Vendor #: 38766B
Commodity Code: 91039000000
Contract Amount: $1,062,898.80

**STATE OF UTAH**
**DEPARTMENT OF ADMINISTRATIVE SERVICES**
**DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT**
**JANITORIAL SERVICE MAINTENANCE CONTRACT**
**SOUTH COUNTY REGION**

***066131***

THIS AGREEMENT made and entered into between DAWES JANITORIAL, whose address is 1224 EAST 5TH AVE., Salt Lake City, Utah 84103, 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 May 1, 2006, and continue until April 30, 2011. 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 covenant 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**

Calvin Rampton Building
4501 South 2700 West
Salt Lake City, Utah
~367,017 sq. ft.

DWS South County
5735 South Redwood Road
Taylorsville, Utah
~36,500 sq. ft.

Murray Highway Patrol Office
5681 South 320 West
Murray, Utah
~18,860

Murray Highway Patrol Training Office
5777 South 320 West
Murray, Utah
~8,400 sq. ft.

Midvale DWS Building
7292 South State
Midvale, Utah
~29,567 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 Rule R477-15 which prohibits unlawful 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

Not Applicable for this contract.

## 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

**Calvin Rampton Building**:
For the period beginning May l, 2006, through April 30, 2011, the Contractor agrees to accept for full payment under the contract the sum of Seven Hundred Forty-Two Thousand and 20/100 dollars ($742,000.20) to be paid One Hundred Forty-Eight Thousand Four Hundred and 04/100 dollars ($148,400.04) per year in monthly installments of Twelve Thousand Three Hundred Sixty-Six and 67/100 dollars ($12,366.67) each, as payment for full services performed during that period.

**DWS South County**
For the period beginning May 1, 2006 ,through April 30, 2011, the Contractor agrees to accept for full payment under the contract the sum of One Hundred Thirty-Six Thousand One Hundred Seventy-Nine and 60/100 dollars ($136,179.60) to be paid Twenty-Seven Thousand Two Hundred Thirty-Five and 92/100 dollars ($27,235.92) per year in monthly installments of Two Thousand Two Hundred Sixty-Nine and 66/100 dollars ($2,269.66) each, as payment for full services performed during that period.

**Murray Highway Patrol Office**:
For the period beginning May 1, 2006, through April 30, 2011, the Contractor agrees to accept for full payment under the contract the sum of Forty-Eight Thousand Four Hundred Ninety-Nine and 80/100 dollars ($48,499.80) to be paid Nine Thousand Six Hundred Ninety-Nine and 96/100 dollars ($9,699.96) per year in monthly installments of Eight Hundred Eight and 33/100 ($808.33) each as payment for full services performed during that period.

**Murray Highway Patrol Training Office**:
For the period beginning May 1, 2006, through April 30, 2011, the Contractor agrees to accept for full payment under the contract the sum of Twenty-Four Thousand Four Hundred Ninety-Nine and 20/100 dollars ($24,499.20) to be paid Four Thousand Eight Hundred Ninety-Nine and 84/100 dollars ($4,899.84) in monthly installments of Four Hundred Eight and 32\100 dollars ($408.32) each as payment for full services performed during that period.

**Midvale DWS Building**:
For the period beginning May 1, 2006, through April 30, 2011, the Contractor agrees to accept for full payment under the contract the sum of One Hundred Eleven Thousand Seven Hundred Twenty dollars ($111,720.00) to be paid Twenty-Two Thousand Three Hundred Forty-Four Dollars ($22,344.00) per year in monthly installments of One Thousand Eight Hundred Sixty-Two dollars ($1862.00) each as payment for full services performed during that period.

