
TUESDAY:	**SPRAY BUFF FHS 2ND FLOOR**
WEDNESDAY:	**SPRAY BUFF FRASER LAB 1ST FLOOR**
THURSDAY:	**SPRAY BUFF FRASER LAB 2ND FLOOR**
FRIDAY:	**SPRAY BUFF FHS BASEMENT**

EXTRACT ANY LARGE SPILLS OR SPOTS ON CARPET WITH NSS 8SC CARPET EXTRACTOR

MONTHLY:

MACHINE SCRUB ALL RESTROOM FLOORS THE SECOND AND THIRD WEEKS OF EACH MONTH:

SEMI-ANNUAL:

STRIP AND WAX ALL VCT TILE FLOORS IN MARCH AND SEPTEMBER

DETAIL/UTILITY TASK BREAKDOWN WORKSHEET

AFTERNOON SHIFT (4:00PM TO 6:00PM)

DAILY:

SWEEP AND MOP ALL STAIRWELLS. WIPE DOWN WITH DISENFECTANT ALL HANDRAILS

CLEAN AND SANITIZE ALL ELEVATORS. VACUUM WITH UPRIGHT VACUUM.

WIPE DOWN EQUIPMENT IN THE GYM AREA

WORK WITH SUPERVISOR TO COMPLETE ANY SPECIAL REQUEST OR MONTHLY ITEMS ON THE CLEANING SPECIFICATIONS

WEEKLY:

PICK UP ANY DEBRIS AROUND DUMPSTER

MONTHLY:

HELP FLOOR TECHINICIAN WITH STRIPPING/WAXING VCT FLOORS AND MACHINE SCRUBBING OF RESTROOMS

SUPERVISOR'S TASK BREAKDOWN WORKSHEET

AFTERNOON SCHEDULE (3:00PM TO 6:00PM)

DAILY:

ENSURE ALL EMPLOYEES ARRIVED TO WORK AND PUNCHED IN AT THE TIMECLOCK

TREAT ALL EMPLOYEES, CUSTOMERS, VISITORS, SECURITY PERSONNEL WITH RESPECT

TAKE RESPONSIBILITY AND ACCOUNTABILITY FOR ALL TASKS. YOU ARE ACCOUNTABLE FOR THE CLEANLINESS OF THE BUILDING AND FOR ALL WORK PERFORMED BY THE DAY AND AFTERNOON SHIFTS

PERFORM MINOR EQUIPMENT REPAIRS. SEND ALL EQUIPMENT THAT IS BROKEN TO BE REPAIRED AT WAXIE

TRAIN ALL EMPLOYEES ON PROPER CLEANING PROCEDURES USING THE BUTCHER'S TRAINING SYSTEM

TRAIN ALL EMPLOYEES ON CLEANING SPECIFICATIONS FOR THEIR AREAS

LABEL ALL SPRAY BOTTLES AND MAKE SURE MSDS SHEETS ARE KEPT IN THE MAIN JANITORS CLOSET FOR ALL THREE BUILDINGS

MAKE SURE COMMAND CENTERS FOR EACH JANITOR'S CLOSET IS FUNCTIONING PROPERLY AND DISPENSING THE CORRECT RATIO OF CHEMICAL TO WATER

DELIVER ALL PAPER PRODUCTS TO EACH JANITOR CLOSET

INSPECT THE BUILDING EACH NIGHT AND RECEIVE WRITTEN REPORTS AND INSPECTIONS FROM THE LEAD JANITORS

ORDER SUPPLIES AND EQUIPMENT AS NECESSARY

KEEP EQUIPMENT IN WORKING ORDER

INSPECT AND REINSPECT THE WORK FOR ALL NEW HIRES FOR THE FIRST THREE WEEKS

COLLECT KEYS AND ACCESS CARDS AND THE COMPLETION OF WORK AND TURN INTO SECURITY

CHECK TO MAKE SURE ALL DESIGNATED DOORS AND LOCKED EACH NIGHT

FOLLOW UP ON ALL ASSIGNED TASKS, PROBLEMS, OR SPECIAL REQUESTS AND VISUALLY INPECT TO MAKE SURE THE ITEM OR ITEMS WERE COMPLETED SATISFACTORILY