| Original Contract: | | |
|---|---|---|
| Calvin Rampton | $ 742,000.20 | May 1, 2006 through April 30, 2011 |
| | $ 148,400.04 | per Year |
| | $ 12,366.67 | per Month |
| DWS South County | $ 136,179.60 | May 1, 2006 through April 30, 2011 |
| | $ 27,235.92 | per Year |
| | $ 2,269.66 | per Month |
| Murray Highway Patrol Office | $ 48,499.80 | May 1, 2006 through April 30, 2011 |
| | $ 9,699.96 | per Year |
| | $ 808.33 | per Month |
| Murray HP Training Office | $ 24,499.20 | May 1, 2006 through April 30, 2011 |
| | $ 4,899.84 | per Year |
| | $ 408.32 | per Month |
| Midvale DWS: | $ 111,720.00 | May 1, 2006 through April 30, 2011 |
| | $ 22,344.00 | per Year |
| | $ 1,862.00 | per Month |
| Total for 5 years | $1,062,898.80 | 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.

**CONTRACTOR:**
**DAWES JANITORIAL**

4-10-06
Name Joby A. Miller Date
Title: President

ATTEST

4-10-06
Secretary/Officer/Witness Date

**STATE OF UTAH/DIV. OF FACILITIES CONSTRUCTION AND MANAGEMENT**

4-12-06
Jake Jacobson Date
Managing Facilities Coordinator

APPROVED/FUNDS AVAILABILITY:

4/11/06
David D. Williams, Jr. Date
Division Administrative Services Director

CONTRACT RECEIVED AND PROCESSED BY DIVISION OF FINANCE APR 2 1 2006
Division of Finance Date

APR 2 1 2006
Division of Purchasing Date

## ATTACHMENT A: STATE OF UTAH 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:** The Contractor and any and all supplies, services, equipment, and construction furnished under this contract 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. **EMPOYMENT PRACTICES 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. Automatic renewals will not apply to this 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:** Except as identified in writing and expressly approved by the State Division of Purchasing, Contractor agrees that the contract and related Sales Orders and Invoices will be public documents, and may be available for distribution. Contractor gives the State express permission to make copies of the contract, the response to the solicitation, and related Sales Orders and Invoices 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 (major credit 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 (63-56-1002, 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. Atth. A: State of Utah Standard Terms and Conditions; 2. State of Utah Contract Signature Page(s); 3. State Additional Terms and Conditions; 4. Contractor Terms and Conditions.

26. **ENTIRE AGREEMENT:** This Agreement, including all Attachments, and documents incorporated hereunder, and the related State Solicitation constitutes the entire agreement between the parties with respect to the subject matter, and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written. The terms of this Agreement shall supersede any additional or conflicting terms or provisions that may be set forth or printed on the Contractor's work plans, cost estimate forms, receiving tickets, invoices, or any other related standard forms or documents of the Contractor that may subsequently be used to implement, record, or invoice services hereunder from time to time, even if such standard forms or documents have been signed or initialed by a representative of the State. The parties agree that the terms of this Agreement shall prevail in any dispute between the terms of this Agreement and the terms printed on any such standard forms or documents, and such standard forms or documents shall not be considered written amendments of this Agreement.

(Revision date: 2 Feb 2006)

**SPECIFICATIONS**
**JANITORIAL SERVICE CONTRACT**
**WEST VALLEY DRIVERS LICENSE**

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:

| | |
|---|---|
| Calvin Rampton Building<br>4501 South 2700 West<br>West Valley City, Utah | ~367,017 sq. ft. |
| DWS South County<br>5735 South Redwood Road<br>Taylorsville, Utah | ~36,500 Sq. ft. |
| Murray Highway Patrol Office<br>5681 South 320 West<br>Murray, Utah | ~18,860 sq. ft. |
| Murray Highway Patrol Training Office<br>5777 South 320 West<br>Murray, Utah | ~8,400 sq. ft. |
| Midvale DWS Building<br>7292 South State<br>Midvale, Utah | ~29,567 sq. ft. |

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. Exempt Areas

Areas specifically exempt from cleaning are not included in the listed square footage figures. These specific areas are:

Supply and Storage Areas
Mechanical and Equipment Areas

## II. Security

1. Each workperson shall be uniformed in a common uniform representing and identifying the contractor. Workpersons 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.