ENSURE ALL ITEMS IN THE CONTRACT SPECIFICATIONS ARE MET AND THAT HOURS ARE COMPLETE EACH NIGHT

HIRE AND FIRE EMPLOYEES. COMPLETE DESIGNATED PAPERWORK AND BACKGROUND CHECKS

MAKE SURE ALL EMPLOYEES PUNCH OUT AT THE TIMECLOCK AT THE COMPLETION OF THEIR ASSIGNED SHIFT

WEEKLY:

COMPLETE A PERFORMANCE LOG ON EACH JANITOR AND TECHNICIAN. TURN IN REPORTS TO SHAUN ON MONDAY FOR THE PRECEEDING WEEK

CORRECT AND ADDRESS ANY DEFICIENCIES IN THE CLEANING. RETRAIN EMPLOYEES. ISSUE VERBAL AND WRITTEN REPRIMANDS UP TO AND INCLUDING TERMINATION OF EMPLOYMENT

INVESTIGATE AND COMPLETE ALL PAPERWORK FOR ANY WORKER'S COMPENSATION CLAIMS. TAKE ANY EMPLOYEE THAT IS HURT OR INJURED TO THE CLINIC OR EMERGENCY SECTION OF THE LOCAL HOSPITAL

RECEIVE WRITTEN REQUEST FROM SHAUN AND COMPLETE ASSIGNED TASKS EACH NIGHT

ATTEND A WEEKLY WALK-THROUGH INSPECTION WITH SHAUN AND A MEMBER OF DFCM

MONTHLY:

TURN IN A WRITTEN REPORT TO SHAUN FOR ALL MONTHLY ITEMS COMPLETED DURING THE MONTH

SPECIFY DATES ITEMS WERE COMPLETED SUCH AS STRIPPING/WAXING VCT FLOORS, CLEANING OF INTERIOR WINDOWS, MACHINE SCRUB OF RESTROOM FLOORS, ETC.

ATTEND ADDITIONAL TRAINING SESSIONS OFFERED EACH MONTH BY WAXIE SANITARY SUPPLY

KEEP A LOG OF EQUIPMENT ASSIGNED TO EACH FLOOR. MAINTAIN AN INVENTORY OF ALL EQUIPMENT

LOOK FOR WAYS TO IMPROVE PRODUCTIVITY, LEARN NEW TECHNIQUES, AND WORK TO IMPROVE YOURSELF

PLAN FOR ANY EMPLOYEE TIME OFF, SICK LEAVE, OR VACATIONS AND HAVE BACK UP PERSON CLEARED WITH A BACKGROUND CHECK BEFORE BEGINNING EMPLOYMENT

SPECIFICATIONS
JANITORIAL SERVICE CONTRACT
MEDICAL DRIVE FACILITIES
RX100 44M80000033
SOLICITATION NUMBER RF4112

046282

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 service will be provided and the square footage:

Family Health 44 N. Medical Drive Salt Lake City, Utah	~48,000 square feet
Medical Examiner Office 46 N. Medical Drive Salt Lake City, Utah	~18,300 square feet
Fraser Laboratory 48 N. Medical Drive Salt Lake City, Utah	~35,000 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

Not 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.

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

4. Each employee is responsible for their keys and access card and shall not share or pass to other employees. The contractor shall return each card and set of keys as employees are terminated or monthly fees shall be held until such time as keys and cards are returned.

II. 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.

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 that 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. Contractor will supply all trash can liners.

3. 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 N*o Smoking* ordinances, rules and policies shall be strictly observed in the facility included as a part of this janitorial contract.

8. No personal use of phones or office equipment.

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

1. Other services may be requested as necessary. The cost of all extra services shall be negotiated between parties, unless stipulated in the bid. The cost of labor shall be based on the per hour cost established for the contract, unless otherwise agreed to. The base rate for this contract shall be in accordance with the Federal Minimum Wage Regulations.

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).

X. HOURLY SET UP OF FACILITY

1. The Contractor shall provide sufficient workmen and **Supervisor**, on a five (5) days a week basis,

Monday through Friday, to adequately perform the work. Work shall be accomplished between the hours of 5:00 p.m. and 6:00 a.m, or as requested by Facility Coordinator. It will be necessary to sit down with each building representative and DFCM Facility Coordinator to set the time and availability of specific areas in the buildings. 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 DFCM ISF Accounting by Contractor with payment invoices.** The minimum hourly rate for this contract shall be in compliance with the Federal Minimum Wage Regulations.

2. The Contractor shall provide the following minimum man-hours per day:
   33 per 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.

3. 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.

XII. 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

R. B. Davis

CLEANING SPECIFICATIONS FOR THE MEDICAL DRIVE FACILITIES

DAILY DUTIES: MONDAY - FRIDAY

Empty all trash receptacles
Replace liners as needed
Vacuum all carpeted areas (incl. Elevators & mats)
Spot clean all walls especially public areas
Clean all conference/committee room tables
Reset chairs/tables in conference/committee rooms
Clean fingerprints from doorframes & light switches
Spot clean class doors, partitions & desktops
Damp wipe tables in break rooms & kitchens
Spot clean chairs in break rooms & kitchens
Dust and wipe spills from vending machines
Dust and/or wipe spills from vending machines
Spot clean all carpeted areas
Report large/difficult carpet spots to supervisor
Wipe clean and disinfect all handrails
Keep Janitor closets neat & clean
Empty all trash receptacles/replace as needed
Clean & disinfect toilets & urinals
Clean & disinfect restroom basins & attached fixtures and exam rooms
Completely clean, disinfect, and mop all exam rooms
Wash all walls around dispensers & toilets
Fill paper products
- Toilet tissue
- Seat covers
- Paper towels
- Hand soap

Clean Mirrors
Polish bright work
- Chrome fixtures
- Door handles
- Dispensers
- Railings
- Kick Plates

Dust in a rotating fashion with the following areas to be completed at the end of every week
- Tops of cubicles
- Filing cabinets
- Furniture tops & sides
- Wall molding

Baseboards
Windowsills
Bookcases
Chair legs
Fixtures

Clean white boards in conference/committee rooms ONLY IF CLEARED OF ALL WRITING
Sweep all floors
Mop all floors using disinfectant
Spot clean walls & partitions
Sweep and spot mop all public and employee stairwells
Keep all equipment clean and in working order
Turn off all lights upon completion of work. Lock all requested doors
Report any maintenance issues to Supervisor
Return building keys & access cards to Supervisor
Empty cigarette urns and pick up cigarette butts for all entryways to the building.
Detail clean all exam rooms.
Clean and disinfect all counter tops in lobby areas.
Dust, vacuum, wipe down equipment, and spot clean carpets in waiting rooms, hallways, office/cubicle areas, and medical examiners offices.
Spot clean all elevator cabs, buttons, interior and exterior metal surfaces.
Sweep and mop elevator lobbies.
Wipe the sides of marble squares in the rotunda.
Keep Janitor closet neat & clean
Turn off all lights upon completion of work
Lock all requested doors
Report any maintenance problems to your Supervisor
Return building keys & access cards to your Supervisor
Punch in and out at time clock each night

WEEKLY DUTIES:

Dust all upholstered furniture.
Dust ledges and windowsills.
Perform low dusting, including vertical sides of desks, chairs, etc.
Clean desks that have been cleared of paperwork.
Dust foyer furniture, corners and edges of carpeting.
Spot clean doors, doorframes, and partition frames.
Spot clean around wall switches.
Spot carpet daily with extractor.
Dust telephones and machines.
Perform high dusting in bathrooms, special attention to removing cobwebs and dust from Corners and frills.
Remove build up from corners and edges of floors in bathrooms.
Clean and polish exterior surfaces of all existing vending machines.

Fill all feminine napkin and tampon dispensers.
Fill floor drains.
Spray buff all VCT floors.