2. There will be no visitors (friends, children, etc.) of workpersons allowed on the premises during working hours.

## III. Safety

1. The contractor shall make every effort to protect and keep safe anyone in the facilities 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 standard.

4. The contractor shall be responsible for 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 a Materials Safety Data Sheet (MSDS) attached and MSDS sheets must be maintained on premises.

2. All washroom and toilet supplies such as paper and cloth towels, hand soap, toilet paper, light plastic deodorant blocks, etc., shall be supplied by the Division and installed by the contractor. Garbage can liners will be supplied by the Contractor.

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 contained in 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 designated work uniform in a clean, well-maintained condition;

7. All *"No Smoking"* ordinances, rules and policies shall be strictly observed in facility included in 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

1. Other services may be requested as necessary. The cost of all extra services shall be negotiated between the parties, unless stipulated in the proposal. 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 is minimum wage.

## VIII. Special Work Required

1. The contractor shall coordinate with the Division's representative so as to perform all work under this contract without disrupting normal facility function.

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.

## IX. Work Performed

1. The contractor shall provide sufficient workmen on a five (5) day a week basis, Monday through Friday, to adequately perform the work. The following buildings will be cleaned at night; DWS South County, Highway Patrol Office and Training Office and the Midvale DWS Building. The Calvin Rampton Building will be cleaned in the day unless arranged with the Facility Coordinator for different hours. Authorized state holidays shall be excluded. The contractor shall provide time cards to verify hours worked. All original time cards and sign-in sheets shall be submitted to Division by contractor with payment invoices.

2. The contractor shall provide the following man-hours daily:
80 hours per day

If the contractor fails to provide the labor man-hours established, 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 workperson using a communication system jointly agreed upon by the Division and the contractor.

4. All resilient floors shall be stripped and waxed, as requested, using a polymer interlock wax. The specific floor stripping procedure, intended to provide a complete strip, even seal and re-wax with no wax buildup, shall be prepared by the successful vendor.

5. All carpet, especially in traffic areas, shall be spot cleaned daily. Carpeting in high traffic areas shall be cleaned using the bonnet method as needed or upon request.

## X. 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. The days of performance of non-daily 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.

For Daily, Weekly, Monthly, Yearly and Day Porter duties see attachment A

DAWES Janitorial, Inc.

# Specifications for South Salt Lake County Region Buildings

## Entries

**Twice Daily**
Public Entry Glass will be cleaned twice daily.

**Daily**
During periods of rain and snow, Wet Floor Signs will be placed at tiled entries as a caution to foot traffic.
Mop entries more frequently as needed during rain and snow periods.
Clean Entries as follows:

- Sweep or vacuum Flooring as applicable.
- Glass
- Clean interior window frames surrounding glass
- Garbage
- Clean and disinfect inside and outside of all trash receptacles
- Empty Ashtrays and Sand Urns
- Vacuum walk-off mats as needed (exception: Calvin Rampton Building is 2 times weekly)
- Vacuum and/or wipe down door tracks
- Sweep a minimum of 15 feet beyond drip line of building
- Pick up litter and debris within 15 foot radius of building

**Weekly**
Squeegee all entrance glass top to bottom, interior and exterior.

## Restrooms & Fitness Center (as applicable)

**Daily**
**Check Public restrooms for cleanliness and refill product as needed every 2 hours.**
Remove all garbage from trash receptacles.
Replace liner as necessary.
Clean and disinfect inside and outside of all trash receptacles.
Remove all collected trash to dumpster.
Clean and disinfect toilets and urinals.
Clean and disinfect restroom basins and attached fixtures, including underside of sink and plumbing fixtures.
Disinfect all counter surfaces and shelving.
Wash walls around dispensers, toilets and urinals.
Spot clean walls, light switches and partitions.
Fill paper product in restrooms as follows:

- Toilet Tissue
- Seat Covers
- Paper Towel
- Hand Soap

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Clean mirrors in all restrooms.
Remove graffiti. Report to D.F.C.M. any excessive or non-removable graffiti.