MONTHLY DUTIES:

Perform high dusting.
Dust ledges, picture frames and decorative woodwork.
Brush down ceiling vents.
Edge vacuum carpeted areas.
Clean thresholds at the bottoms of doors.
Delime drinking fountains, sinks, fixtures, and shower stalls.
Clean and polish office doorknobs.
Scrub down stairwells.
Panic hardware on glass doors and other bright-work areas often touched.
Spot clean walls.
Spot clean upholstered furniture.
Dust and clean all Venetian blinds.
Dust and clean mopboards.
Polish all brass handrails and trim.
Clean all display cases inside and out
Vacuum all upholstery.
Sweep and mop all prisoner stairwells.
Mop and burnish all VCT floors in the exam rooms, hallways, and cafeterias.
Damp wipe all vinyl & leather chairs and couches.
Machine scrub all public & employee restroom floors.
Polish all trim work
Clean the elevator tracks for all elevators

SEMI-ANNUAL DUTIES:

Thoroughly vacuum upholstered furniture.
Thoroughly clean all interior glass in April and October.
Strip/Wax all VCT floors in March and July.
Machine scrub ceramic tile floors in all Restrooms.
Clean all the woodwork in the building.

ANNUAL DUTIES:
Clean all light fixtures
Wash out all garbage cans.

MANAGEMENT PLAN FOR THE MEDICAL DRIVE FACILITIES

R. B. Davis & Company has extensive experience cleaning doctor's offices, exam rooms, etc. The company currently cleans the University of Utah Pharmacology Department and has done so for over ten years. R. B. Davis knows and understands the complexity and attention to detail needed in these types of facilities.

R. B. Davis & Company will provide additional man-hours and supervisors to set up the account the first month. These hours **Will NOT** be charged to the client and R. B. Davis & Company will cover the additional expenses involved in the start up phase of the new account. Copies of checklists (Task/Activity Schedules) will be specified for each individual cleaner and written down in a master control for each area to be cleaned. Specific job tasks and duties to be performed will be separated by shift schedules and specific areas in the building to be cleaned.

The company has extensive interviews for any prospective employee. R. B. Davis & Co. strives to hire the best and most capable people to perform the specific jobs. Employees are obtained through the following methods: (friends refer friends or associates, advertisements in the classifieds in daily papers, Department of Workforce help wanted advertisements, etc.).

All R. B. Davis & Co. employees will receive the appropriate security clearances before entering the building. The aforementioned company will pay the costs associated with the background checks. Each employee will have a uniform to identify him/her and emergency numbers to contact supervisors at R. B. Davis & Co. for any questions or concerns. All employees will be offered the opportunity to receive the Hepatitus B shots. Any employees that refuse these shots will be required to sign a form declining these shots.

All employees will be trained using the Butchers Training Guide in all aspects of janitorial cleaning. Qualified Supervisors will perform the training and instruction for all new employees. Shaun Davis will be the Manager/Supervisor of this account and will coordinate all the cleaning for the day shift. Francisco Miguel, the on-site afternoon supervisor will coordinate the cleaning for the afternoon shift. R. B. Davis & Company will work closely with DFCM to facilitate the smooth transition of the start up process. A time clock will be installed in the main janitor's closet on the first floor and all employees will be required to punch in and out for their required shifts. No manual changes will be allowed to any timecards unless authorized by Shaun or Francisco.

Both Shaun and Francisco will have a list of employees to contact in case of emergency who have been cleared to work (these individuals will have the appropriate background checks completed before starting to work). All cleaning will be performed between

6:00am and 11:00pm each night. Shaun will perform a walk-through inspection once a week by himself and note any problems or areas that need attention. A walk through inspection will be conducted once a month by Shaun and a member of the DFCM facilities team. All concerns will be documented, addressed, and after each item is completed a follow up report will be given to DFCM.

Shaun D. Davis will be the Manager/Supervisor responsible for all of the cleaning during the day-shift (6:00am to 6:00pm). He will ensure all cleaning is performed according to the specifications in the contract. He will do an inspection once a month to evaluate the work and review any problems. . He will submit to DFCM a monthly calendar of all items completed and the dates the items were completed. This will include all stripping/waxing floors, buffing floors, machine scrubbing of restroom floors, monthly items, and window washing interior windows twice a year. Any semi-annual and annual specification will be included in his report. Shaun will oversee the work performed by both of the day porters. One day porter will begin work at 6:00am and work until 3:00pm Monday through Friday. The second day porter will begin work at 7:00am and work until 4:00 pm each day. A third day porter will begin work at 8:00am and work until 5:00pm each day. These day porters will be split up and cover Family Health, Medical Examiner's Office, and Fraser Laboratory. The first day porter (named day porter 1) will clean all the restrooms, common areas, elevators, elevator landings, and respond to any concerns or emergencies for the Family Health building 1st and 2nd floors. The second day porter (named day porter 2) will clean the basement of Family Health and the 1st and 2nd floors of the Fraser lab including all the restrooms, common areas, elevators, elevator landings, and respond to any concerns or emergencies for these particular floors. The third day porter will clean the 3rd floor of the Fraser lab and the Medical Examiners offices.

Francisco Miguel will be the on site supervisor who will oversee the day-to-day operations during the afternoon shift. He will begin work at 3:00pm each day and work until 6:00pm or until all the work is completed and inspected. He will check with DFCM to see if there are any concerns, problems, or special requests to be completed that night. He will check with the maintenance supervisor each week to make sure all cleaning was competed and discuss any issues that need to be addressed that day. Francisco will oversee all the cleaning performed by the nighttime individual cleaners. The janitors will work from 6:00am until 6:00pm each night and be divided up as follows:

- Day Porters (3)
- 6:00am to 3:00pm, 7:00am to 4:00pm, and 8:00am to 5:00pm
- Supervisor (1); 3:00pm to 6:00pm
- Detail Utility 4:00pm to 6:00pm
- Floor Technician 2:00pm to 6:00pm

Day Shift

The day porters will be responsible to clean all the public and employee restrooms three times a day, clean the common areas, clean the elevators for both the public and employees, spot clean all entry door glass, clean any areas restricted that must be

accessed and supervised while cleaning, and respond to any spills, accidents, or special requests. The utility person will wipe down and disinfect all handrails. The day porter swill use 14" Advance vacuums that are very quiet machines. This will help in providing very limited noise in performing any vacuuming on the entryways, carpet runners, file runs, etc. Most carpet vacuuming will be performed before 8:00am each day. The lead Day porter will carry a company provided pager so he/she can be contacted very quickly.

Afternoon Shift

The detail/utility person will clean all the stairwells, spot clean the cafeteria and break rooms after 5:00pm, and work on any special concerns or needs that transpire during the day shift. He/she will sweep all the entryways and throw away and last minute trash that cannot be kept overnight.

The Floor/Carpet Technician will dust mop, mop and burnish all VCT tile floors and extract any large spills with the carpet extractor. This person will also be in charge of stripping/waxing all the floors in a rotating fashion so this is accomplished on a semi-annually basis according to the contract. Furthermore, the Floor Technician will machine scrub all restroom floors once a month to keep them clean and sanitized.

Francisco will be responsible for the afternoon cleaning and ensuring any problems are resolved that occurred during the day shift hours. He will stock all janitor closets with paper products, chemicals, and perform minor maintenance repairs on the equipment. He will ensure everyone shows up to work and completes their assigned jobs in a timely manner. He will work closely with the day porters and spot check areas they have signed off on to ensure all cleaning is completed to her high standard of cleanliness. Francisco will complete a Perfomance Log on each janitor once a month and all completed forms will be turned into Shaun at the end of each month. He has extensive experience with carpet extractors; high-speed burnishers, buffers, vacuums, air movers, and he will be the back up person in case someone does not show up to work or calls in sick. Francisco also has experience managing and supervising a large crew of janitors.

All areas will have detailed checklists to ensure all cleaning is performed according to the specifications in the contract. Francisco will be responsible for all janitors and the cleanliness of the facility.

Both Shaun and Francisco will have pagers and cell phones in the event any emergencies do arise. All concerns will be handled and addressed within one hour according to the specifications in the contract. The office has an answering service available to take calls twenty-four hours a day and someone will be available to respond to any emergencies not during normal business hours.

A current list of all chemicals and the corresponding Material Safety Data Sheets will be on site. R. B. Davis & Company will maintain their equipment and ensure all necessary chemicals are in place to perform the required cleaning. Spare vacuums will be available just in case there is a problem with any of the vacuums. Vacuums, buffers, and high-

speed burnishers will be maintained and checked on a regular basis. R. B. Davis & Company will be responsible to replace or repair any damaged equipment.

All VCT tile will be stripped and waxed two times a year in April and October. The VCT tile will be swept and mopped daily and buffed once a week to maintain a clear appearance. R. B. Davis & Company will keep an 8SC NSS Pony Extractor on site in case any spills need to be cleaned up during the day or evening. The floor technician will extract any large and visible spots that occurred during the day shift. The public restroom floors will be scrubbed with a nylo grit brush each month and all other restrooms will be scrubbed semi-annually.