Polish bright work in restrooms as follows:

- Chrome Fixtures
- Door Handles
- Paper Machines (women's sanitary, paper towel, toilet paper and seat cover)
- Railings
- Kick Plates, removing scuff marks
- Hand Railing in Handicap Stall

Sweep all restroom floors.
Mop all restroom floors using a germicidal disinfectant cleaner.
Sweep & Mop weight mats in Fitness Center.
Dust & clean the lockers in Fitness Center.
Wipe down exercise equipment using a germicidal disinfectant cleaner.
Clean all showers.
Clean shower fixtures.
Check all restrooms for cleanliness and refill product as needed from 8:00 a.m. to 5:00 p.m.

**Weekly**
Dust the Restroom areas as follows:

- Restroom Walls
- Restroom Ceilings
- Restroom Vents
- Lockers
- Exercise Equipment in Fitness Center

Squeegee mirrors in the Fitness Center.
Pour water down all restroom floor drains every Friday.

**Twice Monthly**
Machine scrub all tile, ceramic and stone floors to perform a deep cleaning.
Stock Feminine products in dispensers located in all women's restrooms.
Clean/Polish all stainless steel kick plates, removing scuff marks.
Dust items as follows:

- Dust and/or Vacuum Ceiling Vents
- Venetian Blinds
- Intake Vents and Exchange Vents

Dust all corridor walls to ceiling with an untreated mop or a vacuum.

**Monthly Restroom**
Wash all walls from the ceiling to the floor.

**Yearly Restroom**
Clean all light fixtures.

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## Offices & Conference Rooms

**Daily**

Remove all garbage from trash receptacles (exception: Calvin Rampton Building is 2 times weekly).
Replace liner as necessary.
Wipe out all trash receptacles as needed.
Empty the Document Shredders when full.
Remove all collected trash to dumpster.
Vacuum all carpeted areas including elevators and walk-off mats (exception: Calvin Rampton Building is 2 times weekly).
Spot clean all walls paying close attention to high traffic areas.
Spot clean fabric cubicle walls.
Damp wipe and/or polish desktops which are clear or requested.
Disinfect all public use telephones including mouth and ear piece.
Clean all conference and committee room tables. This will be done more frequently as needed.
Clean white boards in conference and committee rooms ONLY IF CLEARED.
Re-set chairs and tables to standard positions in conference and committee rooms. This will be done more frequently as needed.

Spot clean the following areas:

- Glass Doors
- Partition Glass
- Glass Desk Tops

Brush or spot clean chairs as appropriate.
Vacuum plastic chair mats & rubber runners.
Spot clean surfaces around light switches, drinking fountains, stairwell entrances, corridor entryways, door frames, elevators and other high traffic areas which are likely to have a heavy accumulation of hand prints, wall splatters and dirty spotting.
Spot clean all carpeted areas.*
*Report large or difficult spots to the Supervisor for machine extraction.

**Weekly**

Dust all office areas and/or courtrooms as follows*:

- Tops of Cubicles
- Filing Cabinets
- Furniture Tops and Vertical Sides
- Wall Molding
- Baseboards
- Window Sills
- Book Cases
- Chair Legs
- Fixtures
- White Boards
- Bulletin Boards

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- Wall Hangings
- Signs
- Tops of Doors
- High Ledges
- Exit Signs
- Fire Equipment Enclosure
- Judges Benches
- Jury Bench
- Public Benches
- Podiums
- Wall Clocks
- Picture Frames
- Any Similar Item

*Only clear surface areas will be dusted. NO personal items on a desk or otherwise will be moved.
Mop office chair mats and rubber runners during wet seasons.
Clean Thresholds at the bottom of doors.
Clean all baseboards, removing scuff marks.

**Once Monthly**
Clean and polish all stainless steel kick plates, removing scuff marks.
Detail vacuum corners and edges of all carpeted areas.
Dust items as follows:

- Dust and/or Vacuum Ceiling Vents
- Venetian Blinds
- Intake Vents
- Silk Plants

Dust all walls to ceiling with an untreated mop or a vacuum.
Clean display cases using acrylic cleaner and a soft cloth.
Vacuum all fabric furniture.
Damp wipe all vinyl and leather upholstery.

**Twice Yearly**
Clean partition glass in all office areas.
Clean perimeter glass in office areas.
Wash all trash receptacle interiors and exteriors with germicidal disinfectant cleaner.
Extract benches and chairs.
Clean both sides of all glass top desks and polish desk top under glass.

**Yearly**
Wash all walls from the floor to the ceiling.
Clean all light fixtures.
Deep clean wood with Murphy's Oil Soap followed by an application of Lemon Oil to moisturize the wood.

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## Elevators (If Applicable)

**Daily**
Vacuum carpet and/or sweep and mop flooring in elevator.
Vacuum and wash elevator tracks.
Polish stainless steel on all elevators including cab, doors, buttons, and all interior and exterior metal surfaces.
Spot clean all carpeted areas*.
*Report large or difficult carpet spots to the Supervisor for machine extraction.
Scrape gum from elevator carpet as needed.

**Weekly**
Extract elevator carpet every Friday.
Detail vacuum corners and edges of all carpet.
Clean ceiling in all elevators.

**Twice Yearly**
Remove and clean plastic light coverings in all elevators.
Wash all walls from the floor to the ceiling.

## Windows

**Daily**
Spot clean all inside window glass.

**Twice Yearly**
Clean partition glass in all office and public areas, including window frames.
Clean interior perimeter glass, including window frames.

## Break Rooms and Cafeterias

**Daily**
Spot clean all chairs as appropriate.
Wash metal chair frames in break rooms & Cafeteria.
Wipe down tables using a germicidal disinfectant cleaner.
Clean and disinfect counter tops in all break rooms.
Clean and disinfect sinks in all break rooms.
Spot clean cabinet fronts in all break rooms.
Clean the outside of the entire fridge.
Clean microwaves inside and out.
Refill all paper towel and soap as needed in break rooms.
Dust and/or wipe any spills from vending machines.
Vacuum all carpet and mats (exception: Calvin Rampton Building is 2 times weekly).
Sweep and mop all tile flooring.
Spot clean all carpeted areas*.
*Report large or difficult carpet spots to the Supervisor for machine extraction.
Scrape gum from floors as required.

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**Weekly**
Buff all waxed flooring.

**Twice Yearly**
Strip and refinish all waxed flooring.

## Commons Areas

**(Common Area to be defined as any area frequented by many people to gain access to various locations in the building, including Stairs, Break Rooms, Hallways, Courtrooms, Conference Rooms, Etc.).**

**Daily**
Remove all garbage from trash receptacles.
Replace liner as necessary.
Wipe out trash receptacles as needed.
Remove debris from potted plants located in the lobby areas.
Remove all collected trash to dumpster.
Dust Flag Poles.
Dust & polish base of Flag holder.
Dust & clean Vending Machines.
Vacuum all carpeted areas including stairs, elevators and walk-off mats.
Spot clean surfaces around light switches, drinking fountains, stairwell entrances, corridor entryways, door frames, elevators and other high traffic areas which are likely to have a heavy accumulation of hand prints, wall splatters and dirty spotting.
Disinfect all public use telephones including mouth and ear piece.
Clean, disinfect and polish all water fountains.
Clean and polish Reception/Information Desks.
Wipe handrails on all stairs.
Clean all conference and committee room tables. This will be done more frequently as needed.
Clean white boards in conference and committee rooms ONLY IF CLEARED.
Re-set chairs and tables to standard positions in conference and committee rooms. This will be done more frequently as needed.

Spot clean the following areas:

- Glass Doors
- Partition Glass
- Glass Desk Tops

Spot clean all carpeted areas*.
*Report large or difficult carpet spots to the Supervisor for machine extraction.
Scrape gum from floors and stairs as required.