The minimum number of hours to be spent each day performing the janitorial duties is 33 hours. R. B. Davis & Company is confident that these hours will be sufficient to properly clean the facility and maintain the high image this building offers to the employees and visitors each day.

R. B. Davis & Company will enforce the following requirements regarding employee conduct:

1. There will be no 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 is prohibited.

3. Absolutely no use of , or displaying the effect of, alcohol or drugs during work hours (see Substance Abuse Policy).

4. Failure to follow specific security instructions will be grounds for immediate dismissal.

5. Deliberate or habitual failure to follow safety instruction will lead to verbal and written warnings and may include termination of employment.

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

7. No personal use of phone or office equipment is permitted.

8. All employees will wear a standard uniform which will consist of a shirt, vest, smock, or apron. This uniform must be worn during the employees specified shift.

SAFETY, SECURITY, AND INSPECTION PROCEDURES

R. B. Davis will provide safety equipment and training to be used in the cleaning of the building each day. These items include safety signs (barriers) to be used when mopping floors, cleaning up any spills, or identifying a problem area on the floor. Rubber gloves will be used when cleaning restrooms, cafeterias, holding cells, and any other areas deemed necessary by each janitor. The Supervisors will train new hires on CPR and what to do when someone stops breathing. A First Aid Kit will be kept in each janitor closet on the main floors for both the north and south sections of the buildings. These First Aid Kits will be kept stocked with band-aids, antiseptic ointment, etc. Any problems with equipment such as frayed cords, broken handles, etc. will be reported immediately to the Supervisor so they can be fixed as soon as possible. All injuries that occur on the job will be reported immediately to the Supervisor.

R. B. Davis will be responsible for the keys that are checked out each night from the security guard. These keys will not be passed to other employees and no copies will be made. All keys will be returned at the completion of the shift to the security guard and the Supervisor for the building will verify all keys are turned in and accounted for before punching out at the time clock.

The company will make every effort to protect and keep anyone safe in the building while the janitorial work is being performed each day. No one will be allowed to enter the building that does not have on a shirt, vest, smock or apron identifying that he/she is an employee of R. B. Davis & Co. No visitors will be allowed or strangers to enter the building.

A criminal background check will be performed for each new employee. Once the paperwork has been completed and no outstanding warrants or other negative information has been identified in the report that would be detrimental to the prospective employer, he/she will be allowed to begin work.

R. B. Davis will be in compliance with the Blood borne Pathogens Standard and adhere to the compliance requirements. Additional training using the Butcher's Training System will be given to all new hires.

All janitors will have a specialized checklist for the duties he/she is to perform each day. These checklists will be marked daily and a Supervisor will verify this is being done and do a visual inspection to make sure all items are completed satisfactorily. The Supervisor will have performance log to be completed weekly on each janitor and their respected areas. These performance logs will be kept on file and each month they will be submitted to Shaun for his review. Shaun will do a walk through inspection once a week with a member of DFCM and identify any problems or concerns. Our goal at R. B. Davis & Company is to anticipate any problems or concerns and work to preempt them. We want

to be like the excellent waiter at a favorite restaurant who is always one step ahead of the customer and fills the drinks before someone has to ask or anticipates the questions or problems before they happen.

Communication between R. B. Davis & DFCM will be accomplished in the following ways:

1. Any special items, requests or small concerns will be written down and given to The Supervisor each day when she arrive to work at 2:00pm

2. Shaun and Eliana will have cellular telephones and pagers and can be reached at Any time to discuss any situation.

3. Email can be utilized if so desired be DFCM. Emails can be sent to the company at rbdavis@burgoyne.com or directly to Shaun at sdavis@burgoyne.com.

4. The company has a live answering service after business hours and a Supervisor Can be reached for any emergency.

Cost Proposal Price Sheet

Contract Name/Company
Address and Phone

Medical Drive Facilities

44-48 N. Medical Drive

Salt Lake City, Utah

Submitted By:

R. B. DAVIS & CO.
Professional Building Maintenance

330 South 300 East Suite 150
SALT LAKE CITY, UTAH 84111
(801) 595-0155

1. CONTRACT

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

Family Services – 48,000 sq. ft.

1st Contract Year $ 35,892.84
2nd Contract Year $ 35,892.84
3rd Contract Year $ 35,892.84
4th Contract Year $ 36,251.77
5th Contract Year $ 36,251.77

Total cost for 5 years $ 180,182.06

Medical Examiner – 18,300 sq. ft.

1st Contract Year $ 13,746.24
2nd Contract Year $ 13,746.24
3rd Contract Year $ 13,746.24
4th Contract Year $ 13,883.70
5th Contract Year $ 13,883.70

Total cost for 5 years $ 69,006.12

Fraser Lab – 35,000 sq. ft.

1st Contract Year $ 26,728.68
2nd Contract Year $ 26,728.68
3rd Contract Year $ 26,728.68
4th Contract Year $ 26,995.97
5th Contract Year $ 26,995.97

Total cost for 5 years $ 383,366.16

Payments shall be made in monthly installments. **Contractor's billing shall be submitted to the Contracts Coordinator following each periods completed work, along with the timesheets for that period. Each individual timecard/timesheet will need to be signed by that employee stating that the time is accurate.**

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:

Bldg. Supervisor $ 15 Lead Person $ 14 Porter or Matron $ 14

Floor Person $ 14 Janitor $ 13 Utility $ 13

Other $ 13

R. B. Davis Co.

Bid for Medical Drive Facilities

Feb 2004

MONTHLY JOB COST

Direct Labor - 3 day porters @ 8 Hrs day @ $7.00 hr	$	3,637.20
Supervisor/detail - 1 @ 3.0 hrs day@ $8.00 hr	$	519.60
Detail/utility - 1 @ 2 hrs day @ $5.50hr	$	238.15
Floor Technician 1 @ 4.0 hrs day @ $5.50 hr	$	476.30
Minimum hrs day 33	$	-
Total Labor & Supervision	$	4,871.25

Wage Related Costs:

FICA .0765 x Total Labor & Supervision	$	372.65
State Unemployment .01 x Total Labor & Supervision	$	48.71
Federal unemployment .008 x Total Labor & Supervision	$	38.97
Workman's Compensation .014 x Total labor & Supervision	$	68.20
General Liability Insurance .014 x Total Labor & Supervision	$	68.20
Total Loaded Labor & Supervision	$	596.73

Uniforms	$	5.00
Vacation	$	4.00
Cleaning Supplies	$	29.00
Plastic Liners For Trash Receptacles	$	75.00
Equipment and repair	$	20.00
Pagers/Phone	$	30.00
Interior Windows 2X year	$	5.00
Strip/Wax Floors 2X Year (per month)	$	150.00
Performance bond (cost per month)	$	188.00

	Sick Leave	$ -
	Miscellaneous	$ -
	Total Direct Expenses	$ 506.00
	Overhead	$ 100.00
	Profit	$ 290.00
		$ -
	Total Monthly Bid	$ 6,363.98
	Extra Work Rates:	
	Regular Time	$ 14.00
Year 1	Family Health	$ 35,892.84
Year 2	Family Health	$ 35,892.84
Year 3	Family Health	$ 35,892.84
Year 4	Family Health cost of living increase 1.0%	$ 36,251.77
Year 5	Family Health cost of living increase 1.0%	$ 36,251.77
	5 Year Total	$ 180,182.06
Year 1	Medical Examiners Office	$ 13,746.24
Year 2	Medical Examiners Office	$ 13,746.24
Year 3	Medical Examiners Office	$ 13,746.24
Year 4	Medical Examiners Office cost of living increase 1.0%	$ 13,883.70
Year 5	Medical Examiners Office cost of living increase 1.0%	$ 13,883.70
	5 Year Total	$ 69,006.12
Year 1	Fraser Lab	$ 26,728.68
Year 2	Fraser Lab	$ 26,728.68
Year 3	Fraser Lab	$ 26,728.68
Year 4	Fraser Lab cost of living increase. 1.0%	$ 26,995.97
Year 5	Fraser Lab cost of living increase. 1.0%	$ 26,995.97
	5 Year Total	$ 134,177.98
	Grand Total	$ 383,366.16