**Weekly**
Wash metal chair frames in break room.
Clean chair guards in Conference, Committee and Hearing Rooms.
Dust all Common Areas as follows:

- Tops of Cubicles
- Filing Cabinets
- Furniture Tops and Sides

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- Wall Molding
- Baseboards
- Window Sills
- Book Cases
- Chair Legs
- Fixtures
- White Boards
- Bulletin Boards
- Wall Hangings
- Tops of Doors
- High Ledges
- Exit Signs
- Fire Equipment Enclosure
- Wall Clocks
- Picture Frames
- Statues
- Stair Banisters
- Display Cases
- Silk Plants
- Any Similar Item

*Only clear surface areas will be dusted. NO personal items on a desk or otherwise will be moved.
Clean office chair mats during wet seasons.
Clean all baseboards removing scuff marks.
Vacuum and/or wash rubber stair guards.

**Once Monthly**
Clean and polish all stainless steel kick plates, removing scuff marks.
Detail vacuum corners and edges of all carpeted areas.
Dust items as follows:

- Dust and/or Vacuum Ceiling Vents
- Venetian Blinds
- Intake Vents

Dust all walls to ceiling with an untreated mop or a vacuum.
Clean display cases using acrylic cleaner and a soft cloth.
Clean office chairs mats during dry seasons.
Vacuum all fabric furniture.
Damp wipe all vinyl and leather upholstery.
Wash all trash receptacle interiors with germicidal disinfectant cleaner.

**Twice Yearly**
Clean partition glass in all office areas.
Clean perimeter glass in office areas.
Wash all trash receptacle interiors and exteriors with germicidal disinfectant cleaner.
Remove the dust with a vacuum which has accumulated in Fire Extinguisher Receptacles.

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**Yearly**
Wash all walls from the floor to the ceiling.
Clean all light fixtures.

## Stairwells & Hard Surface Flooring

**Daily**
Sweep and mop all tile, marble and wood flooring, including lobbies, hallways, corridors and vestibules.
Sweep and mop all stairwells.
Vacuum carpeted stairwells, as applicable.
Dust and wash handrails.
Scrape gum from flooring and stairs as required.
**This will be the minimum frequency provided for flooring and stairwells. However, due to visible foot traffic during rain and snow periods, the floors will be maintained at a higher frequency to provide a clean appearance and maintain a high level of safety.**

**Weekly**
Machine scrub all tile, ceramic and stone floors to perform a deep cleaning.
Buff all waxed floors including copy rooms, break rooms, hallways, etc.
Dust all signage located in all buildings.

**Twice Yearly**
Strip and refinish all waxed flooring.

## Parking Garage Areas

**Daily**
Empty Parking Garage Trash receptacles located in the Utah Highway Patrol Training garage and Sally Port area.

## Miscellaneous

**Daily**
Monitor receiving dock for litter and spills.
Keep all equipment clean and in proper working order.
Turn off all lights upon completion of work, where and when applicable.
Lock all requested doors.
Report any Maintenance issues* to D.F.C.M.
*The issues may include water leakage, non-working light bulbs, toilet and urinal malfunction, dumpster malfunction or anything that could affect the safety of persons in the building.

Janitorial Closets and Facilities must be maintained**.
**These facilities (including doors, frames kick and push plates, handles, knobs, floors, ceiling grilles, shelving, vertical and horizontal surfaces, baseboards, light fixtures, etc.) must be maintained to reflect the same standards established in the building.

DAWES Janitorial, Inc.

## Day Porter South Salt Lake County Region Buildings
**(Where Requested)**

The Day Porter will carry a pager for immediate contact to address any issues that may arise immediately.

**Twice Daily**
Monitor all Public Restrooms, clean and refill product as needed.
Clean all Smoking areas as follows:

- Wash all tables
- Wash all chairs
- Empty ashtrays
- Clean ashtrays
- Pick up litter
- Sweep cement walkway

Monitor Lobby Area as follows:

- Brush or spot clean furniture as needed
- Straighten periodicals and/or magazines on tables
- Remove debris from flooring, chairs and tables

Monitor stairs and stair landings for litter and spills.
To avoid an unsightly area, monitor the Break rooms to remove debris and spills.

**Daily**
Check Conference rooms to clean up after any late meetings that have occurred the night before.
Check Public restrooms for cleanliness and refill product as needed every 2 hours.
Receive all deliveries for Dawes Janitorial, Inc.
During periods of rain or snow, Wet Floor Signs will be placed at entries as a caution to foot traffic.
Mop entries more frequently as needed during rain and snow periods.
Vacuum walk off mats as needed.
Clean the D.F.C.M. Office at time specified by D.F.C.M.
Disinfect all Public use telephones including ear and mouth piece.
Clean the Break Room as follows:

- Spot clean all chairs as appropriate.
- Wipe down tables using a germicidal disinfectant cleaner.
- Clean and disinfect counter tops in all break rooms.
- Clean and disinfect sinks in all break rooms.
- Spot clean cabinet fronts in all break rooms.
- Clean the Vending Machines
- Clean the outside of the entire fridge.
- Clean microwaves inside and out.
- Refill all paper towel and soap as needed in break rooms.
- Dust and/or wipe any spills from vending machines.
- Spot clean all carpeted areas*.
- *Report large or difficult carpet spots to the Supervisor for machine extraction.

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- Scrape gum from floors as required.
- **Remove garbage from Break Rooms at 2:00 p.m.**

Clean the Cafeteria Area at 1:00 p.m. as follows:

- Spot clean all chairs as appropriate.
- Wipe down tables using a germicidal disinfectant cleaner.
- Spot Clean glass windows surrounding the Cafeteria
- Remove trash

Clean, disinfect and polish all water fountains.
Polish the stainless steel on all elevators.
Polish the stainless steel on all hand railings.
Using disinfectant, spot clean surfaces often touched by public traffic, (i.e., around light switches, telephones, drinking fountains, stairwell entrances, corridor entryways, door frames, elevators and other high traffic areas) which are likely to have a heavy accumulation of hand prints, wall splatters and dirty spotting.

Clean the Receiving Dock as follows:

- Sweep & Mop
- Dust
- Remove Trash
- Spot clean carpet, doors, walls, glass, etc.

Clean Entries* as follows:

- Sweep or vacuum Flooring as applicable
- Glass
- Clean interior window frames surrounding glass
- Garbage
- Ashtrays and Sand Urns
- Vacuum walk-off mats as needed
- Vacuum and/or wipe down door tracks
- Sweep a minimum of 15 feet beyond drip line of building including stairs and handicap ramp.
- Clean all outside benches and railings.
- Clean tables and chairs in Smoking Shelters and Patios

*High traffic entries will be done twice per day.
Mop entries as needed during periods of rain and snow.
To avoid an unsightly area, monitor the hallways frequently to remove debris and spills.
To avoid an unsightly area, monitor the Public Waiting Areas frequently to remove debris and spills.
Clean the vending machines in the Public Waiting area.
Remove debris from the planters located throughout the building.
Clean & Polish all Elevators, including Freight Elevator.
On a daily basis all doors, carpet, walls, handrails, etc. will be spot cleaned throughout the building.

Notify D.F.C.M. of any maintenance issues that may arise.
Other duties as assigned by D.F.C.M.

**Cost Proposal Price Sheet**

Contract Name/Company
Address and Phone

Calvin Rampton Building
DWS South County
Murray Highway Patrol Office
Murray Highway Patrol Training Office
Midvale DWS Building

Submitted By: _____

**Dawes Janitorial, Inc.**
**1224 East 5th Avenue**
**Salt Lake City, UT 84103**

## 1. CONTRACT

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

**Calvin Rampton Building**
1st Contract Year $ 148400.04
2nd Contract Year $ 148,400.04
3rd Contract Year $ 148,400.04
4th Contract Year $ 148,400.04
5th Contract Year $ 148.400.04
Total cost for 5 years $ 742,000.20

**DWS South County**
1st Contract Year $ 27,235.92
2nd Contract Year $ 27,235.92
3rd Contract Year $ 27,235.92
4th Contract Year $ 27,235.92
5th Contract Year $ 27,235.92
Total cost for 5 years $ 136,179.60

**Murray Highway Patrol Office**
1st Contract Year $ 9699.96
2nd Contract Year $ 9699.96
3rd Contract Year $ 9699.96
4th Contract Year $ 9699.96
5th Contract Year $ 9699.96
Total cost for 5 years $ 48,499.80

**Murray Highway Patrol Training Office**
1st Contract Year $ 4899.84
2nd Contract Year $ 4899.84
3rd Contract Year $ 4899.84
4th Contract Year $ 4899.84
5th Contract Year $ 4899.84
Total cost for 5 years $ 24,499.20

**Midvale DWS Building**
1st Contract Year $ 22,344.00
2nd Contract Year $ 22,344.00
3rd Contract Year $ 22,344.00
4th Contract Year $ 22,344.00
5th Contract Year $ 22,344.00
Total cost for 5 years $ 111,720.00

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:

| | | | |
|---|---|---|---|
| Building Supervisor | $ 15.00 | Lead Person | $ 10.00 |
| Porter or Matron | $ 10.00 | Janitor | $ 9.00 |
| Floor Person | $ 10.00 | Utility | $ 9.00 |
| Other | $ 10.00 | Other | $ 9.00 |

# Proposed Minimum Daily Man Hours 80

| Salary Breakdown per Position | Hours | Rate | Daily Cost |
|---|---|---|---|
| Supervisor for All Locations | 5 | 8.25 | 41.25 |
| Day Porter Calvin Rampton | 46 | 6.5 | 299 |
| Day Porter DWS South | 14 | 6.5 | 91 |
| Day Porter Murray Highway Patrol Office | 3.5 | 6.5 | 22.75 |
| Day Porter Murray Highway Patrol Training Office | 1.5 | 6.5 | 9.75 |
| Midvale DWS | 10 | 6.5 | 65 |
| **Total** | **80** | | **$528.75** |

$528.75 X 21.85 days per month = $11553.19 per month

| Payroll Taxes and WCF | Rate | Daily Cost |
|---|---|---|
| FICA | 0.062 | 32.78 |
| Medicare | 0.0145 | 7.67 |
| Utah Unemployment | 0.012 | 6.35 |
| FUTA | 0.008 | 4.23 |
| Workers Compensation Fund | 0.0378 | 19.99 |
| **Total** | | **$71.02** |

$71.02 X 21.85 days per month = $1551.79 per month

| Monthly Operating Expenses | |
|---|---|
| Salaries and Wages | $11,553.19 |
| Payroll Taxes & WCF | $1,551.79 |
| Officers Wages | $290.00 |
| Performance Bond | $160.00 |
| General Liability Insurances | $280.00 |
| Theft Bond | $27.00 |
| Pagers | $8.00 |
| Uniforms | $51.00 |
| Payroll Services | $56.00 |
| Trash Can Liners | $260.00 |
| Cleaning Supplies | $1,740.00 |
| Equipment Repair and/or Replacement | $290.00 |
| Office Expenses | $107.00 |
| Legal & Accounting Services | $125.00 |
| Business & Corporate Licensing | $12.00 |
| Mobile Phones | $54.00 |
| Miscellaneous Expense | $350.00 |
| (Raises, damage expense, equipment rental, bonuses, etc.) | |
| Profit | $800.00 |
| **Total per Month** | **$17,714.98** |
| **Total per Year** | **$212,579.76** |
| **Total 5 Year Contract** | **$1,062,898.80** |

DAWES
Janitorial, Inc.

# Proposed Minimum Daily Man Hours 80

| Salary Breakdown per Position | Hours |
|---|---|
| Supervisor for All Locations | 5 |
| Day Porter Calvin Rampton | 46 |
| Day Porter DWS South | 14 |
| Day Porter Murray Highway Patrol Office | 3.5 |
| Day Porter Murray Highway Patrol Training | 1.5 |
| Midvale DWS | 10 |
| **Total** | **80** |